

## **Landscape Committee Meeting Minutes**

**Meeting Date: January 13, 2022**

**Committee Attendees:** Chuck McKinney (Board Liaison), Connie Milne (Chair), Forrest Chappell, Paul Limauro, Roe Bimbi, Judy Laster, Bonnie Kissell

**Absent:** Jim Blohm

### **Meeting Notes:**

1. Jason Martin from US Lawns joined to review the start up plan for the 2022 spring season. He reported:
  - a. Spring flower plantings will be adjusted for better, more consistent placement and growth
  - b. Fertilization and pre-emergent treatments are new chemicals. Treatments will be scheduled in late winter/early spring. A new ride-on chemical machine has been purchased for better coverage and faster application.
  - c. Mulch will be applied by hand in all areas. No blowing of mulch will be used this year. The application is more consistent when applied by hand.
  - d. Labor and material costs are all escalating. They continue to work toward efficiencies such as the chemical treatment described above.
  - e. Shrubs, grasses, and rose bushes will be trimmed back in early spring.
  - f. US Lawns is aware of the continued pooling of water on the DeFord property. They feel they have exhausted the use of additional soil and grading to resolve the problem. An additional drain in the wet area by the street is recommended. It would connect to the drain in the center of the property. A plan and estimate will be provided.
2. Meeting Minutes from 9/29/21 were approved (Chuck motioned, Bonnie Seconded).
3. 2022 Landscape Contract
  - a. When the BOD approved the contract in January of 2021, they voted to revise the contract to a 1-year term with no financial restrictions on subsequent renewals. The original contract submitted to the Board by the Landscape Committee was for a 2-year term with a cap of 3% at the time of renewal.
  - b. The Committee as a whole was not informed of the above change so the need to execute a new contract was not anticipated in the fall of 2021. Chuck, Connie, and Associa (Brett) worked with US Lawns to finalize a new contract that met our 2022 budget plan for the expected

3% increase. That contract was sent to the Board for vote at the January 2022 meeting.

4. Main Entrance and West Neck Road Improvement

- a. Per a memo from the VA Beach Project Manager as of 10/17/21:

*The acquisition of the required properties was completed on October 5<sup>th</sup>. Dominion Energy will be relocating their facilities beginning October 25<sup>th</sup>. The construction documents and plans are being finalized and are scheduled to be completed by November 15<sup>th</sup>. The Project Award date for the selection of a Contractor is January 7, 2022. The Contractor's Notice to Proceed with construction is scheduled for February 18, 2022.*

- b. Based on the road project and the impact on the area along the main entrance of our community, we will delay the re-landscaping of our main entrance until completion of the project.

5. Irrigation Update

- a. Chuck is finalizing the scope of work for irrigation throughout the remainder of the community's public space. He will have this finalized for our meeting in February for the Committee to review. Once the Committee approves, we will submit it to vendors for quote.
- b. This will represent a significant investment in 2022 which has been planned.

6. Pond Fountains

- a. Chuck is working on the scope of work for 3 fountains (two at main entrance and one at Rosecrest). The intent is to provide a framework for all 3 vendors to provide equivalent proposals for purpose of comparison. Chuck will have that document available for Committee review at the February meeting.

7. Recreation Committee

- a. The survey deadline is 1/17/22. An update will be provided at the Board meeting on 1/19/22.

8. Spring Projects and Priorities

- a. The Committee discussed the following Priorities for 2022:
- i. Main Entrance: On hold (see notes above)
  - ii. Village Monument Redesign:
    1. Plantings in the monument areas are diseased and in need of renovation.
    2. We agreed to start with Emerson Spring and request designs/quotes from several vendors. Emerson Spring will be a beta site for the remaining village entrances.

3. We will, once again, request that the City of VB remove the two trees in the ES island. The root system is damaging the other plants and the shade is also preventing growth. Additionally, the trees are an obstacle for large vehicles entering that Village.
4. Once Emerson Spring is approved and completed, we will move that landscape design to the other village entrances, the back entrance, and the traffic circle.

