

## **Landscape Committee Meeting Minutes**

**Meeting Date: July 12,2022**

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

**Absent:**

**Meeting Notes:**

1. Landscape Maintenance RFP
  - a. The updated copy of the RFP was unanimously approved
  - b. Connie will forward to Brett with instructions to send to vendors the end of August with responses no later than October 1.
  - c. Selected vendors are US Lawns, James River, and Nansemond. In addition to those three, Brett will select several additional
  - d. We need to meet with vendors to review proposals in order to make a recommendation to the Board for the November meeting.
  
2. Final Review of Fountain Quotes
  - a. The final quotes from Solitude and Aquatic were reviewed.
  - b. Solitude was unanimously selected to do the installations.
  - c. Connie will send the proposals to Brett for the August Board Meeting agenda.
  
3. Monument Landscape Proposals
  - a. The final proposals from US Lawns and James River were reviewed.
  - b. James River was unanimously selected to do the installations.
  - c. Connie will send the proposals to Brett for the August Board Meeting agenda.
  
4. Removal of Dead/Diseased Shrubs
  - a. Two proposals were received for the removal of the dead and diseased shrubs throughout the community. The vendors are US Lawns and Steadman Outdoor Services (SOS).
  - b. The Board reviewed those proposals at the July Board Meeting and voted to award the work to SOS.
  - c. Connie will contact Jeff Steadman to schedule the work.
  
5. Tree/Sidewalk Update
  - a. Sidewalk issues with trip hazards were reported to the City and work has commenced and/or been completed in each of those areas.

- b. Connie suggested that we do another full community walkthrough to identify any remaining trip hazards. At the next meeting we will finalize those assignments. Forrest will provide the paint.
  - c. Sidewalk flooding has improved due to the channels and pavers that were recently installed by Steadman Outdoor Services. The next step is to identify additional areas along Cadence and Legendary that require the same improvements.
6. Irrigation (No change since our June meeting as noted below)
- 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).
    - 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. eNews
- a. Connie will send a Landscape Update to eNews.

8. Next Meeting: Thursday, August 9 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	7/1/22	Marc Tefft is working on quote. Two other companies are nonresponsive to RFP
DeFord Property – drainage issues	Connie/Chuck/Brett	9/1/22	Waiting for Inlet Construction's quote.
Repair sidewalk hazards	Paul	12/31/22	In progress
RFP for 2023 Landscape Services	Committee	12/31/22	RFP review is in progress.
Send Monument proposals to Board		7/10/22	Send to Brett for August Board Meeting
Send Fountain Proposals to the Bo		7/10/22	Send to Brett for August Board Meeting
Schedule		8/9/22	

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
walkthroughs for Sidewalk trip hazards			
Re-Landscape Main Entrance		Hold - Spring 2023	On hold due to WN Rd expansion project

### **Closed/Complete Action Items**

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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.

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
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 & 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	Chuck	8/1/21	

<b>Description</b>	<b>Owner(s)</b>	<b>Target Date</b>	<b>Notes/Status</b>
replacement in pool area			
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
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