2026 Landscaping Committee Meeting

Meeting Minutes Date and Time: 1/8/2026 6:00pm - 8:20pm

Location/Format: 87 Francis Parker Road (McNair Residence)

Attendees:

Jennifer Lawrimore Co-Chair -Present Jennifer Stoddard Co- Chair -Present

Nickie McNair

Mary Sasso

Patrick MontMontgomery

Brooke Harding (absent)

1. **Call to Order:** The meeting started at 6:00 pm.
2. **Agenda Approval:** A formal agenda was sent via email to the committee to review prior to this meeting.
3. **Approval of Previous Minutes:** N/A
4. **Committee Member Selection:**
   a. Stewart Nilsen to me added to the landscaping committee
   b. We are unsure Brooke would like to continue with the committee. Jennifer to reach out to her.
5. **Unfinished/Unresolved Business:**
   a. Policy Review: Reviewed communications concerning the initial reading of Landscaping Committee Policy changes. We spoke about removing "holiday decorations" and adding "beautification projects as needed" to Section 1 Purpose to the proposed Landscaping Policy given to us by Stan Earnhart. We agreed holiday decorations is to stay under the Communications Committee. We finished our version of the Landscaping Committee Policy after reviewing the old Ground Policy. We have questions if this committee is still under Grounds. Jennifer Stoddard will speak with Bil Condon (chair of compliance) for further recommendations.
   b. Vendor Performance: Reviewed the historical performance of the current landscaping vendor.
   c. Financial Review: Analyzed 2025 expenditures and accounting; identified errors in commission or misclassification and items requiring further clarification. Jennifer Lawrimore emailed Rob O (office manager) with concerns. Jennifer Lawrimore to follow up with Rob.
   d. Street Assignments: Jennifer Stoddard will continue with this task.
   e. Vendor Compliance & Insurance: The current vendor (Mark Howard) must submit an updated insurance policy to the office. Jennifer Lawrimore has

contacted Mark Howard. She is awaiting his response. We are still monitoring the status of an existing insurance claim for an MVA at the HOA building involving damaged shrubs. We are still waiting for the response from the Board to determine the insurance requirements or the sufficiency of waivers for volunteers, including the potential purchase of high-visibility vests.

f. Strategic Planning: Need to develop a formal approval and amendment process for the 5-Year Plan, potentially in coordination with the Compliance Committee, Finance Committee, and 5-year Planning Committee. Implementation dates for the plan as currently drafted are to be determined. Jennifer Lawrimore to reach out to Bryan Lawrimore and Jonathan Rutstein to determine what the next steps are to be taken.
g. Member Confidentiality Agreement-Mary Sasso and Nickie McNair signed the agreement. Jennifer Lawrimore to turn into the HOA office.
h. Discuss Continuation Yard of the Month: Committee decided to continue the Yard of the Month program. Nickie McNair mentioned that we need to advertise more. The committee discussed putting themes to each month. Winner will receive a $25 gift card to the Wedgefield Golf Course/Pro Shop along with a gift to aid in yard enhancement. The gift card and additional items will not exceed $50 per month. Nickie McNair will head this program. We discontinued the usage of the wpa.landscaping.com email. Nickie will use her personal email for submissions monthly.
i. Draft 1/8/2026 Meeting Minutes-Jennifer Lawrimore.

6. **New Business:**
   a. **Roles within the committee:**
      i. Mary Sasso took the role as Secretary for the committee. She will prepare future minutes.
      ii. Patrick Montgomery and Stewart Nilson will play the role of Contractor Liaison.
      iii. Jennifer Lawrimore will play the role of our Financial Liaison.
      iv. Jennifer Stoddard will serve as our Inspector for our common property.
      v. Nickie McNair will head the Yard of the Month program.
      vi. Contractual Status: The current contract with Mark Howard expires on 5/31/2026. Correction was made from last meeting minutes. The committee must decide to either extend the contract or resubmit three public Request for Proposal (RFP). We agreed to present the Board with a request in February 2026 to continue Mark Howard’s contract for another year without the need to acquire 3 bids.

7. Future Meetings & Adjournment
    a. Next Meeting 2/3/2026 at 6:00pm (Sasso Residence)
    b. Agenda items for Next Meeting: *Proposed Agenda Below:*
        i. Member Confidentiality Agreement-Brooke and Stewart
        ii. Spring Planting Planning-Stewart Nilsen to head the planning
        iii. Yard of the Month Update-Nickie McNair to provide report.
        iv. Draft 2027 Budget-Potential Due Date 4/1/2026
        v. Landscaping Policy Update-Review Grounds Policy-Jennifer Stoddard to provide report.
        vi. Vendor Performance
        vii. 5-year plan-Jennifer Lawrimore will provide report.
        viii. HOA Building Repair Update-Jennifer Lawrimore will provide report.
        ix. Irrigation System Maintenance-Jennifer Lawrimore will provide report.
        x. Common area Inspection-Dead Palm Tree-Stewart Nilsen will provide report.
        xi. Electrical Box in front of HOA office-Stewart Nilsen will provide report.
        xii. Open discussion.

Adjournment: The meeting was adjourned at 8:20pm by Jennifer Lawrimore

Minutes Prepared by Jennifer Lawrimore