

District 3 Plats 6-8 Landscape Maintenance Standards

Manors 495-654

Revised October 7, 2024

The Landscape Department maintains all landscape surrounding the foundation of each manor excluding the inside of enclosed front and back patios and courtyards. All homeowners are responsible for maintaining the foliage and irrigation inside of the front and back patios and courtyards.

Grass

- District 3 lawns 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 storm damage, and the Landscape Department will need to pull the crews from daily routines and devote time to clean-up around the community.
- 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 it may vary depending on temperatures, and when the grass goes dormant. Mowing in winter will be rare and on an “as-needed” basis.

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 Department via the online work order system for top priority handling. A work order will be filed to track it.
- Grass, trees and shrubs are watered up to 4-5 days a week, with the duration and frequency continuously adjusted based on weather conditions and seasonal changes.

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. Please complete online work order for emergency trim.
- Trimming cycles will occur during active growing seasons, Spring, Summer, and Fall.
- During slow growth season, removal of flowers from foliage will be avoided unless deemed necessary.

Trees:

- The Landscape Department will raise tree canopies up to 7 feet tall. Anything taller than the canopy will be the homeowner’s responsibility.
- If a tree has broken branches taller than 7 feet and larger than what the Landscape Department can handle, it will be the homeowner’s responsibility to remove it. These situations can be dealt with case by case and assessed by the Landscape Department to determine responsibility.
- Citrus trees will not be trimmed by the Landscaping Department. All citrus trees are the homeowner’s responsibility. If a citrus tree is interfering with landscape maintenance services, the Landscape Department will trim only the area causing the interference, not the entire tree. Homeowners are

responsible to pick all citrus from trees and 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.

- Manor owners are responsible for removing any dead or living trees, including stumps.
- New trees are provided by homeowners.
- Olive trees will be sprayed in March to prevent fruit production.
- Palm tree trimming is the responsibility of each owner with a mandatory trimming window each season provided by the Compliance Department. The Landscape Department offers a palm tree trimming service through an outside contractor for manor owners who register in March. Prepayment is mandatory. Otherwise, each manor owner must outsource to an outside contractor or complete themselves.

Plants/Shrubs:

- New or replacement plants and shrubs are to be based on the approved lists and are purchased by the manor owner.
- The Landscape Department will remove dead plants and shrubs at no cost.
- Only plants and shrubs from the Approved Plant List will be trimmed. Anything else is the responsibility of the homeowner to trim.
- Bushes/shrubs will be trimmed to a manageable level depending on trim cycles per year.
- Plants that are dead will be removed during trim maintenance. The manor owner is responsible for the cost of new and replacement plants, including the planting.
- The Landscape Department will provide standard trimming to foliage on trellises. Homeowners are responsible for further maintenance on trellis such as stumping and removing foliage from trellis.
- Potted plants will not be maintained by the Landscape Department, nor the irrigation to them.
- Cholla Cactus is prohibited.
- The Red Ribbon Program is available to homeowners who want to exclude certain foliage from the standard trim cycles provided by the Landscape Department. Homeowners are to place red ribbon on the foliage in a visible area.

Xeriscape: Arid Landscape – a style of landscape design requiring little or no irrigation or maintenance.

- A property owner and the LWAZ community may be better served with a xeriscape project that replaces grass with a gravel/rock/plant base surrounded with perimeter edging resulting in improved appearance of the yard.
- Specifically, in yard areas between properties, in yards with roots at the surface, and in yards with areas shaded by trees or structures, it will improve the appearance of properties and make it easier to maintain yards if Xeriscape is incorporated into the yard.
- Any yard that includes xeriscape must retain a minimum of 70% grass area.
- Property owners interested in initiating Xeriscape in their yards are to contact the Landscape Department for assistance/guidance.

ACC Process for Xeriscape:

- 1) Submit an ACC permit for a structural change.
- 2) Before the permit is approved, the ACC committee contacts the Landscape Department for approval.
- 3) Landscape reviews the request and assesses to see if there is any conflict.
- 4) If there is a conflict the landscape Department will provide their recommendation stating that there could potentially be conflict.
 - a. Conflicts include lateral irrigation line or maybe even a main.
- 5) After that information is relayed back to you through the ACC, Facilities Office, or Landscape Department, an 811 bluestake ticket should be submitted to 811 from your contractor.
 - a. This step is critical because this will call all utilities onsite to mark any lines that are in the way of your project as you dig. This is a step that every contractor must follow.

