DRAFT

Grounds Committee Meeting Minutes
February 20, 2020 @ 3:00 PM
Main Clubhouse Library

ATTENDANCE

Members Present:
Steve Huffman, Chair/Zone 5
Christina George, BOD Liaison
Bettsi Ledesma, General Manager
Iris Bettencourt, Secretary/Zone 4
Ron Holehouse, Zone 1
Diane Luttrell, Zone 1
Diane Durawa, Zone 2
Liza Tafoya, Zone 3
Kay Chmielewski, Zone 4
Kathy Waugh, Zone 6
Marty Henderson, Irrigation Steward

Members Absent:
Joleen Hecht, Zone 3
Joan Trotta, Zone 6
Solveig Toft, Zone 7
Christina Romero, Assistant Manager

Contractors Present:
David Culbertson, Coast
Paul Dubois, The Grove

Homeowners Present:
Markus Dascher
Helga Dicker

AGENDA ITEMS

January 20, 2020 Minutes
The January 2020 meeting minutes were moved, seconded, and approved.

Additionally, a request for a volunteer to take the March minutes went unanswered. **Steve** will reach out to members asking again for a volunteer. He stated only rough notes are needed; he can draft the minutes from the rough notes.

Homeowner Comments
None. Today's visiting homeowners have applied to become **Zone 5** stewards.

The Grove Proposals and Progress Report
Proposals:

- Treatment for pears at 1575 University Avenue - moved, seconded, and recommended for approval by the Board.
- Tree removal at 201 Dunbarton Circle - moved, seconded, and recommended for approval by the Board.

Progress Report (**Paul**):

- Maintenance pruning underway - **Zone 1** is completed, **Zone 2** underway, **Zone 3** will begin this month, **Zones 4,5,6** will follow in March and **Zone 7** will be completed afterwards.
- Tree removals approved in 2019 that were not commenced then are currently underway.
- Spraying for plum fruit and liquidambar seed ball reduction is being scheduled.
    - **Diane D.** suggested that notice be posted on streets where spraying will occur to prevent cars from blocking the progress of spraying. Paul will work with Management to facilitate this, including providing the dates of spraying. Management will consider emailing impacted residents or having Security assist in notification.

Additionally, **Steve** asked **Paul** if redwoods will require deep watering in the event of inadequate rainfall. **Paul** stated this will be done in summer months based upon dryness.

<u>Coast Proposal and Progress Report</u>

Proposal:

- **46893-55 Zone 1 Remediation** - Moved, seconded, and recommended for approval by the Board with the following changes:
    - Correct the address 1039 Colby Court to be 1039 Commons Drive.
    - Incorporate plantings needed at 8 Colby Court by sharing the proposed plantings for 1039 Commons Drive between the two residences. Acuba will remain as proposed, no sword ferns will be planted, and ground cover or small plantings will be done at 8 Colby Court. **David** stated there will be no adjustment to the cost of the proposal for these changes.

Progress Report (**David**):

- Work for several approved proposals is underway -
    - **Zone 7** is finished
    - **Zones 4, 5, and 6** are in progress.
- Shrub trimming/pruning is underway.
- Irrigation is running one day per work due to stress caused by lack of rain.
- Weed abatement is in progress.

Additionally, **Kay** asked about replacement of azaleas that had died on the east side of the Dunbarton Cabana. David will review **Zone 4** walk notes with **Bettsi** to determine if they were under warranty. **Marty** asked if the re-installed drip-irrigation at the Dunbarton Cabana was partially buried as is best practice or simply covered with mulch. **David** will contact the installation crew to ensure best practice was followed.

<u>Review of the Improvement Plan Draft</u>

The revised version was reviewed. Edits include, but are not limited to:

- Updating page 8 to include Management performing work inspections rather than zone stewards.
- Using the term Management throughout the document instead of referring to both the Office and Management (replace Office with Management).
- Removing homeowner references in the flowchart for problems identified by zone stewards.
- Correcting footers in the flowcharts for tree maintenance and patio violations by changing “my” to “by”.
- Updating page 14 for the contents of the zone steward manual. Second bullet to refer to links to tracking reports instead of internet addresses and add to the manual a roster of committee members and related parties.

It was moved, seconded, and approved to send the plan with the edits discussed to the Board for its consideration.

Recommendation to the Board Regarding Homeowner Plantings in the Common Area

Discussion focused on the need for homeowners to pay for plantings in the common grounds:

- **Bettsi** stated the process allowing homeowners to pay for plantings was instituted when low reserves negatively impacted plantings; now the reserve situation has improved.
- There was debate over whether the HOA should pay for all plantings, thereby repealing the related 2014 resolution, or whether to continue to allow for homeowners to fund plantings through an updated process. A vote was taken, with six members voting to recommend that the Board repeal the 2014 resolution and three members voting against its repeal.
- After the vote, it was determined a process is needed for homeowners to request plantings which are paid for by the HOA. **Marty** and **Iris** volunteered to draft a related process and provide it to the committee for discussion in the March meeting. Once a process is approved, related documents and announcements can be developed. Upon completion, a recommendation will be submitted to the Board for consideration/approval.

The vote to recommend to the Board that it repeal the 2014 resolution pre-empted the scheduled review of the revised process for homeowners to pay for plantings in the common area.

Steering Committee Report

Steve reiterated the standard meeting includes:

- Review of Coast and The Grove tracking reports/proposals.
- Discussion of patio violations.
- Review of homeowner complaints.

Bettsi now chairs the Steering Committee.

Items Unresolved from Past 2019 Meetings

- From October: photos of plants - **Steve** is working on the project as planned and is including photos of plants in both full leaf and dormant conditions. This will be an ongoing work in progress as the photo list will require updating with new and missed plants.
- From December: Tree Numbering - This issue remains unresolved. **Bettsi** was asked if she knew of any problems caused by stopping the tree inventory; she did not know of any.

The next Grounds Committee Meeting is on March 26, 2020, in the Main Clubhouse Library