

# LANDSCAPE MAINTENANCE SCOPE OF WORK

## PINEY Z HOMEOWNERS ASSOCIATION, INC. (PZHOA)

Tallahassee, FL

**i** *Piney Z Landscape Maintenance consists of two parts – landscape maintenance of the Fieldcrest subdivision which is Phase 6 of Piney Z (Part A) and landscape maintenance of the remainder of Piney Z (Part B).*

*The Piney Z Homeowners Association, Inc. (PZHOA) actively believes in the Florida Friendly Landscaping Program as explained <https://ffl.ifas.ufl.edu/ffi-and-you/community-management/community-resources/>. The following applies:*

- 1. If the contractor will be applying or using pesticides, a certified Pest Control Operator's License or a Limited Commercial Landscape Maintenance Pesticide license is required.*
- 2. If the contractor will be applying or using fertilizer, a Limited Urban Turf Fertilizer license is required.*
- 3. If the contractor is pruning or removing trees (other than very minor limbs, dead trees, or dead limbs), an International Society of Arborists certification is required.*
- 4. For "mow and blow" services, a Landscape Best Management Practices (BMP) certification is required. See <https://ffl.ifas.ufl.edu/training/online-courses/all-courses/>.*

## PART A – FIELDCREST

**i** *Description and definitions - 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. The area to be serviced also includes the green spaces between the homes. See areas in green on the Fieldcrest map A.*

### General

**i** *To be engaged by the PZHOA, the contractor must:*

- Be responsible for all labor, materials, equipment, insurance, and licensing necessary for performing services.*
- Provide proof of **general liability insurance policy** in the amount of \$1 million to provide coverage due to its acts or omissions while performing work under the contract.*

- Provide proof of **workman's compensation insurance**.
- Provide a **written schedule** of the dates for routine services.
- **Meet monthly with a PZHOA representative** to discuss issues of concern and respond promptly.
- Provide details, including the number of times service was provided and explanations for when services are not provided, on monthly invoices for payment to the PZHOA property management company. Coordination of services not provided should also be made with the PZHOA President.

## TURF

**i** *Mowing – be sure mower blades are sharp - blow off mowers prior to leaving the site - 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 – contractor may reduce frequency of mowing to maintain turf health and vigor in the event of extreme heat, drought, extreme cold, winter weather, or tropical storm; contractor agrees to coordinate changes with PZHOA representative.*

- 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. 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 to evenly disperse across the turf.
- Clippings shall not be blown into landscaped beds, porches, or walkways.
- A zero-phosphorus fertilizer (6-0-6) may be applied twice a year to turf areas, once in late March and again by mid-October, ensuring that the fertilizer is a **slow**-release granular nitrogen fertilizer. Only the front yards of Fieldcrest residents will receive fertilizer. The Contractor will place signs in Fieldcrest at least two weeks in advance to notify residents when fertilizer is to be applied. Residents will have the option to skip fertilizer treatments if notice is provided to the contractor in writing or via received email at least 7 days in advance of the date of application.

**i** *Edging and Vines.*

- Edging 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 shall be done each time the property is serviced and mowed.
- A stick edger with a metal blade shall be used. A sharp perpendicular edge shall be maintained. 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. A string trimmer shall be used where a mower cannot maneuver. Extreme care shall be given to avoid digging, gouging, and otherwise causing damage to turf, shrubs, or trees.
- All vines shall be removed during each routine visit. Vines will be removed from any tree located in the beds or manicured common areas.

- All Fieldcrest residents must have their entire lawn accessible and free of significant obstacles when routine lawn service is scheduled, including unlocked gates, if the backyard is fenced. Residents are required to remove all pet fecal matter (backyards) before scheduled mowing. If the contractor finds fecal materials, no service will be performed until the problem is corrected. Residents are expected to keep front, side, and backyards cleared of lawn furniture and yard ornaments so the maintenance crew has full access to work with their riding lawnmowers.

**i** *All landscape trees will be maintained to promote health and vigor and to maintain the appearance of the community. Trees shall not be topped or “hat raked”, and crape myrtles especially shall not be severely cut, or “crape murdered”.*

- All landscape trees should 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 and branches will be removed from common areas and yards during each routine visit and placed at the curb for bulk pickup.
- Nuisance volunteer saplings, volunteer exotics, and weeds shall be cut and collected and placed at the curb for bulk pickup.
- Additional tree work on private property may be individually contracted by a resident directly with any tree service company.

