



Savannah Place
HOME OWNERS' ASSOCIATION

Landscaping Scope of Work

Bossier City, Louisiana

The following is a lawn, landscape, irrigation, and fertilization maintenance scope of work for the common areas, fields, and creek of Savannah Place, located in south Bossier City. This work will be contracted as a 1-year agreement for January 1st of this coming year. Savannah Place HOA and landscaping contractor herein referred to as CONTRACTOR. Savannah Place HOA retains the right to cancel any such contract within term for uncured performance issues lasting more than 60 days.

Scope of Work

Mowing & Trimming

1. Lawn maintenance services for all common areas. A map of all areas included is attached as Addendum A. CONTRACTOR will not mow additional areas unless requested. If necessary, a separate invoice will be provided for those areas.
2. Edging of all common area sidewalks, streets, median strip, etc. included in the same areas.
3. Weed eating around all obstacles and unmovable objects in the same areas.
4. Blowing of all debris after mowing, edging and weed eating in the same areas.
5. Debris cleanup and removal (i.e.: leaves, clippings, trash, etc.)
6. Services will be provided once a month in January and February, every other week in March, October, November, and December, and weekly in the months of April through September. This is an average of 35 services a year. Only visited services will be charged. Missed services due to weather will be made up within 24-48 hours.

Flower Bed Maintenance

1. Trimming of shrubs once a month from March through October located in areas A and C.
2. Weeding of common area flower beds once a month year-round and bi-weekly from April through September.
3. Any plants that are wilting and dead will be removed included with this service. Any replanting will be separately billed for the service.
4. Replace color annuals twice a year in common area flower beds (April and October), and throughout the year if wilting and dead. Installation includes plants, delivery, installation, mulch, initial watering, and cleanup. CONTRACTOR's recommendations on design and plant selection can be submitted the month prior to scheduled service.
5. Replace pine straw in common area beds located in areas A and C twice a year (April and September). Installation includes delivery, installation, pine straw, and clean up. Pine straw bags will not be stored on HOA property.

Pest Control

1. Ant Spray of visible trouble areas three times per year in sections A and C. Unless otherwise specified, spraying should take place in April, June, and August.
2. Wasp/hornet Spray of structures (gazebo, Savannah Place Sign, etc.) three times per year in sections A and C. Unless otherwise specified, spraying should take place in April, June, and August.
3. Removal of dead nests and other pest debris.

Fertilization

1. Post and Pre-Emergent herbicides and pesticides of common areas A, B, C, and G. The Post Emergent will be done in June and Post Emergent will be done in October.

Electrical

1. CONTRACTOR should report any outlet or light that seems to be damaged or inoperable.

Irrigation

1. Spring Startup - Water supply turned on; system charged on irrigation system location in common area A. Timers and controllers set; heads adjusted.
2. Winter Shutdown - Bleeding of system to minimize water freeze damage. Times and controllers set to off.
3. Monthly inspection of irrigation system from March through September filling out online form to update functional status of irrigation equipment.
4. Price does not include any repairs. Repairs will be billed separately.

Other Services

1. Damage to HOA structures, excess debris, or other maintenance items outside of this scope of work should be reported to HOA after each service is completed.
2. Any other services not included above will be billed separately.
3. A formal bid or estimate is not required for additional services to be completed under \$500. Any additional service under \$500 will be brought to the attention of the President, Treasurer, or Management and verbal or email authorization will be required before additional performances are performed. Any additional service over \$500 an estimate will be provided for the board of the association to vote on or seek other bids.

Contractor Requirements

Insurance

All work will be performed in a good workmanlike fashion, free of all claims and liens. CONTRACTOR agrees to maintain a minimum general and automobile insurance of \$1,000,000 per occurrence and workers compensation, employee liability insurance at the minimum of \$100,000 per accident. Proof of this insurance must be furnished with submission of bid for services and upon the expiration of any policy included as part of this contract, or this landscape contract shall be immediately voidable by owner or agent. Prior to expiration of said policy, CONTRACTOR will provide a copy of the renewed or replacement policy in a timely manner.

