

**The Dana Point Condominiums**  
**SCOPE OF SERVICES**  
**LANDSCAPING FOR 2014 - 2015 SEASON**

**I. SPRING CLEAN-UP – Dates of service: 3/15 – 4/30 (Dates may vary with weather conditions.**

- A. Removal of leaves and other debris from turf areas, tree rings, planting, and flower beds.
- B. Removal of dead flowers from previous season or dead vegetation from early bulbs.
- C. Hand rake or blow as necessary to groom matted turf.
- D. Sweeping/blowing of drives, walks, walkways, curbed gutters, patios, and steps.
- E. Haul away clipping, leaves, and debris.
- F. Apply pre-emergent weed control into planting beds.

**II. WEEKLY SERVICES**

**A. Mowing**

- 1. All turf areas will be mowed evenly, as needed, to maintain a height of 3 inches. No mowing should be completed if grass is too wet to damage the sod, or under 3 inches during periods of drought.
- 2. Mowing patterns will be alternated as necessary to prevent tire ruts and matted turf.
- 3. Turf areas that are inaccessible with a mower will be trimmed with a line trimmer or by hand to the same height as mowed turf.
- 4. Grass adjacent to foundation, fences, light poles and other obstructions shall be trimmed in the same manner as specified above at the time of each mowing.
- 5. Edge all turf areas adjoining paved surfaces to maintain neat appearance.
- 6. Curbs and sidewalks will be blade edged once per month and maintained neat and clean.
- 7. Paper and other debris will be removed from turf prior to mowing
- 8. All grass clippings and debris, whether from mowing or edging, shall be removed from streets, patios, entrances, and other paved areas at the time of each cutting and disposed of off-site.
- 9. All stones/boulders shall be maintained in proper location to prevent damage to turf and beds and will be moved back into position if moved/relocated. Missing stones/boulders shall be reported to management immediately.

**B. Trees, Planting Beds and Shrubs**

- 1. Tree, shrub and flower beds will be inspected weekly by the foreman to determine what work is needed.

2. Planting beds will be kept free of weeds, grasses, leaves, and debris.
3. Bed lines will be kept edged in order to present a neat appearance.
4. Trimming of shrubs monthly as needed. Tip prune periodically to keep plant growth under control.
5. Trees less than 15 feet in heights or 8 inches in trunk diameter shall be spot pruned to remove and dead or damaged branches and periodically as needed to maintain natural form with clear walking paths.
6. Remove sucker growth as needed throughout season.
7. Ground cover will be monitored and maintained at suitable heights throughout the season.
8. Any branches which interfere with walks and driveways will be pruned.
9. Cultivated or un-mulched planting beds will be done 2 times per season, where applicable.
10. Formal hedges shall be pruned and/or thinned as needed to maintain a neat and clean appearance.
11. Recommendations on plant/tree removal shall be delivered promptly to the Management Office for consideration.

### **III. Fertilizers and Pesticides**

- A. All turf areas shall be treated with a high quality granular slow release fertilizer a total of three (3) times during the season.
- B. Target goal for total nitrogen for the season is 3 lbs. Per 1000 square feet of turf.
- C. Initial application of turf fertilizer will include a pre-emergent crabgrass and broadleaf weed control.
- D. Turf areas will receive two (2) additional applications following the initial application with a selective herbicide for broadleaf weed control when appropriate during the season.
- E. Turf, trees, and shrubs will be inspected on a regular basis for diseases and/or insects. If a problem exists, the property manager will be promptly notified.
- F. Tree beds and rings shall have high quality fertilizer applied two (2) times per year.
- G. Paved areas, planting beds, and tree rings will be patrolled for weeds weekly and sprayed with herbicide and/or pulled by hand to be removed.

### **IV. Flowers and Additions**

- A. All seasonal flower installations shall be done as a separate priced option based upon desired plant selections.
- B. Flowers and perennials shall be maintained weekly including fertilization, dead-heading, and cutting back as required at the appropriate times during the season.
- C. All initial installations of flowers or additional materials shall include compost/soil conditioning and one initial watering by a water truck.
- D. Any damage to flowers, perennials, trees, or bushes/shrubs caused by landscaper will be replaced by the landscaper at their own expense.

