

Village of Hartwick Operating Procedures
Landscaping Process

Version 3.1

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Section I – Definitions

VOH – Village of Hartwick Resident Association

Residents – Homeowner

Board – Board of Directors of Village of Hartwick Resident Association

Executive Committee – Refers to the officers of Hartwick Village Resident Association that includes the President, Vice President, and Secretary/Treasurer

Committee Chairperson – Usually a Board Member assigned to head a specific committee.

Project Champion – Person who has primary responsibility for a project. Often this will be the Committee Chairperson

Property Manager – Refers to Cornerstone Property

Vendor – Supplier, Company or individual who may bid on or deliver a service, product, or project.

Bid/s – Refers to the documented Bidding Process that is followed for all bids.

Section II – Overview

This document defines the Process for managing the Landscaping appearance of VOH. It defines the structure of the committee and the steps necessary for reviewing landscaping conditions.

Section III – Benefits

1. Consistent review and documentation of landscaping conditions in the entire community
2. Provides an annual plan that is updated as needed.
3. Provides a means to plan in the annual budget.
4. Offers transparency and visibility of the community needs.

Section IV – Committee Organization

The landscaping committee is organized as stated in the Board Policies in Section XIX of the Rules and regulations. The Committee Chairperson will organize committee meetings, ensure members of the committee participate in all committee activities. The Committee Chairperson will submit written reports and recommendations to the Board as needed.

Section V – Semi-annual walk through and documentation

In early spring and early fall the committee will conduct a detailed walk through of the entire VOH community to make notes and document landscaping conditions and all items of concerns. To the best of their knowledge identify if the issue is on common or homeowner’s property.

1. Document all concerns with a photo, specific location and whether in common space or resident owner property. All concerns will be numbered for reference.
2. Look for:
 - a. Dead or dying trees and shrubs.

- b. Drainage problems and standing water.
 - c. Erosion
 - d. Overgrown shrubs
 - e. Trees with dead limbs that may need trimming.
 - f. Areas that may need to be cleaned up.
 - g. Insect infestation of plantings
 - h. Landscaping violations
3. Prioritize all items per the Priority as defined in Section VI below.
 4. Receive bids from service providers for all priority 1 & 2 items.
 5. Prepare the final report as stated in Section VII and present it to the Board at the earliest possible time.

Section VI – Determining Priorities

All landscaping needs will be prioritized to ensure action taken is based on those most critical. The priorities are:

1. Priority 1 – Are very urgent matters that may need immediate attention. Examples include leaning dead trees or any item that may be a safety hazard. These items should immediately be brought to the attention of the board. (Immediate bids)
2. Priority 2 – These are items that are important, but not urgent and present a negative impression of our community. Examples are dead or dying trees and shrubs, visible erosion that is changing the contours of the land. (Immediate bids)
3. Priority 3 – These items are moderately important and should be attended to as funds are available. Examples include trimming of shrubs, dead limbs in trees, weed control, replacing removed trees or shrubs, etc. (Bids as requested by Board)
4. Priority 4 - These items are nice to have. Examples are new plantings (where none were there before), development of new landscaped areas, additional flowers, etc. (Bids as requested by Board)

If there are multiples items within a priority group each of those will be prioritized such as P2-1, P2-2 or P3-1, P3-2, P3-3, etc.

Section VII – Development of Landscape Plan

The landscaping committee will document a Landscape Plan based on semi-annual walk through and priorities assigned to each item. The plan will include:

1. Each item referenced from Section V – 2 will be noted with the reference number on a diagram (plot) of the VOH (Map Key) illustrating the physical location of the item.
2. Description of the item and the assigned priority
3. Bids for all priority 1 & 2 items
4. Bids of lower priorities items as requested by the board.
5. Completion date and actual cost when an item is completed.

