

Landscape Committee Meeting Minutes

Meeting Date: August 9,2022

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

Absent: Roe Bimbi and Jim Blohm

Meeting Notes:

1. Meeting Minutes from 7/12 were approved. Chuck made the motion and Paul seconded.
2. Updates Since the July meeting
 - a. Fountains: The fountain proposals were provided to the Board for vote at the 8/17 meeting. Solitude was recommended as the vendor of choice.
 - b. Monuments: The monument proposals were provided to the Board for vote at the 8/17 meeting. James River was recommended as the vendor of choice.
 - c. Dead shrub/bush removal: Approximately 75 shrubs were removed across various areas of the community.
 - d. Access to water for Irrigation phases 2 and 3
 - i. Pond Water: While we do legally have access to the water in the ponds, we cannot access that water due to restrictions on entering the previous golf course property.
 - ii. Well Water: We are awaiting proposals from vendors.
 - iii. City Water: This would be a expensive solution and would be a last resort if all other options were exhausted.
 - e. Annual Landscape Maintenance Contract for 2023: The revised RFP was provided to Brett who has forwarded it on to the Board for approval at the 8/17 meeting.
3. Recreation Committee Renderings
 - a. The renderings presented at the recent Recreation Committee meeting were reviewed with the Committee members.
4. Pond and Fountain Annual Maintenance Contracts
 - a. We have an existing contract with Aquatic for the pond behind Rosecrest which expires in March 2023.
 - b. Solitude and Aquatic have provided contracts for pond and fountain maintenance. Solitude has combined both in one contract making it difficult to do a price compare. Connie will contact Solitude to have them separate the contracts.

5. Landscape Committee Charter
 - a. Our charter is still in draft form on the Web. Connie is notifying Brett to see if he has an approved version. If not, it will need to be forwarded to the Board for final approval.

6. Landscape Upgrades, Traffic Circle
 - a. The next landscaping upgrade will be the traffic circle. As with the monument areas, the knock out roses are diseased (rose rosette virus) and must be replaced.
 - b. Connie will meet with James River to discuss options. Date/time TBD and also request a quote from US Lawns.

7. Sidewalk Update
 - a. Additional trip hazards will be marked in each community
 - i. Emerson Spring – Forrest
 - ii. The Grove – Connie
 - iii. Rosecrest – Paul
 - iv. Blue Lake - TBD
 - v. Carrollton - TBD
 - vi. Arthur Parke – TBD
 - b. Additional areas that flood on Cadence and Legendary will be identified following the next several rainstorms.

8. Tree Update
 - a. Paul has reported tree issues to the City including requests to remove dead trees and trimming of trees that are obstructing traffic and street lights. The City has been most helpful and work continues to be scheduled.

9. Front Entry Forested Area
 - a. The shrubs in the forested area at the main entrance need to be trimmed, raked and fertilized to promote flowering azaleas next spring.
 - b. The shrubs in the area in front of the pond on the right entry will restrict the view of the new pond fountain, once installed.
 - c. Connie will review the area with US Lawns and James River for quotes and suggestions.

10. Membership Drive/New Members
 - a. Having a table at Community Night on 9/12 was discussed and it was decided that we will not.
 - b. Connie will publish an eNews article.

11. New Business for September Meeting
 - a. Budget 2023

12. Next Meeting: Tuesday, September 13th at 1:30pm

Open Action Items:

Description	Owner(s)	Target Date	Notes/Status
Irrigation, Second Phase	Chuck	10/31/22	Finalize source of water and develop plan.
Irrigation, obtain quotes for wells	Brett	10/31/22	Marc Tefft is working on quote. Two other companies are nonresponsive to RFP
DeFord Property – drainage issues	Connie/Chuck/Brett	10/1/22	Waiting for Inlet Construction's quote.
Repair sidewalk hazards	Paul	12/31/22	In progress
RFP for 2023 Landscape Services	Committee	8/17/22	Sent to Board for approval 8/17
Contact Solitude to separate pond and fountain maintenance	Connie	8/9/22	
Finalize Landscape Committee Charter	Connie/Brett	9/30/22	Brett is researching
Quotes for Azalea Garden/Forest area at Main Entrance	Connie	9/30/22	Obtain quotes from James River and USL
Publish membership drive eNews article	Connie	8/9/22	
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	Connie	6/5/20	Complete

Description	Owner(s)	Target Date	Notes/Status
responses from Associa			
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 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	Connie	7/30/21	Connie, Roe, Bonnie

Description	Owner(s)	Target Date	Notes/Status
redesign			
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 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

Description	Owner(s)	Target Date	Notes/Status
			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
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