

Here are my notes from our meeting on Wednesday, 9/14/11.

Notes:

1) Remaining funding for Landscaping Committee

- Mike should be able to see that from the recent financials posted

2) Holly along Old Ridge looks like it has been replaced

3) Lot 13 needs a tree trim

4) Kelly need to interact with FE more actively to get them to execute their contract

5) Need RPM to draft a 3 month rolling calendar of vendor events that includes when each vendor is to be on-sight, what they are supposed to be doing, if RPM and/or a member of the Board needs to be in attendance, etc

6) Need to check with vendor regarding lights out at front entrance

7) Report from Kelly due the Monday following a walk-through

8) Have a quarterly walk-through with RPM, FE, and the Landscaping Committee

a. List of items to review available prior to walk-through

9) After a lengthy discussion regarding the landscaping, it became evident that the bottom line was that FE was not executing their contract satisfactorily. They were requiring excessive oversight to ensure that were doing the minimum. It became evident that we need to replace FE with a landscaping company that can execute per their contract and takes pride in their work. The Board asked RPM for 3 landscaping companies that have been successful with other properties they manage and request quotes. We will be able to look at the respective properties each company manages as references.

Two quotes are requested

i. Yearly maintenance of property, including sprinklers, etc

ii. Suggested update of landscaping (this quote does not have to executed,

expectation is that it will give the Board insight on the company's capabilities)

Sheryl Weisenberg