

West Neck Community Association

January 10, 2024

To: West Neck Board of Directors

From: Brett Campbell, CMCA, AMS, PCAM

Re: January 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, January 17, 2024 at the West Neck Village Hall. If you are unable to attend the meeting, please e-mail me at bcampbell@communitygroup.com.

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. President's Welcome
- 4. Homeowners Forum
- 5. Approval of Agenda
- 6. Voting Member Report(s)
- 7. Approval of Minutes
- 8. Financial Report
- 9. Committee Report(s)
- 10. General Manager Report (VH&P)
- 11. President's Update
- 12. New Business
 - A. Review 2024 Annual Plan
 - B. Review & Discuss Pond Maintenance 2024 Contract-Renewal
 - C. Review & Discuss Irrigation Repair Estimate No. 5031-218-A
 - D. Review & Discuss Estimate(s) to Re-point Mortar on Brick Walls-Middle Island
 - E. Review & Discuss Estimate(s) to Replace Damaged Section oof Sidewalk-Middle Island
 - F. Review & Discuss Proposed Communication Policy Resolution
 - G. Review & Discuss Recreation Committee's Updated Pickleball Proposed Location
 - H. Review & Discuss Addition to Website Administration's Duties

13. Adjournment

8:00 P.M.

6:00 P.M.

MINUTES

West Neck Community Association Minutes of the Regular Meeting of the Board of Directors November 15, 2023

Board Meeting:

6:00 PM

Meeting was called to order at the West Neck Village Hall. The meeting opened with a pledge of allegiance to the flag.

Attendees:

Tom Luckman, President Robert Tice, Vice President Bobby Ross, Treasurer Chandler Calvert, Secretary Sharon Williams, Director Robert Gaines, Director Bruce Biddle, Director Brett Campbell, Community Association Manager

The meeting was an open meeting and approximately 40 Homeowners were present. Tom Luckman announced the meeting was being recorded.

President's Welcome:

Tom Luckman introduced the new Board directors and thanked the outgoing directors for their service.

• Sharon Williams made a motion to approve the meeting agenda. Motion carried, Unanimous.

Homeowners Forum:

The floor was opened for homeowner's questions and comments. No homeowners addressed the Board.

Voting Members Report:

No Voting Member Reports were received or read.

Approval of Minutes:

 Chandler Calvert made a motion to approve the minutes from July 26, 2023 Regular Board Meeting. Motion Carried, Unanimous.

Financial Report:

Financial report was given by Bobby Ross.

Committee Reports:

Marketing Committee report was read by Frances Rayburn

Landscaping Report was read by Connie Milne.

Director of Operations Report (VH&P):

George Davis reported on the Village Hall and Pool.

President's Update:

Tom Luckman gave updates on pending legal issues, road and sidewalk progress.

Old Business:

A. Review 2023 Annual Plan by Brett Campbell

Brett Campbell reviewed the status to date on the annual plan.

New Business:

A. Landscape Committee's 2024 Proposed Budget.

Connie Milne briefed the Board on the items in the proposed Landscape budget items for FY 2024

B. Landscape Maintenance Proposal with US Lawns.

• Sharon Williams made a motion to accept the Landscape Maintenance Proposal from US Lawns at a cost of \$136,181.55. Motion carried, Unanimous.

C. Irrigation Proposal.

• Sharon Williams made a motion to accept the Irrigation Maintenance proposal from Custom Irrigation at a cost of \$1,655. Motion carried, Unanimous.

D. Accounting Services Proposal.

 Bobby Ross made a motion to accept the one-year proposal for Accounting services from Desroches & Company at a cost of \$9,700.00 Motion carried, Unanimous.

E. CY 2024 Budget.

George Davis presented a line- item by line-item explanation of the proposed budget.

• Robert Tice made a motion to approve the FY 2024 Budget as presented. Motion carried, Unanimous.

F. Draft Resolutions.

- **1.** Adherence to the Virginia Beach Comprehensive plan with Respect to the Transition Area.
- Bruce Biddle made a motion to accept the resolution as presented. Motion carried. Unanimous.
 - **2**. Membership in the Virginia Beach Council of Civic Organizations.
- Chandler Calvert made a motion for West Neck HOA membership in the organization. Motion carried, Unanimous.

G. Voting Members for Rosecrest Village.

- Bobby Ross made a motion to appoint Pamela Schmidt as voting member with Paul Limauro alternate. Motion carried, Unanimous.
- H. Recordation of email vote to approve the hiring of Deb Leedy as Digital Asset Manager for the West Neck Web Site for a fixed 2-hour week at \$25 per hour with no overages-52 weeks/\$2,600 year.

- Chandler Calvert made a motion to approve the recordation. Motion carried, Unanimous.
- I. Recordation of email vote to approve proposal # 214687 from James River to landscape the center bed in the traffic Circle and remove the post and concrete that support the post at a cost of \$4,052.12.
- Chandler Calvert made a motion to approve the recordation. Motion carried, Unanimous.

J. 2024 Board Meeting Dates:

 Bruce Biddle made a motion to accept the following dates: Board meeting, January 17, March 20, May 15, July 17, and November 20.
 Voting Member Elections August 20 &21 Annual meeting September 18.
 Motion carried, Unanimous.

K. Board Liaison Assignments.

Tom Luckman made the assignments.

Executive Session:

7:47 PM

Tom Luckman made a motion to move to Executive session to discuss pending and probable litigation. Motion carried, Unanimous.

8:20 PM

Executive session was adjourned. Nothing was discussed other than the matters within the stated purpose. Regular business meeting was resumed.

Bobby Ross made a motion to adjourn the meeting. Motion carried, Unanimous.

8:21 PM Meeting Adjourned Respectfully submitted. Chandler Calvert, Secretary

GENERAL MANAGER REPORT (VH&P)

1. Maintenance Calendar for West Neck Village Hall & Pool

Maintenance Calendar For West Neck Village Hall & Pool

2024

START	JANUARY	TIME	RESPONSIBLE	FINISH
01/04	Trim/Prune Knock-Out Roses	All Month	Landscape	01/31
01/04	Exterior Light Insp. – Bollards, Floods,	All Month	G.M. & Chandler	01/31
	Porch & Monument Sign Lights			
01/04	Winter Watch Pool Program	TBD	Aquarius Pool	01/01
01/04	Monthly Landscape Service.	All Month	Landscape	01/31
01/04	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	01/31
01/04	As Needed Trash and Debris Removal	All Month	Landscape	01/31
01/04	Weed Control	All Month	Landscape	01/31
01/04	Leaf Collection as Needed	All Month	Landscape	01/31
01/04	Carpet Cleaning Post Holiday Parties	1/14	Chem-Dry	1/14
01/04	Chair Seat & Back Cleaning (Coordinate)	1/14	Chem-Dry	1/14
01/04	Interior Light Replacement	All Month	VH&P Staff	01/31
01/04	Insp. Kitchen Appliances for Service Req.	TBD	VH&P Staff	01/18
01/04	Quarterly Service All Fitness Equipment	TBD	M&E	01/31
01/04	Quarterly Extermination Service	TBD	United Pest Control	01/18
01/04	Touch Up Painting as Needed – All Rooms	TBD	VH&P Staff	01/31
01/04	Insp. Heat Tape on Pool Bldg. Main Water	All Month	VH&P Staff	01/31
01/04	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	01/31
01/04	Change all HVAC Filters (12)	1/4	VH&P Staff	1/4
	Administrative			
04/00				
01/26	Prepare Pool Solicitation Letter and Submit	TBD	General Manager	01/25
01/26	Order New Pool Passes & Wristlets	TBD	General Manager	01/25
01/26	Prepare 2024 Pool Forms	TBD	General Manager	01/25
01/26	Confirm Printing Qty. & Cost for Guest	TBD	General Manager	01/25
01/26	Have Printing Expense Approved	TBD	General Manager	01/25
01/31	Review VH FYE Financials & Do B/V Report	TBD	General Manager	01/31

