

Overland Cove Homeowners Association Policy Guidance for Landscape, Tree, and Irrigation System Maintenance

July 2, 2019

1. Purpose: To establish the scope of services the HOA performs for OC HOA Homeowners regarding the landscape and irrigation systems. A large portion of Homeowners annual dues and maintenance fees are allocated to the maintenance of our community landscape and our irrigation system. This Policy Guidance provides the Functional Area Lead for Landscape and the Functional Area Lead for Facilities needed information to establish service support contract vendors.

1. This policy guidance is organized in three major sections:
 1. Landscape Maintenance Policy Guidance
 1. General Landscape Maintenance
 2. Turf Grass Maintenance
 3. Shrub Maintenance
 2. Tree Maintenance Policy Guidance
 1. General Tree Maintenance
 2. Diseased or Dead Trees
 3. Irrigation System Operation and Maintenance Policy Guidance.
 1. General Irrigation System Operation and Maintenance
 2. Common Area Sprinkler System Operation and Maintenance
 3. Townhome Sprinkler System Operation and Maintenance
 4. Patio and Cottage Home Sprinkler System Operation and Maintenance.

2. Landscape Maintenance Policy Guidance

1. General Landscape Maintenance

1. Landscape is defined to be Turf Grass, Shrubs and Shrub Beds.
2. The HOA will provide limited landscape maintenance for the Common Areas.
 1. The HOA will prepare a yearly plan and budget for Common Area landscape maintenance.
 2. Funding for all Common Area landscape maintenance will come from Homeowner Common Area annual dues and reserves.
 3. In the event that the planned Common Area annual dues and reserves are not sufficient to cover the planned expenses a special assessment on all Overland Cove Homeowners may be required.
3. The HOA will provide limited landscape maintenance for all Townhome owners.

1. The HOA will prepare a yearly plan and budget for Townhome landscape maintenance.
2. Funding for Townhome landscape maintenance will come from the Townhome quarterly maintenance fees and reserves.
3. In the event that the planned Townhome maintenance fees and reserves are not sufficient to cover the planned expenses a special assessment on all Townhome owners may be required.
4. The HOA will provide limited landscape maintenance for all Patio and Cottage Home owners.
 1. The HOA will prepare a yearly plan and budget for Patio and Cottage Home landscape maintenance.
 2. Funding for Patio and Cottage Home landscape maintenance will come from the Patio and Cottage Home quarterly maintenance fees and reserves.
 3. In the event that the planned Patio Home and Cottage Home maintenance fees and reserves are not sufficient to cover the planned expenses a special assessment on all Patio and Cottage Home owners may be required.

2. Turf Grass Maintenance

1. General Turf Grass Maintenance::

1. The HOA will provide turf grass maintenance services for the Common Areas and all Townhomes, Patio Homes and Cottage Homes:
2. During the growing season (typically April thru October) the HOA will:
 1. Cut/Trim grass weekly.
 1. Walk-behind mowers will be used for all yards except the large back yards of the cottage homes on Binding Branch where stand-behind mowers may be used. All less than 48".
 2. No Zero turn mowers will be used in owner yards.
 2. Trim grass:
 1. Trim grass near fences but not under fence unless the fence is high enough to allow a trimmer to get underneath.
 2. Trim grass near vinyl siding but not under the siding unless the siding is high enough to allow a trimmer to get underneath.
 3. Edge/Trim walkways/patios/curbs/concrete areas weekly.
 4. Blow all decks/concrete areas weekly.
3. During the off-season (typically November thru March) the HOA will:
 1. Bi-weekly, pick-up leaves/trash/debris.
4. Annually the HOA will apply Seven (7) weed control fertilizers applications for turf grass.

2. Repair or Replacement of Diseased, Dying, or Dead Turf Grass:

1. The HOA will be responsible to ensure the turf grass lawns in the community are maintained to community standards.
2. The HOA will the repair or replace turf grass in the Commons Areas.
3. The HOA will NOT repair or replace turf grass at any home.
 1. The HOA will notify any Homeowner when they need to take corrective action to repair or replace turf grass in their yards outside the fences.
 2. The Homeowner is responsible to replace the turf grass at their cost.
 3. If a Homeowner does not take corrective action to repair or replace their turf grass the HOA can repair or replace it and the cost will be assessed to their HOA account for payment.

3. Shrub Maintenance

1. General Shrub Maintenance:

1. The HOA will provide shrub bed maintenance services for the Common Areas and all Townhomes, Patio Homes and Cottage Homes.
 1. Includes all shrub beds in Common Areas, outside the fence for all homes, and inside the fence for Patio and Cottage Homes.
2. During the growing season the HOA will keep shrub beds free of weeds by edging beds, hand pulling weeds' and spot application of herbicide.
3. Annually the HOA will apply Four (4) fertilization and insect/disease control applications for shrub beds.
4. Annually the HOA will prune shrubbery four (4) times per year.
5. Annually, the HOA will provide a single pine bark mulch application in the Spring.

2. Diseased or dead shrubs:

1. Diseased or dead shrubs in the Common Areas will be removed and replaced by the HOA.
2. Diseased or dead Shrubs at a home are the responsibility of the Homeowner to remove and replace.
 1. The planting of new and replacement shrubs requires the approval the HOA Architectural Control Committee (ACC).
 2. If the owner does not take action to remove and replace a diseased or dead shrub the HOA can remove it and replace it and the cost assessed to their HOA account for payment.

3. Overgrowth of shrubs:

1. The shrub beds at the community entrance, the clubhouse and outside the fences of the homes contribute significantly to the overall attractiveness of

the Overland Cove Community. However, even with annual pruning the shrub will grow and mature to a point where they become overgrown and unsightly. When this happens the shrubs will need to be significantly trimmed back or pulled out and replaced if they cannot be trimmed without killing the shrub.

