

District 3 - Plats 6-7-8
Landscape Maintenance Standards
Landscape Crew Duties and Responsibilities
March 01, 2021

This Landscape Maintenance Standards document reflects responsibilities of the Leisure World Landscape Department with regards to seasonal and year-round landscaping needs for manor owners in Leisure World's District 3, Plats 6-8. It also reflects related responsibilities of manor owners.

This Standards document has been prepared by the district council, the D3 landscape committee, the landscape department, and in consultation with manor owners. It will be periodically updated as needed.

SUMMER SEASON MOWING AND IRRIGATION: March 01 – November 30

Mowing: District 3 lawns will be mowed each week on Wednesdays and Thursdays to a height of 3 inches. This schedule is subject to change due to holidays, weather, storm damage or additional cleanup time needed for big projects. Starting points will be adjusted to mow in opposite directions when possible.

Irrigation to Grass: Each manor's grass will be watered four to five times a week, dependent on weather. No irrigation occurs on mowing day. The water runs 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.

Irrigation to Bubblers: The bubbler system for watering plants, shrubs and trees will run year-round. Bubblers run between 5 and 15 minutes, every other day, depending on weather and the time of year.

WINTER SEASON MOWING AND IRRIGATION: December 01 – February 28

Mowing: Mowing in winter will be on an "as-needed" basis.

Irrigation to Grass: Each manor's grass will be watered twice weekly. The water will run between 5-10 minutes.

Irrigation to Bubblers: The bubbler system for watering plants, shrubs and trees will run year-round. Bubblers will run between 5 and 15 minutes, every other day, depending on weather and the time of year.

YEAR- ROUND LANDSCAPE SERVICES and INFORMATION:

Irrigation: There is an irrigation technician who is assigned to District 3.

Edging, line trimming and blowing: Edging will be done every other mowing. Line trimming and blowing will be completed with each mowing. Line trimming will be completed before mowing, followed by blowing to allow for a better cleanup.

Fertilizing: Lawns will be fertilized three times a year - once in each of spring, summer and fall.

Weed Control: Spraying for weeds will be done on lawns and desert landscape front, back and sides as needed. Pre-emergent and post-emergent herbicide will be used throughout the year to control weeds in the grass.

Overseeding: No overseeding will be completed at manors by the Landscape Department.

Trees:

- The Landscape Department will trim all trees extending up to 7 feet of tree height.
- If trimming of trees above the 7 foot mark is desired, it will be the owner's responsibility.
- Citrus trees will not be trimmed by the Landscaping Department. This decision is based on "best practices" advice of arborists. Manor owners who wish to have a citrus tree trimmed may select their own contractor or one retained by the Landscape Department. The manor owner is responsible for all costs.
- Olive trees will be sprayed annually in late February to mid-March.
- Palm tree trimming is the responsibility of each owner with a mandatory trimming window each season from May 1 to August 31. The Landscape Department offers a palm tree trimming service through an outside contractor for manor owners who register before April 15. Prepayment is mandatory. Otherwise, each manor owner must outsource to an outside contractor.

Plants and Shrubs:

- New or replacement plants and shrubs are to be based on the approved lists and are purchased by the manor owner.
- Only plants and shrubs from the Approved Plant List will be trimmed. Anything else is the responsibility of the homeowner to trim.
- Bushes/shrubs will be trimmed no higher than 7 feet and maintained at that height.
- Homeowners who want shrubs/bushes above 7 feet, are responsible for their trimming.
- Each manor's plants and shrubs will be trimmed three times each year, in spring, summer and autumn. Bushes or shrubs that cover the sidewalks, driveways or walkways or cause stucco damage will be trimmed as needed. The trimming schedule, subject to change and dependent on weather, is posted on the website, in the Admin Building and in the Landscape Dept. Office.
- Plants that are dead will be dug up and replaced by the Landscape Department, who will also consult with the homeowner on replacement plants. The manor owner is responsible for the cost of replacement plants.
- Cholla Cactus is prohibited.
- The Red Ribbon Program is in effect. Manor owners must inform the Landscape Department of the manor number and request the ribbon if there is a plant that shouldn't be trimmed. Inform the Landscape Department if/when you no longer want to be responsible for trimming a plant.

Xeriscape: Arid landscape – a style of landscape design requiring little or no irrigation or maintenance.

