

1600 Hamilton Place Landscaping Committee  
Minutes - Wednesday August 18, 2010, 7:00 pm  
**Next Meeting: Wednesday, September 15, 2010**

In attendance: Lynn Comer, Tim Fitzgerald, Maryalice Heim and Sheba Solomon, Ken Sweezey

### **I. Review of Contract Expectations**

1. The committee walks weekly to review the landscape (problems or projects) and provides a punchlist to Tim.
2. Tim talked about the scope of work done on a daily basis by the Medallion crew. There are two employees on site Monday-Friday. They pick up a punch list in the morning from Tim and mark off items that are completed at the day's end and turn it into Tim. Tim is the account manager. His time on site varies but is generally about three hours a week.
3. To streamline communication, Tim agreed to update the committee each week with notes of his progress on the current punchlist.

### **II. Review of Irrigation Issues**

1. There are still a number of irrigation problems, with certain lawn areas and some plants. Medallion's irrigation technician is tweaking the controllers to resolve problems – this takes some time as once the adjustments are made, they need to monitor over time for results. Reseeding of lawns will occur once irrigation problems have been resolved.
2. The committee continues to identify distressed lawns and plants and Medallion is adjusting controllers, installing drip; or moving or changing sprinklers as needed.

### **III. Review of Ongoing Work**

1. Medallion provided an update of each item on the current punchlist. The crew continues to spray for weeds and mildew on the crape myrtles and nandinas. This has been a particularly cool summer, so there is more mildew than usual. The committee asked that the crew remove mushrooms that are sprouting throughout the complex. Plants that are yellowing are being checked for irrigation and other causes.
2. Pruning is ongoing. Pruning of the top growth on the nandinas has begun; the oleanders will be pruned back once the flowering has finished. Crew will continue to trim groundcover plants off the sidewalks.

### **IV. Review of Recent New Work**

1. 1835 Ashmeade has been completed; 1816-1818 Ashmeade – Medallion has begun work on this area.
2. 1361 Greenwich – drip irrigation has been installed and Medallion is waiting for the correct rose to plant.
3. 1933 Huxley – plant has been replaced at garage and will be completed with mulch on 8/19.
4. 1923 Huxley (row) – more plants and drip irrigation have been installed
5. Drain at 2029 Foxhall - will be installed August 30.

### **V. Trees**

1. Lewis trees will begin tree trimming and removal in September once he has secured the permit from the city of San Jose. We have lost two more trees – a large alder and a two-year old pistasch (borers).

### **VI. Long Term Planning**

1. Committee has received bids from Medallion for future work (2011-2012). The scope of work includes turf removal, upgrades, including installation of header board, and lawn care (removal of kikuyu grass). After a final walk through with Medallion to clarify the bids, the Committee will submit a plan to the Board for their consideration.