

SCVCAI Board Policy

Title	Pre-Qualified Commercial Landscaper Plan	Policy Number	CAM-002
Category	Common Area Maintenance	Current Revision	REV-002
Staff OPR	CAM, Administration	Effective Date	12-19-2011

0.0 Reason for Changes

Several questions for clarification have been asked about the guidelines. After review it was determined that with scrivener updates the policy would be easier to read and understand. Repetitive guidelines were combined, reference to a fee that is not being charged (and was left in CAM-002.001 in error) was removed and the permit attachment was removed.

1.0 Background

Pre-Qualified Commercial Landscaper Plan was originally implemented by the Landscape Committee and Staff. It has been implemented for a couple of years, but needed some changes to be more effective and user friendly.

2.0 Objective

Pre-Qualified Commercial Landscaper Plan has been placed in policy format to track content.

3.0 Application

Applies to residents who wish to have work done on Association owned land in the common area or golf course area behind their homes.

4.0 Policy - SCVCAI COMMON AREA PRE-QUALIFIED COMMERCIAL LANDSCAPER PLAN

4.1 BACKGROUND

Sun City Vistoso Community Association Incorporated (SCVCAI) has responsibility for the maintenance of more than 250 acres of common area property. As the community has aged it has become more costly and labor intensive to maintain this property in a manner that reflects both the wishes of the community and adjacent homeowners. The Association Board of Directors (BOD) understands that an attractively maintained environment enhances home values and promotes marketability. Our home values can also benefit by regaining the views lost over the years due to overgrown vegetation. In order to further this objective and to facilitate maintenance of common areas adjacent to Sun City Vistoso (SCV) homes, the BOD wishes to establish a program with mandatory guidelines to govern the process of permitting licensed and bonded commercial landscapers to contract to perform work at the request of Sun City Vistoso homeowners.

4.2 PROGRAM

A. Landscapers - SCVCAI will solicit licensed commercial landscapers (listed by Arizona Registrar of Contractors) to apply to become "Pre-Qualified" to work in identified common areas. Residents may also have landscaper contractors of their choice, who are insured and fulfill the pre-approved landscape contractor requirements as stated below thus becoming "Pre-Qualified", perform landscape work in the common areas.

Landscapers would agree to the following:

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1. Proof of liability, certification of insurance listing SCVCAI as additional insured and workers compensation insurance per state regulation.
2. Contractors will be asked to read and sign a statement that they understand and will follow the guidelines. Qualified landscapers are prohibited from deviating from the guidelines without written SCVCAI staff approval. Landscapers violating the guidelines will lose their privilege to perform this work. (First Offense- 30 day suspension, Second offense- 1 year suspension.)
3. Landscaper must commit to removal and disposal of all cuttings and debris. No debris is to be disposed of on SCVCAI property.
4. Landscaper must request specific staff approval for access to common area with any vehicle or trailer to remove debris, and proof of comprehensive and liability vehicle insurance as state required must be provided.

