



Date: 21<sup>st</sup> April 2021.

**Client: Samantha and Tony Smith**  
Site: 1 Smith Street Smithville Victoria.

Dear Samantha and Tony,

It was a pleasure to meet with you. Thank you for the opportunity to be involved in your landscape design and construction process. Our commitment is to provide you with unparalleled collaboration in providing absolute quality in the design process, plus complete peace of mind as we engage and coordinate the best contractors to fulfil on the completed project.

This letter is to confirm the details of the consultation.

In this report we work on the assumption that the garden can be implemented over time and not all aspects undertaken immediately.

### *Your Amazing Outdoor Creation to be Proud Of*

Your Landscape design will be an affordable urban paradise created as inexpensively as possible. A space you will want to use and entertain in all the year round, whether this is for small or larger groups.

Not only the swimming pool and surrounding area will be designed to create a uniform feel with the house, but also the entire front garden to be considered as part of, and not separate to the architecture. This will not only add physical value but also create the wow factor. It is not just the look we will focus on, but also the practicalities like Kitchen garden, play areas and fire pit etc. all integrated into one seamless design that you will be proud of.

#### **FRONT**

- While not part of the original discussion, it is my suggestion to create a formal Partier garden with slightly raised garden beds in the second hand red bricks.
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- This garden will commence opposite the front portico and be confined the south west part of the garden, whereas under the maple will remain mulched for large leaved vegetables like, Silver beet, pumpkins and other creeping vegetables.
- The vegetables will be laid out in a formal pattern working with the architecture and creating a novel yet formal front garden.

### **REAR AND SIDES**

- It is my suggestion to have the swimming pool run east west from the pantry that will actually be built on the pool beam. The pool being the foundation for the apart of the building
  - At the east end of the pool will be a deck or paved sun lounge area with a retractable pool blanket located in it.
  - The swimming pool will be approximately the same size or larger than the current pool location. It will have the spa built into the south west corner of the pool at the same level as the pool.
  - The pool will be fully tiled with a walkway along the south side and a glass fence running from the pantry wall to the east fence line.
  - There can be espaliered planting in a raised bed along the north wall (Raised to reduce splash into the garden bed) and a narrow hedge at the east end behind the sun lounge area.
  - Alternatively, the north fence line will sit on the pool beam maximising the space and not creating a drainage issue.
  - Access to the pool will be via two glass gates, one opposite the spa and the other opposite the sun lounge area.
  - There can be a bench seat in the pool, partially along the north side and access via steps into the pool on the south side.
  - The deep end will be at the sunlounge area where people are likely to dive off.
  - By locating the pool this way, it can maximise the space and most importantly allow visual access from the house to all parts of the pool for safety.
  - As a secondary benefit the long pool will look stunning from the house as opposed to looking at climbing equipment that will be now concealed behind the driveway wall.
  - Located at the end of the sun lounge area can be an outdoor feature shower
  - Lining up approximately with the word "Pantry" on the plan and running to the area between the words "lawn area" will be the undercover entertaining area.
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- This roof, to be discussed with the architect can have skylights, ceiling fans and strip heaters and café blinds on the north side so the space can be used year-round. There will be a BBQ and fridge located in this space
- Running parallel from the entertaining area and the pool, extending east west can be a narrow area of lawn that will run around the corner to connect with an area of artificial lawn under the current second story
- This means that there can be a door in the car parking space will, that if redesigned can double as a rock climbing wall.
- The climbing equipment can be shortened so that with children on it, it will fit under this space.
- It may not be feasible, but to discuss with the architect, the possibility of shifting the wet areas of the house closer to the south to allow more room for rear garden
- The sliding doors to the south will open up to a feature courtyard with a rectangular pond with possibly stepping stones across it, leading through a lush shade garden to the fire brazier area.
- Outside the media room can be a designated fire brazier area. Paved and with movable seating and a central ornamental fire brazier sitting on the paved space and including a wood-storage structure.
- To further enhance access to this space, I suggest converting the media room window into a door, either double French or a single stain glass
- The pool equipment can be located to the south of the bikes shed (That may move closer to the south boundary)
- The planting along the north side can be cleaned up and the feature tree outside the staircase, like other aspects of the garden will be up-lit.

### **The Necessary Information about your Outdoor Creations Project**

#### **Design process**

The Concept Plan will include the ideas discussed during the initial site meeting, as well as basic materials and some planting suggestions but it should not be thought of as a full plant design at this stage.

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The Landscape Design plan will be to scale. but may be open to slight alterations upon construction. This plan does not include any structural drawings; these can be included in the specifications (see below).

- The cost of the works be in the vicinity of \$0K.

2-dimensional auto cad design Concept Plan	\$0
3 dimensional, more detailed, auto cad design Concept Plan	\$0

We recommend the 3D as it may enable you to have a much better sense of how the garden comes together.

A deposit of 50% is payable upon confirmation to proceed.

