



2018 Landscape Management Contract  
for Symphony Village at Centreville HOA

Symphony Village at Centreville HOA  
100 Symphony Boulevard  
Centreville, MD 21617

October 20, 2017

## **SECTION 1. Introduction**

The following landscape management specifications establish the standards for grounds maintenance of Symphony Village at Centreville HOA (SVHOA). These standards outline an efficient horticulturally and environmentally sound program of the highest quality, promoting the healthy growth of turf and plant material, while ensuring the continual neat appearance of the site. All landscape practices shall utilize IPM (Integrated Pest Management) practices.

## **SECTION 2. GENERAL CONDITIONS**

**2.1.** The contractor shall supply and comply with an operational calendar (service schedule). Such calendar will include frequency and timing of work throughout the year. Deviation from this schedule should be requested and approved before commencing work. The initial service schedule will be provided to the SVHOA General Manager (GM), no later than March of each year.

**2.2.** After each site visit, the site manager shall complete a detailed written report of operations completed, and partially completed, for the purpose of facilitating communication and identifying problems. The report will be provided to the GM before departing the site.

### **2.3 Contractor Personnel**

- a. The contractor shall have an experienced site manager. This manager will have a two (2) or four (4) year degree in horticulture, agronomy, or a minimum of three (3) years of experience in landscape management at a supervisory level.
- b. Symphony Village will be divided into two sections for supervision and inspection. Contractor will provide qualifications and experience of site manager, section supervisors, and chain of command. This shall include pesticide and fertilizer applicators. A copy of this information will be provided to the SVHOA GM and updated as necessary. Section supervisors shall not operate mowers, edgers, blowers, etc.
- c. The contractor shall have only properly trained personnel on site to perform all functions. They shall be trained in proper horticultural and mechanical procedures to ensure that all operations are performed safely and effectively.
- d. All contractor personnel shall be required to wear a clean company uniform. The contractor's personnel shall conduct themselves in a safe, courteous, and professional manner while on site. The supervisor shall conduct weekly reviews of the crew's appearance and hold weekly safety meetings.

## **2.4 Contractor On-Site Responsibilities**

- a. Reporting procedures: Supervisors shall report to the GM at the clubhouse at start of work day and file a written report upon completion of work. Damage to any property shall be reported to supervisor and relayed to GM the same day.
- b. Prior to March 1 of each year, , contractor shall provide a tentative calendar for the work year. The calendar will contain: (1) the schedule of weekly mowing operations; (2) a fertilizer schedule complying with the 2011 MDA fertilizer guidelines, a list of fertilizer products and dates to be applied; (3) date(s), product name(s), and purpose of herbicide application(s); and (4) schedule of perennial care and weeding of common area beds. Fertilization and chemical spraying of trees and shrubs will be on an “as needed” basis. This will include documenting the reason for the specific application after approval of the GM.
- c. Contractor will meet and review with the SVHOA Landscape Committee representatives every 6 weeks beginning in March of each year to review the status of the contract expectations. All applicable supervisors, including irrigation supervisor, will be in attendance.

## **SECTION 3. SCOPE OF WORK**

**3.1.** The contractor shall provide all necessary labor, material, equipment, well-trained crew, and fully-trained supervisory personnel to properly maintain all developed land areas within the contract limits, including lawns, shrubs, groundcover, trees, perennial and annual plantings. No sub-contracting of work shall be permitted without full disclosure and approval by the GM.

**3.2.** The contractor will be responsible for removing any debris generated from landscape operations from the site. There is no provision for debris disposal on site.

**3.3.** There is no provision for the storage of contractor’s equipment on site.

### **3.4 Turf Management**

- a. All turf areas covered by this contract shall be maintained in the highest professional manner at all times. The quality of turf shall be determined by density, color, and uniformity.
- b. The work required shall include all labor, supervision, equipment, tools, and materials to complete the work outlined in these specifications and in accordance with professional turf grass management practices.

