

## CASTLE COVE BOARD MEETING

Tuesday, January 14<sup>th</sup>, at 6:30 2019 PM

Lawrence North High School

### ATTENDEES:

Board Members

<input checked="" type="checkbox"/> Bruce Amrhien	<input checked="" type="checkbox"/> Charlie Spyr
<input checked="" type="checkbox"/> Scott Gallagher	<input type="checkbox"/> John Ridder
<input checked="" type="checkbox"/> Sherry Havlin	<input checked="" type="checkbox"/> Erin Hannoy
<input checked="" type="checkbox"/> Tom Johnson	<input checked="" type="checkbox"/> Chris Zell
<input checked="" type="checkbox"/> Ron Sans	

Residents:

Tim Westerhof	Jeremy Ried
Joy Ried	Shane Colline

- The meeting was called to order by Tim Westerhof at 6:31 PM.
- Election of Board officers – The Board approved the following officers for 2020.
  - President – Scott Gallagher
  - Vice President – Bruce Amrhien
  - Treasurer – Charlie Spyr
  - Secretary – Ron Sans
- The Board approved the minutes from the last meeting (10/08/2019).
- Charlie Spyr presented the Treasurer’s report which is shown below. The Board approved the Treasurer’s report.
- The Board reviewed and approved the members of the various committees for the association. The new list will be published on the website.
- Committee Reports
  - Architectural Committee
    - Nothing
  - Common Grounds
    - The Board has received several estimates for the lawn cutting and snow plowing.
    - It was suggested to move to Providence Outdoor for the lawn and snow plowing. The Common Grounds committee decided to change the contract for lawn cutting and snow plowing from Ski to Providence Outdoor for 2020.

- There was some vandalism displayed on the playground that will need to be cleaned up.
  - The little library at the pool has blown over and needs to be straighten out.
  - The crack in the wall should be repaired soon.
- Compliance
  - A drive through the neighborhood was carried out a few nights ago. Several yard lights were out.
  - The Board wants to know who is living in the burnt house. This house has been under construction for a long time. They do not have a working yard light.
  - There is a house that has a very noisy heat pump that is causing their neighbors issues. This is very loud and can be heard on the other side of the lake.
- Garage Sale
  - Nothing
- Lake
  - It is in good shape.
- Nominating
  - Nothing
- Pool
  - Erin Hannoy will take over the chairmanship for the pool, and Tim Westerhof and Sherry Havlin will help.
  - The concrete for the pool will now be done in the spring. We will now have more time to get further estimates to get the concrete replaced. Since these pool repairs were not done last year, the budget for 2020 will have to be modified. This will be done via e-mail when the estimates are in.
  - The tiles need to be added to the steps in the pool.
  - The railing supports needs to be fixed.
  - The floor of the baby pool is very slippery. The Board will wait until the surface needs to be resurfaced.
  - We had a significant water leak in the restrooms causing water to pool on the floor in both rest rooms. It appears that this must have been fixed, because there is no water on the floor.
  - The doors in the restrooms should be fixed or replaced.
  - Many times, last year the pool temperature was reported to be too hot. This year the pool committee will keep an eye on the temperature setting.
  - It was suggested that we add a USB charging station to the pool area instead of installing a WIFI hot spot.
  - Obtain an estimate from Pyle's to replace piping (e.g. \$/linear ft.) should it be required during concrete construction
  - Pool building exteriors and interiors to be evaluated to determine if painting is needed.
- Tennis
  - None
- Website

- Nothing new since the last report
- Welcoming
  - Two homes have been welcomed since the last meeting.
- Old Business
  - None
- New Business
  - HOA dues reminder letters to be sent to community beginning February 1<sup>st</sup>. Dues will remain unchanged at \$410.00
- Next Board Meeting
  - April 14<sup>th</sup> is the next Board Meeting at Ron Sans' house at 6:30 PM.
- Meeting adjourned 8:00 PM by Tim Westerhof.

Submitted by:

Ron Sans - Secretary

Reviewed by:

Scott Gallagher - President

Treasurer Report for January 14, 2020

**PNC Bank Balances** - as of December 31, 2019:

Checking (0946):	\$14,902.40	(\$3,692.55 as of 1/1/19)
Savings (4459) Res.:	\$3,200.08	(\$44,156.12 as of 1/1/19)
Savings (6573):	\$42,507.60	(\$40,425.20 as of 1/1/19)
PNC Total:	\$60,610.08	(1/1/19 Total \$88,273.87)

**BMO Bank Balance** - as of December 31, 2019:

CD # \*\*\*4245                      \$48,421.53 (Next quarterly earnings deposit due 1/26/2020)

12/31/2019 PNC + BMO Total: \$109,031.61

There have been 6 home sales closings in Castle Cove since the previous Board meeting in October 2019:

12/26/19 Lot 42, 8116 Castle Lake Rd.

