

**CASA BLANCA CONDOMINIUM ASSOCIATION, INC.**  
*A Corporation Not-for-Profit*

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**May 20, 2020**

A *REGULAR MEETING* of the Board of Directors was scheduled via teleconference on May 20, 2020 at 6:30 PM.

**CALL TO ORDER:** Gregg David, President called the meeting to order at 6:30 PM.

**PROOF OF NOTICE:** Notice of the meeting was delivered to each Member and posted on the property prior to the meeting, in accordance with the requirements of the Association Documents and Florida Statutes.

**QUORUM:**

**Present:**

**Via Speaker Telephone:** Gregg David, Peggy Mock, Gail Glamm, Ana McMillian, Mike Leon Guerrero and Lee Piver.

**Absent:** Susan Geitz.

Serena Schortzmann represented Lighthouse Property Management.

**APPROVAL OF MINUTES:** On matters relating to the minutes of the previous April 15, 2020, Board meeting minutes, upon a motion made and seconded, it was to approve the minutes. Motion passed.

**TREASURER'S REPORT:** Reports given by Ms. Glamm.

**COMMITTEE REPORTS:**

**Landscape:** Report given by John Powell. see attached report.

**UNFINISHED BUSINESS:**

**Matters relating to pool renovation:** The pool renovation is underway. A change order was presented for work additional to the contract. Cutting open the deck, locating conduit for light and sending conduit to the edge of the deck and pour new steps per Crest Engineering drawing. After some discussion, Ms. McMillian motioned and Ms. Glamm seconded,

**VOTE 20-08: to approve change order #1 for Galaxy Pools in the amount of \$4,173. All directors voted in favor. Motion passed.**

Mr. Piver motioned and Ms. Mock seconded,

**VOTE 20-09: to approve the color taupe for the handrail. All directors voted in favor. Motion passed.**

**NEW BUSINESS:**

**Matters relating to review and approve draft 2019 audit:** Mr. Leon Guerrero motioned and Mr. Piver seconded,

**VOTE 20-10: to approve the draft 2019 audit. All directors voted in favor. Motion passed.**

**Matters relating to air conditioner in south office:** After some discussion, Ms. Mock motioned and Mr. Piver seconded,

**VOTE 20-11: to table this item until additional estimates could be obtained. All directors voted in favor. Motion passed.**

**Matters relating to community wide internet:** Ms. Mock stated the community needs internet service in addition to cable TV services. After some discussion, Ms. Mock volunteered to work with Ms. Schortzmann on this matter.

**Matters relating to unit B1 – request to delay plumbing renovation:** The owner's son has contacted the board asking for an extension on the scheduled plumbing renovation because he will need to move his mother from the unit. Because of Covid 19 he feels it is not safe to do so at this time. After some discussion, Mr. David volunteered to contact Ari to ask for a later date in 2020.

**Matters relating to landscape committee:** Upon the recommendation of the landscape committee, the following landscape improvements were approved. Mr. Piver motioned and Mr. Leon Guerrero seconded,

**VOTE 20-12: to approve an amount not to exceed \$1,850 for projects as outlined in the Landscape Committee report. All directors voted in favor; motion passed.**

**OWNERS COMMENTS:** There were none.

**DATE OF NEXT MEETING:** June 17, 2020 at 6:30 PM at the Recreational room, 6154 Midnight Pass Rd, Sarasota, FL.

**ADJOURNMENT:** With no further business to come before the Board, upon a motion and it was seconded, the meeting was adjourned at 7:55 PM.

Prepared by:

Serena Schortzmann, CAM, Lighthouse Property Management

# Landscape Committee - Casa Blanca

## Status Report - May 2020

W. John Powell, Chairman  
Jan Wiggers  
Sue Menhorn

The Committee now has 3 official members and one person working in an advisory capacity. All members and the advisor are Master Gardeners in their respective states. The Committee is still looking for a Committee member with Florida gardening experience and knowledge.

The following are projects currently under consideration by the committee. Requests for Board approval are in *italics*.

**A. Nine Short-term Projects:** The Committee determined that there are nine projects that can be addressed immediately using in-house maintenance. All but one are aesthetic and/or safety issues that have been unaddressed for two years. The list and estimated costs are attached. The list has been reviewed by Ina Savage and Lou Buck; and they agree these items can be addressed by our maintenance team. Depending on Casa Blanca's rental activity, these items can be completed before the June Board meeting.

