

# Huntington Estates Homeowners Association

## BOARD WORKING GROUP AGENDA

Tuesday, 9/14/21, 6:00 p.m.

Meeting started 6:10 due to Carlos' connection not working. Carlos participated via phone only.

**Click Here:** [Zoom](#) Meeting ID: 699 190 1154; Passcode: 363355

One tap mobile +1 301 715 8592, 6991901154# \*363355# US (Washington DC)

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### AGENDA:

1. Welcome - led by John K started meeting – call to order at 6:00 p.m.  
Attendance: John Kellerman, Clay Whittaker, Carlos Amado, Terry Maier  
Deborah Newton joined zoom at 7 p.m. Absent: Grant Kimball and Lois Davis.
2. C&R voting process - led by Carlos  
Done: Mailed and e-mailed C&R updates voting package. Have received 7 responses.  
To Do: First vote count by Jim and Barry at Carlos' home on Sept. 28.  
To Do: Sept. 30 - Assign block captains to visit homeowners that have not voted.
3. Treasurer follow-ups.  
To Do: Clay: Conduct 2020 Financial Audit. Reach out to Nick Calabro and Jim Hoch, Fin. Audit Committee. Target Date: Oct. 30.  
To Do: Clay: 2 homeowners with 2021 unpaid dues, Lien Letter sent by attorney  
To Do: Carlos: Mailed certified letter this week to US Bank, re: 3628 Westmoreland Dr.
4. Nominations Committee - led by Terry  
Done: Mailed 2 recruiting broadcasts to members. No responses yet.  
To Do: Mailing candidate bios and ballots after 10/12/21 Quarterly meeting review  
To Do: Set date for November mtg: Normal second Tuesday, 11/16/21 confirmed.
5. Secretary Follow-ups - led by Carlos  
To Do: Mail Lawn Maintenance for Bids (see Attached Requirements). Esposito Contract is past its 3 years. Not happy with performance and communications.  
Can terminate new contract with 30 days' notice. Pay by visit, not by month.  
To Do: Broadcast to members HEHA is having open bids through 10/15/21.  
To Do: Add vote to October agenda for Pickle Ball to be allowed in Tennis Court  
Done: Responded to Candy's note about nominations  
To Do: JK to follow-up complaints about: Newton's roaming cats outside their lot
6. Paving project plan - led by Clay. Committee to decide on Engr. Before March 31, 2022.
7. Natural Gas lines in the community - led by Clay  
To Do: Clay and Terry to update city. Easement wording in C&R updates.

8. Neighborhood Watch Program (NWP) **Tabled to February.**

To Do: Carlos put in Newsletter to see if there is interest on a NWP

JK - County requires 30 min. presentation. Do not do during a Quarterly meeting.

9. New Business

Deborah: When will the minutes for this meeting be published.

Carlos: In the next few days.

**Next Quarterly Board Meeting:** Tuesday October 12, 2021, **7 p.m.** via zoom

**Next Members Meeting:** November 11/16/21, **7 p.m.** via zoom

**Meeting Ended:** 7:10 p.m.

Attachment: Landscape Maintenance Requirements



# *Huntington Estates*

Homeowners Association

P.O. Box 180398, Tallahassee, FL 32318



## Landscape Maintenance Requirements

I. **Maintenance Locations** are defined as these HEHA Common Areas:

1. Entrances: a. At the Old Bainbridge Rd and [3798] Danesborough Dr. intersection.  
b. At the St. Louis Church Way and [3504] Carrington Dr. intersection.
2. Traffic Islands: a. In [near 3708] Danesborough Dr. by Old Bainbridge entrance.  
b. In [near 4004] Danesborough Pl. – two islands
3. Roads Areas: a. Road Bridge area in [near 3710] Dorset Way  
b. Dead End area [near 3556] Carrington Dr.
4. *Tennis Court Park: at intersection of [3508] Carrington Dr. and [3610] Harwell Pl.*

II. **Maintenance Frequency**

1. November – February: Once a month - Every 28 days, around the 28<sup>th</sup> of the month.
2. March – October: Twice a month – every 14 days, around the 14<sup>th</sup> and 28<sup>th</sup> of the month.
3. Professional judgement is allowed to decide when not to cut the grass due to extreme rain, draught, heat or cold weather. Cancellations and make-ups will be communicated to the HEHA Maintenance Chair (MC) via email. Total annual visits expected are 20 (4x1+8x2)
4. Payments will be invoiced and paid per visit. Initial 1-year contract.  
Contract automatically renews annually until 30-days' written notice of change or cancellation.