B. Homeowner

1. Selects landscaper from pre-qualified list available in Administration Office. The homeowner may use a landscape firm that has not already been pre-approved if the landscape firm completes the guidelines under 4.2.A to become a pre-qualified landscaper.
2. Submits a request using the SCVCAI form for Pre-Qualified Landscaper work (including a complete description and location of the work, a picture of the area to be landscaped, name of the pre-qualified landscaper who will perform the work, and the time when the work is projected to be done). A \$200 refundable deposit is required. No work is to begin until permission is obtained. If work is completed as promised, the deposit will be refunded.
3. The permit request is submitted to the Community Service Desk and the permit will be issued by the Community Service Desk.
4. The homeowner prominently posts permit cards in front and back yards.
5. The homeowner will negotiate a contract price and give instructions to the landscaper for the work to be done, following SCVCAI guidelines.
6. Photographs of the completed landscaping will be submitted to the Community Service Desk and will become part of the record.
7. The homeowner pays the pre-qualified commercial landscaper.
8. An individual application must be submitted for each project.
9. Projects must be behind the homeowner's lot in an area that is defined by an extension of the side lot lines at 90 degrees to the back lot line and extend no further than the fairway or the cart path for golf course lots. For other lots, the project size will be determined on a case by case basis.
10. Neighbors may submit together as a group.
11. Homeowners and/or landscapers violating these guidelines will fall within the enforcement policy approved by the BOD as part of its Common Area Maintenance Policy. Common Area Maintenance (CAM) staff will review work in progress and at completion will verify that the finished work meets the requested work. A final written report will be completed and included in the individual homeowners records.
12. **Homeowners may not perform or have landscape work performed in the common area or golf course area. Homeowners who perform landscape work or have work performed in the common area without permission may be fined, AND, required by the BOD, to restore and/or replace damaged common areas including plants and trees. If the parties fail to restore, and/or replace plants and trees after reasonable notice to do so, the association will perform the work and bill the property owner for the full cost. If payment is then not made by the homeowner, the SCVCAI BOD will take appropriate steps to collect payment and/or limit SCVCAI privileges. Landscape contractors who enter SCVCAI common areas at a homeowner's request but without SCVCAI written approval may be subject to civil and/or criminal action.**

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C. Administration

- Ongoing administration will rest in the hands of SCVCAI staff.
- Advertises for licensed commercial landscapers (listed by Arizona Registrar of Contractors) to apply to become “Pre-Qualified” to work in identified common areas.
- Publishes and promotes, through the Tipster, website and Consumer Referral Desk, the list of certified landscapers to help market the program and inform residents how other licensed landscape contractors may become pre-qualified to perform landscape maintenance in the common area.
- Require the landscape contractor to read and sign a statement that the contractor will abide by the common area landscape guidelines and instructs landscapers in application of guidelines if and when needed.
- If the Community Services Coordinator determines there is a need for a final inspection of the project, he/she will request the Common Area Supervisor to inspect the work and submit a report to the Community Services Coordinator.
- Maintains liaison with Oro Valley staff to assure SCV compliance with all relevant guidelines
- Assists in training homeowner volunteers who assist in the program, if the homeowner program is implemented.
- Refund deposits to homeowners if work is completed as promised or retain deposits if work has not been completed properly.

D. Common Area Maintenance (CAM) Landscape Responsibilities

On behalf of SCV, CAM staff maintains:

- The five foot fire barrier around each lot
- Golf course views only for those homes listed by SCVCAI as having a golf course view
Golf Course View Guidelines: Unless neighbors join together, the area covered by this program is defined to be that within an extension of lot lines. Thus it may be that the golf course view of any given homeowner may not include green grass, if, for example, their view is of an area where there is no green grass, such as between the tee boxes and the fairway. The view to be considered is that from the lot line at eye level when standing. Within the guidelines stated above and with the goal of providing an aesthetic natural landscape for all who walk or play the golf course, trimming of vegetation will be done in such a way as to try to provide at least a 50% unobstructed view of the golf course for those homeowners with legal view rights that want such a view.
- No mountain view trimming will be undertaken by SCVCAI staff.
- SCVCAI staff will follow the policy and landscape guidelines that are applicable to the Pre-Qualified Commercial Landscaper Program.

E. BOD

- Adopts guidelines for landscaping in common areas.

F. Necessary Forms:

1. Registration document qualifying commercial landscaper
2. Homeowner project application request
3. Permits for front and backyard display
4. Work completion sign/off form (include on #2 above)

G. Homeowner Participation (not yet implemented)

Participation by trained homeowners may be undertaken after the success of the commercial landscaper program can be evaluated. We anticipate that will be in 6-9 months. Homeowner participation will be based on completion of a 3-4 hr class that emphasizes desert vegetation and the proper landscaping methods to employ. Homeowners will not be allowed to use power tools or chemicals in working on common property.

