



WINDERMERE TREE BOARD

Chair: Frank Krens

Vice Chair: Vicki Hearst

Secretary: Bonnie DiCocco

Treasurer: Pamela Schrimsher

Joan Foglia

Olga Aleksandrova

Elena LaRochelle

Council Liaison: Brandi Haines

Agenda

Agenda

September 25, 2025

9:15 AM

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Windermere Tree Board:

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6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Windermere Tree Board meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Windermere Tree Board meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

3. OLD BUSINESS

a. Discuss partnership with the Historic Preservation Board on the School House renovation and partnership with Historic Committee – field trip for 20 minutes to the Orange Grove to review project site.

b. Discussion Tree Board membership rules, length of membership, attendance requirements, quorums, etc.

c. Review Legacy Tree Map Project and finalize approach.

d. Review Arbor Day Tree Giveaway – Discussion selection of varieties.

4. NEW BUSINESS

a. Approve Minutes (Attachments)

i. Approve revised minutes - July 17, 2025

ii. Approve minutes - August 21, 2025

b. Nominate and Approve Board Secretary.

c. Review and Discussion on how minutes are developed and processed after meetings.

5. OTHER ITEMS FOR CONSIDERATION

a. Date and time for next meeting: October 16, 9:15 am

6. ADJOURN



Chair: Frank Krens
Vice Chair: Vicki Hearst
Secretary: Bonnie DiCocco
Treasurer: Pamela Schrimsher
Joan Foglia
Olga Aleksandrova
Elena LaRochelle

Council Liaison: Brandi Haines

July 17, 2025

COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

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REVISED MINUTES
from July 17, 2025 Tree Board
Meeting
(Approved with correction 8/21/2025)

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

- Frank called the meeting to order at 9:20am.
- In attendance:
- Chair: Frank Krens
- Vice Chair: Vicki Hearst
- Secretary: Bonnie DiCocco
- Olga Aleksandrova
- Elena LaRochelle arrived at 9:40am
- Town Liaison: Tonya Elliott-Moore
- Wade Trim Representative: Chris Thompson
-

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

- There was no public comment.

3. OLD BUSINESS

• **Final Tree Giveaway**

- The final tree giveaway will take place tomorrow evening at Windermere Rec. We will have 2 town staff member, Frank, Vicki and Pam attending to hand out trees to residents. Residents will remain in their car and be loaded with the tree and a bag of mulch.
- The giveaway shall include 27 more homeowner trees. 2 are also slated for the Main Street tennis courts as well as a few other throughout Town parks. Total homeowner trees is estimated to be near our initial projection of 65 trees. We are now very close to our goal of '100 trees for 100 years'. Vicky is tracking this number.

• **Revised Tree Ordinance Status**

- The State took a position that because of recent hurricanes, stronger fees, terms and conditions or any change in general cannot be made as it pertains to tree ordinances. Any change that happened from 2023 until now, can now be challenged by a developer. At this time, it is not pertinent to move forward with tree ordinance changes, including the increased fees.

• **Citrus Grove Greening and Replant**

- Jennifer and her team were at the grove yesterday and removed dead trees (7/16). She also estimated the need for 8 additional trees. She sent a proposal for the trees- they're roughly 3' tall and include varieties like: sugar bell, finger lime and a new variety called the Donaldson.
- Jennifer has been periodically coming in to check on the trees and the 500 Block. Jennifer noted that many of the dead and declining trees are planted over 1' deep. Olga asked about replanting at an appropriate depth and Jennifer does not believe this to be necessary as the ones planted at this depth are mostly deceased.

- **Gazette Article**

- It was discussed that we should put an article in the Gazette pertaining to what we've done at the Historic Grove. The article should highlight our hard work to restore the grove and let residents know the outcome of the program, working with Jennifer Hitchcock of Orlando Tree Consulting.

