

District 7 Landscaping Maintenance Standards

(Plat 12) Manors 1100-1404

Leisure World Landscape Crew Duties and Responsibilities

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 can be found in the appendix of the CC&Rs-Condo.

Grass

- District 7 will be mowed each week on either Thursday afternoon or Friday. This schedule is subject to change due to weather, storm damage or additional cleanup time needed for any big projects.
- 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 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.

Overseeding

- No over seeding will be completed at manors by the Landscape department. Overseeding is done at the owners' expense. If a resident chooses to overseed, this includes responsibility of scalping grass, overseeding, fertilizing, watering, mowing, and trimming. Owners are not allowed to use landscape water. Owners will have to use City of Mesa water for their lawns. Notify the Landscape office by October 1st if you are overseeding.

Year-round Trimming

- Each manor will be trimmed two to 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 existing gravel in the common areas. When replenishing the existing gravel, there will be a charge to the owner for materials used. The price of gravel depends on how much is used. Any additional areas or new projects for new gravel or brick is the owner's responsibility.

Trees

- The landscape department will trim trees up to 7 feet tall. Trees that are over 7 feet tall will not be trimmed by the Landscape team. This is the homeowner's responsibility.
- Removing ALL trees will be at the owner's expense.
- 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 at the owner's expense.
- Citrus trees will NOT be trimmed by the Landscape department. This is the homeowner's responsibility. If a citrus tree is interfering with driveways, manors, or sidewalks, the landscape department will trim only the areas causing the interference, not the entire tree.
- Palm trees will be trimmed by owners. The mandatory trimming window each season occurs from May 1st through August 31st. Each owner will have to outsource this service to an outside company. OR Leisure World Landscape does offer a palm tree trimming service for those manors that register in advance of April 15th. Prepayment is mandatory.
- Olive trees will be sprayed in March to prevent fruit production.

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 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.
- 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 a manor will be dug up at no cost.
- New plants and shrubs are at the owner's expense.
- Owner may choose to hire the landscape department to plant new/replacement plants for them, at a cost of the current labor rate (\$40/hour/laborer OR \$80/hour/2 laborers), with a 1 hour minimum. Only up to 5 plants. The owner is to provide the plants. If District reserve funds are available and the district chair approves, the labor costs will be covered by the district. Should a plant die, and replacement is desired, an assessment will be done by the landscape department to determine the cause before replacements are discussed. Before the owner purchases new/replacement plants, the owner needs to inquire with the landscape department first to ensure if the department is taking on side jobs (Fall & Spring only). A Manor meeting will be scheduled to allow a supervisor to assess the job before work is done. Availability is determined based on the current department project workload. The owner may be advised to hire an outside contractor to take on the planting if the landscape department is unable to take on the side job. The Right Plant, Right Place methodology will be used by the department to determine if the

planting can be done as requested. Only plants from the approved tree and plant lists will be planted by the landscape department.

- 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 the weather. The days that your manor will be mowed are 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 the weather and time of year.

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. The form 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 for which it is at the owner's expense to move, replace or take out.
- Assume payment for new plantings.
- Over seeding, if chosen, will be completed, and maintained at the owner's expense. This includes all expenses for over seeding - scalping, seeding, fertilizing, mowing, trimming, and watering. NOTE: Owners are not allowed to use landscape water for over seeding. Owners must use their manor's City of Mesa water for over seeded lawns.
- Notify the Landscape Department by October 1 if you are over seeding.

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 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 manor. Any plant that will be planted will need to be on the Approved Plant List and you will be charged \$40 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.
- There is a limit of five (5) plants the Landscape department will plant for you at owner's cost.
- 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.

Works Orders

- If you have any landscape requests pertaining to your manor, you must fill out the proper form. The form can be found on the Leisure World website (LWCA.com). At the end of this packet, there are instructions on how to find the form online. This form is used for all the districts for regular maintenance requests. 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 Landscape to do the work without a work order.

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 form

- 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, you will scroll over to the Departments tab and click on "Landscape".
- There you will find (written in green) the "**service form**". That is the correct work order form for your Plat to use. If you need any documents, such as the approved plant and tree lists, those are found under the "Documents" tab.