



greenwood group

LANDSCAPE MANAGEMENT SERVICES

Landscape Management Service Contract

This contract will outline for you the elements and procedures of our service. From time to time we may find it necessary to modify or change our service. You have our personal assurance that the intent of any change is always to better serve you.

Years of experience have taught us many things about horticulture and its application in our business, but, just as important, it has also taught us about people. We have learned that the needs of our clients go beyond the landscape. For this reason, we have not only prepared ourselves to meet the challenge of nature, but also the constantly changing needs of our customers.

TURF MAINTENANCE PROGRAM

- **MOWING:** All mowing is performed with rotary type equipment. Height of cut is determined by grass type and season of the year.
- **EDGING (curb):** Edging along curbs and other hard surfaces is performed with a steel blade edger
- **EDGING (beds):** Beds are edged with steel-blade edgers, monofilament line trimmers and /or chemicals. Trench or shovel edging is an additional add-on service.
- **BLOWING:** Blowers are used to clean hard and soft surfaces of particle debris. Any debris residue that will not be absorbed and remains visual will be picked up.
- **FIRE ANTS:** Each mound will be treated individually as it appears.
- **TURF PROGRAM:** Our program for keeping turf lush and healthy has evolved over many years and will continue to evolve as new products and procedures are developed. The basic elements do not change, however, and these make up our program. Healthy turf is the best way to prevent weed disease, and insect problems. However, it may become necessary to treat unexpected problems. Should this occur, we would diagnose the problem and suggest corrective actions and its cost. Customer approval must be received before any treatments are made.

APPLICATION	MATERIAL APPLIED	ACTIVITY
1	Pre-Emergent	Crabgrass and annual weeds
	Post-Emergent	Broadleaf weed control
	Complete Fertilizer	<u>Nutrients for spring growth</u>
2	Pre-Emergent	Crabgrass and annual weeds
	Nitrogen	Green color and growth
	Post Emergent selective	Broadleaf weed control
3	Nitrogen	Green color and growth
	Potash	Winter hardiness
	*Lime	To maintain pH level
4	Complete Fertilizer	Winter Feeding
5	Pre-Emergent	Prevent winter weeds

*Lime: To maintain the existing pH levels, lime is applied at 10-lbs/1000 sq. ft. To adjust pH levels significantly higher rates are required. The cost for these applications will be quoted separately.

TREE AND SHRUB MAINTENANCE

- **SHRUB PRUNING** (growing season): During the growing season, pruning is done with shears and/or hand pruners. It is intended to remove new growth only and maintain the existing shape of the plant(s). We prune up to 12 feet. Disposal of debris will conform to the customer's desire. No on-site disposal will be done without prior approval.
- **SHRUB PRUNING** (dormant season): During the dormant season, pruning is done to reshape, thin, or invigorate plant material. We prune up to 12 feet. After pruning, plants will sometimes need a flush of new growth to restore their fullness. If this is the case, we time the pruning to coincide with the next growth flush. Disposal of debris will conform to the customer's desire. No on-site disposal will be done without prior approval.
- **WEED CONTROL** (beds): Post-Emergent applications of herbicides will be applied using a target spray technique to weeds less than four (4) inches in height. Larger weeds will be hand pulled.
- **LEAF REMOVAL**: Leaves will be removed each service visit. Disposal of leaves will conform to the customer's desire. No on-site disposal will be done without prior approval.
- **TRASH REMOVAL**: Trash on lawn areas, in shrubs/ground covers and along curb lines will be picked up weekly. Disposal of trash will conform to the customer's desire. No on-site disposal will be done without prior approval.
- **MULCHING**: Scheduling is dependent on customer's preferences and frequency. Single yearly mulching is made at twelve (12) month intervals and twice yearly mulching is made at six (6) month intervals.
- **IRRIGATION**: Landscapes may need supplemental watering and this need will vary throughout the growing season. We will monitor these changing needs and adjust watering schedules accordingly. Included in this contract are the Start-up, Winterization, system checks / adjustments, and repair of any damage caused by the Greenwood Group. Any repairs due to damage done by others and up-grades are not included in this contract. System repairs or deficiencies will be reported to the customer and corrective action will be at the discretion of the owner.