- **Schoolhouse Property Landscaping Project and Field Trip**

- The meeting was taken outside to the 'field trip' locations at 10:06am.
- We first met at the Historic Grove and discussed the status of the grove as well as adding a few additional citrus trees. Vicky made a motion to add additional trees to the grove (in addition to the 8 already proposed by Orlando Tree Consulting). Olga seconded the motion. Motion carried.
- It was determined that additional varieties resistant to citrus greening would be beneficial in rounding out the grove, for a total of 15 new citrus trees. Bonnie made a motion to add an additional 7 trees to Jennifer's existing proposal. Vicki seconded the motion. Motion carried.
- We discussed the impacts the Town improvements would have on several trees including 2 oaks (34dbh and 28 dbh) along 6th Ave.

- **Town Square Improvements Plan and Field Trip – Chris Thompson Wade Trim**

- Chris gave his thoughts on how the parking spots were planned after Frank asked how he came up with the number of spots. On 6th Ave, a few spots had to be moved to allow entrance to the new parking lot.
- A raised sidewalk along 6th was discussed to avoid damaging tree roots.
- Also discussed were the pathway and magnolia tree in front of the Library. The consensus is to keep the magnolia and potentially modify the path for easier library access.
- Bathroom location next to the Library was discussed. Chris does not believe the pruning 10 to 15% of the oak to accommodate the proposed bathroom

location would have a detrimental effect on the tree. It would most likely recover well from such pruning.

- Vicki believes all of the invasive camphor trees should be removed from the project space. Other WTB members felt that some camphor trees should remain since they provide shade.
- With the current plan, there is a net loss of parking spaces.
- Vicki questioned why the memorial is being moved. Chris let us know that long range planning wanted to move it for visibility.
- Along with the visibility plan, the plan is to replenish trees with long-lived trees to have a large diverse canopy.
- Cal Palmer is intended to be utilized more for the Town's use.
- Vicki wants to further the discussion of trees in the Main Lawn, within the 400' walking loop.

4. NEW BUSINESS

- **WTB Minutes of June 26, 2025 Meeting**

- Vicki made a motion to approve the minutes, with the exception of the updated date. The date should reflect the 26th of June NOT July.
- The keeping of the minutes on the website was discussed. The website is in the process of being updated and we might be able to potentially make changes to allow members and residents to better find WTB meeting minutes.

- **Financial Report**

- Pam was not in attendance.

- **Potential Agenda Items for Next Meeting**

- Vicki suggested talking about a mailer to Town residents.
- Vicki likes the idea of finishing the Tree Walk document and disseminating that to Town residents. This could be accomplished in an email blast.
- School house project.
- Getting information to those affected by the Bessie, Butler and the following phases of water line installation. Tonya believes there should be a process for sending this information to residents and a way for them to express concerns when trees are affected by the water project.

- Adding a plaque to the historic grove.

5. OTHER ITEMS FOR CONSIDERATION

- Frank is making a presentation to the Rotary Club next Tuesday. The presentation is being sent to us for review.

6. ADJOURN

- Meeting adjourned near the basketball court around 11:20am.

