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April 17, 2007

Karen Otter  
Belsera HOA  
c/o Castle Breckenridge Management  
5185 Comanche Dr. Suite D  
La Mesa, CA 91941

**RE: April 2007 Landscape Walk Through**

Present: Benjamin Penning – Benchmark Landscape  
Karen Otter – Castle Breckenridge Management  
Maxine Quinn – Belsera  
Wanda Arsulich – Belsera  
Juan Bahena – Benchmark Landscape

Benchmark  
Landscape, Inc.  
CSL #880342

Benchmark  
Landscape Development, Inc.  
CSL #828448

Benchmark  
Landscape Services, Inc.  
CSL #828445

**Action Items**

1. Turn on water to all planter areas. Check the system for leaks prior to turning on.
2. Outline areas that were approved by the grant and send to board.
3. Write a proposal for a bare area across from unit 11186 Portobelo.
4. Write a proposal for the pool areas.
5. Trim all hedges around property where needed. Only prune hedges that have excess growth or in the way.
6. Make a maintenance schedule for the property. Juan and I will outline the areas we will provide maintenance on each day of the week.
7. Watch tire tracks with the large mower.
8. Trim honeysuckle out of shrubs and off fences around property.
9. Send a landscape maintenance budget to the board.
10. Do not use a ride on mower behind unit 11176 Portobelo.
11. Hand pick all tree suckers that are growing in the turf areas.

The above noted action items will be completed in a timely manner. Extras will be completed upon written authorization. If you have any questions, please call.

Sincerely,

Benjamin Penning  
Account Manager



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Authorized Signature

\_\_\_\_\_  
Date