

Courtyard Committee Work Plan - **UPDATED JAN 20, 2023**

2023

[FEEDBACK SURVEY for Preliminary Visioning](#)

Courtyard Revitalization Project Timeline

- ★ Continuous - Develop annual maintenance plan for the courtyard; update Co-op SOP for building management
 - Soil Erosion
 - Drain cleanout/inspection
- ★ January 17th
 - Engagement Session : 10 Attendees, Daycare representation (Shey H.), youth representation (6), member representation (3)
 - Feedback provided for visioning directions for 3rd party design work (Christian Zenga)
- ★ January 18th
 - Follow up with COHO (Allen Z - email) to confirm if drain clearing has been performed by Allied in the courtyard.
- ★ January
 - Follow up with COHO (Allen Z) to ensure CSA inspection of current play structure is booked(asap) and added to yearly maintenance plan
- ★ February 28
 - Receive preliminary design directions from 3rd party design
- ★ March 5-18th
 - Presentation/Feedback in Co-op lobby of design visioning; members are encourage to review concepts and leave feedback
<https://forms.gle/z25Qc9H1TeDgJyLXA>
 -
- ★ March
 - Submit preliminary budget proposals to the board in order to gain an understanding of the budget range when cost/benefit is provided.
 - Obtain preliminary quote for possibility of interlocking brick for East end of courtyard (in order to assess viability of other short term ground cover solutions; ie woodchips)
- ★ April - May
 - Short term ground cover solution at east end of courtyard? ie: Woodchips(~\$6500)
 - Narrow visioning into 2 distinct directions with similar budget which fits into acceptable budget range established with the boards input.

- Present final concepts to members for feedback (feedback closed after this point in the process)
- ★ June
 - Establish recommended concept and submit to board for approval
 - Secure contracts with vendors required to perform work
- ★ Fall 2023
 - Removal of wooden “playhouse” coordinated with Fall junk removal; volunteer days
 - Groundworks involved with chosen “vision” commences

2022

Main areas of focus:

- Proper drainage assessment of courtyard along with general maintenance planning (COHO) for the future; ie membrane inspections (parkade) and soil erosion management plan, ground cover upkeep planning
- play structure(s) assessment
- rubberized paving replacement
- other surfacing: extending the tiling, replacing the wood chips
- Revitalizing spaces within the existing courtyard; ie west end aka the mud pit.

Table Below updated as time allows and after courtyard meetings: **green = updates/added tasks**

Month	Actions
August 2022	<ul style="list-style-type: none">• Provide quote for engineered wood (Kathleen, Makr Group) ~\$6500• Provide quote for playground safety inspection (Kathleen, Makr Group) ~\$1200• Contact manufacturer about retrofit options for reducing fall risks for existing structure (Kathleen, Makr Group) ~\$3700 (supply only)• Plan work party with Garden Committee to remove pavers leading to substation(?) on playground perimeter and move planters to perimeter of north daycare unit patio - <i>also possibly include pipe work (Terry?)</i> [Planters removed, still uncertain about pavers and if they should be removed]
September	<ul style="list-style-type: none">• Hold Courtyard Committee meeting [confirmed]• Organize courtyard maintenance walkthrough with Coho [confirmed]• Obtain Board authorization for cost of playground safety inspection (Debra) [pending]• Hold work party with Garden Committee (Terry / Debra)[no longer required as of Nov1]• Met with Zenga Brothers (playground design consultant) to vision space and obtain quote for putting together a proposal
October	<ul style="list-style-type: none">• Have play structure inspected by Makr Group and deliver report to Board (Debra)[pending approval from board]• Inform Board about plans to apply for rubberized paving grant and plan to request funds for future (Debra)[presentation to board pending NOV]• Budget request submitted to board for design proposal for revitalizing the west end of the courtyard along with CSA inspection request, along with maintenance information request (membrane inspection report).• If pipe work not competed at September work party, work with Coho to book a contractor to perform [COHO booked ALLIED for drain maintenance]

November	<ul style="list-style-type: none"> ● Hold Courtyard Committee meeting [occured in October, not likely in Nov at this point] ● <i>If engineered wood surfacing seems like it will work, look into timing (i.e. can it be installed in fall/winter or does it need dry weather), obtain other quotes (if possible) and contact Board for authorization of funds [Pending drainage assessment]</i> ● Contact daycare providers and engage with membership about playground improvement plans [meetings schedule through NOV]
December	
January 2023	<ul style="list-style-type: none"> ● Apply for Cal Tire rubberized paving grant [Marcelo Applied] ● Obtain rubberized quotes (Makr Group, Native Shoes' contractor, a third)
Later in 2023 (tbc)	<ul style="list-style-type: none"> ● Retrofit existing play structure to reduce fall risks: depends on availability of parts from manufacturer, cost and Board authorization, timing for obtaining parts ● Deliver temporary wood chip replacement for spring 2023: if this will be an engineered wood product or just more wood chips is tbc ● Figure out if replacing the playhouse with little kid play stuff makes sense <ul style="list-style-type: none"> ○ Take feedback from daycare providers and membership ○ Look at what's available ○ Look at site limitations with Coho (i.e. grade, need to pour additional concrete) ○ Determine costs of site prep, play materials and installation ○ Reach out to Board about availability of funds ● Based on plans for replacing the playhouse, work with Coho to identify permanent surfacing changes - i.e. where to extend pavers to and what to fill in on the play surface (if engineered wood will not work for the space, is there a possibly to put pavers in everywhere except the play areas and put rubberized paving there?)