***c. Mowing and Trimming:***

1. First mowing shall be the first Wednesday of April of each year . The turf shall be cut to a height of 3.5" to 4" as conditions dictate using rotary-type mower or reel-type mower. Blades shall be balanced and sharp at all times.
2. The total number of mowings in this contract shall be 23, with variances deemed appropriate due to weather or extenuating circumstances.
3. Each occurrence of mowing shall be completed within a one day time frame, weather permitting, each Wednesday. In the event a mowing date is changed due to weather or any other reason, mowing will be executed on the next work day. If change is needed, contractor will contact SVHOA GM 24 hours prior to the start of the next mowing.
4. Mowing patterns shall be employed to encourage upright growth and permit the recycling of clippings.
5. Excessive clippings resulting from growth rates exceeding proposed frequencies, or that remain as clumps, shall be removed from turf areas.
6. Clippings shall be removed from all paved or mulched surfaces after completed mowing at the end of the work day. No provision is made for debris disposal on site.
7. Trimming around trees, shrubs, and foundations shall be performed with each mowing. Work shall be performed using hand labor or mechanical devices, at contractor's discretion, to present a neat and trim appearance. Care should be taken to avoid "scalping."
8. During each mowing occurrence, the upper perimeter of each stormwater pond shall be mowed.
9. The vegetation along the walking trail shall be trimmed back on both sides to at least 3 feet. Any branches shall be trimmed as needed. This service shall be performed 2 times/year (July, Nov).
10. Contractor will develop a survey map of SV, noting areas of concern (wet areas, slopes, etc.), selecting the most suitable mower for the sites. These sites will be inspected by supervisors after each mowing. This map will be available to GM before first mowing.
11. Contractor will verify the operating speed of walk-behind mowers are set at Level 3 (walking speed). Contractor will regulate as many riding mowers as possible to walking speed, and assure that all mowers operate with mulch kits. Supervisors will provide regular training and reviews with work crews in order to maintain appropriate speeds.
12. Contractor will ensure that the strategy in place will consolidate mowing, edging, and blowing as a single component so that clippings are removed prior to the end of the work day in residential areas, including sidewalks and driveways. Contractor will conduct ongoing training and work reviews for personnel using weed-wackers to prevent damage to foundations and siding. Work crews will be advised to report any damage immediately to supervisors. They will notify GM by end of workday. If possible, the resident will be notified immediately.

13. Bioswale and hill (Overture) shall be cut back in late June and November.
14. Bioswales shall be edged and mulched in early spring.

d. **Edging:**

1. All concrete walks shall be edged using mechanical methods at every other mowing (12X/season).
2. All accessible (non-parking) curbing shall be edged using mechanical methods at every other mowing (12X/season).
3. Areas that cannot be edged using a mechanical edger, will be edged using a weed wacker every other mowing (12X/season).
4. All dirt and debris resulting from edging operations shall be removed. No provision is made for disposal of debris on site.

e. **Turf Care:** Contractor shall follow current Maryland Department of the Environment's fertilizer application specifications effective October 2013.

1. Residential yards:

- **Application #1 (March-April):** Fertilizer/Crabgrass pre-emergent (Prodiamine) —Slow release polymer based granular nitrogen fertilizer 1.1 lb N/1000 sq ft.
- **Application #2 (April):** Broadleaf weed control (Lesco 3-way herbicide) post-emergent
- **Application #3 (Late Aug/Sept):** Broadleaf/crabgrass/nutedge weed control, post-emergent at temperatures less than 85 degrees F., and with well-hydrated turf. Any additional need for post-emergent weed control shall be conducted using spot spraying at temperatures below 85 degrees F
- **Application #4 (Sept):** Single application .7 lb N/1000 sq ft, 70% control release, granular fertilizer

All excess fertilizer/herbicide on sidewalks/streets shall be cleared from these areas.

