

Ventana Lakes Property Owners Association
Board of Directors Special Open Meeting
Thursday, February 26, 2009
Minutes

Called to Order: by President Sue Alandar at 7:00 p.m.

Pledge of Allegiance

Meeting Location: Ventana Lakes Yacht Club
20015 North 108th Avenue

Board Members Present: Sue Alandar, Tony Fiore, Richard (Dick) Matsuishi, Joe McCord,
and Lori Norris

Property Manager present: Jack Donovan

The VLPOA Presidential recognition plaque for President Susan Alandar was presented by Board Member Joe McCord.

The evening agenda consisted of three items; awarding of the Master Landscaping contract, the Gardens Landscaping contract and a correction to the previously awarded Lake #2 Renovation contract.

There were seven bids received for the Master's landscaping maintenance and one bid for the Garden's landscaping maintenance.

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| a. | The Groundskeeper | \$497,994 |
| b. | Scapes, Inc. | \$402,000 |
| c. | CareScapes, Inc. | \$258,600 |
| d. | Maricopa Proscapes | \$251,820 |
| e. | Valley Crest | \$249,336 |
| f. | ISS Grounds Control | \$294,000 |
| g. | Tri-Scapes | \$247,694 |

One bid, Tri-Scapes was removed from the process because the company did not use the VLPOA mandated RFP form.

Clarification was requested regarding Valley Crest who submitted a separate proposal, but signed the VLPOA RFP which stipulated it would serve as the actual contract.

Valley Crest Representative (Mike Scully – Regional Manager), The reason it was done that way, anything that was not included in yours (RFP); over and above we include that. It's an addendum; we offered things that maybe you didn't cover.

Board Member Fiore, everything that's in your contract it's 100% of everything we wanted plus extras?

Valley Crest Representative Scully, yes.

Ventana Lakes Property Owners Association

2nd Valley Crest Representative, see page 2 of the Valley Crest contract which states: Extra Services Included in the Base Contract, additional scope of services that have been included in the base management price includes the following: See Ventana Lakes Property Owners Association 2009 Request for Proposal and Solicitation Amendment.

Valley Crest Representative Scully, so in essences you get everything you asked for, plus what we offer. That was the intention.

Secretary Norris, do you address your insurance, I'm not finding it?

2nd Valley Crest Representative, what ever insurance is required in the RFP, we will provide.

(page six of contract addresses Insurance and Liability, which states; contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or owner/client.

President Alandar, do you have current General Liability insurance?

Valley Crest Representative Scully, oh yes ma'am. Just for reference, we are a billion dollar company, 59-years old, international based in California, in Phoenix for 30-years; we have as much insurance as you feel we need.

President Alandar, a question for Grounds Control, there seems to be an incomplete sentence regarding irrigation repairs in your document.

Grounds Control Representative Rita Chmiel, yes all "other" irrigation repairs is not included in the quoted price. In order to give a quote, I would have to know your system so that is why a quote was not provided.

President Alandar, another quote missing was for emergency service?

Grounds Control Representative Rita Chmiel, it's \$175 for an absolute emergency.

Manager Donovan, explain an absolute emergency verses a regular emergency?

Grounds Control Representative Rita Chmiel, usually there is some one here and if someone is in the area to turn off a backflow, then you wouldn't be charged for that.

President Alandar, in the RFP, you did not provide a quote for winter grass, aeration or detaching. Am I to assume they are included in the quoted price?

CareScapes Representative Shultz, yes.

President Alandar, in the RFP, there was no quote for cleaning the lake baskets. Would five days be included and additional charges for the other two days, or only for five days, a price was asked for? In addition, you quote a cost of \$35 dollars an hour for irrigation repairs, but under

Ventana Lakes Property Owners Association

the current contract we have been charged \$52.50 an hours because you have always used two people?

CareScapes Representative Shultz, it is our practice to send a Technician and an Assistant because we don't know what we will run into.

President Alandar, so more than likely it will be the higher price?

CareScapes Representative Shultz, yes. (consulted with Ron McCann via cell phone) Yes, the weekend basket cleaning would be included in the contract proposal.

Secretary Norris, a question for Grounds; the insurance you submitted shows it expired on 2/01/08?

