

WINDERMERE TREE BOARD
Chair: TBD
Vice Chair: Vicki Hearst
Secretary: Elena LaRochelle
Treasurer: TBD
Olga Aleksandrova
Cillian Ammar
Joan Foglia
Frank Krens
Council Liaison: Brandi Haines

Agenda ***Agenda***

December 18, 2025
9:15 AM

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

PLEASE TURN OFF ALL CELL PHONES

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 procedings before the Town of Windermere Windermere Tree Board:

1. All electronic devices, including cell phones, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
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 proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

AGENDA

THE MEETING IS CALLED TO ORDER BY THE CHAIR

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

2. OLD BUSINESS

a. Ward Trail – review of plant material for final plan

b. Town tree survey – defer to February meeting with a tree walk

c. Arbor Day tree giveaway

i. Tree species

ii. Committee jobs

iii. Volunteers

iv. Signage for new location

d. Open officer position for co-chairman

e. Centennial tree list

3. NEW BUSINESS

a. MINUTES (Attachments)

i. Approve corrected minutes from October 13, 2025

ii. Approval of minutes from November 20, 2025

b. Right-of-way use agreement for tree planting on Town rights-of-way

4. OTHER ITEMS FOR CONSIDERATION

a. Consider cash donation to "The Lone Sailor Division" to recognize their continued assistance with the annual tree giveaway.

i. We have requested 10 volunteers for Tree Giveaway on 01/17/26 from 7:00 to 11:30 am

5. ADJOURN

Recommended
Tree Species List

urban forestry

cityofwinterpark.org/urbanforestry

CANOPY TREES

COMMON NAME	BOTANICAL NAME
Red maple	Acer rubrum
River birch (Duraheat)	Betula nigra
Sweetgum	Liquidambar styracifolia
Southern magnolia	Magnolia grandiflora
Live oak	Quercus virginiana
Blackgum	Nyssa sylvatica
Bald cypress	Taxodium distichum
Winged elm	Ulmus alata
Allee elm	Ulmus chinensis 'Allee'
Tulip poplar	Liriodendron tulipifera
Sugarberry	Celtis laevigata
Pink tabebuia	Tabebuia hetorphylla
Longleaf pine	Pinus palustris
Slash pine	Pinus elliotii
Southern red cedar	Juniperus virginiana

UNDERSTORY TREES

COMMON NAME	BOTANICAL NAME
Japanese blueberry	Eliocarpus decipiens
Dahoon holly	Ilex cassine
Yaupon holly	Ilex vomitoria
Weeping yaupon holly	Ilex vomitoria 'Pendula'
Eagleston holly	Ilex x attenuata 'Eagleston'
American holly	Ilex opaca
Crape myrtle	Lagerstroemia indica
Little Gem magnolia	Magnolia grandiflora 'Little Gem'
Bottlebrush	Callistemon citrinus
Weeping bottlebrush	Callistemon viminalis
Ligustrum	Ligustrum japonicum
Golden tabebuia	Tabebuia chrysotricha

PLEASE NOTE the following requirements for land development and tree removal permits

- **Canopy trees |** must be Florida grade #1 **|** minimum 3-inch in caliper @ planting
- **Understory trees |** must be Florida grade #1 **|** minimum 2-inch in caliper @ planting

Corrected: TREE BOARD MEETING MINUTES

October 13, 2025 – 9:15 AM

Administration Conference Room

1. CALL TO ORDER

The meeting was called to order by Chair Frank Krens at 9:31 AM.

In Attendance:
Pam Schrimsher, Elena LaRochelle, Vice Chair Vicki Hearst, Joan Foglia,
Council Liaison Brandi Haines,
Director of Public Works Tonya Elliott-Moore,
Residents: Leslie and Dennis Brabec, Laurie Bayles, and Tammy Crouch.

2. OPEN FORUM / PUBLIC COMMENT

Mr. and Mrs. Brabec inquired about their request to remove the Hickory tree near their property. Tonya Elliott-Moore will distribute the two arborist reports (dated October 9 and October 13) to Tree Board members for review.

