

Landscape Committee Meeting Minutes

Meeting Date: February 21, 2023

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

Absent: Bonnie Kissell

Meeting Notes:

1. Meeting Minutes from 12/13 were approved. Chuck made the motion and Jim seconded.
2. Committee Membership
 - a. Roe has relocated out of the area so we are down 1 member. The Committee agreed that we have sufficient membership based on the priorities for 2023 so we will not pursue additional membership(s) at this time.
3. Priorities for 2023 (per budget submitted for 2023)
 - a. Traffic Circle Refurbishment
 - b. Additional Irrigation Phase(s)
 - c. Pool and Clubhouse Refurbishment
4. Pond and Fountain Maintenance Contracts
 - a. At the January Board Meeting the Board voted to begin the maintenance contract with Solitude as of April 1 with one visit per month. The existing contract on the pond behind Rosecrest expires in March.
5. Sidewalks and Trees (Paul)
 - a. Paul reported that the comprehensive list of sidewalk issues has been received by the City representative. We are hopeful that work will begin soon.
 - b. Paul and Jim marked sidewalk trip hazards on Wilderness due to a resident who fell on Wilderness recently.
 - c. Blue Lake and Carrollton trees have been trimmed as requested.
6. Security Cabinets for electric and control panels (Chuck)
 - a. Chuck reported that he was unable to connect with Tom Kelley from Associa. Connie had asked Chuck to take this task due to a health issue. Marc Tefft has not yet responded to the request for pricing.

- b. Chuck stated that he feels the only area needing a security box is the equipment in front of the large pond on the right at the main entrance.
- c. Connie will follow-up with Tom and Marc. (Note: Connie followed up with Tom and Marc after the 2/21 meeting. Meetings are scheduled with Tom and Marc at the VH on 2/27/23. Chuck and Connie will attend.)

7. Landscape Projects

- a. Wax Myrtles: USL will remove the wax myrtles in front of the Village Hall as soon as the ground is dry enough for the heavy equipment that will be used for the project. The area will be seeded once the shrubs are removed. The cost was approved at the January 2023 meeting.
- b. Replace shrubs in the pool area:
 - i. Connie has received two quotes. One from Jeff Steadman from SOS and one from US Lawns. Connie has asked USL to revise their quote with a change in materials. The quotes need to be finalized in early March in order to be submitted to the Board in March and have the work completed prior to the pool opening in April of 2023.
- c. Traffic Circle:
 - i. Connie completed the requirements document and asked for feedback from the Committee. We will update the comment on the focal point and add a comment to encourage a relaxing and inviting park setting.
 - ii. Vendors: The list of vendors was expanded to include SOS. So the current vendor list is USL, SOS, Ashton, and James River.
 - iii. Focal Point:
 - 1. Options are a large shrub or tree, artwork, or a fountain. The Committee agreed that a fountain would be the most attractive option, however, cost is a major consideration. Artwork will likely be expensive and controversial due to varying perspectives among residents. (Note: Following the meeting Connie followed up with Solitude to obtain some preliminary pricing for a fountain. Kim will be on sight on 2/27 to review the area and begin the proposal.)
 - iv. Subcommittee (Connie, Bonnie, Pat, Jim):
 - 1. Connie will identify some dates and times for vendor meetings to discuss the requirements and review the site.
 - 2. Connie will contact the four vendors above to request proposals. The requirements document will be provided to each.
 - 3. The timeline needs to allow for a fall 2023 installation. Therefore, this process needs to begin immediately:
 - a. Request, review and finalize proposals
 - b. Committee review and vote

- c. Submission of at least two quotes to the Board for approval (Board meets in May, July, September)
 - d. Scheduling of work.
4. Budget:
- a. The 2023 budget submitted to the Board included an estimate of \$25,000 for this project.

8. Irrigation Update

- a. Connie met with Marc Tefft on December 15th following our Committee meeting on 12/13. Following the meeting Marc located the irrigation boxes. He then provided a quote to trace the lines from those boxes. The quote was approved and Marc completed that work. Based on the zones he identified, a plan was assembled for 3 additional phases in order to complete irrigation in the community.
 - i. Phases are Traffic Circle/Wilderness, Legendary, Cadence
- b. Marc provided notes on the three phases and Connie created a “Future Phases” document which was shared with the Committee. The document was also provided to the Board at the January 2023 Board meeting for feedback. The Board voted to move forward with the Traffic Circle and Wilderness as Phase 2. Other phases are on hold for now.
- c. The proposal from CIS for Phase Two was finalized after review by Chuck and Connie and submitted to the Board for the March meeting.
 - i. Chuck stated in the meeting that he believes the Board may have an issue with the cost of this phase due to the limited expansion of irrigation (Traffic Circle and Wilderness) and other large expenses such as the pickleball courts which are on the horizon. (Note: Following the meeting Connie followed up with Marc Tefft and a meeting has been scheduled for 2/27 at 10AM at the VH which Chuck and Connie will attend. We will discuss the best strategy for presenting the proposal to the Board and why this is the best approach to achieve irrigation in the traffic circle. Marc also agreed to attend the 3/15 Board meeting to help respond to questions from the Board.)

9. Next Meeting: Tuesday, March 7th at 1:30pm

Open Action Items:

Description	Owner(s)	Target Date	Notes/Status
Repair sidewalk hazards	Paul	12/31/23	In progress
Finalize pool area quote from USL and submit 2 proposals to	Connie/Jason		In progress

Description	Owner(s)	Target Date	Notes/Status
the Board for March mtg			
Obtain quotes for Security boxes for power panels for	Connie/Chuck	3/31/23	Contact Brett and Marc Tefft
Research local artists for traffic circle project	Jim	3/31/23	
Contact vendors for traffic circle proposals	Connie	3/31/23	Pending requirements
Obtain pricing for fountain in the traffic circle	Connie/Subcommittee	3/31/23	Kim contacted and initial meeting scheduled
Prepare for March Board Meeting respective to irrigation phase 2	Chuck/Connie		Meeting scheduled with Marc Tefft
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.

Description	Owner(s)	Target Date	Notes/Status
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 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

Description	Owner(s)	Target Date	Notes/Status
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 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.

Description	Owner(s)	Target Date	Notes/Status
Contact SOS for additional drainage trenches	Connie	10/31/22	Complete
Prepare comparison of landscape proposals	Paul	10/18/22	
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
Submit items to the Board for January mtg	Connie		Pond/Fountain Maintenance. Irrigation phases and water issue. Removal of wax myrtles.
Create requirements doc for traffic circle project	Connie	2/28/23	Review with Committee and send to vendors.