

**The Landings Management Association, Inc.**  
**Minutes of the Board of Directors Meeting**  
**December 6, 2012**  
**DRAFT**

**Call to Order**

Henry Rhodes called the meeting to order at 7:00pm at the Landings Racquet Club, 5350 Landings Boulevard, Sarasota, Florida.

**Determination of Quorum**

Present were Henry Rhodes, Edgar "Larry" Lawrence, Barbara Pendrell, Richard Bayles, Tara Lamb, William Whitman, Ronald De Anna, James Bagley and Jack Jost.

A quorum was present.

Presidents or representatives of Associations in attendance:

Robert Windom MD	Eagles Point IV
Barbara Pendrell	Villas @ Eagles Point
Patricia Decker	South IV
William Whitman	Homeowners Association
Henry Rhodes	South VI
Karl Maggard	Eagles Point I

Also present were George Niel of Argus Property Management, Inc., Irwin Starr of *The Landings Eagle*, Joseph Hennessy, Landscape Chairman, Edward J. McCrane Jr. Sarasota County Emergency Management Chief, and eight other residents.

**Confirmation of Proper Meeting Notice**

The notice was posted in accordance with the by-laws of the Association and requirements of Florida Statutes.

**Appointment of Acting Secretary**

A motion was made and seconded to appoint George Niel as Acting Secretary for the meeting. The motion passed unanimously.

Richard Bayles made a motion seconded by Barbara Pendrell to approve the minutes of the November 1, 2012 Budget meeting. Motion passed unanimously.

**Special Presentations**

Director William Whitman introduced Edward J. McCrane, who put on a PowerPoint presentation concerning how to put in place an Emergency Plan for The Landings.

A copy of that presentation is attached to these minutes.

**President's Report**

The President introduced Robert Fernander, who he appointed as Chairman of the Nominating Committee. Mr. Fernander stated that he and his committee would have a list of candidates to present to the Board at the January 3, 2013 Board meeting.

The President stated that there will be five open positions on the Board and that Richard Bayles, Tara Lamb and Ronald De Anna will not be seeking reelection.

He noted that Mr. Bayles would continue to be involved with the security committee and Landings directory and that he would also serve as a technical advisor to the Internet and Web Site Committee.

The President then introduced Don McMurray who if elected will assume the office of Treasurer.

45 The President then asked for a motion to appoint Don McMurray as Assistant Treasurer until the  
46 Board has their organizational meeting in February of 2013. Richard Bayles made the motion  
47 seconded by Jack Jost and William Whitman. The motion passed unanimously.

48 The President then passed out to all a description of the Treasurer's responsibilities and a  
49 description of what the Lakes Chairman should be aware of in order to maintain the  
50 Association's nine lakes/ponds. Copies of both are attached to these minutes.

51 The President asked each committee chair to use the two documents as examples to compose a  
52 description/responsibilities form of their committee by the January Board meeting. A collection  
53 of those documents would be used at an in documentation meeting for new Board members and  
54 included in the LMA Board manual passed out two years ago.

### 55 **Treasurer's Report**

56 The Treasurer's report is attached to these minutes.

57 After discussion, the Treasurer's report will be filed for audit without objection.

### 58 **Committee Reports**

#### 59 **Aesthetics**

60 James Bagley reported that the ENA fence project has been completed and he has given the keys  
61 to the Manager for distribution to responsible key holders. He also reported that the enhancement  
62 project just inside the main entrance is about 90% complete.

#### 63 **Drainage**

64 The Drainage report is attached to these minutes.

#### 65 **Environmental**

66 No report.

#### 67 **Financial**

68 Discussed during the Treasurer's report.

#### 69 **Lakes**

70 Edgar "Larry" Lawrence reported that most lake activity during the past month was just regular  
71 maintenance issues with the exception of Lake Nine. There is still a vegetation problem with the  
72 lake that is now being addressed with the planting of seven new species, which hopefully will  
73 result in a few of the new plantings taking root.

