Sunset Place Homeowners Association (Capri)

**General Landscape Specifications**

**Effective 1/28/15 (superseeds any previous versions)**

Sunset Place Homeowners Association (Capri) GENERALS

# Introduction

The following specifications establish the standard for landscape maintenance for **Sunset** **Place Homeowners Association (Capri),** common landscape areas located at Hillside Dr., Sunnyhill Dr., Horizon Dr., Pannonia Rd., Coastline Dr., Telescope, Skyline and Tobby’s Trail, in Carlsbad, CA.

# Scope of Work

(“Contractor”) shall furnish all labor, equipment, tools, services and special skills necessary to complete the work specified in accordance with professional horticultural and ornamental practices.

Compliance with the requirements set forth in this specification is mandatory for the maintenance contractor. If any part of this specification is declared invalid for any reason, which invalidation shall apply only to that specific part declared invalid, it shall not nullify any of the requirements of any other part. In the event of question over applicability of any requirement, the requirement shall be assumed to apply, unless Sunset Place Homeowners Association (Capri) provides a written clarification stating that it does not. All modifications to this specification must be in writing.

# Contractor

 **A**. **1.** Contractor must be currently licensed, bonded, and insured in the state of

 California. Copies of this information must be provided.

 **2.** The contractor must assume sole and complete responsibility for his/her work,

 including safety of all persons and property; and that the contractor shall

 defend, indemnify, and hold Sunset Place Homeowners Association (Capri)

 harmless from any and all liability, real or alleged, in connection with the

 contractor’s performance of work on these premises, excepting for liability

 arising from the sole negligence of the owner or tenants.

 **3.** Contractor shall supply a list of current references similar to our site.

 **4.** Contractor must disclose if they (or any employee) are related to or have had

 any previous or current association with the Sunset Place Homeowners

 Association (Capri) neighborhood or residents.

 **5.** Contractor should supply a company profile.

 **6.** Contractor shall make available emergency service on a 24 hour a day, 7

 days per week basis.

 **B. Contract Term/Payment**

 **1.**  The landscape contract can be terminated by either party with a 30 day written

 notice at any time and without reason.

 2. Payments to contractor will be made monthly.

 **C.** **Staffing**

 **1.** Contractor shall provide a weekly work schedule, including but not

 limited to, the number of crew members, irrigation specialists, supervisors and

 their hours on site required to maintain a high level quality of service. Subject

 to weather permitting conditions and national holidays.

 **2.** Crew members must wear a brightly color vest or uniform.

 **3.** An irrigation specialist should be on-site weekly to test, check and make

 minor repairs to the sprinklers and irrigation. All irrigation parts and labor

 charges must be documented in the contract.

 **4.** Additional crew members must be available during the summer months, upon

 written request by the Landscape Chair.

 **5.** The site shall be visited weekly by the Contractor/Operations Manger and an

 email on the current condition shall be sent to the Landscape Chair.

 **6.** The contractor shall prepare a general “route” schedule so that all common

 areas are worked on a consistent basis. Any deviation from the route requires

 written approval from the Landscape Chair.

 7**.** Contractor and Landscape Chair shall make a monthly general inspection of

 the premise.

 **8.** Contractor and/or its crew members will only discuss landscape issues with

 the Landscape Chair. Any residents with requests or questions should be

 referred back to the Landscape Chair unless authorized in writing by the

 Landscape Chair. No exceptions.

# Plant Materials

## Turf Areas (Lawns)

### Mowing

1. Lawns shall be mowed weekly at a uniform height of 2 ½ inches in the winter and 3 ½ inches in the summer, using sharp blades.
2. Mowing patterns shall be changed periodically to avoid rutting of turf areas.
3. Clippings shall be collected and removed from the property. Adjacent sidewalks and streets shall be clean of clippings.
4. During mowing, care shall be exercised to prevent damage to trees and other obstacles in the lawn areas, such as electrical boxes or fixtures.

