



*West Neck
Community Association*

March 13, 2024

To: West Neck Board of Directors

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

Re: March 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, March 20, 2024, 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. President's Welcome
 4. Homeowners Forum
 5. Approval of Agenda
 6. President's Update
 7. Voting Member Report(s)
 8. Approval of Minutes
 9. Financial Report
 10. Committee Report(s)
 11. General Manager Report (VH&P)
 12. Old Business
 - A. Review & Discuss Estimate(s) to Re-point Mortar on Brick Walls-Middle Island
 - B. Review & Discuss Estimate(s) to Replace Damaged Sections of Sidewalk-VH & Middle Island
 - C. Review & Discuss Recreation committee's Pickleball Court location (sound survey proposal)
 13. New Business
 - A. Review & Discuss Approval of Village Hall Ad-Hoc Refurbishment Committee
 - B. Review & Discuss Fitness Equipment Replacement
 - C. Review & Discuss Baymark Seal Removal and Replacement
 - D. Review & Discuss Pool Maintenance Contract
 - E. Review & Discuss Gateway Landscaping Plan Proposal
 - F. Review & Discuss Garden Club Expenditure Request
 - G. Review & Discuss Community Estate & Yard Sale Issue
 - H. Review & Discuss "Draft Revision" of the Village Hall & Pool Operations Manual
 - I. Review & Discuss SOTAR Initiative
 - J. Review & Discuss Marketing Committee Issues
 - K. Review & Discuss Proposal to Re-Seal Gatehouse Roof
 14. Executive Session
 15. Adjournment 8:30 P.M.

MINUTES

**West Neck Community Association
Minutes of the Regular Meeting of the Board of Directors
January 17, 2024**

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 thanked the homeowners for attending and asked new homeowners to introduce themselves.

Approval of Minutes:

- Chandler Calvert made a motion to approve the minutes from

November 15, 2023, Regular Board Meeting. Motion carried.
Unanimous

Homeowners Forum:

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

Financial Report:

Financial report was given by Bobby Ross.

Voting Members Report:

No Voting Member Reports were received or read.

Committee Reports:

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.

New Business:

A. Review 2024 Annual Plan:

Brett Campbell reviewed the 2024 annual plan.

B. Pond Maintenance 2024 Contract-Renewal:

- Bruce Biddle made a motion to renew the annual contract with Solitude Lake Management at a cost of \$6,601.92. Motion carried. Unanimous.

C. Irrigation Repair Estimate No. 5031-218-A:

- Chandler Calvert made a motion to approve the repair estimate from Custom Irrigation Systems at a cost of \$1,000.00. Motion carried. Unanimous.

D. Re-Point Mortar on Brick Walls-Middle Island:

- Tom Luckman made a motion to table this item. Motion carried. Unanimous.

E. Replace Damaged Section of Sidewalk-Traffic Circle:

- Tom Luckman made a motion to table this item. Motion carried. Unanimous

F. Communication Policy Resolution:

- Bruce Biddle made a motion to adopt Resolution No.1-2024. Motion carried. Unanimous.

G. Pickleball Proposed Location:

No Board action taken.

H. Website Administration Duties:

- Tom Luckman made a motion to increase the Website Administrator's work by 2 hours weekly at the current rate of \$25 per hour. Motion carried. Unanimous.

ADJOURNMENT:

Tom Luckman adjourned the meeting.

7:21 PM

Meeting Adjourned

Respectfully submitted.

Chandler Calvert, Secretary

FINANCIALS

January 2024 financials were E-mailed to the Board and Placed on the Website

OLD BUSINESS

- A. Review & Discuss Estimate(s) to Re-point Mortar on Brick Walls-Middle Island
- B. Review & Discuss Estimate(s) to Replace Damaged Sections of Sidewalk-VH & Middle Island
- C. Review & Discuss Recreation committee's Pickleball Court location (sound survey proposal)



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: _____



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

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Contract Approved: _____ Date: _____



February 5, 2024

Community Group
4534 Bonney Rd,
Virginia Beach, VA 23462

Reference: West Neck Community
Virginia Beach, VA

Subject: Concrete and Brick Repairs

Hello:

The following is a breakdown of proposed proposal for 2024 at the referenced location above:

1) Concrete Repairs **\$1,444.00**

Whitman Development Group, LLC. propose to furnish labor, materials, and equipment to perform the work as described in the following notes:

- **Work Area:** Concrete Sidewalk in Signature Circle Island
- **Scope:**
 - Upon inspection, 2 sections of sidewalk that meet at a control joint have deteriorated, a total of approx. 32" x 78". The remainder of the slab sections are in good condition. We recommend only replacing the damaged sections where they meet; this will be cost effective as well.
 - Setup equipment to perform work
 - Cut, demo, and remove approx. 32" x 78" of sidewalk section
 - Tamp down setting bed
 - Install wooden forms on each side of repair area between sidewalk and landscaping
 - Hand-mix and install new 3500 psi concrete at repair area at 4" thick
 - Concrete to be broom finished
 - New concrete color will not match existing concrete color due to age and weathering
 - Remove forms and backfill, tamp down landscaping on each side of repair area
 - Cut control joints in concrete within 24 to 48 hours after concrete has setup
 - Total of 2 joints to be cut
 - Remove all work related debris only and broom sweep around immediate area of repairs
 - Cleanup and safety provided

2) Brick Repairs **\$6,334.00**

Whitman Development Group, LLC. propose to furnish labor, materials, and equipment to perform the work as described in the following notes:

