

## **Tollgate Association October 2014 Board Meeting**

**Date and Time:** October 4th, 2014 at 9am

**Location:** 113 Tollgate Way (Zawacki residence)

**Attending:** Chuck Connor, Ed Hahn, Rob Ochsendorf, Joe Romer, Terry Zawacki, Marie Murray, and Garry Sauner

1. Approval of September Meeting Minutes

2. Financial Report

[http://tollgateway.org/budget/2014\\_expenses.pdf](http://tollgateway.org/budget/2014_expenses.pdf)

[http://tollgateway.org/budget/2014\\_net\\_worth.pdf](http://tollgateway.org/budget/2014_net_worth.pdf)

[http://tollgateway.org/budget/2014\\_budget.pdf](http://tollgateway.org/budget/2014_budget.pdf)

Ed suggested that annual dues be added as an agenda item to the November Board meeting, so that the Board can make a preliminary determination, and recommendation for the annual meeting, as to how dues should be set for 2015.

3. Committee Reports

- Social – The fall social was a success and well attended by the neighborhood. The Committee is looking for a venue for this year’s holiday party, scheduled for December 14<sup>th</sup>.
  
- Landscaping – The Committee met twice in September, primarily to discuss the 2015 Landscape contract statement of work (see Appendix I). There is consensus among Committee members that the Ramiro group is doing a good job, and that we should, if possible, continue with them. Given that there is no requirement in the Covenants that the Committee obtain multiple bids, combined with the fact that the effort to obtain multiple bids in 2012 required much effort and yielded no bids, the Committee recommended to the Board that we renew our contract with Ramiro. The Committee clarified some language within the SOW, and a final version was submitted to the Board.

Marie spoke with the Ramiro group and the Greenhawk Company about bids for 2015. Both indicated they would like to continue working for Tollgate. The Ramiro group was provided with the revised SOW and was asked to submit a formal bid. The Greenhawk Company offered to keep the 2014 prices for

2015. Additionally, a small discount will be given for paying the contract in full by a certain date.

Aeration and seeding took place on September 19<sup>th</sup>. The fall spraying of shrubs took place on September 29<sup>th</sup> and additional spraying took place on October 3<sup>rd</sup>. The Ramiro group has started to do fall pruning and leaf collection.

Fall planting is scheduled for October 23<sup>rd</sup>. Marie has worked hard to locate the necessary trees and bushes at a reasonable prices, and some work remains ahead of the scheduled planting date. Fall plantings will include:

1. New shrubs at #107 (Powell) and #124 (Murray)
2. Holly trees at #124 (Murray)

The Committee has tentative plans for some new 2015 initiatives including the problem of new plantings failing due to lack of watering. Before making a policy about replacement of plantings due to neglect, the Committee will work to better educate the community by providing any homeowner who gets a new shrub or tree with basic care information and cost for the specific planting. The Committee is also planning a Landscape tour for the spring, and will include in that tour a demonstration of proper watering.

A work party is scheduled for Sunday, October 12<sup>th</sup> to transplant lirioppe from the planting bed at #102 to the front entrance bed. Any remaining lirioppe from #102 and a few other locations will be used in the rear ally from #104-114 to help with runoff. Miss Utility has been contacted to mark the areas prior to the commencement of work.

The Committee is working with homeowners at #108 (Kirschner) and #100 (Melhem) to discuss their respective requests.

Marie shared with the Board an interest expressed by the homeowners at #102 and 104 for the addition of screening trees to the alley behind their courtyards.

- Trees – Two trees are planned for removal, including the Japanese maple at #106 (Kaye) and the silver maple at #116. Tree selection is still to be determined. Bob was recently informed by the new City arborist that since Tollgate is considered a commercial property by the City, the cost for tree permitting is \$200, not \$50 as we have been accustomed to paying in the

past. Bob is planning to discuss this further with the City Arborist (Note: Bob has in fact revisited this with the City Arborist and it has been decided that Tollgate, due to its size, will not be required to pay the commercial fee, but will retain the \$50 permit fee).

Marie mentioned that the homeowners at #103 Cherry St. bought the adjacent property at #101 Cherry St. The homeowners may have plans to demolish the existing house and build a larger one, or significantly modify and enlarge the existing house, although no formal plans have been filed with the City yet. A new and/or larger home could potentially pose runoff issues for Tollgate. Marie, being the nearest land owner, will receive notification by the City when any site plans are submitted for review and approval, and she will keep the Board informed of any developments.

- Architecture – The Committee continues to work on finalizing the draft architectural guidelines. Once complete, they will be submitted to the Board for approval.

Chuck suggested that the Committee assess and communicate any issues of non-compliance at the time a home goes up for sale, as a way to compel homeowners to resolve violations rather than passing them on to new buyers.

The Committee fielded two homeowner requests, from #127 (Hahn) and #117 (Ochsendorf), to re-paint their front doors. These requests were approved. The Committee expects to receive a request from #125 (Echemendia) for roof replacement. Ana is still in the process of collecting bids for this work.

