



North Place HOA - Cottages

Scope of Services

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<u>Service</u>	<u>Description of Services</u>
Weekly Lawn mowing:	Weekly yard mowing service includes care for both front and back yards. The frequency of mowing sessions will be adjusted based on weekly weather conditions to ensure optimal lawn health. Grass clippings will be bagged and removed by the vendor. Any exceptions to these services will be clearly outlined in an 'Exception List,' although at this time, there are no exceptions.
Weekly Edge Trimming:	String trimming areas are fences and planter bed edges. String trimming has the potential to damage the fence, so it is recommended that homeowners protect their fence with a protective barrier or create a “dead zone” between their lawn and their fence. Hard edge trimming areas are sidewalks, driveways and patios and will be completed on a bi-weekly basis.
Grass Fertilization:	Grass fertilizing will be applied 3 times a year, once in the spring and twice over the summer time, to all turf areas. Grass fertilizer is a suggested blend by the landscaping vendor but is required to be phosphate free and applied at a rate of 4lbs per 1000 square feet of turf area. Homeowners will be notified, via email, of all fertilization prior to scheduled services.
Planter Bed Pre Emergent Weed Application:	Planter Bed pre emergent application will occur twice a year for all mulch and rock planter beds. Homeowners will be notified, via email, of all pre-emergent applications prior to scheduled services.
Plant Bed Weeding:	In addition to pre emergent a manual weeding of mulch and planter rock beds to be performed as needed, but no more than 3 times per year.
Lawn Weed Spray:	Broad Leaf weedspray for all turfed areas. Performed in spring and fall by landscaping vendor. Homeowners will be notified, via email, prior to all lawn weed spray application services.
Community Leaf Cleanup:	Leaf cleanup will be provided for all of the common areas throughout the community. This service is planned for fall but is dictated and adjusted for seasonal weather patterns.
Curb Line Weed Spray	Curblineline and Crack weedspray performed a maximum of 3 times to eliminate weeds in road and sidewalk cracks. Homeowners will be notified, via email prior to all curblineline and crack weedspray applications.
Pruning for Planter Beds:	This is a fall service for all shrubs, natural grasses and perennials inside of planter beds. Members can mark plant material with yellow or red flagging tape if they do not want specific plants pruned. Homeowners will be notified, via email prior to all pruning services
Care And Pruning Street Trees:	Street trees, located on individual homeowner lots, will receive a clearance pruning as needed basis, year to year. Fertilization and systemic treatment is applied to the trees every fall as part of the care process. As well as the systemic treatment tree rings are sprayed around all trees to prevent mower damage



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Irrigation Startup (Spring):	Members shall receive a notification, via email, no less than seven days prior to the commencement of irrigation startup procedures, which pertain solely to lawn sprinkler systems. The startup process will include activation and coverage evaluation of each individual lawn irrigation zone to maximize water coverage efficiency. Any requisite repairs or maintenance arising from this evaluation will be the financial responsibility of the individual homeowner. Homeowners are obligated to activate their own irrigation water supply, located within the home, in preparation for this service. The scope of the startup service explicitly excludes adjustments to watering days and/or times, which are regulated by individual irrigation timers and remain the sole responsibility of each homeowner.
Irrigation Winterization (Fall):	Winterization of each irrigation system will include the blowout of the sprinkler lines to minimize any potential damage over the winter months due to freezing temperatures. Notification of winterization, via email, will be sent out to the members a minimum of 7 days prior to startup. Homeowners are responsible for having irrigation water supply system turned off no later than 24 hours prior to blowout services.
Snow Removal - 2" Threshold:	Snow removal services shall be activated for snowfall events that accumulate a minimum of 2 inches by the end of a snow event. The exact frequency of such services shall be contingent upon weather conditions. The contractual agreement with the designated vendor mandates that snow removal be completed within 24 hours following the accumulation of the aforementioned 2-inch threshold unless otherwise directed by the property management company. It is acknowledged that the frequency of snowfall events may vary significantly from year to year, resulting in corresponding fluctuations in annual expenses. The specific areas designated for snow removal include driveways, driveway approaches, home walkways, public sidewalks, community mailboxes, and any fire hydrants. The scope of services explicitly excludes the removal of snow berms created by City street plowing, as well as the clearing of the covered entryway to the home.
Administrative Costs:	Include but may not explicitly be limited to the following costs: Board & Annual Meetings, Accounting, Legal, Insurance, Bank Charges, Postage, Website administration, Property Taxes, etc.
Management Fee:	This special service community will have community specific management fees related to the coordination and the oversight of these special services. It is imperative that community members communicate deficiencies in these services as they notice them, so that the management company can work to correct those deficiencies.
General Note:	This document is intended to detail out all included services. If a detail is not defined in this Scope of Services document, it should be considered not included. For example the following items are not discussed above and thus should be considered not included: replacement of dead plants, lawn diseases, damages to yard not specifically caused by a vendor, etc..