- **Work Area:** Brick Walls and Island in Signature Circle
- **Scope:**
 - Setup equipment to perform work
 - Mortar Repair
 - Grind out and tuck point approx. 200sf of total brick mortar throughout all of the brick walls, columns, and planter walls inside middle island area
 - Install new Workrite Colored Masonry Cement Type N at repair areas, color to match existing as closely as possible
 - Strike all joints using a grapevine jointer to match existing
 - Washdown repair areas using Eaco-Chem NMD 80 masonry cleaner to remove all residue
 - Hard rake landscaping around columns and walls to remove any work related debris as best as possible
 - Broom sweep concrete walkways where work takes place only to remove debris as best as possible
 - Caulking (expansion and control joints)
 - Install new 1/2" backer rod and Pecora 890 colored caulking (color to match mortar as closely as possible) at the following expansion and control joint areas
 - 10 wall to column control joints
 - 13 wall to wall control joints
 - Joints to be tooled smooth

- (mortar will not work in these areas as they are too large of a gap and will crack up)
- Cleanup and safety provided

Prices above is good for 30 days

Payment Terms: Whitman Development Group, LLC. will accept a mutually agreed contract, a purchase order (PO/WO). Full balance of payment is required within 30 days of completion of job. If for any reason, the project is delayed beyond the control of the contractor due to unforeseen issues with the property, natural disasters, or owner circumstances, the owner agrees to pay contractor for the work completed until a new schedule is agreed upon by both parties. 1.5% late charge (compounded daily) will be applied to all invoices paid after 30 days.

Exclusions: Work is limited to scope set forth above, landscaping repairs beyond scope above, washdown beyond repairs areas only, brick replacement, caulking beyond scope above, concrete repairs beyond scope above, permits, and engineering and engineered shop drawings.

Notes:

1. Owner to provide access to water for mortar mixing and washdown as needed.
2. In event of cancellation of this agreement by the Owner prior to commencement of construction, the Contractor is to receive compensation from the Owner for all expenses incurred to that date plus 10% of the contract sum. The Contractor may cancel this agreement because of material shortages or errors in computing the contract sum within ten (10) days of acceptance of this agreement by Owner provided that: (i) no work has commenced; and (ii) all amounts paid to the Contractor are refunded to the Owner.
3. The parties agree that upon signing this contract both shall be bound hereby and in event of a breach of this contract the breaching party shall be liable to the non-breaching party for all costs and expenses incurred that are caused by such breach including attorney's fees and in the event of a breach by Owner, Contractor shall be entitled to full compensation for work performed including loss of profits and reasonable attorney's fees.

Warranty: Whitman Development Group warrants all work will be performed in a good and workmanlike manner. All materials used in the project will be new and of good quality; and all work will be completed as defined in the scope of work outlined in the proposal acceptance. Any warranties for parts or materials are subject to specific manufacturer terms on such products. Warranties do not include material that were not purchased and not replaced by the contractor.

Change Order: Any deviation from the above Scope of Work involving a change in the scope of work or any additional costs will be executed only with a written change order signed and dated by both the contractor and owner.

Please call, 757-927-8688, or email us, whitmandevelopmentgroup@gmail.com, if you have any questions about the proposal above. The above prices and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. The signature on this contract is evidence of owner's acceptance of all terms and conditions within. Thank you for the opportunity to price this work for you and we look forward to working with you on this project.

Sincerely,
Whitman Development Group, LLC.

Jeffrey Whitman
Member



ACCEPTANCE OF WORK PROPOSAL

Signature

Print Name

Date

NEW BUSINESS

- A. Review & Discuss Approval of Village Hall Ad-Hoc Refurbishment Committee
- B. Review & Discuss Fitness Equipment Replacement
- C. Review & Discuss Baymark Seal Removal and Replacement
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Village Hall Refurbishment Ad Hoc Committee March 2024

Purpose

The purpose of the Village Hall Refurbishment Ad Hoc Committee is to improve the appearance of the Village Hall facility. The Committee will identify and prioritize areas of improvement and will work with the Director of Operations and the Board to execute any approved changes.

Goals

The goals of the Committee are to maintain a positive environment in the Village Hall facility for current resident use, to attract new residents, and to promote event contracts.

Membership

The Committee will consist of no more than 6 resident members, the Director of Operations and an assigned Board liaison. Resident membership is voluntary. A chair will be selected by the Committee.

With prior Board approval, vendors and/or contractors may be selected to join or participate in the committee, as needed, to support the goals. The committee will be required to report to the Board on materials and costs and the Board must approve any contracts or expenditure of funds.

Meetings

The Committee will determine the meeting schedule to achieve its stated goals on a timely basis. All meetings will be scheduled and open to the community. The Committee will be dissolved when its purpose has been met or April 20, 2025. The Committee's tenure may, if requested, be renewed by the Board.

Funding/Budget

It is anticipated that improvements will be funded from the Replacement Reserves using the 2023 Reserve Study.

Communication

The Committee will provide updates to the resident community, post their meeting minutes on the Association's website, and will solicit resident input where applicable.



January 23, 2024

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-Seal Gate House Roof

Scope of work:

- **Inspected Gate House for roof leak**
- **Found all sealant on roof and around clock failing**
- **Remove loose and failing sealant**
- **Hand clean all areas to remove residue**
- **Apply new sealant to all seams and joints on roof**
- **Dispose of all debris**

Cost- \$1,990

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

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