

Landscape Committee Meeting Minutes

Meeting Date: May 19, 2022

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

Absent: Roe Bimbi

Meeting Notes:

1. Meeting Minutes from 04/21/22 were approved (Bonnie motioned, Jim Seconded). All members in attendance at the time of the vote approved.
2. Committee Membership
 - a. We received no response to the recent eNews article soliciting new members. Please continue to consider new ways of encouraging new members who would be supportive of our goals.
3. Meeting Date/Time
 - a. Currently we meet the day after scheduled Board meetings (third Thursday). Connie asked to move the meeting date to the 2nd Thursday of each month so we can get topics/requests on the Board agenda on a more timely basis. The Committee approved this change.
4. Monument Landscape Proposals
 - a. Thrive Landscape has been removed from consideration due to lack of a valid professional proposal.
 - b. James River and USLawns are in consideration. We are waiting for the final renderings and proposals. Connie will follow-up for a status.
 - c. The Committee was most impressed with the preliminary proposal from James River.
5. DeFord Property Drainage:
 - a. We are waiting for a drainage proposal from Inlet Construction. A revised quote has also been requested from USLawns to include the additional recommended grading.
 - b. Once we have two valid proposals we will submit them to the Board for consideration.
6. Irrigation
 - a. Quotes for the repair of the current irrigation were reviewed at the Board Meeting on May 18th. The quote from CIS was approved.

- b. We are still awaiting legal counsel on the use of water from ponds located on golf course property.
- c. We requested quotes for wells from three companies (Custom Irrigation, Heads Up and Basnight).
 - i. Heads Up: Not interested
 - ii. Basnight: No response
 - iii. 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.

7. Pond Fountains

- a. Aquatic, Solitude, and BMP Maintenance have submitted proposals. Meetings have been scheduled on 6/2/22 with Aquatic and Solitude to review their proposals. BMP's proposal was not competitive and has been eliminated from consideration.

8. Sidewalk Flooding

- a. Since the City of VA Beach does not have resources to address the flooding, Paul has re-marked the flooded areas and a quote has been requested from Steadman Outdoor Services to dig trenches and fill with pavers. Once received, it will be submitted to Brett/Hugh for approval.

9. RFP for 2023 Landscape Maintenance

- a. The Committee began the review of the current landscape maintenance RFP and is identifying changes for the 2023 RFP process. A second meeting has been scheduled on 6/3/22 at 1:30 to continue the review.

10. New Business

11. Next Meeting: Thursday, June 9 at 1:30pm (NOTE! Meetings have been changed to the second Thursday of each month)

Open Action Items:

| 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. |

| 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 | 7/1/22 | Marc Tefft is working on quote. Two other companies are nonresponsive to RFP |
| DeFord Property – drainage issues | Connie/Chuck/Brett | 7/1/22 | Waiting for Inlet Construction's quote. Waiting for USL revised quote. |
| Repair sidewalk hazards | Paul | 12/31/22 | In progress |
| Landscape Re-design for monument areas | Bonnie, Roe, Connie, Jim | 7/1/22 | Preliminary Proposals received and reviewed with USL and James River. Waiting for final designs and proposals. |
| RFP for 2023 Landscape Services | Committee | 12/31/22 | RFP review is in progress. |
| Sidewalk Drainage | Committee | 7/1/22 | City no longer has resources to address the flooding. SOS has provided a quote for trenches in 5 areas along Cadence and Legendary. Submitted to Brett. Waiting for written confirmation from City to proceed with plans. |
| 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 |

| Description | Owner(s) | Target Date | Notes/Status |
|--|--|--------------------|---|
| 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 |
| Submit irrigation | Chuck | 6/30/21 | Emailed both quotes |

| Description | Owner(s) | Target Date | Notes/Status |
|---|-----------------|--------------------|--|
| quotes to board | | | 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 maintenance | Forrest/Chuck | | Contract signed 2/1/21 |

| Description | Owner(s) | Target Date | Notes/Status |
|---|-----------------------------------|-------------|---|
| companies | | | |
| 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 |
| | | | |