

Florida Friendly Committee Meeting Minutes

Tuesday November 3rd, 2009

Attendees:

1. *Gloria E.*
2. *Beth E.*
3. *Dave F.*
4. *Tom U.*

Agenda covered:

1) **Next Steps**

- **11/3** - Larry Allen informed us earlier this week that he was dropping his participation from this committee as he missed all but one meeting and did not feel he could catch up and add value to our objectives.
- a. **OPEN** - Tom – Complete the planned Florida Friendly Presentation of the 9 principles to be presented to the HOA Board, Arch committee, CDD Board members and the lodge management team (Betty and Tish). Other attendees will be determined based on feedback from this committee and the HOA board. This presentation will include advantages (both environmentally and individually for residents).
 - **11/3 – same status**
 - 10/28 – The meeting has been confirmed to take place Thursday November 12th. Meeting room and equipment reserved and attendee list confirmed and e mail invitation sent out.
 - 10/21 - Presentations have been obtained from the Florida Yards and Neighborhood's Florida Friendly office. I will be reviewing and editing these in preparation for the planned FF Presentation to be given to the board members. I will be asking the board to decide which date they would like this Florida Friendly educational presentation meeting scheduled – either Thursday November 5th or Thursday November 12th. Once this is confirmed I will reserve the meeting room at the lodge and send out invitations to all those on the attendee list.
- b. **COMPLETE/CLOSED** - Gloria – Document the proposed attendee list for the initial presentation session to accommodate 27 people (to be held in the WLP Auditorium).

- 10/28 – Attendee list updated and finalized.
 - 10/21 – The draft attendee list has been completed and is attached. Additional attendees should be considered in order to fill the meeting room (27 seat capacity)
- **PENDING** - All – Document ideas regarding the proposed updates to the Arch application to reflect guidelines and criteria to be used by residents when submitting for review. These will also be used to provide direction to the property management company. We will review everyone’s feedback and finalize as part of a “brain storming session during next weeks meeting.

11/3 –All updates to the existing Arch. App forms, and the new Florida Friendly supplements (including FF Overview page, reference material page, FF Alterations page and sample plan pages have been finalized and will be formatted and distributed to the HOA board early next week.

- ***Complete/Closed - We reviewed the draft Document guidelines, criteria and requirements page, and Florida Friendly overview page to be included with the Architecture Review app FF section. Updates were suggested, noted and will be made and distributed for review.***

- ***Complete/Closed - It was also agreed that a notation should be made on the existing front page of the Arch Application directing residents to read and update the FF pages to be included if Florida Friendly landscape is being implemented. Beth will make these updates and distribute to the team for review.***

- ***Complete/Closed - All documents will be updated and reviewed for finalization by next weeks meeting.***

- ***Complete/Closed - It was agreed that Beth, Dave and Larry will document a sample drawing of a landscape plan (which will be included in the Arch App FF Section based on the draft documents provided. These will be distributed for review and finalized for inclusion as FF Arch app supplements. This will be a good sanity check to see how well we documented the guidelines to be used by residents.***

- ***Complete/Closed - The final deliverable to “Establish criteria to be used by the property management company to ensure that improper violations are not documented” was discussed and it was agreed that we will utilize bullet points already documented in the FF Guidelines page to create a “cheat sheet” to be provided to the property management company. All team members will accumulate a list to be reviewed and finalized next week.***

11/3 – it was agreed that the criteria listed on the FF alterations page titled “This application is required when:” should be used by the property management company as guidelines.

- ***This is the last meeting to be held by this committee as all deliverables have been completed and/or are our scheduled to be delivered by Nov 12th.***

Wednesday October 28, 2009

Attendees:

- 5. Gloria E.***
- 6. Beth E.***
- 7. Dave F.***
- 8. Larry Allen***
- 9. Tom U.***

Agenda covered:

2) Next Steps

- a. **OPEN** - Tom – Complete the planned Florida Friendly Presentation of the 9 principles to be presented to the HOA Board, Arch committee, CDD Board members and the lodge management team (Betty and Tish). Other attendees will be determined based on feedback from this committee and the HOA board. This presentation will include advantages (both environmentally and individually for residents).

- ***10/28 – The meeting has been confirmed to take place Thursday November 12th. Meeting room and equipment reserved and attendee list confirmed and e mail invitation sent out.***
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which date they would like this Florida Friendly educational presentation meeting scheduled – either Thursday November 5th or Thursday November 12th. Once this is confirmed I will reserve the meeting room at the lodge and send out invitations to all those on the attendee list.