INCLUDED ADDITIONAL SERVICES

- Greenwood will meet with Columbia Corporate Management quarterly.
- Greenwood will provide sign in books for each community.
- Provide schedule of service day for each community.
- Greenwood will provide information factsheets for planned pruning and/or horticulture treatment.
- Enhancement/Installation Work - \$800 per community credit for each community in 2016 this does not include tree work. Anything else landscape wise is included.
- Tree work mark up of only 10%.
- PINE STRAW - Two (2) Application of Pine Straw

All bed lines and tree rings shall be trenched edged at a 45 degree angle and a depth of 2". All lines will be smooth and continuous. Pine straw shall be installed to a uniform depth of 3" in all beds. Pine straw shall be pulled back from plants. All pine straw shall be maintained with a fresh appearance at all times and shall be freshened up in the flowerbeds on a weekly basis. The maintenance of the weekly pine straw service shall be included in the weekly routine maintenance plan without additional compensation. Two full applications are in the total cost on the Exhibit A – Offer Form.

- **SEASONAL COLOR** - Two (2) Flower installs are included (Spring and Fall)
 - a. Greenwood is responsible for monitoring the water needs of all seasonal color in all flower beds and providing the recommended watering schedule to the site staff.
 - b. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage, a proposal for replacement shall be submitted and approved by the Company prior to replacement installation. The Company agrees to be financially responsible to replace plant materials on a timely basis.
 - c. Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.
 - d. Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

- e. Plants shall be watered as required to promote optimum growth. Greenwood is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of Greenwood to arrange and oversee watering of the planters and un-irrigated beds. Contractor(s) shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers at no additional cost. If further watering is necessary, Contractor(s) shall notify Company.
- f. Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil shall be left smooth to maintain a neat appearance.
- g. Two full season color installs are included in the total cost on the Exhibit A – Offer Form.

OPTIONAL ADDITIONAL SERVICES

These services are available to our clients as additions to the contract. They are contracted for separately and are not included in the yearly program.

- Enhancement/Installation – \$800 per community credit for each community in 2016 this does not include tree work. Anything else landscape wise is included.
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- Preventive Ant Maintenance
- Monitoring Doggie Stations
- Tree Services
- Hand Watering
- Bed line Trenching
- Snow Removal

SCOPE OF WORK

- Services will be performed pursuant to the Scope of Work on Exhibit B.

Contract Terms and Conditions

TERMS OF PAYMENT

Our billing system is based on twelve equal monthly installments. Invoices will be mailed on the first of each month.

Overdue Balances and Penalties: An account balance is overdue after 30 days from receipt. A one and one half percent (1 ½%) charge per month will be assessed on overdue balances. After sixty (60) days service will be suspended until all balances are made current.

Actual Cost and Payments: The billing system does not reflect the actual service received. The following monthly charts of percentages represent actual costs. Should the contract not run a full twelve months, this chart can be used to determine actual cost by adding together the months service was received and then multiplying that number by the yearly contract cost (*less mulching and overseeding). The customer shall receive a refund or make an additional payment accordingly.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
.06	.05	.06	.10	.11	.11	.11	.11	.08	.07	.08	.06

*Mulching and overseeding costs are line items and their values are calculated separately.

RENEWAL

Unless other arrangements are stated, this contract will automatically renew each year with all of its terms and conditions. Reasonable price increases will occur each year. We typically use the consumer price index as the basis for these price increases.

CANCELLATION

Either party may cancel this contract for any reason upon making a sixty (60) day written notice. Please refer to Terms of Payment to determine final payment or refund.

CERTIFICATE OF INSURANCE

We will provide to the owner upon request a certificate of insurance, which protects your property from all liability claims including, but not limited to loss of life, medical claims, property damage, and workman's compensation. The policy will be maintained in force throughout the terms of the agreement.

ALTERATIONS TO LANDSCAPE FOLLOWING BID SURVEY

Additions or deletions to the landscape may require that the bid price be adjusted accordingly.

