

Eagle Point Golf Community Homeowners Association

Board Meeting Agenda

Time: 6:00 p.m. **Date:** 4/20/2021

Location: Zoom Meeting: <https://us02web.zoom.us/j/88983777757>

Meeting ID: 889 8377 7757

One tap mobile

+16699006833,,88983777757# US (San Jose)

Board Members

Don Craig - President

Brandon Crosier - Treasurer

Philip Brooker - Secretary

Maria Shimizu – Director

Debby Endicott – Landscape Director

Alyssa Berg – Communications Director

Jeff Proulx- Director

Special Notice: Only members of the EPGCHA, or Board guests who are asked to speak by the Board, may speak or participate in discussions during the Board meeting.

Call to Order, Welcome, Announcements, and Agenda Changes: Don Craig

Roll Call: Don Craig

Homeowner Comments: Homeowners and Board approved guests are encouraged to present their comments and ideas on Board agenda items, or other questions and concerns about our community. Please limit comments to three (3) minutes.

Consent Items for Approval:

Hearings, Appointments:

- 1.
- 2.

Old Business:

1. CPM Contract Renewal/ Selection of Management Company
2. Pine Lakes & Princeville landscape architect decision

Management, Committee, Director Reports:

New Business:

Open Board & Management Discussion:

Any other items that need to be discussed by the Board and Management; projects, action items, etc.

Adjournment to Executive Session: If needed, the Board may adjourn to Executive Session at any time during an open meeting to discuss legally allowed items. The Board will then reconvene back into open meeting and vote on actions if required.

-Collections

Adjournment: Don Craig

Next Scheduled Meetings:

Board of Directors Meeting- Tuesday May 4, 2021 via Zoom- 6:00pm

Notice: *The Board may call additional Special Meetings, which will be posted on the website (epgcha.com).
The Board may have to call Emergency Meetings, which may not be able to be posted on the website.*



PROFESSIONAL LANDSCAPE ARCHITECTURE SERVICES PROPOSAL

Date: 02.24.2021

Project: Eagle Point Golf Community Landscape Renovations
Back Planter Areas: Pine Lake and Princeville

Location: Eagle Point, Oregon

Client: Eagle Point Golf Community Homeowner's Association

Contact: Debby Endicott

Proposed Scope of Services:

It is our pleasure to provide the Eagle Point Golf Community Homeowner's Association with this proposal for providing Professional Landscape Architecture Services. This proposal is for the following Scope of Services; Concept Design Work for the two (2) back planter locations discussed (Phase One) and Construction Documents for the two (2) back planter locations (Phase Two). Terrain Landscape Architecture will perform Construction Administration Services for each of the two locations to ensure the approved designs are being installed per design and bid documents. It is assumed in the proposal that both focus areas will be installed concurrently.

Our Scope of Services and Fee is based on the information provided to our office from Debby Endicott on February 3, 2021

- Phase One – Concept Design Services
- Phase Two – Construction Document Services
- Phase Three – Construction Administration Services

PHASES OF SERVICES:

Phase One – CONCEPT DESIGN

Following Client acceptance of this proposal, Terrain Landscape Architecture (TLA) will provide the following tasks:

- Design Inventory:** TLA will, upon receiving site survey information via Autocad, inventory pertinent site information to be included in the designing of the focus areas.
- Design Meetings:** TLA will participate in one (1) meetings with the Eagle Point Golf Community Homeowner's Association (EPGCHA) Board and Residents. TLA will present design concepts for the three sign locations to each group and will include accompanying design images.
- Concept Design Deliverables:** Materials used in presentations to the Board and Residents will be delivered to the EPGCHA for use as needed. Additionally, material boards/documents, including plant selections, stone materials, and lighting options will be delivered to the EPGCHA. *An allowance of \$250.00 (NTE) will be figured into the Phase One fee.

