

Tollgate Association Board Meeting

Date and Time: October 5, 2013 at 9 a.m.

Location: #116 Tollgate Way (Romer Residence)

Attending: Ed Hahn, Margaret Melhem, Rob Ochsendorf, Joe Romer, Jim Hogle, Marie Murray, Garry Sauner, and Mark Kaye

1. Approval of the previous meeting minutes, which are now available for viewing online.

2. Treasurer's Report:

http://tollgateway.org/budget/2013_expenses.pdf

http://tollgateway.org/budget/2013_net_worth.pdf

http://tollgateway.org/budget/2013_budget.pdf

3. Committee Reports:

- Social –The fall social was well attended and the committee thanks all who came out. \$195 remains in the social budget for the holiday party, which will be on Sunday, December 15th.
- Landscaping –The contract with GreenHawk, which includes seeding, aeration, and environmentally friendly pesticides, will expire at year-end. The Committee will seek a proposal for 2014 services.

Aeration and seeding was performed in September. There has been very little rain, so homeowners have been encouraged to water their grass. In the past week, Marie and some homeowners noticed areas that they were concerned were not properly seeded and/or aerated. Marie and Bob met with the GreenHawk representative to look at the areas, and GreenHawk has agreed to return to perform touch-up work. Mark Kaye suggested managing the scheduling of seeding and aeration to coincide with wetter periods in the season, and also favoring plantings that do better under dry conditions. Marie explained that the seed applied will be able to germinate until the first killing frost. Tollgate has no control over the scheduling; it is dependent on the contractor's calendar.

The Ramiro landscaping crew was asked to delay mowing and blowing for two weeks to allow new grass seeds an opportunity to germinate. The

crewmowed on Friday but made sure the cutting blade was raised, and the blower was held at a certain angle. On the weeks when mowing was not done, Marie had the crew do other necessary tasks. They removed the ivy in many of the planting beds, including the side of the Hahn's home. They also did trimming in the alley ways to allow better access for homeowners. Mark suggested cutting back on the frequency of mowing based on his observation that the grass does not seem to grow quickly. Marie asked Mark to clarify when this had happened, since until Friday the grass had not been mowed for three weeks, and ever since the dry hot weather the crew has not been mowing weekly. Mark explained that this was based on observation over time, not necessarily in recent weeks. Marie mentioned that the grass grows at different frequencies in different areas, depending on amount of sun and moisture. She added that she has worked closely with the crew on an almost weekly basis for most of the summer and early fall.

Merrifield is coming to perform planned fall planting projects on Monday, October 7th. Work will be delayed at #109 (Ehmer) to allow the homeowner's time to finalize their decision for shrubbery, but hopefully this can be completed before the growing season ends. Beyond work to be performed by Merrifield, Rob Ochsendorf and Ed Bronikowski will move Rob's Japanese maple to Ed's front yard. The existing boxwoods at #121 were moved by Garry Sauner to his front planting bed (#114) to replace ones that died recently. The Ramiro crew cut off all the ornamental grass in the front bed of # 121 in preparation for the work at that location.

- Trees – The Landscape Committee further refined the draft *Guidelines for the Care and Protection of Trees and Shrubs*. The draft copy was circulated to the Board for review. Marie will also send a copy to each Board member electronically. The Board will review the document ahead of the next Board meeting. Rob suggested adding a section to the document that covers the proper process for planting trees in order to prevent issues such as the 'girdling root' that recently led to the loss of several trees in the neighborhood. There was a brief discussion about when certain trees were planted and by what company. These questions will be answered at a future meeting by Bob Donaldson. Mark suggested that the Committee consider landscaping companies other than Merrifield to ensure we are getting the best service and prices possible. Joe Romer recalled that he believed that we switched to Merrifield because there was dissatisfaction with the previous vender.