### Edging

1. All lawn edges adjacent to walks, curbs, paved areas, fixtures at grade, and shrub or groundcover areas shall be trimmed back between 3 to 6 inches as needed to maintain a crisp and neat appearance.
2. Edging shall be performed with a blade type mechanical edger. The cut edge should appear as a clean, straight line.
3. A bare drift buffer zone shall be maintained around the circumference of all trees, as well as the perimeter of all buildings and raised fixtures in the turf.
4. During edging, care shall be exercised to prevent damage to trees, building surfaces, walls, header boards, light fixtures, signage, etc.

### Aerifying - Turf shall be aerated annually to reduce compaction, promote water penetration and limit runoff.

## Groundcover

### Edging and Trimming - Groundcover bordering sidewalks or curbs shall be trimmed back between 3 to 6 inches as often as necessary to prevent encroachment.

 **a.** Groundcovers should not be allowed to touch or cover the crowns of shrubs and trees.

 **b.** Some groundcovers may require cutting back to remove woody growth

 and promote vigor. This shall be performed at the direction of the

 Landscape Chair.

### Trimming Method - Established plantings shall be encouraged to grow and cover the ground in a solid and full manner.

 **3.** **Weeding** – Groundcover shall be maintained free from weeds (including foreign plants), pests and diseases. Weeds should be removed down to the

 root and removed from the property.

## Shrubs and Vines

### Pruning and Trimming

### a. Shrubs and vines shall be pruned to maintain growth within space

###  limitations, to maintain or enhance the natural growth habit, or to

###  eliminate diseased or damaged growth. Some species shall be

###  trimmed appropriately to influence flowering and fruiting, or to

###  improve vigor.

 **b.** Shrubs and vines must be trimmed as needed to permit unobstructed

 passage to residents or vehicles. Trimming near vehicular entry or

 exits shall be carried out to prevent sight restrictions.

### c. Individual shrubs shall not be clipped into balled or boxed forms,

###  except where specifically instructed.

 **d.** Vines shall not be allowed to grow over the crowns of shrubs or trees.

 **e.** When shrubs and/or vines are removed, the root should be removed at

 the same time.

 **f.** Shrubs should not be allowed to grow/hang over a walkway. Trees,

 plants, vines planted/owned by homeowner plants that are growing

 over walls/fences/walkways onto HOA property should be trimmed by

 the contractor.

 **2.** **Fire Abatement and Brush Management**

 Fire abatement and brush management must be done annually with a

 clearance of 30’ from the property extremity or what is legally required.

 Billed as “Extra Work”

 **D. Trees**

### Pruning and Trimming

1. Trees shall be pruned up to a height of 15-feet as required for safety, removal of broken or diseased branches, for pedestrian or vehicular access, or ingress or egress.
2. Pruning shall be done in observance of proper horticultural practices by those experienced and skilled in pruning technique.
3. Pruning under this specification is limited to that which may be done from the ground.
4. Structural tree work shall be done only upon approval or as directed by the Landscape Chair and shall be performed as an Extra Charge.
5. If/when trees are authorized to be removed, the stump/root must be fully removed as well.

### Staking and Supporting

1. Tree stakes, ties, and guy wires shall be checked and corrected until the trees are able to stand alone.
2. Ties will be adjusted to prevent girdling.
3. Unnecessary stakes, ties and/or guy wire assemblies will be removed.

#  E. Removal of all plants

 **1.** **Roots and Stumps**

 **a.** Removal of trees, bushes and vines require a written approval from

 the Landscape Chair and should be marked or tagged prior to removal.

# V. Irrigation

## A. In General

##  1. In the irrigation of all plant materials, Contractor shall operate all

##  irrigation systems in such a manner so as to obtain uniform moisture

##  throughout the root zone using the least amount of water necessary to

##  maintain the growth, health, and vigor of all landscape plant materials.

##  2. Contractor will adjust its watering schedule equal to the percolation rate

###  each zone is capable of receiving based on topography, soil type, plant

###  materials, season and/or climatic factors and shall utilize repeat cycles to

###  maximize penetration and minimize runoff.

### Hours of scheduled operation will be programmed to minimize disease occurrence in plant materials and to reduce possible nuisance from sprinkler operation to pedestrians or vehicles (typically, early morning hours before sunrise).

