

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES  
Board Meeting  
September 11, 2013  
6304 Chaucer View Circle, 7:00 PM

**Board Members in Attendance**

Jerry Putman (President)  
Charles Cureton (Vice President)  
Bill Gaffney  
Linda Carter  
Joel Kaplan

**Officers in Attendance**

Roger Casalengo (Property Manager)  
Heather McGhee (Secretary)

**Homeowners in Attendance**

Chris Dale, Simon Bennett, Kathleen Ryan, Bill Evinger, Noreen Hagerty Ford

*Please note: All motions below are shown in quotes, followed by the Board Member who made the motion, the Board member who seconded the motion and the vote result all in parentheses.*

**Call to Order**

Noting the presence of a quorum, Mr. Putman call the meeting to order @ 7:00 PM

**Approval of the Agenda**

“I move to approve the agenda as presented with the exception that the Executive session will now be held at the end of the meeting and not at the beginning.” (Jerry Putman, Linda, **Approved** unanimously)

**Approval of Minutes**

“I move to approve the minutes as presented.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

**Landscape Committee Report**

Roger began by going through of the proposals provided by ValleyCrest for several projects that were recommended by the Landscape Advisory Committee.

1. Berm 1: Removal of the 4-5 declining burning bushes and reduce the size of the beds by sodding areas to return them to turfed areas. One sunset maple will be planted to add new trees to the area and supplement the other trees. Existing mulch will be scrapped off the top of the mulch beds to allow good soil to sod contact. (\$2,247.06)
2. Berm 2: Removal of the aging shrubbery and reduce the size of the beds by sodding areas to return them to turfed areas. One sunset maple to be planted to add new trees to the area and supplement the other trees. Tree rings will be created around the one holly staying and the new maple being planted. Existing mulch will be scrapped off the top of the mulch beds to allow good soil to sod contact. (\$1,849.15)
3. Berm 3: Removal of the aging shrubbery and reduce the size of the beds by sodding areas to return them to turfed areas. One shrub/tree will eb left to supplement the new planting behind the butterfly bushes. Existing mulch will be scrapped off the top of the mulch beds to allow for good soil to sod contact. New

- butterfly bushes and daylilies will be planted to add color and interest to the beds.
4. Cryptomeria Bed: Propose to stump grind the two stumps in the bed. All resulting debris will be removed and disposed off site. One maple and 5 encore azalea's will be planted.
  5. Street Dead End: Remove the turf at the end of the Masefield Ct. and create the bed per the design to add some seasonal and all year color. Four hollies will be removed and hydrangea will be put in their place to match up with the other hydrangeas. The right side will have a new bed that wraps around the existing oak tree. The annual flowers will be taken from the already existing flower count that is done in spring and summer.
  6. Island Reconfiguration 2: reconfigure the Chaucer island bed. The existing trees, hydrangeas and Iriope will remain and the existing spirea and bareberry will be replaced with new fresh material to create a new consistent look. The Burning bush will remain and be dormant pruned down to approximately 30-36".
  7. Gravel Behind Homes in Wet Area: Removal of the three small timbers behind the corner home on Manchester Way. The area will be slightly graded to create a slope to allow water to properly drain and then landscape fabric will be laid to allow for stone to be placed. The existing stepping stones will be laid down the middle of the gravel to allow for pedestrian traffic to pass through.
  8. Gravel Top Dress: Proposal to top dress the alleys with dry creek beds with new gravel to provide a new fresh look to the area at a cost of \$3,182.49.

Kathleen Ryan then announced that the September yard of the month was 6311 Chaucer Lane and 6330 Manchester Way received an honorable mention. Jerry Putman then thanked Kathleen for her work and dedication in serving as Chair to the Landscape Advisory Committee and it was announced that due to a new position, Kathleen would be stepping down as Chair and that Noreen Hagerty Ford would be the new Chair.

### **Covenants Committee**

Bill Evinger began by saying that the spring inspection follow ups would begin shortly. He also noted that the residents had done a lot of work over the summer to rectify any violations that may have been noted back in the spring. It was then announced that the Covenants Committee would now handle the Resell Inspection Process. Bill then said that in regards to the Architectural Standards, the committee had received two emails from residents containing positive comments regarding the new Architectural Standards. Residents had until Friday, September 13, 2013 to offer up their comments.

### **Property Manager Report**

Roger said that he and Jerry would be walking through the community with a new lighting company on Thursday, September 12<sup>th</sup>.

### **Auditor Report**

In Tom Craig's absence, Jerry reported that a new auditor would need to be selected by November.

## **Management Report**

1. Jerry reported that he knew of two potential residents, interested in running for the Board in the upcoming election.
2. In regards to the Annual Meeting, Jerry said that he would present the financial status of Landmark Mews and asked that Roger present an update on the lighting project as well as the options in regards to replacing the mailboxes. Bill Evinger will also be presenting the new Architectural Standards and he hopes to have a representative to attend who can update residents on the status of the sound wall project.

## **Executive Session**

An executive session was held from 8:07 – 8:25pm for the purpose of discussing an issue concerning common property.

“I move to enter executive session.” (Jerry Putman, Charles Cureton, Approved unanimously)

“I move to exit executive session.” (Jerry Putman, Linda Carter, Approved unanimously)

## **Other Business**

The October Board meeting will now be held at Joel Kaplan’s home, 6309 Chaucer View Circle. Jerry reminded the Board that the roads would need to be re-sealed in the spring. Additionally, the curbs would also need to be sandblasted and repainted. It was recommended to re-seal the roads before working on the curbs. The cost of resealing the roads will be \$10,500 and the curb work \$16,500.

## **Board Decisions**

“I move to approve the Berm 1 project at a cost of \$2,247.06. (Charles Cureton, Joel Kaplan, **Approved** unanimously)

“I move to approve the Berm 2 project at a cost of \$1,849.15.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

“I move to approve the Berm 3 project at a cost of \$2,173.89.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

“I move to approve the Berm 4 project at a cost of \$1,005.99.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

“I move to reshape the Street Dead End project and re-examine in the spring.” (Charles Cureton, Joel Kaplan, **Approved** 4-1)

“I move that the proposal for the Island Re-Configuration 2 be given back to ValleyCrest so that they can make adjustments and re-submit in the spring.” (Joel Kaplan, Jerry Putman, **Approved** unanimously)

“I move to approve the Gravel Behind the Homes in the Wet Area project at a cost of \$999.73.” (Jerry Putman, Charles Cureton, **Approved** unanimously)

“I move that before proceeding with the Gravel Top Dress project at a cost of \$3,182.49 that Jerry contact the individual homeowners who will be directly affected.” (Jerry Putman, Linda Carter, **Approved** unanimously)

“I move to approve Noreen Hagerty Ford as the new Chair of the Landscape Advisory Committee.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

“I move that the cost of having an arborist come look at a tree within the community and that any possible funds that may be required to help nurse the tree back to health be paid for by the homeowner who trimmed the tree. Additionally if the tree is not damaged the cost of the arborist will be borne by that individual.” (Jerry Putman, Linda Carter, **Approved** unanimously)

**Next Meeting**

The next scheduled Board Meeting will be at 7:00 PM on October 9th at Joel Kaplan’s home, 6309 Chaucer View Circle.

**Adjournment**

The Board agreed by **Unanimous Consent** to adjourn the meeting @ 8:45 PM.

Heather McGhee  
Secretary

Jerry Putman  
President