3. OLD BUSINESS

a. Hickory Tree Discussion (Follow-Up from Open Forum)
Pam recommended acceptance of the arborist's findings.
Motion by Vicki Hearst to proceed with the Urban Tree Doctor's mitigation plan and include both arborist reports for review at the next meeting.
- Seconded by Pam Schrimsher.
- Motion carried unanimously.

b. Historic School House Landscape Renovation Project
Vicki reported that all areas have been marked and quotes were received from three contractors. Urban Tree Doctor will begin site cleanup shortly. A site walk will be scheduled following completion.

c. Tree Board Membership Rules
Frank received the applicable documents and will prepare recommended updates for the next meeting.

d. Legacy Tree Project
Pam provided updates on the planted Legacy Trees. Seven residents have not yet responded regarding their tree status. Joan will follow up with those residents.

e. Tree Giveaway Event
Vicki is coordinating with vendors and has requested three quotes. Updates will be presented at the next meeting.

f. Board Membership Update
New member Cillian is on this month's Town Council agenda for approval and will assist with incorporating Pam's contributions to the Legacy Tree project.

4. NEW BUSINESS

Motion by Joan Foglia to approve the minutes from the September 25, 2025 meeting.
- Seconded by Pam Schrimsher.
- Motion carried unanimously.

Frank recommended participation in Holiday Hoopla with a Tree Board display table.
Motion by Joan Foglia to authorize a table at Holiday Hoopla, approve up to $400 for decorations, and donate $200 to the event.
- Seconded by Vicki Hearst.
- Motion carried unanimously.

Resignations:
- Pam Schrimsher announced her resignation effective immediately.
- Frank Krens announced his intent to resign as Chair but will remain a member. The Board will discuss Chair nominations at the next meeting.

5. OTHER ITEMS FOR CONSIDERATION

The next meeting is scheduled for November 20, 2025, at 9:15 AM.

6. ADJOURN

Motion by Frank Krens to adjourn.
- Seconded by Vicki Hearst.
- Motion carried unanimously.
Meeting adjourned at 10:52 AM.

TREE BOARD MEETING MINUTES

November 20, 2025 – 9:15 AM

Administration Conference Room

1. CALL TO ORDER

The meeting was called to order by Vice Chair Vicki Hearst at 9:24 AM.

In Attendance:
Elena LaRochelle, Chair Frank Krens, Vice Chair Vicki Hearst, Joan Foglia, Cillian Ammar,
Council Liaison: Brandi Haines
Staff Liaison: Assistant Town Manager - Public Works: Tonya Elliott-Moore
Residents: Leslie and Dennis Brabec

2. OPEN FORUM / PUBLIC COMMENT

Public comment was deferred to later in the meeting.

3. OLD BUSINESS

a. Review of Tree Survey – Urban Tree Doctor (Jennifer Hitchcock)
Jennifer Hitchcock provided an overview of the Town Square tree survey and memo documenting tree conditions. She will attend the December 18, 2025 Tree Board meeting to walk the site with members and determine next steps.

b. Arborist Reports – 520 Ridgewood Avenue
- The Hickory tree at this location is scheduled for removal next week.
- Jennifer (Urban Tree Doctor) recommended replacement with a Live Oak.
- A 30-gallon Live Oak is available for planting. Tonya Elliott-Moore will notify the Brabecs.

c. Ward Trail Landscaping and Tree Plan Review
The Tree Board and Nora Abbott, PLA (Kimley-Horn), reviewed plans and recommended the following:
- Retain Tree #83.
- Install rebar around Tree #87's critical zone.
- Add trees near the Pines area for neighbor buffering.
- Add colorful, drought-tolerant species.
- Adjust plant beds to maintain at least a 1-foot mulch buffer.
- Replace Cypress trees with Pines near the Butler Blvd. crosswalk.
- Add Simpson's Stoppers and simplify landscape beds.

Updated plans will be provided by December 10 for inclusion in the December 18 packet.

4. NEW BUSINESS

a. Motion by Joan Foglia to approve the previous minutes with corrections:
- Add Dennis Brabec as attending
- Correct spelling of Tammy Crouch
Seconded by Frank; motion carried unanimously.

b. Election of Officers:
- Motion by Elena LaRochelle to nominate Vicki Hearst as Chair. Seconded by Frank; motion carried unanimously.
- Discussion of the Vice Chair position deferred.
- Motion by Elena LaRochelle to nominate Joan Foglia as Treasurer. Seconded by Frank; motion carried unanimously.

5. OTHER ITEMS FOR CONSIDERATION

Tree Giveaway – Tonya will explore engaging contractors who provide landscape and tree services for the Florida Department of Transportation to determine whether the Town can piggyback on an existing FDOT vendor contract for tree sourcing. Vicki will provide Tonya with the vendor list for outreach.

Next meeting: December 18, 2025 at 9:15 AM.

6. ADJOURN

Motion by Frank Krens to adjourn. Seconded by Joan Foglia. Motion carried unanimously.

Meeting adjourned at 11:45 AM.