

## **Landscape Committee Meeting Minutes**

**Meeting Date: March 7, 2023**

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

**Absent:** Forrest Chappell

### **Meeting Notes:**

1. Meeting Minutes from 02/21 were approved. Bonnie made the motion and Melony seconded.
2. Pool Shrub Replacement
  - a. The Committee selected US Lawns' proposal for the pool shrub replacement project. Connie will send both proposals to the Board for the March meeting with our recommendation.
3. Traffic Circle Project
  - a. Vendor Proposals
    - i. USL – We are waiting for revised proposals based on our feedback.
    - ii. Ashton – RFP sent to project coordinator, Maggie Brochu.
    - iii. James River – RFP sent to Tom Conway
    - iv. Steadman – RFP sent to Jeff Steadman
    - v. Connie will contact Ashton, JR, and SOS to finalize dates for site visits.
  - b. Focal Point
    - i. The Committee agreed that a shrub would be the choice for a focal point due to budget and overall appearance. Vendors will be asked to include in proposals.
4. Irrigation Phase 2
  - a. Connie and Chuck met with Marc Tefft to clarify all remaining questions regarding his proposal. All questions were resolved. Marc also agreed to attend the Board meeting in case any further questions should arise at the meeting.
  - b. Connie had previously sent the proposal to the Board for the March meeting so no further action is required.
  - c. If approved, on 3/15, the work will commence immediately and will be completed over the next two weeks.

5. Sidewalk and Tree Update (Paul)
  - a. Paul continues to follow-up with the City on sidewalk repairs.
  
6. Security Cabinets for electric and control panels
  - a. Chuck and Connie met with Marc Tefft. He included the security of the panels in his irrigation proposal so no further action is required.
  
7. Next Meeting: Tuesday, April 11th at 1:30pm
  - a. US Lawns (Jason) will meet with us at 1:00pm. Committee members are welcome.

**Open Action Items:**

Description	Owner(s)	Target Date	Notes/Status
Repair sidewalk hazards	Paul	12/31/23	In progress
Contact vendors for meetings to begin traffic circle proposals	Connie	3/31/23	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

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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
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	Chuck	6/30/21	Received 6/21 from US Lawns

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
& weed removal to board for approval			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 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

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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 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

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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
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.
Finalize pool area quote from USL and submit 2 proposals to the Board for March mtg	Connie/Jason	3/7	Connie submitted to the Board on 3/7
Obtain quotes for Security boxes for power panels for	Connie/Chuck	3/31/23	Included in irrigation proposal from CIS
Research local artists for traffic circle project	Jim	3/31/23	Cancelled
Obtain pricing for fountain in the traffic circle	Connie/Subcommittee	3/31/23	Meeting with Kim from Solitude completed. Too costly for scope of our project.
Prepare for March Board Meeting respective to irrigation phase 2	Chuck/Connie		Meeting with Marc Tefft completed. Board received proposal