

EXHIBIT A - RIVERWOOD LANDSCAPE SCOPE OF SERVICES

LANDSCAPE CONTRACTOR BASE BID REQUIREMENTS

The base bid includes the scope of service items (1-80) listed below except for items listed as out of contract. During the final interview process, bidders will have the opportunity to recommend an alternate schedule of activity of service within the base bid services which will be negotiated prior to signing the contract. Copies of landscape maps and example of monthly calendar will be available to final bidders. All "out of contract" items may be requested work for the contractor with HOA approved cost proposal. Riverwood reserves the right to use other licensed and certified contractors for "out of contract" work.

1	MAINTENANCE OF TURF/GRASS
2	Mowing of turf/grass and Edging - Fridays
3	*Mow all turf to 1 1/2 inches weekly during the growing period and when grass is dry. Mow height shall be 2 inches in fall and winter. In the non-growing season only mow when needed and grass in dry. Friday crew shall replace all damaged sprinkler heads caused by mowing with no charge.
4	Edge/trim (same time as mowing) around all turf and ground cover areas including next to curbs, sidewalks, and around all utilities.
5	Remove all clipping from site after mowing and edging.
6	Reseed small areas of lawn in early spring or fall when requested by Property Manager. Keep bag of seed in maintenance shed for work to be done.
7	Provide property manager with recommendations to maintain all turf/grass in quality state.
8	Application of Fertilizer
9	Fertilize all turf 4 times/year based on the manufacture instructions.
10	Apply pre-emergent weed control to turf in spring.
11	Apply post-emergent herbicide to turf 2 times/year to prevent germination of weeds. Landscape committee to notify homeowners on monthly calendar with scheduled landscape work.
12	Apply fertilizer and other chemical products based on the manufacture instructions.

13	Provide property manager with list of fertilizers and other chemical products to be used at Riverwood before applying. Only use chemicals approved by the EPA and local code standards. This list will also be posted on the Riverwood website under Landscape Committee.
14	Aeration of Turf/Grass
15	*Aerate all turf areas 2 times/ year in Spring and Fall. Any damage to sprinkler heads during this process is the responsibility of the contractor.
16	CLEAN-UP OF MISCELLANEOUS LANDSCAPE DEBRIS AND GARBAGE - Daily
17	Maintain street facing common areas, grass, and all streets free of papers, bottles, cans, debris, and other related garbage during daily Riverwood walks. This includes curb area on Oak Avenue, main entry, creek areas, and slopes.
18	*Supply additional crew to support clean-up of leaves and landscape debris from minor storm damage.
19	*Supply crew (at request of HOA) to clean up all landscape debris after major storm damage to include dump fee charge. Out of Contract Remove trees and tree debris after major storm damage only when requested by Tree Committee and include dump fee charge. Out of Contract
20	Check storm drains and remove all landscape and other debris on top of grates and in street gutters to prevent clogging. Report all clogged drains to property manager.
21	Report dead, injured or diseased animals to Property Manager. Remove small dead animals if licensed to do this work.
22	BLOWING - Friday all of Riverwood & other days as defined below
23	*Blow every Friday the “portal (door) to street” public space views of all Riverwood homes. This includes all streets and gutters, driveways, front sidewalks, and front door entries. This may include a front deck if connected to the front door entry and enclosed private use front areas if door is open. This does not include decks not connected to front entry, sidewalks/walkways, or adjacent patios to the side of homes or behind homes. Blow all stairs, bridges, and walking areas in the common areas.
24	Blow off/remove debris laying on top and within shrubs and plants.
25	*Maintain (and not blow) area under groves of trees standing alone-without shrubs or ground cover. Leave leaf debris for soil enrichment until debris exceeds 2 inches. Pick up all branches and small twigs under trees on Friday blow day. See map for blowing under groves of trees.
	*Blow excessive debris on Monday or Tuesday at the Riverwood entry and all streets and gutters. Blow all stairs, bridges, and walking areas in the common areas.