**NOTE: Quote annual cost of 20 visits by October 15, 2021, to Maintenance Chair, below.**

III. **Maintenance Procedures**

1. **Turf.** Defined as all grass areas in specified maintenance locations.
  - a. Mowing. Turf areas will be cut 2.5-3 inches high to eliminate uneven areas and promote healthy growth, as dictated by the season and weather conditions. Care will be taken to:
    - i. Mower blades will be sharpened on a regular basis to ensure clean turf cuts.
    - ii. Prevent ruts in the grass, and damaging landscape features and plants.
    - iii. Prevent grass clippings from falling into the landscape beds, roads or other lots.

iv. Clumps of grass clippings will be blown to evenly disperse them across the turf. Clippings do not need to be bagged, since their nutrients are beneficial.

b. Trimming. Weed eaters / trimmers will be used along curbs, bed lines, buildings, cement pads, areas and obstacles where the mower cannot maneuver.

c. Edging. Edging will be done along all walks, curbs, beds, road and cement edges, and other areas that may require proper separation of turf and other surfaces.

d. Debris Control / Trash. At each visit paper, bottles, trash, and “normal” amounts of leaves, sticks and limbs that fall between visits will be removed.

2. **Shrubs**. Defined as all plant material located in landscape beds. All shrubs will be trimmed to promote healthy uniform growth. Ensure proper clearance (14 ft. high tree limbs over roads), size and shape to promote safety and create a manicured look. Clippings will be removed on every visit.

3. **Landscape Beds**. Defined as the areas absent of turf in which mulch, pine needles or chips exist.

a. Weeding. Landscaped beds will be monitored for weeds on every visit. Hand weeding and chemical treatments – post emergent herbicides / round-up – will be done as often as needed.

b. Edging. All landscape beds will be edged to keep turf grass from encroaching. Curbs shall be edged to keep pine straw, chips, beds confined and to create a neat manicured appearance.

4. **Traffic Islands and Concrete Pad Areas**. Defined as traffic control islands enclosed by curbs and cement pad and tennis court in park area

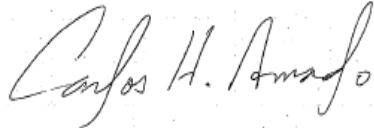
a. Blowing. All traffic control islands and concrete pad areas will be blown to remove all grass clippings, leaves, and other debris. These items will be removed from the area, not blown into other neighborhood properties.

b. Weeding. Traffic control islands and cement pad areas will be monitored for weeds on every visit. Hand weeding and chemical treatments – post emergent herbicides / round-up – will be done as often as needed.

5. **Maintenance Personnel Standards**. All maintenance personnel will wear appropriate attire and personal protective equipment (PPE). They will conduct themselves professionally throughout their visits. The contractor and personnel will comply with OSHA standards and maintain an effective safety program to ensure safety of employees and the public during operations. Personnel will park in designated or safe areas to support safe road traffic flow. No

cutoff, torn, tattered, or non-uniform T-shirt attire will be worn. No shirtless periods or contractor solicitations will be done.

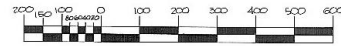
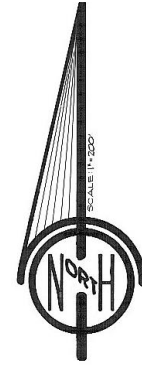
**6. Communications Standards.** The HEHA Maintenance Chair (MC) will be notified via text or e-mail when crews are on site, on every visit. No response is required to proceed. At a minimum, a quarterly walk-through will be conducted with the MC. Unusual amounts of debris that result from severe weather will be reported to the MC when these may incur additional costs or require other resources to remove. Also, notify the MC of any issues or suggestions to improve landscapes or safety.

A handwritten signature in cursive script that reads "Carlos H. Amado". The signature is written in black ink on a white background.

Carlos H. Amado  
HEHA Maintenance Chair (MC)  
HEHASecretary@gmail.com  
Mobile: (850) 676-1625