MISCELLANEOUS ITEMS:

1. All labor, materials, equipment, supervision, insurance, licenses, and labor taxes will be the responsibility of and furnished by GREENWOOD GROUP
2. The quoted contract price shall be valid for a period of thirty (30) days from the date submitted.
3. GREENWOOD GROUP will not be liable for loss or damage to plant material caused by persons not employed by our company or by extreme acts of nature. Clean-up work created by these situations will be at an additional cost.
4. Interruptions in service caused by nature, strikes or other, that are beyond our control will not constitute grounds for delay of deduction of set fee.
5. Dead plant material, not requiring special equipment for removal, will be removed and disposed of as it appears. Management will be contacted and advised of possible replacements. The cost to replace plant material is not included in contract price.
6. Contractor will be responsible or proper instruction of all safety measures to their personnel. All work equipment and supplies in performance of these specifications will be subject to inspection at any, or all times, by the duly authorized management representative.
7. The schedule of work hours for the accomplishment of landscape maintenance services will conform to the requirement of the project management (customers) and contractor will in no way interfere with the normal routine of the project tenants or visitors.
8. Any disputes arising out of or relating to this agreement, or the breach thereof, which dispute cannot be settled through direct negotiations, shall, upon the demand of either party and as condition precedent to arbitration of any judicial action (legal or equitable) be submitted to a non-binding mediation in which each party shall participate in good faith in an endeavor to settle any dispute in an amicable manner. The Mediation Rules of the American Arbitration Association shall govern any such mediation. Any controversy or claim arising out of or relating to this agreement, or the breach thereof, which is not resolved through mediation as provided for in the previous statement shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The award rendered by the Arbitrator(s) shall be final and judgment upon the award may be entered in any court having jurisdiction thereof.
9. Greenwood Group shall have the right to cede and assign this contract to any corporation in which its owners maintain a majority interest.

Greenwood Group 2451 Cumberland Parkway, Suite 3530, Atlanta, Georgia 30339

CLIENT NAME & ADDRESS

*See attached Exhibit A: 33 communities.

MAILING/BILLING ADDRESS

New Columbia Residential Property Management, LLC,
1718 Peachtree Street, NW
Atlanta, GA. 30309

PROPERTY NAME

For the properties whose principal place of business is as referenced in Exhibit A.

Customer

New Columbia Residential Property Management, LLC, As Agent, for the properties whose principal place of business is as referenced in Exhibit A.

Property Manager/Authorized Agent

BARRY P. WEAVER

Phone:

Fax:

FUNCTION FREQUENCY AVERAGE BY MONTH

SERVICE FUNCTIONS	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL
1. Mowing	0	1	1	4	4	5	4	5	4	2	2	0	32
2. Edging (curb)	0	1	1	2	2	2	2	2	2	2	1	0	17
3. Edging (Bed)	0	1	1	2	2	2	2	2	2	2	1	0	17
4. Blowing	5	4	4	4	5	4	4	5	4	5	4	3	51
5. Weed Control (Beds)	1	1	1	2	4	5	4	4	5	4	3	1	35
6. Pruning				1	1	1	1	1	1				6
7. Pruning (Corrective)	1	1	1	1									4
8. Trash Removal	5	4	4	4	5	4	4	5	4	5	4	3	51
9. Leaf Removal	4	4	4	4	5	4	4	5	4	5	4	3	51
10. Turf Program			1		1		1		1		1		5
11. Fire Ant Control				4	4	5	4	4	5				26
12. Irrigation Service				1	1	1	1	1	1	1	1		8
GRASS TYPE	Warm Season (Bermuda, Zoysia, St. Augustine)				MULCH				Pine Straw				Frequency per year
								Cypress					Frequency per year

SERVICE SCHEDULE: Service shall be provided 51 weeks per year as we are closed the week from Christmas until New Year's

COST AND PAYMENT SCHEDULE

Landscape Maintenance: Per Month \$61,962.75

Per Year

\$743,553.00

*Exhibit A shows breakdown of each community cost.

2 Pine straw applications are included

2 Flower installs are included (Spring and Fall)

ACCEPTANCE

CLIENT	GREENWOOD GROUP	
<i>Barry Weaver as Agent</i>	Represented By	Title
<i>Barry Weaver as Agent</i>	<i>Jeff Creecy</i>	Vice President
Authorized Agent <i>Barry Weaver as Agent</i>	Authorized By <i>J</i>	Title <i>CEO</i>
Date Accepted <i>9/1/2015</i>	Date Service to Begin <i>9/1/2015</i>	

*Please return one signed copy to Greenwood Group. Fax: 770.980.1300 Phone: 770.849.8800