START	FEBRUARY	TIME	RESPONSIBLE	FINIS
02/01	Exterior Light Insp. – Bollards, Floods,	All Month	G.M. & Chandler	02/26
	Porch & Monument Sign Lights			
02/01	Application 1-Turf Treatment	All Month	Landscape	02/26
02/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	02/26
02/01	Crepe Myrtle Pruning	All Month	Landscape	02/26
02/01	Annual Termite Inspection Main & Pool Bldg	All Month	United Pest Control	02/26
	& Picnic Shelter			
02/01	Bi-Weekly Landscape Service.	All Month	Landscape	02/26
02/01	Hard Pruning if Necessary of Shrubs	All Month	Landscape	02/26
02/01	As Needed Trash and Debris Removal	All Month	Landscape	02/26
02/01	Weed Control	All Month	Landscape	02/26
02/01	Leaf Collection as Needed	All Month	Landscape	02/26
02/01	Winter Watch Pool Program	TBD	Sand Dollar Pool	02/26
02/01	Change HVAC Filters in Fitness Center	TBD	VH&P Staff	02/26
02/01	Interior Light Replacement	All Month	VH&P Staff	02/26
02/01	Insp. Heat Tape on Pool Bldg. Main Water	All Month	VH&P Staff	02/26
02/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	02/26
02/01	Clean Filter on Ice Machine	TBD	General Manager	02/26
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	Administrative			
02/01	Obtain Proof of Insurance & Workman's	TBD	General Manager	02/08
	Comp. Ins for Pool Vendor			
02/01	Set up Mailing of Pool Solicitation Letter	TBD	General Manager	02/08
02/01	Prepare New Member Info Sheet & Print	TBD	General Manager	02/08
02/01	Prepare New 2024 Pool Binder	TBD	General Manager	02/08
02/01	Set Up New 2024 Excel File in Recpt. PC	TBD	General Manager	02/08
02/01	Train Any New Reception Volunteers	TBD	General Manager	02/08
	On Pool Payment and Procedures			

START	MARCH	TIME	RESPONSIBLE	FINISH
03/01	Exterior Light Insp. – Bollards, Floods,	All Month	G.M. & Chandler	03/31
00/01	Porch & Monument Sign Lights			00/01
03/01		All Month	Landagana	03/31
03/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	03/31
03/01	Inspect Roof, Pool Building, Main Building, Patio, Fences & Gates, Rails & Soffit	All Month	Contractor	03/31
03/01	Bi-Weekly Landscape Service.	All Month	Landscape	03/31
03/01	Ground Cover and Ornamental Grass Trim	All Month	Landscape	03/31
03/01	As Needed Trash and Debris Removal	All Month	Landscape	03/31
03/01	Weed Control	All Month	Landscape	03/31
03/01	Have Grill Serviced for Spring Opening	TBD	Taylor's Fireplace	03/12
03/01	Interior Light Replacement	All Month	VH&P Staff	03/31
03/01	Remove Heat Tape on Pool Bldg. Main	TBD	VH&P Staff	03/31
03/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	03/31
03/01	Winter Watch Pool Program	TBD	Sand Dollar Pool	03/31
03/01	Change all HVAC Filters (12)	TBD	VH&P Staff	03/31
03/01	Pre-Season Insp. & Service all HVAC Units	TBD	My Three Sons	03/31
03/01	Set Up Opening Date for Pool Service	TBD	Sand Dollar Pool	03/31
03/01	Pool Bldg. & Pool Equipment Reopening	TBD	Sand Dollar Pool	03/31
03/01	Check Patio Awning Operation	TBD	VH&P Staff	03/31
03/01	Inspect Picnic Shelter for Cleaning or Repair	TBD	VH&P Staff	03/31
03/01	Pre-Season Insp. & Service Pool Equipment	TBD	Sand Dollar Pool	03/31
03/01	Turn on Outside Faucets	TBD	General Manager	TBD
	Administrative			
03/01	Apply Pool Permit & Exemption Letter	TBD	General Manager	03/31
03/01	Staffing Analysis & Hiring for Summer	TBD	General Manager	03/31
03/11	Change Alarm System Clock – Daylight Sav	03/10	General Manager	03/10
03/11	Change System Overview Daylight Savings	03/10	General Manager	03/10
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START	APRIL	TIME	RESPONSIBLE	FINISH
04/01	Exterior Light Insp. – Bollards, Floods, Porch & Monument Sign Lights	All Month	G.M. & Chandler	04/30
04/01	Weekly Landscape Service	All Month	Landscape	04/30
04/01	Irrigation System Inspection & Start Up	TBD	Landscape	04/30
04/01	Mulch & Edging	TBD	Landscape	04/30
04/01	Application 2 – Pre-Emergent/Crabgrass	All Month	Landscape	04/30
04/01	As Needed Trash and Debris Removal	All Month	Landscape	04/30
04/01	Weed Control	All Month	Landscape	04/30
04/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	04/30
04/01	Carpet Spot Cleaning & Chair Cleaning	TBD	Chem Dry	04/30
04/01	Change HVAC Filters in the Fitness Center	TBD	VH&P Staff	04/30
04/05	Pool Service 3 Times Per Week W/Open	W/Open	Aquarius	05/02
04/05	Pool Water Readings & Service 4 Days/Wk	W/Open	VH&P Staff	04/30
04/01	Interior Light Replacement	Monthly	VH&P Staff	04/30
04/01	Insp. Kitchen Appliances for Service Reg.	TBD	VH&P Staff	04/30
04/01	Quarterly Service All Fitness Equipment	TBD	M&E	04/30
04/01	Quarterly Extermination Service	TBD	United Pest Control	04/30
04/01	Touch Up Painting as Needed – All Rooms	TBD	VH&P Staff	04/30
04/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	04/30
04/01	Have Pool Bldg. & Restrooms Cleaned	TBD	Jan-Pro	04/09
04/01	Remove & Store Pool Cover	TBD	Sand Dollar Pool	04/8
04/01	Have Certified Electrician Inspect & Complete Form for Pool for Permitting	TBD	Sand Dollar Pool	04/18
04/01	Make Appointment to meet Pool Inspector onsite to obtain the Pool Permit	TBD	Sand Dollar Pool	04/22
04/01	Reinstall Pool Ice Machine in Alcove & Turn Water Back On Pool Building	TBD	Associa On-Call	4/15
04/01	Reinstall Pool Microwave in Alcove	TBD	General Manager	4/15
04/01	Power wash building/sidewalks & patio	TBD	Associa On-Call	4/25
	Administrative			
04/01	Schedule Staff & Date to Clean & Set Up Pool and Patio Furniture	TBD	General Manager	04/22
04/01	Set Up Summer Pool Restroom Cleaning	TBD	General Manager	04/22
04/01	Hold Staff Training on Water Testing	TBD	General Manager	04/22
04/01	Hold Staff Training on Pool Equipment Safety & Operation plus A.E.D.	TBD	General Manager	04/22
04/20	Post Pool Permit & Exemption Letter	04/21	General Manager	04/22