- E. Adjustment of timers on any sprinklers, irrigation, or watering shall be done to keep all flowers adequately watered when necessary.
- F. Contract will include price for aeration/seeding of all turf and mulching of all tree, shrub, and planting bed on a rotating basis with mulch installation in 2014 and aeration/seeding completion in 2015.

**V. FALL CLEAN-UP – October 16 thru November 30 (Dates may vary with weather conditions)**

- A. Removal of leaves from turf areas, flower beds, tree rings and planting beds
- B. Mowing of turf area
- C. Removal of clippings and miscellaneous debris
- D.** Line trim turf areas which are inaccessible with a mower.
- E. Removal of annual flowers, and dieback from perennial flowers
- F. Cleanup of leaves and debris from paved areas, walks, patios, drives, and curbed gutters around parking areas and drives
- G. Blowing of same areas

**VI. General Specifications**

- A. Equipment will be kept in good repair and clean condition. Mower blades will be kept sharp.
- B. Employees will be dressed in clean uniforms. Employees must not take work directives from Board members and other residents.
- C. Foreman or other designated individual will check in at the on-site management office weekly for updates so that they may be addressed during service visit.
- D. Weekly recap of services completed for the week shall be turned into Management for review.
- E. Foreman or other designated individual will also advise management of any schedule changes so that notice may be provided to the Board.
- F. Contractor to provide manpower, equipment, hoses, and sprinklers.
- G. Please include approximate crew size and estimated weekly hours for proposed contracted services.
- H. Contract will include a 30 day written cancellation clause with or without cause and will not include an auto renew clause.
- I. Please include a list of recommended services above and beyond contracted service in scope to enhance landscaping.
- J. Please include an itemized price list with rates for any additional services such as aeration, slit seeding, watering rates, mulch per CY, de-thatch, etc. if done on an a la carte basis.
- K. Please include any signing bonuses or incentives for signing a multiple year contract if applicable.

# WORK AUTHORIZATION

2



**BRICKMAN**

*Enhancing the American Landscape Since 1939*

Sheet # 1 of 1 **CLIENT COPY**

2201 East Higgins Road, Elk Grove Village, IL 60007-2504 (847) 958-3900/Fax (847) 427-0379

Job # 332 13 02 101 Assign Code 002

Client **LIEBERMAN MANAGEMENT**

Job Name: **DANA POINT**

Billing Address **1519 E CENTRAL RD**

Location: **1519 E CENTRAL RD**

**ARLINGTON HEIGHTS, IL 60005**

**ARLINGTON HEIGHTS, IL 60005**

Purchase Order # Invoice #

Contact: **LISETTE RAY**

Contact: **LISETTE RAY**

Phone #: **847.228.5176**

Phone #: **847.228.5176**

## SCOPE OF SERVICES:

REMOVE 3 DAMAGED JUNIPERS AT 1505 AND REPLACE

NEW JUNIPERS WILL BE SMALLER THAN EXISTING JUNIPERS THAT ARE BEING REPLACED. IT WILL TAKE A YEAR OR TWO TO GROW IN.

Date 4/10/13

Schedule MAY 2013

Billing Terms

QUOTE

PLANTINGS TO BE WATERED IN ONE TIME AT INSTALLATION. ADDITIONAL WATERING TO BE

Subtotal \$ 470.00

PERFORMED BY CLIENT REPRESENTATIVE OR BY SEPARATE TIME AND MATERIALS WORK ORDER

Sales Tax INCL.

Total This Page \$ 470.00

The undersigned representative hereby authorizes The Brickman Group, Ltd.

to proceed and to complete the scope of Landscape services described above.

TERMS: A service charge of 1 1/2% per month will be added to all balances

not paid within thirty (30) days of invoice. This represents an annual rate of

18%. In addition to all service charges there shall also be paid the reasonable

costs of collection including attorneys fees and court costs.

Trees and shrubs are guaranteed for one year from installation date provided

adequate care is provided as outlined.

