

# District 3 Landscaping Maintenance Standards

(Plat 16) Manors 655-699 & (Plat 16F) Manors 700-707

July 1, 2024

## Landscape Maintenance Standards

**Common Areas:** The Landscape Department [LD] maintains the common area, which includes the rock shrubbery border and rock areas outside the walls of a manor. Common area also includes the area surrounding Hazel Lake as per Plat 16/Plat16F. All costs charged to the respective plats.

**Limited Common Areas:** All manors are responsible for maintaining their limited common areas, this includes patios and courtyards. The LD crew will not be responsible for the landscape nor irrigation in these areas. Definition of the footprint of a manor's limited common area can be found in the appendix of the CC&Rs-Condo.

## Duties and Responsibilities

### Weed control

- Weeds in the desert landscape will be sprayed as needed.

### Year-round Trimming

- Commons area plats/shrubs will be trimmed three times a year. If there are plants or shrubs that cover the sidewalks, driveways or walkways OR cause stucco damage, they will be trimmed as needed.
- Plants/shrubs extending above 7 feet will be contracted out for trimming.

### Brick and Rock

- The LD is responsible for maintenance and will replenish gravel and all related materials in the gravel common areas.

### Trees

- Trees in the common area will be trimmed annually as needed.
- The LD 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 Plat 16/16F Request for Change form filled out in order to be reviewed by the LD and chairman. Then if approved by the LD and chairman, the cost for tree removal will be charged to the plat.

- Trees that are dead will be identified and removed by an outside contractor. To maximize efficiency, the tree will be added to a “dead tree” list and a contractor will remove all trees in a timely manner.
- New trees are approved and provided by the plat.
- Citrus trees will NOT be trimmed by the LD. All citrus trees are the homeowner's responsibility. If a citrus tree is interfering with driveways, manor walls, or sidewalks, the LD will trim only the areas causing the interference, not the entire tree.
- Palm trees will be contracted out. The trimming window each season occurs from May 1st through August 31st. Palm trees inside enclosed patios/courtyards are the owner's responsibility.
- Olive trees will be sprayed in March to prevent fruit produce.

### **Plants/Shrubs**

- Only plants and shrubs that are on the Approved List will be in place in the common areas.
- Plants or shrubs above 7 feet will be contracted out.
- Any plant in the common area 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 a manor will be dug up and replaced by the Landscape Department crew. A Request for Change form needs turned in first for approval. The Landscape Department will consult with plat manor owners on replacement plants.
- Live plants/shrubs being considered for removal will be reviewed by the LD in consultation with plat manor owners once a Request for Change form has been filled out. A recommendation will be made to the District Chairperson to act on the request. If approved, removal will proceed. The cost to remove anything living will be charged to the owner.
- New plants and shrubs will provided by the Landscape Department.
- The Red Ribbon Program is in effect. If you do not want a plant/shrub trimmed, you must inform the LD Office, provide your manor number and request the ribbon. If you no longer want to be responsible for trimming a plant/shrub, you must inform the LD Office.

### **Irrigation**

- There is an irrigation technician that is assigned to the District, which includes Plats 16/16F. If there are any issues with the irrigation water e.g., breaks, broken heads, heads not adjusted correctly, etc., please report them to the LD Office or create a work order online for top priority handling. A work order will be filled to track it.
- Plants and trees will be watered year-round. The water will run as needed and adjusted as necessary. 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.

## Works Orders

- If you have any landscape requests pertaining to your manor, you must fill out the proper form. The regular service request form can be found on the Leisure World website (LWCA.com) under the Landscape tab. This form is labeled as service form. Access to the community website is password protected. Please contact the Administration Office with questions/assistance.
- Under the Landscape tab you can also find the approved plants, shrubs and trees.
- There is a landscape drop box available to leave any paperwork in outside of the LD office door. Please do not leave any form of payments in the box.

## Plat 16/16F Request for Change Form

If you plan to make changes to the landscape around your manor, such as planting or removing, a Plat 16/16F Request for Change form must be completed and submitted for approval. This form is available on the LW website landscape page, or in the landscape office. The manor will be responsible for paying for the landscape cost if they are taking out live plants and wanting replacements. Labor time will be charged as well (currently at \$40 an hour). 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 Plat. Any plant being replaced will need to be on the approved plant list.

A permit will be issued upon approval by the District Chairperson, Landscape Director and the Community Manager. **Absolutely no work can begin without a permit visibly seen from the street. Warning: Failure to post the permit on the front of a manor before starting work is subject to a minimum of \$50.00 fine and a max of \$1,000.**