Landscape Maintenance Proposal

Prepared for:

Northshore Encinitas
Amanda Amezcua

Elite Community Management

BRICKMAN
Enhancing the American Landscape Since 1939
NORTH SHORE ENCINITAS HOA

Strategic Service Partners

Working Together!
November 4, 2011

Dear Amanda,

Thank you for allowing BRICKMAN to submit a bid proposal for landscape services at North Shore Encinitas Homeowners Association.

In San Diego, in addition to being entrusted with iconic landmarks like the Hotel del Coronado and Horton Plaza, BRICKMAN handles numerous commercial HOA properties. Clients such as Encinitas Ranch, Sage Canyon Ranch, Avalon Bay, American Assets and Aviara Premier Collection continually rely on BRICKMAN to ensure their properties truly shine in one of the country’s most competitive markets.

Our experience in Homeowner Association landscape maintenance, however, is not all that sets BRICKMAN apart from other landscape companies. We have industry-leading quality control procedures and design capabilities. Additionally, BRICKMAN is at the forefront of sustainability and water conservation issues - - - involvement which uniquely positions us to help our clients take advantage of any government sponsored rebates or programs in the San Diego region.

BRICKMAN has enjoyed an outstanding reputation for its expertise in enhancing landscapes around the nation since 1939. Our proven, systematic approach to maintenance assures we deliver consistent, value-based service no matter what your budget. Simply stated, we are driven by a passion to delight the customer and a desire to exceed their expectations.

We look forward to showing you what we can do!

Sincerely,
BRICKMAN

Marcelle McAfee

Marcelle L. McAfee
Business Development Associate

BRICKMAN 2420 Cougar Drive, Carlsbad, CA 92010  (760) 438-3551 Fax (760) 438-3125
Detailed Job Description: Management Staff

**Branch Managers** are in charge of the overall production in the branch. They are responsible for implementation and execution of **BRICKMAN** standards in both accounting and detailed landscape operations.

**Account Manager** will work with management to propose landscape and irrigation enhancements in line with future projects around the sites. An Account Manager will use their field knowledge and landscape education to become another local resource for the Site Operations Manager.

**Operations Manager** responsible for overall job quality on properties and customer relations within the branch. They plan and execute daily landscape operations for several crews. Operations Managers also perform weekly site inspections and will meet with management to keep an open line of communication. From their knowledge and training, Operation Managers are able to plan and schedule monthly operations based on the growing seasons.

**Site Supervisors** are responsible for the daily supervision of the onsite crews. They work with their irrigation technicians, mow crews and landscape laborers to complete the outlined daily landscape operations. After a weekly site visit, the Site Supervisor will complete any correction items generated by the Operations Manager.
BRICKMAN believes nothing builds stronger relationships than delivering unparalleled quality to the client. This core belief has fostered within BRICKMAN a commitment to provide you with a consistent, value-based service, no matter what your budget. Integral to our delivery on this commitment is a proactive approach to client satisfaction, a process which we call Quality Site Assessment (“QSA”).

Every month, your BRICKMAN Account Manager will perform a walk-through assessment of your property, attended by the Operation Manager and/or the Branch Manager. The site will be scored under a standard procedure and the results will be communicated back to you and the crew assigned to your property.

BRICKMAN’s QSA process ensures that quality work is performed and, more importantly, that you always know exactly what is going on with your property!

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Creekside Marketplace
Quality Site Assessment
Date: 4/27/10 – 11:00AM

ATTENDANCE:
Aaron Andrews
Sergio Santiago

CARRYOVER ITEMS:
1. Remove the vine that is growing up the Stone Wall of the path
2. Groom the NVR from the 5th to the 9th row of planters as much as possible at the end of the path above the tennis court

MAINTENANCE ITEMS:
1. Change out the entry Begonias
2. Remove the sprayed Begonias along the driveway at the 1st garage
3. Replace impatiens in planter by the pool area with impatiens
4. Agency must test the pool platinum and drain the lake
5. Spray the Kestos Palms along the path by the pool area for scale
6. Spray the Wau Kea Palm along the path by the pool area for spider
7. Remove two of the large reeds from the multi-crown Pygmy Palms growing into the path
8. Pinch the small leaves in the turf with new soil
9. Cut back the Frangipani hard under the Wau Tree – make sure all the way down to the new growth at the base
10. Trim the wood pods on the Pygmy Palms in the west island
11. Tip the taut and dead branches on the patio plants
12. Remove the low hanging Fan Palm branches along the path
13. Trim the the wood pods on the Pygmy Palms along the path
14. Cut the dead branches on the Portal in the planter for the tennis court

