

Architecture/Landscape Committee Meeting
September 25th 2013
7:00 pm

Attendance: Heather Singh, Matt Gifford, Jen Gifford, Sonja Caprarese, Wade Tornquist, Gary Ancenic, Mike Weber

Wade Tornquist expressed interest in stepping down from the position of chair for the committee. Jen Gifford volunteered to take on the role.

Landscaper Contract

1. The board will compile a detailed listing/explanation of what type of work needs to be completed each year within the sub and a timeline for when the work should be completed on a monthly/annual basis and per snow event (this needs to be prepared by October 15th).
2. Jen Gifford will take the information from the board and approach area landscapers (a minimum of 3) with the needs of the subdivision and a request for quotes
3. Quotes will need to be received by November 15th
4. By December 15th, the board will decide upon which landscaper to contract with and have a signed contract in place to begin work by January 1st of 2014. (In the meantime, the board will also be working on formalizing a process by which homeowners adjacent to common areas throughout the sub can opt into or out of maintaining the area near their home.)

Mailbox Posts

1. Sonja Caprarese will compile an inventory of the mailboxes within Phase 1 of Torwood that need to be replaced.
2. A board/committee member will begin to look for a local craftsman who is willing and able to construct new posts and replace the old posts and gather quotes for the cost of each mailbox post (I believe we all agree that composite makes the most sense over wood, but I think that we should also ask for quotes regarding the cost of placing metal plating at the bottom of each post to protect it from weed-whackers.)
3. A board/committee member will investigate the cheapest way to purchase replacement mailboxes (the specifications are detailed in the By-Laws)
4. A board/committee member will compile a list of the posts within Phase 2 of Torwood that require replacement.
5. Posts will begin to be replaced, weather permitting, with a projected outlook of replacing a certain number of posts each year within the sub for a certain number of years
6. Create a plan for annual maintenance on the posts looking ahead into the future, so new boards/committees will have a set of guidelines to follow

Front Entrance

1. Jen Gifford, Mike Weber, Gary Ancinec and Wade Tornquist volunteered to begin to brainstorm improvement ideas for the front entrance
2. Gary Ancinec will investigate the possibility of installing some type of irrigation and a metered water line
3. The board will ask Lodi Farms to deliver the rock they have been holding since the excavation of the new homes along West Castlebury

Tree Replacement

1. Mike Weber and Gary Ancinec will put together an inventory of the homes within Torwood which either do not have the requisite number of trees in the front of their yards [2 (or 4 along each side for corner lots)] and/or have dead or dying trees that need replacing
2. The board/committee will put together a list of unacceptable trees provided by the City as well as a list of suggested trees, which will not be intended to be comprehensive
3. A board/committee member will contact area nurseries to see if they are interested in offering a discount to Torwood residents if we can put together a bulk order for trees (the nurseries may also have suggestions for trees that will do well in our local environment) This step should be completed in January/February of 2014
4. The board will send out a letter to all residents that need or may want to replace trees and ask if they are interested in joining a collective of homeowners that may be able to get a discount on the tree purchases
5. Homeowners who do not wish to participate in purchasing trees will be asked to place their name on the waiting list with the City of Saline to have the trees replaced in the future (the current waiting time for the City to replace the trees is 5-7 years)
6. We should try to have the trees scheduled to be planted in April
7. A board/committee member will contact the City with a list of addresses that need to have trees replaced to verify they are on the waiting list