

Ground Maintenance Service Request

Directions:

- Complete date, name, and address
- Please select a Reason for Service Request **AND** Type of Service Requested
- Please submit completed form to Ted Lenski (601 Golf Course Road) or (tedlenski@yahoo.com)
- You will be contacted to review the work request.
- A formal response will be provided to you with details on next steps, timing and resolution

Date of Request: _____

Name: _____

Address: _____

Contact Information (phone #, email): _____

<u>Reason for Service Request</u> (Please Circle One)	<u>Type of Service Requested</u> (Please Circle One)	
Work not done properly	Clearing	Mowing
Other:	Trimming	Pruning
	Plowing	Shoveling
	Clean-up	Other
Please Add Short Description of Request for Service:		
Response to Request:		

CORE SERVICES PROVIDED BY HOA CONTRACTOR

Spring

- Winter Damage Removal
- Clearing of leaves, branches, litter, stakes
- Repair damage to lawn from plowing
- Garden, driveway, walkway areas cleared
- Installation of new mulch in front beds

Summer / Fall

- Regular Lawn mowing/trimming (2.5" to 3")
 - Trimming around beds, walks, posts
 - Clippings in mulched area removed
 - Clippings on sidewalks removed
 - Limited mowing during dry season
- Remove debris from lawn
- Weeding front flower beds monthly

- Pruning/trimming shrubs, bushes, ornamental trees with clearance from building less than 1ft
- Low lying limbs trimmed
- Perennials trimmed

Fall

- Removal of limbs less than 1" dia. or leaves from lawn, beds, sidewalks, driveways

Winter

For at least 2" of accumulated snow within 24 hours:

- Driveway plowed
- Walkway shoveled after final cleanup
- Additional passes will be made if rate of snow is more than 1" per hour
- NOTE: Not a bare blacktop policy