

**DATE:** Jan. 10, 2019

**TO: WISTERIA PARK EAST SIDE LANDSCAPE COMMITTEE**

(all present)

Donna Burbidge

Myra Harcourt

Maureen Hooper

Ray King

Rob Russell

**FROM:** Wendy Draina

**SUBJ: MINUTES FROM THE 12/3/2018 EAST SIDE LANDSCAPE MTG**

**COPY:** Nicole Banks, Sunstate Management

Mike Zelle

Kemp Pollard

Steve Moyer

East Side Homeowners

#### MINUTES

\* Minutes from the November 7, 2018 were reviewed. Motion was made by Maureen to approve, seconded by Rob; unanimously approved. Now approved, these minutes will be available on [wisteriaparkhoa.com](http://wisteriaparkhoa.com).

#### LANDSCAPE INSPECTION

\* On November 16<sup>th</sup> Donna Burbidge, Myra Harcourt, and Matt Stewart from WB toured the east side and inspected the landscaping.

\* The committee discussed diseased palms, timers replaced, irrigation and other information collected.

\* Donna does two reports of the findings. The second report goes into detail and contains a follow-up sheet. Follow-up sheets seem to be working well and helping with complaints. The information is handled in a way that will help protect confidentiality of complainants.

\* Matt is doing a good job acting promptly and there have been fewer complaints.

#### MULCH DELIVERY AND SPREADING

\* 54 pallets of mulch were delivered and spread.

\* The east side was over budget for mulch this year.

\* Donna will follow up with Matt to see why area in front of wall was not mulched.

#### WEST BAY CONTRACT

\* The committee discussed the West Bay contract and budgeting changes that may be needed for 2019.

\* The budget for 2018 is about \$945 over budget, but a surplus from 2017 covers the deficit. Increases in landscape expenses has increased the East Side supplementary assessment for 2019 to \$382 per quarter, up \$22.

#### IRRIGATION COST

\* Repair and maintenance costs might get higher because equipment is getting old and more timers and other equipment may need repair or replacing.

\* Discussion of things that might be changed to reduce cost. Some items discussed: West Bay charge for each visit is \$48. Education needed... Residents often don't know enough about the system to decide if they have an emergency or not.

\* It would be helpful to reduce the number of visits WB makes to deal with irrigation problems. Donna will track repairs to see how many irrigation repairs we have in a year. She will speak to WB about how we can separate emergency from routine repairs. WB could come once a week to deal with most repairs needed. Have Nicole ask homeowner with problem if the situation is an emergency. Educate homeowners so they know how to deal with simple irrigation problems.

\* Bob Harcourt will write an article on sprinklers, shutting off irrigation timers when needed, and other useful information for East and Westside homeowners.

#### IMPROVING COMMUNICATION WITH HOMEOWNERS

\* Newsletter and website might be used to give homeowners landscaping tips.

\* Rob is writing an article on landscaping for the December newsletter.

#### OPT OUT

\* Timetable and survey were discussed.

\* Homeowners might pay for extra services from West Bay or another landscaper. Review what landscaping services we are getting for our HOA fee.

#### INDIVIDUAL SERVICES NEEDED

\* One of the properties on the East Side has many overgrown water plants.

Ray will check with Aquatic Solutions to see how this might be handled.

#### WALK AROUND

\* The next walk around landscape inspection will be on Dec. 14, 9:30 – 11:30.

**THE NEXT EAST SIDE LANDSCAPE COMMITTEE MEETING WILL BE JANUARY 10, 2019 AT 10 AM AT THE GAZEBO. HOMEOWNERS ARE WELCOME TO ATTEND. IT IS SUGGESTED HOMEOWNERS BRING A FOLDING CHAIR.**

Respectfully submitted by  
Wendy Draina