

# Peacefield HOA Meeting Minutes

## May 23, 2023

Landscape discussion items led by Dave Bell

### **I. Current role & responsibility of Board Landscape Manger:**

- Update all contracts to ensure work is in alignment with CCRs and board expectations.
- Manages bid process.
- Manages contractor relationship including all communication and direction of work to be done.
- Conducts regular walk-thru and evaluation of common areas & patio homes.
- Responsible for all person-to-person communication regarding common use areas including all concerns / questions / resolutions.
- Responsible for all person-to-person communication regarding patio home areas including all resident concerns / questions / resolutions.
- Provides ongoing communication to board.
- Provides communication updates to be shared with HOA through email and newsletters .
- Coordinates work schedules with patio home residents (for example, fertilization schedule and need to turn water on afterward).
- On call to field all sprinkler issues including broken valves, heads, timers and requests for timer operation training.
- Provides strategic recommendations to maintain overall landscaping throughout HOA to board

I would ask that we split these roles and responsibilities across two individuals so that efforts are better aligned, and we prevent a bottle neck of one individual managing all efforts across entire common areas and patio home residents. Additionally, it is more than I can do alone while working full time.

#### **1. Board Landscape Manager Role**

- Update all contracts to ensure work is in alignment with CCRs and board expectations.
- Manages bid process.
- Provides strategic recommendations to maintain overall landscaping throughout HOA to board
- Manages contractor relationship including all communication and direction of work to be done in common areas.
- Conducts regular walk-thru and evaluation of common areas.
- Responsible for all person-to-person communication regarding common use areas including all concerns / questions / resolutions.
- Provides ongoing communication to board.
- Provides communication updates to be shared with HOA through email and newsletters.
- On call to field all sprinkler issues including broken valves, heads, timers for common areas.
- RECOMMENDATION: I am happy to continue to operate in this role. I simply need additional help and support.

#### **2. Patio Home Coordinator**

- Responsible for all person-to-person communication regarding patio home areas including all resident concerns / questions / resolutions.
- Conducts regular walk-thru and evaluation of patio homes.
- Coordinates work schedules with patio home residents (for example, fertilization schedule and need to turn water on afterward).
- On call to field all sprinkler issues including broken valves, heads, timers for patio homes.
- Coordinates work to be done with Board Landscape Manager and contractor.
- RECOMMENDATION:
  - This role ideally would be an individual who lived in the patio homes and would have easy visibility into needs.
  - Would recommend it be a person serving on the board vs a volunteer that may comes and go as they see fit.
  - Would ask that we have this role filled no later than July 1st

**II. Common area berm investment fund** - CCRs state that we will maintain and replace trees, shrubs, etc. as needs arise.

- What budget moneys do we have in place that we can put to this end in 2023?
- RECOMMENDATION: we need approximately \$5-10k annually to replace dead trees, bushes, replenish berm plantings, soil pep, etc. This is a constant theme I am hearing from residents. I need to be enabled to action here or we need a formal communication from the board stating that we have no intent to maintain the berms in 2023 beyond cleanups, pruning and weeding.

**III. Weed removal of common area berms weekly** - current contract states we will pay \$20/hour for manual weed removal in berms. This equates to an average of \$400/wk (assuming a 26-week season and team of 4 spending half-day) with an estimated annual cost of ~\$10,500.

- BOARD APPROVAL NEEDED TO MOVE FORWARD. I wanted to signal the overall cost impact of the \$20/hour weed removal line item in the contract and would like to start immediately.

**IV. Billing Statements** - what description is provided with the monthly landscaping bill to homeowners?

- RECOMMENDATION: provide a brief description of services that have been or will be rendered to allow homeowners to better understand what they are paying for. Ensure alignment with communications coming out in our email updates and newsletters.

*\*If this is already happening, then please disregard and thank you!*