74 Larry Lawrence then reported that the next hazardous waste pick up will be held on  
75 December 12, 2012. The Manager stated that approximately eight people have signed up so far.

#### 76 **Landscape**

77 Joseph Hennessy's report is attached to these minutes.

#### 78 **Public Relations**

79 Karl Maggard's report attached to these minutes.

#### 80 **Roads**

81 Ronald De Anna stated that although he will not be seeking reelection to the Board it is his hope  
82 that the current road plan which was produced by Ardaman & Associates, Inc. will stay in place  
83 with the next resurfacing of approximately 1/3 of the Association's roads to commence in 2015.

84 **Safety and Security**

85 William Whitman reported that he and the Manager are still working on the Emergency Plan as  
86 evidenced by the presentation of Edward J. McCrane at this evening's meeting.

87 He further stated that the curb painting project has been completed.

88 **Strategic Planning & Public Relations**

89 Sara Rhodes' report is attached to these minutes. Karl Maggard, committee chair, distributed  
90 copies of the latest draft of a new Landings brochure for the Board's review.

91 **Old Business:**

92 The garbage pickup schedule was again discussed and the President stated that he has a new  
93 contact at the County and will discuss the issue with that person. He also reported that the idea of  
94 an earlier pick up time has met with opposition from several residents.

95 The Allegiance Emergency Proposal was discussed during the Safety & Security Committee  
96 Report.

97 The Shopping center clean up of garbage has seen some improvement and Henry Rhodes stated  
98 that he will follow up on this issue.

99 Ronald De Anna's proposed standardized contract agreement was put on hold and will be  
100 discussed at a future meeting.

101 **New Business:**

102 Barbara Pendrell then opened a discussion concerning the placing of doggie waste stations  
103 placed around the community. It was concluded that this was an issue for each association, not  
104 one for the LMA. After discussion it was decided to bring this topic up at the next Presidents  
105 meeting.

106 **Follow Up Actions:**

107 Garbage Pickup Schedule  
108 Allegiance Emergency Proposal  
109 Shopping Center Cleanup of Garbage  
110 Ronald De Anna's Contract Agreement.

111

112 **Adjournment:**

113 William Whitman made a motion, seconded by Edgar "Larry" Lawrence, to adjourn. The  
114 motion passed. The meeting was adjourned at 8:52pm.

115 The next regular meeting is scheduled for January 3, 2013.

116 Respectfully submitted,

117 George Niel, Acting Secretary

## The Lakes of the Landings

The intent of this article is to provide the Landing's residents a general knowledge of the lakes and hopefully it will give the readers an understanding of LMA role in maintaining the lakes. It by know means is to provide "everything you ever wanted to know", but for some it may give more information than you needed. Partake as much as your interest motivates you.

### Purpose

The primary purpose of the lakes is to provide water management and purification; i.e. public safety, but another very important consideration for the residents is aesthetics. The lakes are a primary component of the infrastructure of the Landings. A substantial amount of the storm water south of Bee Ridge Road including run-off from the Landings shopping center and the Board of Education property comes into our lakes. In the absence of the lakes the lands on which we live would be primarily wetlands so as you can imagine the landscape of the Landings would be entirely different. Many of the lakes are interconnected to provide an equalizing effect for the water flow to avert flooding. Fish and wild life use these "canal" to travel from one lake to another. Obviously, effective maintenance of these structures is essential. Much of the sediment, trash, oils and other chemicals from the drainage areas mentioned above plus that provided by Landings vehicles and our landscaping fertilization programs gets deposited in our lakes. The lakes provide a purification function so that the amount of these pollutants which flow into the cherished Sarasota Bay estuary is minimized. Without our lakes there would be a significantly increased pollution load on Sarasota Bay.

On a day to day basis the lakes provide an important contribution to the overall aesthetics of our community. The ambiance of the water is pleasing and comforting to many of the residents. The lakes entice an abundance of waterfowl and support our other highly desired (for the most part) wildlife. This provides the resident a great deal of enjoyment and incredible subjects for our resident photographers. Clearly the lakes are an critical aspect of the beautiful Landings mosaic.

