

**Marley Park
Landscape Advisory Committee
October 9, 2018**

Meeting Minutes

Committee Members in attendance: Valerie Jackson, Kathy Back, Barb Gingenbach, Ryan Petersen, Estevan Sandoval, Joe Sipe, Karen Smith

Members absent: Scott Clark, Rosalyn Soto-Clark, Melissa Twitchell

Resigned: Ana Frias-Bernardo

MPCA Staff in attendance: None

Meeting called to order at 6:04 pm

- Approved minutes of August 14, 2018 meeting
 - Motion: Karen Smith Second: Estevan Sandoval
 - Unanimous Approval as submitted
- Reviewed recommendations submitted to the MPCA Board for 2019 Budget consideration. (See Attachment I)
- Reviewed Committee standards and requirements as set forth in the newly drafted Committee Charter. (See Attachment II) Polled Committee members to determine who would like to continue serving on the Committee and if any wish to resign.
 - The following Committee Members opted to continue serving: Valerie Jackson, Karen Smith, Estevan Sandoval, Ryan Petersen, Barb Gingenbach.
 - The following Committee Members opted to resign at this time: Joe Sipe, Kathy Back, Scott Clark, Ana Frias-Bernardo (resigned prior to meeting), Melissa Twitchell (non-active)
- Distributed draft of the MPCA RFP for Landscape Maintenance Services. Electronic distribution to follow to facilitate further review.
- Future Business:
 - Erosion around exterior perimeter, especially along Cactus between 151st Dr. and Reems Rd.
 - Completion of sidewalk around the south end of Founder's Park

Next meeting date TBD

Meeting adjourned at 7:09 pm

ATTACHMENT I

Landscape Advisory Committee Recommendations to the MPCA Board of Directors for Consideration in the 2019 Budget

The Marley Park Landscape Advisory Committee has been meeting since May, 2018, to identify, research and finalize issues and concerns regarding common area landscape amenities throughout Marley Park. The Committee has solicited input from residents, met with MPCA Staff, heard multiple presentations (documented in meeting minutes) and carefully reviewed and researched multiple issues and concerns.

Our initial list of items to consider was very long and led the Committee to identify and prioritize those deemed most immediate. To further facilitate this process, Sub-committees were formed to address the following:

Capital Projects:

- Main Entrances
- Aloe
- Gravel

Operating Projects:

- Scope of Landscape Maintenance Contract

The items presented below represent the determination of the Committee to be most in need of consideration for inclusion in the MPCA 2019 budget. The following items are presented in no particular order and dollar amounts listed are rough estimates determined using available data and staff input.

- Perimeter – aloe removed, irrigation, new plants, decomposed granite
 - Estimated cost at \$200/linear foot to total approximately \$2,354,600 for the entire project (actual estimate from DLC is expected in mid-October)
 - Committee recommends breaking this project down into more manageable phases and beginning with main community entrances and working outward from there
- Lighting – repair or replace existing lighting at main entrances (Sweetwater & Reems; Sweetwater & Bullard; Old Oak & Bullard)
 - Approximately 60 lights at Sweetwater & Reems entrance and fewer at the other two
 - Estimated total approximately \$4,000 for entrances identified above except Old Oak & Bullard. Quote for Old Oak & Bullard to be requested.
 - See ATTACHMENT A that includes Sweetwater & Reems and Sweetwater & Bullard

ATTACHMENT I (cont'd)

**Landscape Advisory Committee
Recommendations to the MPCA Board of Directors
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- Decomposed Granite Replenishment – further identify priority areas, review parks and common landscape areas
 - Total to complete remainder of interior and park areas with currently approved materials estimated at approximately \$100,000
 - See ATTACHMENT B for quote and map