SITE FEATURES

- A

VETERANS MEMORIAL
- B

RELOCATED 9/11 WORLD TRADE CENTER MEMORIAL AND REFLECTION PLAZA
- C

CAL PALMER BUILDING AND GARDEN
- D

TOWN HALL PLAZA
- E

BIKE PARKING AREA
- F

REGULATION SIZE BASKETBALL COURT
- G

PROPOSED TOWN HALL RESTROOM
- H

MAIN CONNECTOR WALKWAY
- I

PERIMETER SIDEWALK
- J

NEW CROSSWALK ACCESS POINT
- K

MULTI-PURPOSE REINFORCED LAWN AREA
- L

DOUBLE DUMPSTER ENCLOSURE
- M

LIBRARY ENTRANCE EXPERIENCE
- N

MAIN LAWN
W/ 440 FOOT WALKING LOOP
- O

PERPETUALLY MAINTAINED TREE CANOPY
- P

EXISTING CROSSWALK
- Q

PROPOSED CROSSWALK
- R

RELOCATED CROSSWALK
TO ACCOMMODATE ROUNDABOUT
- S

REMOVABLE BOLLARDS
STYLE TO MATCH DECORATIVE LIGHT POLES
- T

REMOVABLE BOLLARDS + MOUNTABLE CURB
- U

OFF SITE PUBLIC PARKING
- V

TOWN OF WINDERMERE
ADMINISTRATION BUILDING
- W

WINDERMERE TOWN HALL
- X

WINDERMERE PUBLIC LIBRARY
- Y

RELOCATED PARKING ACCESS

PARKING (84 TOTAL PARKING SPACES)

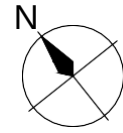
- 4

PARKING BAY - ACCESSIBLE
- 41

PARKING BAY - PAVED

TOWN SQUARE CONCEPTUAL MASSING





LSP-PLOT-CONCEPT1_TownSquare.dwg - 7/9/2025 4:54:12 PM

Windermere Tree Board - **DRAFT**

Meeting Minutes – June 26, 2025

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

The meeting was called to order with a quorum at 9:38am.

- Tree Board members Vicki Hearst, Pam Schrimsher, Olga Aleksandrova, and Frank Krens were present.
- Public Works Director/Assistant Town Manager Tonya Elliott-Moore participated.
- Town Council Liaison Brandi Haines participated via phone
- Historic Preservation Board member Hanna Ammar participated as requested

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

Windermere Resident Cillian Ammar Attended and expressed her appreciation for the work that the Tree Board does and expressed interest in joining.

3. OLD BUSINESS

a. Municipal Water Project, Potential Tree Impacts / Arborist Oversight Recommended by Council Member Haines – deferred to next meeting

b. Status and Discussion of Strategic Planning Actions Taken at June 9 Workshop

- **Tree Ordinance Exec Summary** – Olga said this is still in work. The ordinance has not yet been approved by Town Council.

- **Tree Survey Update / Plans / Ideas for Town Square** – After discussion, there was consensus not to take action with the current provider/owner of the survey product, but to make best use of the survey that we have in its existing state and engage Town arborist Jennifer Hitchcock to use it to help with detail assessment and planning regarding trees with initial focus on trees on Town Square.

Brandi said that approval of the plan for Town Square is on the Town Council agenda for July. There was discussion regarding the planned number, density, and location of new parking spaces and the potential impact on the trees. Vicki recommended that we all take a field trip during the next meeting and make notes of what we each consider parking spaces that would not adversely impact the trees.

- **Final Legacy Tree Giveaway Plans, Help Needed, Resident Response** – Vicki gave an update on plans for a final purchase and round of the Legacy Tree

Windermere Tree Board - DRAFT

Meeting Minutes – June 26, 2025

giveaway. Pam gave an update on coordination with those who have received Legacy trees and the status of providing and installing the plaques.

- WTB participation in Pocket Park Planning – Frank said that several committees and other Town stakeholders have expressed interest in this project, that it would be led or directed by Mayor Jim O'Brien and that stakeholders would receive an invitation from the mayor to participate.

- Schoolhouse Landscape Project Coordination with Historic Board – Frank referenced the concept provided by Town resident Stephen Withers and stated that Tree Board would like to pursue this project in cooperation with the Historic Preservation Board. Historic Preservation Board member Hanna Ammar agreed that this would be a good approach and that she would bring it up at their next meeting. Olga made a motion that Tree Board investigate feasibility of pursuing a combined project with the Historic Preservation Board to generate a concept and a plan to landscape the schoolhouse property in the next year or so. Pam seconded and the motion passed 4/0. There was consensus to include a field trip to the schoolhouse property in the next meeting agenda.