START	MAY	TIME	RESPONSIBLE	FINISH
05/01	Exterior Light Insp. – Bollards, Floods, Porch & Monument Sign Lights	All Month	G.M. & Chandler	5/31
05/01	Weekly Landscape Service	All Month	Landscape	5/31
05/01	As Needed Tree and Shrub Applications	All Month	Landscape	5/31
05/01	Flower Installation	1 st Week	Landscape	5/31
05/01	Application 3 – Turf Program	All Month	Landscape	5/31
05/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	5/31
05/01	As Needed Trash and Debris Removal	All Month	Landscape	5/31
05/01	Weed Control	All Month	Landscape	5/31
05/01	Gutter Cleaning – Check ground piping	All Month	Landscape	5/31
05/01	Dumpster Enclosure –Inspect & Clean	All Month	Landscape	5/31
05/01	Parking Lot Inspection	All Month	General Manager	5/31
05/01	Change all HVAC Filters (12)	TBD	VH&P Staff	5/31
05/01	Pool Service 3 Times Per Week W/Open	All Month	Sand Dollar Pool	5/31
05/01	Pool Water Readings & Service 4 Days/Wk	All Month	VH&P Staff	5/31
05/01	Interior Light Replacement	Monthly	VH&P Staff	5/31
05/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	5/31
05/01	Patio Deck Inspection	TBD	General Manager	5/31
05/01	Inspect Grounds for Fire Ants	TBD	General Manager	5/31
05/01	Clean Filter on Both Ice Machines	TBD	General Manager	5/31
	Administrative			
05/01	Review Pool Usage & Log for Adjustments	All Month	General Manager	5/31
05/01	Daily C.P.Op. Review Pool Water Log and Chemical Pumps	All Month	General Manager	5/31
05/01	Meet with Pool Inspector & Stand Inspection	TBD	General Manager	5/31
05/01	Publish Holiday Closure Dates for Year	TBD	General Manager	5/31
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START	JUNE Exterior Light Incr. Bellerde Electe		RESPONSIBLE	FINISH
06/01	Exterior Light Insp. – Bollards, Floods, Porch & Monument Sign Lights	All Month	G.M. & Chandler	06/30
06/01	Weekly Landscape Service	All Month	Landscape	06/30
06/01	Backflow Device Inspection & Certification for the City (3 Devices)	TBD	Precision Plumbing	06/15
06/01	As Needed Trash and Debris Removal	All Month	Landscape	06/30
06/01	Weed Control	All Month	Landscape	06/30
06/01	Gutter Cleaning (If Necessary)-Check piping	All Month	Landscape	06/30
06/01	Change HVAC Filters in Fitness Center	TBD	VH&P Staff	06/30
06/01	Pool Service 3 Times Per Week W/Open	All Month	Sand Dollar Pool	06/30
06/01	Pool Water Readings & Service 4 Days/Wk	All Month	VH&P Staff	06/30
06/01	Interior Light Replacement	Monthly	VH&P Staff	06/30
06/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	06/30
06/01	Monthly Test & Inspection of A.E.D	Monthly	VH&P Staff	06/30
	Administrative			
06/01	Review Pool Usage & Log for Adjustments	All Month	General Manager	06/30
06/01	Daily C.P.Op. Review Pool Water Log and	All Month	General Manager	06/30
	chemical pumps			
06/01	Meet with Pool Inspector & Stand Inspection	TBD	General Manager	06/30
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START	JULY	TIME	PESDONSIDIE	EINICH
07/01	Exterior Light Insp. – Bollards, Floods,	All Month	RESPONSIBLE G.M. & Chandler	FINISH
07701	Porch & Monument Sign Lights			07/31
07/01	Weekly Landscape Service	All Month	Landscape	07/31
07/01	Prune Shrubs	All Month	Landscape	07/31
07/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	07/31
07/01	Clean Carpet in LMR & Card Rooms	All Month	Chem Dry	07/31
07/01	As Needed Trash and Debris Removal	All Month	Landscape	07/31
07/01	Weed Control	All Month	Landscape	07/31
07/01	Change All HVAC Filters (12)	TBD	VH&P Staff	07/31
07/01	Pool Service 3 Times Per Week W/Open	All Month	Aquarius	07/31
07/01	Pool Water Readings & Service 4 Days/Wk	All Month	VH&P Staff	07/31
07/01	Interior Light Replacement	Monthly	VH&P Staff	07/31
07/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	07/31
07/01	Insp. Kitchen Appliances for Service Req.	TBD	VH&P Staff	07/31
07/01	Quarterly Service All Fitness Equipment	TBD	M&E	07/31
07/01	Quarterly Extermination Service	TBD	United Pest Control	07/31
07/01	Touch Up Painting as Needed – All Rooms	TBD	VH&P Staff	07/31
07/01	Adjust Timer on Exterior Lights as Needed	TBD	General Manager	07/31
	Administrative			
07/01	Review Pool Usage & Log for Adjustments	All Month	General Manager	07/31
07/01	Daily C.P.Op. Review Pool Water Log and chemical pumps	All Month	General Manager	07/31
07/01	Meet with Pool Inspector & Stand Inspection	TBD	General Manager	07/31
07/01	Budget Mid-Year Review	TBD	General Manager	07/31

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START 08/01	AUGUST			FINISH
08/01	Exterior Light Insp. – Bollards, Floods, Porch & Monument Sign Lights	All Month	G.M. & Chandler	8/31
08/01	Weekly Landscape Service	All Month	Landscape	8/31
08/01	Application 4 – Turf Management	All Month	Landscape	8/31
08/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	8/31
08/01	Tree Removal Inspection	All Month	Landscape	8/31
08/01	As Needed Trash and Debris Removal	All Month	Landscape	8/31
08/01	Weed Control	All Month	Landscape	8/31
08/01	Interior Light Replacement	Monthly	VH&P Staff	8/31
08/01	Change HVAC Filters in Fitness Center	TBD	VH&P Staff	8/31
08/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	8/31
08/01	Pool Service 3 Times Per Week W/Open	All Month	Sand Dollar Pool	8/31
08/01	Pool Water Readings & Service 4 Days/Wk	All Month	VH&P Staff	8/31
08/01	Clean Filters on Both Ice Machines	TBD	General Manager	8/31
	A due in in the Arms Alice			
08/01	Administrative	All Month	Conorol Monoror	0/24
08/01	Review Pool Usage & Log for Adjustments Daily C.P.Op. Review Pool Water Log and	All Month	General Manager	8/31 8/31
00/01	chemical pumps	All Month	General Manager	0/31
08/01	Meet with Pool Inspector & Stand Inspection	TBD	General Manager	8/31
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START	SEPTEMBER	TIME	RESPONSIBLE	FINISH
09/01	Exterior Light Insp. – Bollards, Floods,	All Month	G.M. & Chandler	09/30
09/01	Porch & Monument Sign Lights			09/30
09/01	Weekly Landscape Service	All Month	Landscape	09/30
09/01	As Needed Trash and Debris Removal	All Month	Landscape	09/30
09/01	Weed Control	All Month	Landscape	09/30
09/01	Have Fire Pit Inspected & Serviced	TBD	Gas Specialty	09/30
09/01	Pre-Season Insp. & Service all HVAC Units	TBD	My Three Sons	09/30
09/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	09/30
09/01	Inspect Roof, Pool Building, Main Building, Patio, Fences & Gates, Rails & Soffit	All Month	Associa On- Call	09/30
09/01	Interior Light Replacement	Monthly	VH&P Staff	09/30
09/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	09/30
09/01	Change All HVAC Filters (12)	TBD	VH&P Staff	09/30
09/01	Leaf Collection as Needed	All Month	Landscape	09/30
09/01	Pool Service 3 Times Per Week W/Open	All Month	Sand Dollar Pool	09/30
09/01	Pool Water Readings & Service 4 Days/Wk	All Month	VH&P Staff	09/30
	Administrative			
09/01	Set Up Oct. Closing Date with Pool Vendor	9/27	General Manager	09/27
09/01	Review Pool Usage & Log for Adjustments	All Month	General Manager	09/30
09/01	Daily C.P.Op. Review Pool Water Log and chemical pumps	Until Clsd	General Manager	09/30
09/01	Meet with Pool Inspector & Stand Inspection	TBD	General Manager	09/30
09/01	Update Payroll Employee List & W-2 Info	TBD	General Manager	09/30
09/01	Submit VH Budget to Finance Comm.	TBD	General Manager	09/30

START	OCTOBER	TIME		EINICH
10/01	Exterior Light Insp. – Bollards, Floods,	All Month	RESPONSIBLE G.M. & Chandler	FINISH 10/30
10/01	Porch & Monument Sign Lights		G.W. & Chandler	10/30
10/01				
10/01	Weekly Landscape Service	All Month	Landscape	10/30
10/01	As Needed Trash and Debris Removal	All Month	Landscape	10/30
10/01	Application 5 – Formulated Fertilizer	All Month	Landscape	10/30
10/01	Aeration and Seeding	All Month	Landscape	10/30
<u> 10/01</u> 10/01	Weed Control	All Month	Landscape	10/30
	Leaf Collection as Needed	All Month	Landscape	10/30
10/01	Inspect Pool Furniture for Replacement	TBD	General Manager	10/30
10/01	Close & Winterize Pool Building & Pool	TBD	Aquarius	10/30
	Equipment. Install Pool Cover			
40/04				
10/01	Pool Service 3 Times Per Week W/Open	Until Clsd	Sand Dollar Pool	10/30
10/01	Pool Water Readings & Service 4 Days/Wk	Until Clsd	VH&P Staff	10/30
10/01	Interior Light Replacement	Monthly	VH&P Staff	10/30
10/01	Put Away all Pool Furniture	TBD	VH&P Staff	10/30
10/01	Insp. Kitchen Appliances for Service Req.	TBD	VH&P Staff	10/30
10/01	Quarterly Service All Fitness Equipment	TBD	M&E	10/30
10/01	Quarterly Extermination Service	TBD	United Pest Control	10/30
10/01	Touch Up Painting as Needed – All Rooms	TBD	VH&P Staff	10/30
10/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	10/30
10/01	Install Heat Tape on Pool Bldg Water Main	TBD	Sand Dollar Pool	10/30
10/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	10/30
10/01	Change HVAC Filters in Fitness Center	TBD	VH&P Staff	10/30
10/01	Disconnect and Store Pool Ice Machine	TBD	General Manager	10/5
10/01	Disconnect and Store Pool Microwave	TBD	General Manager	10/5
10/01	Clean Out Drain Line from HVAC Units	TBD	Associa On Call	10/30
10/01	Change Filters on Dehumidifiers (Contract)	TBD	Va. Foundation Sol.	1030
			(757-777-8158)	
	Administrative			
10/01	Staff Meeting to Review Holiday Schedules	TBD	General Manager	10/30
10/01	Note Review Dates of Staff for 2025	TBD	General Manager	10/30