### PLEASE SIGN AND RETURN

Client Approval Date

Account Manager **JOSH FELT** Date

4/10/2013

Operation Manager **SERGIO MOJICA** Date



The Care of Trees, Inc.  
2371 S. Foster Avenue  
Wheeling, IL 60090-6510  
Phone: (847) 394-3903 Fax: (847) 394-9709  
Email: twimmer@thecareoftrees.com



Client

5/9/2013

DANA POINT  
C/O LIEBERMAN  
MANAGEMENT SERVICES  
1519 E Central Rd  
Arlington Hts, IL 60005-3302

Proposal #: 20031398-00000125  
Account #: 2445820  
Work: (847) 228-5176  
Fax: (847) 228-5190  
Email: LRAY@LMSNET.COM

**Tree Pruning and Surgery**

- |   |        |                   |
|---|--------|-------------------|
| <input type="checkbox"/> Tree Removal   | Spring | \$1,065.00        |
| <i>Remove to near ground level the following trees. Grind stumps 6-8 inches below grade, rake stump chips level with ground and pick up excess chips.</i>     |        |                   |
| <i>(3) Red pines south west of 1415 Bldg.</i>   |        |                   |
| <i>(1) Spruce south east of C21 of 1415 Bldg.</i>   |        |                   |
| <i>(1) Crabapple south of A wing of 1405 Bldg.</i>  |        |                   |
| <i>(1) Spruce near parking lot east of 1405 Bldg. B wing.</i>   |        |                   |
| <i>Grind mugo pine stumps east of office.</i>   |        |                   |
| <input type="checkbox"/> Tree Removal   | Spring | \$220.00          |
| <i>Remove to near ground level the declining Amur Maple south of A04 of building 1415.</i>  |        |                   |
| <i>Grind stump deep for replanting, pick up and dispose of stump chips.</i>   |        |                   |
| <input type="checkbox"/> Tree Removal   | Spring | \$250.00          |
| <i>Remove to near ground level the declining crabapple west of C20 of 1515 building. Grind stump deep for replanting, pick up and dispose of stump chips.</i> |        |                   |
| <b>Total of All Services</b>  |        | <b>\$1,535.00</b> |
- ☐ Yes, please schedule the services marked above.

ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

*Tim Wimmer*

\_\_\_\_\_  
Your Arborist: Tim Wimmer

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

## Client Care Guarantee

**We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.**

### Tree Pruning and Surgery

**PRUNING:** Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

**TREE REMOVAL:** Removal to within 6" of ground level and cleanup of debris.

**STUMP REMOVAL:** Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

**CLEAN-UP:** Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

**CABLING/BRACING:** Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

### Tree and Shrub Fertilization

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insect and disease, greater tolerance to drought stress, increased vigor, and healthier foliage.

### Tree and Shrub Plant Health Care

**PRESCRIPTION PEST MANAGEMENT:** Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

**INSECT MANAGEMENT:** Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

**DISEASE MANAGEMENT:** Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed. EPA approved materials will be applied in accordance with State and Federal regulations.

### Other Terms and Contract Conditions

**INSURANCE:** Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

**WORKING WITH LIVING THINGS:** As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. We will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

**TREE CARE STANDARDS:** All work is to be performed in accordance with current American National Standards Institute (ANSI) Standard Practices for Tree Care Operations.

**OWNERSHIP OF TREES/PROPERTY:** Acceptance constitutes a representation and warranty that the trees and property referenced in this quote are either owned by the signee or that written permission has been received to work on trees which are not on the signee's property.

**TIME & MATERIAL (T&M):** Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

**BILLING & SALES TAX:** All amounts deposited with us will either be credited to your account or applied against any amounts currently due. Our invoices are due net 30 days from invoice date. Services may be delayed or cancelled due to outstanding account balances. Sales tax will be added as per local jurisdiction. Clients claiming any tax exempt status must submit a copy of their official exempt status form including their exemption number in order to waive the sales or capital improvement tax.

**PAYMENT:** We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

**UNDERGROUND OBJECTS:** We will request that the property owner or agent and, if required, the underground location service entity, properly identify any underground utilities or objects in the work area. Provided such request is made, we will not be responsible or liable for any damage or repair as a result of any underground utilities or objects not correctly identified or properly marked.

**SCHEDULING:** Job scheduling is dependent upon weather conditions and work loads.

## Dana Point 2013 Spring planting



East of C19 of 1415 Building

Plant Prairefire crabapple in general location of tree removed in 2012.



South of A04 of 1415 building

Remove declining Amur maple and replace with Winter King Hawthorn



West of C20 of 1515 building

Remove declining crabapple and replace with white flowering crabapple.