- Architecture – There was a request from #104 (Doyle) for exterior trim painting, which was approved. This work has been performed. There may be additional work to paint the front door. Also, the exterior trim painting at #122 is completed. An interior color was selected and applied without Committee knowledge. The Committee can help homeowners with exterior paint choices. Please see Garry and he will loan out to you the exterior paint portion of the Martin-Senour Williamsburg collection brochure.
- Maintenance –Garry obtained two estimates for work to replace the parking apron at #117 (Ochsendorf). The estimates came in at \$2,400 (Bright Masonry, Inc.) and \$2,250 (Jeff Cadle), respectively, plus an additional \$1,800 to obtain permits (Bright Masonry, Inc.). The cost would be split equally between the Association and the homeowner. The work will be delayed while Garry follows up for additional information from the two companies that provided estimates, and pending a decision from the Ochsendorf's on whether or not they want to proceed. Current annual dues do not cover this type of work. Garry suggested that the Association begin collecting money to offset future similar costs and include \$1,300 for parking apron replacement in the 2014 budget.

Cistern Drainage from Cherry Street – Two homeowners on Cherry Street are draining their cisterns via hose directly onto Tollgate common area, causing there to be standing water along the fence line from #135 (Smolinski) down to the storm drain between #135 and #124 (Murray).The City engineer met with Rob to discuss the issue, and volunteered to contact the homeowners and suggest best practices for draining their cisterns. Marie indicated that an enforcement mechanism was put in place after these homes were built that allows the City to inspect and enforce for proper cistern drainage. Since this enforcement mechanism was not in place when the Cherry Street homes were built, the City may not have legal authority, but may still be able to help us reach a satisfactory resolution.

The City engineer suggested planting additional vegetation on the back side of the neighborhood from #124 to #110 to absorb some of the excess water during rain storms. The Landscape Committee has researched the concept of rain gardens, which might help with some runoff. Marie has gathered a list of plants that are suggested for use in such gardens, and was happy to report that some of the plants listed are already in Tollgate's plant inventory. She further shared that the Committee has identified areas on the northern perimeter of Tollgate as pilot areas for adding plants that could help with runoff. There are obstacles to planting along the back perimeter posed by utility

wires and the right of passage that must be considered. Mark Kaye offered to work with Marie on this project. It is hoped that the first of these plants will be harvested from other areas of Tollgate and will not result in immediate added expense.

Storm water system- Marie brought a copy of the site plans for Tollgate that includes the location and specifications for our storm water system. The plans were briefly reviewed and the locations of relief points identified. These plans also provided us with the information that eight inch pipes were used in the area between #106 and #108, not the six inch pipes that the City engineer suggested might have been used.

4. Old Business:

- Storm Water Utility Fee - The City assessed a preliminary annual storm water utility fee of \$5,274 for Tollgate. The map, upon which this assessment was based, however, incorrectly included a portion of city-owned street as part of the impervious surface area for which Tollgate is responsible. This point was brought to the City's attention and resulted in a reduction of our assessed annual fee to \$5,075 (\$174 per home). It was noted that this topic should be part of the agenda for the Annual Homeowners meeting.

5. New Business:

- Annual Meeting – A venue for the November 17th annual Board meeting has not yet been chosen but the Board is actively seeking one. Beyond working to finalize the venue, the Board will work over the next several weeks to draft the 2014 budget and an agenda for the annual meeting.
Election for Board Vacancies – Historically the Board has nominated candidates to fill upcoming Board vacancies, with write-in candidates allowed at the annual meeting. In nominating new members the board strives to maintain balanced representation by ensuring the board membership reflects the overall demographics of the Tollgate community including young families, empty nesters, and singles. Equally important are individuals who can manage the time commitment, are familiar with the community, and can work cooperatively and respectfully with other members of the board and the Tollgate committees. The process for Board elections was discussed, and a determination was made to modify the nomination process to allow all willing candidates the opportunity to be put on the election ballot (ie. proxies) ahead of the annual meeting. The mechanics of the new process will be finalized soon.

6. Next Meeting – The next meeting will be on November 2, 2013 at #102 (Melhem residence). The Board meeting concluded at 11:45 am.