

## Scope and Purpose

The intent of this bid for contract is to ensure that the landscape maintenance company maintains the commons property to the standards of the Association, thereby enhancing the beauty and value of the Village.

## Parties to Contract

This contract is between Tillicum Village HOA (TVHOA) and Central Oregon Landscaping and LawnTenders (COLL, LLC)

## Period of Contract Coverage

This contract covers Commons maintenance services as defined below for the period:

- February 1, 2021 through November 30, 2021 for Commons maintenance and irrigation

COLL, LLC will also provide snow removal services, invoiced separately from monthly fees (as defined in the Compensation section below) as required by snow conditions throughout the entire year.

## General Conditions

COLL, LLC is an independent business and must be licensed by the City of Bend; and must carry \$1,000,000 liability insurance policy. Proof of insurance and license shall be submitted to Diversified Bookkeeping 335 NE Lafayette Bend Oregon 97701 phone # 541-388-1573.

COLL, LLC will hold harmless and completely indemnify TVHOA, the Board of Directors, and members from any liabilities that may arise from and during the execution of this bid for contract. This includes but is not limited to any accidents that may occur, involving COLL, LLC, COLL, LLC's employees or sub-contractors.

Periodic inspections by COLL, LLC and the commons director will ensure both parties understand the specific challenges of the moment, and agree to changes to maintenance activities if needed. In addition, COLL, LLC agrees to continually monitor conditions; make repairs as authorized or directed; make recommendations to the Commons director in a timely manner regarding major repairs, or other needs that the board of directors would consider at meetings.

## Definitions

**COMMONS:** All property inside Tillicum Village not owned privately, with the exception of roads for the purpose of this contract. COLL, LLC is responsible only for Commons, not home owner properties.

**TURF AREAS:** Grassy areas maintained by mowing, edging, weeding, fertilizing, and irrigation.

**NATURAL AREAS:** Commons property without turf or pavement. They include tree wells, rock outcroppings, road edges, and open grass and bushy areas.

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# Tillicum Village HOA Commons Landscape Maintenance Contract - 2021

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## Basic Services

**EVALUATE & MONITOR CONDITIONS:** COLL, LLC evaluates conditions and makes necessary changes to routine maintenance of all commons areas as needed to ensure beauty and functional conditions for members; to ensure water conservation; and to provide for the timely removal of pine needles, pine cones, leaves, branches and lawn clippings. This continual evaluation includes alerting TVHOA to storm and vehicular damage; fencing repairs that are needed; and other issues COLL, LLC identifies.

**GENERAL MAINTENANCE:** COLL, LLC is responsible for sprinkler/irrigation system maintenance and accuracy; cleanliness of commons; weed abatement; mowing and turf management. COLL, LLC is responsible for removing all debris accumulated during their weekly maintenance, any debris piles put on the street by homeowners and annual Spring and Autumn cleanup activities.

**TURF:** Turf shall be mowed weekly to a height of between three (3) to four (4) inches, depending on conditions, time of year, etc. COLL, LLC & Commons Director may agree to change height. Turf should be fertilized two times in Summer & once in Winter. Edging is required in tree wells but not along road edges. COLL, LLC shall perform weed abatement in turf, tree wells, and along road edges. COLL, LLC shall perform thatching & aeration as requested by TVHOA Commons Director or as recommended by COLL, LLC.

**TOOLS, EQUIPMENT & SUPPLIES:** COLL, LLC will furnish all tools, equipment & materials with the exception of irrigation parts which will be available to COLL, LLC via an account at Ewing Irrigation.

**IRRIGATION SYSTEM MAINTENANCE:** COLL, LLC is responsible for the oversight and operation of the commons irrigation system. The irrigation system consists of 45 zones controlled by 20 timers.

Responsibilities include:

- Conduct weekly water coverage and sprinkler function assessments, making adjustments as necessary to maintain effective, water-wise coverage throughout the mowing season
- Replace sprinkler heads as needed
- Make corrections and additions to the system as approved in advance by the Commons director
- Plan improvements to water conservation, coverage and flow
- Manage season start-up including controller function, timer settings
- Plan and execute fall system blow-out and irrigation system shut down through coordination with Roats Water Systems

TVHOA will provide system knowledge transfer from Source Landscaping's irrigation tech during the Spring start-up activities, and can provide as needed consultation on a limited basis until COLL, LLC becomes proficient with the irrigation system. It is expected that COLL, LLC will obtain as much knowledge as possible during the Spring start-up for:

- Activation of irrigation system
- Location and programming of clocks
- Irrigation blowout procedures

**DEBRIS CLEANUP & HAULING:** COLL, LLC collects & hauls away all debris from commons grassy & natural areas (includes tree wells) throughout the contract term. COLL, LLC will also pickup and haul away any reasonably sized debris piles put on the street by homeowners **at the request of TVHOA**. This

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homeowner debris pickup is not a service being offered to homeowners on a monthly basis, but rather can be requested by TVHOA if an unsightly pile accumulates. Homeowner debris pickup IS a regular service during the annual Spring and Autumn cleanup activities that are promoted by TVHOA for fire safety and beautification, and COLL, LLC will pick these up and haul them away during the Spring and Fall during advertised times.

**SNOW REMOVAL:** It is recognized that the snow season overlaps and falls outside the monthly maintenance contract term, however snow removal services during December and January will be provided and invoiced separately, as defined in the Compensation section below.

### Contract Specifications

#### COMPENSATION:

COLL, LLC will be paid \$6,500 per month for a total compensation of \$65,000 over 10 months (equal payments) from February-November 2021, invoiced at the end of each contract month.

COLL, LLC will cover all requested services within the scope of a 2-person crew, 2 days per week (32 person-hours per week).

Additional services or scope of work can be added or taken away at TVHOA's discretion for hours prorated at \$50 per person-hour

As stated, or in addition to the basic services defined above, the following services are also included in the monthly contract fee:

- Activation of irrigation system
- Winterizing of irrigation system
- Annual thatching & aerating as needed upon request
- Storm Cleanups/Debris Removal
- Spring & Fall cleanups
- Labor for irrigation repairs
- Labor for spraying and fertilizing
- Limbing of trees to 6' clearance or upon request of HOA
- Thinning or pruning of shrubs in beds or tree wells at HOA discretion
- Debris removal (landfill dump expenses are included in the monthly contract price throughout the contract term)

**SNOW REMOVAL:** Snow removal will be invoiced at \$125 per inch with a 3-inch minimum for a total of \$375 per three inches of snow. All Tillicum roads will be plowed. Snowplow events and depths will be calculated within a 24-hour period. Most plowing will occur between midnight and 6:00 AM and repeated as necessary in heavy snows.

**COMMUNICATION:** All communication shall be through the TVHOA Commons director or TVHOA Board President. It is expected that both COLL, LLC and TVHOA representatives will be available and respond timely to email, text messaging and phone calls.

**DISPUTE RESOLUTION:** In the event of any controversy or claim arising out of or relating to this contract, the parties hereto shall consult and negotiate with each other and, recognizing their mutual interests,

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attempt to reach a solution satisfactory to both parties. If they do not reach settlement within a period of 30 days, then either party may, by notice to the other party terminate this agreement.

### SIGNATURES

  
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Jason Williams, COLL, LLC

November 18, 2020  
Date

  
\_\_\_\_\_  
Dan Sempert, TVHOA Commons Director

November 18, 2020  
Date

  
\_\_\_\_\_  
Dirk Benson, TVHOA Board President

November 18, 2020  
Date