



*West Neck
Community Association*

July 13, 2022

To: West Neck Board of Directors

From: Brett Campbell, ^{CMCA, AMS, PCAM}

Re: July Board of Directors Meeting

The Board of Directors of the West Neck Community Association will hold a meeting at 6:00 P.M. on Wednesday, July 13, 2022 at the West Neck Village Hall. If you are unable to attend the meeting, please e-mail me at bcampbell@communitygroup.com.

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1. Call to Order 6:00 P.M.
 2. Pledge of Allegiance
 3. Homeowners Forum
 4. Voting Member Report(s)
 5. Approval of Minutes
 6. Financial Report
 7. Committee Report(s)
 8. Management Report
 - A. Review Annual Plan (2022)
 9. General Manager Report (VH&P)
 - A. Board Discussion Concerning Village Hall Usage and Adequacy Considering Ongoing Planning of Usable Association Property
 - B. Discussion on Fitness Programs
 10. Old Business
 - A. Appointment of Member-at Large Due to Resignation of Hugh Stephens
 - B. Scheduling and Conduct of a 3 on 3 Meeting with IRP Board Concerning Unified Golf Course Zoning Position
 - C. Request Legal Opinion from Association Attorney on Drawing Water and Installing Well Pumps from Golf Course Lakes/Property
 - D. Discussion on Drainage/Grading Quotes for Old DeFord Property
 11. New Business
 - A. Discussion on Whether the Board wants to Communicate Directly with the Owner of the Golf Course Property
 - B. Discussion Concerning Association Desires with Respect to Landscape Contractor Maintenance of Space between Sidewalk & Street abutting their Property
 - C. Discussion of POAA section 55.1-1823.1 "Electric Vehicle Charging Stations Permitted"
 - D. Discussion on Estimate No. 180 for Plant Removal/Replacement within Village Hall and Pool Area
 - E. Discussion of Remaining Board Meeting Schedule
 12. Executive Session
 - A. Consultation with Legal Counsel-Review Association Complaint Forms
 13. Adjournment 8:30 P.M.

MINUTES

West Neck Community Association
Minutes of the Regular Meeting of the Board of Directors
May 18, 2022

Board Meeting:

Meeting was called to order at 6:00 pm at the West Neck Village Hall
Meeting opened with a pledge of allegiance to the flag.

Attendees:

Chandler Calvert, Vice President & Secretary
Bobby Ross, Treasurer
Tom Luckman, Director
Chuck McKinney, Director
Nancy Hinton, Director
Bill Rosenow, Director
Brett Campbell, Community Association Manager
Hugh Stephens, President was absent

The meeting was an open meeting and approximately 65
homeowners were present.

The Vice-President in his opening statement asked the Board to
introduce themselves.

Homeowners Forum:

The floor was opened for homeowner's questions and comments.
6 homeowners addressed the Board.

Voting Member Reports:

No voting members reported.

Approval of Minutes:

- Chandler Calvert made a motion under new business item “A” to correct the minutes to read : “I (Tom Luckman) move that we table the sinkhole repair until the Village of Rosecrest decides whether their Voting Member is representative of them”. Also, under New Business item “J” I move the additional wording in line 5 after violations to read “or agree to a plan to remove the violations”. 5 for 1 opposed (Bill Rosenow) Motion Carried.

Reports:

- Financial report was given by Bobby Ross.
- Landscaping report was given by Chuck McKinney.
- General Managers Report VH&P was given by Chandler Calvert for George Davis
- Learning Committee and Recreation Committee Report was given by Tim Ryan
- Management Report was given by Brett Campbell

Old Business:

- **A.** Scheduling and Conduct of a 3 on 3 Meeting with IRP Board Concerning Unified Golf Course Zoning Position:

Chandler Calvert made a motion to table the topic due to a legal issue. Motion carried. Unanimous.

B. Board Brief and Discussion Concerning the owner of W.C. Capital:

Tom Luckman briefed the board on his findings: No Discussion or Board action was taken.

New Business:

- **A. Request Legal Opinion from Association Attorney on Drawing Water and Installing Well Pumps from Golf Course Property:**

Tom Luckman made a motion to discuss the topic. Motion carried. Unanimous.

Chuck McKinney made a motion that we get with our Attorneys to get us an opinion on whether or not we can draw water from the lakes on the Golf Course for irrigation and/or if we can drill wells on the Common Property to have water for our irrigation on our Common Property. Motion carried. Unanimous.