## LANDSCAPE BEDS

**i** *All landscape beds will be maintained to promote health and vigor and to maintain the appearance of the community. Invasive plants on the State of Florida fleppc.org list shall be removed wherever possible.*

*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.*

- The “center bed” and “irrigation bed” landscaped beds shall be weeded during each routine visit.
- Weeds shall be controlled preferably by mechanical and physical methods, but chemical methods may occasionally be used following Integrated Pest Management (IPM) methods.
- Weeding includes volunteer plant removal (e.g., crape myrtle, oak, etc.), and invasive plants (e.g., coral ardisia, camphor, etc.)
- Any shrubbery around backflow systems or other plumbing shall be trimmed to maintain a 12-inch clearance from pipes to allow for monitoring and maintenance.

## IRRIGATION

**i** *North Florida receives adequate rainfall naturally most months of the year. In general, the Piney Z irrigation system will be maintained by the contractor and operated only when weather conditions require supplemental water in times of drought or extreme heat. The irrigation system shall be monitored regularly by the contractor for leaks or breaks that could cause wasteful and expensive water loss.*

*The Fieldcrest irrigation system is inoperable at the time of writing of this statement of work (2021). All other irrigation is owned by individual residents.*

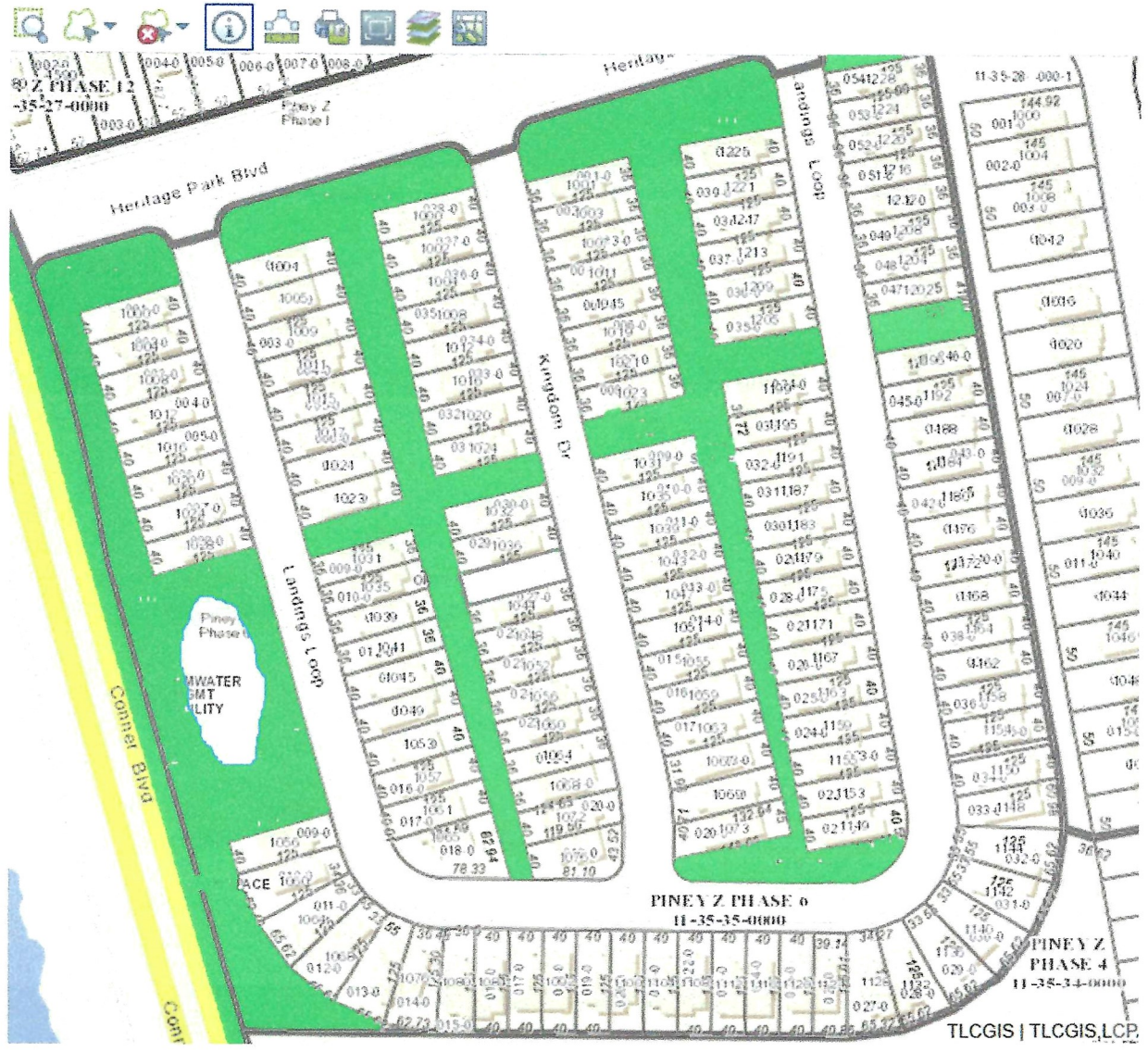
*The contractor will repair at his own cost any damage to any irrigation system (common areas or residents) caused by contractor's staff or equipment. Routine maintenance costs will be borne by PZHOA.*

