Nepenthe Grounds Committee Meeting

September 19, 2019 2:30 PM

Nepenthe Clubhouse

**Present were:**

Don Landsittel, Committee Co-Chair Joan Haradon, Co-Chair

Christina George, BOD Liaison Dawn Robinson, General Manager

Christina Romero, Assistant Manager Barry Nietsch, Coast (portion)

Steve Huffman, Committee Secretary

Marty Henderson, Irrigation

Diane Luttrell, Zone 1 (portion) Ron Holehouse, Zone 1

Diane Durawa, Zone 2 Liza Tafoya, Zone 3

Yvonne del Biaggio, Zone 3 Joleen Hecht, Zone 3

Iris Bettencourt, Zone 4 Pam Sechrist, Zone 5

Joan Trotta, Zone 6

Solvieg Toft, Zone 7

**Not Present:**

Valerie Layne, Zone 2 Kathy Waugh, Zone 6

Paul DuBois, The Grove

**Guests:**

John Trotta and Anne Marder

The meeting was called to order by Co-Chair **Don Landsittel** at 2:30 PM.

**Joan Trotta** proposed a change to the minutes of the August meeting. However, after some discussion they were approved as written on a motion by \_\_\_?\_\_\_ and seconded by \_\_\_?\_\_\_\_\_.

**New Committee Co-chair**

**Christina George** advised the group that **Joan Haradon** had been appointed co-chair by the board of directors. **Don** said **Joan** would also act as meeting facilitator and contrasted that role with that of chairing a meeting.

**Clarification of Weekly Operations Meetings**

**Christina George** briefed the committee on the purpose of the weekly Tuesday morning Operations meeting. Attendees are management, committee co-chairs, board liaison and contractors from Coast and occasionally Grove, when needed. The weekly meeting is held in order to provide oversight and management of the scope of work; review and prioritize approved work orders; review and oversee progress tracking reports from both Coast and Grove; review reports from zone stewards and concerns of the Grounds Committee.

**Zone Steward Job Description**

**Don** had distributed the proposed description in advance and answered questions from the group. He acknowledged that format changes were needed, but that would not change the substance of the document. He answered questions from the group. **Steve** moved adoption of the job description. The motion was seconded by **Joleen** and it passed.

**October 11 Zone Steward Luncheon**

**Joan Haradon invited** zone stewards to a lunch meeting entitled “On Being a Zone Steward.” Topics will include how to improve communications, meeting and work order procedures.

**New Form for Nepenthe Members** (Members) to facilitate comments from Members to the Committee.

The new form to be used by guests at meetings doubles as a tool for Members to request to be contacted by their Zone Steward.

**Report by Barry Nietsch, Regional Manager of Coast**

**Barry** entered the meeting to review the 3-month schedule with the group. He said additional crews would work during leaf drop. He answered questions from the committee.

**Tree Work**

**BOARD ACTION** -- The committee recommended two contracts to the board.

1. Additional tree work in Zones 5 and 6: planting of six trees for $2,565. Planting to be done by Coast. Moved by **Pam**, seconded by **Marty**, passed.
2. Grove to remove a locust tree #1714 on University Avenue for $511.50 plus $150 stump grinding. Moved by **Marty** and seconded by **Joan Trotta**, passed.

There was an existing contract with The Grove for pruning a locust tree, tree #1763, at 700 Elmhurst. **Paul DuBois**, who was not present, had recommended the tree be removed instead at no added cost. Pam moved to approve the change and Jolene seconded. The motion passed.

**Barry**

* promised that Zone 2 irrigation work would be complete September 27.
* Zone 5 remediation’s would commence September 30,
* Work on 25 open Work Orders would begin September 30.
* Discussion on pricing for Zone 1 drip irrigation installation – Barry will provide a revised Proposal. Once accepted by Management, Christina George and Marty Henderson it will be emailed to Committee Members for their electronic (email) approval for BOD approval at October Board Meeting. **Board Action**
* Coast would do a walk through of the community September 24 and make a report. Barry agreed the appearance of the grounds was not acceptable. He then departed the meeting.

**General Manager Report**

**Dawn** summarized her office’s activities to gear up operations after the absence of a general manager for several weeks. She commended **Christina Romero** for her diligent work to bring that about. She described the Work Order process, the handling of homeowners’ requests, and need to develop clear policies and procedures. She answered committee members’ questions.

**Survey Results**

**Joan Haradon** summarized the results of the survey of the committee and thanked those who participated. **Christina George** told the group that such specific information from the committee greatly helps the BOD make decisions. She said the Board’s decision to continue the use of RoundUp was influenced by the seriousness of the weed problem as evidenced by the survey.

**Zone Steward Feedback**

This discussion included our need to better define procedures, the need to update the Grounds Vision Statement, and owners doing grounds work themselves when they see it is not done by Coast.

The meeting adjourned at 4:12.

Respectfully submitted,

Steve Huffman, Secretary

Edits by,

Don Landsittel, Co-Chair

**Requests for Board Action**

* Approve for Coast’s additional tree work in Zones 5 and 6, affecting six trees for $2,565.
* Approve for Grove’s removal of a locust tree on University Avenue for $511.50 plus $150 stump grinding.
* Approval for Coast’s installation of Zone 1 drip (netafim). Price to be confirmed for inclusion with Board Package.

**Next Grounds Committee meeting October 17 at 3:00 PM at Nepenthe Clubhouse**