

CASA BLANCA CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

MINUTES OF THE BOARD OF DIRECTORS MEETING June 17, 2020

A *REGULAR MEETING* of the Board of Directors was scheduled via teleconference on June 17, 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.

Via Speaker telephone: Susan Geitz.

Serena Schortzmann represented Lighthouse Property Management.

APPROVAL OF MINUTES: On matters relating to the minutes of the previous May 20 and June 11, 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:

Personnel: Report given by Ms. Mock.

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

UNFINISHED BUSINESS:

Matters relating to pool renovation: At the previous board meeting on June 11, 2020, the board voted to engage Galaxy Pools to repour the steps and reorder the handrail as the previous design was flawed. Ina Savage has made arrangements with Island House for guests to use their pool until the pool renovation is completed (approximately July 14, 2020).

NEW BUSINESS:

Matters relating to air conditioner in South office: Ms. McMillian presented 3 estimates for replacement of the air conditioning unit and duct work in the south office. Ms. Glamm was concerned because one of the estimates quoted a metal duct and she believes the metal causes condensation. Ms. Mock recommended an additional estimate be obtained from Wentzel. The board discussed the urgent need for a reliable system in the office as the current system is 24 years old, rusted, and leaking freon. After further discussion, Ms. McMillian motioned and Ms. Glamm seconded,

VOTE 20-14: to approve the quote from Manatee Air for the cost of \$4,460. All directors voted in favor. Motion passed.

Matters relating to community wide internet: Ms. Schortzmann reported she spoke to Melissa at Comcast and she said the basic cable bulk agreement ran from November 2014 to January 2020.

CBA currently has a basic tv agreement which includes 1 HD set top box and 2 digital adapters and approximately 180 channels and on demand service.

It will take 10 days to receive a proposal for the cost of a tv and internet bundle.

If internet service is added, each unit owner would need to call Comcast and request a modem be mailed to their unit or the rental office. The owner would need to set up the modem in the unit and choose a password. Some Board members expressed they would not be in favor of a bulk internet agreement.

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. Mr. David spoke to Ari at Custom Design and he agreed to reschedule the work for later in 2020.

Matters relating to unit D10 – plumbing renovation: In 2019, unit D10 was removed from the rental program due to the need for renovations. Minor repairs were made and the unit was added back into the rental program. The plumbing renovation, flooring and a kitchen remodel is still needed. After some discussion, Mr. Leon Guerrero motioned and Mr. Piver seconded,

VOTE 20-15: Unless the owner can provide a signed agreement by June 24, 2020 with Custom Design for the plumbing remediation to begin on August 15, 2020 and the flooring and kitchen work to be completed in 2020 with a stated deadline, the unit will be removed from the rental program. All directors voted in favor. Motion passed.

Matters relating to unit C14: Mr. Piver volunteered to confirm if the plumbing renovation has been completed.

Matters relating to unit C1 – flooding: Ms. McMillian spoke to Lou who recommended gutters be installed on the office building and on the East side of the unit to prevent flooding of the lanai. This item was tabled until estimates can be obtained.

Matters relating to unit C9 – request for modification: The owner requested approval to install a towel hook and place a bench on the side of his unit. After some discussion, Ms. Mock motioned and Mr. Leon Guerrero seconded,

VOTE 20-16: to deny the request for modifications. All directors voted in favor. Motion passed.

OWNERS COMMENTS: Mr. Miller stated he felt his request for modification had been misrepresented and that 2 other units had towel hooks on the outside of their units. He asked the board to revisit the request. Internet speeds Frontier vs Comcast. Comcast has better internet speed. Thank you to the board for hosting online meetings for owner participation.

DATE OF NEXT MEETING: July 15, 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 8:40 PM.

Prepared by:

Serena Schortzmann, CAM, Lighthouse Property Management

Casa Blanca Landscape Committee

Status Report – June 2020

Sue Menhorn (C3) Jan Wiggers (102) Wm. John Powell, Chmn (A13)

This was a productive month for the Committee largely because two Committee members were in residence at CB. They were able to use their rainy days roving the site, taking photos, and doing research at nurseries and neighboring facilities. The Chairman thanks Sue and Jan for their commitment of “vacation” time to the benefit of improving Casa Blanca’s landscape.