9. Next Meeting: Thursday, February 17 at 1:30pm

**Open Action Items:**

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
Finalize scope of work for fountain proposals (Rosecrest and 2 main entrance)	Chuck	2/17/22	Scope of work will be reviewed at the 2/17/22 meeting
RFP for Irrigation proposals	Chuck	2/17/22	RFP will be available for Committee review at the 2/17/22 meeting
Request City of VB remove 2 trees in ES island.	Connie/Brett	2/17/22	Request submitted to City on 1/14/22
Provide plan and estimate for remaining water pooling on DeFord property	US Lawns (Jason Martin)	2/17/22	Request for proposal submitted to US Lawns.
Repair sidewalk hazards	Paul	12/31/22	In progress
Sidewalk Drainage	Committee		City no longer has resources. Identify alternate solutions
Research pond maintenance companies	Forrest/Chuck		1 bid received

## Closed/Complete Action Items

Description	Owner(s)	Target Date	Notes/Status
Make all Landscape Committee materials available to the WN community through the resident website	Connie/George	6/5/20	Complete
Submit Irrigation and Re-Landscape RFPs to Board for review and approval	Chuck	6/8/20	Complete
Obtain previous landscape RFPs and responses from Associa	Connie	6/5/20	Complete
Rosecrest Pond contract. Confirm renewal.	Chuck and Aquatic Resources, Steve Weekly 757-375-9086	6/2/20	Complete
Provide update to residents via eNews	Chuck	7/15/20	Connie is providing eNews updates
Send letter to Board regarding landscape contract non-performance	HOA Board/Chuck	7/30/20	Complete -Letter sent
Park Bench Painting.	Chuck	8/31/20	Complete – 4 benches painted
Meet with George to review 2021 landscape budget	Chuck	8/18/20	
RFP for 2021 Landscape contract	Chuck/Board/Brett	8/31/20	RFP has been prepared and sent to Community Group.
Monitor incomplete tasks – landscape vendor	Chuck	Ongoing	Vendor management ongoing
Obtain irrigation schematics	Chuck	10/30/20	Cancelled
Obtain assistance from WC Capital to repair existing pump stations.	Chuck	11/15/20	No response from WCC.
Tree replacements	Debra	11/20	Complete
Schedule meetings with landscape contractors	Chuck	11/19/20	Meetings held on 11/20
Submit DeFord quote to Board	Chuck	3/15/21	For 3/17 Board Meeting agenda
Tree Pruning	Paul	5/31/21	City completed large loop in ES and crepe myrtles on Cadence.
Obtain quotes for	Sub-Committee	05/01/21	Quotes received

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
sidewalk extension from VH to WN Rd	(Forrest, Jim, Roe, Bonnie)		
Sidewalk, curbs, and street center islands - cleaning.	Associa	4/30/21	Cleaned on 5/27
Finalize irrigation proposals	Chuck	6/30/21	CIS and Beach proposals received
Submit irrigation quotes to board	Chuck	6/30/21	Emailed both quotes to Hugh
Pursue cost of additional mowing	Chuck/Connie	6/30/21	Quote received
Schedule meeting to develop RFP for main entrance landscape redesign	Connie	7/30/21	Connie, Roe, Bonnie
Determine leeway for finances without Board approval	Connie	7/30/21	Under \$1K - Brett \$1K – \$2K – Hugh Over \$2K – Board with 2+ bids
Submit Rosecrest pond quote for grass & weed removal to board for approval	Chuck	6/30/21	Received 6/21 from US Lawns Hugh Approved and work completed
Obtain bids for tree removal behind Rosecrest pond and main entrance pond	Forrest	8/31/21	Cancel. City indicates this is not required.
Research landscape design firms for Main Entrance RFP	Judy and Paul	8/26/21	
Obtain quote from Tree Works for removal of tree in pool area	Chuck	8/26/21	
Replace no trespassing sign, if required	Connie	7/30/21	Waiting for response from Brett (Associa)
Submit quotes for removal of roses at main entrance to Brett for Board approval	Connie	7/30/21	Two bids received. Over \$2K so Board needs to approve
Obtain second quote from Alex for Hawthorn replacement in pool area	Chuck	8/1/21	
Request revised quote for shrub replacement at VH	Connie	8/1/21	Email to Jason on 7/26
Send quote from USL to Brett (Hugh) for ligustrums at Rosecrest Pond	Chuck	9/1/21	
Finalize quote for	Chuck	9/1/21	

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
crisis management of main entrance pond and submit to Hugh for approval.			
Submit 2022 budget plan to Board	Chuck	9/1/21	