### Lake Names, Numbers and Locations

North Lake (# 1), Treehouse Lake (# 2), Carriagehouse Lake (# 3), Heron Lake (# 4), Courtside Lake (# 5), Bayview Lake (# 6), Starling Lake (# 7), Portside Lake (# 8), Lake Mayne (# 9). Several years ago lake # 9 was renamed from Eagle Lake to Lake Mayne in tribute to the work Ben Mayne has done on behalf of the Landings. The locations of the lakes are given in the accompanying map.

### Care and Maintenance

Not surprisingly the lakes require a lot of loving care to keep them healthy and looking

attractive. LMA retains a contractor, Aquagenix, to keep the lakes in top condition. The lakes are sprayed for algae approximately once per month-a little more in summer and less in winter-and on an as needed basis. Weed control is also a constant problem. Many I'm sure have noticed the contractor in a little white boat or on a buggy spraying herbicide for algae and weed control. Some lakes require more attention than others due to exposure to the sun, water flow, nutrient load, depth, etc.

In addition to the lakes Aquagenix maintains the fountains as well. There are 13 fountains, obviously some lakes have more than one. Can you identify which ones? Fountains have many components: motors, capacitors, electrical cables, floats, nozzles, impellers, lights, timers for the lights and fountain operation and control boxes to house the electrical equipment. All of this equipment is operating in very corrosive environment dictating ongoing and frequent attention.

LMA's goal is to minimize fountain outages and keep those that do occur as short as possible. This is accomplished by selectively replacing equipment before an outage occurs and having spare parts readily available. Each fountain has 3 lamps, except for Lake Mayne which has 6. It's financially prohibitive to replace each fountain lamp when it burns out, but all the lamps for a fountain are replaced when 2 fail.

The annual budget for keeping the lakes and related equipment in first-class condition is currently \$23,000.

#### Aquatic Plants

Some of the lakes have aquatic plants. Construction permits for lakes 1-8 were obtained by the Landings developer prior to the county requiring littoral shelves in the lakes. A littoral shelf is a shallow area designed to support native aquatic vegetation, the purpose of which is to filter pollutants as well as provide habitat for fish and fowl. When Lake Mayne (# 9) was made in the mid-nineties, the county required it to have a littoral shelf. As a result of this county mandate, LMA assumed the responsibility to maintain the foliage.

Plants have been added to several other lakes. On their own initiative, the Portside Villa Community planted an abundance of aquatic vegetation in lake # 8 to assist in water purification and for their aesthetic value. However, LMA paid for aquatic plants at the Treehouse Lake (#2) in lieu of incurring the cost of dredging. The racquet club and the Lakeview Condominium Association shared in the cost of the plants on the west end of Bayview Lake (# 6) to provide cover for unsightly tree stumps. With the exceptions above, as a general policy, LMA does not pay for aquatic planting of the lakes.

In the past the county has encouraged aquatic plants be added to other Landings lakes to further enhance their purification of the water discharged to the bay. The county didn't have funds to pay for the installation of the vegetation, but identified governmental grants to partially or fully defray the cost. Depending upon the extent of the vegetation the aesthetic beauty of the lake can be altered and maintenance requirements increased. For these reasons the associations around the other lakes have not chosen to add additional aquatic plants.

### Recreation

Fishing is not allowed unless the policies of the associations surrounding the lakes expressly permit. Most if not all condominium associations have not approved fishing. Individual homeowners have the discretion to permit fishing from their banks. For obvious safety reasons swimming, boating or use of "water toys" is strongly discouraged. Since the lakes have fish in them, Aquagenix does not recommend that stocking.