Equipment

1. CONTRACTOR will furnish all specialized equipment, tools, materials, supplies, and transportation. All CONTRACTOR equipment must be commercial. CONTRACTOR is responsible for maintaining all mower blades, weed eaters, and trimmers to maintain a quality cut all year around.
2. All CONTRACTOR equipment is operated in a professional manner. CONTRACTOR is responsible for training employees to professionally operate equipment.

Personnel

1. All work will be under the supervision of qualified personnel and inspected by HOA and CONTRACTOR on a routine basis.
2. All requests / complaints / suggestions from homeowners will be addressed to Landscape Committee Chairman or her/his. CONTRACTOR will work to address each situation.
3. CONTRACTOR employees will perform services in a courteous, non-threatening, respectful, and professional manner.

Payment Terms

1. Payment will be made monthly upon being invoiced for services rendered.
2. HOA will make payment for all received invoices within 30 days of receipt.
3. Savannah Place HOA reserves the right to make inquiries regarding services rendered and make partial payments where unresolved disputes remain.
4. Any dispute regarding services rendered will be reviewed by members of the board and CONTRACTOR will have the opportunity to present evidence of services performed.

Contract Terms

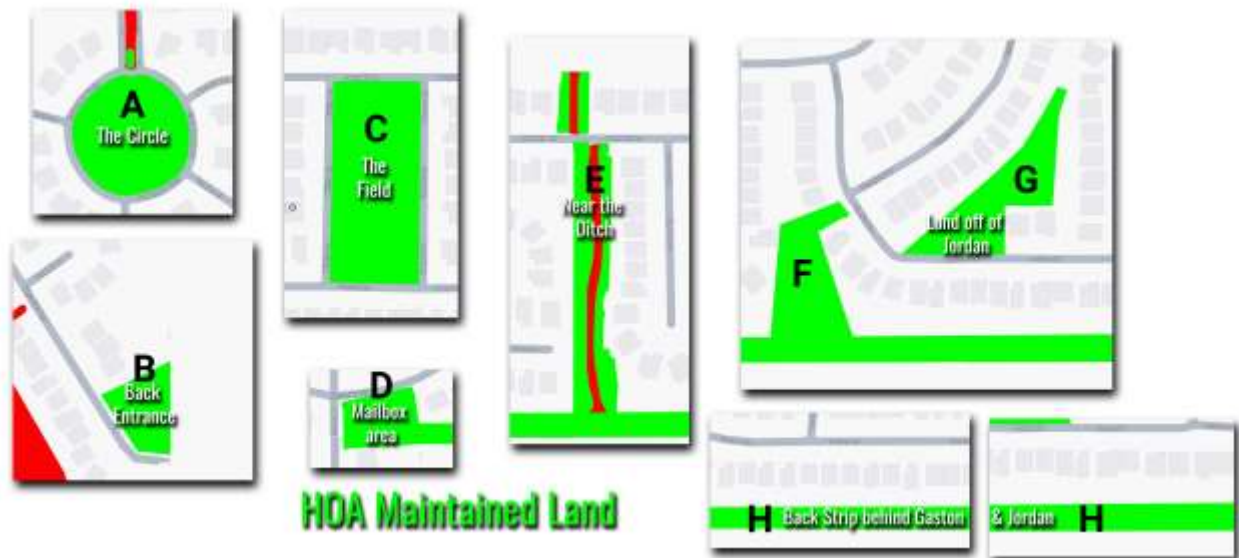
1. Certificate of Insurance with Savannah Place HOA listed as an additional insured will be required prior to any contracted services being rendered.
2. Contract will clearly state the date of when services begin and end.
3. Contract will be for a 1-year term.

Addendum A

Designated Maintenance Areas (Green):



Common Names for Areas:



Land NOT Maintained (RED):