2. Common areas: Pond perimeters shall not be fertilized. All other common areas should be treated with fertilizer and weed control using same specifications as applied to residential yards.
3. Lime Applications: No lime shall be applied for 3-4 years beginning 2014 as indicated by 2014 soil tests. Any future need for lime application should be substantiated by soil testing. Tall fescue grows best at 5.5-6.8 pH.

f. ***Soil Tests***

1. A soil test shall be conducted before April 1 as required and every 3 years thereafter.
2. Contractor will follow sampling guidelines as outlined by MDA turf care. Samples shall be taken from all 4 construction phases.
3. Soil samples shall be analyzed by an MDA approved lab. Results of the tests shall be presented to the GM, and a report shall be submitted in writing and shall include an analysis of test results, plus a curative program recommendation.

g. ***Lawn Area Weeds, Disease, and Insect Control:*** According to IPM guidelines, contractor shall monitor insect and disease problems and treat them according to MDA Best Practices. An employee registered as a State of Maryland Licensed Pesticide Applicator and trained in the recognition, diagnosis, and treatment of major turf diseases and insect pests, shall at all times be on the alert for an outbreak of such pests. GM shall be notified immediately of an outbreak. Notification shall include recommended treatment and costs.

h. ***Aeration*** (as required in common areas only)

1. Established turf shall be aerated once per season to reduce damage resulting from compaction, and to improve turf receptiveness to seeding, fertilizers, pre-emergents, etc.
2. Aerification shall be accomplished utilizing a core-type aerator or aerovator.
3. Fall aeration shall occur between September 1 and November 30.
4. The aerator tines shall penetrate the soil to a minimum depth of one inch.
5. Aeration cores shall not be collected from turf.

i. ***Overseeding*** (if applicable)

1. Where applicable, mechanical over-seeding tall fescue grass shall be performed to strengthen weak areas of turf.
2. Area requiring reseeding shall be reseeded at the rate of 3 lbs/1000 sq ft. All areas shall be reseeded with an approved certified seed, turf type tall fescue blend. Seed shall be clean, delivered in original unopened packages, and bearing an analysis of the contents, guaranteed 95% pure and to have a minimum germination rate of 85% at the time of planting. Weed content of all grass seed mixtures must not exceed .05%.
3. Reseeding shall be incorporated with aeration and a top dressing of approximately 1/2" Compro or similar organic material.

### **3.5 Shrub Management**

- a. **Pruning**(Residential front beds and common areas only)
  - 1. All deciduous shrubs shall be pruned as necessary (at least twice/year). Care shall be taken not to remove too much of the flowering surface branches. The shrubs shall not be “sheared,” rather pruned to maintain natural form. Pruning shall include removing dead wood, diseased wood, wood that is seriously infested with insects, weak wood that is not productive of bloom, excess suckers and shoots, and irregular growth.
  - 2. Evergreen shrubs shall be pruned/trimmed only as necessary to maintain their natural form.
  - 3. Pruning shall be done in May and September.
- b. **Fertilization:** Shrubs shall be fertilized only once/year in spring. The fertilization program for shrubs shall provide the equivalent of .82 lb N/1000 sq ft per year (using Hollytone).
- c. **Plant Bed Weed Control:** (Front beds only)
  - 1. All weeds are to be removed from beds as they appear.
  - 2. Chemical weed control shall be used in shrub beds only when hand removal is impractical.
  - 3. All weeds and grasses growing in the sidewalk and curb cracks shall be controlled with a non-selective herbicide when necessary.
- d. **Shrub Disease and Insect Control:**
  - 1. An employee registered as a State of Maryland licensed pesticide applicator and trained in the recognition and treatment of diseases and insect pests shall be on the alert for an outbreak of such pests. The GM shall be notified immediately of an outbreak.
  - 2. Insecticides and fungicide shall be applied by a State licensed applicator. Application shall be administered if IPM strategies warrant. Rates and timing shall follow manufacturer’s recommendations.

**3.6 Tree Management(Common areas only):** The scope of work shall include all labor, supervision, equipment, tools, and materials to complete the work specified and in accordance with professional arboricultural practices under the direction of a licensed tree expert or certified arborist.

a. **Pruning:** Pruning shall be in accordance with US Department of Agriculture bulletin NA-FR-01-95 as revised in August 2012.