Tonya said that Kelly in Public Works noted that four of five of the young citrus trees show greening. Tonya said that she messaged Town arborist Jennifer and that she agreed that they need to be replaced with new citrus trees that are not susceptible to greening and will provide a quote.

c. Next Article for the Gazette (The Ordinance Exec Summary?) – the article may have to be deferred until after the ordinance is approved.

4. NEW BUSINESS

a. WTB Minutes of May 2025 Meeting (Attachment) – Pam made a motion to approve the May 25 meeting minutes, Vicki seconded and the motion passed 4/0.

b. Potential Items for Next Meeting

Schoolhouse property landscape project planning workshop and field trip

Town Square improvements plan, status, and field trip

Citrus grove greening and replanting plans

Legacy tree final giveaway status

Gazette article

4. OTHER ITEMS FOR CONSIDERATION

a. Financial Report - Pamela Schrimsher - deferred

Windermere Tree Board - **DRAFT**

Meeting Minutes – June 26, 2025

b. Date and time for next meeting - July 17, 9:15 am – The members agreed to work harder to avoid changes in meeting date/time.

6. ADJOURN – The meeting was adjourned at approximately 10:45am



WINDERMERE TREE BOARD

Chair: Frank Krens
Vice Chair: Vicki Hearst
Secretary: *Position open*
Treasurer: Pamela Schrimsher

Agenda

Joan Foglia
Olga Aleksandrova
Elena LaRochelle

Agenda

Council Liaison: Brandi Haines

August 21, 2025
9:15 AM

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WINDERMERE, FL 34786

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MINUTES FROM THE TREE BOARD MEETING AUG. 21, 2025

1. The meeting was called to order at 9:20 by Vice Chair, Vicki Hearst

In attendance were:

- Pam Schrimsher
- Olga Alesksandrova
- Elena LaRochelle.
- Town Council member Brandi Haines
- Public Works representative Peter Balgobin
- Town resident Laurie Bayles.

- WTB Secretary position is open. Bonnie DiCocco has resigned as a member

2. Open Forum – Laurie Bayles deferred her comments.

3. Old Business:

a. Legacy Tree Giveaway Update:

5 trees were not picked up at the 2nd tree giveaway. The people who requested the trees will be contacted and will need to arrange pick up with Peter Balgobin.

5 extra trees are available, 2 Long Leaf Pine, 2 Magnolias and 1 Live Oak.

Pam reported that she has been passing out plaques. Several people have not yet planted their trees and there are a few others that she is having trouble reaching.

Vicki reported that if the people who have asked for trees plant them, and we get the 6 trees planted at Palmer Park and the 2 at the Main Street Tennis Court, we should be close to the 100 trees.

1 to 2 new Legacy trees at Pocket Park, 50-gallon container size, would round things out if the time line works.

b. Citrus Grove update:

Jennifer and her team have planted the new citrus trees that we approved for the grove. The plastic pots that the trees were in were modified to be used as tree trunk protection for the new trees.

The dead oaks along 5th Ave and the grove have been removed.

c. Gazette Article – the next article should be about the Arbor Day tree giveaway. Need to find out the deadline.

d. Historic School House Landscape Renovation Project:

Pam reported that the renovation on the Historic School house grounds is our next major project, and it will take us into 2026. Her hope is that the project can begin in January or February. The project will need to be put out to bid with an additional maintenance contract.

Vicki commented that it cannot go out to bid until the scope of work is defined.

It was agreed that we should create a subcommittee to work on the project details.

Elana requested that we do a field trip to the site to have a better understanding of what needs to be done.

Pam asked Peter to put it on Tonya's calendar for a field trip and Zoom meetings.

e. Town Square Improvement Updates:

Vicki reported that Chris from Wade Trim gave an update at the Town Council meeting and reported that he had meet with Tree Board and would be working to incorporate our concerns into the next, more detailed conceptual plan.

Alena voiced concerns that we need to follow up during the design process.

Councilman Brandi Haines explained how the design process progresses through stages of approval before the Council makes its final approval.

Pam commented on the need to protect the existing trees along 6th Ave, and how a combination of golf cart parking and car parking needs to be more detailed in the next conceptual plan.