12/13/19 Lot 36, 8036 Castle Lake Rd.

12/9/19 Lot 35, 8030 Castle Lake Rd.

10/15/19 Lot 58, 8115 Springwater Dr.

9/24/19 Lot 166, 7980 Springwater Cir.

9/13/19 Lot 165, 7991 Springwater Cir.

All 217 properties are paid in full for their 2019 dues.

The 2020 transfer of \$7000 from savings to Reserve is set for 2/19/20 which will be 1 year from the date of the 2019 transfer.

Sincerely,

Charles Spyr, Treasurer

**Summary**

The Common Grounds Committee solicited new lawn/landscape and snow removal proposals in December 2019 for the upcoming 2020 season. The objective was to determine whether our existing services with SKI Landscape were competitive within the market and if not to leverage our budget towards a more cost-effective contractor on behalf of the Castle Cove homeowner's.

The following four contractors were requested to provide proposals, however only three of the four followed through:

- Brightview Landscaping (no Bid)
- Providence Outdoor
- Greenscape LLC
- SKI Landscape Corp.

Based on the proposals received for turf and snow removal services, the comparative analysis is illustrated in Table I below:

<b>TURF MAINTENANCE</b>	<b>SKI Landscape Corp.</b>	<b>Greenscape LLC</b>	<b>Providence Outdoor</b>
Lawn Mowing Service (QTY = 26)	\$5,590	\$4,620	\$2,990
Levee Mowing (QTY = 13)	\$819	\$700	\$390
Fertilizer App 1: Early Spring w/ crabgrass pre-emergent	\$295	\$370	\$275
Fertilizer App 2: Slow release w/broadleaf weed control	\$295	\$370	\$275
Fertilizer App 3: Slow release w/broadleaf weed control	\$295	\$370	\$275
Fertilizer App 4: Slow release w/broadleaf weed control	\$295	\$370	\$275
Fertilizer App 5: Slow release w/broadleaf weed control	\$295	\$370	\$275
Aeration	\$425	\$500	\$850
<b>TOTAL:</b>	<b>\$8,309</b>	<b>\$7,670</b>	<b>\$5,605</b>

<b>SNOW REMOVAL SERVICES</b>	<b>SKI Landscape Corp.</b>	<b>Greenscape LLC</b>	<b>Providence Outdoor</b>
Snow Removal (≥3")	\$105/hr*	-	\$90/hr.
Salt	\$0.28/lb	-	\$0.15/lb

**NOTES:**

- Aeration service proposed from Providence will alternate every other year (not recommended every year) and will include over-seeding whereas other vendors were to provide just aeration on annual basis.
- Providence stated that proposal is to mow 26 weeks, however will not mow if not needed.
- If contract is awarded to Providence Outdoor, discounted rates are available to homeowner's as follows:
  - Lawn mowing - \$30-45/mow
  - Lawn care - \$30-50/application
  - Dyed Mulch - \$65/yard installed

**Recommendation**

It is the recommendation of the Common Grounds Committee to initiate a new contract with Providence Outdoor due to the significant savings in both lawn and snow removal services bringing additional value to Castle Cove homeowner's.

**2020 Proposal**

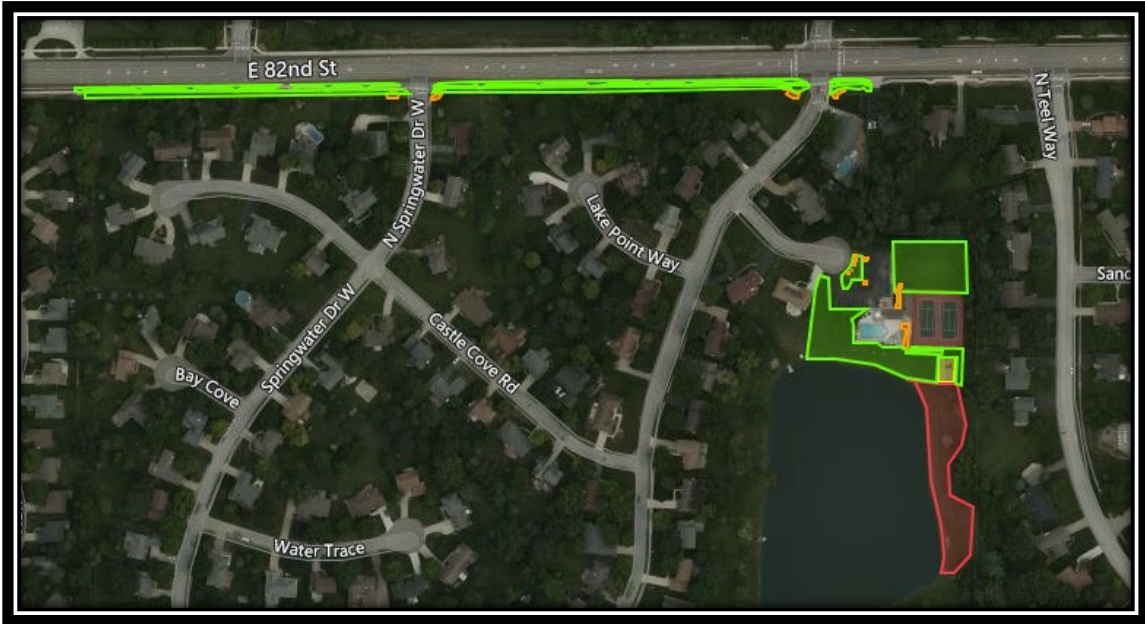
According to 2019 expenditures as of December, there was \$13,246 spent on lawn maintenance and landscaping (\$7,990 lawn maint. & \$5,256 landscape). While the lawn maintenance was performed by