### Conclusion

The lakes benefit the Landings in several ways. They collect, store and clean storm water runoff. They provide habitat for fish and fowl and very importantly they enhance the aesthetics of our community. Maintaining the functionality, the ecosystem, and the beauty of the lakes is a perpetual balancing act. Residents can assist by minimizing the amount of trash, grass clippings and fertilizers from entering the lakes. The enjoyment of the lakes by the residents is well understood by LMA so there is a strong commitment to maintaining them in excellent condition. All suggestions as to issues or improvements are most welcome. Call Larry Lawrence, Lakes Committee Chair, at 410-456-6240 or George Niel, Argus Management, at 927-6464 x-110.

## Landings Management Association, Inc.

### Treasurer Job Description

The primary responsibilities of the LMA Treasurer comprise:

- Monitoring of association spending and cash management procedures and practices.
- Ensuring timely filing required by government agencies.
- Identify and manage risk.
- Oversee the preparation and distribution of accurate and timely financial reports.
- Manage the annual budgeting process.

The association's property manager is assigned responsibility for most of the operational work involved in carrying out these responsibilities, but the treasurer remains responsible for oversight and proper execution.

### I. Routine Monthly Tasks

- Checks are signed twice per month – generally around the 10<sup>th</sup> and 25<sup>th</sup>.
- Review checks for assignment to proper expense account.
  - Generally only required for non-routine expenses, but some circumstances may require review of backup to check, which is provided with the check.
  - Property manager will generally call during the month when an unusual invoice comes across for determination of proper account.
- Review prior period financials against anticipated/budgeted expenses.
  - Excel files provided by Argus accounting that summarize the month's activity along with YTD and annual budget numbers.
  - Excel file also provided with detail behind the expense accounts. If the monthly expenses in an account look "odd," the detail for the expense (e.g., checks written) can be reviewed. Faster than asking accounting if the answer can be found in the file.
- Update the annual forecast:
  - Update the YTD spending column.
  - Update the forecast column, if required, to reflect projected changes to the annual number in light of history, recent board action, ...
- Authorize Argus to release the financials to the Board.
- Prepare a draft Treasurer's report for the Finance Committee ("FinCom") meeting that attaches the forecast and explains major variations from the prior period's forecast. The

## LMA Treasurer Job Description

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meeting is currently held on the Thursday before the monthly Board meeting to provide time for the financial review, forecast update and report preparation.

- Chair the FinCom meeting, modify the treasurer's report and/or forecast as required to reflect decisions made therein and provide to the Property Manager for distribution.

### II. Periodic Review

- Cash balances and bank credit-worthiness. FDIC ceiling review.
- Balances in reserve accounts vs. projected costs of related projects.
- Receivables balance vs. realistic ability to collect to determine possible write-offs to bad debt.

Total Time Monthly: 5-6 Hours

### III. Budgeting

- Prepare future year budget spreadsheet
- Send portions of budget spreadsheet to people responsible (board members, committee chairs, ...) asking for their proposed budget for the following year. Their submissions should be as specific as possible, with individual projects, costs and timing identified where possible.
- Assemble the input provided and provide proposed budget versions as dictated by meeting schedules.
- The proposed budget will undergo several iterations. The schedule is:
  - First draft presented at FinCom meeting prior to the August board meeting;
  - Result published to the board for its consideration at the August meeting;
  - Outcome of that budget cycle published in *The Landings Eagle* with a submission date of August 15. [Submissions are an Excel spreadsheet version of the latest iteration of the proposed budget converted to all numbers, i.e., no formulas, as some of the numbers might originate in subsidiary sheets, e.g., Budget Detail.]
  - Same procedure followed for the September and October board meetings and subsequent publication.
  - The budget resulting from the October board meeting, published in the November edition of *The Eagle*, is also sent to the Association Presidents. Barring some unusual circumstance, there will be no change to the Annual Assessment adopted at the November board meeting. Under some circumstances, some line items may change due to reclassification.

Additional Time over 3 Months: 15 Hours



THE LANDINGS MANAGEMENT ASSOCIATION, INC.

