

BISHOPS RUN/BISHOPS CROSSING HOA

Tullymore Drive/Hyland Croy Road

Union County

Dublin, OH 43016

LANDSCAPE MAINTENANCE

GENERAL:

- Contractor shall furnish property manager/HOA with a written annual schedule prior to work commencement.
- Contractor's crew will leave a daily work report at the designated on-site drop location at the conclusion of each visit.
Reports shall include:
 - personnel and time spent on site, description & quantity of all products/materials used.
 - copy of ODA required recordkeeping for fertilizer or pesticide applications
- All operations to be completed the day they are initiated. Operations extending more than one day will resume the next opportunity or business day until complete. Crews shall not be reassigned to service another property before BR/BC operations are completed.
- Debris from daily operations will be removed the same day and thorough site cleanup is expected.
- Materials may not be stored overnight on-site without prior permission.
- Any material substitutions (mulch, fertilizer products, etc) must be pre-approved in writing by the HOA.
- Invoicing shall be submitted monthly for completed services in accordance with the pricing in their bid quotation.
- No payments for optional services, materials or additional work shall be approved unless prior approval was granted in writing.
- Service Crews to be in identifiable company uniform & marked (company name) vehicles at all times.
- Any physical, mechanical or chemical damages by Contractor will be repaired immediately at N/C.
- Contractor shall furnish copies of any required licenses to the Property Manager/HOA prior to commencement of work.

SAFETY:

- Contractor shall provide functional spill kits & fire extinguishers for emergency use to every crew on site.
- Property Manager & HOA shall be immediately informed of any spills or unintended release of hazardous materials. Inclusive of any fuels, oils, greases, all categories of pesticides, algacides, dyes, etc. When necessary the appropriate government agencies (fire, police, ODA, EPA, etc.) will be immediately contacted to prevent escalation of damage, to assist in control of the situation or to report occurrences required by law or regulation.
- Contractor's staff shall be trained (and documented) in all aspects of personal, public, equipment and vehicular safety. The appropriate safety cones, glasses, vests, personal protection supplies will be furnished and employed by their staff while on-site.
- Contractor's staff shall be adequately trained (and documented) to perform the tasks they have been assigned. This shall include proper equipment usage and product application as well as horticultural technique.

INSURANCES:

- Contractor shall keep 'in-force' adequate vehicular, general liability and workman's compensation insurances to fully insure the HOA from loss. Loss or injury due to chemical usage, spills or environmental damage shall be included.
(minimum coverage:- \$250,000 / \$500,000; \$1,000,000)
- A Certificate of Insurance naming the Bishops Run Bishops Crossing Home Owners Association as an 'additional insured' shall be provided to the Property Manager/HOA prior to the commencement of work.

SERVICE COMPLETION DATES:

It is understood that schedule revisions may be necessary due to weather dependent operations. However, to remain in compliance with this agreement Contractor shall discuss service interruptions with the property manager or HOA prior to missing a deadline.

Spring Cleanup	April 15	IPM Pest App	Bagworm	June 15
Edging -	May 1		Jap Beetle	July 15
Mulch Application-	May 15	Perennial Cutback		Nov 30
Flower Bed Preparation	May 1	Fall Cleanup		Dec 15
Pruning				
Shrubs	June 30 & Oct 15	IrrigationStartup	May 7	
Flowering Trees	June 30		Winterization	Oct 30
Shade Trees	Aug 31			

Mowing Frequency Schedule – however timing to be adjusted by contractor as necessary to meet height specifications

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2	5	4	3	3	5	3	2

TURF MOWING

1. Professionally cut all turf areas to maintain a height of 3" to 4" for a total of 27 visits as determined by growing conditions from April through November. The final cut is to be completed at a maximum 3" height by November 30th.
2. Frequency shall be determined by the seasonal growth rate however do not remove more than 1/3 of the leaf surface during any visit to prevent yellowing and scalping. Turf length shall never be allowed to exceed 5" height.
3. Excess grass clippings will be removed from lawn areas, walks and curbs after each mowing.
4. Double cutting is acceptable during the spring however any remaining clumps of cut grass will be dispersed by blower or removed by hand. Triple cutting is unacceptable.
5. Curbs and concrete walks will be power blade edged at a minimum of (3) times per year.
6. Grass around signs, fence posts, and other obstructions will be trimmed weekly as needed with a line trimmer.
7. Trash/debris, branches or heavy accumulations of leaves will be removed from lawn prior to each mowing.
8. Mowing equipment will be kept in good condition. Equipment leaking oil, grease or fluids is not permitted on the property.
9. Mowers will be fitted with freshly sharpened blades, grass blades will exhibit sharp cuts not torn brown tips.
10. Sufficient backup equipment and staff must always be available to perform services as normally scheduled.
11. Leaf Mulching operations are permitted under reasonable conditions but may not result in windrows. Leaf accumulations that will result in triple cutting (or more) shall be removed prior to mowing.