## FIELDCREST LANDSCAPE MAINTENANCE SCHEDULE

MONTH	MOWING (28)	FERTILIZER (2)	TREE TRIMMING
January	1		As needed
February	1		After bloom
March	2	1 late in month	After bloom
April	2		After bloom
May	2		
June	4		
July	4		
August	4		
September	4	1 late in month	
October	2		
November	1		
December	1		As needed

Note: Allowances and modifications to this suggested schedule can be made in the best judgment of the contractor regarding weather conditions like unusual dryness, excessive rainfall, tropical cyclones, extreme heat or cold, etc. The contractor shall specify the details of work accomplished each month on the invoice for payment to the PZHOA property management company and include any justifying remarks concerning weather or other issues.

# Fieldcrest Map A



TLCGIS | TLCGIS, LCP

## PART B – REMAINDER OF PINEY Z

### General

**i** *To be engaged by the PZHOA, the contractor must:*

- Be responsible for all labor, materials, equipment, insurance, and licensing necessary for performing services.
- Provide proof of **general liability insurance policy** in the amount of \$1 million to provide coverage due to its acts or omissions while performing work under the contract.
- Provide proof of **workman's compensation insurance**.
- Agree to provide a **written schedule** of the dates for routine services.
- Agree to **meet monthly with a PZHOA representative** to discuss issues of concern and respond promptly.
- Agree to provide details, including the number of times service was provided and explanations for when services are not provided, on monthly invoices for payment to the PZHOA property management company. Coordination of services not provided should also be made with the PZHOA President.

### TURF

**i** *Mowing – be sure mower blades are sharp - blow off mowers prior to leaving the site - 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 – contractor may reduce frequency of mowing to maintain turf health and vigor in the event of extreme heat, drought, extreme cold, winter weather, or tropical storm; contractor agrees to coordinate changes with PZHOA representative.*

- Maintain the common areas of Piney Z, the manicured areas parallel to Heritage Park Boulevard, all green spaces, alleyways, easements, and areas around retention ponds within Piney Z as shown in purple on attached map B. Also, maintain areas around and in the detention pond in Phase 12.
- All trash and litter, and plant debris shall be removed during each routine visit and placed in staging areas for City of Tallahassee bulk pickup.
- Turf areas shall be cut no higher than 3.5" nor lower than 2.5". Promoting good mowing practices and healthy growth is essential, as indicated by the season and/or current weather conditions. 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 to disperse across the turf evenly.
- Clippings shall not be blown into landscaped beds, porches, or walkways.
- All grass areas shall be mowed up to the first stand of large trees in the conservation areas.

- A zero-phosphorus fertilizer (6-0-6) may be applied twice a year to turf areas (commonly along Heritage Park Blvd, the roundabouts, and the three entrance areas), once in late March and again by mid-October, ensuring that the fertilizer is a **slow** -release granular nitrogen fertilizer.

**i** **Edging and Vines.**

- Edging 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 shall be done each time the property is serviced and mowed.
- A stick edger with a metal blade shall be used. A sharp perpendicular edge shall be maintained. 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. A string trimmer shall be used where a mower cannot maneuver. Extreme care shall be given to avoid digging, gouging, and otherwise causing damage to turf, shrubs, or trees.
- All landscape beds, tree circles, curbs, and bed lines that border sidewalks shall be redefined or retrenched to a depth of 3” during March. Trenching shall be completed before mulch is installed. All bed lines shall be uniform and absent of jagged edges. Pine straw as mulch in beds and along Heritage Park Boulevard shall be refreshed in March and October. No cypress mulch shall be used. (The Florida-Friendly Landscaping™ Program does not promote the use of cypress mulch.)
  - Roundabouts – two applications @ approx. 30 bales each (120 bales total)*
  - Eagleview entrance – two applications @ approx. 20 bales each side (80 bales total)*
  - Heritage Park entrance – two applications @ approx. 20 bales each side (80 bales total)*
  - Heritage Park Boulevard – two applications @ approx. 237.5 bales each side (950 bales total)*
  - Planters Ridge entrance – two applications @ approx. 5 bales each side (20 bales total)*
- All vines shall be removed during each routine visit. Vines will be removed from any tree located in the beds or manicured common areas.

