



---

Report outlines activities of the Marley Park Community Association, Inc. (“MPCA”) between November 5, 2018 and January 6<sup>th</sup>, 2019.

## **Governance:**

### **Landscape Maintenance Contract**

At the request of the Board, Staff is proceeding with requesting bids for the Marley Park landscape maintenance contract. To that end, staff has drafted 2 options for the 2019 landscape maintenance contract bidding process timeline. The first timeline aims to have a new contract in place by the end of Q2 with a July 1, 2019 start date. The second timeline aims to have a new contract in place by the end of Q3 with a January 1, 2020 start date. Based on the current 2019 Budget for the MPCA, staff’s recommendation is that the bidding process take place during 2019 with a January 1, 2020 start date so that the Board can incorporate the new contract cost into the 2020 Budget (timeline option 2).

#### Timeline option 1 | July 1, 2019 start date

- February 20 | Pre-Bid meeting notice sent to all prospective companies
- March 6 | Pre-bid meeting
- April 8 | Bid Deadline | Landscape Advisory Committee review of bids
- June 7 | Deadline for Landscape Advisory Committee recommendations
- June 10 | MPCA Board Meeting | Board review of Landscape Advisory Committee recommendations and selection of vendor.
- July 1 | Contract start date

#### Timeline option 2 | January 1, 2020 start date

- May 20 | Pre-Bid meeting notice sent to all prospective companies
- June 5 | Pre-bid meeting
- July 5 | Bid Deadline | Landscape Advisory Committee review of bids
- September 6 | Deadline for Landscape Advisory Committee recommendations
- September 9 | MPCA Board Meeting | Board review of Landscape Advisory Committee recommendations and selection of vendor.
- January 1, 2020 | Contract start date

### **2019 MPCA Board of Directors Election**

The term of the two (2) Directors elected in September 2018, expires at the Annual Meeting on March 25, 2019. Homeowners will elect two (2) of the five (5) Directors to fill the vacancies. Please note some important dates for the 2019 MPCA Owner Directors election:

January 15 | Owner Director Information Session | 6pm | Heritage Club

February 16 - 23 | Candidate Nomination Period  
February 25 | Meet the Candidates Forum | 6pm | Heritage Club  
February 26 - March 22 | Online voting open  
March 25 | Election (Annual Meeting) | 6pm | Heritage Club