

## **Landscape Committee Meeting Minutes**

**Meeting Date: March 17, 2022**

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

**Absent:** John Shumate (resigned from committee)

### **Meeting Notes:**

1. Committee Membership
  - a. John Shumate has resigned as a member of the Committee, effective immediately
  - b. Judy Laster will be relocating early this spring.
  - c. An eNews article will be published to request new members.
2. Meeting Minutes from 02/17/22 were approved (Chuck motioned, Paul Seconded). All members voted approval.
3. US Lawns
  - a. DeFord Property:
    - i. We have two items pending with US Lawns: A secure drain cover on the center drain and the drilling of one remaining stump. We have requested a planned completion date on both.
    - ii. We received approval to move forward with the transom test quoted by Gary Evans. This is being scheduled for completion.
4. Irrigation Project
  - a. We are still awaiting legal counsel on the use of water from ponds located on golf course property.
  - b. We agreed to proceed with quotes for the drilling of three (3) wells to support the remaining irrigation needs for community property as an alternative to pond water. Connie will request vendor information from Brett so we can proceed with requests for proposal.
5. Pond Fountains
  - a. Forrest and Paul finalized the pond fountain proposal (three fountains) and provided it to the Committee for review. Several revisions were requested which will be completed and circulated back to the Committee for approval. Once approved, we will submit the RFP to the 3 vendors for quote.
6. Sidewalk Extension at Main Entrance

- a. Paul, John, Chuck, and Forrest met with Tom Luckman on March 10<sup>th</sup> to coordinate plans for follow-up:
  - i. It was agreed that the Landscape Committee would provide drawings of the proposed sidewalk extension which has been completed.
  - ii. Tom Luckman will follow-up with his contacts within the City of VA Beach in writing, requesting that they complete the sidewalk extension as part of the WN Road project. This activity was previously approved by the Board.
  - iii. Paul met with Maurice Wellington, the City Planner, and reviewed the need for the sidewalk extension from 5280 Signature Drive to meet the new sidewalk and bike path planned for West Neck Rd. The City Planner has reached out to Civil Engineering for follow-up.

#### 7. Monument Landscape Re-Design Project

- a. The City of VA Beach has denied our request to remove the two trees from the entrance island for Emerson Spring.
- b. New Landscape Design:
  - i. Bonnie, Roe, Connie, Judy, and Jim are assigned to this sub-committee. Four vendors have been identified for quote. Quotes are due by mid April:
    - 1. US Lawns (Jason Martin)
    - 2. James River Grounds Management (Hank Thornburg)
    - 3. Thrive Landscaping (Mike Stimpson)
    - 4. Jane and Tom McNicholas
  - ii. A RFP has been assembled to assist with the requested quotes.
  - iii. Connie met with US Lawns and James River to review the monument areas to be included in the proposal.
  - iv. Jim will follow-up with Mike Stimpson from Thrive Landscaping
  - v. Judy will follow-up with the mcNicholas's when they return after 3/23.

#### 8. New Business

- a. Installation of tree in empty bed in traffic circle.
  - i. Quotes received from US Lawns for Little Gem Magnolia and Jane Magnolia. Both quotes are approximately \$500 which seems excessive.
  - ii. Quotes will be requested from Steadman Outdoor Services.
- b. RFP for 2023 landscape services. Begin process in May.

#### 9. Next Meeting: Thursday, April 21 at 1:30pm

### Open Action Items:

Description	Owner(s)	Target Date	Notes/Status
Irrigation, Second Phase	Chuck	6/1/22	Finalize source of water and develop plan.
Irrigation, obtain quotes for wells	Brett/Connie/Chuck	5/1/22	Brett is sending vendor info to Chuck and Connie.
Submit proposals to three fountain companies	Chuck	4/21/22	RFP finalized. Ready for distribution to vendors.
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.
DeFord Property – drainage issues	US Lawns Gary Evans Connie/Chuck	4/21/22	Schedule Gary Evans transom test Install secured drain cover.
Repair sidewalk hazards	Paul	12/31/22	In progress
Sidewalk Drainage	Committee	Hold	City no longer has resources. Identify alternate solutions
Landscape Re-design for monument areas	Bonnie, Roe, Connie, Jim	5/1/22	Vendors list finalized. Walkthroughs in progress.
Re-Landscape Main Entrance		Spring 2023	On hold due to WN Rd expansion project
Replace tree in traffic circle	Connie/Brett		Quote received from US Lawns. Obtain quote from SOS.
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	Connie/George	6/5/20	Complete

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

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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 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	Forrest/Chuck		Contract signed

Description	Owner(s)	Target Date	Notes/Status
maintenance companies			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