

LAWNCARE MAINTENANCE- SCOPE OF SERVICES

HIDDEN LAKE TOWNHOME ASSOCIATION

GENERAL SERVICES

LAWNCARE MAINTENANCE - Clean up (policing) of grounds (including pond area) to remove miscellaneous debris, branches, etc. on a weekly basis for the period April 1 through November 15.

GENERAL SPECIFICATIONS

SPRING CLEAN UP

- a. Spring clean-up shall be completed between April 1 and April 15 (all areas).
- b. Cleanup all branches, liter, leaves and other debris from tree rings, shrub beds, perennial flower beds, groundcover beds around buildings, common areas, and around the Hidden Lake Pond shoreline area.
- c. Sweeping/blowing of drives and walks.
- d. All debris and leaves will be disposed of offsite.

FALL CLEAN UP

Fall clean up is to be completed during the month of November.

- a. Leaf removal Lawn Areas - Leaves shall be removed from all lawn and common areas in autumn. All leaves and debris present in lawn areas by the last visit are to be removed prior to conclusion of the contract.
- b. Leaf Removal Bed Areas - Leaves shall be removed from all shrub beds, perennial beds, and groundcover beds in autumn. All leaves and debris present in bed areas by the last visit are to be removed prior to conclusion of the contract.
- c. Sweeping/blowing of drives and walks.
- d. All debris and leaves will be disposed of offsite.

LAWN MOWING

- a. Mowing shall be performed between the hours of 8:00am and dusk.
- b. All mowing shall be done in a neat and orderly manner. Equipment shall be moved onto and off the area in such a manner that will minimize tracks or marks that will detract from the finished turf.
- c. All lawn areas shall be mowed at a height of 2" - 3" as conditions dictate. This shall be interpreted to mean weekly maintenance except in those weeks where the grass does not reach a minimum of one (1) inch growth from the prior week's cutting. The Agent is to be notified if contractor feels cutting is not required during that week. The Agent to the contractor shall confirm this.
- d. The end of the week shall be considered Friday, at 5:00 p.m. If, due to weather conditions, the grass must be cut on weekends to complete the weekly cutting schedule, the Agent must approve this.
- e. Mowers shall be always kept in sharp and in good adjustment during the mowing. The grass must be cut evenly so that no ridges remain in the finished cut.
- f. All mowing equipment shall be operated in a manner that will prevent damages to the trees, shrubs, and other property from collision. Contractor will pay for any damage.

- g. All turf areas adjoining hard surfaces; obstructions and cultivated areas shall be kept neat by edging and trimming .
- h. All grass clippings and debris, whether from mowing or edging, shall be removed from the sidewalks, streets, and entrances at the time of each cutting. No debris shall be placed in the Association's garbage container for disposal.
- i. Grass next to foundation, fences and light poles shall be trimmed to the same height as specified above at the time of each mowing. All grass areas adjacent to buildings and curbs shall be trimmed at same mowing height.
- j. If at the time of weekly inspection, there is found to be an abnormal amount of clippings left in the turf area due to above average growth and/or weather conditions which prohibit weekly maintenance, such areas will be raked and/or vacuumed within twenty-four (24) hours from notice from Agent.

FERTILIZING

- a. All lawn areas shall be fertilized three (3) times during the season and all lawn areas shall receive at least two (2) applications of weed killer. All applications of chemicals shall be at the manufacturers recommended rate. The schedule is as follows :
 - i. April/May - Pre-emergent crab grass control, Broad leaf treatment and Premium grade fertilizer.
 - ii. July - Broad leaf treatment and Premium grade fertilizer.
 - iii. September - Broad leaf treatment and Premium grade fertilizer
 - iv. Spot spraying for weeds on a regular basis throughout the season.
 - v. Contract pricing should include grub control.
- b. Chemicals will be applied by licensed personnel.
- c. All chemicals, herbicides, fertilizer and weed control shall be organic in nature. Where alternate products are available, the environmental impact of the products shall govern which is used.
- d. Material Safety Data Sheets shall be available upon request.

EDGING AND CULTIVATING

- a. Complete edging of grass adjacent to all public sidewalks, curb and service walks shall be performed three (3) times during the season. The work shall be performed during the months of May, July and September.
- b. Complete cultivating and edging of trees, flower and shrub beds shall be performed two (2) times per season, the months of May and September . Edging of more than new growth is NOT acceptable.

WEEDING

- a. Spot weeding of plant beds shall be done by hand on a weekly basis.
- b. A pre-emergent weed control (safe for flowers) shall be applied to all beds and tree rings one (1) time during the season. The work shall be performed during the month of May.

PRUNING

- a. All deciduous and evergreen shrubs shall be properly pruned (not sheared*) two times each growing season at the proper time of the year for the specific species and variety of each plant to achieve the following:
 - i. Remove dead, diseased, or injured wood.
 - ii. Retain the individual plant's natural form, symmetry and conformation and prune to eliminate branches, which are rubbing against structures.
 - iii. Assist the plants in maintaining and improving their natural size, shape, scale and conformation in the total landscape picture of which they are part.
 - iv. Deciduous and flowering shrubs shall be properly pruned and thinned with top pruning restricted to shaping the terminal growth, removal of interfering branches and control of the height of the plant.
 - v. Hedges, both evergreen and deciduous, Hedges, both evergreen and deciduous, shall be kept trimmed two (2) times per season during the months of June and September.
 - vi. All trees shall be pruned up to a height of ten (10) feet two (2) times per year to eliminate dead, diseased, or damaged wood. All trees shall be pruned to form a natural leader and "headed up" to not obstruct walks, roadways, or sight distances.
 - vii. Homeowners can **opt out** of pruning services by identifying shrubs with red/pink colored ribbons. These must **NOT** be pruned.
 - viii. Perennials and annuals planted by homeowners must **NOT** be pruned. This is the responsibility of the homeowner.