

# Services provided by Earthwork, Inc.

## **Landscape Maintenance:**

**Lawns:** cut, trim, edge all lawn areas. Sweep sidewalks, driveways and roads of debris.

**Watering:** all lawns and seed beds to sustain life and normal growth.

**Weeding:** weed all seed beds as needed.

**Clean up:** clean all roads, walkways and grounds to keep a neat appearance.

**Planting:** plant all trees, shrubs and flowers, to include pick up and delivery. Landscape renovation projects will be billed separately.

**Pruning:** prune ornamental trees and shrubs to keep a neat appearance.

**Sprinkler System Maintenance:** repair and maintain sprinkler system in good working order to include: winterizing system in Fall, turn on in Spring and make all minor necessary repairs, trouble shoot and repair valves, heads and clocks if possible. System replacements will be billed separately.

**Swimming Pool and Hot Tub:** clean 6 days per week during season, check and maintain proper chemical levels and temperature, includes opening pool in Spring and winterizing pool in Fall, pump and clean pool cover, pick up and delivery of chemicals. CPO certifications are included.

**Lighting:** replace light bulbs as needed, trouble shoot minor electrical problems, pick up and delivery of parts.

**Snow Removal:** remove snow from all roads, driveways and walks during the day, salt as needed.

**Lake / Pond Maintenance:** trouble shoot and repair pumps as needed, treat water as needed. Chemicals, pump repairs & replacement paid for by the HOA.

**Clubhouse and Rest Rooms:** clean, mop and vacuum as needed.

**Minor Repairs:** to include buildings, rain gutters, signs and fences. Storm drains cleaned as needed. Community wide rain gutter cleaning available on a bid basis. Spot cleaning as needed.

**Labor:** furnish and supervise all labor, insurance, workers compensation, and liability insurance.

**Equipment:** furnish and maintain all equipment needed for services listed.

## **Management Service:**

Assist Board to coordinate for and receive bids on projects

Assist Board in handling homeowner complaints or suggestions

24 hour emergency service

Collection and posting of monthly homeowner maintenance fees

Monthly billing and report on delinquent accounts

Prepare checks for all payable accounts

Prepare a complete monthly financial report

Attend monthly Board Meetings & Annual Meetings