TO: LMA Board of Directors  
 FROM: R. Bayles *R. Bayles*  
 SUBJECT: Treasurers Report for Period Ending October 31, 2012  
 DATE: November 29, 2012

Results for Period Ending October 31, 2012:

The following discusses major changes in the 2012 Forecast from the last period:

ACCOUNT	NEW FORECAST	EXPLANATION
3: 5012 - Assessment C&D Tracts	16,259	Reflects a decision to not invoice the C&D properties for the Rtc. 41 interchange in 2012.
16: 7130 - Landscaping	45,000	A reduction of \$8,816 based on input from the Chairman's input.
18: 7145 - Sprinkler & Irrigation Contract	2,900	Reduced based on YTD and projected spending.
23: 7165 - Road Repair & Maintenance	2,000	Reflects the recognition that the Rtc. 41 interchange work is properly changed to C&D Road Repair & Maintenance
52: 7730 - Roving Patrol	57,000	Reduced based on YTD and projected spending.
55: 7745 - Signage & Miscellaneous	3,000	Increased by \$2,000 based on YTD and projected spending.
62: 7820 - Legal/Professional	1,500	Reduced by \$2,000 based on YTD and projected spending.
76: 7895 - Contingency	-	Reduced by \$10,000 at the end of hurricane season.

ACCOUNT	NEW FORECAST	EXPLANATION
87: 9291 – C&D Road Repair & Maintenance	14,000	Reflects 1) the recognition that the Rte. 41 interchange work is properly charged to C&D Road Repair & Maintenance, 2) 2012 spending of an additional \$4,000 for legal and engineering costs, and 3) the deferral of the construction portion of the project to 2013.

Note that the deferral of the construction portion of the Rte 41 interchange project will result in a carryover of that expense to 2013 and, as a consequence, an over-budget condition in this line item for 2013.

The current forecast for the year is a addition to surplus of \$16,765, an improvement of \$51,639 from budget.

The Landings Management Association, Inc.  
Forecast of Operations  
Fiscal Year 2012

	2012			FCST VS BUDGET	
	ACTUAL YTD	REMAINING VS. FORECAST	FORECAST		BUDGET
1	Income				
2	5910 - Assessments	625,205	125,149	750,354	
3	5912 - Assessment C&D Tracts	13,549	2,710	16,259	
4	5930 - Sales & Lease Fees	-	-	-	0
5	5940 - Other	-	-	-	-
6	5945 - Fines	618	4	650	(650)
7	6050 - Interest	2,164	338	2,600	2,500
8	6065 - Documents	28	(25)	3	-
9	6070 - Vehicle Decals	405	235	700	900
10	6090 - Carryover	-	-	-	(200)
11	Total Income	642,214	128,400	770,623	(1,050)
12	Expense				
13	7100 - Grounds				
14	7150 - Grounds Contract	27,868	4,072	31,940	39,700
15	7155 - Chemical Treatment	6,063	872	6,935	9,200
16	7190 - Landscaping	25,062	19,816	44,880	48,800
17	7140 - Tree Trimming	4,960	2,650	7,610	8,800
18	7145 - Sprinkler/Irrigation Contract	2,132	768	2,900	3,800
19	7155 - Sprinkler/Irrigation Repairs	9,026	874	10,000	1,000
20	Total 7100 - Grounds	75,130	29,255	104,385	118,200
21	7150 - Roads				
22	7161 - Road Sweeping	12,520	2,280	14,800	12,240
23	7165 - Road Repairs & Maintenance	8,930	(6,630)	2,300	50,000
24	7169 - Addition to Road Reserve	60,000	-	60,000	60,000
25	Total 7150 - Roads	81,150	(4,350)	76,800	122,240
26	7170 - Drainage				
27	7179 - Ditch Maintenance	-	3,500	3,500	10,000
28	7175 - Drainage	36,882	116	37,000	15,000
29	7179 - Storm Sewer Repair	-	-	-	19,500
30	Total 7170 - Drainage	36,882	3,616	40,500	35,500
31	7200 - Maintenance & Repairs				
32	7210 - Lighting Repairs	1,070	130	1,200	3,000
33	7215 - Lighting Supplies	500	500	500	500
34	7220 - Maintenance Supplies	1,024	1,976	3,000	4,000
35	7225 - Maintenance Man	19,860	7,070	26,738	26,738
36	7230 - Maintenance Truck	1,300	694	2,000	2,000
37	7235 - Wall Painting & Maintenance	1,507	(207)	1,600	-
38	Total 7200 - Maintenance & Repairs	24,676	10,162	35,038	1,800
39	7300 - Lakes				
40	7320 - Lakes	10,029	1,972	12,000	10,000
41	7340 - Fountain Maintenance - Contract	1,167	313	1,480	2,000
42	7345 - Fountain Maintenance - Other	8,090	3,820	10,000	1,800
43	Total 7300 - Lakes	17,595	6,205	23,800	12,000
44	7500 - Utilities				
45	7510 - Water/Sewer	482	109	600	600
46	7520 - Electric	39,034	8,695	49,000	55,000
47	Total 7500 - Utilities	39,526	10,074	49,600	55,600
48	7700 - Security				
49	7720 - Guardhouse Maintenance	1,319	1,681	5,000	3,000
50	7723 - Janitorial Service - Guardhouse	1,910	300	2,110	1,620
51	7730 - Security Main Gate	125,716	23,177	148,893	146,000
52	7730 - Roofing Patrol	47,097	9,003	57,000	4,283
53	7735 - Security-Other	10,930	23,570	34,500	60,200
54	7740 - Gate-Maintenance	7,291	4,709	12,000	12,000
55	7745 - Signage & Miscellaneous	2,128	872	3,000	1,000
56	Total 7700 - Security	186,290	64,213	250,503	257,200