2. The HOA is responsible to ensure the shrub beds in the community do not become overgrown and unsightly.
 1. The HOA will be responsible for corrections to overgrown or unsightly shrub beds in the Common Areas.
 2. The HOA will perform periodic inspections and notify any Homeowner if they must take corrective action to address any overgrown or unsightly shrub beds that are outside the fence around their home.
 1. The HOA will assist the Homeowner in developing an architecturally approved plan to address the overgrowth issues.
 2. The Homeowner is responsible to execute the plan at their cost.
 3. If a Homeowner fails to address the overgrowth situation the HOA can perform the necessary corrective action and assess the cost to their HOA account for payment.

3. Tree Maintenance

1. General Tree Maintenance:

1. The HOA is responsible for the maintenance of trees in the common areas as well as the trees planted in the front street easement between the sidewalk and curb of all homes.
2. The HOA will prepare a yearly plan and budget for Tree Maintenance.
 1. Funding for all tree maintenance will come from Homeowner Common Area annual dues and reserves.
 2. In the event that the planned Common Area annual dues and reserves are not sufficient to cover the planned expenses a special assessment on all Overland Cove Homeowners may be required.
3. The HOA will annually in the Spring apply pine bark bark mulch to all tree beds.
4. The HOA will prune trees according to City of Huntsville guidelines.
5. The HOA will remove the tree or trim the roots of any tree that threatens the structural integrity of the sidewalks/utilities in the community.
6. The HOA is not responsible for the maintenance of trees in the yards at any home.

2. Diseased or Dead Trees:

1. Diseased or dead trees in the front street easements will be removed and replaced by the HOA.
 1. Trees in the front street easement cannot be removed without the City of Huntsville Arborists approval.
 2. Replacements must be approved by the City of Huntsville Arborist.
2. Diseased or dead trees in the Common Areas will be removed and replaced by the HOA.
 1. Trees in the common areas cannot be removed without the City of Huntsville Arborist approval.
 2. Replacements must be approved by the City of Huntsville Arborist.
3. Diseased or dead trees at a home are the responsibility of the homeowner to remove and replace.
 1. The planting of new and replacement trees requires the approval the HOA Architectural Control Committee.
 2. If the owner does not take action to remove and replace a diseased or dead tree the HOA can remove it and the cost assessed to their HOA account for payment to be paid.

4. Irrigation System Policy Guidance:

1. General Irrigation System:

1. Irrigation System is defined to be sprinkler control boxes, underground pipes and valves, sprinkler heads and risers, and rain sensors.
2. The HOA will be responsible for the seasonal start-up/shutdown operation/ inspection of irrigation systems for the Common Areas and the Townhomes.

2. Common Area Sprinkler System

1. Not all Common Areas have an installed irrigation system. The HOA will maintain and operate the system for the Common Areas that have an irrigation system.
 1. The HOA will prepare a yearly plan and budget for Common Area irrigation system operation and maintenance.
 2. Funding for all Common Area irrigation system operation and maintenance will come from Homeowner Common Area annual dues and reserves.
 3. In the event that the planned Common Area annual dues and reserves are not sufficient to cover the planned expenses a special assessment on all Overland Cove Homeowners may be required.
2. The HOA will contract with Harvest Monrovia Water Authority to provide water to the system. The HOA will pay the stare bill.
3. The HOA will repair broken underground pipes.
4. The HOA will repair broken or malfunctioning sprinkler heads.
5. The HOA will repair malfunctioning control valves/timers/rain sensors.

6. The HOA will make above ground adjustments to sprinkler head placement and rise to maintain efficient watering coverage.

3. Townhomes Sprinkler System:

1. The HOA will maintain and operate the Townhomes irrigation/sprinkler system .
 1. The Townhome Sprinkler System cover the following:
 1. Front, back yards for all Townhomes.
 2. Side yards for end unit Townhomes.
 3. Front street easements between the sidewalk and curb.
 2. The HOA will prepare a yearly plan and budget for Townhome irrigation system operation and maintenance.
 3. Funding for Townhome irrigation system operation and maintenance will come from the Townhome quarterly maintenance fees and reserves.
 4. In the event that the planned Townhome maintenance fees and reserves are not sufficient to cover the planned expenses a special assessment on all Townhome owners may be required.
2. The HOA will contract with Harvest Monrovia Water Authority to provide water to the system. The HOA will pay the water bill.
3. The HOA will repair broken underground pipes.
4. The HOA will repair broken or malfunctioning sprinkler heads.
5. The HOA will repair malfunctioning control valves/timers/rain sensors.
6. The HOA will make above ground adjustments to sprinkler head placement and risers to maintain efficient watering coverage.
 1. The HOA will **not** make above ground adjustments to sprinkler system inside the fence of Townhomes that have “modified” the “original” landscape with shrub beds and/or hardscape. The HOA can make recommendations to the owner each year as to any adjustments they should make to their sprinkler heads inside the fence.
7. The HOA will control the irrigation system control boxes.
 1. The Townhome irrigation systems are not designed for individual watering requirements. The irrigation systems are monitored and controlled by the HOA as best as possible, to accommodate changing weather patterns.

4. Patio Home and Cottage Home Sprinkler System:

1. The HOA has no responsibility for the maintenance and operation of the Patio/ Cottage homes irrigation systems.
2. The Patio and Cottage Home owners is responsible to operate and maintain an irrigation system for their homes.
3. The expenses for the operation and maintenance of their irrigation system is NOT covered by the Patio and Cottage Home owner’s quarterly maintenance fees.