The plan will be updated at least twice a year, in early spring and early fall. Along with the plan a budget will be presented to the board for consideration. See an example of the plan in Appendix A and Map Key in Appendix B. The **Landscape Plan** will be a separate spreadsheet that is updated as needed. The **Map Plan** will be a scan of the VOH plot as illustrated in Appendix B.

Section VIII – Homeowner’s Responsibilities

During the walk through and development of the Landscape plan, some items will be identified as being on the homeowner's property and will require the homeowners to take corrective action. The Committee as a courtesy may get quotes for homeowner's issues. The homeowners may get their own bids from qualified contractors who are properly insured. If the homeowner engages contractors to fix their issue, they will be solely responsible for contracts and payment. For those items identified as homeowner responsibility a letter will be sent to them by the Property Manager. The letter will contain the following:

1. Identify the specific issue.
2. The estimated cost as provided by VOH contractor, which may be a "if all homeowners with same issue agreed price."
3. Explain that homeowners may hire their own contractors as long as they are licensed and insured.
4. Explain they have 90 days to correct the issue. If not corrected after 90 days VOH may hire a contractor to complete the work and the homeowner will be billed for the cost plus a management fee of 10% by the Property Manager.

The Landscaping Committee will follow-up to ensure the work is complete and when necessary, with Board approval, hire a contractor as described in Section VIII-4 to complete the work.

Section IX – Ad-Hoc Requests

After the plan is completed new items may be brought to the attention of the Committee by members of the committee or any resident. The committee will evaluate the item and if the committee thinks it warrants being added to the Landscaping plan they may do so by assigning a reference number and priority number.

Section X – Review and Approval/Rejection of Landscaping Modifications Requests

Any time a resident wants to change or put in new landscaping the resident is required to complete a Landscaping Modification Request.

Examples of when a Modification Request must be submitted are:

1. Replace a tree.
2. Permanent removal of shrub/s.
3. Cut down a tree that is not currently part of the landscaping plan.
4. Plant a new tree.
5. Putting down new pavers, borders, gravel, rock, sand, concrete or steppingstones on any part of the property
6. Install a new flower area in an area that currently contains turf or lawn.
7. Installation of swings, playground equipment etc.
8. Installation or replacement of privacy fence between units

Modification requests will initially be sent to the Cornerstone Property Manager who will immediately forward them to the Landscaping Committee Chairperson. The Chairperson along with other committee members will evaluate the request, visually inspect the property to be modified, and prepare a recommendation for approving or rejecting the request. The recommendations and reasons for rejecting or approving will be presented to the Board for final disposition.

It is impossible to state all of the circumstances for approving or rejecting a request. ~~Some~~ Examples are:

1. Does it add to the overall aesthetic of the property?
2. Does it blend in with existing landscaping and overall appearance?
3. If a tree, is it on the authorized list of acceptable trees?
4. Is it simply a replacement?
5. Does it require digging and or removal of turf?
6. Does it encroach upon neighboring property or conflict with neighbor's landscape?
7. According CCR No vegetable garden or planting are allowed.

Examples when a Landscaping Modification Request is not necessary.

1. Replace current shrubs with similar or like shrubs.
2. Planting of flowers in existing flower beds.
3. Trimming existing shrubs and trees.
4. Placing mulch in existing flowers/shrub areas and flowers/shrubs clean-up.

Appendix A Landscaping Plan



Sample Below

06/21/20		Landscaping Plan			
Priority	Date Entered	Description	VOH Amt	Owner Amt	Date Quote
TBD	06/21/20	Remove dead pine tree, this needs to be re-quoted as price given was for removal/replacement. This tree is located near the yellow fire hydrant in the common area.	TBD		
TBD	06/21/02	Cut off branch or remove entire tree in common area along fence line between Hartwick/Abbeywood. <u>Could be a safety concern as it is overhanging over the fence and closing in on transformer pole. Tree has been properly identified.</u>	\$500		05/01/20
		4112 Hartwick Village Place, ash tree in small common area next to 4112 appears to be dead. Estimate to remove/no replacement required	\$480		
		4112 Hartwick Village Place, ash tree behind 4112. <u>This tree is in the middle of the berm. Awaiting decision from Springhurst on removal (will need to double check property line). They have proposed a 50/50 shared removal on this. This tree is showing some life. Should we consider trimming vs taking down? However, would we be facing some top heavy issues? This will be added to the Springhurst letter being written to reconfirm shared proposal.</u>	\$1,200		

