

## **Landscape Committee Meeting Minutes**

**Meeting Date: February 17, 2022**

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

**Absent:** N/A

### **Meeting Notes:**

1. Committee Membership
  - a. The Committee welcomes John Shumate as a new member
  - b. Judy Laster notified the committee that she will be leaving the WN community this Spring. We wish Judy the best and thank her for her service.
2. Meeting Minutes from 01/13/22 were approved (Chuck motioned, Forrest Seconded). All members voted approval.
3. Recreation Committee
  - a. Connie attended the Recreation Committee Meeting on 2/15/22. Survey Results were reviewed during the meeting which Connie shared as follows:
    - i. 437 surveys were received
    - ii. 80% of surveys returned voted to support the development of the land for recreation purposes
    - iii. The most popular supported activity was pickleball/tennis which would most likely be placed on the property to the left of Signature Drive at the traffic circle.
4. US Lawns
  - a. The Board voted to approve the US Lawn 1-year contract for calendar year 2022 at the January 2022 meeting. The contract includes irrigation maintenance. We will need to begin the RFP process this summer for landscape service in 2023.
  - b. DeFord Property:
    - i. US Lawns has provided a quote for approximately \$5000 for additional drainage to the main drain at the center of the property.
    - ii. Gary Evans Construction was contacted to evaluate the current state of the property and provide recommendations:
      1. Perform transom test around the perimeter to determine low and not enough ground exposure. Connie will ask Gary for a quote to do the transom test.

2. Verify main drain is functional (no cover on the drain) as it may be full of debris. Also confirm it is the correct size for that property.
3. Connie and Chuck will escalate within US Lawns due to drain cover, drainage issues once the transom test is complete.

#### 5. Irrigation Project

- a. Chuck reported that we have encountered an issue with our water source for the remaining community irrigation. Our plan calls for our water source to be pond water. Apparently, use of the water from the ponds on the golf course may be an issue. Legal is researching.
- b. The alternate water source would be drilling wells which would be more costly. This option may need to be pursued if pond water is no longer an option.

#### 6. Pond Fountains

- a. Chuck began the process of creating an RFP with the goal of receiving equivalent proposals from all three vendors.
- b. Paul and Forrest will expand the RFP to make sure all technical components are included and well defined. Their document will be available for review at our next meeting.
- c. We may opt to begin with 1 fountain purchase at the main entrance, depending on cost considerations for purchase of multiple fountains.

#### 7. Sidewalk Extension at Main Entrance

- a. At the January meeting the Board requested that the Landscape Committee re-visit the sidewalk extension project due to the safety issues with residents walking and biking out of the main entrance on the street. The Board also asked Tom Luckman to contact the City to ask for financial support. The two sidewalks being joined are owned and maintained by the City.
- b. In spring of 2021 Forrest researched the cost of the extension with vendors. Estimates were in the \$75,000-\$90,000 range. Only one vendor was able to complete the entire project without additional subcontractors. The scope include preparing the land, tree and shrub removal, and materials for the walkway.
- c. John and Forrest will work on the cost estimate for the Board.

#### 8. Monument Landscape Project

- a. A request was sent to the City for removal of the two trees in the island at Emerson Spring. No response as of yet
- b. New Landscape Design: Bonnie, Roe, Connie, and Jim will team up to develop a landscape plan for the monument areas. Judy will

contact several resources. It was suggested that we target small private landscapers who may be more open to design planning without large up-front fees. Materials used should be low evergreen shrubs, grasses, and perennials with a smaller space for annual flowers. All should be heat and draught tolerant. (ES has more shade than other areas.)

9. New Business

- a. RFP for 2023 landscape services. Begin process in early summer.

10. Next Meeting: Thursday, March 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)	Paul/Forrest	2/17/22	Scope of work will be reviewed at the 2/17/22 meeting
Irrigation, Second Phase	Chuck	3/17/22	Finalize source of water and develop plan.
Estimate for sidewalk extension at main entrance	John/Forrest	3/16/22	Define scope and cost estimate per request from Board
2 trees in ES island	Connie/Brett	2/17/22	Request submitted to City on 1/14/22 to remove trees.
DeFord Property – drainage issues	US Lawns Gary Evans Connie/Chuck	3/17/22	Quote Received from US Lawns Gary Evans transom test Escalation with USL
Repair sidewalk hazards	Paul	12/31/22	In progress
Sidewalk Drainage	Committee	Hold	City no longer has resources. Identify alternate solutions
Develop landscape design for monument areas	Bonnie, Roe, Connie, Jim	5/1/22	Identify vendors and define requirements
RFP for 2023 Landscape Services	Committee	7/1/22	Define vendors and submit RFP in early Fall

## 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.

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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 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	

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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