Phase Two – Construction Documents

Following EPGCHA acceptance of the Phase One work, Terrain Landscape Architecture will proceed with the Construction Documents (Bid Documents) as directed by the Client. During this phase of work, detailed construction plans will be developed that will address; screening, new low maintenance and low water use plantings, site specific low volume irrigation, boulder and river rock layout, and site-specific tree preservation plans. TLA will also provide recommendations for site furnishings and color selections for all wood structures to remain. TLA anticipates the following:

- A. **Review Meeting;** prior to proceeding with Construction Documents, meet with the Client to review schedule and deliverables for the Construction Document phase.
- B. **Construction Bases;** preparation of site bases for the two (2) focus areas that will be used in the preparation of the construction documents.
- C. **Landscape Construction Plans;** landscape construction plans to include; tree preservation, demolition, irrigation, planting, and landscape lighting (based on available power source).
- D. **Landscape Construction Details;** preparation of details for site features, irrigation, and planting.
- E. **Landscape Sheet Specifications;** prepare specifications to address; irrigation equipment and installation, soil preparation, and planting installation.
- F. **Document Review;** provide in-house review of the landscape Construction Documents and landscape related documents prepared by the design team prior to submission of plans to the Client and jurisdictional agencies.

Phase Three – Construction Administration

Following EPGCHA acceptance of the Phase Two work, Terrain Landscape Architecture will perform Construction Administration services as directed by the Client. During this phase of work, TLA staff will perform site observations and construction oversight, client advocacy, detailed reports at pre-determined site activities, and responses to Contractor questions. TLA anticipates the following:

- A. **Site Observation Visits;** a total of [5] site visits will be performed to review the following landscape installation stages:
 - Layout of hardscape elements included in the landscape Construction Documents.
 - Review of site rough grades prior to delivery of imported topsoil.
 - Installation and fine grading of imported topsoil.
 - Irrigation mainline and valve installation and pressure check.
 - Irrigation head coverage test.
 - Plant material review and layout.
 - Pre-final walkthrough (punch list) following bark mulch installation.
 - Final walkthrough and review of punch list items.
 - (Optional per Client request) 11th month walkthrough with installer and Client to review plant material prior to completion of the one (1) year project maintenance and warranty period.

BASIC SCOPE OF SERVICES FEE SCHEDULE:

PHASE ONE	CONCEPT DESIGN SERVICES	\$3,950.00
PHASE TWO	CONSTRUCTION DOCUMENTS	\$3,000.00
PHASE THREE	CONSTRUCTION ADMINISTRATION	\$1,800.00
TOTAL FEES FOR TERRAIN LANDSCAPE ARCHITECTURE		\$8,750.00

2021 STANDARD TLA HOURLY RATE SCHEDULE:

Principal in Charge.....	\$95
Project Landscape Architect.....	\$85
Draftsperson.....	\$75

EXCLUSIONS; the following items are not included in the Scope of Services above and shall be considered Additional Expenses if requested by the Owner and/or Client:

- Any changes to the design after Client acceptance of the Concept Design Work that may result in extra work prepared by TLA.
- Phased work that was not outlined in the Scope of Services and results in the preparation of documents or services beyond what is covered in this Work.
- Design Graphics; preparation of any Client requested graphics other than those included in the Basic Scope of Services.
- Site Certification documents (LEED, Green Globes or similar) unless originally included in the Scope of Services.