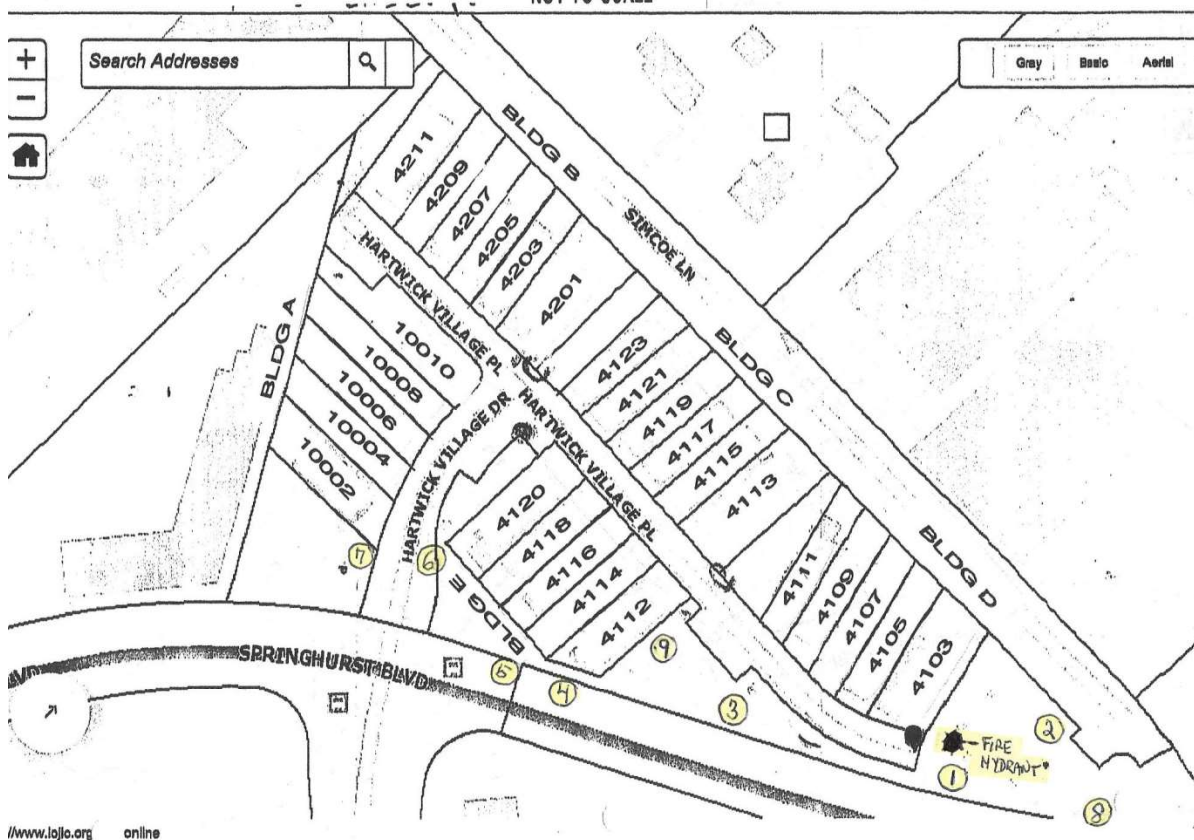
Appendix B - Map Key

VILLAGE OF HARTWICK

2020

NOT TO SCALE

REVISED MAY 2020



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