

LIMITED EDITION LANDSCAPE MAINTENANCE GUIDELINES

February 5, 2015

INTRODUCTION:

Limited Edition has in the past has allowed freedom and flexibility to owners who want to do their own landscape maintenance. This process has led to inconsistency of appearance in some areas of the community. It is important that both the community planned maintenance and those owners who commit to maintain their landscaping perform the work in the same general manner and time line and therefore this guideline is established by the board and within the master deed, by-laws and amendments of the association.

The board of directors or the community association manager communicates with owners and the association landscape and maintenance contractor(s) and supervise the work. All direction for work to be done comes from the board or management on behalf of the board. While each owner's interests are appreciated and respected, individual owners do not have the authority or responsibility to supervise association landscape and maintenance contractors. Owners should, however, immediately notify the board or management of any problem areas regarding work quality and completeness so problems can be solved.

CONTRACTOR REQUIREMENTS:

The association board of directors approves a maintenance contract and scope of work for a landscape contractor to perform the association approved maintenance work. Any contractor doing work at Limited Edition must be licensed and insured with liability and workers compensation insurance. The contractor's services are directly supervised by the association manager, if any.

All landscape contract work will be defined in a contract or written outline of work to be done.

The contractor and any crew members must act and dress appropriately when on the property and perform all work in a professional and timely manner.

Weather and other reasons may delay expected schedules for work to be accomplished. Work may begin one day and be completed at a later date, depending on the time required to complete the project.

Contractor must clean up any debris such as pruning clippings, tarps etc. prior to leaving the property unless unusual circumstances occur which would be conveyed to management.

SCOPE OF WORK:

MOWING AND EDGING

Typically mowing will begin the last week of March and continue through October weekly and bi-weekly in November and perhaps the first week of December.

Grass should be mowed 3" to 3 1/2" high. Some shady lawn areas where grass does not grow well may be only lightly weeded.

Mowing blades on mowers must be sharp to avoid shredded grass edges or mashed down grass.

Small push mowers and walk behinds are to be used on the front and side yards and narrow back yards.. Riding mowers may be used in the larger lawn areas behind 38 to 68 and the open courtyard behind 1 and 3 but must avoid skid or rutted areas. Contractor is responsible for repairing all lawn damaged areas due to incorrect mowing or mowing in too wet conditions.

There will be established days of the week for mowing and power equipment.

New grass repaired areas must be protected and light weedeating done rather than using mowers as needed. Heavy mowers are not permitted on repaired yards where dirt, seed and grass mat or straw were added.

Vertical edging is to be used around plant beds without black plastic edging. Wide, flat weedeating is not approved. Plant beds with edging: weedeating to be done in such a way to prevent damage to newly edged areas

Blowing off of grass and weedeating clippings: Contractor to mow with the grass diffuser down to keep excessive grass clippings out of mulched areas and completely off decks and storm doors. Heavy accumulations of cut grass must be raked and removed from the property at the time of mowing.

Cleaning and blowing of driveways, front porches, patios, deck steps must be completed weekly after mowing.

Mulch blown out into the yard must be cleaned up and repaired.

LEAF REMOVAL:

Due to the variety of trees at the community and the timing of leaf fall from late September to January, it is impossible to keep the property totally free of leaves. Weekly leaf removal service will not prevent leaves that continue to fall from gathering around garage doors, front porches and decks before the next weekly service. Contractor to clean out leaves from crawl space door access and from around HVAC units. Owners should accept responsibility to sweep any leaves if they are of concern at their front porch or garage doors in between the regular leaf service.

Contractor is to blow up *and remove* all leaves from the landscaped lawn areas weekly.

WEEDING

Plant beds that are assigned to contractor are to be weeded bi-weekly. Curbs are to be kept clean from grass sprigs growing between the asphalt and curbs and other areas. Owners who maintain their own plant beds are to weekly weed their plant beds.

BANK 2-6

The bank behind 2-4 is a shorter and lower bank. Contractor to keep the pine straw areas of the bank weeded bi-weekly. The steep bank behind 6 is to be weedeated monthly from April through October.

The row of new trees and shrubs in this area have pine straw areas around them and they are to be weeded bi weekly and the back row of pine needles that adjoins neighbor's lawn is to be edged and cleaned as needed to keep grass from growing into the straw.

TREE PRUNING

Small trees growing around the decks, porches and front entrances are to be limbed up, lightly pruned as needed 2 times per year to keep them out of the gutters and off the wood deck areas.

Large tree pruning such as crown reduction or thinning major branches is outside of the basic landscape contract. For pear trees, removing interior limbs is preferred. Trimming branches off the gutters and roofs is considered routine maintenance in the maintenance contract.

GUTTER CLEANING:

Contractor will clean the gutters 2 x per year, once when most of the leaves are finished falling and once in early spring to remove roof grit and leaves. Ladders are not to be leaned against the gutters in such a way to damage the guttering. Contractor will be responsible for bent or broken guttering. Downspouts are to be cleaned as well to achieve a clear flow of water out into the yard/drain area. The gutters are to be hand cleaned as needed rather than just blowing off loose leaves.

PRUNING ORNAMENTAL GRASS:

Liriope (monkey grass), day lilies and other ground cover will be cut back to about 4" from ground level in November.

Day lilies require the stems be removed a couple of times in the growing season, "deadheading" the plants and fertilized again with bloom buster to create more flowers.

Larger ornamental grasses are to be cut back in late February. (Time line to protect the grass stems from freezing)

ROSES

Knock out roses may be pruned, removing about 25 to 30% of the plant in late fall.

CREPE MYRTLES:

Crepe Myrtle trees should be cut back in late February or early March, depending on the weather. No more than 25% of the tree is to be removed at any one time. An umbrella shape helps the tree maintain its shape best. Interior cross limbs may be removed to open the trees for air flow. Bloom buster fertilize in April or early May helps increase bloom time. Tree suckers are to be regularly removed.

SHRUBBERY PRUNING:

The blooming time for shrubs dictates when they should be pruned. Rhododendrons and azaleas should be pruned after they bloom (May or June) and be fertilized with special fertilize and ironite to green-up the plants. Holly shrubs, schip laurels, otto luyken laurels, nandina, yews, boxwoods, junipers and other shrubs should be pruned in March or early April; fertilized and ironite added to the evergreen trees and shrubs.

Many of the older shrubs along the sides of the buildings have very sparse interior growth and are green on only the exterior 4 or so inches of the exterior of the shrub. Pruning these shrubs is seldom satisfactory in appearance. All shrubs have a life span and budget money should be set aside to remove and replace some of these areas.

Pruning height varies according to the slope of the land around the buildings.

Shrubs should be pruned to be at the bottom ledge of the windows in the front of the homes and along the brick or siding line on the sides and back. This allows for natural growth and not too tall shrubs covering windows. This process sometimes requires serious cut back and bare stubs for one season; therefore unless it is a flowering shrub, they should have any severe pruning done in early spring in 2015 to get them back into shape.

Shrubbery would typically be pruned 2 times per year and cut off tall sprigs in the summer, lightly shaping the plant (but never in the heat of summer.) Blooming shrubs – one time per year plus trim tall sprigs to be removed.

Contractor to clean up clippings at the time of pruning and remove them from the plants/property.

MULCHING:

Currently the association provides 7 bags of mulch to all homes and contractor spreads the mulch on the designated homes. This should be done after the spring pruning. Owners who spread their own mulch will receive the designated mulch and should install it at the same time.

Mulch must not be piled up on the tree and shrub bases, but rather create a "well" shape to help hold in the moisture.

LAWN FERTILIZATION:

Lawn grass benefits from 3 applications of lawn/weed control (crabgrass, dandelions, wild onions, etc.). Ideally the fall fertilization is granular. The first application should be in February or first week of March, then May, then September or October.

KUDZU CONTROL:

The first stage of control began fall 2014. Kudzu to be weedeated to the ground in the spring to remove new grown and then sprayed by a licensed applicator 2 or more times per year until it is brought under control.

PLANT DISEASE AND PEST CONTROL:

Some dwarf spruce trees have spider mites. Scale and other insects are present on a few plants. Thrips are causing azalea leaves to mottle in color and damage the plants.

The association will apply an oil drench on all shrubs and small trees in February or March to smother any insects and eggs. The association should then contract with a licensed applicator to treat specific plant problems throughout the year that the oil drench did not kill.

SOIL TREATMENTS:

Some front yards and side/back yards consist of hard compacted soil. Tree roots are covering most front yards and shading the small amount of grass growing in those areas. Water and nutrients have difficulty penetrating the hard compacted soil. Heavy aeration, gypsum to soften the soil, lime to kill moss and balance the soil and heavy overseeding of shade grass is recommended be done by the association.

PLANTS ADDED OR REPLACED:

Owners are required to receive advanced approval from the board before planting any shrub, plant or tree, add pavers or landscape retaining walls or edging around plant beds. A plant list will be provided that lists plants that are cold hardy, disease resistant and are suited for our planting zone. The association and owners who may receive approval to plant shrubs or trees should refer to the approved planting list.

Owners may plant annual or perennial flowers in their plant beds but accept responsibility to maintain the flowers.

OTHER LANDSCAPE AND MAINTENANCE ITEMS WILL BE IDENTIFIED AS DISCUSSIONS CONTINUE AND INFORMATION FOR BEST PRACTICES WILL CONTINUE.