- **B. Update Current Irrigation Issues and Proposals:**

Chuck McKinney made a motion to accept the bid from Custom Irrigation in the amount of \$4000 to make all Necessary repairs to Phase one. Motion Carried. Unanimous.

- C. Recreation Standing Committee:

Bill Rosenow made a motion to accept the one submitted by the Recreation Committee to make it a Standing Committee. Motion Carried 5 for 1 opposed (Tom Luckman).

- D. Recreation Committee Estimates:

Chandler Calvert made a motion to discuss the two estimates the Recreation Committee provided. Motion carried. Unanimous.

Bill Rosenow made a motion to accept Woolpert. at \$5,550. Motion carried. Unanimous.

- E. Discussion of Drainage/Grading Quotes for Old DeFord Property

Chandler Calvert made a motion to table this subject. Motion carried. Unanimous.

- F. Board Discussion Concerning Village Hall Usage and Adequacy Concerning Ongoing Planning of Usable Association Property:

Tom Luckman made a motion to discuss the topic. Motion carried. Unanimous.

Tom Luckman made a motion to task George to come back at

The next meeting and discuss, in essence, the Village Hall loading and what he knows about his perception of the needs so when we go forward and we have a plan, a total plan, for both our property and what may be additional under roof activities. Motion carried. Unanimous.

- **G.** Discussion on Holding Additional Meeting before Scheduled Board Meeting in August:

Tom Luckman made a motion to discuss the topic. Motion carried. Unanimous.

- Tom Luckman made a motion for a 13 July Board meeting. Motion carried. Unanimous.

- Chandler Calvert moved to adjourn the meeting. Motion carried. Unanimous.

7:54 PM

Meeting Adjourned

Respectively submitted,
Chandler Calvert, Secretary

FINANCIAL REPORT

Brett Campbell

From: BOBBY ROSS <bobross@cox.net>
Sent: Tuesday, July 5, 2022 8:17 PM
To: Brett Campbell
Cc: patross@cox.net; bobross@cox.net
Subject: Treasurers Report period ended 05/31/2022

[EXTERNAL EMAIL] This email originated from outside of Associa.

The Association Net Income per Financial Statements you have as of 5/31/22 is \$32,660. which is \$20,287. under budget. There are still approximately \$10,000 in legal bills that have been paid in June, which still leaves us under budget thru May in the amount of approximately \$10,000.

All required payments have been made to our reserve accounts. Our cash in our main bank account is \$102,101. With interest rates on the rise, we will be looking at transferring some of those funds into interest paying operating reserve accounts in the next month.

If anyone on the board would like to go over the financials in more detail, please let me know. Our reserves are strong and keep increasing. Association financial position is in good shape at this time.

GENERAL MANAGER REPORT (VH&P)

Brett Campbell

From: Connie Milne <cicimilne@yahoo.com>
Sent: Monday, June 27, 2022 6:44 PM
To: Chandler Calvert (R); Bob Ross; Chuck McKinney; Tom Luckman; Nancy Hinton; Marion Rosenow
Cc: Connie Milne; Brett Campbell
Subject: Fitness Programs

[EXTERNAL EMAIL] This email originated from outside of Associa.

Good evening,

I am writing to you all in response to the recent survey regarding resident interest in a water fitness (water aerobics) program. A survey was administered via eNews well in advance of the pool season and received significant positive response. ***Over 100 residents responded to the survey and expressed an interest in participating*** in the water fitness program at one or more of the proposed times/days. We have a talented, trained fitness instructor who was ready and willing to support this additional program.

The concern that has motivated this follow-up email is that the program was "vetoed" by our Village Hall manager apparently due to 3 classes that could not be offered across the entire summer due to the instructor's schedule. In response, the instructor located a substitute instructor and the program was still ultimately denied. We had a similar number of people express interest in pickle ball in a recent recreation survey and that very costly initiative continues to move forward. Water aerobics could have been offered with no additional investment by the community, would be yet another fitness opportunity, and could potentially increase pool memberships.

I would like to request that a Fitness SubCommittee be chartered under the Board to address all existing and new fitness programs for our residents. I would also like to offer to draft a charter for the Board's consideration. Our community is an ACTIVE adult community and we have not reached out to our community to obtain general interest in additional fitness programs. Fitness and recreation are very different considerations so I would suggest that they remain separate committees.

If the fitness sub committee is not agreeable to the Board then I would like your follow-up on a more equitable way to identify and schedule additional fitness programs. I would volunteer my time to support that process.