27	*Blow tennis court 1 time/week on Fridays and other crew days when the area is covered with leaf debris.
28	*Blow debris in upper and lower pool areas on Fridays. This includes blowing off landscape debris on tables and chairs. Blow every day during May-September when area is covered with leaf debris.
29	TREE MAINTENANCE Maintain and prune all trees up to 12 feet as part of the landscape maintenance contract.
30	Maintenance of trees taller than 12 feet is under the responsibility of Tree Committee. Out of contract
31	Prune all common area trees up to 12 ft to appropriate natural shape and form to strengthen tree based on annual schedule. This includes all fruit trees, flowering plum, and crab apple.
32	Remove tree branches as needed that interfere with homes, sidewalks, and public safety. Remove all tree volunteers in common areas. This includes removing & trimming "sucker" shoots on trees. Report any potential need for larger branch or tree removal to Tree Committee.
33	*Double stake trees as requested by tree committee for trees up to 12 feet. Cost of stakes out of contract
34	Plant new trees as requested by the Tree Committee. Out of contract
35	Remove ivy and other ground cover growing up trees and 12-24" from around trees.
36	*Pollard/prune all common area crepe myrtle trees annually. This process is done to prevent new growth into nearby trees per fire consultant recommendation. Tree committee responsible for all decisions related to Crepe Myrtle pollard or prune. See tree location map.
37	Spray annually at the appropriate time for fruit prevention for 14 Flowering Plum and Crab Apple Trees. See tree location map. Out of contract.
38	Provide merit injection annually at the appropriate time for 58 Crepe Myrtles to prevent aphids. See tree location map. Out of Contract
39	MAINTENANCE OF SHRUBS, PLANTS, AND GROUNDCOVER
40	Pruning and Trimming *Maintain a pruning and trimming schedule for all shrubs and plants in common areas based on Landscape Maintenance Zone Map. This includes all shrubs allowed to grow up to 12 feet. Zone Map to be developed by Landscape Committee along with zone pruning schedule for monthly calendar.

41	Prune and trim small to medium size shrubs and plants 4 times/year (as needed per type of plant) with hand clippers to retain natural appearance and growth.
42	*Prune and trim large/tall shrubs and hedges annually to maintain height at or below 12 feet. Use power trimmer for areas defined by contractor with advanced approval from landscape committee. See map for location.
43	*Trim all ivy and ground cover 12-24 Inches from homes/buildings and from utility structures. Actual distance will be determined by the gardener as "best practice" for the specific area.
44	*Identify dead or diseased shrubs and notify Landscape Committee with recommendation for potential replacement.
45	Discuss any live shrub removal or transfer to new area with Landscape Committee representative prior to work being done.
46	Remove any plant material that interferes with homes, sidewalks, driveways, and public safety.
47	Maintain all planted areas free of involuntary grasses, weeds, leaves, spent shrub blossoms, volunteers and suckers.
48	*Apply pre-emergent herbicide in planted areas 2 times/year to minimize weeds. Provide schedule for this work and Landscape Committee to notify homeowner in advance - posted on monthly calendar.
49	Fertilize all planted common areas 2 times/year using product and time appropriate for the shrubs or plant.
50	*Fertilize all azaleas and camellias with specific product appropriate for this shrub or tree and product defined fertilize times.
51	Provide list of landscape nursery sources for landscape committee to view products.
52	*Replace all ground cover, shrubs, trees, and irrigation equipment due to contractor error at contractor expense.
53	*Replacement of landscape material shall be drought tolerant or CA Native, fire resistant, deer resistant and meet other required criteria unless approved otherwise to be in harmony with existing landscape. Landscape Committee to provide list of required criteria.
54	Apply only Redwood or Cedar type mulch in common areas (to deter turkeys) and application depth shall not exceed 2 inches for fire prevention. Out of Contract
55	Replace turf/lawn as requested by Landscape Committee in Fall or Spring. Out of Contract
56	Work with Landscape Committee on turf replacement in Board approved common areas.