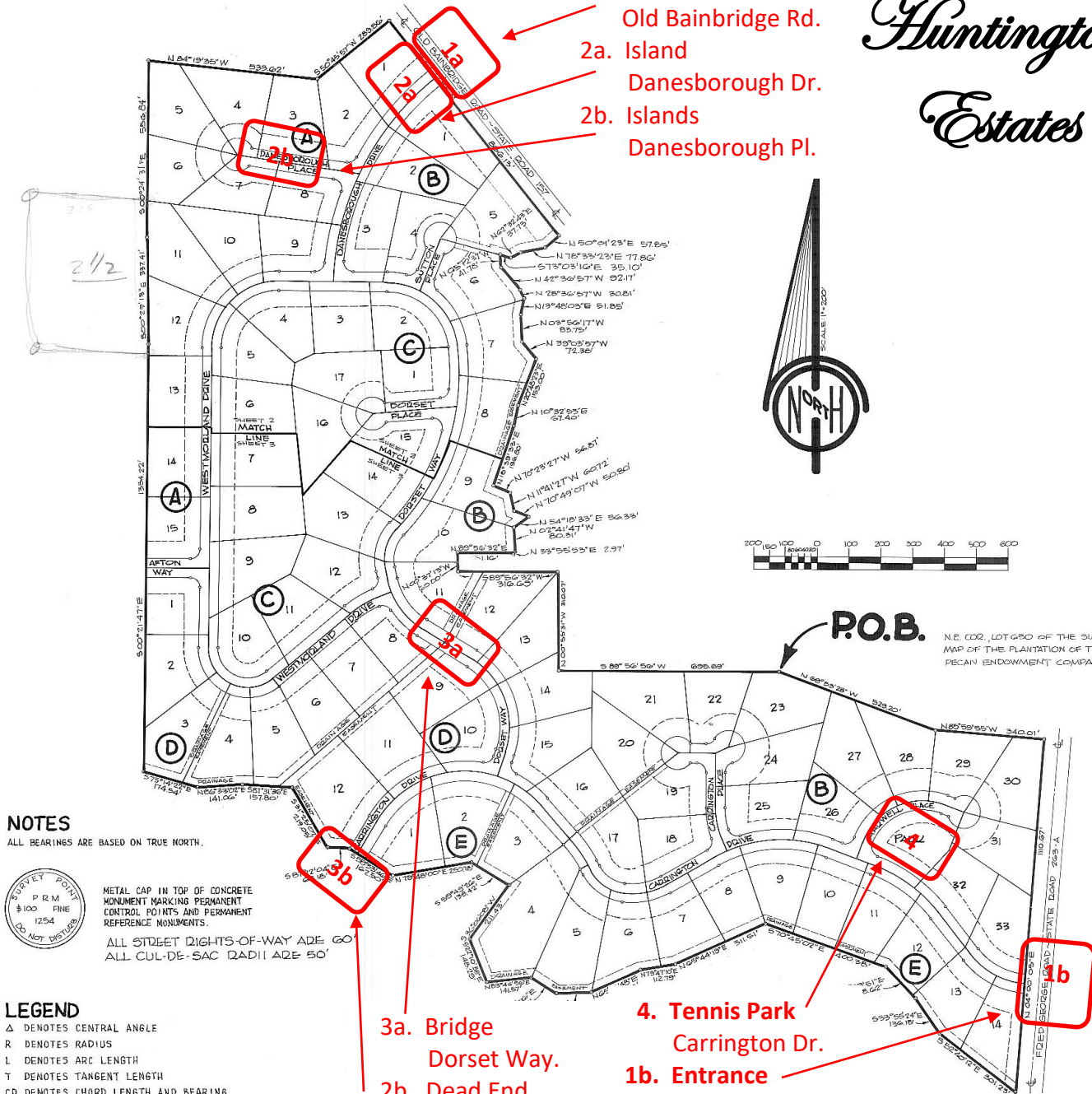
# Huntington Estates

- 1a. Entrance Old Bainbridge Rd.
- 2a. Island Danesborough Dr.
- 2b. Islands Danesborough Pl.



**P.O.B.**

N.E. CO2, LOT 430 OF THE SUPPLEMENTARY MAP OF THE PLANTATION OF THE FLORIDA PECAN ENDOWMENT COMPANY.



### NOTES

ALL BEARINGS ARE BASED ON TRUE NORTH.



METAL CAP IN TOP OF CONCRETE MONUMENT MARKING PERMANENT CONTROL POINTS AND PERMANENT REFERENCE MONUMENTS.

ALL STREET RIGHTS-OF-WAY ARE 60'  
ALL CUL-DE-SAC RADII ARE 50'

### LEGEND

- Δ DENOTES CENTRAL ANGLE
- R DENOTES RADIUS
- L DENOTES ARC LENGTH
- T DENOTES TANGENT LENGTH
- CD DENOTES CHORD LENGTH AND BEARING
- (R) DENOTES RADIAL LINE
- DENOTES PERMANENT CONTROL POINT AND PERMANENT REFERENCE MONUMENT