START	NOVEMBER	TIME	RESPONSIBLE	FINISH
11/01	Exterior Light Insp. – Bollards, Floods,	All Month	G.M. & Chandler	11/30
	Porch & Monument Sign Lights			
11/01	Weed Control	All Month	Landscape	11/30
11/01	Leaf Collection as Needed	All Month	Landscape	11/30
11/01	Gutter Cleaning (If Necessary) – piping insp.	All Month	Landscape	11/30
11/01	As Needed Trash and Debris Removal	All Month	Landscape	11/30
11/01	Insp. Heat Tape on Pool Bldg. Main Water	All Month	VH&P Staff	11/30
11/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	11/30
11/01	Change All HVAC Filters (12)	TBD	VH&P Staff	11/30
11/01	Shut Down Irrigation System	TBD	Landscape	11/30
11/01	Interior Light Replacement	Monthly	VH&P Staff	11/30
11/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	11/30
11/01	Inspect Fence and Gates	All Month	General Manager	11/30
11/01	Decorate Village Hall for Holidays	TBD	Garden Club	11/25
11/01	Exterior Water Faucets Turned-Off	All Month	General Manager	11/20
11/01	Clean Filter on Ice Machine	TBD	General Manager	11/30
11/01			General Manager	11/50
	Administrative			
11/4	Change Alarm System Clock Std Time	10/27	General Manager	10/27
11/4	Change Sk-Net System Clock Std Time	10/27	General Manager	10/27
11/1	Key Log Review	11/30	General Manager	11/30
11/1	Schedule Daily Insp. Of Facility by a Staff	TBD	General Manager	11/30
	Member on Days Closed for Holidays	TBD	General Manager	11/30
	Member on Days closed for holidays			
			2	

START	DECEMBED	TIME	RESPONSIBLE	FINISH
	DECEMBER			
12/01	Exterior Light Insp. – Bollards, Floods, Porch & Monument Sign Lights	All Month	G.M. & Chandler	12/31
12/01	Application 6 – Formulated Fertilizer	TBD	Landscape	12/31
12/01	Weed Control	All Month	Landscape	12/31
12/01	Leaf Collection as Needed	All Month	Landscape	12/31
12/01	As Needed Trash and Debris Removal	All Month	Landscape	12/31
12/01	Interior Light Replacement	Monthly	VH&P Staff	12/31
12/01	Monthly Test & Inspection of A.E.D	TBD	VH&P Staff	12/31
12/01	Insp. Heat Tape on Pool Bldg. Main Water	All Month	VH&P Staff	12/31
12/01	Inspect & Clean Drain Serving Verizon Box	All Month	Landscape	12/31
12/01	Change HVAC Filters in Fitness Center	TBD	VH&P Staff	12/31
	Administrative			
12/01	Schedule Daily Insp. Of Facility by a Staff	TBD	General Manager	12/31
12/01	Submit Any Final W-2 Changes to Beverly	TBD	General Manager	12/31
12/01	Schedule a Date to Take Down Decorations	TBD	General Manager	12/31
12/01	Concoure à Date to Take Down Decorations		Ocheral Manager	12/01

NEW BUSINESS

D. Requested Proposals from AssoicaOnCall (enclosed), JT Mitchell Construction, Whitman Development

E. Requested Proposals from AssociaOnCall (enclosed), Parking Lot Maintenance (enclosed), Whitman Development

WEST NECK COMMUNITY ASSOCIATION Annual Plan

January 2024 - December 2024

CONTRACT RENEWAL/EXPIRATION

- Audit Reviewed annually unless Board approves 3-year price guarantee.
- Landscape Contract w/US Lawns expires on 1/1/24
- Village Hall Janitorial Contract w/ Jan Pro start date 1/3/24
- Master Insurance Policy (Nationwide-The Mayo Agency) Renew-11/1/24
- Management Contract w/Community Group expires 12/31/27 (Note: 60 day written notice of termination required)
- Village Hall Management Contract w/South Beach Community Management expires 12/1/27
- Village Hall Pool Contract

Itom

• Rosecrest Pond Maintenance Treatment Contract expires on 3/31/24

Scheduled Replacement Reserves for 2024

Item		
11	Brick entry piers, main, point (10%)	\$3,817.00
13	Signage entrance, granite, refurbish	\$2,490.00
17	Signage, Rosecrest, refurbish	\$2,500.00
18	Brick monument, Rosecrest, repoint	\$386.00
21	Signage, neighborhoods, granite, refurbish	\$5,874.00
22	Brick entry monument, neighbor, repoint	\$3,660.00
23	Brick planters, traffic circle, repoint (10%)	\$1,986.00
130	Icemaker	\$1,445.00
135	Fridge, double door	\$8,490.00
180	Pool deck joint sealant	\$648.00
184	Pool pump, 5hp	\$2,035.00
192	Site light, fixtures	\$2,745.00
	-	
Total S	Scheduled Replacements	\$36,076.00

JANUARY 2024

ACTIVITIES: BOARD TRAINING (1/17/24-3:00P.M.) BOARD MEETING (1/17/24-6:00P.M.)

GOALS:

Organize files. Prepare information for Audit/ financials (Auditor) Prepare 2023 files for audit set up 2024 files

Discuss 2024 Preventative Maintenance Schedule (VH&P) Once a month lawn service

FEBRUARY 2024

GOALS:

Review documents Review contracts Review data from files Work with auditor Once a Month Lawn Service

MARCH 2024

ACTIVITIES: BOARD MEETING (3/20/24) CA DAY (3/18/24) 4/15/24 Deadline for tax returns

CONTRACTS:

Lawn Service Weekly will begin Turf Application Street light inspection

APRIL 2024

GOALS: Lawn Service Weekly Review audit report Turf Application Tour community with landscape provider & landscape board liaison

Architectural Inspections will begin April 1st. Inspections of the community will be determined by Management and the ARC Chairperson.

MAY 2024

ACTIVITIES: BOARD MEETING (5/15/24)

GOALS: Lawn Service Weekly Turf Application Plant Spring Flowers

JUNE 2024

GOALS: Lawn Service Weekly Review Reserve Accounts Tour community with landscape provider (If needed)

JULY 2024

ACTIVITIES: BOARD MEETING (7/17/24)

GOALS: Lawn Service Weekly

AUGUST 2024

ACTIVITIES: VOTING MEMBER MEETINGS (8/21 & 8/22)

GOALS

Lawn Service Weekly Tour community with landscape provider (if needed) Financial Committee Review (2025 Budget)

SEPTEMBER 2024

ACTIVITIES: ANNUAL VOTING MEMBER MEETING BOARD OF DIRECTOR ELECTIONS (9/18/24)

GOALS

Lawn Service Weekly Fall Turf Applications Review Insurance Policy Street light inspection

OCTOBER 2024

CONTRACTS: Review 2025 pool service agreement (Village Hall)

GOALS: Lawn Weekly Service Plant Fall Flowers Tour community with landscape (if needed)

NOVEMBER 2024

ACTIVITIES: BOARD MEETING (11/20/24)

GOALS

Lawn Service Weekly Turf Application Approve 2025 Budget Order 2025 coupons Street light inspection

DECEMBER 2024

GOALS

Once a Month Lawn Service Mail 2025 coupons Grounds service as needed Write 2025 Annual Plan

West Neck Village Hall Crawlspace Warranties provided by Virginia Foundation Solutions

2. 3.	Crawl Space Encapsulation System Perimeter Wall Insulation Interior Water Management Exterior Water Management	25 years 25 years Lifetime 25 years
7.	Crawl Space Support Piers Foundation Push Pier Foundation Helical Pier	5 years Lifetime 10 years

Effective date: October 5, 2015

Brett Campbell

From: Sent: To: Cc: Subject: Hunter Poland <hpoland@solitudelake.com> Tuesday, January 9, 2024 3:19 PM Brett Campbell Beverly Mallard; Erika Bamberg Re: West Neck Pond Treatment Agreement

You don't often get email from hpoland@solitudelake.com. Learn why this is important

Caution: [EXTERNAL EMAIL] This email originated from outside the company.

