



Belsera's Landscape Committee Meeting Minutes

Time: Saturday, June 23, 2007 at 10:30 AM – 11:30 AM

Attendees: Wanda Arsulich, Maxine Quinn, Richard Adolphson, Leslie Pembroke and Susan Leverenz. Guest: Toni Wanic
Absentees: Anne Hoffman and Karen Stiles

Order of Business:

- **Adoption of Meeting Minutes:** The Minutes from the 05.20.07 meeting were reviewed and approved.
- **Old Business.** Brush Removal. Fire Season is upon us and many HOA members are concerned. It was noted how important it is that no HOA member loses insurance coverage due to lack of brush removal.
 - a. Wanda reported she made contact with Karen Reimus who was in charge of using goats last year at Scripps Ranch. The good news is that they did a fantastic job and it is cost effective. The bad news is that the goats can dig under the electric fence and therefore need herders on site 24/7; if grass is brown need to bring in supplemental feed. Contact person in Tierrasanta is Johnny Gonzalez, and Jerry Mitchell who started the Scripps Ranch Fire Safety Council.
 - b. Barbara Favor, the Deputy Fire Marshall for the City was to revisit our site to determine if we are now eligible to obtain a permit for clearing. Permits are given out once a year, and govern the height of grass to be left and any native bushes that are to remain.
 - c. Toni Wanic volunteered to take those of us on a tour of the perimeter - to get a visual scope of the 100' area from property line that is the brush free zone.

Action Items:

- Call Barbara Favor to ascertain status of obtaining a yearly permit for clearing, and obtain a copy of the clipping guidelines.
 - Call Jerry Mitchell to find out more about using goats for trimming or maintenance.
 - Contact the Conservation Corps to find out about clearing in the park areas.
 - Contact the Probation Department to find out if we can use their services.
 - Contact Benchmark to find out if they would do the clearing and obtain an estimate for the work.
- **Walk-about.** Benchmark, CBM, and Landscape Committee Members are scheduled for **Monday, June 25, 2007 at 7:30 AM** for a tour of the property.

It was noted the policy regarding the attendees on the Walk-about is limited to members of the Landscape Committee, Benchmark, and Castle Breckenridge, so that they can be managed in an expeditious manner. The Walk-about Report is posted following the walk, and noted in Meeting Minutes and Announcements.

HOA Member Concerns **addressed** during previous month:

1. May 28, 2007: Homeowner at 11290 concerned the roots of the Tipu Tree behind his unit may damage the foundation. Benchmark and One-Tripp investigated and noted this tree is at its mature growth so the roots if they haven't caused any damage by now, won't grow and cause any damage in the future.
2. May 31, 2007: Homeowner reported the landscaping around *11332 Portobelo* was in need of some maintenance. CBM sent word to Benchmark to assess the situation, take action, and report when work was finished. No further report.
3. May 31, 2007: Homeowner reported lack of growth of the Jacaranda trees along Camino Playa Cancun; trimming of fronds off sickly palm tree at *11316-2 Camino Playa Cancun*; again lack of water between street & carports; and break in groundcover and grass. Jacaranda trees were small due to lack of water – now getting water and more growth should appear. One frond was cut by Benchmark (2 however are gone) and landscapers will fertilize the tree. Area now receiving water but the pressure may be the issue. Checking. No response to the break.
4. May 31, 2007: Benchmark noted that the water pressure was too low at Roger's yard as there were too many sprinkler heads in a small area. Will add Star Jasmine to other side of front lawn area when re-landscaped.
5. June 4, 2007: Homeowner at *11316-2 Camino Playa Cancun* reported burlap bag of clippings left on lawn and burnt the grass at *11306-4 CPC*; sprinklers behind her unit were spraying into her open windows; carports full of debris and trash; water running down from 11340 CPC past the upper mailbox. Benchmark removed bag and laid sod (which died) and then seeded the burnt area; adjusted sprinkler spray; will sweep out carports monthly and do better job of trash removal; and attended to leak.
6. June 11, 2007: Homeowner at *11306 Portobelo Drive* reported a capped sprinkler head blew off and now when the water goes on sprays the front door. Benchmark sent someone out, but they were looking for *11306 CPC* and couldn't find the problem. It now has been resolved.
7. June 13, 2007: Homeowner at *11306-2 Camino Playa Cancun* complained about the lack of trimming the bushes and ground cover along Portobelo; trash everywhere; debris on sidewalks and entryways after mowing and clipping – no effort to tidy up. Benchmark understands to do more trimming along Portobelo and on the slopes – attending to that in the next few days. Will clean carports monthly and attend to better picking up of debris. Direction given to "shape" all bushes along Portobelo.
8. June 15, 2007: Homeowner at *11392-4 Portobelo* has a sprinkler head that is spraying one of her windows. Benchmark adjusted the spray.
9. June 17, 2007: Homeowner at *11366 Camino Playa Cancun* reported 1 of the 3 palm trees next to her unit had fronds laying on the roof, possibly lifting tiles, dislodged her outdoor lamp, and were scraping the window. Benchmark trimmed the fronds closest to unit, and will see if 1 tree needs to be removed – SE corner of Belsera backing up to the park on both sides – concerned about wild fires as these trees sustained major damage in the Cedar fire. To be monitored and updated.
10. June 18, 2007: Homeowner at *11214 Portobelo Drive* requested irrigation under stairs be turned back on, and inquired if "trickle system" could be installed. Water to be restored, investigating cost of installing trickle system.
11. June 18, 2007: *General inquiry* regarding black boxes next to trees and structures. These are rat traps that the pest control people bait and attend to. Have been around for several years without damage to animals and children, but notification as to what they are and caution will be posted on website for HOA information are.
12. June 19, 2007: Homeowner at *11214 Portobelo* requested sprinklers be turned on under stairwell and possible use of a drip or trickle system to avoid unnecessary spraying of stairs. Benchmark reported sprinklers were on, and reminded us that we are waiting until after the stairwell construction to determine general plan for areas under the stairs. Homeowner requested second visit to make sure sprinklers

are turned on. There were many heads in one small area, so some may not be needed.