EXHIBIT A - OFFER FORM - Multi-Site Landscape Maintenance Services

	Property Name	Units	Address	Annual Service Amount
1	Blackshear	78	14 Meldon Avenue SE, Atlanta, GA 30315	\$ 12,164.00
2	Candler Forrest	100	2145 Candler Road SE, Decatur, GA 30032	\$ 21,156.00
3	Citihomes	84	165 Marion Place NE, Atlanta, GA 30307	\$ 19,509.00
4	Colony	121	2999 Continental Colony Pkwy. SW, Atlanta, GA 30331	\$ 29,830.00
5	Commons	158	2524 Martin Luther King, Jr. Drive SW, Atlanta, GA 30311	\$ 37,187.00
6	Constitution Apartments	168	960 Constitution Rd. SE, Atlanta, GA 30315	\$ 21,912.00
7	Creek	172	50 Sandy Circle NE, Woodstock, GA 30188	\$ 22,156.00
8	Crest	152	1903 Drew Drive NW, Atlanta, GA 30318	\$ 18,972.00
9	Dorsey Manor	72	118 Haynes Road, Marietta, GA 30060	\$ 8,309.00
10	Dorsey Tower	81	212 Lemon Street, Marietta, GA 30060	\$ 4,124.00
11	Edgewood	136	1281 Caroline Street NE, Atlanta, GA 30307	\$ 10,895.00
12	Edgewood Townhomes I & II	140	150 Hutchinson Street, Atlanta, GA 30307	\$ 20,241.00
13	Estates	124	1710 Noel Street NW, Atlanta, GA 30318	\$ 33,491.00
14	Gardens	128	7101 West Strickland St. West, Douglasville, GA 30134	\$ 11,273.00
15	Grove	139	1783 Johnson Road NW, Atlanta, GA 30318	\$ 25,536.00
16	Heritage	132	1900 Perry Boulevard NW, Atlanta, GA 30318	\$ 22,620.00
17	High Point	96	220 Bowen Circle SW, Atlanta, GA 30315	\$ 31,307.00
18	Mechanicsville Family	174	500 McDaniel Street SW, Atlanta, GA 30312	\$ 23,254.00

19	Mechanicsville Crossing	164	565 Wells Street, SW, Atlanta, GA 30312	\$ 21,046.00
20	Mechanicsville Senior	155	555 McDaniel Street SW, Atlanta, GA 30312	\$ 19,387.00
21	Mechanicsville Station	164	520 Fulton Street, SW, Atlanta, GA 30312	\$ 27,268.00
22	Mill	100	2239 Flat Shoals Road, Atlanta, GA 30316	\$ 15,861.00
23	MLK Senior	121	125 Logan Street SE, Atlanta, Ga 30312	\$ 19,496.00
24	MLK Tower	96	380 Martin Street SE, Atlanta, GA 30312	\$ 6,479.00
25	Park Citi	154	921 Westmoreland Circle NW, Atlanta, GA 30318	\$ 22,364.00
26	Park City Place	9	2225 Flat Shoals Road, Atlant, GA 30316	\$ 6,660.00
27	Park Commons	332	180 Peyton Place SW, Atlanta, GA 30311	\$ 56,086.00
28	Parkside at Mechanicsville	156	565 McDaniel Street, SW, Atlanta, GA 30312	\$ 35,955.00
29	Peoplestown	99	222 Tuskegee St. SE, Atlanta, GA 30315	\$ 15,910.00
30	South River Gardens	124	3450 Forrest Park Rd SE, Atlanta, GA 30354	\$ 28,037.00
31	Sylvan Hills	191	1150 Astor Avenue SW, Atlanta, GA 30310	\$ 28,513.00
32	Village	100	100 Jessica Avenue SE, Decatur, GA 30032	\$ 35,406.00
33	Wood	120	166 Greison Trail SW, Newnan, GA 30263	\$ 31,149.00
TOTAL UNITS		4340		\$ 743,553.00

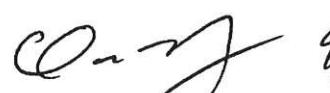
 9/1/2015
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Exhibit B – Scope of Work

The Scope of Work shall include but not limited to the following:

1. General Scope of Services

Work performance of all routine weekly landscape service including but not limited to mowing and lawn care, edging, blowing, litter and debris removal, fertilizing, pruning, removal of dead vegetation, hand weeding, application of herbicide, treatment of vegetation for pests and disease, installation of pine straw, planting of spring and fall flowers.