- Revise Contract for Landscape services and create a separate Contract for the Special Service Area (SSA)
 - Recommend that staff begin now to create an RFP for Landscape Services with separate RFP for the Special Service Area
 - Revise the current Landscape Contract in preparation for the RFP process
 - Recommendations from the Contract Sub-committee are attached and the Landscape Advisory Committee respectfully requests that the MPCA Board of Directors direct staff to include this information when drafting the RFP and the new Landscape Maintenance Contract.
 - See ATTACHMENT C for LAC Contract Sub-committee recommendations
 - Special Service Area
 - MPCA Staff has determined there are no known water source issues to consider with regard to this recommendation
 - This item is estimated to have no additional financial impact on the budget since work is currently being performed under the general contract
 - This separate SSA contract could be bid on by the same vendor providing services in the rest of the community or by a separate vendor

- Holiday Décor – Refresh or replace holiday décor displayed at entrances, parks and common amenities
 - Committee has requested additional information from staff to include specific items they determine needing replacement
 - Committee recommends that the Board consider directing staff to create a Resident Décor Committee to assist in crafting some of the holiday décor items. The Committee sees this as an opportunity to reduce direct costs while increasing community engagement opportunities

The Marley Park Landscape Advisory Committee respectfully requests that the MPCA Board of Directors consider the above items and determine those deemed appropriate for inclusion in the MPCA 2019 budget.

ATTACHMENT I (cont'd)

Respectfully Submitted by:

Valerie Jackson (Chair), Kathy Back; Scott Clark; Anna Frias-Bernardo; Barbara Gingenbach; Ryan Petersen; Estevan Sandoval; Joe Sipe; Karen Smith; Rosalyn Soto-Clark; Melissa Twitchell

BUDGET RECOMMENDATION - ATTACHMENT A

Len's 'Lectric #103398
www.LensLectric.com

LensLectric@cox.net 623-931-2998

Submitted To:
Park 602-359-1416

Site Address: Jessie St. Clair
Surprise, AZ Jstclair@dmbinc.com

Marley

Proposal for Marley Park Entrance Landscape Lighting

\$400.00 - Bullard Entrance:

- 1) Install new wiring to 8 new 12 volt landscape lights with LED > 2 per 4 existing trees just north of wall
- 2) Install 1 new 12 volt landscape light with LED at east end to balance the existing sign/post lighting

\$1,800.00 - Reems Entrance – North Side:

- 1) Install 30 12 volt landscape lights with LED bulbs > Set up 3 per 10 existing fruit trees
- 2) Install new photocell transformer > Replace at existing location
- 3) Install new wiring to all lights

\$1,800.00 - Reems Entrance – South Side:

- 1) Install 30 12 volt landscape lights with LED bulbs > Set up 3 per 10 existing fruit trees
- 2) Install new photocell transformer > Replace at exiting location
- 3) Install new wiring to all lights

\$4,000.00 Total Includes all parts & labor to complete

BUDGET RECOMMENDATION - ATTACHMENT B

Below is the table showing costs* for the areas remaining:

| Area Description | Map # | Sq. ft. | Tons to be sprayed | Cost |
|--------------------------------|-------|----------|--------------------|---------------|
| Larkspur & Reems | 3 | 106715.3 | 368.00 | \$ 24,987.20 |
| DMB Lots | 5 | 28044.7 | 96.70 | \$ 6,565.93 |
| South Sweetwater common areas | 7 | 9444.8 | 32.60 | \$ 2,213.54 |
| Cactus & 152nd | 12 | 226892.8 | 782.40 | \$ 53,124.96 |
| Heritage Park Dahlia Pass | 13 | 6864.9 | 23.70 | \$ 1,609.23 |
| Waddell & Tank site | 16 | 72899.1 | 251.40 | \$ 17,070.06 |
| Bullard N of Sweetwater | 17 | 69022.2 | 238.00 | \$ 16,160.20 |
| N Sweetwater/Whisperwood Basin | 19 | 56.356.8 | 194.30 | \$ 13,192.97 |
| Sweetwater & Bullard | 20 | 162122.4 | 559.00 | \$ 37,956.10 |
| Bullard BOC | 21 | 47523.9 | 163.90 | \$ 11,128.81 |
| | | | | |
| Total | | | 2710 | \$ 184,009.00 |

