

---

# Cypress Landing Master Homeowners Association



## Building and Grounds Committee Minutes of December 9, 2009

John Reiner, Chair, called the meeting to order at 3:00 PM.

Members present: Rolf Andersen, Keith Bassett, Chuck Bracken, Lyle Carlson, Greg Cole, Jerry Collins, Bill Gilfillan, Mara Graves, Ed Jarrett, Bill Kimble, John Kovaly, Bill Ramsden, Joe Rella, John Reiner, Jim Rudbeck and Bill Walker,

Members absent: Barry Barwatt, Dave DeMartini, Tom Graham, Bill Peters, M.J. Peters, Tom Quarnstrom, Jeff Sutton, and Dave Wheelock. Also absent: Kay Graham, Board Liaison

Also in attendance: Tomi Moody, Scott Moody and new member Rich Richman; cameo appearance Ron Buzzeo, CLHOA Board President.

The minutes of the November 11, 2009 minutes were accepted as written.

Ron Buzzeo, CLHOA Board President thanked the committee members for their volunteer efforts and expressed thanks to John Reiner as chair. The Board will initiate a study in 2010 to assess what might happen if/when volunteers are fewer in number in the coming years. Homeowner dues have been kept low in the past three years due to volunteer effort. Ron thanked John for the opportunity to speak to the committee.

John Reiner gave an update of Dave Wheelock's status. He encouraged the members to visit but to call before making the trip.

**Expenses and Budget Report:** John Reiner gave the budget report for November. TYD expenses are \$23,000 better than planned. We are \$9000 under budget for landscaping, \$4500 under for electricity and \$1800 under for water. Some projects may be delayed into 2010 because of inclement weather; John will alert the Finance Committee.

### **2009 Projects (monthly update)**

1. **ACC/B&G Inspections:** John Kovaly reported that one final inspection was done and passed.
2. **Status of Tree Removals:** John Reiner reminded members to notify M.J. Peters as to trees that need to be removed. She is keeping a current list.
3. **Pruning Activities:** Mara Graves reported that she will have a list ready at the January meeting. The weather has been warm; trees and shrubs are not dormant.
4. **Re-greening Plans:** John Reiner reported that two shrubs have been planted at the main entrance sign. Mara Graves has received a request from the Marina to have the Indian Hawthorne shrubs replaced because of browsing by deer. Tomi will set up a meeting with Mara and Gerald to determine what to do with the grass (possibly mulch the entire area) on the island at the corner of Cypress Landing Parkway and Potomac Drive.
5. **Stabilization of Bay Club entrance slope:** Tomi reported that Tri-City has not responded to her phone call concerning installation of the gutters and leaders. Rain has hampered scheduling. Bill Walker asked about the status of the proposed wall. John Reiner stated that installing the gutters and leaders

hopefully will shed the water away from the slope and the condition of the area will be re-evaluated after the installation.

6. **Measure Depth of Ponds:** Virginia Lake Management sent five pictures of the mapping of all five lakes. Unfortunately some of the numbers are too small to read. John reviewed as well as possible the depths of the individual lakes. Tomi will ask Virginia Lake Management for a written report to go along with the pictures. Outfalls are not marked on the pictures since that was not part of the request. There is no "as built" diagrams/pictures available so these pictures will serve as a baseline. Jerry Collins suggested that we identify and measure the outfalls ourselves. An email with pictures attached will be sent to all members. Any questions should be sent to John Reiner and he will forward them to Virginia Lake Management.
7. **Building Inspections/Maintenance Projects:** Bill Ramsden reported that he and Chuck Bracken looked at the wire that was covered with vines on the nature trail and determined that the wire was originating from a building on golf club property. Tomi will send a note to the golf club alerting them of the situation and the necessity of removing the vines and branches from the wire. Bill also reported on the continuing saga of the fitness center electric usage. He and Scott determined that the HVAC unit has normal current draw and that there is no correlation between attendance figures and increased electric usage. Overall electricity YTD is under budget; it was suggested that the fitness center budget be adjusted at next year's budget meeting. Chubby Carpet is coming to fix the edge of the dance floor.
8. **Review Landscape Budget:** John reported that Buddy Brickhouse, Rolf and a representative from WAC Landscaping in Greenville drove around Cypress Landing to describe and show what all was involved in the landscaping maintenance contract. WAC was the only company that met all HOA's requirements and was interested in a possible bid. A few days later WAC called to say it was not interested; its primary focus is on cutting grass and not much more. John will be meeting with the Board tomorrow to present the results. There is a change in the base cost of the landscaping contract reflecting additional work required because of the added landscaped areas. When future plantings are contemplated, maintenance costs must be taken into account and Buddy requested that he be consulted prior to these plantings. There will be a 7½ % increase over the next 39 months; there will be no fuel surcharge until \$3.50/gallon is reached. After that there will be a 1% fuel surcharge. John will recommend to the Board that the landscape contract be accepted and extended to Landscape Unlimited. Crepe myrtles: Landscaping Unlimited and WAC both recommended that the crepe myrtles be pruned up to twelve feet and, after that height is reached, be allowed to go natural. They will not rent cherry pickers and will not prune higher than twelve feet. After much discussion, the committee decided to go with the recommendation of the landscapers.

### **CAM Report:**

1. Tomi Moody reported a resident at Fair Oaks requested that B&G members along with him go out and prune some of the shrubs that are growing out over the pond. The committee members agreed that the shrubs are on private property and not the concern of the B&G/HOA. Tomi will advise the resident to contact the property owners himself if he wishes the shrubs to be pruned. Another resident on Rappahannock wishes to plant seedlings on HOA property to help with screening. The committee denied that request. Jim Rudbeck volunteered to work with the resident and suggest screening alternatives.
2. Tomi was directed by John Reiner to purchase a new flag and code flags for the Bay Club. Tomi will work with the Marina since they share the cost in alternate years.
3. The retention pond work has been delayed because the ground has been too wet; Tomi stated we are still in the company's December queue.
4. Scott requested help with replacing the ceiling tiles in the bar that contain the light fixtures. This work will most likely take place in January since the club is a busy place at holiday time. Scott will send out an email

### **Work Parties**

1. Fill holes around community - **Friday, December 11, 2009 at 10 AM**
2. Ceiling tiles - **TBA - Scott will send out email early January 2010**

**New Business**

**Election of 2010 Officers:** John Reiner, Chair  
Keith Bassett, Co-chair  
Tom Graham, Treasurer  
Mara Graves, Secretary

John Reiner will submit the names of committee officers and members to the HOA Board at its December 2009 meeting for approval.

**Next meeting - Wednesday, January 13, 2010 at 3:00 PM**

Meeting adjourned at 4:15 PM for its annual pizza and soda party.

Respectfully submitted.

Mara Graves, Secretary