The Contractor(s) shall be responsible for maintaining all existing landscape designs within the contract boundaries. This service shall be included in the weekly routine maintenance plan without additional compensation.

3.1 Turf Maintenance and Turf Mowing

Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor(s) is required to use the proper mowing equipment to provide a high quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain. Contractor(s) shall maintain all mowing equipment such that blades are kept sharp. The mowing operations include trimming around all obstacles, raking excessive grass clippings and removing clipping/debris from walks, curbs and parking areas.

Excessive clippings are to be collected and removed from the jobsite at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required. If grass clippings are removed by other means other than the use of grass catchers, except when reel mowers are used, safety devices must be used on the discharge of the mowers. Removal of grass clippings shall not be considered cleaning. Prior to each mowing, all reasonable trash, sticks and other unwanted debris will be removed from lawns, plant beds and paved areas. Grass clippings will be kept out of plant and tree rings.

Mowing patterns will be established and changed on a regular basis to present the most aesthetically pleasing appearance.

Aeration and over seeding of fescue turf shall include core aeration of fescue areas and installation of a turf type fescue seed.

Warm Season Mowing (Turf Grasses):

This turf group includes common and hybrid bermuda, centipede, zoysia and St. Augustine. All warm turf will be scalped to a height of $\frac{1}{2}$ " to $\frac{3}{4}$ " in February. All clippings and thatch will be removed from the lawn area. Warm Season turf shall be maintained at a height of $1\frac{3}{4}$ " to $2\frac{3}{4}$ " throughout the mowing season. During the growth season, lawn areas will be mowed weekly or as weather conditions dictate.

Permanent fixtures in the turf areas are to be trimmed with weed eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.

Cool Season Mowing (Turf Grasses):

This turf group includes tall fescue, bluegrass, turf type fescue, perennial ryegrass and mixtures of any of these grasses. Cool season turf areas shall be maintained at a height of 3" to 4" throughout the

mowing season. During the mowing season, all lawn areas shall be mowed every week or as weather conditions dictate.

3.2 Turf Edging

Edging and trimming along curbs, walks and bed edges shall be done to keep a neat appearance with a blade lawn edger. All hard edges shall be mechanically edged once per month during the growing season. Mow strips shall be treated with a non-selective herbicide as needed. Contractor(s) shall maintain all edging equipment such that blades are kept sharp.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during routine weekly visitations, due to obstructions, is to be discussed with the Company to achieve a solution.

3.3 Turf Fertilization & Weed Control

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor(s)'s knowledge and needs of the area. All Projects Sites' lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.

Fertilization shall be performed at all the sites according to the schedule below. The fertilization schedule is as follows:

Early Spring application (February – April) – Complete balanced fertilizer, broad leaf weed, insect and crabgrass control.

Early summer application (June 1st – July 15th) - Complete balanced fertilizer, broad leaf weed, insect and crabgrass control.

Late summer application (July 16th – August 31st) - Complete balanced fertilizer, broad leaf weed and insect control.

Fall application (September – November) – Complete balanced fertilizer and broadleaf control as needed.

Late fall application (October 15 – November 30) – Balanced fertilizer for root development.

3.4 Tree & Shrub Fertilization

Spring application – Promotes color, develops health and vigor.

Fall application – provides storage of nutrients and winter hardiness

3.5 Tree & Shrub Maintenance

The Contractor(s) shall trim and prune shrubs and bushes as needed on bi-weekly service visits to promote growth and maintain neat and natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor(s).

Shrubs shall be pruned to retain their natural shape, to promote bloom and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways and ventilation units. Shrubbery, which requires shearing to maintain a formal appearance, shall be sheared as needed to maintain desired shape and height. Shrubbery and trees shall be trimmed

such that no part is touching buildings or fences. Ground covers shall be edged and pruned as needed to contain them within their borders. Standard pruning practices will be observed and all resulting debris will be removed. Perennials will need to be cut back in the spring. Flowering shrubs will be pruned after blooming.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

Dead or damaged portions of plants shall be removed whenever possible.

Contractor(s) shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected, appropriate recommendations for treatment shall be submitted to the Company. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before drastic cutbacks are performed.

