

**LANDSCAPE MAINTENANCE SCOPE OF WORK FOR 2010:
THE RIDGES PROPERTY OWNERS ASSOCIATION
6-30-09**

1. Fertilize Turf: On or about May 15, June 20, August 10, and September 25.
 - Except, for lawns with cool-weather turf (e.g., fescue), fertilize on or about March 15 and September 25 only.
2. Mulch Beds with Hardwood Mulch:
 - Apply mulch prior to Easter Sunday
 - Mulch common areas and previously-mulched areas in front and along the sides of houses
3. Apply Pre-Emergent Herbicide to Turf in Spring: February/March
4. Apply Pre-Emergent Herbicide to Mulch Beds on or about March 1 and June 1
5. Mow Turf and Trim Borders and Street Shoulders: Blow clippings and edge
 - 24 mowings
 - 2-April; 3-May; weekly-June thru September; and 2-October
 - November through March: As needed upon approval by the Property Manager.
 - Mowings in excess of 24 upon approval of the Property Manager
 - Cost of each additional mowing is \$_____
 - Edge at a frequency and manner to ensure that grass/plantings do not overlap paved areas
 - Repair irrigation heads that are damaged by mowing
6. Control Weeds in Turf and Beds
 - Control weeds in turf as necessary
 - Control weeds in beds weekly, including hand weeding as necessary
7. Prune Pampas (and Other Grasses) and Shrubs at the Front and Sides of Houses, and Remove Debris
 - Commence February 1
 - Prune new growth on tops and sides of large shrubs to maintain height and shape
 - Prune shrubs to two feet away from houses
 - Maintain the height of shrubs other than Hollywood Juniper as follows, unless directed otherwise by the Property Manager or owner:
 - At the front of the house, no higher than the front deck;
 - At the sides of the house no higher than the window sills;
 - At the railing on the front porch landing, no higher than the railing.
 - Prune shrubs at street corners and other locations (e.g., dumpster area) as necessary to maintain driving site lines.
 - Prune Russian Olive three times per year, prune Pittosporum and Euonymus two times per year, and prune all other shrubs once per year to keep attractive.

- Second pruning for Russian Olive, Pittosporum, and Euonymus the third week of July
 - Third pruning for Russian Olive the third week of September.
8. Monitor for Insect Infestation and Plant Disease
 - Notify the Property Manager of identified problems and the cost of corrective measures
 - Implement the corrective measures upon authorization by the Property Manager at the cost of the Association.
 9. N.C. Department of Agriculture Applicator License Number is _____.
 10. Monthly Reporting
 - Submit a report monthly by email to the Property Manager outlining services performed during the month using MS Word or Excel software.
 11. Status Meetings
 - Status meetings will be held as requested by the Property Manager to review completed work and discuss future work.
 12. Provide Advice
 - Provide advice on measures owners or the Property Owners Association can take to properly maintain turf and shrubs (e.g., turf watering frequency/duration).
 13. Contract Term
 - Term: One year (Jan 1, 2010 through Dec. 31, 2010) with three additional option years. Please list total cost for the first year, and total cost or percentage increase for each additional option year.
 - This contract may be terminated by either party with 90 days written notice
 14. Contractor Qualifications
 - The contractor should: (1) have four or more years in the professional landscape business; (2) provide proper documentation of General Liability Insurance and Workman's Compensation; and (3) provide at least 2 references.

Thank you for your proposal. Bids should be sent to: The Ridges POA, c/o Courtney Fowler, PO Box 1807, Nags Head, NC 27959 or courtneyfowler@villagerealtyobx.com. Bids should be received by July 31, 2009. I can be reached at 480-2224 (4314).