

**Hiddenbrooke Maintenance District Advisory Committee
Special Meeting Re Scope of Work in Landscape Contract
Minutes – November 13, 2013**

**Present: HMDAC: Joyce Estes and Marcelline Mahern
City of Vallejo: Donny Burton**

1. Scope of Work for Contractor: Main reason for this meeting.

Donny's goal is to rewrite the maintenance contracts for all the landscape contracts within the City of Vallejo. The main portion of the contract will be boiler plate and apply to every district. He would clean up the language where ambiguous and remove references to individual districts. Then each district will have their own addendum with special instructions that are specific to their district. The new contract for HMD will also include an irrigation component.

Joyce had previously given Donny a list of items which she thought would improve the maintenance for Hiddenbrooke. The items agreed to be changed/added are as follow:

All City Contracts:

- a) Change edging to every other week.
- b) Move fertilization to last two weeks of February to get more rain
- c) Add tip Crepe Myrtle Trees in Feb (Sergio says this is already in contract, but could be even years?)

Hiddenbrooke Special Instructions (HIS): (Please mark items which are extra work orders or have two subsections: included in contract and extra work order.

- a) July: Add liquid fertilizer to all roses
- b) July: Deadhead all roses
- c) Oct: Final deadheading of all roses
- d) Nov: Holiday Lighting hours day after Thanksgiving 5 pm to Midnight (Waterfall area is dusk to dawn year around)
- e) Dec: Add to Power Washing Neighborhood Monuments (could be Even Years)
- f) Jan: Get approval for any bark above 30 yards (Didn't talk about this but can we make HB Bark the Medium Golden Nugget. The large is too big and rolls onto walkways)
- g) Jan: Turn off Holiday Lighting on January 15th
- h) Feb: Annual winter trim of all roses
- i) March/April: White Fences: Add fences in Reflections Park, Bennington Park and end of Carisbrooke to this. All White Fence power washing is extra work order.
- j) March: Add 11 garbage cans to items to power wash
- k) March: Check plants for frost damage. Trim back those plants that would respond with new growth if trimmed now especially Moraea (White Irish) and grasses. (Note this probably should be in the City contract as this is the best time to trim them.)
- l) Add special instructions from Brian re trimming edge at entrance

2. **I-80 Interchange:** Donny will verify information he received from SCI Consulting, Inc. that HMD cannot by law maintain 100% of any landscape improvement installed at the interstate and on and off ramps because it benefits more than just Hiddenbrooke residents. It is believed that Cal Trans would have to be at least 25% responsible for the maintenance. Donny and Joyce think CalTrans will not agree. However, Donny needs to find out if some of the excess I-80 Interchange Funds were given to HMD to offset this future expense would this qualify. There is a possibility that the funds must come from CalTrans and not a City of Vallejo Fund. Therefore an HMD ballot might not be able to correct this problem. An agreement would have to come from the City and or CalTrans to allow surplus funds to be set aside to cover the cost of maintenance and still be within the letter of the law.
3. **Irrigation:** Adding irrigation to the current landscape maintenance contract for say April to June without a bid was discussed, but because of the large increase for the annual contract, it would probably need to be bid. We all agreed that Hiddenbrooke has a lot of water issues that need to be addressed very soon as we our plants are dying. Donny to follow up on this ASAP.
4. **New Park:** Donny to verify who will be responsible for maintaining the new park (City, GVRD, HMD). Park is within HMD boundary and HMDAC is concerned about maintenance, security and garbage and who will be paying for this.
5. **Other Issues Discussed:**
 - a) Tree removal on Landmark. Donny will proceed with bid to remove 6 trees and replace 5 with *October Glory Maple Trees* (same as around the tot park in the Bennington Park.)
 - b) Tree trimmings: Donny will get the trees on Bennington trimmed to clear the sidewalk and meet required street clearance. This will be our last project on HB Trees until the new City Tree Policy is published.
 - c) Ballot issues other than interchange: St. Andrews and Masters Monument, Trash on McGary Road, Asphalt Walkway on Bennington (near entrance to 18th Tee), HB Park, Improvements on Landmark near Orchards and Costello Monument, and effect of new City Tree Policy
 - d) Next HMD inspection: January 27, 2014, 9:30 am, leaving from Waterfall.
 - e) Need for long range planning for reserves and 2014-2015 budget.
 - f) HB-Maps to be updated by Estes for HPOA Web site. Burton shared how to use the Solano County Map system which is on line at:
<http://www.solanocounty.com/depts/doi/gis/default.asp>
Select Maps and Layers (on top row)
Select Arial 2009
And then zoom in and out, etc.