

Landscape Committee Meeting Minutes

Meeting Date: December 13, 2022

Committee Attendees: Chuck McKinney (Board Liaison), Connie Milne (Chair), Forrest Chappell, Paul Limauro, Jim Blohm, Pat Perkins, Melony Mack, Bonnie Kissell

Absent:

Meeting Notes:

1. Meeting Minutes from 11/18 were approved. Chuck made the motion and Paul seconded.
2. Updates
 - a. 2023 Budget items have been approved and budgeted.
 - b. The Board voted that no additional drainage is required in the DeFord property at this time.
 - c. 5 additional sidewalk drainage channels have been installed.
3. Fountain Installations
 - a. All 3 fountains have been installed and are operating on timers
 - b. Fountains run morning to late evening and lights come on at dusk.
4. Pond and Fountain Maintenance Contracts
 - a. The Committee reviewed 2 contracts for pond maintenance and voted to select Solitude for the contract.
 - b. The Committee selects Solitude to maintain the fountains at least for 1 calendar year following the installations.
 - c. Connie will send the contracts to the Board for the January Board meeting.
 - d. The existing contract on the pond behind Rosecrest expires in March.
5. Security Cabinets for electric and control panels
 - a. We need to secure the electric panels and irrigation control panel. Connie will reach out to Brett and Marc Tefft to obtain quotes.
6. Landscape Projects
 - a. Remove wax myrtles between DeFord and the Village Hall. We have two quotes. Connie will send to the Board for the January meeting.
 - b. Replace shrubs in the pool area. USL working on quote.
 - c. Remove diseased roses in front of the Village Hall. USL and SOS quotes are in progress.

7. Irrigation Update

- a. Chuck is still waiting for legal counsel to rule on access to pond water.
- b. Chuck has not yet been able to connect with Alex to trace the wires which is a prerequisite to determining the scope of future phases.
- c. The winter 2023 goal is to interview Marc Tefft and create a scope document and installation plan. Connie will schedule a meeting with Marc.

8. Traffic Circle Redesign

- a. Create a brief requirements document for vendors
- b. Identify vendors: The Committee agreed to request proposals from USL, Ashton, and James River.
- c. Discuss options for the center focal point to replace the dolphin.
 - i. Jim reviewed some of the wind sculptures proposed by the Marketing Committee. Connie will forward additional samples via email. The Committee would like to explore art sculpture from local artists. Jim will work with the Marketing Committee and will take the lead on providing options to our committee.
 - ii. Evergreen Tree/Shrub: Include in requirements doc for vendor proposals.
 - iii. Fountain: requires water and power which are currently not available in that area. The irrigation project may provide an opportunity for both.
 - iv. Sub Committee: Connie requested volunteers to work on the requirements and to meet with vendors regarding designs.
 - 1. Connie, Pat, Bonnie, and Jim. Jim will focus on the sculpture option as noted above.

9. Next Meeting: Tuesday, February 21st at 1:30pm

Open Action Items:

Description	Owner(s)	Target Date	Notes/Status
Irrigation, Second Phase	Connie	12/31/22	Meet with Marc Tefft to review requirements.
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	

Description	Owner(s)	Target Date	Notes/Status
Repair sidewalk hazards	Paul	12/31/23	In progress
Submit items to the Board for January mtg	Connie		Pond/Fountain Maintenance. Irrigation phases and water issue. Removal of wax myrtles.
Obtain quotes for Security boxes for power panels for	Connie	2/28/23	Contact Brett and Marc Tefft
Research local artists for traffic circle project	Jim	3/31/23	
Create requirements doc for traffic circle project	Connie	2/28/23	Review with Committee and send to vendors.
Contact vendors for traffic circle proposals			Pending requirements
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

Description	Owner(s)	Target Date	Notes/Status
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 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	Judy and Paul	8/26/21	

Description	Owner(s)	Target Date	Notes/Status
design firms for Main Entrance RFP			
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 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	Conne		Both have been contacted. JR due back on 6/3.

Description	Owner(s)	Target Date	Notes/Status
monument designs			
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 Cadence and Legendary
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.
DeFord Property – drainage issues	Chuck	11/1/22	Board voted that no additional drainage is required at this time.
Contact SOS for additional drainage trenches	Connie	10/31/22	Complete

