



## **LANDSCAPE MAINTENANCE SPECIFICATIONS**

### 1. MOWING, TRIMMING, EDGING, ETC.

A. MOWING: All turf areas will be policed for trash and debris before each mowing operation. All turf areas will be mowed to maintain height ranges from 2-1/2 - 3 inches. During any period of extended hot or dry weather, turf should not be mowed below 3 inches. Mowing is to be accomplished in such a manner that the turf is free from scalping, ruts, and uneven cutting. All mower blades are to be sharp to ensure smooth cutting of the grass blades and avoid tearing of the grass plants. Grass clippings from areas around buildings and along the entrance drives will be bagged and removed from the site. Deflector shields or bag attachments shall be used on mowing equipment where necessary in order to prevent clippings from being deflected onto mulched tree rings or shrubbery beds. Pond and ravine areas, not designated as natural areas or buffer zones, will be kept neatly mowed and trimmed to the water or ditch line. Mowing will take place every 7-10 days during the growing season except when weather conditions otherwise dictate (extended rainy or dry periods). Excessive grass clippings that may accumulate from mowing after rainy periods must be raked and removed from site. During dry and/or rainy periods, the contractor will consult with the Managing Agent to schedule mowing frequency.

B. TRIMMING: In conjunction with each mowing, trimming shall be performed around all objects in the turf areas, such as trees, benches, utility boxes, light poles, shrubbery beds, etc. All fences will be neatly trimmed. Care will be taken to keep mulched areas, cars, and buildings free of grass clippings. Care will be taken to avoid damage to buildings and other structures while trimming. In general, all turf, including that maintained with string trimmers and mowers will be cut to a height between 2 and 3 inches after mowing.

C. EDGING: All walks and concrete curbs shall be neatly edged to produce a clean sharp line of turf not deeper than 1.5 inches or wider than 3/4 inch. To ensure the edge crispness either an edging machine or a string trimmer with the blade attachment must be utilized. String trimmers may be used to edge asphalt pathways and rolled asphalt curbs only. Edging will be completed after every second mowing beginning with the first mowing of the season.

D. SITE CLEAN-UP: After each mowing all grass clippings, dirt, or other debris will be removed from sidewalks, curbs, driveways, parking areas, patios, and mulch areas and removed from site.

E. SIDEWALK WEEDS: All cracks between sections of curb and sections of sidewalks will be free of weeds and vegetative growth throughout the growing seasons either through chemical or manual control methods. Cracks between paving stones and concrete sections of drives and common area parking sites will also be maintained weed free.

F. PLANTING BED MAINTENANCE: All ornamental tree and shrub beds will be maintained weed free and weeded as required after each mowing.

## 2. PRUNING

A. PRUNING: All ornamental trees and shrubs within reach from the ground up to a maximum height of 12 feet will be selectively hand-pruned to maintain the natural habit of the species a minimum of once during the growing season or up to a maximum of four times as dictated by the natural growth of the species. Mechanical pruning devices may be used only to trim hedges unless prior approval of the Managing Agent is obtained. Sucker sprouts and shoots will be removed as they appear once trees/shrubs are in full leaf and throughout the growing season. Shade trees less than 12' in height will be pruned according to the "Pruning Standards for Shade Trees," Class 1 - Fine Pruning Standard of the National Arborist Association. [Note: shade trees larger than 12' will be pruned as appropriate under the requirements of a separate agreement.] Hazardous or overhanging branches and deadwood is to be removed as noted based on regular visual inspections. Shrubs are to be pruned to correct uneven growth, remove non-variegated stems, stray shoots, and dead, damaged or diseased wood either in spring after flowering or late summer dependent on the species requirement.

## 3. MULCHING

A. MULCHING: All previously mulched tree rings and shrubbery beds shall be mulched to a depth (total) of 2-1/2" to 3" using a premium quality, double-shredded hardwood mulch free of fungus and non-organic materials. Any remaining mulch from prior treatments is to be removed or loosened and incorporated into the mix to a total depth of 2-1/2" to 3". Mulch must not be permitted to cover the base of trees or shrubs. All bed and tree ring edges are to be spade cut to a minimum depth of 2" for a defined edge and excess dirt and vegetative matter removed. All mulch beds and tree rings are to be free of weeds and cleaned as required prior to installation of new mulch. A pre-emergent herbicides to be incorporated into the mulch to prevent weed growth, except in areas where an herbicide could damage ground cover or perennial plants. Mulching shall be completed by April 30. A "top dressing" of mulch shall be applied in the fall, prior to October 15.

## 4. TURF CARE SERVICES

A. EARLY SPRING: Application of a pre-emergent herbicide for the control of crabgrass and other grassy weeds, plus broadleaf weed control for winter annuals.

B. MID-SPRING: Second application of pre-emergent herbicides and herbicide for broadleaf weed control in combination with an application of an iron supplement with micronutrients per soil test results. [Note: sample soil test results to be submitted to Managing Agent prior to treatment with fertilizers. The use of fertilizer to promote a quick "green-up" may be warranted based upon the condition of the turf. In such case, a slow release fertilizer with not more than 1/2 pound of N/1000 sq. ft. shall be used.]