IMPROVEMENT SUGGESTIONS:
1. Change to shade loving plant material in place of Roses and Blue Fescue in the triangle back patch planter
2. Water loving plants for heavily sloped planters
3. Extend the theme of the entry landscaping over into the adjacent planters – Elephant Ear, Cala Lilies, etc.

NOTES TO BRICKMAN:
1. Continually check and keep the tree clear of the tennis court fence area

NOTES TO OWNER:
1. Trimming will be a large focus for us in February. The trees will get trimmed in all of the bougainvilleas. The top of the larger and older bougainvillea’s will be reduced to promote stronger new growth in spring.
2. The half-circle of Boxwood on the side of the building is dead and not responding well to last month’s fertilization treatment. The roots are so mangled and intertwined that they are starting to create a dense mass that is preventing from the soil. These may have to be replaced in the future if they do not respond well in spring.
Landscape Designer

Casey Hunt is Brickman's in-house landscape designer supporting the San Diego Team in enhancements, upgrades, design-build, and any other design-related projects. Casey holds a degree in Landscape Architecture from Cal Poly San Luis Obispo. He is also currently working on LEED certification.
For over 70 years, **BRICKMAN** has held a proud tradition of stewardship over the properties we maintain. Engrained within our culture is a commitment to care for the environment, not just for today, but with a goal of perpetuity in mind. As a preeminent leader in the Green Industry, our commitment to the environment manifests itself not only in our landscape practices, but in our own operations. In other words, we try to practice what we preach.

**WHAT WE DO TO LESSEN YOUR PROPERTY’S ENVIRONMENTAL IMPACT**

So that our clients can achieve sustainable solutions without sacrificing fiscally sound property management, we employ a host of in-house experts, including Landscape Architects, Certified Arborists, Horticulturalists, Irrigation Auditors, and LEED-Accredited Professionals. These talented people help us implement *environmentally sensitive landscape practices* on your property, including:

- Reducing landscape waste through on-site mulching and third-party recycling;
- Reducing or eliminating the use of pesticides through Integrated Pest Management;
- Use of organic fertilizers and hybrid programs where appropriate;
- Use of biodegradable and recycled plant containers;
- Landscape renovation to integrate sustainable native plantings; and
- Comprehensive irrigation management as part of a holistic plan to ensure the right balance of soil – plant – water on our clients’ properties, thus reducing the need for excessive watering and fertilizing.

**WHAT WE DO TO LESSEN OUR OWN ENVIRONMENTAL IMPACT**

As a company and a corporate citizen, we are committed to reducing our footprint on Earth through *environmentally sensitive operations* and *responsible resource and waste management*.

**IN OUR OPERATIONS:**

- Fuel-efficient company vehicles (including hybrids and 4-cylinder vehicles for sales and operations managers);
- Efficient route mapping to reduce trip time of vehicles on the road;
- Operating a fleet of maintenance equipment that runs cleaner and works more efficiently than any fleet in the industry; and
- Pioneering the use of experimental low-carbon emission equipment (such as propane-fueled trucks and mowers).

**IN OUR RESOURCE AND WASTE MANAGEMENT:**

- Energy conservation such as retrofitting fluorescent lighting fixtures with high efficiency ballasts and adjusting programmable thermostats to conserve utilities;
- Reduction of paper use in our offices, through implementation of on-line work flow processes that eliminates needless generation of documents;
- Office and yard recycling programs to include paper, plastic, glass and where possible, even motor oil; and
- Purchasing from local vendors to ensure healthier, more geographically appropriate plant material, while reducing the environmental impact of shipping materials across the country.