- A property owner and the LWAZ community may be better served with a xeriscape project that replaces grass with a gravel/rock/plant base surrounded with perimeter edging resulting in improved appearance of the yard.
- Specifically, in yard areas between properties, in yards with roots at the surface, and in yards with areas shaded by trees or structures, it will improve the appearance of properties and make it easier to maintain yards if xeriscape is incorporated into the yard.
- Any yard that includes xeriscape must retain a minimum of 70% grass area.
- Property owners interested in initiating xeriscape in their yards are to contact the Landscape Department for assistance/guidance. A representative of the Landscape Department will assist the owner in completing a formal request.
- An informal but approximate sketch of the yard changes to be made is mandatory. The sketch should indicate design, approximate placement within the yard and materials to be used. The proposed change, including materials to be used, must be reviewed and approved by the Landscape Department and the District Chair.
- An approved xeriscape project will be designed to be compatible with equipment used in yard maintenance in the plats.

- The Landscape Department can provide, at cost of materials (if currently in inventory) and labor, the rock base material and the manpower needed to place the base material. All other materials, edging, etc., if held in inventory by the Landscape Department, will be supplied at cost to the property owner. The owner is also responsible for all labor costs related to extending the bubbler system to plants within the xeriscape or placing perimeter edging.

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.
- 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. A work order will be filled out by the Landscape Department to track the issue. If after hours, report the issue to LW's security department to ensure top priority handling.
- Choose only plants, shrubs, and trees from the Approved Lists.
- No planting (trees, plants, shrubs) without notification to the Landscape Department.
- Prior to any personal planting, so that no unintentional damage occurs, ensure that you
 - a) Contact the Landscape Department and that irrigation lines have been staked.
 - b) Contact Arizona Blue Stakes (811) and that utility lines have been staked.
- Assume payment for any request that involves removing live plants or shrubs.
- 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.
- Overseeding, if chosen, will be completed and maintained at the owner's expense. This includes all expenses for overseeding - scalping, seeding, fertilizing, trimming, supplemental mowing and supplemental watering. NOTE: Owners must use their manor's City of Mesa water – not landscape water - for any supplemental watering to overseeded lawns. Notify the Landscape Department by October 1 if you are overseeding.

Additional Landscape Standards:

1. Only plants/trees/shrubs on the Approved Plant/Tree/Shrub lists will be planted or replanted.
2. No lawn art is permitted in any grass mowing area.
3. No lawn art in front yard is permitted unless it is within an approved xeriscape project and adheres to ACC guidelines.

Notice of additional landscape costs paid by manor owners:

1. When the manor owner selects the Landscape Department for additional projects, as outlined in this document, the manor owner will be charged at the current billing rate – currently this is \$30/hour. Ensure that you have confirmed rates with the department before beginning a project as rates are subject to change.
2. A minimum of one hour labor will be charged for any project.
3. For some projects, the Landscape Department may find it necessary to outsource the task. In such cases, the manor owner will be responsible for all costs charged by the outside contractor. Again, confirm with the Landscape Department before the project begins.
4. The manor owner has the choice to hire the LW Landscape Department or an outside contractor for additional projects outlined within this document. Regardless of choice, these standards serve as important reference points.

Related Documents

All documents mentioned within these Landscape Standards can be found on the LWCA.com website.

Go to: <https://residents.lwca.com/login/> and enter your resident username and password. If you do not have that information, the Administration can help you. Call 480-832-0000 ext. 101.

Once logged in, at the top of the page, scroll right to the **Departments** tab and under this tab, click on **Landscape**.

Service Form: On the Landscape page, you will find the “**service form**” written in green. Click the active link and you will find an electronic work order form for regular maintenance such as trimming, mowing, edging, or irrigation repairs. If you have difficulty with the electronic form, call the Landscape office at 480-832-0000 Ext. 201 or pick up hard copies of Form #1 Landscape Service Request Form from the Admin Bldg. and submit the completed form to the Landscape office.

Trimming Schedule is a separate heading under Landscape. You should find the newest schedule posted here.

Documents is also a separate heading within Landscape. Here you will find:

- District 3 Plats 6-8 Landscaping Maintenance Standards
- Approved Plants and Shrubs List
- Approved Tree List