

Scope of Work

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| Name of Company: | Toluca Townhouse No. 3 HOA Board |
| Project Name: | Pool Area Planting |
| Project Manager | Eric Hormell |
| Prepared by | Dave Phillips |
| Date: | February 16, 2021 |

Scope of Work –

The Scope of Work is for replanting the common areas within the interior of the complex that were damaged from the construction of the new pool.

Budget -

The exact budget for this project has not been determined. The entire landscape extras budget for the year is \$5,400. The expectation is that this project will not require the entire yearly budget to complete. In the past, the HOA would ask the gardeners or landscape specialists to prepare a plan. These specialists were then asked to purchase the plants and do all the planting as a special project. In the past our interior planting around the pool cost averaged \$4,000 to \$5,000. I'm sure the cost would be higher today.

Based on our planting experience, we estimate this project should cost from \$1,300 to \$2,000 to complete. The committee will need to present the Board with an estimated cost based on the number of plants, the variety, size and spacing required. Any other pots or gardening work might require additional cost.

In 2019 the Board was tired of looking at the poor landscaping along Kling Street and they tried a different approach to large planting projects. The new approach included Board members selecting plants from local nurseries and transporting the plants back to the property.

The plants were planted by a combination of the Board members and our regular gardeners on their regular maintenance time on Mondays.

This new gardening approach stretches our limited landscaping budget by purchasing healthy plants less expensively. Additionally, no added labor costs are incurred with this method. There was some cost for the gardeners to clear out some of the larger grasses and haul them away. This method is a bit slower as the planting will be completed on the gardener's maintenance time on Mondays. On Friday, a minimal amount of planting might also be completed.

In 2019 the Kling Street area was planted for approximately \$1,100.

When the Gardeners purchase the plants, they mark up the cost per plant about 50%, which pays for the transport. It has been our experience that the gardeners purchase less healthy plants to keep their costs down. When we purchase plants, we choose the best-looking plants.

Based on our experience, the one gallon, \$5 to \$8 per plant, are the best plants to purchase as they are the lightest to transport and the easiest to plant in the tight spaces around the pool. If we pay cash, the nursery does not charge the tax. Ken charges \$16 for the same plant.

We encourage the committee to go to the nursery to choose the plants they like and we will transport them back to the property.

We also encourage the committee members to get their hands dirty and plant some of the plants themselves.

Once the plants have been established, many varieties require regular deadheading and weeding. Our gardeners only spend two- and one-half hours per week on the property and they do not have the time to maintain another 200 to 500 new plants.

Gardening Committee –

The task of the Gardening Committee is to form a Team to start developing a plan and estimated cost to replant the areas needing planting. The Board will have final approval to implement the plan of the committee.

Here are a list of guidelines for the Gardening Committee to consider:

The committee should try to incorporate plants that are currently on the property. We know from experience that existing plants will thrive in and around our property. If we pick too many different plant varieties, it will add additional maintenance.

Ken, has suggested we plant a vine for the south facing area. The flowering plants will tend to soften the look of the fence and provide new color and fragrance. The vines might also attract hummingbirds and butterflies.

Much of the area around the pool does not get a lot of direct sunlight so the committee should take this into account with the plants that are chosen for each area. The attached diagram highlights some of the shady and sunny areas.

Our rules do not allow any new inground trees in the patio areas and it only makes common sense that we do not plant new trees in the common areas. Tree roots have contributed to the damage of our sewer lines and also require yearly trimming.

The committee should consider placing some of the large flower pots near the entrance of the East gate in the pool area to discourage the use of this area for lounge chairs. Although this a good spot to catch the sun's rays in the afternoon, this area does not meet the safety code for clearance around the pool area. Please consider placing the large pots adjacent to a drip line so that we do not have to hand water the pots.

Thank you for volunteering your time to participate on the pool committee. The Association appreciates your efforts to maintain the beauty and property value of the community.

Let us know if you have any questions or if there is anything, we can do to help with this project including getting our hands dirty too.