So, whether you decide to lessen your property’s impact with a few tweaks to your plant mix or drastically reduce its footprint with a complete redesign, we hope you will follow our lead and embrace our cultural commitment to the environment and we hope you will let **BRICKMAN** assist you in making the choices today that positively impact tomorrow.
On behalf of Brickman celebrating its 70th year Enhancing the American Landscape, we have created a new customer appreciation program called “Brickman Bucks”. They are free dollars designed to be offered to NEW customers only, and are to be used towards upgrades, enhancements, work orders, plant material or anything non-service related. We thank you for taking this opportunity to consider BRICKMAN as your new service provider.
Our staffing would consist of the following:

- (3-5) detail service crew members (dependent upon time of year) working the site for four (4) hours (1) day per week.
- The site will be visited (1) time per week by our Operations Manager.
- The Monthly walk-throughs will be attended by our Operations Manager, Account Manager or Branch Manager.
- CLT – Certified Landscape Technician available.
- Certified Water Manager available.
- All Fertilizers and chemicals are included in contract.
- One-time “Brickman Bucks” offered of $750.00 toward landscape upgrades/plant material if awarded contract.

Total Proposed Cost Including Labor & Equipment:

- Monthly Exterior Service .................................$1,320.00

- Total Annual Cost..............................$15,840.00
I. Introduction

The following Specification establishes the standard for landscape maintenance at Northshore Encinitas HOA in Encinitas, CA. The Property is managed by Elite Community Management whose representative is Amanda Amezcua ("Owner’s Representative").

II. Scope of Work

BRICKMAN ("Contractor") shall furnish all labor, equipment, tools, services and special skills necessary to complete the work specified in accordance with professional horticultural and ornamental practices.

III. Plant Materials

A. Turf

1. Mowing
   a. Turf shall be cut at a uniform height using sharp blades.
   b. Cool season turf shall be maintained 2 ½ inches during the warm season and 2 inches during the cool seasons.
   c. Warm season turf shall be maintained at 1 ½ inches (or higher, as directed, if the turf is not scalped and overseeded annually).
   d. Mowing patterns shall be changed periodically to avoid rutting of turf areas.
   e. During mowing, care shall be exercised to prevent damage to trees and other obstacles in the lawn areas, such as electrical boxes or fixtures.

2. Edging
   a. All turf edges adjacent to walks, curbs, paved areas, fixtures at grade, and shrub or groundcover areas shall be trimmed as needed to maintain a crisp and neat appearance.
   b. A bare drift buffer zone shall be maintained around the circumference of all trees, as well as the perimeter of all buildings and raised fixtures in the turf.
   c. During edging, care shall be exercised to prevent damage to trees, building surfaces, walls, header boards, light fixtures, signage, etc.

3. Aerifying - Turf shall be aerated annually to reduce compaction, promote water penetration and limit runoff.

B. Groundcover

1. Edging and Trimming - Groundcover adjacent to walks, curbs, paved areas, buildings, shrubs, trees and other miscellaneous objects shall be trimmed as needed to maintain a neat, clean, well-defined edge and eliminate encroachment into turf or other plantings.

2. Trimming Method - Established plantings shall be encouraged to grow and cover the ground in a solid and full manner.
C. Shrub

1. Pruning and Trimming - Shrubs shall be pruned and trimmed as required for safety, removal of broken or diseased branches, general containment or appearance.

2. Pruning Method - Shrubs shall be pruned and trimmed in such a manner as to retain and promote as much of the flowering and other natural characteristics of the shrub as possible.

D. Trees

1. Pruning and Trimming
   a. Trees shall be pruned up to a height of 12-feet as required for safety, removal of broken or diseased branches, for pedestrian or vehicular access, or ingress or egress.
   b. Pruning shall be done in observance of proper horticultural practices by those experienced and skilled in pruning technique.
   c. Pruning under this specification is limited to that which may be done from the ground.
   d. Structural tree work shall be done only upon approval or as directed by Owner’s Representative and shall be performed as an Extra Charge.

2. Staking and Supporting
   a. Tree stakes, ties, and guy wires shall be checked and corrected as needed.
   b. Ties will be adjusted to prevent girdling.
   c. Unnecessary stakes, ties and/or guy wire assemblies will be removed.

IV. Irrigation

A. In General

1. In the irrigation of all plant materials, Contractor shall operate all irrigation systems in such a manner so as to obtain uniform moisture throughout the root zone.

