

**Grounds Committee Meeting Minutes
January 16, 2020 @ 3:00 PM
Dunbarton Cabana**

ATTENDANCE

Members Present:

Steve Huffman, Chair/Zone 5	Kay Chmielewski, Zone 4
Christina George, BOD Liaison	Joan Trotta, Zone 6
Iris Bettencourt, Secretary/Zone 4	Kathy Waugh, Zone 6
Diane Luttrell, Zone 1	Solveig Toft, Zone 7
Diane Durawa, Zone 2	Marty Henderson, Irrigation Steward
Liza Tafoya, Zone 3	

Members Absent:

Ron Holehouse, Zone 1
Joleen Hecht, Zone 3
Property Manager (Vacant position)
Christina Romero, Assistant Manager

Contractors Present:

David Culbertson, Coast

Homeowners Present:

Don Landsittel

AGENDA ITEMS

December 2019 Minutes

The December 19, 2019, meeting minutes were moved, seconded, and approved with a correction of adding **Marty's** name in the Members Present section.

Homeowner Comments

Don Landsittel commented that the value of the work that is being done on the grounds isn't as visible as it should be and recommended adding this information to the Grounds Committee's or Board of Director's meeting minutes.

Related discussion:

It was clarified that Don was referring to cost information. **Christina G.** and **Steve** noted this information is published in the monthly HOA newsletter. **Iris** noted that minutes are a record of the discussion at meetings and if cost information is not a discussion item, it won't be included in minutes.

Coast Proposals

46893-51 Zone 6a Remediation - Moved, seconded, and recommended for approval by the Board.

46893-54 Zone 6b Remediation - Moved, seconded, and recommended for approval by the Board with the following correction being made:

- In the first item, correct the address from 810 Elmhurst to 610 Elmhurst.

Additional proposal related discussion was brought forward by **Joan**; she questioned why proposals do not break out labor and material costs. **Christina G.** stated for smaller projects combined pricing is acceptable and **Steve** noted the maintenance contract does not require breaking out the costs. **Steve** suggested when the next contract is being developed, language to allow for breaking out the costs be included.

Coast Progress Report

David stated the following:

- Work for several approved proposals is underway -
 - **Zone 1** is nearly finished (2 Camellias are backordered).
 - **Zone 2, 5, and 6** are in progress or being started this month.
- Leaf pick-up season was successful, and now the focus is on pulling leaves out of shrubs and fences.
- Shrub trimming/pruning is underway.
- Irrigation checks are underway.
- Preemergent spraying is planned for weed control.

Joan asked for clarification regarding specific **Zone 6** work not included in the proposals reviewed in this meeting; **David** stated the work was previously approved in Proposal **46893-48**.

Review of the Improvement Plan Draft

The objective for this meeting was to review the draft and approval is to occur in next month's meeting.

Edits:

- **Diane D.** is to send **Steve** recommended revised language for page 3, paragraph 3 and page 6, paragraph 3. This information needs to be provided to **Steve** by January 22.
- Detailed recommended edits were recorded by **Steve** and **Iris** and the document will be re-worked accordingly and provided to members for review before the February meeting. These edits include, but are not limited to:
 - Adding current property manager vacancy info.
 - Adding that contract management issues are part of the problem with the maintenance contract.
 - Expanding on the term "debris".
 - Defining who "they" are where needed.
 - Updating flowcharts to address gaps pointed out by **Liza**.
 - Expanding the term "plant".
 - Language movement and strikes.

Recommendation to the Board Regarding Homeowner Plantings in the Common Area

After discussion of the *Nepenthe Application for Common Area Planting by Homeowner, Notice of Completion*, Resolution 00138, and Section 3.6 of the Community Rules, it was decided a sub-committee is needed to develop a recommended process and update the forms, resolution and rules accordingly.

The sub-committee is **Steve**, **Liza**, and **Diane D.**

Zone Walk Schedule for 2020

Steve distributed the schedule to members in his email with the advance meeting materials.

Zone stewards requiring a zone walk date change are to directly request a swap with other stewards. **Steve** does not facilitate date changes.

Steering Committee Report

Steve reported:

- At each Steering Committee meeting the following are reviewed -
 - Coast tracking report (for the status of proposals).
 - Patio violations.
 - Homeowner complaints.
- Coast's ownership has changed but there will be no related impact on Nepenthe's contract.
- **Liza** attended a meeting. (**Liza** commented it was well run and informative).

Steve polled members to see who wants to attend a future Steering Committee meeting. **Kay** is to contact **Steve** regarding her availability.

Q&A: Items Unresolved from Past 2019 Meetings

- From May: **Zone 3** trees 846, 847 and 848 - **Joleen** and **Paul** recommended removal of these trees; reasoning included structural issues. It was moved, seconded, and approved that the original proposal submitted by The Grove be recommended for approval by the Board (**Paul** indicated there is no cost change, so the original proposal does not need to be re-done).
- From October: photos of plants - **Steve** has begun taking photos and intends to complete this project by June 2020.
- From December: Nomenclature of sub-zones - Decision made to use letters, not directions, to describe sub-zones. Examples: Zone 6A and Zone 6B, Zone 3A, 3B, and 3C.
- From December: Tree Numbering - It was determined that this issue needs further discussion in the February meeting, with consideration of the following comments/recommendations brought forth in this meeting:
 - Use the former HOA contractor's tree numbering forms/inventory as a starting point for an updated tree numbering process, including deletion from the inventory trees that have been removed from the grounds.
 - Contract out the work required to update the inventory/numbering and consider a graduate student to do the work.
 - Address only newer tree plantings in the updated inventory/numbering.
 - Include addresses in the updated inventory as finding trees by tree number only is difficult.
 - Determine what are the reasons we need an updated inventory and the related cost/benefit. Within this topic, a reason is there may be a need for insurance values if trees are covered for fire and flood.
 - Determine what are the problems associated with not having a current inventory in order to decide if a fix is required or not.

The next Grounds Committee Meeting is on February 20, 2020, in the Dunbarton Cabana