

**CLOS CHEVALLE HOMEOWNERS ASSOCIATION
CCHOA BOARD MINUTES
Wednesday, October 4, 2017
8:30-10:45 a.m.**

Present: Lew White, Jim Gurke, Jim Batdorf, Tom Buell, Pamela Ahl

Call to Order: President Lew White called the meeting to order at 8:45 a.m.

Lew began the meeting with a discussion devoted to the task of finding a Landscape Maintenance Management Contractor for services within the common areas of Clos CheValle. This discussion continued through the entire meeting with input from all Board members.

- Tom Buell put together a Request for Landscape Management Proposal which will be given to potential contractors. The purpose of this proposal is to identify contractors who have the experience, personnel and equipment to perform the work outlined in the Scope of Services.
- The proposal submitted will include a cost estimate based on the Scope of Work outline, copy of their Business license, references, detailed proof of Commercial General Liability Insurance coverage, Auto/Equipment Liability coverage, Worker's Compensation and Employer's Liability.
- Jim Batdorf will be the contact person for proposals submitted. He will interview each potential contractor and do a walk through of all the common areas. A site map will also be provided to identify the various common areas as well as a detailed description of the control boxes and valve locations for the entire irrigation system. Pamela Ahl will assist Jim with this task.
- The Board discussed the possibility for setting aside an area on the Clos CheValle grounds for plant debris. This would save the cost of transporting it to the garbage dump and the dump fee. This discussion will continue at the November 8 Board meeting.
- All proposals must be received no later than November 3, 2017 by Jim Batdorf or Pamela Ahl. At the November 8 Board meeting, the Board will review the proposals and once a contractor has been selected, a 1 year contract will be finalized and signed by both parties.

The meeting was adjourned at 10:45 a.m. by Lew White

Next scheduled Board meeting: 8:30 a.m., Wednesday, November 8, Lew White's home.

Board minutes prepared by Pamela Ahl, CCHOA Secretary