- Maintenance – Garry hired an electrician to repair the light fixture at #109. The repair cost was \$75. Garry plans to work with homeowners to repair/replace parking pads and aprons in 2015.

#### 4. Old Business

- a. Branding – There was discussion of Chuck’s PowerPoint presentation, which consolidates all of the work done to date, and some tweaking of language. There was also discussion around how to approach the conversation at the annual meeting, and what is the expectation in terms of buy-in from the Association. The expectation for the brand is that it can be used as a framework for guiding the management of the Association by the Board and

committees, and that it could potentially be used as a basis for marketing including website re-design and signage.

## 5. New Business

- a. Election of Officers – Rob formally notified the Board and Committee members prior to the meeting that he will be stepping down from the Board at the end of the year. Board members thanked him both before and during the meeting for the significant work he has done over the last two years. The covenants require the Board to appoint a replacement for the one year duration of his term. Additionally, Ed's term expires at the end of the year, and will need to be filled through Board election at the annual meeting.

There was discussion about how to fill Rob's position, and possible candidates. A final decision was deferred and this will be an agenda item for the November Board meeting.

Rob suggested that we build upon last year's election process, and there was discussion about the process. Rob will circulate an email to homeowners notifying them of the upcoming annual meeting and invite willing homeowners to add their names to the ballot. Joe has begun working on finding homeowners willing to serve on the next Board, and the Board focused some time discussing potential candidates.

Marie expressed some concern regarding members of the same household serving consecutive terms on the Board, and questioned whether there should be term limits for Board members.

- b. Communication and Community – The Board and Committee chairs discussed better ways to informally share information with homeowners to ensure accuracy.

The next meeting will be on November 1st, 2014 at #117 (Ochsendorf residence). The Board meeting concluded at 12:00 p.m.

## **APPENDIX I**

### Scope of Work

Ground and Landscape Maintenance Contract Specifications  
For Tollgate Association Properties, Falls Church, VA 22046

#### **General Requirements**

Contract period begins March 1 and ends on December 31. It is expected that the crew will come approximately 34 times during the contact period. This is based on the assumption that during the month of March and the month of December, the crew will not need to come every week. April through November the crew will come as needed, usually every 7 (seven) to ten (10) days.

Tollgate's Landscape Chair, or a designate, will be given the name of the crew foreman and a contact number will be provided to ensure ability to communicate as needed.

Give each property within Tollgate the same level of attention and care to ensure continuity throughout the neighborhood.

Crew will alternate starting point for work within Tollgate so work on the west (dead-end) part of the property is NOT repeatedly done last, when crew is tired and/or time is short.

Special requests or situations may arise in the course of the year and will be discussed with the Landscape Committee chairperson to determine any action or additional costs.

#### **Specific Activities**

Mow lawn areas when grass is taller than 3 inches weather permitting from April 1 to October 31. Grass is to be cut no shorter than 3 inches. During the hottest and/or driest periods mower blade height will be adjusted to protect grass. When weather or drought precludes cutting the grass, the time will be used to focus on the other points detailed below.

Trim shrubs, ivy, lirope, etc. and prune small trees when needed. Due to poor pruning of some shrubs in the past and individual homeowner requests, a Tollgate representative will work with the contractor to develop guidelines for pruning shrubs at individual households.

Weed beds by hand as necessary. This includes the entire bed as well as mulch beds around trees and side and rear yard beds.

Address the care issues of the property areas behind rear courtyard walls. Specific priorities and practices will be agreed upon with a representative of the Landscape Committee. Aggressive ivy removal is necessary in some rear property areas every year.

Edge and trim around all buildings, sidewalks, and stepping stones upon every visit. Care should be taken to ensure that edging does not, over time, result in significant grass loss.

Blow debris and trimmings out of beds and yards into street and remove on every visit.

Remove leaves as needed, with special attention from the last week in October through the end of December. This includes the perimeter of the property and the side yards.

Clean up and define beds in early spring. Care should be taken to remove as little soil as possible when defining beds. Finished beds should be approximately the same size as before definition with no significant loss of adjacent grass

Mulch in spring, at least 3-4 inches in beds and around trees. No volcano mulching around trees, root flare should be visible.

#### Chemical Applications:

Spray sidewalks, driveways and parking pad with white vinegar or Roundup to prevent weeds from growing, as needed.

Feed shrubs with 14-14-14 granulate slow release fertilizer in the spring.

Spray Drum oil on shrubs in spring

Spray shrubs & ground cover in spring and fall, as needed, for disease or prevention. The Photinia hedge at the end of the street will need several treatments in the spring and early summer to control the fungus that causes leaf spot. Landscape Chair may request additional plant treatments as necessary.

After each application of chemicals the Landscape Chairperson will be provided with a notice that it was completed and appropriate signage will be displayed on Tollgate property.