

Minutes from the landscape meeting 8/8/08:

- Scalping and uneven cuts will be addressed during maintenance by supervisor on-site, Teddy Ferguson.
- Dead and dying frowns up to 12 ft. are included in the contract. Missed frowns and any other clippings left behind after trimming/cuts will be addressed during the post-cut drive through inspections and/or the daily trim crews.
- Prime has re-organized efforts from the first cut and is scheduled to cut the entire community on Mondays until established. We can change the scheduled cut days as needed, but I would like to Prime to be familiar with the community before making more changes. The grass may be high on weekends, but this will change as fall approaches.
- The screened-in enclosure incident is being dealt with by Joyce and Colleen, so details were limited and not addressed here. Prime was instructed to not enter individuals enclosed patio areas for any reason.
- The dying date palm to the south will be removed by Prime's crews before it does any damage to any adjacent walls/fixtures. It has been treated for fungus, insects and deep root fertilized within the past six months. It is most likely a fungal infection and arborists recommend immediate removal to prevent spreading. The dying palm to the north, in better condition, will be looked at by Prime and recommendations made.
- The 8/2/08 "initial appearance" of Prime was part of the contract to help increase the communities appearance. The trimming is ongoing, with high visibility areas receiving special attention on a rotating basis. Prime started with the clubhouse area today.
- Most effective communication to Prime's landscape will be via email with all concerned copied. Work orders will continue flow through directly to Howard. Any website board directed issues can be forwarded directly to Howard (copy Colleen) for quicker resolution.
- The Landscape Inspection Report compiled by Joyce is being reviewed and recommendations will be forthcoming.
- Prime uses reflectors to label homes as ones who have requested either grass cuts only or no work at all. Prime uses this successfully in other communities to indicate homes that do not want shrubs cut, or homes that will service their own lawns (on a consistent, same schedule basis.) It is not something we will advertise, but can use this on an individual basis to address those that chose to self-manicure special plantings.
- Perfectly Pure Pools was told to turn off the gas supply at the pool heaters to prevent overriding the circuit breakers.

Action Items:

- **Joyce** - Need to follow up with Chip on the \$6k credit in the contract. The BOD wants to apply it to the tree trimming contract. If possible, we will not use the other, already approved bid, and approve Prime's sister company Sunshine based on the modified quote.
- **Howard** - Make sure the crews know not to enter any homeowners patio areas to clean up.
- **BOD** - Consider using Prime's "reflector program."
- **Colleen** - Please work order to have remaining chairs cleaned and stacked in a secure area and have them re-strapped.

Special thanks to Howard for working on his day off to ensure Prime's initial appearance this past Saturday went well.

Please let me know if I have missed anything,

Dan