I appreciate your consideration and look forward to your follow-up during the upcoming July Board Meeting. If you have any questions please contact me at this email address or at the phone number below.

Thank you,

Connie Milne
703-728-8757

UNFINISHED BUSINESS

U.S. LAWNs

CUSTOMER INFORMATION
West Neck HOA Chuck Mckinney Signature Drive Virginia Beach VA

PROPOSAL DATE
2/11/2022

PROPOSAL #
2022-JM00089

PROJECT TITLE
Drainage

Williamsburg Office
525 E Rochambeau Dr, Williamsburg, VA 23188

Jason Martin
Phone: 757-224-6675 Fax: 757-599-8257

TERMS OF AGREEMENT
Balance Due Upon Project Completion

QUANTITY	DESCRIPTION OF PROPOSED WORK	UNIT PRICE	TOTAL PRICE
	<p>Installation of french drain system to allow water to flow underground from front of field to large drain pipe near the rear of the property.</p> <p>The system will have (2) 12" catch basins near where the water is ponding a 4" corrugated pipe with sock will be run from these catch basins and tapped into the large drain pipe. The corrugated pipe will be surrounded on all sides with 57 stone (drainage rock) and wrapped in filter fabric to keep dirt and sediment from entering and clogging the pipe.</p> <p>Approximate length of this system is 160'</p>		
	<p>This is an estimate actual invoice amount will be based on cost +margin</p>		
<p>Prices valid for 30 days from date of proposal. We Look Forward to Doing Business With You !</p>		GRAND TOTAL:	\$5,237.00

Jason Martin 2/11/2022
Williamsburg Office

Approved By: Date:

NEW BUSINESS

Steadman Outdoor Services
 1817 Citadel Court
 Virginia Beach VA 23464

steadmanoutdoorservices@gmail.com
 www.steadmanoutdoorservices.com



West Neck HOA
 2580 Signature Drive
 Virginia Beach VA 23456

Customer #	180
Estimate #	0000298
Date	06/27/22

Description	Cost/Rate	Qty/Hr	Taxes %	Total
Property address: 2580 Signature Drive Virginia Beach VA, 23456				
General Labor Remove all existing dead, decaying shrub plant material within Clubhouse and pool area. Not to include any major tree removal, Haul away and Disposal priority.	1,655.00	1	0.00	1,655.00
Dump Fee	200.00	2	0.00	400.00
Notes: Supply all equipment and materials needed to complete project within a timely manner.	Subtotal			2,055.00
	Taxes			0.00
	Total Estimated Cost			2,055.00

General Information :

Steadman Outdoor Services, LLC is pleased to offer the following proposal for your careful review and consideration. We have completed this estimate of the site listed and followed the owner's request to be completed as listed in the specifications for the Scope of Work. Please address any questions that may occur during your review of this proposal and we will address with exacting answers.

Payment terms are as follows :

A retainer of (\$) is required to secure the service as outlined in this contract prior to starting work. The remaining balance will be due upon the completion of this contract as stated in this proposal. The authorized signing party agrees to the terms as listed above and understands that by signing this agreement, they will entering into a legally binding contract. They also understand that if they fail to abide by any of the terms as stated, the account could be turned over to collections.

Property Name : _____

Signature

Printed

Steadman Outdoor Services, LLC
 Jeff Steadman, Owner
 757-690-6786

Brett Campbell

From: Jeff Steadman <steadmanoutdoorservices@gmail.com>
Sent: Thursday, June 30, 2022 7:53 AM
To: Connie Milne
Cc: Brett Campbell; Chuck McKinney
Subject: Re: Steadman Outdoor Services
Attachments: estimate_0000298.pdf

[EXTERNAL EMAIL] This email originated from outside of Associa.

Good morning Connie, the rough estimate of plant material is 150+ shrubs. Mostly all were 3gal size.

Jeff Steadman
Steadmanoutdoorservices@gmail.com
757-690-6786

On Jun 28, 2022, at 8:16 PM, Connie Milne <cicimilne@yahoo.com> wrote:

Jeff,

Do you have any detail regarding the volume of shrubs being removed in this quote?

Thank you,

Connie Milne
703-728-8757

On Tuesday, June 28, 2022, 10:47:11 AM EDT, Steadman Outdoor Services
<noreply@lawnprosoftware.com> wrote:



Hello Brett & Connie,
Please see the attached proposal agreed upon from the estimate. Please review at your convenience and let me know if you have any questions.