January 4, 2023

Palm Lake HOA Board of Directors,

Please accept this letter as my resignation of participating on the Beautification Committee. I have included a list of work we have accomplished since January 2020 thru January 2023. Thank you to all neighbors who have volunteered occasionally as well as to the HOA Board under the direction of Ned Timmer for supporting our endeavors or improving Palm Lakes entire common areas.

**PALM LAKE HOME OWNERS ASSOCIATION Completed Beautification Committee Projects 2020-2022**

 Volunteers on Beautification Committee: Rose Ann Ketchum, JoLee Timmer

 PL HOA Board members who also contributed many volunteer hours: Mike Ketchum, Ned Timmer

Note: Chanel Bozarth & Louise Hemmings also were on the BC for the initial year. Scott Ziegler was present for BC meetings twice as well.

**Projects completed by the above mentioned with 100% Volunteered hours:**

* SPRINKLING SYSTEM Inspected each sprinkler head for coverage. Ned Timmer has spent at least 160 hours working on the HOA Sprinkling system saving the HOA several thousands of dollars.

Ned installed water bubblers for each tree planted on Duke side of retention pond.

* CENTER ISLAND: Inspected and treated island regularly for aphids on roses, snails on boxwoods, covered when freeze threat and replanted as needed, most recently the sunshine ligustrums.
* GATE HOUSE: Removed and replaced planting area. Deep cleaned and organized.
* GATE HOUSE: Painted rail, mailbox, camera boxes for sensing motion of gates.
* FOUNTAIN: Pulled old plants. Removed all moss from trees. Trimmed Ligustrum’s. Fertilized Ligustrum pots for seasonal flowers. Power washed entire fountain area as needed. Continue to maintain potted plants.
* PAINTED: Speed Limit signs
	+ - CG street signs & stop signs
		- Railings under both entrance signs
		- entry code box
		- 4 lamps were thoroughly cleaned and painted
		- Painted fountain
		- Painted cement at fountain
		- Painted fountain benches
* SMALL PALM LAKE SIGN: Removed all brush, weeds and garbage from area. Pulled all plants as they were in terrible shape due to neglect. Cut down 3 trees. Trimmed others on Duke’s property that blocked our sign. Replaced with new shrubs and flowers and mulch. Continue to maintain.
* PL DRIVE WALL: Transplanted boxwoods to align correctly and so not encroaching on azaleas.
* Small Tree Trimming and Care: Removed all moss on retention pond crepe myrtles. Trimmed all Magnolias on property. Trimmed Japanese Blueberry trees. Fertilized all shrubs and trees over 6’.
* PL Drive renewal: Managed the removal of Junipers from 9 panels, installed 3 crepe myrtles & 8 lorepedlum in 9 panels. Installed mini pine bark in all planted areas included entry, PL Drive & the fountain.
* Replaced several overgrown unhealthy plants in various gardens on PL Dr. as needed.
* CHRISTMAS : Initiated Palm Lake Christmas décor update and display 2020, 2021.
	+ Rose Ann managed display 2022
* 2022 Orange County Grant $10K grant submission which was granted to PL HOA
	+ New landscape lighting at entry as well as small sign and posts along PL Dr. (vendor)
	+ Masonry repair on PL wall, interior and exterior (vendor)
* Ned managed 90% of the new Duke LED Lamp posts installation throughout the entire neighborhood.
* Ned initiated contact with vendor and managed Crestgate Circle sidewalks maintenance. Some removed and replaced due to tree growth, others ground flat for safety. This is a continued project every 4 months.
* Pressure washed all pavers at entrance 2x
* Pressure washed Palm Lake Drive sidewalks of entire length of wall
* Pressure washed Palm Lake Drive wall in its entirety
* Replenished bark as needed with volunteers of neighborhood.
* Freshened entrance signage by planting 4 palms
* Continued to inspect and pull weeds that are not killed by Massey and or chemicals

**VENDOR**/**Professional managed for the following projects:**

* + FERTILIZATION AND PEST CONTROL SERVICE: Hired Massey which has shown to be successful as the landscaping plants have not ever looked better.
	+ Termites found and treated in gate house.
	+ DUKE: Contacted to have wall cleared of overgrowth and debris which has been completed. Contacted Transmission Line group to remove all vines growing on and over the North side of the wall. Both successfully completed.
	+ ORANGE COUNTY: Contacted & had several panels of the sidewalk repaired on PL Drive.
	+ LANDSCAPE VENDOR: Secured a new HOA Common Area Landscaper with great success with additional duties.
	+ Initiated removal and replacement of hawthorn garden at right entrance.
	+ DUKE Energy contacted and follow thru of plantings of 23 trees.
	+ New sod installed on wall side of Palm Lake Drive as well as near small PL sign.
	+ All oak trees manually inspected by Ned and Arborist. Tree marked to be trimmed to proper height as well as shaped.
	+ Removed dead oak trees and replaced as needed.
	+ Crestgate Circle Dr. roadway resurfaced.

As I close this chapter of the PL Beautification Committee, I do want to thank those once again who volunteered their time to spread mulch. Also, thank you to Bev Carlson for trimming the roses on the island and other plants as needed there. Lastly, for all who put up the Christmas décor for 2022, thank you!

 I share this list of projects that the Beautification Committee with the help of Ned and Mike have completed so the Board can plan for the future of maintaining and ensuring the neighborhood continues to look great! It was in such disrepair when I was asked to head up this committee. There is much to be done even yet! My hope is that the new committee and or PL HOA Board continues to maintain and improve our common property.

Best,

JoLee Timmer