2. Contractor will adjust its watering schedule equal to the percolation rate each zone is capable of receiving based on topography, soil type, plant materials, season and/or climatic factors and shall utilize repeat cycles to maximize penetration and minimize runoff.

3. Hours of scheduled operation will be programmed to minimize disease occurrence in plant materials and to reduce possible nuisance from sprinkler operation to pedestrians or vehicles (typically, early morning hours before sunrise).

4. The Owner will provide Contractor with locks, keys and maps (where such maps are available), all of which shall remain the property of owner.

B. Operations of System

1. Contractor shall personally observe all systems during operation cycle at least once per month to verify effectiveness of sprinkler...
operation and preventive maintenance shall be performed on system as needed.

2. Contractor will adjust and clean, as necessary, all sprinkler heads, valves, and pressure reducers to continue operation at maximum efficiency and performance.

3. Sprinkler heads in turf areas shall be kept clear of overgrowth which may hinder maximum efficiency and performance.

V. Weed, Disease and Pest Control

A. In General
   1. Contractor shall maintain weed, disease and pest free turf, groundcover and shrubs, where such diseases and/or pests are foreseeable, preventable and reasonably treatable (treatment for unforeseen diseases or pest invasion will be proposed as Extra Work). Contractor shall also remove weeds from hardscape areas, including walkways, asphalt, brow ditches and curb lines.

2. Contractor shall maintain disease and pest free trees where such diseases and/or pests are foreseeable, preventable and reasonably treatable through the application of chemical controls such as insecticides and provided that insecticides can be applied systemically or through ground level topical spraying. (overhead treatment and/or treatment for unforeseen diseases or pest invasion will be proposed as Extra Work).

3. Contractor’s responsibility for pest control shall be limited to invertebrates. Control of rodents and other vertebrates will be proposed as Extra Work.

B. Pesticides
   1. Adherence to Regulations - All materials used by Contractor shall be in strict accordance with the California Department of Pesticide Regulation. Application and disposal of pesticides shall be within the guidelines established in the California Food and Agriculture Code and the California Code of Regulations.

   2. Timing of Application - Pesticides will be applied at times which limit the possibility of contamination from climatic and other factors. Applicator shall monitor forecasted weather conditions to avoid making applications prior to inclement weather in order to eliminate potential runoff of treated areas.

   3. Method and Manner of Application - Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods shall be used which ensure that materials are confined to the target area.

VI. Fertilization

A. Goal of Fertilization - Plant materials shall be fertilized as required to maintain healthy color and appearance and promote perpetual growth.

B. Number of Applications - While particular fertilizer requirements are dictated by the prevalent soil conditions at the site, the following is fairly typical with regard to the number of applications in a single year for specific plant materials: (a) turf – five times; (b) groundcover – four times;
(c) shrubs – three times; and (d) trees – once per year. Contractor, however, may utilize slow-release fertilizers which reduce the typical amount of applications needed.

C. **Manner of Application**- In making applications of fertilizer, precautions will be taken to contain these materials in the planting areas and prevent the depositing of material onto paved area. Any fertilizer deposited on paved areas will be removed immediately.

VII. **Clean-Up**

A. **Removal of Debris**- Contractor shall remove all green waste and other debris resulting from maintenance operations and dispose of it off-site. All grass clippings deposited on roadways or walks shall be removed after each mowing or trimming operation. On-site disposal of green waste shall be permitted with approval of Owner’s Representative. Non-organic debris not generated by Contractor shall be disposed of at the job-site container, if one is available.

B. **Timing of Removal/Observation**- All debris resulting from Contractor's operations shall be removed by the end of the workday on each scheduled maintenance visit. All landscape areas shall be patrolled whenever on site to check for vandalism, broken tree branches, rodents, insects, snails, pests and/or diseases.

VIII. **Extra Work**

A. **Tree Trimming**- Tree trimming above the height of 12 feet.

B. **Pests**- Unforeseen pest invasions, large-scale or overhead pesticide control will be subcontracted as an extra charge, as will vertebrate control.

C. **Irrigation Repair**- Irrigation repair for heads and readily accessible lateral lines will be billed for material cost only with no associated labor charges. All other irrigation repairs shall be billed for labor and materials (i.e., repairs to mainline, lateral lines located under hardscape, controllers, backflows, valves, wires, etc.)