- 6) Once the 811 bluestake is complete the Landscape Department may offer an opportunity to go through their dept for any irrigation adjustments depending on dept personnel and workload.
- 7) If the Landscape Department cannot take on the project, the contractor you are using will be responsible for doing the work. If they don't do irrigation, then you need to hire someone else.
 - a. In addition, any line broken or work done from an outside source will make you responsible for any future irrigation work if it's done incorrectly.
 - b. Most residents, to avoid issues, wait until we are available to come out and perform the work.
 - c. We will not go back and rectify any contractors' problems or issues.
- 8) Once the ACC permit has been approved, all utilities have responded to the 811 bluestake ticket and marked their lines, and your contractors are scheduled, the work can begin.

Xeriscape Process:

1. Submit a rendering for your Xeriscape project to the Landscape Department. Doesn't have to be very detailed as long as the superintendent and the District Chairperson can review.
2. Superintendent and District Chairperson will review and approve or deny the project. If denied, we can provide a different recommendation.
3. If approved, a determination should be defined if you are requesting the Landscape Department to do the job or hire an outside contractor.
4. If you are requesting the Landscape Department to take on project, Landscape will have to determine job scope, size, and availability.
5. If Landscape takes on the project, they will provide an estimate for labor and material cost before starting the project.
6. At that point you can determine if you would like to proceed with the Xeriscape project based on the estimate provided by the Landscape Department.
7. If Landscape cannot take on due to scheduling conflicts or job scope, you will need to hire a contractor.
8. Please keep in mind that everything done within the job scope of the contractor is your responsibility. Meaning, brick, pavers, irrigation, etc.
9. If you are hiring an outside contractor, an 811 bluestake ticket will have to be submitted so that all utilities and the Landscape Department can mark underground lines.
10. Please keep in mind that this process can take up to a couple of weeks.
11. Make sure that your project is planned in advance as you will not be able to proceed until everything is marked.
12. Once all lines are marked, the project can begin.

Responsibilities of Manor Owners:

- Complete and submit the proper landscape form for any landscape requests related to your manor. The Landscape Department is unable to complete the task without a submitted form. Forms can be found on the Leisure World website.
- Maintain your manor's enclosed front and back patios, and courtyards. This includes plants, trees, irrigation, and debris.
- Immediately report any faulty equipment to the Landscape Department via an online service request form, e.g. issues with irrigation breaks, broken heads, heads not adjusted correctly. These should receive top priority handling. Call Security to respond to after-hours emergency.
- Keep all lawn art and personal belongings off the grass areas and sidewalks.
- Choose only plants, shrubs, and trees from the Approved Lists.
- Notify the Landscape Department if you are planting a tree in a new area in the grass, as the dept will need to assess if it will affect mowing.
- Prior to any personal planting, so that no unintentional damage occurs, ensure that you contact Arizona Blue Stakes (811) and that utility lines have been marked.
- Assume payment for any request that involves removing live plants or shrubs.

- Place debris piles in front lawns near curbing, 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 of 3 x 3 x 5 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 hired gardeners and contractors.
- Assume responsibility of foliage on trellises outside of standard trimming, such as stumping or removing foliage from trellis.
- Assume responsibility of potted plants, and the irrigation to them.
- Assume all costs incurred by disrupting any landscape during renovations at manor: i.e. plants, trees, irrigation lines, irrigation heads or valve boxes for which it is at the owner's expense to move, replace or take out.
- Overseeding, if chosen, will be completed, and maintained at the owner's expense. This includes all expenses for overseeding - scalping, seeding, fertilizing, trimming, supplemental mowing and supplemental watering. NOTE: Owners must use their manor's City of Mesa water – not landscape water for any supplemental watering to overseeded lawns. Notify the Landscape Department by October 1 if you are overseeding.

Additional Landscape Standards

- Only plants/trees/shrubs on the Approved Plant/Tree/Shrub lists will be planted or replanted.
- No lawn art is permitted in any grass mowing area.
- No lawn art in the front yard is permitted unless it is within an approved Xeriscape project and adheres to ACC guidelines.

Notice of Additional Landscape Costs Paid by Manor Owners

- When the manor owner selects the Landscape Department for additional projects, as outlined in this document, the manor owner will be charged at the current billing rate. Ensure that you have confirmed rates and job approval with the department before beginning a project as rates are subject to change and projects are subject to approval based on department workload.
- A minimum of one hour of labor will be charged for any project.
- The manor owner has the choice to hire the LW Landscape Department or an outside contractor for additional projects outlined within this document. Regardless of choice, these standards serve as important reference points

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 requested maintenance, and projects get approved and on the Landscape Department's priority list. 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 maintenance or a project on a manor if a service request form is not filled out by the homeowner. Unfortunately, maintenance or projects will not be accepted by just asking 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.

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) 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, then select Landscape.

Locate the "**service request form**" for maintenance requests such as trimming, mowing, edging, or irrigation repairs.

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.