 **4.** Contractor shall maintain a log of current sprinkler station times. A copy

 of the log shall be given to the Landscape Chair after routine inspections.

 The log should include, but is not limited to: controller location;

 scheduled days to run; start time; station locations; each stations run time; end time; contractor employee initials and date.

 **5.** Sunset Place Homeowners Association (Capri) will provide Contractor

 with locks, keys and maps (where such maps are available), all of which shall remain the property of Capri.

## B. Operations of System

##  1. Contractor shall personally observe all systems during operation cycle at

##  least once per month to verify effectiveness of sprinkler operation and

##  preventive maintenance shall be performed on system as needed.

 **2.** The contractor is required to employ the necessary qualified irrigation

 technician(s) to maintain and repair all irrigation systems on the property.

 **3.** Contractor will adjust and clean, as necessary, all sprinkler heads, valves,

 and pressure reducers to continue operation at maximum efficiency and

 performance.

 **4.** Contractor shall adjust controllers and clocks for seasonal condition.

 **5.** Sprinkler heads in turf areas shall be kept clear of overgrowth which may

 hinder maximum efficiency and performance.

 **6.** All repairs to system shall be made with originally specified materials or

 suitable substitute approved by Landscape Chair.

 **7.** When a sufficient amount of rainfall has occurred, the contractor will turn off the irrigation system until it is necessary to water again. If the forecast

 calls for a significant amount of rainfall, the contractor will turn off the

 irrigation system until it is necessary to water again.

 **8.** Repairs to sprinkler equipment damaged by mowers or equipment

 operated by the contractor shall be the responsibility of the contractor at

 no extra cost to the owner. If repair work is not accomplished within 24

 hours of the damage (or time frame agreed upon in writing by the

 Landscape Chair), the Landscape Chair shall have work completed and

 deduct loss from monthly payment to the contractor.

 **9.** Contractor must report and flag all water leaks and/or system malfunctions

 to the Landscape Chair. The affected area valve is to be turned off until

 the repair is made.

# VI. Weed, Disease and Pest Control

## A. In General

##  1. Contractor shall maintain weed, disease and pest free turf, groundcover

##  and shrubs, where such diseases and/or pests are foreseeable, preventable

##  and reasonably treatable (treatment for unforeseen diseases or pest

##  invasion will be proposed as Extra Work). Contractor shall also remove

##  weeds from hardscape areas, including walkways, asphalt, brow ditches

##  and curb lines. Weeds should be pulled by the root and removed from the

 property.

 **2.** Contractor shall maintain disease and pest free trees where such diseases

###  and/or pests are foreseeable, preventable and reasonably treatable through

###  the application of chemical controls such as insecticides and provided that

###  insecticides can be applied systemically or through ground level topical

###  spraying. (overhead treatment and/or treatment for unforeseen diseases or

 pest invasion will be proposed as Extra Work)**.**

 **3.** Contractor’s responsibility for pest control shall be limited to

###  invertebrates. Control of rodents and other vertebrates will be proposed as

###  Extra Work.

## B. Pesticides/Fungicides

### Adherence to Regulations - All materials used by Contractor shall be in strict accordance with the California Department of Pesticide Regulation. Application and disposal of pesticides/fungicides shall be within the guidelines established in the California Food and Agriculture Code and the California Code of Regulations.

### Timing of Application – Pesticides/fungicides will be applied at times which limit the possibility of contamination from climatic and other factors. Applicator shall monitor forecasted weather conditions to avoid making applications prior to inclement weather in order to eliminate potential runoff of treated areas.

