

## **Landscape Committee Meeting Minutes**

**Meeting Date: April 21, 2022**

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

**Absent:** N/A

### **Meeting Notes:**

1. Meeting Minutes from 03/17/22 were approved (Chuck motioned, Paul Seconded). All members voted approval.
2. US Lawns
  - a. DeFord Property:
    - i. The last remaining stump has been removed.
    - ii. Results from the transom test have been received and were reviewed with the committee. Recommendations from the test are as follows:

There is a positive water flow towards the existing drain at the front part of the property. The existing drain is missing the cover. The back and right side of the property is flat with no positive flow and there is also low gullies throughout the property that will hold some water. We recommend adding new drains as needed and can probably be tied into the existing storm drain. We recommend checking the existing drain to ensure it is working properly and grading the new drain with new top soil and filling any low areas.
    - iii.
    - iv. We have 1 quote from US Lawns for additional drainage which does not include additional regarding. Awaiting second quote from Inlet Construction.
    - v. The Committee feels that the cost of additional draining may not be warranted at this time until the intended use of the property is finalized. The concern is that the drainage system may need to be disrupted if construction will occur on the property. However, the two quotes are being finalized and, when available, will be presented to the Board for their discussion and vote.
3. Irrigation
  - a. We are still awaiting legal counsel on the use of water from ponds located on golf course property.
  - b. We requested quotes for wells from three companies (Custom Irrigation, Heads Up and Basnight). Heads Up is not interested in the project. We have not received a response from Basnight. CIS is working on plans for the overall irrigation project for the remaining

community property, including required wells. This is a large project so the scope of work will take some time to be completed.

- c. Maintenance of existing irrigation at main entrance: We have a number of heads that are being reported as needing repair. The quote is sizable so a second review of the equipment and quote is being requested.

#### 4. Pond Fountains

- a. Three companies were provided the updated RFP for the three fountains. (Aquatic, Solitude, and BMP Maintenance). We have received a response from Aquatic which the committee reviewed. The size of the fountains are larger than expected.
- b. Forrest will follow-up with the other 2 companies to obtain a status on their response to the RFP.
- c. We will schedule meetings with all 3 vendors to review their proposals with the committee.

#### 5. Sidewalk Extension at Main Entrance

- a. We are awaiting response from the City of VA Beach regarding connected our existing sidewalks at the main entrance to the new sidewalk to be installed with the WN Road project.

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

- a. New Landscape Design Proposals:
  - 1. US Lawns (Jason Martin) – Waiting for proposal
  - 2. James River (Hank Thornburg) – Requested meeting to review proposals (scheduled for 5/4 at 1:30)
  - 3. Thrive Landscaping (Mike Stimpson) – Waiting for proposal

#### 7. Installation of tree in traffic circle: Will move forward with approval of quote from SOS to install a Jane magnolia.

#### 8. RFP for 2023 Landscape Maintenance

#### 9. New Business

- a. Paul requested discussion on the recent letter from WCC indicating all mowing should be discontinued on their property. Not all members were in receipt of that letter. A copy will be shared for further discussion at a later time.

#### 10. Next Meeting: Thursday, May 19 at 1:30pm

**Open Action Items:**

| <b>Description</b>                     | <b>Owner(s)</b>                   | <b>Target Date</b> | <b>Notes/Status</b>   |
|--|-----------------------------------|--------------------|---|
| Irrigation, Second Phase               | Chuck                             | 6/1/22             | Finalize source of water and develop plan.  |
| Irrigation, obtain quotes for wells    | Brett                             | 5/1/22             | Marc Tefft is working on quote. Two other companies are nonresponsive to RFP  |
| Proposals for three fountain           | Chuck/Forrest                     | 6/1/22             | RFP sent to 3 companies. Aquatic proposal 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.   |
| DeFord Property – drainage issues      | Connie/Chuck/Brett                | 4/21/22            | Transom test Completed. Additional drainage and grading was recommended. Quote from US Lawn for draining received. Waiting for Inlet Construction's quote |
| Repair sidewalk hazards                | Paul                              | 12/31/22           | In progress   |
| Landscape Re-design for monument areas | Bonnie, Roe, Connie, Jim          | 6/1/22             | Proposal review to be scheduled with James River. Waiting for 2 other proposals.  |
| Replace tree in traffic circle         | Connie/Brett                      |                    | Connie will request installation of Jane magnolia by SOS  |
| RFP for 2023 Landscape Services        | Committee                         | 12/31/22           | Define vendors and submit RFP in early Fall   |
| Sidewalk Drainage                      | Committee                         | Hold               | City no longer has resources. Identify alternate solutions  |
| 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                                  |
| 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   | Sub-Committee  | 05/01/21    | Quotes received   |

| <b>Description</b>  | <b>Owner(s)</b>             | <b>Target Date</b> | <b>Notes/Status</b>  |
|---|-----------------------------|--------------------|--|
| sidewalk extension from VH to WN Rd   | (Forrest, Jim, Roe, Bonnie) |                    |  |
| 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<br>\$1K – \$2K – Hugh<br>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<br>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  | Chuck                       | 9/1/21             |  |

| Description   | Owner(s)      | Target Date | Notes/Status   |
|---|---------------|-------------|--|
| crisis management of main entrance pond and submit to Hugh for approval.      |               |             |  |
| 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 |
|   |               |             |  |