3.6 Weeding

Weeding shall be done in conjunction with weekly service. Weeds in turf areas shall be removed by hand and the roots removed. Weeds in pavement, sidewalks and other public areas shall be treated with an herbicide. Non-turf shall be weed free upon inspection to qualify for payment. The Contractor(s) shall be responsible for the results of herbicides or other chemicals used to treat plants. Plants killed or severely damaged by this application shall be replaced by the Contractor(s) at no cost to the Company and shall be the nursery stock nearest in size to the damaged or dead plant. Soil in that area shall be treated with soil amendments and additives to ensure survival of replacement plants.

In early spring, a pre-emergent herbicide shall be applied to all pine straw areas and groundcover beds. All beds and tree rings will be weeded on a continuous basis throughout the growing season to maintain a neat appearance at all times. Certain groundcover or perennial planting may not receive pre-emergent as to avoid damage to the material.

All mulched shrub beds, maintained natural areas and walking paths, are to be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2" tall are to be removed by hand and disposed. Weeds less than 2" tall are to be treated with legally approved post-emergence herbicides.

3.7 Tree Pruning

The Contractor(s) shall prune all trees on a monthly basis. Pruning of suckers, water sprouts and low hanging branches will be performed by the Contractor(s) monthly and on a regular basis. All tree pruning performed by Greenwood Group shall not exceed 10 feet in height from ground level.

- 1) All trees shall be pruned so pedestrians can walk underneath low-lying limbs. Trees shall be pruned in a manner so that there is good light penetration. This includes exterior pole lighting and wall pack lighting.
- 2) Trees should be maintained so that security cameras are not obstructed. .
- 3) Pruning services will also include the removal of branches, or those not consistent with standard form, any dead or diseased branches shall be removed as well.
- 4) Major pruning of deciduous trees, deep cut selective pruning will be done in winter months during the dormant season for corrective and restorative purposes. Company shall be

- informed before any drastic cutbacks are performed. This service shall be performed outside the contract and approved by the owner prior to execution.
- 5) The Contractor(s) shall trim and/or raise the canopy of all trees to a height of 10' from the ground. This will be done regardless of the size of the low hanging limbs. If a limb, regardless of its size, dips below 10', it shall be removed. If a large limb has smaller limbs that dip below the 10' mark, then the smaller limbs shall be removed and the larger limb left intact. There are some trees that may be too small and therefore cannot be raised to 10'. These trees shall be cleaned up and trimmed to a height consistent with the size of the tree, and to the Company's satisfaction. Not including old growth native trees.
 - 6) Contractor(s) shall provide pricing to trim all trees a minimum of 6' off of all existing buildings or fence lines. This project will be completed outside the maintenance contract once it is approved by the owner. After the initial pruning has been completed the contractor shall maintain the 6 foot clearance. All tree limbs and debris shall be removed from the property the same day that it has been removed from the tree.

All tree trimming and pruning shall be done in a professional manner consistent with the highest industry standards and in the best interest of each tree and its well-being. Any damage caused to a tree as a result of the Contractor(s)'s negligence shall be the sole responsibility of the Contractor(s) in such manner as that tree shall be replaced by the Contractor(s) at the Contractor(s)'s expense.

All pruning debris is the responsibility of the Contractor(s). No debris may be disposed of on-site at any property.

3.8 Tree and/or Stump Removal

Removal of trees or stumps shall be separated from preventative maintenance and shall be handled on a site-by-site basis; additionally, on an as needed basis. This service will be initiated by bid order only priced per stump.

3.9 Turf Insect and Disease Control

Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. Treatment for the control of pests will be performed on an as needed basis at an additional cost and only with approval from the Company. This service will be initiated by task order only.

3.10 Leaf Removal

All leaves in turf areas will be removed with each mowing. Leaves in plant beds will be removed in bulk quantities as the season dictates. Leaf blowers shall only be used between the hours of 8:30am – 5:30pm. All leaves are to be removed and disposed of off the site.

3.11 Resident Gardens

Resident Gardens shall be monitored on a weekly basis and a condition assessment provided to Property Management.

3.12 Spring and Fall Cleanup

Spring and fall flower planting will occur in the respective season. Beds should be planted with a variety of the following plants in accordance to sun or shade areas: red salvia, dusty miller, begonias, lantana, marigolds, impatiens, phlox, coleus, snapdragon and pansies, etc. Each bed shall be arranged in a professional manner such that it is neat, visually pleasing and meets the approval of the Community

Manager. All plant materials shall come with a full one year warranty dependent upon adequate watering by site staff.