***Costs above are based on 2018 Contract pricing and are subject to change in 2019**

BUDGET RECOMMENDATION - ATTACHMENT C

Marley Park Landscape Advisory Committee Contract Sub-committee Report September 6, 2018

NOTE: As of 9/4/18, the Contract Sub-committee has not received the final version of the current landscape contract between DLC and Marley Park Community Association Inc. The copy of the landscaping contract provided to the Landscape Advisory Committee is dated 09/17/2012. Per that contract, the fee paid to DLC is listed as \$45,932 per month, with a start date of 1/1/13. As of the date of this contract, Parcel 10, Veranda Park Parcel 12, Strata Park Parcel 11 and Storybook Park Parcel 8 were not built out so were not included in this contract.

Recommendations to the MPCA Board of Directors:

1. Obtain a copy of the current Landscape Contract for review and comparison.
2. Consider adding more specific direction in the contract scope of work to include:
 - a. Defining staff oversight and scope of direction including corrective action and follow-up
 - b. Reporting requirements and frequency to include:
 - i. Number and type of plants and trees damaged, removed, replaced or added
 - ii. Number and type of Community Concerns submissions addressed
 - iii. Issues/concerns resolved as identified and communicated by MPCA staff tasked with providing direct oversight to contractor
 - iv. Issues/concerns with watering equipment and functions
 - c. Number of contractor staff and total hours worked on-site per week
 - d. Specify shared community landscape areas and specific functions requested to include:
 - i. Grass, shrubs and plants trimmed/maintained in shared community landscape areas
 - ii. Trees trimmed/maintained in shared community landscape areas
 - iii. Drip system functionality to include repair of drips not working and plugging of drips no longer needed (i.e., plant material removed and not replaced)
 - e. Clearly define contractor responsibilities with regard to daily management of watering functions and equipment
3. Clearly define terminology and functions and level of service expected:
 - a. Trimming, shaping, maintaining ground cover, shrubs and other plant material
 - b. Trimming, shaping, maintaining trees
 - c. Seasonal, periodic and “as needed” landscape services
 - d. Removal of debris on a regular basis in all areas serviced
 - e. Clearly identify required landscape cycles and direct MPCA staff to update associated maps
4. Direct staff to create and implement an on-going plan for plant and tree replacement beginning with existing areas of need.

BUDGET RECOMMENDATION - ATTACHMENT C (continued)

5. Clearly define expectations with regard to emergency/unanticipated services requested of the contractor (i.e., monsoon storm damage, water pump issues, wind damage, etc.) to include:
 - a. Expected timeframes
 - b. Additional staff required
 - c. Little or no disruption to regularly scheduled duties
6. Consider enlisting representatives from the Landscape Advisory Committee to assist in observing work following each cycle and report issues or concerns to the Landscape Advisory Committee and appropriate MPCA staff.
7. Detail contractor responsibility with regard to replaced plants/trees that do not survive within a 12-month period from the date of replacement and consider requesting the contractor to provide replacements at their cost.

ATTACHMENT II

Marley Park Community Association Landscape Advisory Committee Committee Charter

This Charter applies to the Landscape Advisory Committee (LAC), an advisory committee of resident volunteers operating under the overall direction of the Board of Directors (Board) of the Marley Park Community Association (MPCA).

