

## Landscape and Irrigation Committee Minutes – May 15, 2018

### Landscape, Irrigation, and Tree Committee Meeting Minutes

**Date:** May 15, 2018

**Committee Member Attendees:** Tom/Kathy McManus, Dan/Vicki Kober, Joyce Anderson, Betty McAtee, Carol Hodges, Bill Wells, Barbara Ways, Jim Arnts

**Committee Members not Attending:** Sandy Cheyne, Mike Norris, Dominick Mancinelli, Mike Koszalka

**Committee Chair:** Tom McManus

**Board Liaison:** Joe Brown

**Management:** Camilla Gaines

**Board Members:** Pat Fox, Arlyn Marshall attended as residents.

**Start:** 9:30 a.m.

**Minutes Approval:** April 17, 2018 minutes were previously distributed by email and approved. Minutes will be posted on our website.

#### **Chair Opening Comments:**

The agenda has many items to vote on. Pat Fox will make a statement from Covenants later relative to resident drainage issues. The Complete 6 week meeting was held on Friday May 11 and there were 17 action items for Complete. Camilla and Tom summarized these action items which will be distributed to the Committee via email. There were no major issues. The next Complete 6 week meeting is scheduled for June 20. Broadleaf treatment has been postponed until May 24/25 due to weather.

#### **OLD WORK**

##### **Review Unity Replacement Tree Proposal.**

An emergency BOD meeting on May 11 pre-approved tree replacement as a time critical item. Unity Landscaping was the only bidder at \$7,976. This is only the first phase which will replace 14 trees with the selected species in the spring. Tom made a motion to approve this contract without the following optional items (not part of the \$7,976): \$845 monthly monitor of trees; \$428 removal of stakes after one year; and, \$898 pre-fill holes to test drainage. Motion was unanimously passed.

##### **Vote on Tree Removal Proposals.**

Two proposals for tree removal/stump grinding of 14 evergreen trees were received: \$1300 from Davey and \$1800 from Dependable. Dependable also identified additional trees that we already knew about. Davey was selected based on cost and past performance; the budget was \$2,200. The Committee unanimously approved the Davey bid. This is only the first 14 of about 100 of 2000 total trees that die every year. It was noted that residents might complain about ones that aren't removed due to budgetary constraints and the Committee has a prioritized list. The next batch will be a higher number and we will aim for approval of a more extensive list at the June BOD meeting. There was some consideration for increasing the total up to the \$2,200 budget

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but the tree committee decided that this might require re-bid and elected to not do that. There is also concern of continually asking for complete bids for such small contracts and viable companies losing interest in bidding on future competitive proposals. Dependable also didn't comply with sending references.

### **Review Pad Removal & Top Soil Proposals.**

The budget has \$2,400 allocated for removing tree pads and re-doing the mulch on 12 – 15 trees. Complete gave us a cost of \$800 to get rid of the pads and \$325 to add top soil where need. A motion was made by Tom and unanimously approved to have Complete do this work. At this time, there are specific trees on the list and that list does not include clearing out excessive pine tree bases; which will be done at a later date.

### **Vote on Terms of Reference for Landscape Committee.**

The latest version of the Landscape & Irrigation's Terms of Reference (ToR) were distributed by email. The changes were unanimously approved by Committee vote. A statement was added for maintaining the approved trees list and making perennial selections. The changes will be passed to the BOD via Camilla for approval of a totally revised ToR at the May BOD meeting.

### **Vote on Landscaping S/V Web Site.**

A private link to the draft web page was previously distributed to the committee for review:

<https://symphonyvillage.net/landscape-irrigation-and-trees>

Betty made suggestion to add Latin names to the perennial list to avoid confusion. Guidance on where shrubs can be planted is a Covenants Committee decision. The web page has a link to the Approved Resident Tree List which will be electronically edited by Bill Wells. This is a sub-set of the Approved Tree List which includes common area trees as well. Only the Approved Resident Tree List has an icon.

The only issue with adopting this as our official web page is releasing the Resident's Tree List before BOD approval. Jim suggested that when approved that the Resident Lists be posted under official documents on the Governance web page. The Landscape, Irrigation, and Trees web page has a lot of data and is for informational use by residents and the Committee. Jim was requested to send a web page link to the BOD for comments and/or approval. Pending BOD "approval" the web page will be advertised in the June Libretto and a new icon will be added to the Dashboard. Jim also stated that draft minutes will be posted on the web page before approval and final posting on the web site.

### **Review status of Needle Cast RFP.**

An RFP was sent to multiple organizations for dealing with our evergreens that have Needle Cast Disease. We received no bids. An arborist said half were not savable and that this was a problem that needed attention now. Dependable was contacted and they agreed to take a second look. Fred Seibly (Allscape) is another option but we don't know if he is properly insured for HOA work; management will follow up.

### **Status of Landscaping Review Team.**

At the April Committee meeting, Tom proposed a Landscaping Review team and asked Sandy Cheyne to head that group. Sandy has since declined due to his busy schedule. There are definite problem areas around the

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community that need servicing. Several photos of such areas were passed out at the May 11 Complete 6 week meeting. These are isolated problem areas and overall the community looks good. Tom will ask Mike Norris to take leadership when he returns from his travels.

Problem areas include bare spots in common areas and spreading of broadleaf weeds. Some of the weed control issues can be blamed on the timing of treatments which has been made more difficult with scheduling of opt-out services. Some weeds have yet to emerge and some are past treatment, e.g. dandelions.

Opt out was discussed at the 6 week meeting and CLS management has stated that this has been very difficult to work through. Opt-out flags have been confused with other flags, some residents don't follow directions, and others are changing their minds in spite of the one-time sign up. We have to continue to deal with this for this season but we need to make some decisions prior to next season before residents line up their personal landscape services. The final policy decision will be made by Management and the Board.

