

# PINEY Z LANDSCAPE SCOPE OF WORK

## GENERAL:

1. Contractor will be responsible for all labor, materials, equipment, insurance and licensing necessary for performing services.
2. Contractor shall provide proof of liability insurance policy in the amount of \$1 million to provide coverage due to its acts or omissions while performing work under the contract.
3. Contractor shall provide proof of Workman's Compensation insurance.
4. Contractor agrees to provide a written schedule of the dates for routine services, fertilizing.
5. Contractor agrees to meet monthly with an HOA representative to discuss issues of concern and respond in a timely manner.
6. Limited Commercial Landscape Spraying License/Integrated Pest Management.
7. Fire hydrants must be visible at all times. A three-foot access area shall be mowed and maintained around the fire hydrants.
8. Refer to the attached maintenance schedule for expected services.

## HOA COMMON AREAS:

### A. TURF:

#### Mowing:

1. Maintain the common areas of the HOA, the manicured areas parallel to Heritage Park Boulevard, all green spaces, alleys, easements and the areas around retention ponds within the subdivision as noted on the attached map.
2. All litter, waste and debris shall be removed from the premises during each routine visit. Trash should not be mowed over, but will be collected and discarded appropriately.
3. All turf areas shall be cut no higher than 4.0 inches and no lower than 2.5 inches.
4. All grass clipping shall be mulched and will be blown so as to evenly disperse across the turf. No clippings shall be blown into landscaped beds. No leaves or grass clippings shall be blown into streets or into storm water drains.
5. All grass areas shall be mowed up to the first stand of large trees in the conservation areas.

#### Edging:

1. Shall be done along ALL walkways, sidewalks, landscaped beds, tree rings and other areas that may require proper separation of turf from an obstruction and to maintain a well-defined manicured appearance.
2. Edging will be done each time the property is mowed and serviced.
3. A stick edger with a metal sharp perpendicular edge blade shall be used.
4. String trimmers may be used on occasion to edge landscape beds and tree rings, to trim grass and weeds along curbs, bed lines, and around other obstacles. String trimmer shall be used in areas in which a mower cannot maneuver (not in place of mower). Extreme care shall be given to avoid digging, gouging and otherwise causing damage to turf.

### **Trenching:**

1. All landscaped beds shall be redefined and retrenched to a depth of 3” during March/April in conjunction with mulch removal.
2. Trenching shall be completed before new mulch is installed.
3. All bed lines shall be uniform and absent of jagged edges.

### **Vines:**

All vines growing on shrubbery or fencing in the common areas shall be removed during each routine visit.

### **B. SHRUBS AND GROUND COVER:**

1. Shrubs and groundcover shall be pruned to maintain and improve the shape, appearance and health of the plant, as well as control its size.
2. Wax myrtles along Heritage Park Boulevard shall be maintained at a height no greater than 5 feet.
3. Tipping of shrubs and groundcovers shall be mechanically tipped once a month to maintain the shape, effect and intended appearance.
4. Dead and/or damaged limbs shall be cautiously removed with hand pruners or hand saws to allow for natural development.
5. Any ornamental grasses in landscaped areas shall be pruned once per year to a height of 12”. Work to be commenced in January and completed by March 15<sup>th</sup>.
6. All roses in landscaped beds and along Connor Boulevard fence line shall receive a “hard cut” during January/February to a height of no greater than 18 inches.

### **C. TREES:**

1. All landscape trees will be trimmed so branches do not obstruct sidewalks, driveways and parking areas.
2. All downed limbs shall be removed from all common areas during each routine service visit.
3. All tree suckers shall be removed during each routine service visit to maintain a clean appearance.
4. All crepe myrtle suckers and branches less than 8’ shall be removed. During the spring, thinning cuts and small branches and cross branches shall be removed to enhance growing habits. Heading and topping is not permitted.
5. Tree limbs and branches along Conner Boulevard in the common areas shall be maintained. Any shrubs or invasive plants overhanging the fence along Conner Boulevard shall be removed or cut back during each routine service visit.

### **D. CONSERVATION EASEMENTS:**

Weeds, shrubs and vines shall not be allowed to creep into manicured lawn areas of the common area. The manicured areas are to be mowed during each routine service visit up to the first stand of large trees in the Conservation Easements.

### **E. FERTILIZATION:**

1. Fertilizer shall be applied to landscaped areas along Heritage Park Boulevard, the roundabouts, and three entrance beds twice a year.

- a. Application 1 shall be made in later March/April, depending on weather conditions and soil temperatures. This application shall be a granular fertilizer with essential nutrients to promote growth.
- b. Application 2 shall be made in the early Fall. This application shall be a granular fertilizer with essential nutrients to promote growth.

#### **F. IRRIGATION:**

1. Contractor and/or staff shall be familiar and knowledgeable of the installed irrigation system and all lines, heads and controllers in all common areas, roundabouts and entrance landscaped beds.
2. All irrigation controllers will be checked, tested and adjusted on a frequent and routine basis.
3. Contractor and/or staff shall be able to repair any damage which occurs to the irrigation system. The contractor will be responsible for all repairs of damage caused by Lawn Maintenance staff, at Contractor's expense. If the damage is not caused by the contractor, and, if so directed by the HOA Board, the contractor will perform such repair at a specified fixed labor rate.