BILLING POLICIES

- A. This SCHEDULE and these POLICIES are part of the letter of agreement.
- B. Initialing this page will signify the Client's intent to contract with TLA, LLC, an Oregon Business, for professional services.
- C. Invoices are submitted by TLA, LLC. monthly. They are due and payable upon receipt and become delinquent if not paid in full thirty (30) days after their date. Client shall notify landscape Architect of any dispute regarding invoices received within seven (7) days of receipt of the invoice. Only the disputed portion of the payment may be withheld. Interest charges will be applied at 1.5% per month to delinquent accounts.
- D. Account delinquency will result in the stopping of work on the job by TLA, LLC. and any consultants. We reserve the right to stop work after sixty days past due. If such a decision to suspend work is made, TLA will notify Client in writing seven days prior to stoppage of work to enable accounts to be brought current. Work will commence upon payment of all fees and service charges due. In some cases additional fee will be required to stop and restart work because of the account delinquency.
- E. No deductions shall be made from the Landscape Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors or on account of the cost of changes in the work.
- F. In the event of any litigation or other legal action necessary for the collection of unpaid fees related to the services provided under this agreement, TLA, LLC., shall be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees and other related expenses.

- G. TLA shall retain Ownership of the design. TLA hereby grants to Owner a royalty-free license to reproduce, display, and use any designs, graphics, electronic files, or other copyrighted materials generated by TLA in the course of performing the Services under the Agreement for the purpose of: (a) Owner's internal business use, and (b) marketing of the property through the design that may be offered by Owner, provided that attribution is made to Landscape Architect in any such use. All use of graphics produced by Terrain Landscape Architecture (TLA) and used by entities other than TLA, must display the Terrain Landscape Architecture logo or otherwise be attributed to TLA.

INITIALS_____

TERMINATION

- A. Either Client or Landscape Architect may terminate this Agreement upon seven days written notice.
- B. If terminated, Client agrees to pay Landscape Architect for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination.
- C. Upon not less than seven days' written notice, Landscape Architect may suspend the performance of its services if Client fails to pay Landscape Architect in full for services rendered or expenses incurred. Landscape Architect shall have no liability because of such suspension of services or termination due to Client's nonpayment.

AGREEMENT OF PROPOSAL

The signing of this proposal constitutes an agreement to proceed. We will be pleased to answer any questions and to go over the various provisions of this proposal. We also will be pleased to modify or revise the fee proposal as the scope is modified for additional services not listed at this time. We appreciate your consideration and look forward to the possibility of working with you. A signed letter of agreement and initialed policies will designate that this contract work has begun. This proposal is valid for thirty (30) days from date of proposal. Thank you. Please do not hesitate to call should you have any questions.

Sincerely,

James C. Love, Oregon RLA#0409
Principal

LANDSCAPE ARCHITECT

CLIENT

Title_____

Title _____

Dated _____

Dated _____

Company Terrain Landscape Architecture, LLC Company _____



KenCairn
Landscape Architecture

April 2, 2021

Debby Endicott

Eagle Point Golf Community HOA

Proposal for Landscape Architectural Services:

Kencairn Landscape Architecture

Kerry KenCairn Landscape Architect, Principal

545 A Street suite 3

Ashland, Oregon 97520

Phone 541 488-3194

SCOPE OF WORK:

CONCEPTUAL SITE DESIGN-IN COLLABORATE WITH HOA BOARD FOR TWO COMMUNITY NODES; PINE LAKES/SILVERADO AND PRINCEVILLE

Concept response to include renovation of existing hardscape and structures, and plant species choices as well as site design refinements

Site reconnaissance and base creation	\$1,000.00
Meet with board to determine goals (1) (base site plan in hand)	\$ 200.00
Concept design development (Iterative)	\$ 800.00
Review with Board and neighbors (2 meetings)	\$ 400.00
Finalize Concepts	\$ 400.00

\$2,600.00

Construction Documents

Planting Plan

Irrigation Plan

Hardscape and Structure Renovation Plan

\$2,000.00

Construction Administration

Bid Assistance

Material Bid Sheet

Site Visits to insure proper practices and plan compliance 6 total)

Site Visit Reports

\$1,000.00

TOTAL ESTIMATED FEES

\$5,600.00

EXCLUSIONS:

- **Additional Meetings not specified above.**
- **Revisions to work completed or in progress requested by the client, after Concept approval through no fault of KLA.**