The Landings Management Association, Inc.  
Forecast of Operations  
Fiscal Year 2012

		2012			
		REMAINING	FORECAST	BUDGET	FCST VS BUDGET
	ACTUAL YTD vs. FORECAST				
57	7150 - Insurance	12,779	2,692	14,355	1,028
58	7760 - Insurance				
59	7765 - Damage Claims				
60	Total 7150 - Insurance	12,779	2,692	14,355	1,028
61	7600 - Administration				
62	7620 - Legal/Professional	853	647	7,500	(6,000)
63	7622 - Litigation Expense	2,895	-	25,000	(22,305)
64	7625 - Accounting Services	3,500	-	3,500	(100)
65	7635 - Fees/Dues, License	61	(0)	61	-
66	7640 - Income Tax		600	600	-
67	7680 - Management Fee	31,730	6,317	30,077	30,077
68	7680 - Office Supplies, Postage, etc.	1,414	2,566	4,000	4,000
69	7682 - Document Storage	2,160	-	2,160	-
70	7686 - Landings Eagle Newsletter	6,478	2,622	9,100	2,100
71	7686 - Communications	-	3,187	3,187	3,187
72	7687 - Strategic Planning & Pub. Relations	5,098	5,099	12,424	10,000
73	7688 - Athletics	10,464	18,828	29,242	2,424
74	7689 - Bus/Car Expense	15,244	(0)	15,244	10,242
75	7692 - Property Tax	-	11	5,000	10,244
76	7695 - Conferences	-	11	11	-
77	Total 7600 - Administration	79,639	39,036	121,801	(10,000)
78	C&D Accounts			122,400	(7,600)
79	9050 - C&D Electric	468	184	300	300
80	9150 - C&D Insurance	250	60	300	300
81	9230 - C&D Landscaping	1,800	100	300	300
82	9240 - C&D Grounds Maint Contract	4,392	628	3,800	(1,800)
83	9260 - C&D Chemical Treatment	1,202	228	6,000	(800)
84	9280 - C&D Irrigation Maintenance	1,333	667	2,400	(970)
85	9285 - C&D Drainage	-	-	2,000	-
86	9300 - C&D Lighting Repairs & Supplies	125	125	250	-
87	9350 - C&D Road Repair & Maintenance	-	14,000	3,500	-
88	9380 - C&D Maintenance Supplies	25	125	150	10,500
89	9380 - C&D Administration	250	50	300	-
90	9390 - C&D Prior Year Deficit	-	-	300	-
91	Total 9000	9,843	16,107	26,050	7,050
92					
93	Total Expense	573,910	160,048	811,872	(67,814)
94	Net Income	60,004	(61,639)	(0,000)	58,765

