

Villa Park Landscape – First Property Walk & Initial Meeting Minutes.

11-3-2023

In attendance: Villa Park Landscape Account Manager Miguel Mendoza

Villa Park Landscape Site Forman Jorge (Horhay)

Tritz Professional Management Services Property Manager Sue Norman

Los Paseos Maintenance Corp. Landscape Committee Chair, Taylor LeClaire

Start Time: 9:00 am

End Time: 11:00 am

- 1) Pool fob and Bathroom Key issues to Miguel Mendoza.
 - a. 1 fob with Bathroom Key with Name Tag on ring.
 - b. 2 Bathroom Keys.

- 2) Compliments to the Crew yesterday. LOVED LOVED LOVED that they used RAKES yesterday to do the bulk of the leaf cleanup. I also LOVED the quiet blowers when those came out at the end.

- 3) Miguel to explain the Villa Park processes for our Weekly Service Program.
 - a. *The first month or so they will work throughout the community to clean up areas As Needed.*
 - b. *Learn, adjust, and REPAIR the Irrigation needs.*
 - c. *Create a new Tree Trimming Map to include MISSING Trees from the previous vendor's tree trimming map.*
 - d. *Prepare a NEW 4-week Maintenance Rotation Schedule to present to the Landscape Committee.*
 - e. *After ALL of the above is completed, they will start on the regular Maintenance Rotation.*
 - f. *Starting in November, the mowing schedule will be EVERY OTHER week, on Thursdays.*

- 4) Tree Trimming Bid: Needs to be to Sue no later than November 15th.
 - a. Some trees are missing from the OLD map, they need to be counted and added to any NEW Bids.

- 5) Communication:
 - a. How can WE (Landscape Chair and V.P.) best communicate?
 - i. *Texting: Taylor and Miguel will text communicate when needed. With Sues Blessing.*
 - ii. *Email: Taylor and Miguel will email communicate when needed. With Sues Blessing.*
 - iii. *App: Miguel will download the app and send it to Sue as the main recipient.*

- 6) Review the Vill Park App: *In process.*

- 7) Irrigation Issues:
 - a. E.T. Water System. Get Miguel and others from V.P. set up on the system. *Taylor will contact E.T. Water. Added Miguel on 11/3/2023. Miguel will confirm on 11/6/2023 and add his Irrigation Specialist.*

- b. Problem Areas: SOME Drip Lines are NOT listed as drip in the system. Can we check ALL areas to confirm the correct TYPE is listed so things are getting the right amount of time?
- c. WALK the property and look for DRY SPOTS. These areas are having a problem. *Miguel is aware and has many recommendations. We will get the report.*
- d. *Miguel and Jorge (Horhay) stated that there is TOO MUCH Mulch in several areas throughout the community.*

8) WALK Property with the COLORED Map and Review Important areas:

- a. SOME strips between the Sidewalk and Fence are the PROPERTY OWNER's responsibility, and SOME are the HOA's. Important to know the difference. NEVER maintain a Property Owners Property or Plant Material. *Taylor will email the colored map to Miguel TODAY.*
- b. ALL Plant material on a FENCE is the property owner's responsibility, NEVER CUT. *If there is a problem with homeowners vines growing into HOA Landscape V.P. will notify us in their reports.*
 - i. The one confusing area is at the SIDE of # 28 Paseo Vespertino. *That Vine/plant needs to be trimmed by V.P. monthly during that sections regular rotation.*

9) Entrance Area Importance: Maintained Weekly.

- a. Dead Head any flowers including roses.
- b. Remove all leaves. *V.P. will be trimming the lower areas of bushes to thin and allow for better Leaf Removal as well as allow for Irrigation Spray Heads to reach the plants more efficiently, especially allowing water to get to the plant's roots where they NEED the water.*
- c. Remove ALL TRASH. *Miguel said No Problem.*
- d. Remove fallen branches. *Miguel said No Problem.*

10) Pool Area Maintenance. LIGHT weekly.

- a. Clean leaves from plant material around the SPA area weekly. *No Problem.*
- b. *Taylor will add to the list for Villa Park's list to blow leaves out of the Pool Equipment Area and pull any weeds back there on the 4-week rotation schedule.*

Thank you for your Service to our community. We look forward to a successful, long relationship between Villa Park and Los Paseos Maintenance Corp.

Landscape Committee Chair, Taylor LeClaire, LPMC.







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Final Audit Report

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