*The Landscape Committee requests approval for manpower and funding to address the following short term projects:*

1. *Villa A15 - Prepare front landscape area for planting of appropriate plantings.*
2. *Villa A16 - Prepare front landscape area for planting of appropriate plantings.*
3. *Villa C17 - Prepare front landscape area for planting of appropriate plantings*
4. *Apts N. Lawn - Fill in and resod large, bare depression where palm was removed.*
5. *Apts S. Lawn - Fill in and resod large depression where palm was removed.*
6. *Apts N. Walkway - Clean out rocks, shells, and debris; and add mulch.*
7. *Apts S. Walkway - Clean out rocks, shells, and debris; and add mulch.*
8. *Apts Lawn N. Planting Area - Remove rocks and debris; and add mulch.*
9. *Apts Lawn S. Planting Area - Remove rocks and debris; and add mulch.*

*Expenditures will be for topsoil (bag or bulk), melaleuca mulch (bag) or bulk mulch, downspout extensions, and sod; with total expenditures not to exceed \$1200. Total in-house labor is not to exceed 40 hours.*

**B. Villa Front Landscape Plantings:** The Landscape Committee is developing Guidelines and Procedures for landscape plantings at villa fronts. The Committee is using University of Florida Extension Service (UF/IAS) as a reference. Plant recommendations, still under development, will be based on 'Right Plant, Right Place' considerations and will emphasize 'Florida Friendly' and native plants. Special Casa Blanca considerations will include: a) narrow planting spaces, b) proximity to car parking, c) minimizing pruning and shearing, and d) space management recognizing plant size and shape at maturity. A draft of the "CBA Landscape Guidelines - Villa Front Landscape Areas" is attached.

The Committee set a priority of developing planting recommendations for the bare planting areas in front of Villas A15, A16, and C17. In view of this being prime planting time and in prep for the summer rental season, the Committee requests that the Board approve the purchase of the plants at this time.

*The Landscape Committee requests approval for manpower and funding to replant the areas in front of Villas A15, A16, and C17. Expenditures for the three villas should not exceed \$450. Serena Schortzmann may authorize the use of outside labor to complete this on a timely basis with incremental expenses not to exceed \$200.*

**C. Plumbing Remediation Landscape Restoration (PRLR)** - The Committee has identified eight villas where there was excavation for the Plumbing Remediation Project (along the sides of the villa); and where there has been no restoration of turf, ground cover, or shrubbery. Some of these areas are very unsightly and do not demonstrate a well maintained property to our renters.

The villas identified so far that need restoration are A9, A11, B6/B7, B8/B9, B14, C5, C16/C17, and D9/10.

The Committee will make a recommendation for remediation of the eight areas at the June Board meeting. For the meantime, the Committee requests that the Board allow unused money from the "Nine Short Term Projects" (above) to be applied to one of the PRLR areas as a test for determining the cost and effort of restoring all the PRLR areas. The area used for the test can be selected by Ina Savage and Lou Buck.

*The Landscape Committee requests approval for manpower to restore one of the nine identified areas that was not restored after excavation for the Plumbing Restoration Project. The funding for this test will be from any unused moneys approved for the "Nine Short Term Projects".*

It is important to note that this project only recognizes restoration on the sides of villas. There are extensive areas to the rear of villas that will need to be addressed also.

**D. Turf and Lawn** - The lawns and various grassy areas around the site are in terrible condition. They are weed infested, dying, diseased, and worn bare. There are a wide series of issues: a) lack of vigilance and response by the landscape company, b) lack of scheduled watering, and c) non-optimal selections of grass types.

The Landscape Committee expects to recommend changes in: a) problem reporting procedures, b) better landscape company monitoring, and c) replacing turf with ground cover.

Maintaining large areas of sodded lawn will require a commitment to scheduled watering and the addition of some irrigation. The Committee will consider **Turf & Lawn** an on-going issue with monthly reporting.

**E. Landscaping in Front of the Office** - This area is not improving with indifference. It is unsightly and getting more so. It is a priority of the Landscape Committee to find an owner with knowledge and interest in Florida landscape who will serve as a Committee member or advisor focusing on the issue of an affordable and attractive landscape plan for the entrance of Casa Blanca.

Casa Blanca Landscape Committee

"Nine Short-Term Projects"

#	Project	Description	Justification	Topsoil 28.50/yd	Sod 1.25/sq ft	Mulch 3.75/2cf	Plantings	Estimated CB Maint Hours	Status
1	Villa A15 - Remove shells/rocks to a depth of 6 inches and replace with soil and prepare for planting.	Landscaping removed as part of Plumbing Remediation. Needs soil preparation for new planting in front of lanai. Area to be replanted is approximately 1.5' X 13'. Soil replaced to a depth of 6".	Aesthetic	1 cubic yard \$30.00	None	5 cubic feet \$10	None	4 Hrs	
2	Villa A16 - Remove shells/rocks to a depth of 6 inches and replace with soil and prepare for planting.	Landscaping removed as part of reconstruction of the lanai. Needs soil preparation for new planting in front of lanai. Area to be replanted is 1' X 13'. Soil replaced to a depth of 6"	Aesthetic	1 cubic yard \$30.00	None	4 cubic feet \$10	None	4 Hrs	
3	Villa C17 - Remove shells/rocks to a depth of 6 inches and replace with soil and prepare for planting.	Landscaping removed as part of reconstruction of the lanai. Needs soil replacement and full replanting. Area to be replanted is 1.5' X 15'. Soil replaced to a depth of 6"	Aesthetic	1 1/2 cubic yard \$45.00	None	6 cubic feet \$12	None	4 Hrs	
4	Fill in large bare, depression (north hole!) behind seawall where palm was removed	Remove and discard top two inches of sand and organic material. Fill and level depression with top soil. Lay sod. After excavation of 2" dimensions will be: 8'X12'X..67"	Aesthetic Safety	2 cubic yard \$60.00	96 sq ft \$120	None	None	5 Hrs	