### **ENTRANCES AND ROUNDABOUTS**

#### **A. MAINTENANCE:**

1. All landscaped entrance beds and roundabouts shall be weeded during each routine service visit. Weeds shall be controlled by mechanical, physical or chemical methods. Weeding includes removing tree saplings, invasive plants and vines.
2. All shrubs or hedges in roundabouts shall be maintained at a height no greater than 24 inches and maintained in a consistent and uniform manner.
3. All annuals and perennials shall be maintained during each routine service visit. This includes removing spent blooms or declining foliage as needed.
4. All landscaped entrance beds and roundabouts shall have an application of pine straw twice a year. This includes the landscaped areas along Heritage Park Boulevard. The application of pine straw shall be sufficient to thoroughly cover the area to about an inch thick.

## **FIELDCREST:**

### **Description:**

Phase 6, consisting of 132 paired homes, with front, side and rear yards (including green space and easements) to be serviced. Each yard contains two landscaped beds that are included in this scope of work: the "Center Bed" is the space between the two walkways leading to the front doors of the paired homes. The "Backflow Bed, or Irrigation Bed" is the area containing the water meter/backflow piping, located in the front yard. In addition to the conditions and expectations explained for the Common Areas, these additional conditions will be in place for all homes located in Fieldcrest.

### **A. TURF**

#### **Mowing**

1. Turf areas shall be cut no higher than 3.5" nor lower than 2.5". It is essential to promote good mowing practices and healthy growth as indicated by the season and/or current weather conditions.
2. Clippings shall be mulched. Care must be taken to prevent grass clippings from falling into landscaped beds. All clumps of grass clippings shall be blown so as to evenly disperse across the turf. Clippings shall not be blown into landscaped beds, porches and walkways.

#### **Edging**

1. Shall be done along all walkways, sidewalks, curbs, driveways, landscaped beds, tree rings and other areas that may require separation of turf from an obstruction and to maintain a well-defined manicured appearance. Edging will be done each time the property is serviced and mowed.
2. A stick edger with a metal blade shall be used. A sharp perpendicular edge shall be maintained.
3. All landscape beds, tree circles, curbs, bed lines that boarder sidewalks shall be redefined or retrenched to a depth of 3" during March/April in conjunction with mulch removal. Trenching shall be completed before mulch is installed. All bed lines shall be uniform and absent of jagged edges.
4. String trimmers may be used on occasion to edge landscape beds and tree rings, to trim grass and weeds along curbs, bed lines, and around other obstacles. String trimmer shall be used in areas in which a mower cannot maneuver (not in place of mower). Extreme care shall be given to avoid digging, gouging and otherwise causing damage to turf.

#### **Vines**

All vines shall be removed during each routine visit. Vines will be removed from any tree located in the beds or manicured common areas.

#### **Damage**

Contractor shall take care to minimize damage that may occur due to mowing or edging. Extreme care shall be taken to prevent ruts in the grass and scalping.

#### **Weather Conditions**

In the event of extreme heat and drought, or frost and extreme cold, the frequency of mowing may be reduced to maintain the health of the turf. Contractor agrees to coordinate these changes with an HOA representative.

## **B. TREES**

All landscape trees will be trimmed so branches do not obstruct sidewalks, driveways, or parking areas. Suckers shall be removed during each routine visit to maintain a clean appearance. All downed limbs will be removed from common areas and yards during each routine service visit and placed at the curb.

## **C. LANDSCAPED BEDS**

The "Center Bed" and "Irrigation Bed" landscaped beds shall be weeded during each routine service visit. Weeds shall be controlled by mechanical, physical and chemical methods. Hand weeding along with chemical treatments (post emergent herbicides) shall be done during each routine service visit. Weeding includes removal of volunteer crepe myrtle, other tree saplings, invasive plants and vines, which have not been manually planted in landscaped beds. Any shrubbery around backflow system shall be trimmed to maintain a 12-inch clearance from the pipes to allow for annual monitoring and maintenance.

## **D. IRRIGATION**

Community irrigation in Fieldcrest is located in the green space between the rows of townhomes. All other irrigation is owned by the individual residents. The Contractor will repair any damages to any irrigation in Fieldcrest caused by company equipment or staff. Residents are responsible for maintenance and upkeep of irrigations systems located on their lot, but will be referred to Contractor in the event damage occurs on their property by the Contractor. Residents may also hire the Contractor directly to work on their irrigation systems and will be directly responsible for any service fees associated with that work, if it was not caused by the Contractor or staff.

## **E. FERTILIZATION**

Fertilizer shall be applied to turf areas twice a year. The Contractor is required to place signs in Fieldcrest neighborhood to notify residents of when fertilization will occur.

- a. First Application shall be made in late March or April, depending on weather conditions and soil temperatures. This application will be granular fertilizer combined with essential nutrients.
- b. Second Application shall be made in early fall, depending on weather conditions and soil temperature. This application will be granular fertilizer combined with essential nutrients.

## **F. OTHER**

1. It is recognized different residents have varying ideas concerning how much lawn care they expect. The Contractor is only responsible for tasks specified in the contract. Residents are welcome to perform other lawn care on their own or seek additional services at their own expense.
2. All Fieldcrest residents must have their entire lawn accessible and free of significant obstacles when routine lawn service is scheduled, including unlocked gates, if backyard is fenced. Residents are required to remove all pet fecal matter (backyards) prior to scheduled mowing. If fecal materials are found by Contractor, it will result in no service until this problem is corrected. Residents are expected to keep front, side and backyards cleared of lawn furniture and tchotchkes so the maintenance crew has full access with the riding lawn mowers.