

Division 7: Special Board Meeting

Agenda: 2019 Landscape Bids – Info from Landscape Committee

October 29, 2018

10:00 – 10:28am, The Gathering Place

Meeting called by: President Steve Lavelly: Special Board Meeting (No October 2018 Div. 7 Board Meeting)

Attendees: Steve Lavelly, Richard Streeter, Joel Ogden, Mike Mowatt, Dawn Kerns, Carol Stults, Nancy Baer- Absent, Teresa Lotzgesell – Scribe.

Please read: Division 7 Landscape and Grounds Maintenance Contract for 2019 – update will be sent by Carol Stults with amendment after the meeting (amendment will take out snow removal from the list of duties).

The Landscape and Grounds Contract Sub Committee (Richard Streeter, Steve Lavelly, Carol Stults, Steve Welborn, Teresa Lotzgesell) met this Fall and revamped the Landscape and Grounds Maintenance Contract for 2019. It was put out to bid to four companies: Ambro’s Landscaping, Inc. (Jason Ambro); Olympic Landscapes (Ken Oldham); Cutting Edge and our current landscape/maintenance company, Parsinen Landscape Maintenance, Inc. (Jeff Parsinen).

Cutting Edge chose not to return a bid due to prior commitments/contracts. The other three bids came in as follows: All bids exclude snow removal that was in the original contract put out for bid. Revised contract will be sent by Carol and will be presented to winning bidder for final review.

Ambro’s: Monthly cost with 8.5% tax = **\$2,848.13** (yearly expense \$34,177.56).

Olympic: Monthly cost with 8.5% tax = **\$4,972.91** (yearly expense \$59,674.92).

Parsinen: Monthly cost with 8.5% tax = **\$3,960.25** (yearly expense \$47,523.00).

This bid for the 2019 contract from Parsinen is up roughly 16.5% from the current expense of \$3,400 a month. Richard Streeter added that Parsinen did apologize for not meeting our expectations for 2018 after reading the new contract, he realized that we were not satisfied.

Our budget for Landscape and Grounds Maintenance for 2019 is \$55,000. This amount does not include separate budget line items for bark or tree or snow projects. Many properties are in intense need of weeding due to neglect during the past season, it will take time to catch up with the “to do” list and requests. The Landscape committee is hoping that a new perspective will help us get the division into better shape.

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Each company bidding provided a copy of their license, bonding, insurance (Ambro's carries \$2 million in insurance, double our goal) and each company has similar equipment available. Given the other additional projects we may have for tree removal, bark, or other special projects, all companies bidding were viewed as capable and possible candidates for special projects as well.

Richard and Steve met with the 3 bidders, walking the grounds and discussing issues, concerns and knowledge of solutions. Richard also observed Ambro's in action at one of their customer's (Oxford Court), asking questions in order to review the owner's demeanor and operational knowledge. Our division has had positive experiences with Ken and Olympic Landscaping in the past.

However, the price difference between the high and low bidder was significant. Note that the bid from Olympic is \$83 more per month than a previous bid for contracts in the past. The committee had to review the price, experience, other potential projects as well as personal styles to make their recommendation.

Richard and Steve gave their view of the current contract and performance of Parsinen Landscaping, concluding that the performance has been sub par, given the amount of communication and weekly monitoring. Hours worked weekly were mostly 3-4 hours, which is did not meet expectations of the Landscape Director, Richard Streeter. Consequently, the weeding, edging and projects are backed up. Efforts were made and conversations were held during the year to encourage Parsinen and further clarify expectations, to no avail. Richard's personal work on the properties has been tremendous—much appreciated. The current contract further clarifies the Divisions priorities and expectations that were not specifically outlined in the 2018 contract.

To further clarify expectations with Ambro, when asked how many hours and manpower did he feel would be needed weekly to fulfill the Division 7 contract, he responded at least 3-4 workers 8 hours a week (one full day). Our Landscape Director agrees that we need a minimum of 8 hours a week with 3-4 laborers to properly perform the duties outlined in the 2019 contract.

It was noted by Mike and Carol that the aggressive bid by Ambro's (\$34,177.56 vs. 2019 Budget of \$55,000) could provide the Division with approximately \$20,000 in "savings" that could be used elsewhere for reserves, tree removal, or special projects. Should we not be pleased with the performance, our contract does provide us with the option of giving 30-day notice to the winning bidder. Now that we have specifics in our contract, it should be easier to enforce and monitor relative to performance.

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It was recommended by the Landscape Committee, unanimously, that the Jan. 2019 contract be awarded to Ambro's Landscaping. Mike proposed to the board that the Landscape and Grounds Maintenance Contract for 2019 be awarded to Ambro's Landscaping, this was seconded by Carol. The Division 7 board voted to accept this proposal, unanimously. APPROVED.

Additional Topics: Other issues/repairs

- 1) Prior to Meeting start, Mike Mowatt reviewed Waterline bill from Sunland Water District (Non-Profit; no taxes charged) for the difficult job of locating the water leak at 117A. It was found, their portion of the bill is approximately \$3,500. An additional asphalt patch by Lakeside could be \$1,000 (Mike researched 3 other companies for a competing bid, no other company had the room in their schedule).
- 2) Water leak from a tile roof issue at 151. Roofer will be here 10/29 to give an estimate of the repair project and estimate expenses. Lotzgesells in 155, cleaned out the clogged gutters after the heavy rain this weekend, Richard will take a look at the trees near 151-155.
- 3) Unit 119A is for sale, buyer inspection was this weekend, observing some roof bulges that may be due to lifting nails-- a similar situation in others on the street. Allen Roofing will be here Wednesday to give us the scope of the issue and an estimate of any repairs. If the potential buyer will allow, it is preferred that the repairs be done in a drier season, this Spring. More news on the two roof issues will follow.
- 4) Richard is looking at the property line stakes to see where the offending trees are located—in Div. 7 or 17 or in land owned by SLOA. The heavy brush on the North side is hiding many and it's a lot of work to clear the debris. This should help with our tree removal project for the coming year.

Meeting adjourned at 10:28 am.

TYL/10-30-18