

District 3 - Plats 6-8

Landscaping Maintenance Standards

Landscape Crew Duties and Responsibilities

Grass:

Monday is District 3's mow day. This schedule is subject to change due to holiday, weather, storm damage or additional cleanup time needed for any big projects. Starting points will be adjusted to mow in opposite directions when possible.

The grass will be mowed at 3 inches throughout the mowing season. The mowing season is from March 1 to November 30. We will be mowing on an as-needed basis from December 1 - February 28.

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.

We will fertilize the lawns three times a year. Once in the spring, summer and fall. Spraying for weeds will be done on lawns and desert landscape front, back and sides as needed. We will also be controlling the weeds in the grass all yearlong with pre-emergent and post-emergent herbicide.

Overseeding will not be done by the Landscape Department. Overseeding will be at the owner's expense, which includes scalping, seeding, fertilizing, mowing, trimming and watering. Owners are not allowed to use landscape water. Owners will need to use City of Mesa water for their overseeded lawns. Please notify the Landscape Department by October 1 if you are overseeding.

Trimming:

Each manor will be trimmed three to four times a year. A schedule that will be posted on the website, in the Administration Building and in the Landscape Office. If there are bushes or shrubs that cover the sidewalks, driveways or walkways OR cause stucco damage, they will be trimmed as needed. As previously stated, this is scheduled to change depending on weather.

Trees in District 3 that are over 7 feet tall will not be trimmed by the Landscape team. This is the homeowner's responsibility. CITRUS TREES WILL NOT BE TRIMMED.

Palm trees will be trimmed by owners. The mandatory trimming window each season occurs from May 1 to August 31. Each owner will have to outsource this service to an outside company. The Landscape Department does offer a palm tree trimming service through and outside contractor for manors that register before April 15. Prepayment is mandatory.

Live trees that are around each manor will be removed at the owner's expense.

Plants and shrubs that are on the Approved Plant List will be trimmed. Anything else will be the homeowner's responsibility to trim. Anything that is above 7 feet will be trimmed back to 7 feet and maintained at that height. If a homeowner wants a bush to grow above 7 feet, they are responsible for trimming it.

Any plant in the District that has flowers blooming will not be trimmed unless they are growing over sidewalks, driveways or walk paths. In this case, they will be trimmed back to the edge of the concrete and nothing will be trimmed off the top.

Plants that are dead around your manor will be dug up and replaced by the Landscape crew, who will consult with the homeowner on replacement plants.

The Red Ribbon Program is in effect. If you don't want a plant trimmed, you must inform the Landscape Office and request the ribbon. Please 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.

Olive trees will be sprayed annually in late February to mid-March to minimize their fruit production.

Irrigation:

There is an irrigation technician that is assigned to your District. If there are any issues with the irrigation i.e. breaks, broken heads, heads not adjusted correctly, etc., please report them to the Landscape Office for top priority handling. A work order will be filled out to track it.

Lawns will be watered from March 1 to November 30. Each manor will run 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 run 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.

Water on the grass area will be turned off between November 30 to March 1. Water will be run during the winter as needed. This will depend on the weather and temperature highs.

The bubbler system for watering plants, shrubs and trees will water year-round. These run between 5 and 15 minutes, 2-4 times per week, depending on weather and the time of year.

Forms:

Works Orders:

If you have any landscape request pertaining to your manor, you must fill out the proper form. If a work order form is not filled out before the request, we will not be able to do the job. You

also cannot ask someone from the Landscape Department to do the work without a work order.

Landscape Request:

The manor will be responsible for paying for the landscape cost of taking out live plants and replacing shrubs, bushes, rocks or anything else that may come up. Taking out live plants and replacing them will be charged to the homeowner.

Any plant that will be replanted will need to be on the Approved Plant List. There is a limit of five (5) plants that we will plant for you. If you want more, you will be charged an additional \$30 an hour, with a minimum of one hour. You can also choose to hire an outside contractor for the planting. Only plants on the approved list will be planted. No plants of any kind will be permitted in the front yard grass area. The Landscape Department will do certain other jobs at a \$30 per hour rate. Any project over two (2) hours will be outsourced.

If the manor is doing renovations on their property and disrupts any landscape i.e. plants, trees, irrigation lines, irrigation heads or valve boxes, it is at the owner's expense to move, replace or take out.

General Areas:

All manors are responsible for maintaining their courtyard and front and back patios. The Landscape crew will not be responsible for the landscape maintenance in these areas.