- 1. The broken or lower branches of street trees will be pruned only in the fall, following leaf drop, unless branches present potential hazards. Branches shall be removed/ trimmed to a level of –7-8 ft above the applicable sidewalk.
- 2. Tree pruning shall be performed to improve the health of the tree (prune in the correct season) for safety reasons and aesthetics.

3. Pruning may be performed on street trees such that it does not harm or encourage diseases and pests, i.e. oak trees should not be pruned in the summer as it encourages "oak wilt" disease.
4. Remove vines growing up trees and remove debris collecting beneath.
5. Pruning practices shall be such that it does not harm the tree.
6. Pool area: prune Crepe Myrtles in Winter such that their height is uniform with adjacent trees at approximately 20+/-2 feet.
7. Trees on residential properties shall be the responsibility of the homeowner.

**b. *Insect and Disease Control:***

1. The landscape staff shall at all times be on the alert for tree insect infestations and diseases. The contractor shall inform the Symphony Village Management verbally and in a written follow-up within five days of discovering any tree issues. A certified Arborist under a separate contract will identify and/or address tree issues and their necessary remedial actions.
2. When issues identified by Symphony Village through their Arborist, the contractor shall be notified in writing to initiate a dormant oil spray program shall be initiated in late winter/early spring as needed to control insect infestations such as scale, aphids, and spider mites.  
In keeping with the requirements of this contract, the contractor shall meet the following:
3. The principles of IPM shall be followed, with least amount of chemical being introduced into the landscape to control the infestation. No use of neonicotinoids is permitted.
4. All sprays shall be applied using an approved high-pressure tree-type sprayer.
5. All spray chemicals shall be administered according to manufacturer's recommendations.
6. Only an employee registered as a State licensed pesticide applicator shall be permitted to apply these chemicals with written authorization of the GM.
7. Spraying shall be done in the morning or evening hours when wind conditions are less likely to cause drift to buildings, etc. No tree rings shall be sprayed.

**3.7. Use of Chemicals**

- a. All chemicals utilized by the contractor shall meet all federal, state, and local regulations. Material Safety Data Sheets shall be provided as required based on usage
- b. Contractor personnel shall wear protective clothing and devices during all chemical operations as required by law and/or manufacturer's directions.



- c. Contractor shall employ a State licensed pesticide applicator. Licensee shall be present on site during any chemical application.

**3.8 Spring Clean-Up:** A general spring clean-up shall occur in March. This work shall include leaf removal and policing the grounds to remove trash and other over-wintering debris, including ponds and common area perimeter.

### **3.9. Mulch**

- a. Mulch shall be top grade, double-shredded hardwood bark, free of all debris. Mulch shall be aged for a period of no less than nine (9) months.
- b. Mulch shall be applied to all previously mulched tree rings, shrub beds to ensure a depth of 1.0 inch to 1.5 inches once each spring. Existing mulch shall be raked and mixed with new mulch.
- c. All mulched areas shall be edged once each spring, creating a definite edge between turf and bed/tree ring. There shall be no encroachment of turf into mulched areas and no spillover of mulch into turf areas.
- d. All mulched areas shall be kept free of any grass clippings.
- e. Mulch will not be placed against the trunks or bark of trees/shrubs. A space of 1 inch to 2 inches should be allowed. This is an inspection item.

### **3.10. Leaf Removal**

- a. All leaves shall be removed completely from lawn areas and walkways two times during the contract period.
- b. All leaves shall be removed completely from all mulched bed areas and tree rings two times during the contract period.
- c. Accumulated leaves shall be removed from the site at the conclusion of each leaf removal operation. No provision is made for disposal of leaves on the site.

### **3.11. Seasonal Colors (Annuals: Spring and Summer and Fall)**

- a. This specification shall cover all items of seasonal color installation and management
- b. The work required shall include all labor, supervision, equipment, tools, and materials to complete the work specified and in accordance with professional horticultural and ornamental practices.
- c. Soil shall be loosened to a depth of 4 inches. Organic matter shall be spread over the bed to a depth of 1 inch and incorporated into the soil, if applicable.