Spring cleanup shall be performed as follows and should be included in the pricing: Spring cleanup shall include, but not limited to, leaf removal from all beds, turning flowers beds as appropriate, remove wither wrapping and remove any sand and gravel from beds and lawns. Spring cleanup shall also include the planting of spring color.

Fall cleanup shall be performed as follows and should be included in the pricing: Fall cleanup shall be in late fall after all leaves have fallen from the trees in the area. Work shall include but not limited to, leave removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc. Fall cleanup shall also include the planting of fall color.

3.13 Irrigation.

Contractor(s) shall be responsible for visually monitoring the landscape (hot spots or wet areas in the landscape) for the effectiveness of the irrigation system. We will notify management if adjustments, repairs or timer settings are needed.

2. Supplemental Services

4.01 Pine Straw

All bed lines and tree rings shall be trenched edged at a 45 degree angle and a depth of 2". All lines will be smooth and continuous. Pine straw/pine bark shall be installed to a uniform depth of 3" in all beds. Pine straw shall be pulled back from plants. All pine straw shall be maintained with a fresh appearance at all times and shall be freshened up in the flowerbeds on a weekly basis. The maintenance of the weekly pine straw/pine bark service shall be included in the weekly routine maintenance plan without additional compensation. The cost of bulk installation of pine straw/pine bark will be at an additional cost separate from weekly routine installation and will require two full applications to be included in the total cost on the **Exhibit A – Offer Form**. Please note application of either material will property specific.

4.02 Exterior Color Maintenance: Spring Color and Fall Color

The Contractor(s) is responsible for monitoring the water needs of all seasonal color in all flower beds and providing the recommended watering schedule to the site staff.

Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage, a proposal for replacement shall be submitted and approved by the Company prior to replacement installation. The Company agrees to be financially responsible to replace plant materials on a timely basis.

Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

Plants shall be watered as required to promote optimum growth. The Contractor(s) is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings.

It is the responsibility of the Contractor(s) to arrange and oversee watering of the planters and un-irrigated beds. Contractor(s) shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers at no additional cost. If further watering is necessary, Contractor(s) shall notify Company.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil shall be left smooth to maintain a neat appearance.

On 2 9/1/2015
BW 9/1/2015



greenwood group
LANDSCAPE MANAGEMENT SERVICES

Greenwood Group Ice and Snow Removal Agreement
2451 Cumberland Parkway, Suite 3530, Atlanta, Georgia 30339

CLIENT NAME& ADDRESS	BILLING ADDRESS
See attached Exhibit A	1718 Peachtree Street, NW, Suite 684 Atlanta, GA 30309
Property Manager NCRPM as Agent	PROPERTY NAME See attached Exhibit A
Property Manager/Authorized Agent Signature New Columbia Residential Property Management, LLC	Phone: 404-874-5000

Listed below is the pricing for all of the services typically associated with this kind of event. If you can give us an idea of the areas you would want to focus on it will be very helpful i.e. the parking lots, sidewalks, etc.

Labor is \$50/ hour per person and this includes travel time to your location

Ice Melt \$60/bag (4 bag minimum; concrete safe)

Snow Removal by Plow \$165/hour (2 hour minimum) this includes travel time to your location

*Rates if necessary on Thanksgiving, Christmas, and New Year's Day would be double for labor and 50% increase for Snow Removal to compensate for overtime/holiday pay rate.

Terms and Conditions: Greenwood Group states and Customer acknowledges that there is no representation, warranty, or guarantee that the work herein shall: 1. Result in safe or danger-free parking lots or sidewalks 2. Not damage, harm, or affect any materials, structures, animals, plants, natural resources, environmental media, or stormwater. Customer acknowledges that any application of de-icing material may cause damage to vehicles and concrete, asphalt, brick, stone, metal, and other surfaces, may be harmful to animals, plants, and other natural resources, and may affect or alter the nature of stormwater runoff and any environmental medium that comes into contact with such material. Customer agrees to indemnify, defend, and hold harmless Greenwood Group from and against any and all claims, demands, causes of action, damages, liabilities, costs or expenses, including attorney fees arising or accruing with respect to the removal and treatment of snow and ice on Customer's property, except to the extent the same result is from the gross negligence of Contractor. Contractor agrees to indemnify, defend, and hold harmless Customer from and against any and all claims, demands, causes of action, damages, liabilities, costs or expenses, including attorney fees arising or accruing with respect to Contractor's gross negligence in connection with the removal and treatment of snow and ice on Customer property. All Greenwood Group workers are fully covered by Workman's Compensation Insurance. Customer agrees to carry all necessary insurance. Contractor shall send invoice to Customer for each treatment in which services are performed, showing the amount owed for services performed under this agreement. Customer agrees to pay invoices within ten (10) days of receipt. Delinquent amounts will be accrued at a rate of 1.5% per month. Customer agrees by signing agreement it will allow Greenwood Group to service property without notice and with above mentioned charges applicable.