C. SUMMER: Turf insects and diseases are to be monitored on a weekly basis (or at each mowing) during the growing season. Upon identification a written report will be submitted to the Managing Agent outlining the proposed treatment and estimated expense. Chemical treatments will be addressed as an extra charge per hour or treatment.

D. EARLY FALL: Application of a time released balanced fertilizer and a broadleaf herbicide. Fertilizer rate is 1-1/2 pounds of N/1000 sq. ft.

E. LATE FALL: Application of a quick release balanced fertilizer at the rate of 1-1/2 pounds of N/1000 sq. ft.

## 5. TREE AND SHRUB CARE

A. FERTILIZATION: All trees and shrubs shall receive an application of an appropriate slow release fertilizer to be applied in conjunction with the spring mulching. Any deep root fertilization which may be appropriate due to the size of trees shall be performed after consultation with the Managing Agent and shall be invoiced as an additional charge.

B. PEST MANAGEMENT: A spray application of dormant oil shall be applied to all plants in the spring as appropriate, to control for scale, mites and overwintering insects.

The contractor shall be responsible for the detection, monitoring and controlling of all insects through the implementation of an Integrated Pest Management Program. Regular visual inspections by a knowledgeable representative of the contractor are to be made on no less than a bi-weekly basis for the purpose of detecting pest infestations.

Insecticides shall be applied as required and appropriate based on the visual observation and identification of pest infestations. All insecticide applications shall be made following consultation with the Managing Agent. The cost of such applications shall be invoiced as a separate charge.

All chemical applications of herbicides and insecticides shall be made by or under the direct supervision of a licensed applicator.

## 6. TURF ENHANCEMENT SERVICES

A. AERATION: All accessible turf areas shall be core aerated to a minimum core depth of 3". The aeration pattern should produce a minimum of 8 aeration holes per square foot of surface areas. The aeration should be performed in conjunction with the seeding program in early fall.

B. OVERSEEDING : Overseeding of thin and bare areas shall be completed during the months of September or October with improved turf varieties; rates will vary depending on variety used (between 4-6 pounds/1000 sq. ft.). Selection of seed will be approved in advance by Managing Agent. Bare patches will be scratched with garden rakes and hand seeded as required. Thin areas will be overseeded.

C. LIME: Pelletized limestone will be applied to all turf areas at a rate determined by soil analysis and following prior consultation with the Managing Agent.

## 7. LEAF REMOVAL AND PROPERTY CLEAN-UP

A. LEAF REMOVAL: All leaves will be removed from the turf and mulched areas twice per contract period. The initial removal will take place in November and the final removal in December.

B. PROPERTY CLEAN-UP: All leaves and miscellaneous debris will be collected and removed from the turf and mulched areas as part of a Spring clean-up. Wooded areas and meadows will be "policed" for miscellaneous windblown debris.

## 8. GENERAL CONSIDERATIONS

A. SCHEDULING: Contractor shall not be held liable for performance deficiencies brought about by adverse weather conditions, but shall provide the specified contract work diligently when weather conditions allow. In the case of fertilizer, herbicide and insecticide applications the contractor will monitor weather reports to ensure that treatments are not washed away or diluted by rainfalls. Delays due to adverse weather conditions shall be duly reported to Management.

B. CONTRACTORS RESPONSIBILITY: Contractor shall adhere to all details set out herein in performing the specified work.

Furthermore, the Contractor shall utilize his/her expertise and initiative to make recommendations or suggestions when the Contractor thinks will enhance the appearance of the grounds.

C. ADDITIONAL OR EXTRA WORK: When requested by Management, the Contractor shall submit an itemized proposal of cost for additional services or extra work not specified within these Specifications and within the capabilities of the Contractor to perform. Management shall issue either a purchase order, letter of intent, or signature on proposal as authorization to proceed with work. Management is not limited by these Specifications and may seek other quotes from new contractors for additional tree and turf service and treatments that may be required. Any work will be billed on a time and materials basis at the Contractors usual rate schedule. General listing of rates for extra services should be submitted at time of proposal submission by Contractor for reference.

D. IDENTIFICATION: All work crews shall be supervised at all times while on the property, and shall be clearly recognized by uniform or ID as employee of the Contractor.

E. COMMUNICATIONS WITH MANAGEMENT: Contractor's Manager of Operations or designated representative, shall assist Management in assuring the full execution of this contract. Contractor, at Management's request, shall attend any inspections or on-site meetings which concern turf, vegetation, landscape maintenance or service under the contract during normal business hours. Contractor may be requested to attend one meeting per month during non-business hours to meet with property representatives as may be required.

Contractor shall notify Management at least five (5) working days in advance of the application of any chemicals which warrant notification to homeowners that there may be adverse health impacts for pets and small children.

On a monthly basis, Contractor will provide a written summary of the dates and times when services were performed pursuant to this contract.

Contractor's designated site supervisor is to inspect the property visually after each mowing and advise Management of noted insects and disease infestations or other problems.

## 9. DESCRIPTION OF AREAS TO BE MAINTAINED

Refer to the site plan of the property which is presented as an attachment to Exhibit One. Additional common areas will be added to the Contractor's landscape maintenance responsibilities as additional improved common areas come on line.