BEDS - WEED CONTROL, FERTILIZATION, PERENNIALS & APPEARANCE

1. A bed pre-emergent weed control will be applied prior to spring mulching. It will be chosen to insure compatibility with all existing shrubs/perennials and will not harm any spring bulbs or residually affect performance of the annual flower display.
2. Surface application of a tree/shrub fertilizer (ratio 1:1:1 or 1:2:1) will be applied to shrubs, perennials & grasses prior to mulching.
3. Bi-weekly hand weeding and spot spraying (Roundup or equivalent) will be done over the entire property.
4. Ornamental Grasses & Perennials will be maintained monthly on an as-needed basis.
5. Perennials will be deadheaded as needed throughout the season and cut to the ground in the fall. Use of line trimmers or mowers is not permitted for this operation. Grasses will be left standing in the fall.
6. Pavement cracks and crevices that support weed growth may be treated with a non-selective herbicide.
7. Localized re-raking of mulch will be performed to maintain aesthetic appearances.

PRUNING – TREE & SHRUB

1. Pruning shall be performed by trained, experienced staff in a professional manner to maintain an orderly appearance and habit of growth consistent with the design intent of each plant; all clippings to be collected/disposed of each day.
2. Trees up to 15 feet in height will be pruned on a three year cycle. Flowering trees to be pruned after their bloom period is complete. Shade trees during the dormant season or late summer – August/September. Attention is to be given to:
 - a) Diseased, dead or dying branches
 - b) Crossing branches or those not consistent with standard form.
 - c) Low hanging limbs that may pose a safety hazard.
 - d) Suckers on the trunk and water sprouts.
 - e) General thinning for good light penetration and air circulation.
3. Each plant will be pruned at the time most beneficial to its particular growth habits. It is understood that the shrubs will be hand pruned (not sheared) twice, once in the early summer and again in the fall.

SPRING / FALL CLEANUP, EDGING AND MULCHING

1. Beds will be cleaned in the spring and kept free of debris. Spring care shall include insuring all perennials and grasses have had dead vegetation properly removed by pruning prior to spring growth initiation.
2. Plant beds are to be edged in the spring to produce a distinctive sharp edge (2" - 3" depth) with a spade or bed shaper. Plant beds will be maintained periodically during the season to maintain sharp lines.
3. Tree rings in high visibility areas are to be reestablished to apx 1" depth without deep edging. No major roots are to be cut. Low visibility or grouped trees do not require physical edging. High visibility areas are all site entries, adjacent walking paths or streets.
4. Kurtz Brothers Custom Hardwood mulch will be installed in spring after edging to replenish beds and tree rings to a depth of approximately 2 inches. An alternate product but may be substituted but only if samples were pre-approved by the HOA.
5. Fall leaves will be removed from bed areas twice, once at mid season and once at the conclusion of the leaf drop season (November – December). It is the contractor's responsibility to schedule this service so that no accumulation will remain after December 15.

SEASONAL FLOWER BEDS

1. Perform bed preparation of apx 250 - 300 square feet flower display beds as designated by HOA prior to May 1st.
2. Bed preparation shall incorporate leaf compost to a depth of 5-6" at a rate of 1 cubic yard per 200 square feet of bed space.
3. Prepared beds will be hand raked to provide a smooth surface and will be top dressed with ≤ 1" leaf compost or matching mulch.
4. The HOA will provide & install the summer flowers themselves unless Contractor is notified otherwise.
5. The contractor shall maintain these beds and perform weeding & removal of dead plants/flowers during each site visit and will remove the flowers in the fall when their aesthetic appeal is of no further value.

