

addendum to 7/9/07 Minutes

Date: September 24, 2007
From: Karen Lepin *Karen*
To: Laura Heffron and Linda Severs
RE: Warner Ranch Phase 4

Larry and I met with Mike Gehring and Dave McCotter. Our compromise that the manager would walk the following tracts with the landscaper in the following months was accepted:

Tracts A, C, and E	Nov, Jan, and Mar
Tracts G, H, K, and S	Oct, Dec and Feb

Management agreed to make a tape of the walk through, transcribe it and give it to the Board. Please have the action items on the final copy divided into sections: Ground Specialities, homeowner's lots, and Management.

Mike Gehring provided a list of things he wanted us to look for and report on this walk through. A copy is attached.

The following issues are pending in their minds for which they want resolution:

Management:

- Tract "E" – sidewalk section(s) in bad shape. They were once repaired, but they want them removed and replaced by a qualified contractor. (Approximately behind Lot # 389).
- PDF new landscape maintenance contract form to Mike and Dave for review and edit. P4 may go out to bid.
- Please draft a proposed resolution to the Board for its next meeting that is a standard policy when addressing waiver of monetary penalties. They only want to waive a maximum of 50 percent of the fine as a standard of practice.
- Find out if their parking patrol has a service to get names of vehicle owners from license plate numbers and the cost to do so and let them know. (I signed a check this last payroll run for one association that did this).

Homeowners Lots:

- Lot # 479 has Christmas lights on the wrought iron common fence. The Board resolved that these must come down. What is the status?
- Lot # 470 and he thinks Lot # 471 or 472 were given permission to have their plantings hang on the common wrought iron fence, but something was to be recorded on these lots with Maricopa County in this regard and they do not think it was done (may have been when Gina was here).
- Please make sure weeds and frost damage are being addressed.

Ground Specialties:

- Sisso tree # 52 died and is supposed to be replaced by Ground Specialties under warranty.

Make sure work order goes to GS before each annual walk plan replacement walk telling Ron the Board wants the drips to be turned on 30 min – 60 min prior to their getting to each area.

The issue of the postage charges was dropped.

cc: Larry Lepin
Warner Ranch 4 file

Section 6.2.3 Property Management

- (a) Inspections
- (b) Landscape Reviews
- (c) Administration of Contractors

Common Areas Inspections:

- **Cleanliness: all debris, trash cleaned up:** normal prudent discovery to make sure common areas are cleaned, maintained, preserved and enhanced

Deficiencies:

- **Condition of green belt grass areas:** brown spots, over watering, nut grass infestation, unhealthy looking conditions;
- **Insect Infestation:** ants and other pests present needing extermination;
- **Condition of Rod Iron Fencing:** rust present, painting needed, repair needed, damage caused by homeowners, obsolescence;
- **Growth on and through fencing:** is groundskeeper clearing growth from top of

fencing and through rod iron, branches off of
fencing and rod iron;

- **Sprinkler and drip systems:** In good working conditions, coverage correct, plants missing where drips are running, evidence of broken pipes, water run off, soil erosion, damage, obsolescence;
- **Trees and Scrubs:** Dead trees and plants being remove and new planted, tree stakes and guide wires installed too long, tree replacements being done on time, frost damage repair and replacement, pruning;
- **Granite and rock:** all cleaned of debris, raked where needed, rocks put back in place from being moved, clear of weeds and other growth that should not be there, etc.;
- **Curbing:** broken spots reported and repaired according to warranty, maintained. Review for vandalism;
- **Sidewalks:** damaged repaired the proper way not half way causing more expensive repeat repair;
- **Graffiti:** located and ordered cleaned up utilizing board approved contractor.
- **Lighting:** Maintain lighting in proper working condition and free of vandalism.