



Belsera's Landscape Committee Meeting Minutes

Time: Sunday, April 15, 2007 at 10:30 AM – 11:30 AM

Attendees: Wanda Arsulich, Maxine Quinn, Anne Hoffman, Richard Adolphson, Karen Stiles, Leslie Pembroke, and Susan Leverenz

Order of Business:

- Adoption of Meeting Minutes: The Minutes from the 03.18.07 meeting was reviewed and approved.
- **Old Business.** Contact with Boy Scouts of America for brush removal; and Plat maps made available to the Committee Members to identify areas where trees may be suitable for planting. to Susan to collate into one master plan.

Action Items:

- Make contact with Boys Scouts of America. (Susan)
 - Request a copy of the Schedule of Rotation of work performed at Belsera from Benchmark and circulate to Landscape Committee Members. (Wanda and Maxine)
- **Walk-about.** Benchmark, CBM, and Landscape Committee Members are scheduled for Monday, April 16, 2007 at 7:30 AM for a tour of the property.

HOA Member Concerns addressed during previous month:

1. March 22, 2007: Benchmark removed a small palm tree from *11130 Portobelo Drive* at the request of the homeowner at homeowners' expense. Homeowner very happy with response and price – thank you note sent to Benchmark on April 11th.
2. March 28, 2007: Benchmark and Landscape Committee Members (Wanda and Maxine) removed for regular trash pickup, 2 stinky trash bins left in the lower pool area by unknown perpetrator, along with a chair and wood pallet. No charge.
3. April 4, 2007: Benchmark reported a broken irrigation pipe in front of *11306 Camino Playa Cancun*, under the driveway buckling up the asphalt. Capped the pipe leaving one irrigation sprinkler head without water on the other side of the driveway. This "lone" sprinkler was connected to another irrigation line by running a pipe under a nearby sidewalk. \$625.00 cost of work was approved.
4. April 5, 2007: Severely leaking irrigation problem at *11082 Portobelo Drive* reported and resolved. No report on expense – should be included in monthly bill.
5. April 9, 2007: Benchmark addressed Homeowner's concern at *11368 Portobelo Drive*. Homeowner requested trimming of Escallonia bushes between back patio wall and white fence adjacent to the parking area east of the unit. Benchmark noted the hedge was trimmed quite a bit and hopes the neighbors don't mind. No charge.

HOA Member Concerns to be addressed during this month's walkthrough:

1. *11036 Portobelo Drive*. Homeowner requested minor pruning of tree branches to be able to enjoy the sunset view. Should not be extra charge for trimming.
2. *11176 Portobelo Drive*. Homeowner requested riding mowers not be used behind the residence in park area as mowers were leaving ruts in the grass. Reported to Benchmark and will be reviewed at next walk-about. Note other areas as well.

Action Items (Maxine, Wanda and Karen):

- Request a copy of the Schedule of Rotation of work performed at Belsera from Benchmark.

- Request plan and timetable for hedge and bush trimming. Some hedges do need trimming as they are encroaching on walkways. Shaping needed for driveway bushes in front of columns and in other areas to be pointed out on Walk-about.
 - Discuss concern over some areas not looking like they are getting watered i.e. fingers especially, and other areas that only show minor watering.
 - Discuss concern over some smaller grassy areas that do not appear to be getting mowed – sprouts of trees and long tufts of grass are appearing. Also mention the lawn mower ruts that have appeared in lawns.
 - Request a proposal from Benchmark to begin rectifying previous grassy or flowered areas that remain barren and are eyesores.
 - Until the Smart Program Satellite Controller comes on line – inquire if it can be manually operated as it appears some areas are without water and suffering.
- **Benchmark's Monthly Invoice and Invoices for Other Repair Work.**
 1. March invoice; approved for payment a few days prior to March 30th, \$12,905.00.
 2. Other invoices; approved invoice to purchase drain grates and other irrigation nozzles not included in Smart Program work that were needed. \$114.63.
 - **Tree Trimming and Stump Removal Proposal.** April 4, 2007 \$3,419.00 One Trip Proposal, approved by Landscape Committee and awaiting Board approval on April 17th:
 - a. Removal of dead: Eucalyptus tree (1); Melaleuca tree (1); Bradford Pear trees (3); Alder tree (1); and remove branch from Bradford Pear leaning into Lamp post.
 - b. Stump grinding below grade of: Melaleuca – 12" in 6'x8' area; Bradford Pears – 10-12". Alder to be cut 4-5 feet off ground for future Raptor Perch.

Action Item: Request approval of submitted request at April 17th Board Meeting. (Susan)

- **Removal of Phoenix Canary Date Palm Proposals.** April 4, 2007 \$1,500 ATLAS Proposal, approved by Landscape Committee and awaiting Board approval on April 17th:
 - a. Three bids were obtained.
 - i. ATLAS – Remove canopy and cut trunk into 2 sections and remove with crane – lessens spread of disease; and stump grind.
 - ii. One Trip - \$5,136 to remove by crane; \$1,475 to cut up and remove in "wheels" and stump grind.
 - iii. TruGreen - \$1,392 to remove in "wheel" cuttings and stump grind.
 - b. Lab Report from TruGreen confirmed the disease is known as Pink Rot Fungus. Tree(s) may have other diseases such as Fusarium Wilt, but Pink Rot Fungus outgrows everything else, preventing confirmation of other diseases. Find out if the other 2 trees could be sprayed to retard fungus.

Action Item: Request approval of submitted request at April 17th Board Meeting. (Susan)

- **Smart Program Grant.** The \$5,000.00 grant submitted on March 21st was approved by the Water Authority on March 28th.
 - a. Invoice submitted by Benchmark for their labor and extra materials to complete a total upgrade outside of the \$5,000.00 grant – for \$2,744.00.

- b. Checked with Management Company on March 21st regarding Landscape budget and emailed to Landscape Committee. Approval was given and requested Benchmark to supply map of areas improved once completed.
- c. Smart Controller installed in Upper Belsera has a \$10.00 monthly service fee (for the satellite monitoring the controller). Currently checking with Management to find out if we have a credit card associated with our operating account with bank, and if not, to obtain one. We need to supply a credit card number to activate the controller!

Action Items:

- Note at April 17th Board Meeting that the March Budget should state the "tree trimming" entry should be moved to the "extras" line item. (Susan)
- Request Map of Smart Program installations. (Maxine and Wanda and Karen)
- Request approval of setting up a credit card connected to the operational account in order this monthly charge will be addressed at April 17th Board Meeting. (Susan)
- **Web Site.** The Web Site has been successfully transferred and is on line once again. Check it out! And let others know it is back on line.

Action Items: Post notice at mail boxes and request notice be included in election ballot material to be sent out shortly to HOA members. (Susan)

- **New Items to Discuss.** None.
- **Next Meeting.** The Committee scheduled the time and location of the next Landscape Committee Meeting. **Next meeting scheduled for May 20th** (the Sunday prior to May's Walk-about) at the lower pool at 10:30 AM – 11:30 AM.
- **Meeting Adjourned.**