Thank you for the trust and confidence you have placed in Greenwood Group. We appreciate your business!

ACCEPTANCE

CLIENT	GREENWOOD GROUP
Barry Weaver as Agent	Represented By Jeff Creecy <i>Vice President</i>
Authorized Agent <i>Barry Weaver as Agent</i>	Authorized By <i>Jeff Creecy</i> <i>Title</i>
Date Accepted <i>November 9, 2015</i>	

Please return one signed copy to Greenwood Group.

Fax: 770.980.1300 or Email jcreecy@greenwoodgroup.net

Exhibit A - Snow Removal

	Property Name	Units	Address
1	Blackshear	78	14 Meldon Avenue SE, Atlanta, GA 30315
2	Candler Forrest	100	2145 Candler Road SE, Decatur, GA 30032
3	Citihomes	84	165 Marion Place NE, Atlanta, GA 30307
4	Colony	121	2999 Continental Colony Pkwy. SW, Atlanta, GA 30331
5	Commons	158	2524 Martin Luther King, Jr. Drive SW, Atlanta, GA 30311
6	Constitution Apartments	168	960 Constitution Rd. SE, Atlanta, GA 30315
7	Creek	172	50 Sandy Circle NE, Woodstock, GA 30188
8	Crest	152	1903 Drew Drive NW, Atlanta, GA 30318
9	Dorsey Manor	72	118 Haynes Road, Marietta, GA 30060
10	Dorsey Tower	81	212 Lemon Street, Marietta, GA 30060
11	Edgewood	136	1281 Caroline Street NE, Atlanta, GA 30307
12	Edgewood Townhomes I & II	140	150 Hutchinson Street, Atlanta, GA 30307

13	Estates	124	1710 Noel Street NW, Atlanta, GA 30318
14	Gardens	128	7101 West Strickland St. West, Douglasville, GA 30134
15	Grove	139	1783 Johnson Road NW, Atlanta, GA 30318
16	Heritage	132	1900 Perry Boulevard NW, Atlanta, GA 30318
17	High Point	96	220 Bowen Circle SW, Atlanta, GA 30315
18	Mechanicsville Family	174	500 McDaniel Street SW, Atlanta, GA 30312
19	Mechanicsville Crossing	164	565 Wells Street, SW, Atlanta, GA 30312
20	Mechanicsville Senior	155	555 McDaniel Street SW, Atlanta, GA 30312
21	Mechanicsville Station	164	520 Fulton Street, SW, Atlanta, GA 30312
22	Mill	100	2239 Flat Shoals Road, Atlanta, GA 30316
23	MLK Senior	121	125 Logan Street SE, Atlanta, Ga 30312
24	MLK Tower	96	380 Martin Street SE, Atlanta, GA 30312
25	Park Citi	154	921 Westmoreland Circle NW, Atlanta, GA 30318
26	Park Commons	332	180 Peyton Place SW, Atlanta, GA 30311
27	Parkside at Mechanicsville	156	565 McDaniel Street, SW, Atlanta, GA 30312
28	Peoplestown	99	222 Tuskegee St. SE, Atlanta, GA 30315
29	South River Gardens	124	3450 Forrest Park Rd SE, Atlanta, GA 30354

30	Sylvan Hills	191	1150 Astor Avenue SW, Atlanta, GA 30310
31	Village	100	100 Jessica Avenue SE, Decatur, GA 30032
32	Villages of East Lake	542	460 East Lake Blvd, Atlanta, GA 30317
33	Wood	120	166 Greison Trail SW, Newnan, GA 30263
	TOTAL UNITS	4873	