

MEMORANDUM

To: Mark Miller, General Manager & Parkfairfax Board of Directors
From: Robin Davis, Chairperson, Parkfairfax Landscape Committee
Date: February 15, 2018
Subject: Landscape Contractors & Staff

The Landscape Committee has heard from several residents throughout the community as have several committee members in regard to issues with our staff and contractors actions while taking care of our landscape. Please convey the following reminders for the Parkfairfax Staff, as well as landscape and building contractors (see photos on pages 2 and 3 accompanying these concerns):

- A. Yellow stakes in garden areas: **Do Not Touch** this area for mowing, leaf collection, weeding, mulching, trimming, etc. Please look for yellow stakes *before* trimming, leaf collection or weed-whacking.
- B. Remove saplings or trees sprouting in the common area grass and hedge rows. Please do not mow over, trim or weed-whack, as they grow back stronger than before and grow additional shoots – they need to be dug up or pulled up. Remove saplings or sprouting trees in the middle of common area hedge rows – cutting them back is not sufficient, as they do grow back stronger and with additional shoots.
- C. Follow up on (grown/adult) tree removals
 - Periodic checks of the area following a tree removal are a must. Depending on the type of tree, the tree roots or seeds will continue to grow and sprout new trees even in the grass. Reference B above on sapling removal.
 - If relevant, plant grass or other approved plants in the area so that weeds and invasives do not backfill the newly cleared space.
- D. Trimming hedges/shrubs – We take pride in our homes – and a run-away hedge/shrub brings down the curb appeal of our neighborhood. This should pertain to all sides of the buildings, not just the fronts. Residents and potential residents can see the care that goes into our landscape, no matter what side of the building they may be looking on. Different types of hedges require pruning at different and, sometimes, multiple times a year.
- E. Treating the grass in the back of buildings. Weeds abound in these areas throughout the community. There are many back patio residents and this is their only view from their units.
- F. Weeding of Focal Points and Mini Groves. Weeds abound in these areas throughout the community. Care needs to also be taken for weeding around bushes and other focal points.

The Committee proposes the following recommendations to ensure lines of communication:

- Attach the Parkfairfax Policy on “Landscape Care” (Laying down Plywood to protect the tree roots) as an addendum to each contract signed for landscape, tree removal, painting, building repairs or remediation.
- Parkfairfax staff to schedule regular seasonal or quarterly Parkfairfax Policy reminders to the respective contractors – supervisors and the employees out in the field.

Memo to Mark Miller, General Manager & Parkfairfax Board of Directors
February 15, 2018

Please let me know if you wish to discuss in further detail or if you have any additional questions.

Example pictures are below with the listed issue.



Memo to Mark Miller, General Manager & Parkfairfax Board of Directors

February 15, 2018

B & D



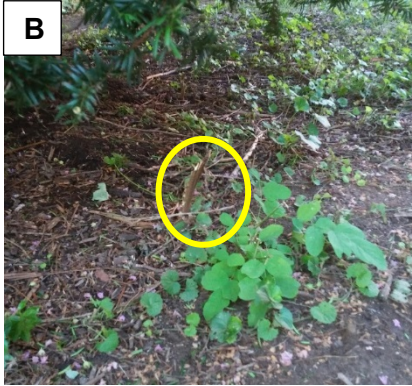
F



F



B



B & C



C, E & F

