

# District 1 Landscaping Maintenance Standards

## Manors 1-482

Revised December 26, 2023

**Common Areas:** The landscape department owns and maintains all common areas, which includes all landscape surrounding the foundation, excluding the inside of enclosed front and back patios and courtyards.

**Limited Common Areas:** All homeowners are responsible for maintaining their limited common areas, this includes the inside of the front and back patios and courtyards. The Landscape crew will not be responsible for the landscape nor irrigation in limited common areas.

### Grass

- District 1 will be mowed once a week. Mowing is subject to change due to weather, storm damage or additional cleanup time needed for any large projects. When storms occur, we can count on a large amount of storm damage, and we will need to pull our Landscape crew from daily routines and devote time to clean-up around the entire community.
- The grass will be mowed at no longer than 3 inches throughout the mowing season. The mowing season is projected to be from March 1 to November 30, although may vary depending on temperatures, and when grass goes dormant. Mowing in winter will be rare and on an “as-needed” basis.

### Edging, weed eating, and blowing

- Edging, weed eating and blowing will be done during the mowing process. Weed eating and blowing will be performed every week. Edging will be done every other week.

### Weed Control

- Weeds in the grass and gravel will be sprayed as needed. Weeds in the grass will be controlled throughout the year with pre-emergent and post-emergent herbicide.

### Year-round Trimming

- Each manor will be trimmed three times a year. If there is reported foliage that is causing an emergency such as blocking sidewalks, driveways, walkways, or causing a safety or damage concern, trimming will occur with priority as needed.

### Brick and Rock

- The landscape department will replenish gravel in the gravel common areas. Brick can be requested via a District 1 Request for Change form, which requires approval by the District Chairman.

### Trees

- The landscape department will raise tree canopies up to 7 feet tall. Anything taller will be contracted out once approved by the district chairman, as the landscape crews are not permitted to be on ladders.
- Trees requested to be removed or trimmed around a manor will need a District 1 Request for Change form filled out by the homeowner in order to be assessed by the landscape

department and district chairman. If approved by the district chairman, the cost for tree removal or maintenance will be charged to the district.

- Trees that are dead will be assessed and removed by an outside contractor once approved by the district chairman.
- New trees upon the district chairman approval 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 not wanted, notify the Landscape department and they will remove it at no cost if the size of tree is manageable by the landscape crew. If a citrus tree is interfering with landscape maintenance services, the landscape department will trim only the areas causing the interference, not the entire tree. Homeowners are responsible to pick all citrus from trees and keep removed from grounds per compliance. If citrus trees are not being taken care of, the citrus tree(s) will be requested by compliance to be removed by the Landscape department.
- Olive trees will be sprayed in March to prevent fruit produce.
- Palm trees in common areas will be contracted out and serviced yearly. The trimming window each season occurs from May through August. 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.
- Potted plants will not be maintained by the landscape department, nor the irrigation to them.
- Live plant removals require a District 1 Request for Change form, which includes a labor charge of \$40 an hour per laborer, if approved by the district chairman.
- Bushes, plants, and shrubs are maintained to a manageable level depending on trim cycles per year.
- New plants and shrubs are provided by the district if approved by the district chairman.
- Plants that are dead around your manor will be removed during trim maintenance or by request and replaced if requested by homeowner through a District 1 Request for Change form, and if approved by the district chairman. Requests for additional plants may be determined by the current number of plants already in the area, and the amount of space available. *Right Plant, Right Place.*

### **Irrigation**

- Irrigation technicians are assigned to each 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 via the online work order system for top priority handling. A work order will be filed to track it.
- Watering times for grass, trees and shrubs will be adjusted accordingly based on weather and season.

### **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 by homeowner. The forms can be found on the Leisure World website.

- Maintain your manor's enclosed front and back patios, and courtyards. This includes plants, irrigation, and debris.
- Immediately report 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.
- Keep all lawn art and personal belongings off the grass areas and sidewalks.
- Choose only plants, shrubs, and trees from the Approved Plant/Trees Lists.
- Assume payment for any request that involves removing live plants.
- Assume all costs incurred by disrupting any landscape during renovations at manor: i.e., plants, trees, irrigation lines, irrigation heads or valve boxes.
- Place debris piles in front lawns, on the day of pile pick up days (every Monday and Friday, depending on holidays, LW events, weather, and other unforeseen circumstances). Piles are not to be placed in the street. Piles are not to be reported to the landscape office, as this is a routine weekly service. Please keep piles at a manageable size for a quick and efficient pick-up. Residents may choose to take their debris to the Via Norte waste yard for disposal if the pile needs to be removed sooner than the scheduled pick-up days.
- Assume responsibility of debris piles left behind by resident hired gardeners and contractors.
- Assume responsibility of foliage on Trellises.
- Assume responsibility of potted plants, and the irrigation to them.

#### **Additional Landscape Requests and Related Costs**

- Artificial turf is not permitted within the front yard of any manor. Artificial turf may be used in patios and yards not visible from the street or golf course.
- Only plants/trees on the Approved Plant/Tree list will be planted.
- No lawn art in front yard is permitted.
- The Landscape Department will perform live plant removals at the current labor rate of \$40 an hour per laborer, if approved by the landscape superintendent. Subject to approval based on department workload.

#### **Service Request Form**

The landscape department maintains an accurate record keeping system to ensure residents' concerns are promptly addressed. A filled-out service request is the best way to make sure a requested project gets approved and on the Landscape Department's priority list. For a regular service request (such as trimming/check irrigation/etc.) you can find the correct form on the Leisure World website. This service request form is used for district 1, 3 and 7. We are unable to do a project on a manor if a service request form is not filled out by the homeowner. Unfortunately, projects will not be accepted by just asking our Landscapers as you pass by them in the community, or by calling in to the landscape office. All requests need to come directly from the homeowner via a service request form.

#### **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 by the homeowner. Renters can submit this form, but are required to identify themselves as renters, including the homeowner's contact information on the form, as the homeowner will be contacted before the landscape office can move forward with the final approval. This form is available on the leisure

world website or in the landscape office. Once a completed form is filled out and turned into the landscape office, it will need approval from the Landscape Superintendent and District chairman. 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 per laborer. There is no cost to the owner to remove anything dead or to plant new plants. Dead plant removal and replacement is charged to 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 landscape related paperwork in. If you are requesting landscape work to be done, please make sure you submit a work order online in addition to your paperwork. Please do not leave any form of payment in the drop box, unless advertised otherwise.

### **Where to find the landscape forms online:**

Visit the leisure world website ([www.lwca.com](http://www.lwca.com)) and log in using your resident username and password. Contact Administration reception at 480-832-0000 Ext 101 if you need assistance with your login.

Once you have logged in, go to the Departments tab at the top of the page, then select Landscape.

Locate the “**service form**” (highlighted in green) for regular maintenance requests such as trimming, mowing, edging, or irrigation repairs.

For landscaping changes, use the “**District 1 Request for Change form**” (also in green) available as a PDF. You may print it at home or retrieve a copy from the landscape office. Submit the completed form via email or drop it off in the landscape drop box. Review takes 1-2 weeks.

If you need any landscape documents, such as the approved plant and tree lists, those can be found under the “Documents” tab on the Landscape page.