

# LAWN MAINTENANCE PROPOSAL

## HUNTINGTON ESTATES (HOA)

3380 FRED GEORGE ROAD  
TALLAHASSEE, FLORIDA 32303

Esposito Garden Center

2743 Capital Circle N.E.  
Tallahassee, Florida 32308  
850-386-2114

## Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

### Turf

- A. **Mowing:** Turf (Centipede) areas will be cut no higher than 4 inches and no lower than 3 inches. No more than 1/3 of the leaf blade shall be removed when cutting. Mowing practices shall eliminate uneven areas and promote healthy growth as dictated by the season and/or current weather conditions.
  - a. Mower blades shall be sharpened on a regular basis as to eliminate tearing and ensure that leaf blades receive a nice clean cut.
- B. **Clippings** will not be bagged. Grass-cycling shall be done. Research has shown that clippings contain nutrients beneficial to the turf.
  - a. Extreme Care will be taken to prevent grass clippings from falling into the landscape beds. Any clumps of grass clippings will be blown as to evenly disperse them across the turf.
- C. **Edging:** A sharp perpendicular edge shall be maintained where it will be needed.
  - a. String trimmers shall be used on occasion to edge landscape bed and tree rings. Extreme care shall be taken to avoid digging, gouging, and or damage to turf.
- D. **String Trimming:** Weed eaters / trimmers shall be used to trim grass and weeds along curbs, bed lines, buildings, and around other obstacles. String trimmers shall be used in all areas in which a mower cannot maneuver.
  - a. **Fire Ants:** Esposito shall be responsible for treating Fire Ant mounds present in the turf and landscape areas. Mounds will be treated as they appear during weekly service visits.
- E. **Damages because of mowing:** Esposito shall make all provisions to minimize damage that may occur because of mowing.
  - a. Extreme Care will be taken to prevent ruts in the grass. Extreme care will be taken to prevent mowers from tracking dirt and grass onto the sidewalk.
- F. **Unfavorable weather conditions** in relation to the turf grass: Climate conditions often dictate the best horticulture practices; therefore, Esposito shall use their professional judgment to determine when not to cut the turf grass.



- a. Extreme heat and drought may reduce the number of mowing required to keep a health lush turf.
- b. Frost and or extreme cold may reduce the number of mowing required to keep a health lush turf.

## **Shrub and Groundcover Maintenance**

### **A. Pruning:** Several types of pruning techniques will be used to maintain shrubs and groundcovers.

#### **a. Shrubs and groundcovers shall be pruned for the following reasons:**

- i. Maintain and improve the shape and appearance of the shrub.
- ii. Maintain the health of the shrub.
- iii. Control the size of the shrub, in relation to its surroundings.

### **B. Tipping:** Shrubs and groundcovers shall be tipped mechanically once per month to maintain their shape and create the effect and appearance intended by the client.

### **C. Rejuvenation Pruning:** Deep, hard pruning shall be done as part of the "spring cleanup" during the months in which the plants are dormant. This service shall only be done if deemed necessary by Esposito and (or) the client based on desired function, growth habit and climate condition. (Clean up Crew)

### **D. Dead and (or) Damaged Wood** shall be removed with hand pruners or hand saws to allow for the natural development of plant material.

### **E. Dead Plants:** Esposito shall remove all dead plants, not trees, promptly. Esposito shall submit a written report to management regarding removal and possible replacement options and pricing.

### **F. Ornamental Grass:** All ornamental grass shall be pruned once per year to a height of 12"

## **LANDSCAPE BED (TREE AND SHRUB BED)/ HOLDING POND**

### **A. Weeding:** Weeding shall occur weekly. Weeds shall be controlled by mechanical, physical and chemical methods. Hand weeding along with chemical treatments (post emergent herbicides /round up) will be done continually.

## **GENERAL SITE MAINTENANCE, TRASH AND DEBRIS REMOVAL, WEED CONTROL**

### **A. Debris Control:** Property shall be policed for the removal of paper, cans, bottles, sticks, leaves, and other debris. All walkways, pool decks, drains, curbs, and breezeways shall be blown clean every week.

### **B. Weed Control:** Esposito shall spray or pull any weeds present in parking lot areas (asphalt and gravel), curbs, walkways, and pool decks These areas shall be maintained to control and eliminate weeds.

- C. **Leaf Collection:** All leaves shall be blown from the mulch beds and gathered. All leaves shall be blown from the sidewalk, curbs, and pool decks. Esposito shall not allow leaves to accumulate in any area. Portion of leaves shall be collected and hauled off. Portions of leaves shall be mulched up into the turf.
- D. **Severe Weather Cleanup:** Esposito shall remove all debris resulting from natural occurrences such as hurricanes, tornados, snow storms, ice storms and rain storms with winds exceeding 35mph. Esposito shall invoice client at the labor rate of \$75.00 per man hour; equipment and hauling fees may be assessed depending on the severity of the debris.

## GENERAL CONTRACTOR REQUIREMENTS AND PROCEDURES

**Operational Procedures:** Esposito shall preform basic services outlines within this scope of work between the hours of 7:30am and 5:00 pm Monday – Friday. Esposito preform basic services on Saturday after 9:00 am. Esposito shall not use leaf blowers before 8:30am, Monday – Friday.

