

District 1 Landscaping Maintenance Standards

Manors 1-494

Leisure World Landscape Crew Duties and Responsibilities

February 2, 2022

Common Areas: The Landscape department maintains the common area, which includes the rock shrubbery border, grass, and rock areas outside the walls of a manor.

Limited Common Areas: All manors are responsible for maintaining their limited common areas, this includes the back and front patios/inside courtyards. The Landscape crew will not be responsible for the landscape nor irrigation in these areas. No plantings of any kind will be permitted in the grass areas. Definition of the footprint of a manor's limited common area can be found in the appendix of the CC&Rs-Condo.

Grass

- It takes 2 days to mow District 1. Mowing days are Monday and Tuesday. This schedule is subject to change due to weather, storm damage or additional cleanup time needed for any big projects. When storms occur, we can count on a large amount of storm damage and we will need to pull our Landscape crew from the daily routine and devote time to clean-up around the entire community.
- The grass will be mowed at 3" throughout the mowing season. The mowing season is from March 1 to November 30. Mowing in winter will be rare and on an "as-needed" basis.

Edging, blowing, and line trimming

- Edging, blowing, and line trimming will be done with the mowing. Edging and line trimming will be done before mowing, followed by blowing. This allows for a better cleanup. Edging is done every other week.

Fertilizing

- We will fertilize the lawns three times a year. Once in the spring, summer, and fall.

Weed control

- Weeds in the lawns and in desert landscape will be sprayed as needed. We will be controlling the weeds in the grass all year long with pre-emergent and post-emergent herbicide.

Year-round Trimming

- Each manor will be trimmed three times a year. If there are plants or shrubs that cover the sidewalks, driveways, walkways, or touching manor walls, they will be trimmed as needed. Each manor will be blown and cleaned once a month in the summer and winter.

Brick and Rock

- The landscape department will replenish gravel and brick in the gravel common areas.

Trees

- Trees are contracted out.
- The landscape department will trim trees up to 7 feet tall. Trees that are over 7 feet tall will be contracted out once approved.
- Live trees requesting to be removed around a manor will need a District 1 Request for Change form filled out in order to be assessed by the landscape department and District chairman. Then if approved by the chairman, the cost for tree removal will be charged to the district.
- Trees that are dead will be identified and removed by an outside contractor. To maximize efficiency, we will add them to a “dead tree” list and have a contractor come out at a daily rate and remove all trees on the list at one time.
- New trees are provided by the district.
- Citrus trees will NOT be trimmed by the Landscape department. All citrus trees are the homeowner’s responsibility. If a citrus tree is interfering with driveways, manor walls, or sidewalks, the landscape department will trim only the areas causing the interference, not the entire tree.
- Olive trees will be sprayed in March to prevent fruit produce.
- Palm trees will be contracted out. The trimming window each season occurs from May 1st through August 31st. Palm trees inside enclosed patios are the owner’s responsibility.

Plants/Shrubs

- ONLY Plants and shrubs that are on the Approved Plant List will be trimmed. Anything else will be the homeowner’s responsibility to trim.
- Plants and shrubs are maintained to be no taller than 7 feet.
- Plants or shrubs above 7 feet will not be trimmed. If the homeowner wants a shrub to grow above 7 feet, they are responsible for trimming it.
- To keep our community colorful, any plants in the district that have flowers blooming will NOT be trimmed unless they are growing over sidewalks, driveways or walk paths. In that case they will be trimmed back to the edge of the concrete and nothing will be trimmed off the top.

- New plants and shrubs are provided by the district.
- Plants that are dead around your manor will be dug up and replaced by the landscape crew. A District 1 Request for Change form needs turned in first for approval.
- The Red Ribbon Program is in effect. If you do not want a plant trimmed, you must inform the Landscape Office and request the ribbon. Let staff know your manor number so we can inform the crew. If you no longer want to be responsible for trimming a plant, you must inform the Landscape Office.

Irrigation

- There are 2 irrigation technicians assigned to your District. If there are any issues with the irrigation e.g., breaks, broken heads, heads not adjusted correctly, etc., please report them to the Landscape Office or create a work order online for top priority handling. A work order will be filled to track it.
- In the summer: Lawns will be watered from March 1 to November 30. Each manor is running four to five times a week, depending on weather. The days that your manor will be mowed is one of the days that there will be no water. The water will be running between 20 and 40 minutes for each station, depending on the location and how much water is needed. Water will be adjusted depending on how wet or dry an area is or may become.
- In the winter: Water on the grass area will be 1-2 times a week, from 5-7 minutes. This will depend on the weather and what the temperatures reach.
- Plants and trees will be watered year-round. From May-October, watering is between 8 and 15 minutes, two to four times a week. From November-April, watering is between 5-7 minutes, two to four times a week. Water schedules depend on weather and time of year.

Responsibilities of Manor Owners

- Complete and submit the proper landscape form for any landscape requests related to your manor. There are two different forms for requests. The Landscape Department is unable to complete the task without a submitted form. The forms can be found on the Leisure World website.
- Maintain your manor's courtyard – both front and back patios.
- Immediately report on any faulty equipment to the Landscape Department. E.g., Issues with irrigation breaks, broken heads, heads not adjusted correctly. These should receive top priority handling.
- Choose only plants, shrubs, and trees from the Approved Plant/Trees Lists
- Assume payment for any request that involves removing live plants.
- Ensure that the Landscape Department has staked out irrigation lines prior to any personal planting.
- Assume all costs incurred by disrupting any landscape during renovations at manor: i.e., plants, trees, irrigation lines, irrigation heads or valve boxes.

Additional Landscape Requests and Related Costs

- Artificial turf is NOT permitted within the front yard of any manor.
- Only plants/trees on the Approved Plant/Tree list will be planted.
- The owner will be responsible for paying for the landscape cost of taking out live plants and having them replaced, if approved.
- No lawn art in front yard is permitted unless it is within an approved xeriscape project.
- No plants of any kind are permitted in the front yard grass area unless an approved xeriscape plan is in place for the manor.
- The Landscape Department will perform other landscape/irrigation water work at their current rate. (2022 rate is \$40 per hour.) Projects over two (2) hours may be outsourced.

Work Order Form

We want to have an accurate record keeping system to make sure residents' concerns do not get missed. A filled-out work order is the best way to make sure a requested project gets approved and on the Landscape Department's priority list. For a regular work order request (such as trimming/check irrigation/etc.) you can find the correct form on the Leisure World website. This work order form is used for all the districts. We are unable to do a project on a manor if a work order form is not filled out. Unfortunately, projects will not be accepted by just asking our Landscapers as you pass by them in the community.

District 1 Request for Change Form:

If you have the desire to make changes to the landscape around your manor, such as adding or removing, a District 1 Request for Change Form will need to be filled out. This is available on the leisure world website or in the office. Once a completed form is filled out and turned into the landscape office, it will need approval from the District Manager, Landscape Director, and our Community Manager.

The manor will be responsible for paying for the landscape cost only if they are taking out live plants and wanting replacements. Labor time will be charged as well.

There is no cost to the owner to remove anything dead or to plant new plants. Dead plant removal and replacement is charged to the District 1 reserve funds. Any plant being replaced will need to be on the approved plant list. Nothing will be planted in the grass common areas.

Landscape Drop Box

- There is a drop box outside of the Landscape office door that you are more than welcome to leave any paperwork in. If you are requesting landscape work to be done, please make sure you include a work order with your paperwork. Please do not leave any form of payment in the drop box.

How to find the online work order forms:

Go to: <https://residents.lwca.com/login/>

You will need your resident username and password. If you do not have that information yet, the Administration building can help you with that (Call 480-832-0000 ext. 101).

Once you have logged in, at the top of the page, scroll over to the Departments tab.

Then click on Landscape.

There you will find (written in green) the “**service form**”. That is the correct work order form if you are wanting regular maintenance done such as trimming, mowing, edging, or irrigation repaired.

If you are wanting to add/remove/change any of your Landscaping, please use the District 1 Request for Change form (written in green) labeled as “**District 1 Request for Change form**” to request a change in landscape. This form is a PDF, so you cannot fill it out online like the other one. You can print it off at home, or the forms are available in the office. Any changes to your manor will need this request form. You can email it to the office or drop it off in the Landscape drop box. This form takes 1-2 weeks to get reviewed.

If you need any documents, such as the approved plants and trees list, those are found under the “Documents” tab.