
Cypress Landing Master Homeowners Association



Building and Grounds Committee Meeting Minutes January 13, 2010

John Reiner, Chair, called the meeting to order at 3:00 PM. The members of the committee introduced themselves.

Members Present: Rolf Andersen, Keith Bassett, Chuck Bracken, Lyle Carlson, Greg Cole, Jerry Collins, Bill Gilfillan, Tom Graham, Mara Graves, Ed Jarrett, Bill Kimball, John Kovaly, Steve Neckyfarow, Bill Peters, MJ Peters, Tom Quarnstrom, Bill Ramsden, John Reiner, Joe Rella, Rich Richman, Jim Rudbeck, Jeff Sutton, and Bill Walker.

Members Absent: Barry Barwatt, Dave DeMartini, Don Johnson, and Dave Wheelock

Also in attendance: Tomi Moody, CAM; Scott Moody, maintenance; Kay Graham, HOA Board liaison

The minutes of the December 9, 2009, were accepted as written. John read a letter from CL residents Berry and Mary Ann St. John complimenting the committee on how well the community looks as a result of the committee's hard work.

Expenses: Tom Graham, Treasurer, reported on 2009 expenditure versus the 2009 budget. B&G spent approximately 93% of its budget, returning nearly \$26,000 to the HOA. Electricity expense for 2009 was approximately 93% of its budget and water expense was approximately 80% of its budget. Tom also reviewed the budget for 2010, citing lower budgeted amounts for electricity and water. John stated that money for the scheduled detention pond maintenance will come from the reserve fund established two years ago for maintenance of ponds/lakes. There are two other reserve funds: one for major maintenance and one for regular replacement of items.

2010 Projects (monthly updates)

- 1. ACC/B&G Inspections:** Volunteer members: Rich Richman, head; John Kovaly, Bill Gilfillan, Greg Cole, Bill Kimball. This group works with the ACC in initial and final inspections, specifically with drainage issues and proper construction site preparation, such as gravel and silt fences. ACC will contact the B&G if a member is needed at any of its meetings, which are held twice a month.
- 2. Tree Removal:** MJ Peters will continue to head this project with the assistance of Jim Rudbeck. This group will keep a running list of trees on HOA property that need to be removed because of damage or disease.
- 3. Pruning:** Mara Graves will continue to head this project with MJ Peters, Bill Peters, Jerry Collins and Jeff Sutton. This group will identify and prune shrubs and trees that are not included in the landscaping contract.
- 4. 2010 Re-greening Plans:** Volunteer members: Mara Graves, head; MJ Peters, Bill Peters, Tom Graham, Jim Rudbeck, Tom Quarnstrom, Joe Rella, Jeff Sutton, Jerry Collins. This group will identify areas of HOA common property that need improvement in terms of additional sod, mulch, and/or replacement plantings. There was discussion concerning the placement of additional benches around the community. Dave Wheelock has already built two benches whose design was approved by the HOA Board in 2009. This group will work with the Long Range Planning Committee in identifying additional sites for benches. Kay Graham offered her services and her truck to obtain replacement plantings as needed. John requested that the plan be available by the April meeting.
- 5. Bay Club Gutters and Leaders:** Barry Barwatt will continue to coordinate this project along with volunteers Lyle Carlson and Bill Gilfillan. WIMCO (the company that built the Bay Club) has not yet responded to the question of how to remove the existing gutters on the Bay Club so new ones can be installed. Tomi Moody will assist with this project.

6. **Pond Maintenance:** Jerry Collins will continue as head of this project along with volunteers Tom Graham, Jeff Sutton, Bill Walker, Chuck Bracken, John Kovaly, Rolf Andersen, and Ed Jarrett. The mappings of the pond contours and depths were distributed last month but the mapping of the intake and outfall pipes still needs to be accomplished as well as identifying the clogged pipes for clean out.
7. **Culverts:** Ed Jarrett will continue as head with volunteers Jerry Collins, Keith Bassett, Tom Graham, Tom Quarnstrom, Bill Walker, Jeff Sutton, and Joe Rella. This group will monitor the condition of the culverts in the community as well as identifying the clogged culverts on HOA property for clean out.
8. **Building Inspections/Maintenance Projects:** Bill Ramsden will continue as head along with volunteers Dave Wheelock, Lyle Carlson, Chuck Bracken, Ed Jarrett, Keith Bassett, Bill Walker, Mara Graves, Steve Neckyfarow, Rich Richman, and Bill Gilfillan. This group conducts a yearly inspection of all HOA buildings and formulates a list of items that need attention. The group may decide to do some of the maintenance itself or ask Scott Moody to so. Some work may need to be contracted out. The repair to the dance floor by Chubby will be scheduled. Scott Moody reported that the Bay Club sidewalk lights are falling apart in terms of broken glass and stripped threads. The lighting is not commercial grade. The committee directed Scott to contact Lighting by Design from which the lighting equipment was purchased and be in charge of the lighting repair.
9. **Semiannual Community Inspection:** Keith Bassett will head this project. Twice a year members of the committee inspect the condition of the catch basins, lakes/dams and spillways, sidewalks and all road surfaces, and road crossing culverts. Records are kept and items that need attention are identified. In 2009 the first inspection was done in April and the second in November. The sidewalk next to the Hildebrands' property needs to be repaired. Tomi will contact them since the damage was done during tree removal last fall and the company said that they would repair the damage.
10. **Landscape Issues:** Rolf Andersen and Lyle Carlson will co-chair this group with volunteers Bill Kimball and Steve Neckyfarow. The wording on the crape myrtle pruning needs to be fine-tuned. Once that is done, Rolf and Lyle will review the contract. Hopefully that will be accomplished in the next week or two.

Old Business

1. **CAM Report:** most items have already been covered
2. **Status on detention pond maintenance:** work hopefully will begin the week of January 25, 2010.

New Business

1. **Assume responsibility for driveway project:** So far there has been no response from DWQ but once the plans are determined and put out for bids, the HOA Board requests that the project to be placed under an operating committee. John Reiner agreed that B&G would assume responsibility for the driveway project. Marie Peeden, the engineer in charge, will supervise but cannot be here every day. Two persons from the committee are needed for approximately two hours a day to make sure that the plan is being followed. John will ask for volunteers next month. Some members from the Driveway Ad Hoc committee may also stay on the project.
2. **Pergola Repair:** The Pool Committee asks for help in replacing the deteriorating fabric and wood on the pergola at the Bay Club Pool. Scott Moody will work with Ev Phillips; members of the committee who wish to help with the repair can do so.
3. **Chocowinity Room Storage Renovation:** Ron Opello from the Bay Club Operations Committee submitted a drawing for the renovation of the Chocowinity Room. Dave Wheelock had been working alone with Ron but not as a representative from B&G. The B&G committee believed the drawing was insufficient and required more detail. If individual members of the committee wish to help with the project, they can do so but the B&G Committee itself does not commit to the project at this time.

Work Parties

1. **Ceiling Tile:** help Scott with completion of installation of ceiling tiles the **week of January 18**. John will send out a reminder.
2. **Pruning: Monday, January 25 at 10:00 AM.** Crape myrtle pruning and demonstration at Phase 2 park. John will send out a reminder.
3. **Pruning: Monday, February 1 at 10:00.** Bay club hillside. Pruning and removal of extra small trees and shrubs. John will send out a reminder.

John Reiner gave a brief update on Dave Wheelock's medical condition and treatment.

Meeting adjourned at 4:40 PM

Next meeting: February 10, 2010 at 3:00 PM

Respectfully submitted,

Mara V. Graves, Secretary