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4.3 MAINTENANCE GUIDELINES FOR MODIFIED AND NATURAL COMMON AREAS UNDER THE PRE-QUALIFIED COMMERCIAL LANDSCAPER PLAN

The following common area maintenance guidelines were developed by the Landscape Committee and revised by the SCVCAI Administration to maintain the Sonoran Desert environment in which SCV is located. These guidelines exclude all areas designated “Wash Area” by the US Corps of Engineers under section 404 of the Federal Clean Water Act and Oro Valley Overlay Zoning and General Plan Significant Resource Areas (“OV-regulated” areas) which include all “Wash Areas”)surrounding riparian areas, and certain adjacent “scenic” lands. Oro Valley is developing guidelines for HOA maintenance of OV-regulated areas. SCVCAI will determine the demarcation of OV-regulated areas and common areas based on maps provided by Oro Valley and the Corps of Engineers.

A. GENERAL GUIDELINES

- New plantings will be allowed only with the approval of the Landscape Committee. This only applies to situations where trees have been removed in improved landscape areas and a decision must be made if the trees should be replaced at the cost of the homeowner who requested removal of the trees.
- No irrigation systems may be installed on common property.
- Cuttings and debris created by this work must be removed from SCVCAI property.
- Use of chemicals by landscape contractors is prohibited.
- The removal and pruning of plants will be done in such a manner as to replicate the look of the natural desert environment.
- Dead and broken branches on the ground may be removed.
- Heavy raking of the desert floor is not permitted.
- Rock may be used to control erosion in heavy run-off areas.
- Plants may be removed to prevent damage to surrounding hardscape or if they are prohibited by SCVCAI or other applicable authorities.
- The eradication of Buffelgrass, Fountain Grass, Desert Broom, Ragweed (both *A. artemisifolia* and *A. trefida*), African Sumac and Tamarisk is encouraged.

B. TREES

- Trees over 25” in circumference (measured 36” above the ground or at the lowest point where branches extend from the trunk) are NOT to be removed from common areas until approved by the Community Services Coordinator. Unless there is a significant over-riding issue, such as an area becoming denuded as a result of the removal of a larger tree or trees, permission will generally be granted for removal of a tree or trees for the purpose of creating a view.
- Pruning of a tree is permissible for the health of the tree. Dead and broken branches should be removed.
- No more than 30% of any tree may be trimmed until approved by the Community Services Coordinator.
- Trees may be branched to 36” above the ground.
- Trees removed from improved common areas shall be replaced if deemed necessary by the Community Services Coordinator.
- Homeowners may request removal of trees in a common area that are directly behind the homeowner’s lot in an area that is defined by an extension of the side lot lines at 90 degrees to the back lot line.
- Homeowners may also apply for removal of trees behind other homeowners lots. In cases such as this, the homeowner who has the tree located behind his/her lot will have the opportunity to object to the tree removal by submitting a letter of objection to the Community Services

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Coordinator. As a general guideline, views will take precedence over other issues when a disagreement arises regarding removal of a tree. This stipulation generally applies to lots that are an angle to each other such that the views from the respective lots are, at least, partially shared. It also applies to trees that are on or very near the common lot line of the two lots in question.

C. CACTUS

- All cactus and succulents are to remain, unless there is a safety issue. (Safety issues would include cactus too close to sidewalks, paths, roads and/or homeowners property.)
- Cactus may be trimmed as necessary.
- Dead Pads may be removed.

D. OTHER PLANTS

- Native grasses are not to be removed except as noted under general guidelines above.
- Brittlebush and other native plants may be trimmed as necessary.

5.0 Revision Record

Policy History/Predecessors	Board Approval Date	Written/Revised by
REV 0: CAM-002.000	03-21-2011	Landscape Committee
REV 1: CAM-002.001	11-10-2011	Bob Mariani
REV 2: CAM-002.002	12-19-2011	Scrivener