- b. **COMPLETE** - Gloria – Document the proposed attendee list for the initial presentation session to accommodate 27 people (to be held in the WLP Auditorium).
 - **10/28 – Attendee list updated and finalized.**
 - 10/21 – The draft attendee list has been completed and is attached. Additional attendees should be considered in order to fill the meeting room (27 seat capacity)
- o **OPEN** - All – Document ideas regarding the proposed updates to the Arch application to reflect guidelines and criteria to be used by residents when submitting for review. These will also be used to provide direction to the property management company. We will review everyone’s feedback and finalize as part of a “brain storming session during next weeks meeting.

10/28 –

- ***We reviewed the draft Document guidelines, criteria and requirements page, and Florida Friendly overview page to be included with the Architecture Review app FF section. Updates were suggested, noted and will be made and distributed for review.***
- ***It was also agreed that a notation should be made on the existing front page of the Arch Application directing residents to read and update the FF pages to be included if Florida Friendly landscape is being implemented. Beth will make these updates and distribute to the team for review.***
- ***All documents will be updated and reviewed for finalization by next weeks meeting.***

- ***It was agreed that Beth, Dave and Larry will document a sample drawing of a landscape plan (which will be included in the Arch App FF Section based on the draft documents provided. These will be distributed for review and finalized for inclusion as FF Arch app supplements. This will be a good sanity check to see how well we documented the guidelines to be used by residents.***
- ***The final deliverable to “Establish criteria to be used by the property management company to ensure that improper violations are not documented” was discussed and it was agreed that we will utilize bullet points already documented in the FF Guidelines page to create a “cheat sheet” to be provided to the property management company. All team members will accumulate a list to be reviewed and finalized next week.***

10/21 –

- We discussed and documented several ideas as to changes to the Arch application to reflect the guidelines, criteria and requirements for residents to submit Florida Friendly landscape changes. We are planning to complete the first draft of what these changes will be by next week and will be reviewed at next weeks meeting scheduled for Wednesday October 29th 6:30 to 8:30. We will target submitting our recommendations to the board the following week.
- Tom – Document a “sample” drawing of a landscape plan (which will be included in the Arch App FF Section)
- Tom/Dave – Document a Florida Friendly overview page (Program highlights, benefits, reference information, etc ;) to be included with the FF Arch app section.
- Gloria/Beth – Document guidelines, criteria and requirements page to be completed by the resident and submitted with the Arch. App. for review by the Arch. Board members.

c. **PENDING** - All – Follow up for discussion

- **10/28 - these items not discussed.**
- 10/21 - these items not discussed.
 1. Document a communication plan for residential education sessions and on going awareness, including regular updates in the WLP Newsletter.

2. Consider adopting a Spring Plant festival as part of the on going education and awareness.
3. Establish a recognition program for FF landscapes completed within the community.
4. Consider expanding this committee to become a permanent Landscape Committee to address on going challenges within WLP

NEXT STEPS –

- ***Next meeting scheduled to be held next Tuesday November 3rd from 6:30 to 8:30 PM EDT at the lodge (main entrance sitting area).***
- ***Finalize Arch Application Florida Friendly guidelines and Criteria to be used by the property management company***
- ***Distribute recommendations to the HOA Board members***

Wednesday October 21, 2009

Attendees:

- 10. Gloria E.***
- 11. Beth E.***
- 12. Dave F.***
- 13. Tom U.***

Agenda covered:

- 3) Next Steps
 - a. Tom – Complete the planned Florida Friendly Presentation of the 9 principles to be presented to the HOA Board, Arch committee, CDD Board members and the lodge management team (Betty and Tish). Other attendees will be determined based on feedback from this committee and the HOA board. This presentation will include advantages (both environmentally and individually for residents).
 - ***10/21 - Presentations have been obtained from the Florida Yards and Neighborhood's Florida Friendly office. I will be reviewing and editing these in preparation for the planned FF Presentation to be given to the board members. I will be asking the board to decide which date they would like this Florida Friendly educational presentation meeting scheduled – either Thursday November 5th or Thursday November 12th. Once this is confirmed***

I will reserve the meeting room at the lodge and send out invitations to all those on the attendee list.