Casa Blanca Landscape Committee

"Nine Short-Term Projects"

#	Project	Description	Justification	Topsoil 28.50/yd	Sod 1.25/sq ft	Mulch 3.75/2cf	Plantings	Estimated CB Maint Hours	Status
5	Fill in smaller grassed depression (south hole!) behind seawall where palm was removed	Remove turf. Fill and level depression with top soil. Lay sod. After excavation of 2" dimensions will be: 6'X8'X.8'	Safety	1.5 cubic yard \$45.00	48 sq feet \$60	None	None	4 Hrs	
6	Clear and mulch the landscaped area along the sidewalk at north end of the apartment building	Remove loose stone and shell; edge as necessary, apply 2 to 3 inches of mulch. Overall area is 8' X 35" , but some may not require mulch.	Aesthetic Safety	None	None	At 67% coverage: 47 cu ft \$90	None	3.5 Hrs	
7	Clear and mulch the landscaped area along the sidewalk at south end of the apartment building	Remove loose stone and shell; edge as necessary, apply 2 to 3 inches of mulch. Overall area is 8' X 36" , but some may not require mulch.	Aesthetic Safety	None	None	At 67% coverage: 48 cu ft \$90	None	3.5 Hrs	
8	Clear and mulch the Palm area at the north end of the apartment building lawn	Remove organic material and any loose shells or stone. Apply 2 to 3 inches mulch. Approximate dimensions are 11'X13'	Aesthetic	None	None	36 cu ft \$70	None	2.5 Hrs	
9	Clear and mulch the Palm area at the south end of the apartment building lawn	Remove organic material and any loose shells or stone. Apply 2 to 3 inches mulch. Approximate dimensions are 9'X12'	Aesthetic	None	None	27 cu ft \$50	None	1.5 Hrs	

Casa Blanca Landscape Committee

"Nine Short-Term Projects"

#	Project	Description	Justification	Topsoil 28.50/yd	Sod 1.25/sq ft	Mulch 3.75/2cf	Plantings	Estimated CB Maint Hours	Status
10	Remove burned-out turf at C10 corner and replace with sod	Remove existing sod and at least 4 inches of substrate; prepare new substrate for sod, lay sod. Overall dimensions are 6'X15'	Aesthetic	1 cubic yard \$30	75 sq ft 95.00	None	None	5 Hrs	

**CBA Landscape Guidelines  
Villa Front Landscape Areas  
Landscape Committee 2020**

**DRAFT**  
**May 2020**

The Landscape Committee is establishing guidelines, identifying projects, and recommending preferred plants for various landscape locations on the Casa Blanca property. The long term goal is a variety of coordinated plantings with a contemporary, tropical look. These guidelines and plants are identified for front of villa plantings.

Using UF/IAS 'Right Plant, Right Place' guidelines, traits considered for recommended plants include:

- Florida Friendly and native plants
- Habitat considerations including water, light needs, salt tolerance
- Ease of care and maintenance
- Space management including mature size and shape to minimize pruning

Villa front landscape replacement guidelines:

- Projects will be prioritized to meet budget requirements
- Projects flagged for review include plants that are dead, diseased, damaged, have matured beyond visually appropriate size, or size can no longer be maintained appropriately
- Owner input, suggestions or questions are welcome

Current conditions:

- Narrow planting spaces containing larger plants, some as narrow as 12"
- Space adjacent to parking causes car door damage to plants
- Frequent pruning and shearing to maintain restricted size renders plants unsightly
- Gutter direction into beds saturates plants causing overwatering and washes materials out of the planting bed
- Shell and rock mulch affect soil quality and make future planting difficult

Procedures for plantings:

- Bed preparation may include soil replacement or amendment, and removal of rock or shell mulch
- Soil level should be 1-2 inches below paver height to allow room for mulch, and to keep soil and mulch in the planting bed inside the paver area
- Plant selection takes into consideration 'Right Plant, Right Place' to reduce necessary maintenance of size and care
- Recommended mulch for all future plantings is melaleuca mulch, sold as Florimulch to continue to improve soil quality
- Water needs for new plantings are greater than for established plants and require monitoring until the plantings are established
- Extensions on downspouts will be directed from planting bed

Resources:

- Florida Friendly Landscaping Guidelines - University of Florida IFAS Extension
- South Florida Plant Guide
- CAM Manager, Landscape Contractor and preferred plant nursery staff



# CB Landscape Committee May Status Report Photos



Villa C17



Villa A16



Villa A15



Bare Depression - Apt Lawn



N. Palm Planting Area



S. Palm Planting Area



Unrestored P.R.  
Excavation - B7



A Bright Spot - The Alligator Garden



Unrestored P.R.  
Excavation - A9



Highly Visible  
Lawn and Grass  
Areas  
C10 Corner  
CB main Entrance