**Drainage Report**  
December 6, 2012

Bennett Contracting, Inc. has completed the modifications to the inlet sluices at the two new storm water collection boxes on either side of Kestral Park Drive just outside the north gate. During the only rainfall since the modifications were completed, all storm water entered the boxes satisfactorily. The contract amount has been paid in full.

Subterrain Technologies augured out the plugged drain on Heron Way just west of Landings Blvd. Roots from a Brazilian Pepper tree had entered the pipe where it drains into the "the Cloisters/ Treehouses Creek" and blocked all drainage. An especial effort will be made to eliminate vegetation at that outfall during the upcoming creek cleanup. Subterrain also tried to open one of the two blocked drains outside the gate on Kestral Pkwy North. During the process, they confirmed that the underground percolation system is completely blocked and no longer functional. Alternatives to correct the situation were proposed and are being evaluated.

During the month of December, Florida Mangroves, LLC (formally Dunescapes) will complete its semi-annual cleanup of the primary drainage swale, "the Cloisters/ Treehouses Creek", from the Heron Way/Landings Blvd corner to the bay and the drainage swales from Lakes 5, 6, and 7 to the bay. The cost of this cleanup will be \$2,500.

We received a bid to clean the silt from the "Pinnail Way Creek" but deferred the work while further evaluating the feasibility of replacing the portion of this drainage swale lined with railroad ties with a buried drainage pipe. After surveying the location, the engineers have determined that the elevations are such that an inordinate amount of fill would be required to cover the pipe at the proposed elevation. I have challenged this finding and will continue to investigate. At any rate, work on this drainage swale will be deferred until January 2013.

George Niel

From: Joe Hennessey [josephhennessey@gmail.com]  
Sent: Thursday, December 06, 2012 11:48 AM  
To: Herb Rhodes; George Niel  
Cc: Sara Bagley; Joe Hennessey  
Subject: Landscape Update December 2012

- 1) The North Gate Clean-up and new planting will be done next week
  - 2) Tree Removal - Palms at the front monument; Reclanta at Greenfield Crossing; Nature Trail prune back and the Chinaberry at the front gate. Replacement of the Reclanta with a Gumbo-Limbo in Greenfield Crossing is under consideration
  - 3) Landscape of the new paver path at CHII and the gatehouse pending completion of Path..
- Reviewed CHI proposal to landscape the opposite side.

Joe

Sent from my iPad=

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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 10.0.1427 / Virus Database: 2634/5440 - Release Date: 12/06/12

George Niel

From: Joe Hennessy [Josephhennessy@gmail.com]  
Sent: Thursday, December 06, 2012 12:05 PM  
To: Jenny Mills  
Cc: Sara Bagley, Joe Hennessy, George Niel  
Subject: LMA Landscape Items

Jenny and Terry

First, all of the islands are looking good, I have received several compliments! Thank-you. I am not sure of the December schedule but I do have several items for you:

1) ENA-I think we should have it cut again as some of the weeds have grown quite tall. Additionally, the weeds and vines are beginning to creep toward the trees that were recently cleaned out and planted. I need you to take a look and apply a weed killer and/or weed wack. I know that is NOT included in the contract, so you need to let me know how much it costs to keep the areas under all the trees groomed and free of weeds and vines. Finally, it looks like a limb snapped off the Ear Pod Tree Enteroloniium cyclocarpum. I need to have the broken limb pruned from the tree and the limb removed from the ENA. That too is an additional cost.  
REMINDER : PLEASE BE CAUTIONS OF THE IRRIGATION IN THE ENA !!!