Hi Brett,

The increase (~\$21/ month) helps us keep up with the increasing costs for the products and equipment that we use to maintain the ponds. The costs for the products we use go up every year so we do have to increase our prices slightly each year to keep up with those costs.

Hunter Poland

District Manager Environmental Scientist

×	
P: 888.480.5253	
C: 571-292-6906	
×	

solitudelakemanagement.com

On Tue, Jan 9, 2024 at 3:04 PM Brett Campbell < <u>bcampbell@communitygroup.com</u> > wrote:

Hunter:

Please provide reason of increase in service. Was hopeful to hold at current agreement. It appears besides the proposed increase all else is the same.

Regards,

Brett Campbell CMCA, AMS, PCAM Community Manager

Please note our office hours are Monday-Thursday 9:00 AM-5:00 PM and Friday 9:00 AM-12:00 PM



SERVICES CONTRACT

CUSTOMER NAME: West Neck Community Association SUBMITTED TO: Brett Campbell/Chuck McKinney/Connie Milne CONTRACT EFFECTIVE DATE: April 1, 2024 through March 31, 2025 SUBMITTED BY: Erika Bamberg, Sales Support Administrator SERVICES: Management Services for Pond #1 and Fountain #1 (Right Entry), Pond #2 and Fountain #2 (Left Entry) and Pond #3, Fountain #3 (Rosecrest)

This agreement (the "Agreement") is made as of the date indicated above and is by and between SOLitude Lake Management, LLC ("SOLitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

1. <u>The Services</u>. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:

2. <u>PAYMENT TERMS.</u> The Annual Contract Price is **\$6,601.92**. SOLitude shall invoice Customer **\$550.16 per month** for the Services to be provided under this Agreement. The term of this agreement is for a period of twelve (12) months, with payment invoiced on the first day of each month, reminding them that a contract payment is due by the end of that same month. The customer is obligated to pay each monthly contract payment per the terms of this contract, without any obligation on the part of SOLitude to invoice or send any other sort of reminder or notice. Due to the seasonality of these services, and the disproportionate amount of time and materials dedicated to providing these services during some times of the year as compared to others, based on the season, weather patterns, and other natural factors, the amount billed and paid to date is not necessarily equivalent to the amount of work performed to date.

The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, the customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees above. SOLitude shall be reimbursed by the customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the customer that are not covered specifically by the written specifications of this contract.

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3. <u>TERM AND EXPIRATION</u>. This Agreement is for an annual management program as described in the Schedule A attached. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.

4. <u>PRICING</u>. The Company reserves the right to annually increase the amount charged for the services beyond the escalation percentage stated in the TERM AND EXPIRATION above, which shall be communicated by written notice to the Customer, which notice may be by invoice.

5. <u>TERMINATION</u>, If SOLitude terminates your service for nonpayment or other default before the end of the Services Contract, if the Customer terminates this Services Contract for any reason other than in accordance with the cancellation policy outlined above, or in the event this Contract does not automatically renew and the customer terminates it before the termination date, Customer agrees to pay SOLitude, in addition to all other amounts owed, an Early Termination Fee in the amount specified below ("Early Termination Fee"). The Customer's Early Termination Fee will be 50% of the remaining value of the Contracted Price. The Early Termination Fee is not a penalty, but rather a charge to compensate SOLitude for the Customer's failure to satisfy the Services Contract on which the Customer's rate plan is based.

6. <u>INSURANCE AND LIMITATION OF LIABILITY</u>. SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

7. <u>FORCE MAJEURE</u>. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

8. <u>ANTI-CORRUPTION AND BRIBERY.</u> Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

9. <u>GOVERNING LAW</u>. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

10. <u>ENTIRE AGREEMENT</u>. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by

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both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

11. <u>NOTICE</u>. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

12. <u>BINDING</u>. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

13. <u>FUEL/TRANSPORTATION SURCHARGE</u>. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

14. <u>DISCLAIMER</u>. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customers understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or

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Pond and Fountain Management Services Contract West Neck Community Association (15980) - EB Page 4 of 7



other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

15. <u>NONPERFORMANCE</u>. In the case of any default on the part of the Company with respect to any of the terms of this Agreement, the Customer shall give written notice thereof, and if said default is not made good within (30) Thirty Days, the Customer shall notify the Company in writing that there has been a breach of the Agreement. The Company in case of such breach shall be entitled to receive payment only for work completed prior to said breach, so long as the total paid hereunder does not exceed the Contract sum.

16. <u>E-Verify</u>. Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.	WEST NECK COMMUNITY ASSOCIATION		
Signature:	Signature:		
Printed Name:	Printed Name:		
Title:	Title:		
Date:	Date:		
Please Remit All Payments to:	Customer's Address for Notice Purposes:		
1320 Brookwood Drive Suite H Little Rock AR 72202	8		
Please Mail All Contracts to:			
2844 Crusader Circle, Suite 450 Virginia Beach, VA 23453			

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SCHEDULE A - ANNUAL POND AND FOUNTAIN MANAGEMENT SERVICES

Monitoring:

- 1. A SOLitude Aquatic Specialist will visit the site and inspect the pond(s) on a **one (1) time per month** basis.
- 2. Observations and data collected during the inspections will be used to inform and guide all activities required to fulfill the requirements of this contract as specified in the description of services below.

Aquatic Weed Control:

- 1. Pond(s) will be inspected on a one (1) time per month basis.
- 2. Any growth of undesirable aquatic weeds and vegetation found in the pond(s) with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the pond(s) at the time of application.
- Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Shoreline Weed Control:

- 1. Shoreline areas will be inspected on a one (1) time per month basis.
- 2. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond areas shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
- 3. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Pond Algae Control:

- 1. Pond(s) will be inspected on a one (1) time per month basis.
- 2. Any algae found in the pond(s) with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

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Fountain Maintenance Service:

- 1. Company will service each of the fountains **twelve (12) times per year** on a once per month basis as follows:
 - Perform Amp test on the motor to verify appropriate amp load.
 - Check incoming and outgoing Voltage.
 - Test Motor GFCI Protection Breaker.
 - Test Contactor (starter).
 - Test motor overload protection to make sure it is set and functioning properly. Check fuses.
 - Make sure all wires, breakers, and other electronic parts are securely attached Check timer and set as needed.
 - Test Lighting GFCI breaker in the control panel to make sure it is operating properly. Check lighting timer and set as needed.
- 2. If the fountain or lights are not visibly operating properly, or malfunctioning in any way as determined by the diagnostic checks specified above, the Company will further perform the following:
 - Perform ohm test to cable to test for any shorts or resistance in the power cable between the control panel and the motor.
 - Inspect motor shaft to make sure it is not bent and that it is turning smoothly and quietly.
 - Inspect propeller or impeller (depending on what type unit) and diffuser plate (if present) to make sure they are tightly attached and not bent or damaged in any way.
 - Clean fountain's debris screen nozzle, shaft, and pump chamber ensure proper water flow.
 - Clean all lighting lens covers.
 - Check each light and replace lamps that have burnt out.
 - Replace any seals on light housing which are leaking.
- 3. All replacement parts required for proper maintenance of the fountains and the additional labor required to replace these parts as needed will be billed as an additional charge.
- 4. All lights, seals, other replacement parts, and labor required for light replacements will be billed as an additional charge.
- 5. All necessary repairs (parts & labor) covered by warranty will be performed at no additional charge to the Customer.
- 6. Any significant problems or malfunctions that are discovered during the maintenance service that are not able to be repaired during that service, which are no longer under warranty, and that will require significant additional labor and/or parts, will be written up and submitted to the Customer for his / her approval prior to proceeding with the work.