An approved mulch of triple shredded hardwood mulch shall be applied to a depth of 1 inch over the perimeter of the planting bed following installation of seasonal color.

1. Before planting, all non-biodegradable pots shall be removed. Spring, Summer and Fall annuals shall be installed using 6-inch pots. All existing roots shall be completely surrounded by soil and shall be below the level of the mulch. Plant beds shall be watered thoroughly following installation. Plant beds shall be treated with a pre-emergent herbicide (such as Preen) to aid in the prevention of future weed growth.
2. All seasonal color shall be pinched as needed to remove dead flower heads. Planting beds shall be weeded as necessary. Water shall be provided by irrigation.

### **3.12 Perennials**

- a. In early spring any dead vegetation in perennial beds shall be removed.
- b. In spring perennials shall be fertilized with an organic fertilizer (such as Espoma).
- c. Perennials shall be cut back after first bloom is spent.
- d. Perennials shall be thinned or divided as needed in summer to encourage second bloom.
- e. Perennials shall be cut back after first "killing" frost.
- f. Dormant ornamental grasses shall be cut back to ground level in early Spring in order to leave stems and seed heads during winter months for overwintering wildlife.

## **SECTION 4. TERMS**

- 4.1.** The terms of the contract shall be for a period of one year (2018), with an option for 2019 at the discretion of the SVHOA Board of Directors.
- 4.2.** Landscape maintenance services shall begin on or about March 1 each year.
- 4.3.** The contractor will provide all labor, equipment, materials, and supervision necessary to perform the specifications outlined herein to the satisfaction of the GM.
- 4.4.** The contractor shall indemnify, defend, and hold harmless the Property Owner(s) and the Symphony Village at Centreville HOA (SVHOA) from and against all loss, cost, damage, and expenses arising as a result of negligent or intentional acts of all persons or equipment performing services under this contract while they are at or about the property.
- 4.5.** The contractor shall carry, at his own expense, statutory and sufficient insurance coverage, including property damage, general liability, and worker's compensation. A Certificate of Insurance shall be provided by the contractor to the Property Manager for their records.
- 4.6.** The contractor shall provide the SVHOA with cost estimates for all labor and materials to be billed to the SVHOA prior to rendering any additional services.
- 4.7.** SVHOA or the contractor reserves the right to cancel the contract with a 30-day notice with or without cause. In the event of contract cancellation, SVHOA agrees to pay all services that were performed prior to the cancellation of the contract.
- 4.8.** It is understood that any and all additional material, such as mulch, topsoil, replacement of plants not guaranteed, and/or added shrubbery, etc., will carry an additional charge with a separate bill.
- 4.9.** Contractor will acknowledge that no payment will be made for additional services such as aeration conducted without written permission of the GM.
- 4.10.** The base Landscape Contract price is in accordance with Annex A to this contract.

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Signed:

David I. Peterson

Symphony Village Authorized Representative

Oct 25, 2017

Date

David I. Peterson President

Print Name

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Mural Jimmy

Complete Landscaping Service

10-26-17

Date

MARK LAIOKEY

Print Name

# ANNEX A to 2017 Landscape Contract

## SYMPHONY VILLAGE

2018 Line Item Pricing - Revised 10.24.17

<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Amount</u>
<b>Turf Maintenance -- All Areas</b>			
Mowing and Trimming (395 Homes)	23	\$	4,800.00 \$ 110,400.00
Edge Curbs and Walks	12	\$	1,200.00 \$ 14,400.00
Mow/Weed/Wack SWM Ponds (3)	2	\$	800.00 \$ 1,600.00
<b>Tree and Shrub Maintenance</b>			
Bed Weed Control	As Necessary		INCLUDED INCLUDED
Shrub Pruning	2	\$	1,000.00 \$ 2,000.00
Spot Prune Trees (Elevation Sidewalks/Streets) Spring & Fall	1	\$	2,750.00 \$ 2,750.00
<b>Seasonal Maintenance</b>			
Spring Clean Up	1	\$	2,250.00 \$ 2,250.00
Perennial Care	2	\$	1,550.00 \$ 3,100.00
Edge Beds and Tree Rings	1	\$	4,750.00 \$ 4,750.00
Spring Mulch	1	\$	27,000.00 \$ 27,000.00
Apply 100 Yards of Branded Leaf Gro to Tree Pits (March/April)	1	\$	5,400.00 \$ 5,400.00
Leaf Clean-up Services	2	\$	1,900.00 \$ 3,800.00
Weed Control Cracks and Curbs	As Necessary		INCLUDED INCLUDED
Police Turf/Landscape for Debris	23		INCLUDED INCLUDED
<b>Seasonal Flowers ( Based on 6" material)</b>			
Install Summer Annuals (existing beds)	700	\$	5.50 \$ 3,850.00
Install Fall Pansies	700	\$	5.50 \$ 3,850.00
Apply PREEN (w/fertilizer) during installation	2	\$	200.00 \$ 400.00
<b>Shrub Horticultural Care</b>			
1) Fertilizer 120 day Time Release all woody plants. Holly Tone - all acid loving plants	1	\$	1,250.00 \$ 1,250.00
<b>Turf</b>			
1) Soil Test (Maximum every 3 years after initial testing - 10 samples)	10	\$	50.00 \$ 500.00
2) Pre-Emergent/Fertilizer - Polyon	1	\$	14,900.00 \$ 14,900.00
3) Post-Emergent	1	\$	3,700.00 \$ 3,700.00
4) Post-Emergent/Crabgrass/Broadleaf Mix	1	\$	6,250.00 \$ 6,250.00
5) Fall Fertilizer ( 18-0-7 )	1	\$	3,600.00 \$ 3,600.00

**Total Landscape Maintenance Cost****\$ 215,750.00**This contract will be billed in 12 monthly installments of ~~\$17,979.17~~

commencing on January 1, 2018 and ending on December 31, 2018.

**2018 Enhancement Services**

1) Post-Emergent	per additional service	\$	2,350.00
2) Aeration/Soil amendments/Over-seeding-Common Areas	per additional service	\$	4,950.00
3) Water Truck Services (Per occurrence)	2 occurrences	\$ 800.00	\$ 1,600.00
4) Fall Mulching - Clubhouse, Monuments, Street Tree Touch Up	per additional service	\$	8,200.00

## 2018 Arbor Care Services SYMPHONY VILLAGE

<u>Description</u>	<u>Qty</u>		<u>Unit Price</u>		<u>Amount</u>
1) Common Area Tree Elevation and Canopy Pruning - Elevate all deciduous trees to a 6' height. Remove all diseased or dead branches that exist at the time. Approximately 185 trees to be pruned in 2018.	per tree	\$	45.00	\$	8,325.00
2) Street tree pruning to achieve symmetrical shaping by street and type. Hand pruning existing trees from the ground removing the necessary branching to achieve uniformed shapes. Approximately 105 trees to be pruned in 2018.	per tree	\$	45.00	\$	5,625.00
3) Dorman Oil Spray Application - February/March Apply horticultural oil to all evergreen trees in the common areas. Approximately 125 trees to be sprayed in 2018.	per tree	\$	15.00	\$	1,875.00
4) Spring Arborist Site Visit and Field Report - March/April Arborist will inspect approximately 500 trees during the site visit and submit a written report identifying the current state of the trees inspected. Treatments required will be recommended at this time.					
Mar/April Visit	per tree		9.00		4,500.00
August Visit	per tree		9.00		4,500.00
IPM Application	per tree		7.60		3,800.00
Dead Tree Removal (including stump)	per tree		250.00		
Install Replacement Tree	per tree		250.00		
5) Deeproot fertilize trees per arborist recommendations. Approximately 500 trees to be fertilized in 2018.	per tree		10.00		5,000.00