

2026 Landscaping Committee Chairpersons Meeting – Meeting Minutes

Date: 12/22/2026 5:15pm - 8:00pm

Location/Format: 157 Swamp Fox lane (Stoddard Residence)

Attendees:

Jennifer Lawrimore Co-Chair -Present

Jennifer Stoddard Co- Chair -Present

1. **Call to Order:** The meeting started at 5:15 pm.
2. **Agenda Approval:** A formal Agenda was not discussed however documents were provided to drive the discussion.
3. **Approval of Previous Minutes:** N/A
4. **Special Committee Business (Agenda):**
 - a. **Chairperson Role & Responsibilities**
 - i. **Leadership Structure:** Co-chairs will alternate monthly duties, specifically for providing reports to the Board of Directors.
 - ii. **Operational Scope:** The committee reviewed the existing Map of Wedgefield to identify specific areas of responsibility.
 - iii. **Administrative Oversight:** Discussion included the review of reports, budgets, contracts, and policies.

b. Committee Member Selection

Name	Role	Name	Role
Jennifer Lawrimore	Chairperson	Jennifer Stoddard	Chairperson
Mary Sasso	Member	Nickie McNair	Member
Patrick Montgomery	Member	Brooke Harding	Member

c. 2025 Year End Recap

- i. **Policy Review:** Reviewed communications concerning the initial reading of Landscaping Committee Policy changes.
- ii. **Vendor Performance:** Reviewed the historical performance of the current landscaping vendor.
- iii. **Financial Review:** Analyzed 2025 expenditures and accounting; identified errors in commission or misclassification and items requiring further clarification.
- iv. **Inspection Process:** Agreed to retain the process of assigned committee members inspecting designated streets one week prior to monthly meetings to report areas in need of attention.

d. Unfinished/Unresolved Business

- i. **Landscaping Policy:** Noted that previously agreed-upon language is currently missing. Members will review and make final edits for Board submission following the January 2026 meeting.
- ii. **Contractual Status:** The current contract with Mark Howard expires on 3/31/2026. The committee must decide to either extend the contract or resubmit a public Request for Proposal (RFP).
- iii. **Vendor Compliance & Insurance:** The current vendor must submit an updated insurance policy to the office.
- iv. **HOA Insurance:**
 1. Monitoring the status of an existing insurance claim for an accident at the HOA building involving damaged shrubs.
 2. Determining insurance requirements or the sufficiency of waivers for volunteers, including the potential purchase of high-visibility vests.
- v. **Strategic Planning:** Need to develop a formal approval and amendment process for the 5-Year Plan, potentially in coordination with the Compliance Committee. Implementation dates for the plan as currently drafted are to be determined.

e. Action Items:

Item #	Task Description	Assigned To	Priority	Status	Due Date
1	Reach out to Rob to reconcile Landscaping Accounts and Expenditures	Lawrimore	High	In-Progress	12/30/2025
2	Set up First Committee Members meeting -(2nd Week Jan 2026)	Lawrimore	Medium	Completed 12/23/26	12/30/2025
3	Prepare Agenda for Committee Members meeting for approval - (2nd Week Jan 2026)	Stoddard	Medium	Completed 12/23/26	01/08/2026
5	Provide Landscaping Policy Changes "Track Changes" Version along with a CRF for review	Stoddard	High	Not Started	01/08/2026
6	Draft 2027 Budget	Stoddard/Lawrimore	Medium	Not Started	04/01/2026
7	Draft 12/22 meeting minutes	Stoddard	Low	Completed 12/24/26	12/30/2025
8	Prepare document with ideas regarding proposed Residential Landscaping Vendor Requirements and submit to board	Stoddard	Low	Not Started	12/30/2025

9	Reach out to Mark Howard (Landscaping Vendor) for updated insurance liability forms	Lawrimore	Medium	Not Started	01/08/2026
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5. Future Meetings & Adjournment

Next Meeting: January 8, 2026 6:00PM (McNair Residence)

Agenda Items for Next Meeting: *Proposed Agenda Below*

Agenda -January 2026 Meeting
Member Confidentiality Agreement
Spring Planting Planning
Discuss Continuation Yard of the Month
Discuss Continuation Street Assignments and Responsibilities
Review Landscaping Policy Review /Finalize Draft
Address concerns regarding current Landscaping Contract

Adjournment: The meeting was adjourned at 8:00pm by Jennifer Lawrimore