

# Ceres Gleann Landscape Maintenance Resident's Comment Form

Thank you for your interest in keeping the Ceres Gleann Community a beautiful area in which to live and enjoy. In order to better serve our residents, this form is to be used when service issues arise. It may also be used to report positive feedback. Please return the completed form to the Chairman of the Landscape Committee who will coordinate a review of the issue being raised. Please refer to the attached Landscape Maintenance Contracted Scope of Services on page 2 and address your comments to the appropriate section(s), if possible.

Resident's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_

Comments/Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residents Requested Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Landscape Committee Use

Agreed Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Resolved: \_\_\_\_\_

Homeowner: \_\_\_\_\_ LC: \_\_\_\_\_ TLC: \_\_\_\_\_

LC = Landscape Committee TLC = Total Landscape Care

## Ceres Gleann Landscaping Maintenance Contract Scope of Services for Calendar Year 2013

1. - Lawn mowing - Weekly, as weather and ground conditions permit; mow lawns, edge around flower beds and walkway, and blow-off walks, patios, and driveways.
2. - Weed and treat lawns for moss - Broadleaf weeds in lawns are to be removed or sprayed as soon as they appear. Lawns are to be sprayed for other types of weeds as needed, per the product(s) specifications, except that if a product selected by the contractor does not reasonably control the weeds being treated, the HOA may request that another product, that will better control the weeds, be substituted. If the contractor believes that an additional charge is warranted, because of a requested product substitution, such increase must be approved in advance by the HOA. Moss in lawns will be considered a weed and treated accordingly.
3. - Fertilize - Lawns are to be fertilized as necessary to maintain a healthy condition. Once fertilizing starts for the season, lawns will be fertilized approximately every 5 weeks. The exact schedule will be subject to review and approval by the HOA's Landscape Committee.
4. - Bedding area maintenance - In all areas, that are accessible to the Landscape Maintenance Contractor personnel with the necessary equipment, apply weed pre-emergent in the spring. Rake bark chips and remove moss/debris/weeds 2 times per year.
5. - Pruning/Trimming - Prune/trim shrubs and ornamental trees as needed, up to 2 times per year (Spring & Fall). Trees that constitute a "living fence," shall be maintained at the current allowed maximum of 6 feet tall on the high side of the fence.
6. - Leaf Removal - Once leaves begin to fall, remove leaves from all areas of the yard and streets. This work will continue until all leaves have fallen from trees that drop their leaves annually.
7. - Diagnosis of lawn ailments - Treat lawns for crane flies twice a year. The first application will be in November/December and the second application in May/June. with the exact timing to be approved by the Landscape Committee, after consultation with the OSU Extension Service. In addition, the contractor is to exercise the proper use of pesticides, herbicides and fungicides to maintain healthy lawns and plants.
8. - Common areas - Contractor will be responsible for maintaining the common areas to the same high standard set for individual homeowner landscaped areas. This will include weed control in lawn and bedding areas, raking bed areas on a regular basis and removal of any dead shrubs (replacement shrubs will be furnished by the HOA).
9. - Water systems - Contractor is responsible for the initial programming of the controller in the spring time. This programming will be set for a typical year's landscape watering needs. The resident is responsible for any water system programming alterations. In the winter, turn off all system controllers, shut off system water main and open drain valve. Re-activate the systems in spring as soon as watering is required.
10. - Billing - A single invoice to include all residences and one for the common areas is to be submitted monthly.
11. - Changes - Additions or deletions, if any, to this Scope of Services must be in writing and approved by both parties to this agreement before they become effective.