**i** **All landscape trees will be maintained to promote health and vigor and to maintain the appearance of the community. Trees shall not be topped or “hat raked”, and crape myrtles especially shall not be severely cut, or “crape murdered.”**

- All landscape trees should 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 and branches will be removed from common areas during each routine visit and placed at the curb for bulk pickup.
- Nuisance volunteer saplings, volunteer exotics, and weeds shall be cut and collected, and placed at the curb for bulk pickup.

- Trees along Connor Boulevard fencing and in the common areas shall be maintained. Invasive shrubs or plants along the Connor Boulevard fencing or common areas shall be removed.
- Conservation area weeds and invasive plants shall not be allowed to creep into maintained common areas. Invasive plants such as coral ardisia, camphor trees, Japanese climbing fern, and/or mimosa shall be removed where possible.

## LANDSCAPE BEDS

**i** *All landscape beds will be maintained to promote health and vigor and to maintain the appearance of the community. Invasive plants on the State of Florida fleppc.org list shall be removed wherever possible.*

- Weeds shall be controlled preferably by mechanical and physical methods, but chemical methods may occasionally be used following Integrated Pest Management (IPM) methods.
- Weeding includes volunteer plant removal (e.g., crape myrtle, oak, etc.), invasive plants (e.g., coral ardisia, camphor, etc.)
- Shrubs and groundcover shall be pruned to maintain and improve the plant's shape, appearance, and health and control its size.
- Wax myrtles along Heritage Park Boulevard shall be maintained at a height no greater than above 7 feet.
- According to good arboriculture practice, dead and/or damaged limbs and branches shall be removed from shrubs and trees.
- Ornamental grasses shall be cut back once per year to a height of 12 inches. Many ornamental grasses bloom in the fall, so cutting should not occur until January and should be finished by the end of February.
- Any shrubbery around backflow systems or other plumbing shall be trimmed to maintain a 12-inch clearance from pipes to allow for monitoring and maintenance.

## IRRIGATION

**i** *North Florida receives adequate rainfall naturally most months of the year. In general, the Piney Z irrigation system will be maintained by the contractor and operated only when weather conditions require supplemental water in times of drought or extreme heat. The irrigation system shall be monitored regularly by the contractor for leaks or breaks that could cause wasteful and expensive water loss.*

*The contractor will repair at his own cost any damage to any irrigation system (common areas or residents) caused by the contractor's staff or equipment. Routine maintenance costs will be borne by the PZHOA.*

- The irrigation system for the common areas of Piney Z will operate in the early morning after 2 AM and before dawn to ensure water absorption and prevent excessive evaporation. The irrigation system for the common areas of Piney Z may be off for extended times when rainfall is adequate but will operate in dry times at a maximum of two days per week unless water restrictions are in



place. Any water restrictions supersede irrigation schedules and must be followed by Contractor and residents alike.

### **PINEY Z LANDSCAPE MAINTENANCE SCHEDULE**

<b>MONTH</b>	<b>MOWING (28)</b>	<b>IRRIGATION</b>	<b>FERTILIZER (2)</b>	<b>TREE TRIMMING</b>	<b>TRENCH/MULCH</b>
<b>January</b>	1 (Ornamental grasses cut)			As needed	
<b>February</b>	1 (Ornamental grasses cut)	As needed		After bloom	
<b>March</b>	2	As needed	1 late in month	After bloom	Redefine beds retrench to depth of 3"/Refresh Pine Straw
<b>April</b>	2	As needed		After bloom	
<b>May</b>	2	As needed			
<b>June</b>	4	As needed			
<b>July</b>	4	As needed			
<b>August</b>	4	As needed			
<b>September</b>	4	As needed	1 late in month		
<b>October</b>	2				
<b>November</b>	1				
<b>December</b>	1			As needed	

Note: Allowances and modifications to this suggested schedule can be made in the best judgment of the contractor regarding weather conditions like unusual dryness, excessive rainfall, tropical cyclones, extreme heat or cold, etc. The contractor shall specify the details of work accomplished each month on the invoice for payment to the PZHOA property management company and include any justifying remarks concerning weather or other issues.

## **ENTIRE PINEY Z MAP B - ATTACHED**

**This Scope of Work for Part A (Fieldcrest) and Part B (Remainder of Piney Z) was revised by an ad hoc Landscape Maintenance Committee in June 2021 and August 2023, and approved by the PZHOA at its July 20, 2021, and September 20, 2023, meetings.**

# MAP B

## Legend

- Subdivisions
- Conservation Easements
- Homeowners Association
- Trails**
- Trail Type**
- Access Trail
- Boardwalk
- Mir. Bike Trail
- Paddle Trail
- Shared-Use Trail

- HOA COMMON AREA
- FIELDCREST COMMON AREA
- COMMON AREAS NOT MAINTAINED BY HOA

Updated 6/19/23 *[Signature]*

CSX RAILROAD