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LANDSCAPE MAINTENANCE QUOTATION:

MOWING _____ Acres or Square feet – contractor’s measurement
 \$ _____ /cut \$ _____ total for 27 cuts

SPRING Cleanup \$ _____
 Edging \$ _____
 Mulching inclusive _____ cubic yards \$ _____
 Mulch supplier/product _____ / _____

PRUNING Shrubs Hours Allotted _____ \$ _____
 Trees Hours Allotted _____ \$ _____

BED Weed Control \$ _____
 Fertilization
 Perennial Maintenance

FLOWER BED PREP \$ _____

FALL CLEANUP \$ _____

SubTotal \$ _____

Sales Tax (6.75%) \$ _____

TOTAL \$ _____

OPTIONAL:

TURF CORE AERATION \$ _____

If authorized, perform core aeration on all turf areas. Aeration operation shall include pre-flagging of irrigation system which may be more efficiently co-coordinated with the irrigation system winterization contractor.

DEEP ROOT FERTILIZATION \$ _____/Tree

If authorized, a supplemental deep-root liquid fertilization will be provided to designated landscape trees ≤ 20 feet tall. Arbor Green Pro 30-10-7 or equivalent.

TREE/SHRUB IPM APPLICATIONS \$ _____/Application

If authorized, applications to address damaging insect, mite or disease infestation will be applied. Trees and shrubs ≤ 20 feet tall should be inspected monthly from May through September with observations communicated to the HOA or property manager. Specific attention should be focused on the time frame to treat Bagworms (mid-June application) and Japanese Beetle (mid-late July application). Chemicals used are expected to retain residual control effects for 14 - 21 days.

PLANT REPLACEMENTS

New planting or replacement of trees, shrubs, ornamental grasses and perennials may be required. Plant material will be furnished by the Contractor and will be of top quality (health, vigor, branching habit, etc) and free of pests in accordance with industry standards. Quoted cost shall include removal of existing material to be replaced, if any. Installation shall be performed in accordance with accepted industry practices with regards to excavation, soil prep & backfill, staking, mulching, wrapping and an initial post planting watering. All material shall be warranted by Contractor for one year. Payment request for any substandard material utilized will be refused.

INSTALLATION COSTS:

7’ – 8’ Colorado Spruce \$ _____ 7’ – 8’ Norway Spruce \$ _____

2.5” – 3” Red Oak \$ _____ 2.5” – 3” Sugar Maple \$ _____

2.5" – 3" American Sweetgum	\$ _____	2.5" – 3" Red Baron Crabapple	\$ _____
2.5" – 3" Kwanzan Cherry	\$ _____	2" – 2.5" Winterking Hawthorn	\$ _____
6' Serviceberry (multi-stem)	\$ _____	#3 Redtwig Dogwood	\$ _____
#3 Blue Holly	\$ _____	#1 Pennisetum Hamlin	\$ _____
#1 Calamagrostis Karl Forester	\$ _____	#1 Perennial (sedum, daylily, etc)	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
HOURLY RATE:	\$ _____	MATERIAL MARKUP	_____ %

This proposal shall be valid for 60 days during which time the HOA may accept the offer in whole or in-part as mutually agreeable. The HOA and Contractor will then enter into a binding agreement for those services, March through December of 2009.

Payment terms shall be formatted as: 'billed monthly for completed services'. No more than one invoice shall be submitted per month for contracted services that are quoted in this proposal and have been accepted.

Invoices will clearly state each specific service, the date it was performed and the associated cost as a single line item. Sales tax shall be listed separately after the subtotal of all performed services as a single line item. The grand total shall be listed on the bottom line.

The HOA shall reserve the right to cancel this contract for any reason with thirty days advance written notice or for reasons of 'non-performance' with 7 days notice. Final payment will be made within 30 days of a final reconciliation of the account.

Contractor hereby certifies that he understands the work specifications and customer expectations, that he has visited and is familiar with the site's boundaries, assets and present conditions, that this proposal contains his full costs to perform the work, and that material substitutions or surcharges are not permitted under the terms of this agreement unless agreed to in writing by the Board of Trustees.

CONTRACTOR:
ADDRESS:
PHONE:
CONTACT:

Signature: _____
Title: _____
Date: _____

HOA:
ADDRESS:
PHONE:
CONTACT:

Signature: _____
Title: _____
Date: _____