13. June 22, 2007: Homeowner at 11350-4 Camino Playa Cancun reported a broken sprinkler. Management called to attend to on weekend night, Benchmark to check on problem on the next business day.

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

1. **Trimming** of all bushes and hedges and ground cover, with clean up of debris along Portobelo Drive, entrances and sloped areas; within the interior of the complex; and along the park side perimeters was discussed. Resolved that there is a need to provide consistency regarding the nature of pruning hedges and bushes.
Action Item: Establish a policy regarding pruning hedges and bushes.
 - Hedges and bushes between the garage doors are to be shaped to provide clean lines and unobstructed access into garages, along walkways and carports.
 - Susan to contact Benchmark and request they provide a list of all species of bushes in Belsera and provide what is the best pruning standards (i.e. time of year to prune, how often, best method for overall growth and maintenance for each variety in sloped and flat areas).
 2. **Cleaning** carports and removal of trash on the grounds is to be reviewed on walk-about.
 3. **Pest control** in the newly planted areas – rabbits, deer and moles are munching and digging holes. Also discuss grass growing up through mulch along back of lower Belsera plantings.
Action Item:
 - Toni and Leslie to provide list of plants resistant to pests and water conservative.
 - Susan to provide Sunset Garden Guide that provides wealth of information regarding these items.
 4. Small grassy **lawns** and areas in larger sections are turning brown – check on pressure, timing and coverage of irrigation. Remember to turn irrigation on after stair well construction is completed.
Action Item:
 - Discuss possibility of rototiling and installing sod or seed in some of the most blighted small lawn areas. Obtain estimate for the work and materials.
 5. **Post emergent weed killer** – over seed areas where weeds have died.
 6. Request status on the map of **maintenance areas and schedule**– this should be nearly completed (tied into the water controller areas).
- **Benchmark's Monthly Invoice and Invoices for Other Repair Work.**
 1. May Invoice; Committee did not receive for approval for payment - \$12,905.00.
 2. Estimate; approved repair/replacement of two leaking valves at 11346-7 & 11306-7 Portobelo. Estimate includes labor and parts at - \$500.00
 - **Tree Trimming and Stump Removal.** One Trip removed the following:
 - a. Removed and stump ground 3 dead Alder trees in lower Belsera; and stump ground out the tree trunk left in upper Belsera from the last tree removal visit at no charge.
 - b. Removed Palm fronds from 11316-2 Camino Playa Cancun at an estimated price of \$100.00 in order to resolve a chimney smoke issue at request of Board.
 - c. Discuss Tree Trimming Proposals. See new business.
 - **Smart Program Grant.**
Action Item: Find out deadline for second submittal for another grant.

- a. Benchmark met with the Water Authority to check on the possibility of another grant of \$5,000.00 on Friday June 22nd and checked previous installation for sign off on obtaining reimbursement of the first \$5,000.00.
 - b. Awaiting Benchmark's map of improved areas- Juan is finishing up the maps.
 - c. Benchmark will use their credit card to pay the \$10.00 monthly satellite monitoring fee with Rain Master i-central account, and will bill HOA for the cost on their monthly statement.
- **Web Site.** June's Landscape Announcement has been posted on the Website.
 - **New or Continued Items to Discuss.**
 - a. Tree Trimming Proposals – status, timing and selection of vendor. Proposals from TruGreen, Atlas, One-Trip (still not submitted), Pacific Care (will not submit proposal at this time). Discussed need to engage a vendor ASAP.
Action Item:
 - Wanda and Maxine to obtain one more proposal. Once obtained the Committee will make their recommendation to the Board for approval of selected Tree Service at the July Board Meeting.
 - b. Cool Tree Program. Report by Richard. Discussed the need to identify selected sites. Richard has prepared a spread sheet with information re: location to NSEW; feet from structure; kind of tree; coordination with Benchmark to dig the holes and estimate of cost for the work.
Action Item:
 - Richard will be Belsera's liaison and take the class required by the Cool Communities Program.
 - Everyone to provide Richard with possible locations for trees.
 - c. Proposal for refurbishing "Mt. Baldy" and Hedge along main entrance.
Action Item: Toni and Leslie to provide list of bushes and ground cover resistant to pests and water conservative.
 - d. Landscaping Budget Proposal for 2007-2008 – Reiterations of the Draft proposal to be provided to the Committee to negotiate next year's budget with Benchmark.
 - e. Discussed possible candidates as new members for Landscaping Committee and selected Toni Wanic as the Chairperson. Welcome back Toni! Outgoing members (and newly elected Board Members) include Anne Hoffman, Leslie Pembroke and Susan Leverenz. The Committee's policy does not allow a Board member on the Committee, however, upon a proposed future motion; Susan has volunteered to become the liaison between the Committee and the Board.
 - **Next Meeting.** The Committee will schedule the time and location of the next Landscape Committee Meeting... should be July 15th or the Sunday prior to July's Walk-about.
 - **Adjournment.**