57	Design and install landscape maintenance renovations projects as requested by the Landscape Committee. Out of Contract
58	MAINTENANCE FOR FIRE FUEL REDUCTION
59	Maintain weed control and removal of CA invasive plants and weeds. *Landscape Committee to provide annual updated list of CA invasive plants.
60	*West side - adjacent to tennis courts and other west side common area: Prune shrubs, ivy and other landscape material in accordance with recommendations from Fire Risk Criteria Guidelines.
61	*Common areas behind homes including upper creek slopes: Prune to the ground ivy and other ground cover in defined common area every 7 years (January-March) with removal of cut back, leaf, and all fire fuel material. Work coordinated by Landscape Committee on annual rotation basis. See 8 year rotation map for location of defined common areas.
62	North Side - Oak Avenue: Maintain landscape material up to 12 feet in height and up to 36" from the ground on Oak Avenue curb area to fence and assure proper distance from the street as defined in Fire Risk Criteria Guidelines.
63	Creek bed - north and south of the Covered Bridge: Remove weeds from creek bed 4 times/year and additional times when requested by the HOA.
64	Creek lower bank/lower slopes - north and south of the Covered Bridge: Remove weeds and CA invasive plants 2 times/year.
65	South side top of bluff behind homes on Covered Bridge & Riverbluff homes: Power cut weeds and pop-up shrubs between fence and bluff - 4 times/year. Remove fire fuel landscape debris.
66	South side bluff - all slopes below Quail Point homes: Monitor and pull weeds including Bermuda grass 4 times/year on the three slopes.
67	South side bluff below homes on Riverbank Pl: Hard prune or power cut on slopes 1 time/year in February and control weeds growing on the slope.
68	South side below homes on Riverbank Pl: Power cut weeds and pop-up shrubs on both sides of fence - 4 times/year. Remove fire fuel landscape debris.
69	MAINTAIN IRRIGATION SYSTEM & COLLABORATE ON ISSUES RELATED TO DRAINAGE
70	Conduct spring and summer in-depth inspection of irrigation system including valves, controllers, pipe and other components of the system. Provide HOA with summary of findings and recommendations for replacement.
71	Replace broken or damaged sprinkler heads, nozzles, bodies, emitters, couplers, and risers including those not functioning efficiently for the area. On site crew to repair with attic stock. Materials purchased Out of Contract.

72	Identify broken valves, controllers, and irrigation pipes during daily property walks and other crew work. Report to property manager within 24 hours with request to repair. All repairs are Out of Contract.
73	Replace broken controllers, valves and pipes based on approved cost proposal from Landscape Committee and/or property manager. Out of Contract.
74	Work with landscape committee representative to update and maintain controller/timer map. Work with landscape committee representative to maintain irrigation schedule spreadsheet.
75	Work with landscape committee representative to update and maintain valve map. *Landscape Committee to keep record of valves and controllers by number including replacement dates.
76	Inspect and clean inside of controller/timer boxes 2 times a year.
77	*Inspect and clean landscape material and other debris from inside valve boxes annually.
78	Diagnosis of Riverwood Irrigation System - Collaborate with the HOA and contracted certified landscape Irrigation specialist to conduct a diagnosis of entire irrigation system and recommend future equipment improvement. Out of Contract
79	*RIVERWOOD DRAINAGE SYSTEM - assist in identification of drainage issues while on daily walks throughout Riverwood and report to property manager.
80	Replace broken or damage drains when requested by the Drainage Committee with approved cost proposal. Out of Contract
	MANAGEMENT OF LANDSCAPE CONTRACT (Draft) - Riverwood Property Manager is responsible for managing the Landscape Contract. Homeowners communicate landscape related problems/issues via the Property Manager. Riverwood committee chairs communicate via the Property Manager and work directly with the Landscape Contractor and identified employees in emergency situations and related landscape issues on behalf of our homeowners.
	Quarterly review by committee chairs of landscape contractor work based on the scope of services. Communication by committee chairs in emergency situations with contractor "point person" related to specific tasks within the scope of service. Communication by homeowners via email to Property Manager and/or a work order system yet to be defined.
	EMERGENCY SERVICES - Contractor shall provide emergency services 24 hours a day, 365 days a year. (Out of Contract)