1. The objectives of the LAC are to:
 - A. Serve the residents of Marley Park by contributing ideas and projects with the goal of maintaining and enhancing the value, look and feel of shared landscape amenities and assets throughout the Marley Park community.
 - B. Serve in an advisory capacity to the Board and MPCA staff.
2. The scope of the LAC's function is to:
 - A. Identify, prioritize and submit ideas, concerns and projects regarding shared landscape amenities for review and consideration by the Board and MPCA Staff.
3. The LAC will be responsible for the following:
 - A. Establish relationships and conduct periodic meetings with MPCA staff and community residents for the purpose of educating Committee members and preparing recommendations for the Board.
 - B. Proactively address issues regarding shared landscape amenities.
 - i. Review and understand current MPCA Design Guidelines and landscape contract requirements for the purpose of making informed recommendations.
 - ii. Analyze information obtained by observation or resident input with regard to current guidelines and policies and develop recommendations to ensure the long term success of the Marley Park community.
 - iii. Solicit input from and assist in providing education to residents with regard to shared landscape amenities and their respective Design Review Guidelines.
 - iv. Provide input and recommendations to the Board regarding actions or policies to be pursued by the community and seek Board approval to participate in implementation as appropriate.
 - v. Assist in advancing, organizing and coordinating efforts to implement recommendations as directed by the Board.
4. Membership: All Members of the LAC will be residents of Marley Park who are in good standing with the MPCA with no open Community Standards violations. The membership shall consist of two Co-chairs, one a current Member of the Board and the other who will be appointed by the LAC. The LAC should, if possible, operate with a minimum of 8 and a maximum of 10 members. The Co-chairs, with input from LAC members, will appoint additional officers as deemed necessary.

ATTACHMENT II (cont'd)

- A. In an effort to ensure fair representation throughout the community, LAC Members should, if possible, include at least one resident of the Special Service Area and the remaining members selected should represent a variety of Park Neighborhoods.
 - B. A quorum, constituting a majority of the LAC Members, is required to conduct a vote on any issue.
 - C. Associate Members: All residents of Marley Park, non-resident consultants and MPCA staff liaison(s) may participate in LAC meetings as non-voting associates.
5. Removal of Members: A LAC member may submit a resignation at any time or, in the case of non-compliance with the LAC Charter or any other reason (or for no reason at all), the Board (or its designee (e.g., LAC Co-chairs) may remove a Member from the LAC at any time.
 6. Terms for Co-chairs and Members: LAC Co-chairs and members will be appointed for staggered two-year, renewable terms. Appointment shall be approved by the Board as needed due to a vacancy or other reason as determined by the Board. A vacancy will be filled by for the remainder of the vacated term by an appointee designated by the Co-chairs or their designee. There shall be no term for Associate Members.
 7. Co-chair: The Co-chairs are responsible for sending out meeting notices and agendas, facilitating efforts of other officers and general members, leadership of meetings, appointing an acting Co-chair in the absence of both Co-chairs, communicating recommendations to the Board and serving as the point of contact with MPCA Staff and the Board.
 8. Meetings: The LAC shall schedule meetings on a regular and as needed basis. Smaller sub-committee meetings may be held as needed and written follow-up is required to be provided to the larger LAC following every meeting sub-committee meeting.
 9. Responsibilities: A Co-chair, or a designee, shall report to the Board at least quarterly, in writing, as to the activities of the LAC (past, present and future). In addition to the written report, members may verbally present activities and recommendations to MPCA Staff, as desired and coordinated with MPCA Staff. The LAC shall capture and report meeting minutes to be provided promptly to MPCA Staff and shall notice all meetings through coordination with MPCA Staff.
 10. Budget and Spending Authority: The LAC has no budget or spending authority. Funds for Board-approved recommendations are made available at the sole discretion of the Board on a case-by-case basis.
 11. Authority to Act: This is not a governance committee; it is advisory only that serves at the pleasure of the Board. The LAC and its members shall have no authority to act on behalf of the MPCA or the Board unless specifically authorized by the Board in writing, and in such event the authority granted is limited as written. LAC members shall not represent, suggest or imply to anyone that they speak for the MPCA or the Board unless specifically authorized by the Board to do so.
 12. Non-Exclusive Scope and Legal Matters: The LAC is not intended to supplant ongoing conversations between Board members, officers, or MPCA Staff related to matters that may fall within the scope of the LAC. All legal matters will be immediately forwarded to the Board for consideration and resolution in executive session.

ATTACHMENT II(cont'd)

13. Review: The efficacy of this committee will be evaluated by MPCA Staff and the Board from time to time and this Charter may be reviewed and updated as needed.