### Method and Manner of Application- Care shall be taken in transferring and mixing pesticides/fungicides to prevent contaminating areas outside the target area. Application methods shall be used which ensure that materials are confined to the target area.

# VII. Fertilization

## A. Goal of Fertilization- Plant materials shall be fertilized as stipulated to maintain

##  healthy color and appearance and promote perpetual growth.

## B. Number of Applications- While particular fertilizer requirements are dictated by

##  the prevalent soil conditions at the site, the following is fairly typical with regard

##  to the number of applications in a single year for specific plant materials: (a) turf

##  – five times; (b) groundcover – four times; (c) shrubs – three times; and (d) trees

##  – once per year, after established. Contractor, however, may utilize slow-release

##  fertilizers which reduce the typical amount of applications needed. A specific

##  fertilization schedule must be provided by contractor at the time of contract

##  signing.

## C. Manner of Application- In making applications of fertilizer, precautions will be

##  taken to contain these materials in the planting areas and prevent the depositing of

##  material onto paved area. Any fertilizer deposited on paved areas will be

##  removed immediately.

# VIII. Clean-Up

## A. Removal of Debris- Contractor shall remove all green waste and other debris

##  resulting from maintenance operations and dispose of it off-site at the end of each

##  workday. All grass clippings deposited on roadways or walks shall be removed

##  after each mowing or trimming operation. On–site disposal of green waste shall

##  be permitted only with written approval of the Landscape Chair. Non-organic

##  debris not generated by Contractor shall also be disposed of at the end of each

##  workday.

## B. Timing of Removal/Observation- All debris resulting from Contractor's

##  operations shall be removed by the end of the workday on each scheduled

##  maintenance visit. All landscape areas shall be patrolled whenever on site to

##  check for vandalism, broken tree branches, rodents, insects, snails, pests and/or

##  diseases.

 **C.** **Trash Cans/Doggie Bags**- Trash can liners and pet waste bags to be changed and

 removed from the property weekly or as needed and billed as a material charge

 only.

# IX. Extra Work

## A. Tree Trimming- Tree trimming above the height of 15 feet.

**B.** **Pests-** Unforeseen pest invasions, large-scale or overhead pesticide control will be subcontracted as an extra charge, as will vertebrate control.

## C. Irrigation Repair- Irrigation repair for sprinkler heads and readily accessible lateral lines will be billed for material cost only with no associated labor charges. All other irrigation repairs shall be billed for labor and materials (i.e., repairs to valves, mainline, lateral lines located under hardscape, controllers, backflows, wires, etc.). An itemized price sheet to be provided by the contractor.

 **D.** **Neglect –** Plant material which dies through the fault or neglect of the contractor,

 due to preventable circumstances, shall be replaced with a specimen of the same

 species and of equal or similar size as the plant lost, at no extra cost to the Sunset

 Place Homeowners Association (Capri). This must be coordinated with the

 Landscape Chair.

 **E.** **Additional Charges –** Contractor must provide a list of additional charged items

 which include, but not limited to: additional maintenance labor, additional

 irrigation labor, enhancement labor, new plant and tree list –including installation

 (by size of plant), mulch, turf scalp, dethatch and over seeding, demolition.

 **F.** **Design -** Contractor must be available to work with Landscape Chair and

 Committee to provide ideas, expertise and a design plan to enhance the existing

 landscaping.

 **X.** **Miscellaneous**

 **A.** **Monuments**- In addition to the weekly lawn mowing around the monument signs,

 the landscaping around this area should also be worked weekly and remain

 weed free. The signs should not be blocked by landscaping.

 **B. Desiltation-** The eight (8) trees located in the desltation basin must be maintained

 at a minimum of 12’ and maximum of 15’ so that they can remain within the

 general maintenance guidelines. The vegetation in the basin should be trimmed

 at a minimum of 3” and a maximum of 8”. Any trash should be removed from the

 basin area. The gravel in the area should be contained and kept off the walkway.

**Amendments:**