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7. All fountain work will be performed by factory certified service and repair technicians.

Service Reporting:

1. Customer will be provided with a monthly service report detailing all of the work performed as part of this contract.

General Qualifications:

- 1. Company is a licensed pesticide applicator in the state in which service is to be provided.
- 2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
- 3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.
- 4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
- 5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
- 6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

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Brett Campbell

From:	Connie Milne <cicimilne@yahoo.com></cicimilne@yahoo.com>
Sent:	Thursday, December 21, 2023 11:14 AM
То:	Brett Campbell
Cc:	Connie Milne; Tom Luckman; Rob Gaines
Subject:	Fw: Estimate 5031-218-A from Custom Irrigation Systems, Inc.
Attachments:	Est5031218A_from_Custom_Irrigation_Systems_Inc9632.pdf

Caution: [EXTERNAL EMAIL] This email originated from outside the company.

Brett,

Please add this proposal to the agenda for the January 2024 Board Meeting. We shut the system down for the winter so this was no longer a critical issue. Tom and I discussed this and agreed to place it on the January agenda. It will need to be repaired before the system is activated for the spring.

Thank you,

Connie Milne 703-728-8757

----- Forwarded Message -----From: Intuit E-Commerce Service <quickbooks@notification.intuit.com> To: "cicimilne@yahoo.com" <cicimilne@yahoo.com> Sent: Wednesday, December 6, 2023, 04:01:14 PM EST Subject: Estimate 5031-218-A from Custom Irrigation Systems, Inc.



Email: cisinc@live.com

Phone: 757-548-0678

Powered by QuickBooks.

Dear Customer :

Please review the attached estimate. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

Custom Irrigation Systems, Inc.

Custom Irrigation Systems, Inc.

P. O. Box 62566 Virginia Beach, VA 23466

Phone # 757-548-0678

1

cisinc@live.com

www.customirrigationsystems.net

Name / Address
CG1861-10598
Westneck HOA
C/O Associa Community Group Inc.
4534 Bonney Rd
Va Beach , VA 23462-3873

			Project
Description	Qty	Cost	Total
repair irrigation leak where irrigation mainline is connected to golf course irrigation shut off valve along singature drive (connection is very deep in ground)	1	1,000.00	1,000.00
This is a not to exceed price!			
Labor rates: \$125.00 per hour per service tech plus parts			
		Total	\$1,000.00

Customer Signature

Date Estimate # 11/22/2023 5031-218-A



November 17, 2023

Brett Campbell Associa Community Group 4534 Bonney Road, Suite D Virginia Beach, VA. 23462 Phone: 757-499-5928 Email: bcampbell@communitygroup.com

RE: West Neck - Proposal to Re-point Mortar on Brick Walls In Island Circle

Scope of work:

- Remove loose and failing mortar
- Clean and prep areas as needed
- Apply new mortar in joints
- Tool mortar to blend
- Remove all debris

Cost- \$3,650

Thank you for the opportunity to provide a proposal for this work. All work will be completed by experienced technicians. We are fully licensed and insured for the benefit of all parties. If you have any questions, please call us.

Tom Kelly Associa OnCall

PLEASE SIGN AND RETURN ONE (1) COPY OF THIS CONTRACT TO INDICATE YOUR ACCEPTANCE OF OUR PROPOSAL AND THE TERMS LISTED ON PAGE 2, THUS AUTHORIZING ASSOCIA ONCALL TO PERFORM THE WORK AS SPECIFIED HERETO

Contract Approved:	Date:
--------------------	-------

JT Mitchell Incorporated



847 Seahawk Cir, Suite 101 Virginia Beach, VA 23452 757-689-6251 jtmitchellconstruction@gmail.com

Estimate

ADDRESS

West Neck c/o Community Group 4534 Bonney Rd. Virginia Beach, VA 23462 ESTIMATE # 3055 DATE 01/15/2024 EXPIRATION 02/14/2024 DATE

0.00

\$2,250.00

WO NUMBER email	CONTACT Brett Campbell	JOB ADDRESS Brick Repairs	
DESCRIPTION			AMOUNT
Remove and replace the (Grind out the mortar on the	island circle on Signature Circle 3) broken bricks on the column. he wall and the pillars. affected areas; color to match exit	, ,	2,250.00

All information contained in this estimate/quote is to be considered to be of a confidential nature. This information is be considered the exclusive property of JT Mitchell Incorporated and the recipient of this information agrees that this information will only be used for the purpose permitted and will not be used for any purpose that may be directly or indirectly detrimental to JT Mitchell Incorporated. In addition, the recipient of this information agrees that this confidential information will not be shared or disclosed to any third party without the express written permission of JT Mitchell Incorporated.

Accepted By

Accepted Date

Brett Campbell

From:	Connie Milne <cicimilne@yahoo.com></cicimilne@yahoo.com>
Sent:	Friday, November 3, 2023 4:17 PM
То:	Brett Campbell
Cc:	Connie Milne
Subject:	Re: Concrete in traffic circle
Attachments:	Traffic Circle_Sidewalks.pdf; Traffic Circle_Sidewalk Issue.jpg; Traffic Circle_Sidewalk
	Issue2.jpg

Caution: [EXTERNAL EMAIL] This email originated from outside the company.

Brett,

We reported the issue with the sidewalk in the circle to our contact with the City who has been coordinating all of the repairs throughout the community. He informed us that the City owns the sidewalk on the outer edge of the traffic circle and all other sidewalks within the circle are not theirs. The sidewalk repair that is needed in inside of the traffic circle.

Attached are two pictures of the damaged area and the drawing that the city provided regarding the sidewalks they own vs. us. They own sidewalks in the yellow marked areas.

Please follow up regarding the necessary repair.

Thank you,

Connie Milne 703-728-8757

On Friday, August 25, 2023, 11:37:40 AM EDT, Brett Campbell

communitygroup.com> wrote:

Connie:

A picture would be great.

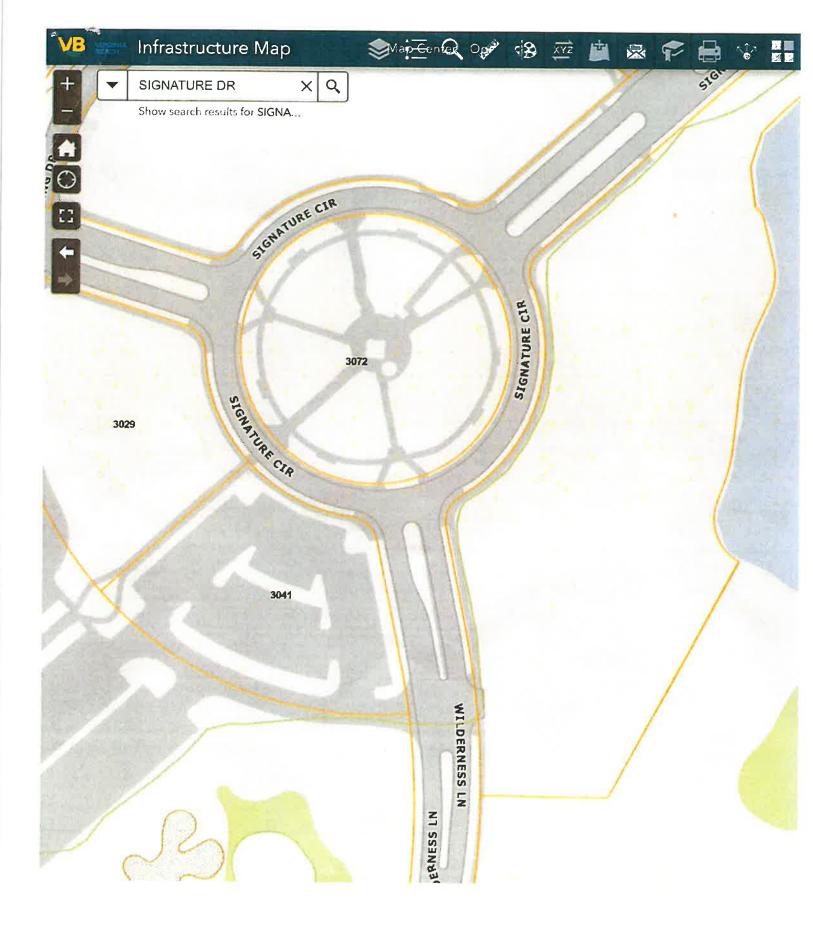
Regards,

Brett Campbell CMCA, AMS, PCAM Community Manager Please note our office hours are Monday-Thursday 9:00 AM-5:00 PM and Friday 9:00 AM-12:00 PM