1. Status of Approved Projects: As of 11 June, none of the 11 in-house projects approved by the Board at the May meeting have been completed. The Committee takes responsibility for this situation. The Committee did not communicate its priorities and provide project specifications. Effective with the June Board meeting, the Committee will follow up with both Serena and Ina on all Board approvals that affect landscape maintenance and approved landscape funding.

2. Jan Wiggers completed the proposal for the Landscape Committee’s “Guidelines and Preferred Plants for Villa Fronts”. It is a well researched document and the Committee welcomes questions and further comments from the Board and from owners. [Attachment 1]

3. Plant selections and planting layouts were provided for the replanting of the villa fronts of A15, A16, and C17. The cost of the plants is estimated to be less than \$205 for all three villas.

4. Sue Menhorn had a walk-through of the site with Maria Muhlhahn of West Bay Landscape and Serena. Topics covered were grass & turf, overgrown landscaping (D1 viburnum, the schefflera in the apartment planter, A15/A16 banyan tree), edging around villas, and palm conditions. A summary (Including commitments by West Bay) of that walk is attached. [Attachment 2]

5. Entrance Landscaping – The Committee is considering short and long-term solutions for addressing the landscaping (or lack thereof) at the CB entrance. Considerations include making practical use of the area next to the manager’s office and the shed, concealing the sewer easement area, dealing with the large stumps, and using the irrigation on a regular schedule to improve grass conditions.

6. The Committee has set up and is using a shared database to store photographs and documents. The database already includes photos of each villa’s landscaping, most of the walkways between villas, all landscaping around the apartments, and landscaping of all the common areas. One of our key objectives is to update and improve this database. Any owner is welcome to access the database or contribute photos of landscape and landscape issues.

7. At the May meeting, the Board approved a trial restoration of one of the unrestored 'Plumbing Remediation' excavation areas between the villas. Maintenance was not able to complete that project. In view of that, the Committee recommends that Serena request proposals from West Bay Landscape and at least one other landscape service to restore three of the areas. The Landscape Committee will provide specifications for the restoration. In all cases the Committee will recommend 9" to 12" edging along the villa sides. In some cases the Committee will recommend ground cover and in other cases, turf or plantings.

The Landscape Committee asks authorization to request outside proposals (Including West Bay Landscape) to restore three excavated areas between villas. The Committee will provide the specifications as far as the plantings and protective edging. At the discretion of the CAM, the number of areas included in the proposals may be increased.

8. The Committee is working on prioritizing the myriad of landscape maintenance and enhancement opportunities. We are dealing with years of neglect on the existing landscape and years of not replacing what has died or become seriously overgrown. In addition to addressing the condition of the flora -- plants, turf, trees, and palms, we need to improve the day-to-day plant care and reporting of observed landscape and turf problems.

On top of that is the relationship with West Bay Landscape. We need to ensure that the contracted walk-throughs are conducted monthly and that they result in a useful exchange of information. They need to understand our objectives; we need to understand their limitations.

The Committee isn't satisfied with a piecemeal approach to improving the landscape. We know that it is bigger than week-to-week maintenance, bigger than big \$\$\$ projects; and bigger than hiring an outsider to do the work. This is an effort that requires a large encompassing effort that will involve owners, employees, and management.

And yes, the Committee still needs a Floridian or two with experience and interest in gardening!!!

**CBA Landscape Committee
Guidelines and Preferred Plants for Villa Fronts
June 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 by the committee, staff or owners 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 affecting recommendations:

- 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

PREFERRED PLANT LIST : Villa Front

The following plants are recommended for front of villa plantings.

Additional plants may be added.

Mature plant sizes taller than suggested heights will require more maintenance and pruning, and may reduce visual appeal of the plant.

Plant heights should be chosen based on the front exterior of the villa.

- Low lanai screens may use low or ground cover plants.
- Half wall lanais may use medium height plants.
- Sunroom or enclosed lanais may use some tall plants away from windows.