Vicki reported that the Town Council approved putting in the new bathrooms near the library and not next to Town Hall.

Councilman Brandi Haines pointed out that an updated tree survey of Town Square would be helpful in being able to guide tree board in recommendations for town square. Brandi asked if Jennifer the Arborist had been contracted to update the survey. Information was not available to answer her question.

4. New Business:

a. A motion was made by Pam to approve the WTB minutes of July 17, 2025 with corrections. The motion was seconded by Elana. Motion carried.

b. A new member application was received by Cillian Ammar.

Pam made a motion to Approve Cillian. Olga seconded the motion. Vote – approved by all

c. Financial Report:

Pam reported that our Budget for 2026 is \$15,000 which is less than the past years. She noted that we spend \$6,000 on the Arbor Day Tree Giveaway. That leaves us with \$9000 for the Historic School house renovation and other projects. We will need to partner with the Historic Board to make the project work.

d. Potential agenda items for September:

- Tree Board membership rules regarding, length of membership, attendance requirements, quorums, etc.
- Historic School House renovation and partnership with Historic committee
- Need a new club secretary – Alana will consider
- How are minutes processed?
- Legacy Tree Map – hard copies, social media, mailer?
- Arbor Day Tree Giveaway – tree Variety discussion

5. Other items for Consideration:

a. Date and time agreed to for September 25, 9:15 due to the Windermere Garden Club Flower Show taking place on September 18-19. Members in attendance agreed to this date.

b. Town resident Laurie Bayles made a comment that she would be interested in a Legacy Pine tree. She would like to provide input on tree selection for the giveaway. She would like to join the committee but her schedule would make it difficult. She would like to volunteer to help with the January tree giveaway.

c. Brandi pointed out that there is a copy of the Winter Garden Heritage tree walk map in our packets. Look at that for ideas to discuss next month for our Legacy tree map.

6. Meeting Adjourned:

At Vicki asked if there was any additional business. A motion was made by Pam to adjourn. Motion seconded by Alana. Motion carried. Meeting adjourned at 10:30

MAYOR
JIM O'BRIEN



TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

REC'D JUL 28 2025 614 MAIN STREET, WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

COMMITTEE MEMBER APPLICATION FORM

1. Name: Cillian Ammar Phone: 407-766-8740
2. Home Address: 315 W 2nd Ave Windermere, FL 34786
3. Business: / Business Phone: /
4. Business Address: /

5. Email: Cillianhammar @ proton.me

6. Brief Summary of Education and Experience:

I graduated from Olympia HS in 2019 as an NHS student w/a 4.8 GPA, and got a full-ride scholarship to Bard College, where I took courses like Engaged Citizenship, Dramatic theory, scientific literacy skills + critical thinking. Volunteer w/ the Historic Board, Tree Board (for Treebute) + Nehrling Gardens for several years.

7. Are you a U.S. Citizen? Yes ☒ No ☐

8. Are you a registered voter? Yes ☒ No ☐

9. Resident of the Town for 6 Months or longer? Yes ☒ No ☐

10. Do you hold public office? Yes ☐ No ☒

11. Are you employed by the Town? Yes ☐ No ☒

12. Do you now serve on a Town Board or Committee? Yes ☐ No ☒

13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board ☐ Development Review Board ☐
Downtown Business Committee ☐ Elders Committee ☐
Historical Preservation Committee ☐ Long Range Planning Committee ☐
Parks and Recreation Committee ☐ Windermere Tree Board ☒

14. Why do you think you are qualified to serve on this board?

I've lived in Windermere nearly all my life and was raised here. I love to be involved in local community, and as "The Next Generation" I look forward to being a younger voice that brings new perspectives. I have passion for activism, environmentalism, native biodiversity, community-building, and so on — and I would love to apply my knowledge + experience to benefit the Town.

*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT

Signature: Cillian Ammar Date: 07/07/2025

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323