- b. Gloria – Document the proposed attendee list for the initial presentation session to accommodate 27 people (to be held in the WLP Auditorium).
 - ***10/21 – The draft attendee list has been completed and is attached. Additional attendees should be considered in order to fill the meeting room (27 seat capacity)***
- c. All – Document ideas regarding the proposed updates to the Arch application to reflect guidelines and criteria to be used by residents when submitting for review. These will also be used to provide direction to the property management company. We will review everyone’s feedback and finalize as part of a “brain storming session during next weeks meeting.”
 - 1. ***We discussed and documented several ideas as to changes to the Arch application to reflect the guidelines, criteria and requirements for residents to submit Florida Friendly landscape changes. We are planning to complete the first draft of what these changes will be by next week and will be reviewed at next weeks meeting scheduled for Wednesday October 29th 6:30 to 8:30. We will target submitting our recommendations to the board the following week.***
 - 2. ***Tom – Document a “sample” drawing of a landscape plan (which will be included in the Arch App FF Section)***
 - 3. ***Tom/Dave – Document a Florida Friendly overview page (Program highlights, benefits, reference information, etc ;) to be included with the FF Arch app section.***
 - 4. ***Gloria/Beth – Document guidelines, criteria and requirements page to be completed by the resident and submitted with the Arch. App. for review by the Arch. Board members.***
- d. All – Follow up for discussion
 - ***10/21 - these items not discussed.***
 - 1. –Document a communication plan for residential education sessions and on going awareness, including regular updates in the WLP Newsletter.
 - 2. Consider adopting a Spring Plant festival as part of the on going education and awareness.
 - 3. Establish a recognition program for FF landscapes completed within the community.

4. Consider expanding this committee to become a permanent Landscape Committee to address on going challenges within WLP

e. Tom – Next meeting scheduled to be held next Wednesday October 28th from 6:30 to 8:30 PM EDT at the lodge (main entrance sitting area).

f. Next Steps –

1. Finalize Arch Application Florida Friendly guidelines
2. Schedule FF Educational presentation meeting
3. Establish criteria to be used by the property management company to ensure that improper violations are not documented.

Wednesday October 14, 2009

Attendees:

14. Gloria E.
15. Beth E.
16. Dave F.
17. Tom U.

Agenda covered:

Introductions – Intros made by all.

1. Committee Member roles and responsibilities - this will be a hands on working committee, but lets have some fun! – discussed our approach and hands on strategy!!
2. Committee Objectives - Reviewed the planned objectives as stated to the HOA board. We all agreed that existing or future issues/concerns outside of the Florida Friendly guidelines will not be addressed as part of this committee – we will stay focused on the specific objectives outlined.
 - a. Education should be the number 1 priority – Establish educational sessions for the HOA, and Arch committee and board members, and residents of Wilderness Lake. – **confirmed attendees and approach**
 - b. Establish a committee with the primary objective of establishing guidelines to define Florida Friendly landscape. - **complete**
 - c. Establish a new process for residents to submit landscape plans (including plant locations and identification), with “no fee” to review by the HOA

(Arch) to ensure these meet FF guidelines. – **Discuss approach – utilize existing Arch app documents and update as needed.**

- d. Establish criteria to be used by the property management company to ensure that improper violations are not documented.

4) Next Steps

- a. Tom – Complete the planned Florida Friendly Presentation of the 9 principles to be presented to the HOA Board, Arch committee, CDD Board members and the lodge management team (Betty and Tish). Other attendees will be determined based on feedback from this committee and the HOA board. This presentation will include advantages (both environmentally and individually for residents).
- b. Gloria – Document the proposed attendee list for the initial presentation session to accommodate 27 people (to be held in the WLP Auditorium).
- c. All – Document ideas regarding the proposed updates to the Arch application to reflect guidelines and criteria to be used by residents when submitting for review. These will also be used to provide direction to the property management company. We will review everyone’s feedback and finalize as part of a “brain storming session during next weeks meeting.
- d. All – Follow up for discussion
 - 1. –Document a communication plan for residential education sessions and on going awareness, including regular updates in the WLP Newsletter.
 - 2. Consider adopting a Spring Plant festival as part of the on going education and awareness.
 - 3. Establish a recognition program for FF landscapes completed within the community.
 - 4. Consider expanding this committee to become a permanent Landscape Committee to address on going challenges within WLP
 - 5. Tom – I will provide an update on our progress at the HOA meeting next Tuesday October 20th.
- g. Tom – Next meeting scheduled to be held next Wednesday October 21st from 6:30 to 8:00 PM EDT at the lodge (main entrance sitting area).