1. Tall Plants

Hibiscus
4'-12' Variety of Colors
Blooms Spring to Fall



Ti Plant (Cordyline)
4'-12' Variety of Colors
Blooms in Spring



Variegated
Dracena



2. MEDIUM HEIGHT PLANTS

African Iris
2 1/2' Bloom Spikes
Grassy Mound



Variegated Arborescens
(Schefflera)
Dwarf Variety 2' - 3'
Stays smaller than solid green



Crotons
3' - 8' Colorful
Colorful - Easy Maintenance - Many Varieties
"Mammy" is a small variety (3 1/2') with a strong red coloration
"Gold Dust" features yellow specks on green leaves



Flax Lily
2' - 3' Grassy Look
Grown for the Foliage



Ixora Shrub
Regular (Up to 14') and Dwarf (2' - 3') Varieties
Blooms All Year - Blooms Best with Less Pruning
New Varieties Available in Yellow



LOW or GROUND COVER PLANTS

Dwarf Mexican Petunia

Ruellia simplex
1' - Grassy Look
Blooms Repeatedly



Blue Daze

Evolvulus glomeratus
Fast Spreading; Blooms
Mid-summer to Mid-fall



Foxtail Fern

Asparagus meyeri
1'- 2' Wispy Upright Shape
Brilliant Green



Ice Plant Family

Sea Daisy, Sea Fig, Baby Sun Rose (*Aptenia*)
1/2 - 1' Trailing & Matting
Succulents; Bloom Spring to Fall



Perennial Peanut

Arachis glabrata
1' Turf Substitute
Blooms Yellow all Year



Lantana

Lantana camara
1'-3' Perennial
Multiple Bloom Colors



Moses-in-the-Cradle

Tradescantia spathacea
1' Variegated leaves
Quick Growing Ground Cover



Penta

Pentas lanceolata
1'-2' Perennial
Continuous Bloom



Casa Blanca Landscape Walk-Through with West Bay Landscape

June 3, 2020 - Notes

Participants: Maria Muhlhahn, Serena Shortzmann, Sue Menhorn

A. Entrance South Lawn

1. Irrigation: Working but does not provide adequate coverage for grass and shrubs. No timer, rain shut off and is not watered on a regular basis.
2. Turf condition: Native Bermuda grass. Filled with weeds due to lack of water after chemical application. Left side is dirt around the lift stations and utilities boxes.
3. A Ganoderma conch was found on palms at entrance to activity room. West Bay will contact Serena with a quote to remove the palms and stumps that were left over from another palm removal.



B. D-Row Villa Backyards

1. Turf condition: Maria shared there is a wide range of turf condition behind villas due to lack of irrigation. (St. Augustine, native Bermuda, Zoysia grasses mixed with weeds)
2. Villa D1: Gigantic Viburnum growing on to roof. West Bay will shear back up to 12 feet from ground at no cost to the CB. The bush provides privacy and noise buffer from shed.



C. Apartment



1. Parking: Two large Schefflera in the planter - Very overgrown and weight pulls on planter walls. Maria recommends aggressive trimming or removal to alleviate the weight on the planter walls.

2. An empty planter was noted on right side of steps due to a previous removal of an overgrown Schefflera.

3. Beach Lawn: St. Augustine Grass overall with patches of weeds. There is irrigation.

Torpedo grass was found in shrubs of Apartment of 105. West Bay will treat with herbicide.



D. Palms

1. The Queen palms are under extreme stress with lack of water and air due to pavers. Infection comes with stress. West Bay will watch the Queen C5 palm for Fusarium and Leaf bronzing on fronds.
2. Palm grates/rubber mats for Queen Palms were priced by Serena a couple of years ago but were tabled by board.

E. A-Row Villa Backyards

1. Villa A15-16 have a large Banyan tree growing on to their roofs. It engulfs utility pole, a palm tree, and includes large Schefflera. West Bay will shear back to 12 feet from ground and remove from roofs at no cost to the CB.
2. Serena will call Florida Power to inquiry about topping it.
3. Villa Walls: There is a wide variety of material with no standard edging around villas. Maria shared edging is usually 12- 18 inches from walls to protect stucco. Serena shared she has priced an 18 inch egg rock border in the past. It was tabled by the Board due to price of \$8,000-10,000.



Maria stressed throughout the walk that many of Casa Blanca's problems were lack of landscape attention and were inherited when West Bay took over care.