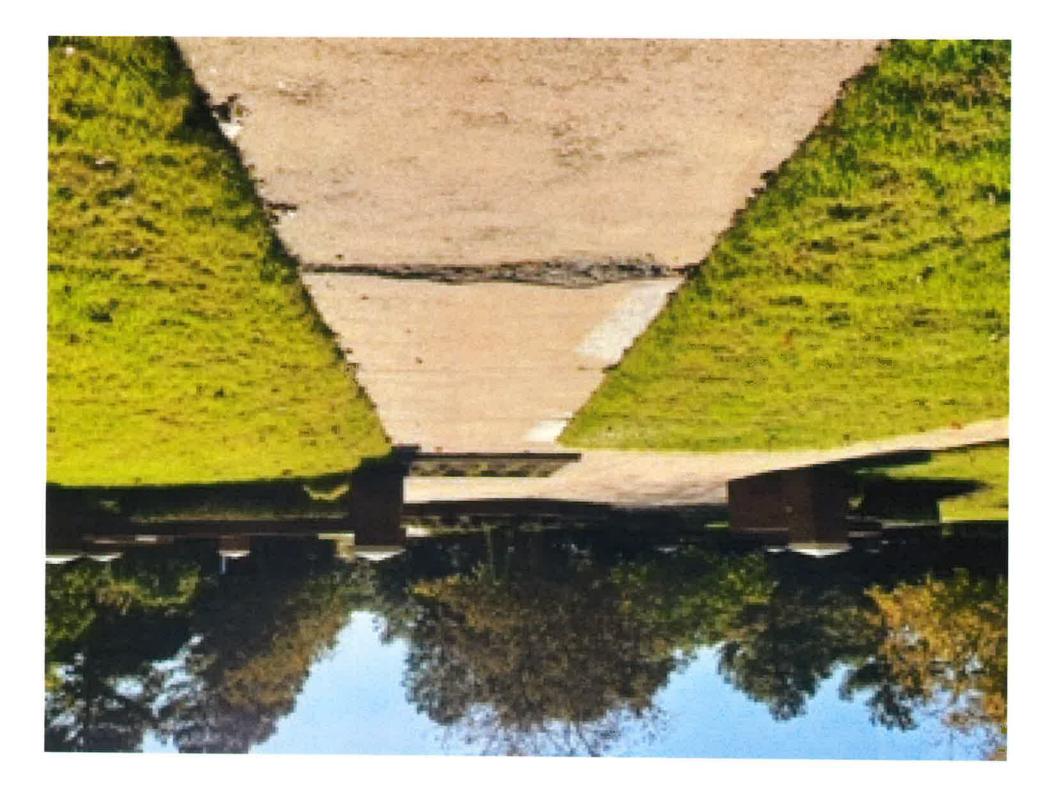
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November 17, 2023

Brett Campbell Associa Community Group 4534 Bonney Road, Suite D Virginia Beach, VA. 23462 Phone: 757-499-5928 Email: bcampbell@communitygroup.com

RE: West Neck - Proposal to Replace Damaged Section of Sidewalk in Circle

Scope of work:

- Remove damaged section of sidewalk- approx. 6 ½ feet by 22 feet
- Prep area and tamp as needed
- Install forms
- Pour 3500 PSI Concrete
- Finish concrete
- Apply light broom finish
- Remove forms
- Grade and dress area and remove all debris

Cost- \$3,785

Thank you for the opportunity to provide a proposal for this work. All work will be completed by experienced technicians. We are fully licensed and insured for the benefit of all parties. If you have any questions, please call us.

Tom Kelly Associa OnCall

PLEASE SIGN AND RETURN ONE (1) COPY OF THIS CONTRACT TO INDICATE YOUR ACCEPTANCE OF OUR PROPOSAL AND THE TERMS LISTED ON PAGE 2, THUS AUTHORIZING ASSOCIA ONCALL TO PERFORM THE WORK AS SPECIFIED HERETO

Contract Approved:	Date:
--------------------	-------

Parking Lot Maintenance, Inc.

Va. Beach - Newport News - Richmond

Sealcoating -	Striping -	· Asphalt -	Concrete
---------------	------------	-------------	----------

Office 757.876.2520 Fax 757.833.0350

CUSTOMER

Name	West Neck Community Association
Attn	Brett Campbell c/o Associa Community Group
Address	4535 Bonney Rd Unit D
City	Virginia Beach, VA., 23452
Phone	757-747-0908
Email	bcampbell@communitygroup.com

Date	1/11/2024
Proposal	1011-24-В
Job Name	West Neck
Location	Signature Circle, Virginia Beach, VA

PROPOSAL

Description Unit Price	1	TOTAL
Provide all labor, equipment, and material to install the following:		
	\$	3,233.00
Shipping & Handling		3,233.00 3,233.00
	 Concrete Sidewalk Repair Area D 17%6' (see attached pics and map) Savout, demo and remove approx. 102 SF of concrete sidewalk at location shown on attached map in RED; dispose of spoils off site. Compact sub base, place forms and pour 4 (inches) of 3,500 psi, air entrained concrete sidewalk where removed; broom finish. Remove forms; rough grade, seed and straw disturbed area. 	Concrete Sidewalk Repair Area D 17%6' (see attached pics and map) \$ 3,233.00 \$ ~Sawcut, demo and remove approx. 102 SF of concrete sidewalk at location shown on attached map in RED; dispose of spoils off site. \$ \$ ~Compact sub base, place forms and pour 4 (inches) of 3,500 psi, air entrained concrete sidewalk where removed; broom finish. \$ \$ ~Remove forms; rough grade, seed and straw disturbed area. \$ \$ \$ Sub Total \$ \$ \$ Sub Total \$ \$ \$ Sub Total \$ \$ \$

Special Conditions are stipulated on Page 2 of this proposal and are a part hereof. In accepting this proposal it is agreed that the prices, specifications and conditions are satisfactory, we are authorized to perform the work, and that payment will be made as outlined on Page 2.

