

REGENCY AT PROVIDENCE COMMUNITY ASSOCIATION,
LANDSCAPE COMMITTEE Meeting, January 9, 2019

Present:

1- Call to Order – Linda convened the meeting at 4:02 pm.

Welcome to new members Ed Idzik, Nancy Carey (not present), Mary O'Connor, John Dougherty (not present) and Lydia Prass. Also in attendance Art Lebofsky, past co-chair, and Bob Derbyshire, new committee Board Liaison.

2- Art thanked the committee for their exemplary efforts during his term and reviewed some of the accomplishments to include; a major review of the committee by-laws and interfacing with the new contractors.

3- Approval of Minutes for meeting of October 18, 2018: Motion by Joe Malone and Seconded by Ralph Hoppel – Acceptance all in favor.

4- Bob was asked and responded to the removal of ponds and irrigation from the purview of the committee. He commented that he believed that the contract with the contractors could be best managed by management and the Board. A lengthy and impassioned response by many committee members refuted that premise and presented instances where our committee members found items requiring correction (not the contractor), verified that work performed was satisfactory or not, and generally provided the community with an expertise that is not available within the Board and management. **And since this change has not been presented to the Board for a vote, we asked that he reconsider and vote to leave the ponds and irrigation as part of the LC.**

5- e-Votes

Several items were approved by email vote of the committee and forwarded to the Board for action. Opt-out form received final approval by the Board and the new process will begin next month. A document was prepared to create common definitions to align terms used within our contracts to processes and a proposal to change the aeration in our ponds to a bubble type were both received by the Board for action.

6- Treasurer

Alan reported that invoices for fall fertilization, mowing and clean-up services performed by Outside Unlimited (OU) during 2018 have not been processed. The cost of these services is approximately \$30,000. Bob reported that Tom McCarthy recently contacted OU to determine if there are any open invoices and was told that all services performed during 2018 have been invoiced and paid.

An invoice from Coon Hollow for \$2,550 covering removal of pond fountains, cleaning and winter storage and miscellaneous charges was approved and paid without being reviewed and approved by the Landscape Committee (LC). A process was created to review and approve all invoices by members of the LC to assure that the work was completed satisfactory prior to approval and payment by the Board and Management. To be reviewed.

An invoice for \$800 dated December 7 was submitted by Elite Tree Care for several services. Mary T. reported that Elite did not perform the work adequately and that the invoice should not be paid. Bob will investigate if the invoice has been paid.

The LC budget for 2019 is:

Landscape maintenance	\$270,000
Flower maintenance at entrances	\$8,000
Tree replacement and maintenance	\$10,000
Sprinkler irrigation maintenance	\$5,300
Ponds maintenance	\$8,200

7- Co-Chair Reports: Mary introduced the initiation of a Perpetual Calendar to include all the recurring dates for actions of the LC. This will serve as a reminder for all members that some actions are required well in advance of the planned dates, i.e. ordering of flowers. All sub-committees will provide input.

Linda - Opt-out Form has been finalized but there is still a requirement to work out with OU the marking of lawns.

Remediation of the entrance beds and planting of Fall flowers at:

PHASE 1 all dead junipers were removed and replaced with 40 liriop. 90 mums were installed on all end caps. PHASES 2-3 all dead junipers were removed and replaced with 25 liriop. Sixty mums were installed in the end

caps. PHASE 4 28 red and yellow mums and 8 flats of dianthus floral mix were installed in vacant entrance bed. 10 flats of dianthus floral mix were installed in the club house beds.

8- Sub-Committee reports:

- -Garden and Plant Maintenance: Linda - **Spring plantings at all three entrance beds will be determined and orders placed with the vendor. Plans will be made for the continued remediation of entrance beds in phases 1, 2-3 and Sloan club house. Inventory of all beds will be taken for any required removal/replacement in early March. Volunteers from the community and committee will be needed to assist – please let Mary or Linda know your availability.**

- -Trees- Mary: Ed Idzik is new sub-committee chair. Tree work around the Sloan Clubhouse was started by Elite Tree. The Hollies next to the clubhouse and pool pump house were sheared as well as the cherry tree being trimmed back and thinned out. **The dead tree at the entrance to phase one on the right in landscaping bed was cut down and the stump still needs to be removed. The dead pine near the sidewalk to the Sloan pool was cut down but needs to be cut below grade. The Sycamore trees by the pool were trimmed but need the canopy raised a bit higher. Elite tree was contacted and waiting on a response/action.**

A dead tree in the parking lot strip at Sloan parking lot was replaced by Shearon under warranty and watered until the hoses were put away when freezing weather came. The tree needs to be monitored in the Spring/Summer of 2019 for watering.

The tree committee will start a list of dead trees in the community. Please report any dead trees to the tree committee so they can assess the tree status and plan action accordingly.

- -Trails – Mary - The slope grass issue behind 700-712 Hillview Drive will be addressed in The Transition Maintenance List to Toll. **The beds along the trail missing shrubs or with dead shrubs will need to be bid out to OU for removal of dead items and turning the areas back to lawn. The trail edges will need to be addressed with OU and be watched over by the trails committee. We need to make sure they maintain the trails**

and the area on the “other” side of the trails that was neglected this year (2018). The area behind 724-726 Hillview Drive needs to be remediated by OU as their equipment sank in that area. While not part of the trail, adjacent to the Copley road end of the Phase 3 trail there is a 6” drop off that is a hazard. The river stones should be built up on at least the south side of the pavement the full length of the culvert.

-- Lawn Care – Ed asked that the contract with OU be modified to have the two fertilizations split, one in spring/summer and one in the fall winter, rather than two late in the year. This needs to be discussed with OU. It was also asked that the community overwatch OU’s performance and report to management anything they see inappropriate.

9- Unfinished Business:

--Linda emphasized the use of the punch list maintained by management as the best tool to insure that all items requiring remedial actions with contractors be visible and serve as a record of open/completed actions.

10- New Business:

-- Linda also explained the new voucher system which requires contractors to complete and submit with their invoices, this will assist in validating the services performed and approval of invoices.

12- Board Liaison – no report.

11- Adjournment at 5:27pm by motion of Bruce and Second by Joe – all affirmed.

Next meeting, February 13, 2019, 4:00 pm, Sloan Clubroom

All motions and action items are in bold print. The Committee minutes are reviewed and agreed to by the members before they are finalized and posted to the web site. A formal vote to approve the minutes is then taken at the next Committee meeting.

Respectfully Submitted,

Leonard Lobel, Secretary Landscape Committee