- A. **Attendance Log:** Esposito shall provide client with an attendance log to record the names, visitation times and the duration of thereof all service personnel, account managers and supervisors. This log shall be kept, in the leasing office.
- B. **Monthly Landscape Inspections / Walkthroughs:** A representative from Esposito and the client shall perform MONTHLY site inspections. At that time, both representatives shall collectively compile a list of landscape related items that shall be performed before the next inspections. In addition, both representatives shall compile a list of any work, outside the scope, that will require proposals. Proposals shall be submitted for review no later than 15 days after the inspection.

## OTHER CONTRACTOR RESPONSIBILITIES

- A. **Maintenance Personnel Uniforms:** All laborers and foreman of Esposito performing work on the premises shall be in a uniform. The shirt and pants shall be matching and consistent. The uniforms shall be clean and neat. No shirtless attire, no torn or tattered attire or slang graphic T-shirts shall be permitted.
- B. **Maintenance Personnel Behavior:** No smoking in or around the buildings will be permitted. Rudeness or discourteous acts by Esposito's employees towards tenants, guest, management etc will not be tolerated. Contractor will park in designated areas if / when required.
- C. **Safety:** Esposito shall maintain an adequate safety program to ensure the safety of employees and any other individuals working under this agreement. Contract shall comply with OSHA standards.



## SUMMARY PRICE FORM

### Itemized Price Summary

#### Landscape Management – 21 TOTAL SITE VISITS

#### Per Visit

Regular Maintenance Services: MARCH-NOVEMBER (EVERY 14 DAYS)

\$192.94

DECEMBER-FEBRUARY (ONCE PER MONTH)

#### Yearly Price:

#### Yearly price

\$4,051.68

#### MONTHLY INVOICE:

\$337.64

Upon cancellation, EITHER PARTY can give a 30 days notice

## Approval and Authority to Proceed

We approve the project as described above and authorize the team to proceed.

Name	Title	Date / Initials
NORRIS LELAND	DEPARTMENT HEAD	
CEDRIC BROOKS, M.Ed.	OPERATIONS MANAGER	CS 1-19-2024
SHAI TOWNS	BILLING SPECIALIST	

Approved By

President HEHA

Date

1/21/2024

Approved By

Carlos H. Amato

Date

1/21/24

HEHA Maintenance Ctee chair



# ESPOSITO NURSERY, INC.

## LAWN MAINTENANCE ESTIMATE

OFFICE 386-2114 ~ FAX 385-6291

[lawnmaintenance@espositogardencenter.com](mailto:lawnmaintenance@espositogardencenter.com)

Date: 2/1/2024

Estimated by: C.BROOKS

Customer Name: HUNTINGTON ESTATES (HOA)

Phone: (850) 676-1625

Account Number: 3904

Cell Work

Email: HEHASECRETARY@GMAIL.COM

Job Location: 3380 FRED GEORGE ROAD

Tallahassee Florida

32303

Billing Address: Email

Commercial: ☒

Residential: ☐

Crew: 50

Route: LAKE JACKSON

### LAWN MAINTENANCE/CLEAN UP/LANDSCAPING

MATERIALS	Model	SIZE	QTY	UNIT PRICE	TOTAL
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Proposed Cost: Materials \$0.00

Landfill/Hauling \$0.00

Per Visit Price: Lawn Maintenance Labor \$192.94

Tax \$0.00

**TOTAL \$192.94**

SPECIAL EQUIPMENT
Pole Pruner
Chain Saw
Ladder
Pole Saw

SPECIAL INSTRUCTIONS
<b>Make sure that the front entrance</b>

### LAWN MAINTENANCE ESTIMATE: Description of routine work

**SEE ATTACHED LAWN MAINTENANCE PROPOSAL PACKAGE**

All yard debris such as grass clippings, tree limbs, shrubs trimmings and the like will be removed and hauling fees may apply depending on size and amount.

Esposito's can not be held responsible for underground utilities (irrigation, telephone, invisible dog fence, night lighting or TV cable) that are less than 6 inches below the surface.

FREQUENCY:

MAR.-NOV.(EVERY 14 DAYS) DEC.-FEB.(ONCE PER MONTH)

Initials: CB

TOTAL VISITS:

21

PRICE:	Per Visit	\$192.94	Per Year	\$4,051.68	Per Month Price	\$337.64
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Unpaid balance shall accrue interest at the rate of 1 1/2% per month.

Liens will be filed on property when full payment has not been received within 75 days.

Customer Signature: X

HENA PRESIDENT

Date: 2/1/2024

(Required before work can be scheduled. Please return by mail, email, or fax.)

The contract price is for the total number of service visits per year, divided by 12. Therefore, if the contract is canceled, charges will be prorated by the number of service visits received for the conception of the agreement to the cancellation. This agreement may be cancelled by either party upon 30 day written notice (including via e-mail) to the other party. In the event of any cancellation, contractor shall only be entitled to payment for actual services rendered through the time of cancellation, subject to any offsets.

**All contracts subject to a 5% price increase after one year anniversary**

Customer On-Boarding Packet Enclosed

[Customer Onboarding.docx](#)

Start Date: