

Environmental Committee Meeting
Monday, January 16, 2012

Meeting was called to order at 6:54. Members present: Mary Murphy, Dave Allen, Melanie Eisenberg, Don Titus and Tim Harrington

Guest: Michelle Alvaro

Our first matter of business was to discuss with Michelle Alvaro the evolution of an application from beginning to end. Michelle prepared a written worksheet to describe how, when an application is submitted at the office, it is first reviewed at the office to be sure that all requisite information is included so the approval process is expedited, such as whether or not the applicant is current with dues payment, whether the contractor listed has the necessary insurance, etc. If any information is missing or needs clarification, they are contacted for further information. Only then, is the application emailed to each member of the EC Committee. The application is reviewed on-line and a dialogue is engendered to be sure that the decision is correct. Then, the on-site manager forwards the decision document to the EC chairman to approve, and notifies the applicant in writing that their application is approved. The applicant must return the form, signed, to the office. Finally, the initial application is recorded on the list of EC approvals that is developed for each year.

Michelle was asked if the application could be put on the website in word format as well as the pdf format currently available. We have been informed that this has already been accomplished.

The matter of the unsatisfactory topping of trees by Harbour Lane was revisited. No follow-up letter will be sent. We will be more stringent in our directions the next time permission is requested by Harbour Lane to trim trees. However, it generated a discussion regarding the possible hiring of an arborist to be consulted and to give advice when tree trimming and tree removal is requested in the community. We would also propose the assessment of a certain amount of money to begin the laborious process of categorizing, analyzing and recommending what should be done to cull out the areas surrounding Bristol Harbour that have become overgrown with weeds, choking vines, and dead and toppled trees. This must be done if we are to protect the naturally beautiful environment at Bristol Harbour. Obviously, it would be quite costly, and the EC has no budget. This suggestion would have to be made to BHVA for consideration of possible financing of a regular tree maintenance program at Bristol Harbour. Tim Harrington made a motion that the EC no longer accept applications for tree cutting and tree trimming, since we do not know enough about the trees to make an informed decision on whether or not to trim or remove trees and whether or not to deny an application to do so and, if approved, we have no knowledge of how to advise proceeding. Don Titus seconded the motion. Melanie Eisenberg will report to the BHVA that the Board will have to appoint a committee to take responsibility for the stewardship of our trees and plant material.

There have been four applications submitted and all four were decided on and approved, some with conditions, and forms sent out to each homeowner to sign and return to the office. The process is working beautifully and is expedited by the fact that applications are supplied to each EC member for review on-line and email dialogue among the EC members.

We are informed that a family on Medalist Lane has a portable basketball hoop, which is allowed under the EC guidelines, but it is being left out and very near to the road most of the time. We are also informed that a family on Andrews Way has been maintaining a compost pile. There have been anonymous complaints about both, but in order to act on a complaint, the complainant must be identified. It cannot be an anonymous process. Until the complainant will allow himself or herself to be identified to the "defendants," the EC cannot entertain the complaint.

Mrs. Kotlik informed us that the replanting and replacing of trees that were cut down on their property has been completed. A letter will be sent acknowledging their compliance and thanking them for their cooperation.

A letter will be formulated and then circulated to each association within the community in order to have a representative from each, and also a representative or two for Spyglass Hill and also Vardon Drive, and Medalist Lane, to attend a workshop to be scheduled later in the year meant to educate everyone on the importance of the application process – what is entailed and what it is meant to accomplish. It would also educate the individual HOAs as to the requirements mandated by the EC Committee and what we are looking for when an application is submitted. Perhaps with a mutual understanding, the different entities within Bristol Harbour will be able to make more efficient, informed decisions on the applications submitted to us. It may also allow us to form a better consolidation of the provisions to make requirements more standardized.

Michelle Alvaro has published an article in The Villager meant to remind every resident of the need for an application to be submitted for each exterior change made to a residence. Mary Murphy volunteered to formulate a letter that would be sent to any resident who fails to submit the requisite application prior to any exterior work planned. This would be followed up with the office sending out the application form, allowing the resident a certain limited time frame within which to supply the necessary information and bring themselves back into compliance.

The meeting adjourned at 8:24 p.m, next meeting to be held February 20, 2012.

*Respectfully Submitted,
Melanie Greenberg,
Chairman*