Grounds Control Representative Rita Chmiel, oversight on our part, I can send you a current renewal, we are current.

President Alandar, a question for Valley Crest, I understand minor irrigation repairs are included in the contract, do you have a quote for major repairs, should we have a break in the lines?

Valley Crest Representative Scully, there is a price list attached to the RFP, equipment and labor are two separate charges; labor is \$35 dollars an hour.

1. Master Landscaping Contract Award

Norris moved, McCord seconded ACCEPT THE VALLEY CREST LANDSCAPE MAINTENANCE BID WITH THE ANNUAL AMOUNT OF \$249,336. **AMENDMENT: INCLUDE, APPROVAL IS BASED ON RECEIVING A COPY OF THE STIPULATED RFP INSURANCE AND BOND AMOUNTS.**

Motion Passed (5-YES)

Board Member Fiore, Valley Crest please clarify; we call you at 3:00 am with a major irrigation problem, you would come out and shut off the valve and fix the following day?

Valley Crest Representative Scully, not necessarily, first of all we have a 24/7 on-call emergency manager, you don't pay a charge for that person. We have never for the past 3-years, charged for an emergency service. Whether we had to repair an irrigation leak, or a 3-inch main line blow out, for our purpose we come out and evaluate the situation, if it is going to be 110 degrees with 30 mph winds tomorrow, then we're going to fix it right then and there. We are not in the habit of charging a lot of extra charges; we try to partner with our customers. We've never had emergency charges other than trees down and things like that where safety is involved.

Board Member Fiore, so you would shut off the valve and wait until normal business hours to address. Thank you.

2. Garden's Landscaping Contract Award

Fiore moved, McCord seconded ACCEPT THE 3-YEAR MARICOPA PROSCAPES, INC. LANDSCAPING MAINTENANCE BID FOR A TOTAL ANNUAL COST OF \$39,000. THE CONTRACT SHALL BE SPLIT BETWEEN THE GARDENS AND MASTERS AS

Ventana Lakes Property Owners Association

FOLLOWS; ANNUAL GARDENS COST OF \$24,000 FOR YEARS 1 & 2 AND A 3% INCREASE FOR YEAR 3 FOR A TOTAL AMOUNT OF \$24,720. ANNUAL MASTERS COST FOR COMMON AREAS WITHIN THE GARDENS AT \$15,000 FOR YEARS 1 & 2 AND A 3% INCREASE FOR YEAR 3 FOR A TOTAL AMOUNT OF \$15,450.

Motion Passed (5-YES)

NOTE: The combined Master and Garden's Landscaping cost last year was \$353,815, this year the Master's will pay \$249,336, plus Garden's common areas in the amount of \$15,000 for a total of \$264,336 and the Garden's will pay \$24,000. The overall landscaping cost is \$288,336.

3. Rescind Lake #2 Renovation Contract Award with Arizona's Finest Property Care, LLC
At the February 18, 2009 Open Meeting Arizona's Finest Property Care, LLC was awarded the renovation contract for Lake #2. It was later discovered that Arizona's Finest did not have a current contractor's license because they had began a formal merger process with Maricopa Proscapes, Inc. A formal letter of apology was received explaining the oversight and confusion.

Fiore moved, Matsuishi seconded MOVE TO CANCEL THE PREVIOUSLY AWARDED CONTRACT BID FOR RENOVATING LAKE #2 IN THE AMOUNT OF \$40,561.43 UNDER THE NAME OF ARIZONA'S FINEST PROPRTY CARE, LLC.

Motion Passed (5-YES)

4. Lake #2 Renovation Contract Award

All bids submitted to VLPOA under Arizona's Finest Property Care, LLC will be honored under the Maricopa Proscapes, Inc. name license ROC230430 and bid documents have been adjusted accordingly.

McCord moved, Fiore seconded ACCEPT THE MARICOPA PROSCAPES, INC BID IN THE AMOUNT OF \$40,561.43 FOR THE RENOVATION OF LAKE #2.

Motion Passed (5-YES)

Norris moved, Fiore seconded, THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOVED TO ADJOURN.

Motion passed

Board Meeting adjourned at: 8:00 p.m.

Lori Norris, VLPOA Secretary

Date: _____