Terms & Conditions

- 1. Payment Terms: Net 30 days upon completion with no retention.
- 2. A late charge of 5% per month will be applied to any past due balances.
- 3. This proposal is valid for 30 days
- 4. All material is warranted for 1 year as specified. All work to be performed in a workmanlike manner in accordance with generally accepted standard practices. No guarantee is made that existing conditions or modifications to existing conditions meet current ADA requirements.
- 5. All alterations or deviations involving additional costs will only be made upon written authorization.
- 6. Completion of work is contingent upon unforeseen delays.
- 7. Customer shall maintain property insurance and any other necessary insurance.
- 8. Suitable access to work area must be made available during normal business hours, *Monday through Friday, 7:00am to 5:00pm* unless otherwise noted. This includes moving any vehicles, dumpsters, etc. prior to Parking Lot Maintenance, Inc. (PLM) mobilizing. Should work on any agreed upon scheduled work day be canceled by Customer, with less than 48 hr notice, for any reason other than weather, an \$875.00 mobilization fee will be assessed. Any work not able to be completed due to obstructions, etc., that require PLM to remobilize on a separate work day will be treated as a new project with all applicable minimum charges.
- 9. This proposal does not include permits, fees, handling or disposal of contaminated materials, responsibility for failures caused by poor subgrade or anything not specifically listed on page 1 of this proposal.
- 10. Customer will be responsible for protecting new work from damage of any kind.
- 11. If the person who signed this proposal is not authorized to do so by the Customer and the Customer does not make payment in full, the person who signed this proposal agrees by doing so that they will pay any unpaid balances including late charges.
- 12. Sealer may not adhere properly or have the same useful life if the surface aggregate in the asphalt is polished/exposed.
- Unless otherwise specified on page 1, cracksealing is only performed on mainline cracks 1/4" wide or wider.
 Mainline cracks are generally defined as pavement seam separations, shrinkage and reflection cracks.
 Spidering, alligatoring, and oxidation cracks are specifically excluded.
- 14. Due to the high elasticity of crack sealer material, low elasticity materials like sealcoat sealer and striping pain may crack, chip or peel off after application. Consequently, stall line markings made over sealed cracks may wear away quickly after application.
- 15. Customer is responsible for maintaining work barriers for duration of work.
- 16. All pavement markings are specified as one coat of latex traffic marking paint recommended for high traffic areas unless otherwise noted page 1. Due to the nature of chemical reactions during the hydration process, traffic marking paint may not properly adhere to concrete poured less than 30 days prior to completion and therefore cannot be guaranteed. Flaking or peeling paint on concrete shall not be removed prior to repainting unless otherwise noted on page 1.
- 17. Customer shall provide on-site access to water, electricity and disposal if not otherwise noted on page 1.
- 18. Miss Utility will be notified to mark utilities in public easements/right of ways prior to commencement of project. PLM cannot be responsible for damage to private utilities not marked by Miss Utility. Examples include but are not necessarily limited to: water service lines, site lighting and irrigation. Customer must hire a private utility marking vendor to determine if any of these types of infrastructure are present in the project area prior to commencement of project.



West Neck Community Association

RESOLUTION NO. 1-2024 OF THE BOARD OF DIRECTORS OF WEST NECK COMMUNITY ASSOCIATION, INC. COMMUNICATION POLICY

This **RESOLUTION** is made this 17th day of January 2024, by the West Neck Community Association, Inc., hereinafter called the "Association".

WHEREAS, Virginia Code section 55.1-1817 provides that the board of directors shall establish a reasonable, effective, and free method appropriate to the size and nature of the Association, for lot owners to communicate among themselves and with the Board of Directors regarding any matters concerning the association; and

WHEREAS, the Board of Directors recognizes that the Internet provides a reasonable, effective, and free method, appropriate for the size of West Neck community, for the lot owners to communicate among themselves, and with the Board of Directors; and

WHEREAS, the Board of Directors wishes to provide a platform over the Internet to allow lot owners to communicate among themselves and with the Board of Directors regarding any matters concerning the Association, but wishes to establish reasonable guidelines for the proposed communication platform;

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors, after proper motion, second, and discussion, hereby adopts the following Communication Policy relating to the use of the Association's Internet platform.

COMMUNICATION POLICY

<u>Purpose:</u> The Board of Directors adopts this communication policy in order to promote a friendly, informative, and enjoyable dialogue for the members of the community to communicate about matters concerning the Association.

<u>Website:</u> The Association shall operate and maintain an Internet website ("platform") in order to comply with the Virginia Code section 55.1-1817 and allow lot owners to communicate among themselves and with the Board of Directors regarding any matters concerning the Association. The website is located at <u>www.westneckvillages.com</u>.

<u>Membership:</u> You must be a registered member of the West Neck Community Association, Inc., in order to be considered for approval to access the Platform.

<u>Oversight:</u> The Board of Directors shall appoint one person ("Platform Manager) to be the administrator for the Platform and responsible for its day-to-day operations. The platform manager shall maintain administrative privileges for the website and be responsible for ensuring the website is operational, maintained, and that the below Terms and Conditions of Use are adhered to by the users. The website is provided as a public service and the Association assumes no liability for any inaccuracies the website <u>may contain.</u>

<u>Terms and Conditions of Use:</u> Posts, contents, and comments, that do not relate to a "matter concerning the Association" or contain any of the following are not permitted on the Association platform:

- Profane, offensive, defamatory, or violent content
- Personal attacks on specific groups or individuals
- Deliberately disorderly comments meant to abuse, harass, threaten, or intimidate (i.e., trolling)
- Content related to confidential Association business (such as vendor negotiation or contracts)
- Content that fosters, advocates, or perpetuates discrimination based on a person's race, religion, gender, color, national origin, age, sexual orientation, marital status, or disability
- Any type of discriminatory content
- Sexual content
- Content that encourages or includes any activity that is offensive, harmful, or illegal
- Content related to confidential or proprietary business information
- Personal information
- Copyrighted or trademark content (such as images)
- Personal opinions as representing the Association's views
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the form.

<u>Violations:</u> The Association reserves the right to remove or block any post or messages that do not adhere to Terms and Conditions of Use. The Association also reserves the right to remove or block anyone who violates Terms and Conditions of Use from posting on the Platform at any time without prior notice. By posting on the Platform all members automatically agree to this Communication Policy.

<u>Disclaimer</u>: The Association does not control, provide, or endorse, nor is the Association responsible for the content that appears on the Platform. The Association provides this service as a convenience only. Members who use the Platform do so of their own free will and their own risk.

<u>Code of Conduct:</u> No officer, director, or management personnel shall post any material or comments about the Association business without the advance written permission of the majority of the Association's Board.

<u>Privacy:</u> To protect your own privacy and the privacy of others, do not include phone numbers, e-mail addresses, or other private or personal information of any kind in the body of any comment or post. Comments that contain personal information may be deleted at the sole discretion of the Association.

<u>Legal Notice</u>: Communication made through the Association Platform shall in no way be deemed to constitute legal notice to and from the Association or any of its officers, board members, employees, agents, or representatives.

<u>Jurisdiction Notice</u>: Any person choosing to access or use the Platform for any reason whatsoever agrees to be subjected to Virginia State law. Any dispute arising there from shall be decided under the laws and in the courts of Virginia Beach, Virginia.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon execution and the Board of Director's appointment of a Platform Manager. A copy of this resolution shall be published in the Directives section of the Association's website and a copy shall be placed among the books and records of the Association.

IN WITNESS WHEREOF, the Board of Directors of the West Neck Community Association, Inc., has set their hands on this 17th day of January 2024.

WEST NECK COMMUNITY ASSOCIATION, INC.

BY:

(signature)

(print)

ATTEST:

(signature)

(print)

_, Secretary

President

Brett Campbell

From: Sent: To: Cc: Subject: Attachments: Suzy Feldman <suzycf713@gmail.com> Monday, January 8, 2024 3:05 PM tglucky@cox.net; Brett Campbell George Davis; bbiddle161@aol.com eNews/Website Administrator eNews Lead Duties V3.pdf

Caution: [EXTERNAL EMAIL] This email originated from outside the company.

Gentlemen:

I am requesting an agenda item for our January 17th Board meeting:

Increase Website Administrator's work by 2 hours weekly @the current hourly wage of \$25 to cover eNews 'Lead' responsibilities.

As you may or may not remember, I gave notice months ago about resigning my eNews volunteer 'lead' position as well as taking myself off the editor schedule, effective the end of December. I am one of the co-founders and this was my seventh year of volunteer service.

George and I asked the three remaining editors (Bob Kolin, Helen Genco and Ken McCrory) to assume the lead position (duties attached). They have each declined.

We need someone to take on the responsibilities of eNews lead as outlined in the attachment. When we originally presented the Board our RFP for hiring a Digital Asset Manager (DAM), which we now title Website Administrator, we included an addendum. Both the website and eNews are under the auspices of the Marketing Committee so it makes sense that the Website Administrator take on these duties. This was in the addendum:

II. Community Communications (Gmail/Constant Contact/eNews)

- 1. 1) Maintain/Monitor eNews Gmail account.
- If needed, be responsible for generation of weekly eNews editions, Special Editions/Community Alerts.
- 3. 3) Maintain/Monitor subscriber addresses to assure receipt.

I have let George know that I will continue to do Special Editions, when available, and be a substitute editor if needed. If we have food trucks this spring/summer, I will also be responsible for the promotion of the trucks through eNews as well as interfacing with them for coordination of their visit with us.

As our website needs constant attention, so does our weekly eNews. Thank you for your consideration. Please confirm that this will be on the January 17th agenda.

Suzy