

Landscape Committee Meeting Minutes

Meeting Date: October 04, 2022

Committee Attendees: Chuck McKinney (Board Liaison), Connie Milne (Chair), Forrest Chappell, Paul Limauro, Roe Bimbi, Jim Blohm

Absent: Bonnie Kissell, Pat Perkins, Melony Mack

Meeting Notes:

1. Meeting Minutes from 9/13 were approved. Chuck made the motion and Jim seconded.
2. Pond and Fountain Maintenance Contracts
 - a. Solitude included service twice a month. We feel 1 visit a month is sufficient. Connie will contact Kim at Solitude to request revision. Pricing between the two vendors should be similar once this revision is made.
3. US Lawns
 - a. Connie and Chuck met with Jason Martin earlier in the day to review upcoming projects.
 - b. Jason agreed to the following:
 - i. Clean up of the forested area at the main entrance will be completed at no additional cost. It will be scheduled after the azalea blooming season.
 - ii. A quote will be provided to refurbish the shrubs in the traffic circle to include removal of the dolphin.
 - iii. A quote will be provided for replacement shrubs in the pool area.
 - iv. A quote will be provided for 2 cone shaped mature holly bushes (4-5 feet) to be planted along the wing walls at the main entrance.
 - v. Spring flowers are due to arrive in mid October. They will be planted shortly after. Connie provided instructions for plant locations.
4. Irrigation Update
 - a. Chuck is still waiting for legal counsel to rule on access to pond water.
 - b. Chuck will contact two vendors to request proposals for completion of two to three additional irrigation zones using wells. Proposals will include a source of power, a meter, a control box, drilling of the wells (estimated 120 foot depth), and permits.

5. DeFord
 - a. Chuck will address the drainage concern with the Board at the November meeting. The Committee requests Board approval to cancel any additional drainage installation at this time.

6. Landscape Maintenance Contract 2023
 - a. Brett issued a letter of non-renewal to US Lawn to prevent automatic renewal while we consider other vendors in response to the RFP.
 - b. We have received 4 (four) responses to the RFP: Basnight, US Lawns, Brightview, and James River.
 - c. Vendor meetings will be scheduled in late October.

7. Sidewalks and Trees
 - a. All trip hazards in each of the Villages have been identified and reported to the City.
 - b. The City completed trimming trees in The Grove and continues to schedule areas that have been reported as issues.

8. 2023 Budget
 - a. The Committee approved the forecast and Connie will send it to the Board for inclusion in the 2023 budget plan.

9. Landscape Committee Charter
 - a. Although we do not have a signed copy, our charter was approved by email vote during COVID. Brett will ask legal counsel for advice on finalizing the signed copy.

10. Next Meeting: Tuesday, November 8th at 1:30pm

Open Action Items:

Description	Owner(s)	Target Date	Notes/Status
Irrigation, Second Phase	Chuck	10/31/22	Obtain two proposals for irrigation wells and supporting infrastructure
DeFord Property – drainage issues	Chuck	11/1/22	Add to Board Agenda for November. Approve request for no further drainage at this time.
Contact SOS for additional drainage trenches	Connie	10/31/22	Email sent to Jeff

Description	Owner(s)	Target Date	Notes/Status
Ask Solitude to change pond contract to 1 visit per month	Connie	10/18/22	Email sent to Kim
Prepare comparison of landscape proposals	Paul	10/18/22	
Schedule meetings with landscape vendors	Connie	10/18/22	
Repair sidewalk hazards	Paul	12/31/22	In progress
Re-Landscape Main Entrance		Hold - Spring 2023	On hold due to WN Rd expansion project

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.

Description	Owner(s)	Target Date	Notes/Status
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 sidewalk extension from VH to WN Rd	Sub-Committee (Forrest, Jim, Roe, Bonnie)	05/01/21	Quotes received
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	Connie	7/30/21	Waiting for response

Description	Owner(s)	Target Date	Notes/Status
trespassing sign, if required			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 crisis management of main entrance pond and submit to Hugh for approval.	Chuck	9/1/21	
Submit 2022 budget plan to Board	Chuck	9/1/21	
Research pond maintenance companies	Forrest/Chuck		Contract signed 2/1/21
Finalize scope of work for fountain proposals (Rosecrest and 2 main entrance)	Paul/Forrest	3/17/22	Proposals finalized and provided to Committee for review
2 trees in ES island	Connie/Brett	2/17/22	Request submitted to City on 1/14/22 to remove trees. Request Denied
Proposals for three fountain	Chuck/Forrest	6/1/22	All 3 proposals have been received
Sidewalk extension at main entrance	John, Forrest, Paul & Tom Luckman	5/1/22	Requesting City of VA Beach complete this project at the time of the WN Road project.
Replace tree in traffic circle	Connie/Brett		Installed
Obtain status of proposals from USL and James River for monument designs	Conne		Both have been contacted. JR due back on 6/3.
Landscape Re-design for monument areas	Bonnie, Roe, Connie, Jim	7/1/22	Proposals received and recommendation made to the Board
Sidewalk Drainage	Committee	7/1/22	Steadman Outdoor completed the 5 channels along

Description	Owner(s)	Target Date	Notes/Status
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Send Monument proposals to Board		7/10/22	Sent to Brett for August Board Meeting
Send Fountain Proposals to the Bo		7/10/22	Sent to Brett for August Board Meeting
Contact Solitude to separate pond and fountain maintenance	Connie	8/9/22	
Publish membership drive eNews article	Connie	8/9/22	
RFP for 2023 Landscape Services	Committee	8/17/22	RFP approved and submitted to six vendors.
Finalize Landscape Committee Charter	Connie/Brett	10/31/22	Brett is researching
Complete pond and fountain service contract comparison and send to Committee	Connie	9/20/22	Sent to Committee
Quotes for Azalea Garden/Forest area at Main Entrance	Connie	10/30/22	Complete walkthroughs and Obtain quotes from James River and USL
Request Brett send non-renewal letter to USL	Connie	9/21/22	Email sent to Brett
Follow-up with vendors for 2023 landscape proposals due by 10/1	Connie/Brett	9/20/22	Connie emailed Brett to follow-up with all vendors.
Update Member Contact List	Connie	9/30/22	In progress
Finalize 2023 Budget	Connie/Chuck	10/11/22	Budget reviewed with Committee on 9/13. Updated and sent to Committee. Finalize at 10/11 mtg.