SKI Landscape Corp., the landscaping services were provided by Mark Holeman, Muller Lawncare, and SunBlest. The proposal by the Common Ground Committee would be to utilize Providence Outdoor for both lawn maintenance and landscape needs (refer to Table II below for A La Carte services). For 2020, the proposal would be to remain relatively flat with budget for landscape needs (increase of \$400 to be offset with lawn maint. savings) which would allow for additional/enhanced services from what has been previously provided year to year. The proposal would be to perform the following:

<b>À LA CARTE SERVICES</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL</b>
<b>Weed Control</b> (Spay/pull weeds in landscape beds and curb lines)	26	\$30	\$780
<b>Bed Edging</b> (Create/re-define 2-3" edge on landscape beds & tree rings)	1	\$250	\$250
<b>Early Summer Pruning</b> [pruning shrubs & tree (12' or smaller) as needed throughout property]	1	\$300	\$300
<b>Late Summer Pruning</b> [pruning shrubs & tree (12' or smaller) as needed throughout property]	1	\$300	\$300
<b>Spring Cleanup -</b> Complete property cleanup (remove all leaves from landscape beds, cut back remaining perennials and grasses, pick up sticks throughout property, haul away debris)	1	\$300	\$300
<b>Fall Cleanup -</b> Complete property cleanup (remove all leaves from landscape beds, cut back remaining perennials and grasses, pick up sticks throughout property, haul away debris)	1	\$300	\$300
<b>Dyed Brown Mulch -</b> Installation of dyed brown mulch in landscape beds throughout property	1	\$520	\$520
<b>Spring Annuals</b> Installation of Spring annuals in designated beds	1	\$350	\$350
<b>Summer Annuals</b> Installation of Summer annuals in designated beds	1	\$350	\$350
<b>Fall Annuals</b> Installation of Fall annuals in designated beds	1	\$350	\$350
<b>Water</b> Annual flowers as needed - Includes 8 fertilization applications	45	\$40	\$1,800

**TOTAL: \$5,600**

By employing Providence Outdoor for both lawn maintenance and landscape needs will allow more efficiency with the number of contractors managed, minimize invoicing/payments, produce substantial savings from previous years, allow for additional enhanced/desired services and provide commercial service rates to homeowner's. This proposal, if adopted would result in an overall savings of \$2,400 from the previous years spend.



<b>À LA CARTE SERVICES</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL</b>
<b>Weed Control</b> (Spay/pull weeds in landscape beds and curb lines)	26	\$30	\$780
<b>Bed Edging</b> (Create/re-define 2-3" edge on landscape beds & tree rings)	1	\$250	\$250
<b>Early Summer Pruning</b> [pruning shrubs & tree (12' or smaller) as needed throughout property]	1	\$300	\$300
<b>Late Summer Pruning</b> [pruning shrubs & tree (12' or smaller) as needed throughout property]	1	\$300	\$300
<b>Spring Cleanup -</b> Complete property cleanup (remove all leaves from landscape beds, cut back remaining perennials and grasses, pick up sticks throughout property, haul away debris)	1	\$300	\$300
<b>Fall Cleanup -</b> Complete property cleanup (remove all leaves from landscape beds, cut back remaining perennials and grasses, pick up sticks throughout property, haul away debris)	1	\$300	\$300
<b>Dyed Brown Mulch -</b> Installation of dyed brown mulch in landscape beds throughout property	1	\$520	\$520
<b>Playground Mulch -</b> Installation of approx. (15) cubic yards of play chips in playground area	1	\$900	\$900
<b>Spring Annuals</b> Installation of Spring annuals in designated beds	1	\$350	\$350
<b>Summer Annuals</b> Installation of Summer annuals in designated beds	1	\$350	\$350
<b>Fall Annuals</b> Installation of Fall annuals in designated beds	1	\$350	\$350
<b>Water</b> Annual flowers as needed - Includes 8 fertilization applications	45	\$40	\$1,800