2) Palm Trimming - What is the status of the palm trimming? If I recall, the palms in the islands are pruned free of charge but the LMA will be billed for the removal. Can you let me know where we stand and make sure that George at ARGUS is billed for the removal/disposal.

3) Rear Gate (Heron/Philippi Creek) - This area could use some grooming. The Bougainvillea is leggy and some of the vegetation is growing out into the rear entrance area.

Thanks,

Joe

Sent from my iPad=

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Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 10.0.1427 / Virus Database: 2634/5440 - Release Date: 12/06/12

## LANDINGS BROCHURE

1. INTRODUCE A NEW VERSION OF THE LANDINGS BROCHURE.
2. WHAT YOU WILL SEE WOULD NOT HAVE BEEN ACHIEVED WITHOUT THE TALENTS AND INSIGHTS FROM SARA RHODES, JIM STEWART AND JEFF CROTTY,
3. RECALL THAT LAST YEAR, THERE WERE SEVERAL COMMENTS FROM JIM BAGLEY AND THE BOARD THAT SUGGESTED WE SHOULD LOOK AT A BETTER REPRESENTATION OF OUR LANDINGS PROPERTIES...BOTH IN QUALITY OF PHOTOS, AS WELL AS BREADTH OF HOMES AND CONDOS.
4. WE TOOK THOSE COMMENTS TO HEART AND TOTALLY REDID THE BROCHURE (WITH NO ADDED COSTS). WE RE-WROTE THE TEXT, WITH AN EMPHASIS OF NOT ONLY REDUCING THE NUMBER OF WORDS, BUT WITH A FOCUS ON ONLY INSERTING RELEVANT AND PERSUASIVE COPY.
5. WE CHANGED THE PHOTOS AND ADDED MANY NEW ONES...BETTER SHOTS AND PHOTOS OF EVERY TYPE OF HOME.
6. WE HAVE FOUR PHOTOTYPES THAT ARE BEING PASSED OUT FOR YOUR REVIEW.
7. THE COST OF THESE BROCHURES WILL BE COVERED IN OUR 2013 BUDGET.
8. THERE WILL BE FOUR APPLICATIONS FOR THE USE OF THE BROCHURES:
  - A. THEY WILL BE GIVEN TO VISITORS TO OUR FRONT GATE WITH THE LIST OF THE LANDINGS REALTORS, WHO EXPRESS AN INTEREST IN REAL ESTATE OR LOOKING AT PROPERTIES.



B. A QUANTITY (25) WILL BE SENT TO EACH OF OUR 10  
LANDINGS REALTORES.

C. 25 WILL ALSO BE SENT TO THOSE REALTORS WHO HAVE  
LISTINGS IN THE LANDINGS.

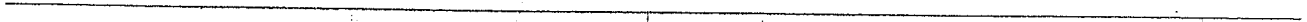
D. THERE WILL BE A RESERVE FOR RESIDENTS WHO HAVE  
FRIENDS OR FAMILY THAT ARE INTERESTED IN THE LANDINGS

## LMA Board Meeting 12-6-2012

1. streamline development as committee members with necessary skill sets are available
2. finalized initial design concept for home page and landing page for OUR COMMUNITY and RESIDENTS ONLY pages
3. Emphasis is on visuals with support in text and links to others website IE schools will list private and public options and link directly to those sites if clicked
4. Finalized wrapper for private RESIDENTS ONLY site
5. On track for budget projections

- B. A QUANTITY (25) WILL BE SENT TO EACH OF OUR 10 LANDINGS REALTORS.
- C. 25 WILL ALSO BE SENT TO THOSE REALTORS WHO HAVE LISTINGS IN THE LANDINGS.
- D. THERE WILL BE A RESERVE FOR RESIDENTS WHO HAVE FRIENDS OR FAMILY THAT ARE INTERESTED IN THE LANDINGS

5  
KRA  
WAITING



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