### **Status of Spring Flowers & Wing Beds.**

Thanks to Betty, Joyce, and Camilla the spring flowers and the proposed wing beds look great. The emergency BOD meeting approved funds for these plantings. Joyce and Betty were impressed with Camilla's decisions and openness with working with our suggestions. There is nothing to vote on at this time.

### **Irrigation Status Report.**

Irrigation is up and running. The three new sensors were installed and are reporting. Getting the two computers systems synchronized has been an issue that is presently being worked. We had usual repair work during de-winterization and start up. 700 nozzles of various types were replaced but that is not unusual as compared to previous years. This is less than 3% of an estimated 25,000 total irrigation heads. The system is 10 years old and more repairs should be expected and budgeted. The resident irrigation audit is scheduled for May 17 depending on the weather and management receiving a schedule from CLS that can be e-Blasted to residents beforehand. A turf cycle was scheduled last Friday and we are still evaluating the results of that. Weekend rain has alleviated the immediate need for irrigation. The Committee and Management is working with CLS to better manage water usage this year using the new flow sensors and web based control.

Pat Fox reported that Covenants has received several resident requests for drainage changes. A drainage plan was originally prepared by civil engineers prior to the community being built and the storm water management plan was approved by the town. The BOD voted to **not allow** any piecemeal regrading projects without an engineering plan as to how it would affect storm water management.

The complaints have surfaced because of the spacing of homes and drainage of gutters. This had been exacerbated by the placement of irrigation heads between closely spaced homes. Not all problems are due to irrigation and management of irrigation is not an easy or cheap solution. There are technical issues of system pressure and system winterization with turning off heads. French drains have been successful in some places but not others.

## **NEW WORK**

### **Any new requests for Board funding (i.e. Bravo & Gatehouse).**

There are no urgent items that need May BOD approval.

There was discussion about proposed \$400 of concrete work by Complete for a pad and anchor of the Pump 5 pressure tank which overturned in extreme winds earlier in the year. Some felt that this was a band aid fix only and that a more comprehensive plan was needed for all the pumps. No decision was made for doing immediate concrete pad work. This topic will continue to be discussed including how/who to come up with a comprehensive plan. Other issues were exposed PVC well casings, support of backflow assemblies, the need for an enclosure, ways to avoid winter storage of backflow assemblies, and sloppy wiring.

Pat also said that a resident had complained about the lack of mulch around the Pump 2 fence. Joe added that it was difficult to access Pump 3 due to overgrowth of surrounding shrubs. Both of these issues will be followed up on.

### **Replacement Trees – Phase 2 (fall 2018).**

There are another 30 – 40 trees that we would like to replace and we will work on getting BOD approval prior to plantings in the fall. The tree committee will begin planning for its recommendations on this next project.

### **Dead Tree Removals – Phase 2.**

There are 30 – 40 dead or near dead trees that are in the same category for removal. The tree committee is developing details to go to the BOD in June to request the RFP for this work. No motion is needed at this time.

### **Plantings Team – Plan for Gatehouse Front and Bravo.**

The Committee needs to consider what to do in front of the Guard House (phase 2) and on the Bravo guard rail. There are two proposals on the table: one from CLS and one from Unity for landscaping along the Bravo guard rail. This was done as part of Transition. We will revisit these proposals and prepare a plan for what can be done in 2018 and 2019. The Transition team has obtained \$2,500 from Caruso that is earmarked for the Bravo landscaping.

Camilla proposed that a phased Clubhouse plan should be developed that first includes expansion/kitchen side landscaping plus dealing with the unhealthy looking azaleas in the front. Pruning/fertilizing or replacement should be considered for the azaleas. The expansion will have landscape beds and irrigation but the landscaping plant selection has been passed to the Committee. Management and the Planting Team will be working this issue.

### **New RFP for Landscape & Irrigation Contracts discussion.**

The BOD has verbally directed the Committee to go out for competitive bids for both Landscaping and Irrigation contracts in 2019. There was much discussion and concern by committee members and management about the unintended consequences of doing this. The committee has therefore requested more detailed and written instructions including BOD goals/objectives, evaluation criteria, recommended candidates, when this is needed, and does it need to be same company for both. The committee requests this

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before generating RFPs for such a large undertaking for complex contracts with possible significant financial and service impacts to the community. No action is being taken by the Committee until this written response is obtained from the BOD.

Potential consequences are significant learning curves (particularly for irrigation) with disruption or poor quality of services, lack of availability of people, poor responsiveness, willingness to work on the eastern shore, and unwillingness to work with opt-outs. We could potentially end up with CLS at increased cost or CLS may choose not to bid. Many companies want to charge for each service and this would make it extremely difficult to compare multiple competitive bids to our present contracts. A new contractor could also significantly raise costs in subsequent years after underbidding to get the job. Tom requested that the BOD consider going with the CLS option year for the 2019 budget and direct an RFP and competitive bids for 2020 when contractors who are presently busy have time for considered responses and we have time for a thorough vetting process. CLS has performed well and really knows our community. Do we really want to risk the potential consequences? We recognize the benefits of exploring options, in case CLS ever decides to leave, however.

### **Board Liaison Comments.**

No more comments than already discussed.

### **Management Comments.**

No more comments than already discussed.

### **Residents Comments.**

No more comments than already discussed.

**Next Committee Meeting:** Tuesday June 12, 2018 at 9:30 a.m.

Moved up from usual third Tuesday due to June 22 BOD meeting date

**Adjourn: 11:21 a.m.**