#### **Prerequisites**

Before proceeding with the design, we will require an auto cad copy of your house showing all doors and windows and its location on the block **to ensure everything we design fits and blends perfectly with your existing dwelling.** This can be obtained from your architect and must be confirmed as accurate before sending to us to avoid costly changes.

**After your confirmation to proceed we will have a design ready for you in 6-8 weeks, when we will invite you to come to our office to look at the first draft presentation of the plan.** This initial presentation will provide the opportunity for all of us to further discuss the proposal in detail, and to ensure the design direction is consistent with your expectations. A further 30% of the concept plan fee is payable at this first presentation.

**We want you to feel totally comfortable and excited by the concept design, so we invite you to take up to 2 weeks to consider** the first design and to notify us of any further changes additions etc. that may be required, other than those confirmed at the first presentation We **highly** encourage you to discuss our initial presentation with family, friends or anyone else that you may consider appropriate.

Upon receipt of confirmation of your comments or changes in respect of the initial design plan, we will then proceed to finalise the Concept Plan. Completion of the final Concept Plan (including the 3D walk

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through, if ordered) will be forwarded to you in a further 2 to 3 weeks from confirmation of these changes. **The final 20% of the Concept Plan fee is payable upon receipt of this next stage or within 14 days if no changes are required.**

**There is an allowance for two sets of major changes before any additional charges are made.**

Once the Concept Plan has been completed and or the agreed design alterations completed, please note that further changes will be charged at our hourly rate.

At this point we will be able to provide an updated cost estimate once the concept is drawn out to scale. It is important to know a realistic budget at this point before we proceed to specifications. And that reducing the budget further down the track could incur additional fees from both us and draftsman/engineers, to cover the time to amend drawings and request updated quotes from contractors.

### **From Concept to Realisation**

After the Concept Plan has been finalised, we will then work with you to complete the realisation of your unique garden.

To create the garden, you will be proud of and one that will last there are a few distinct stages. Firstly, we create and document the correct Landscape construction specifications.

Your Landscape Design together with Landscape Construction Documentation provides two competing Landscape and swimming pool contractors with scaled drawings and Landscape construction instructions that will be used to direct them to be able to quote on your project accurately and competitively. This means that the quality and scope of the Landscape works being quoted on is the same for all contractors.

We find preparing Landscape Construction Specifications for a project of your complexity, generally takes between fifteen and twenty hours. This is charged at a rate of \$0/hour.

As part of this process we will be reviewing and analysing their quotes and preparing timelines and contracts for the successful contractors. Our job is to make sure you don't waste your nights and weekends or having to take multiple days off to deal with councils, source

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contractors, verify quotes and hope that the information they are giving you is correct.

We are working on the assumption that your architect will be handling the revised engineering and permits process

If you do not wish to handle the quotes and Building permits stage, the work involved in this quote and Building permits stage, generally takes between ten and fifteen hours. This is charged at a rate of \$0/hour.

**Please note that depending on particular council specifics, this may increase due to the sometimes complexity of the work required to obtain the building permits and other unknown permits required by council or other administrative bodies.**

All the quotes and estimates will then be entered into comparative spread sheets. We source two quotes from the contractors, any more quotes to be entered will incur a nominal time charge.

Once the quotes are in, the council and other relevant authority's documentation has all been sourced and approved and issued as construction administrators we then coordinate all the trades to take your project through to a successful completion.

As Construction Administrators, we work daily with the contractors so that they can ensure the quality standards of the specifications are complied with at every step of the construction process, while also supervising the construction time schedule. We also resolve the multitude of inevitable little changes and alterations that arise as the project progresses. As the designers we make minor changes that are made in sympathy with the spirit of the design, not in the way "*The contractor always does it*". This ensures that the aesthetic and structural integrity of the design is maintained.

Issues to then consider include, co-ordination of all the relevant contractors, utilities and suppliers; detailed planting schedules and selection; on-site inspections and supervision

This means that you do not have to deal with the engaged contractors. You do not have to argue with them or overpay for materials, suffer endless delays or at worst must source replacement contractors.

Our job is to make sure you don't have to go through all of this only to be, wasting more time and money for a substandard result.

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Our Landscape Construction Administration fees are generally only 10% of the total cost of the project or 15% if the project is under \$0k.

If you have anything further you would like to be included that is not in the attached summary, please include these in a return of the document. If you have any queries at all regarding this report please do not hesitate to contact me.

Please sign and return this letter as confirmation for us to proceed and mark the box indicating your preference for a 2-Dimensional design with us without the 3-Dimensional rendition.

2-Dimensional Landscape Design only.

2-Dimensional Landscape Design; with 3 Dimensional renditions.

Name .....

Date .....

Signed .....

(For your convenience, the 50% commencement deposit can be paid by direct deposit to: Westpac Bank BSB 00000 Account # 000000 Account: Outdoor Creations.  
Or by forwarding the payment to our office with your signed letter of acceptance)

If you have any queries at all regarding this report, please do not hesitate to contact me

Kind Regards,  
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