



MOUNT EDGECOMBE
COUNTRY CLUB ESTATE

RESIDENTS GARDEN MAINTENANCE HANDBOOK

INDEX

- 1. Introduction**
- 2. What can you expect**
- 3. Contractors Responsibility**
- 4. Residents Responsibilities**
- 5. Resident's Complaints for Level 1 Services**
- 6. Resident's Request for Additional Services - Level 2 & 3**
- 7. LEVEL 1**
 - a. Summary Scope of Works**
 - b. Detailed Scope of Works**
- 8. LEVEL 2**
 - a. Summary Scope of Works**
 - b. Detailed Scope of Works**
- 9. LEVEL 3**
 - a. Summary Scope of Works**
- 10. Freehold Property - Weekly Schedule of Service**
- 11. Sectional Title - Weekly Schedule of Service**

1) INTRODUCTION

a) WHAT DO YOU WANT YOUR GARDEN TO BE?

- A Show Garden
- Simply a garden to enjoy.
Like that special little spot under a tree to sit and read a book or have a nap.
- A place to potter around and test your green fingers
- A playground for the kids and grandkids
- and anything in between you can imagine

So there is no one-size-fits-all garden and that once-a-week garden maintenance service is definitely not going to give you your ideal garden.

Unless you are going to be happy with the most basic of gardens, your garden will require heaps of TLC, from you, to shape it over time into what you want.

With this in mind we looked at how to structure a garden maintenance plan to help meet the diverse needs of our 280 residents.

b) MAINTENANCE VS LANDSCAPING

- **Garden Maintenance**
The function of cutting, trimming, cleaning and keeping what is already in place neat.
- **Landscaping**
Covers anything that has to be moved or changed in the garden.

The dividing lines for these two services became blurred over the years, to the point where some residents were getting a far greater level of service to the detriment of other residents who were receiving an inferior level of service due to the demands placed on the garden contractor.

Out of this came the concept of three Levels of garden service to overcome the above and give residents some choices

c) LEVEL 1 - "The Heavy Lifting" (COMPULSORY)

These tasks consist of the basic maintenance tasks that every garden requires on a weekly, bi-weekly or monthly basis

- Lawn mowing
- Bed weeding, clearing & cleaning
- Basic trimming
- Sweeping of all paved areas
- Removal of garden and other litter

"The Heavy Lifting" tasks are:

- Repetitive and standard in nature
- Relatively easier to manage and monitor the execution of
- Not the tasks most residents want to do
- With these tasks out of the way, the resident can focus on moulding the garden they want. If you don't have green fingers you can now contract someone to assist with this.
- Level 1 is a contract between Meccema and the Garden Maintenance company
- Residents are encouraged to play a key role in monitoring the execution of Level 1 services by reporting complaints as soon as issues arise. Without this resident participation Meccema cannot manage contractor performance and adherence to the Service Level Agreement. (see details on reporting complaints further down)

NOTE:

A Level 1 basic maintenance task does **NOT mean it will be executed in a basic fashion.**

The contractual obligation on the Garden Contractors, are to execute these tasks at the highest level of quality.

● **LEVEL 2 - “The Periodic Must Do” (OPTIONAL)**

These tasks should be done periodically to encourage a healthy looking garden.

- Fertilising Lawns & Beds
- Chemical Weed Control in Lawns, Driveways and other hard surfaces
- Chemical Pest Control
- Watering your garden.

“The Periodic Must Do” tasks are:

- Very difficult for Meccema to manage and monitor to ensure tasks are completed correctly.
- Can easily be done by the residents themselves or by contracting out.
- Residents can choose any or all of the 4 tasks.
- Level 2 is a contract directly between the Resident and the Contractor.
- Meccema plays no part in the managing of Level 2.

● **LEVEL 3 - “The Nice To Haves ” (OPTIONAL)**

These are all the fancy dressing tasks we really want to do in our gardens and are required on an Ad-Hoc basis:

- Specialised Pruning
- Rearranging Plants and beds
- Landscaping
- Spring Treatment
- and much more

“The Nice to Haves” tasks are:

- Not required by all residents
- Can either be done by a resident or contracted out
- Level 3 is a contract directly between the Resident and the Contractor
- Meccema plays no part in the management of Level 3.

If you got this far, well done and now the fun stuff starts. You are encouraged to continue browsing through the balance of this handbook which contains IMPORTANT information about your garden.

2) WHAT CAN YOU EXPECT

a) CONTRACTORS

In a shift from past traditions, the Garden Service requirements of Estate 1 have been split amongst 3 Contractors. The aim is to allow each Contractor to focus on a niche part of the Estate's Garden requirements and not to be distracted by tasks outside the Level 1 Scope of Works. It is expected that this concept will greatly improve the Contractor's management of gardening teams, giving the site manager more time to monitor the quality of service being provided, property-by-property

Freehold Properties	- Leitch Landscapes
Sectional Title Complexes	- McWades Landscapes
Estate Common Areas	- Pure Landscapes

b) CONTRACT DURATION

- This contract will commence as below, and shall remain in force for a period of One (1) Year.
- Should neither party exercise their right of termination, the Contract will automatically be extended for a further period of One (1) year. At the end of such an extended period the contract will automatically terminate.

Estate Common Areas	Pure	commenced 18 May 2020
Freehold Properties	Leitch	to commence 1 June 2020
Sectional Title Complexes	McWades	to commence 1 June 2020

c) WHAT TO EXPECT FROM LEVEL 1 MAINTENANCE

- The garden Contractor will service your property once a week on the same day, but not at the same time every week. There are simply too many factors which make this pretty much impossible.
- You can expect your Contractor to arrive together on site, with a full team and all required equipment. (See section 3) c) below for more details.)
- The Contractor will remain on your property until all Level 1 Scope of Works tasks have been completed as scheduled for that week.
- If for any reason you feel the Contractor has not completed all scheduled tasks or that some tasks were not completed to required standards, you are encouraged to immediately log a complaint as described in section 5. below

d) WHAT NOT TO EXPECT FROM LEVEL 1 MAINTENANCE

- The Level 1 maintenance teams cannot perform any tasks outside the Level 1 Scope of Works and have strict instructions in this regard.
- Should you require any additional tasks that are outside a Level 1 tasks you are encouraged to send an email detailing your requirements as described in Section 6. below.

3) GARDEN CONTRACTOR RESPONSIBILITIES

a) GENERAL - RESPONSIBILITIES

Contractors will become fully conversant with the Estate 1 Landscaping Guidelines to ensure these are not breached during garden maintenance irrespective of whether it is Level 1, Level 2 or Level 3 services.

b) EQUIPMENT REQUIREMENTS

- All equipment to be of a modern type and brand new for this contract.
- To be in sound working order and regularly serviced as per the manufacturer's specifications. The primary objective is to not hinder the execution and flow of work at any time. Sufficient backup equipment needs to be available in the event of a breakdown.
- Equipment using Fuel and Oil must have no leaks
- Blades on all cutting equipment to be sharp enough to carry out the work at the quality expected at all times:
 - Mower Blades
 - Clippers
 - Trimmers
 - Pruning shears
 - etc.
- Pruning loppers with an extension arm for high branches. (see height restrictions below)
- Suitably sized brooms with firm bristles for sweeping hard surfaces. Normal domestic brooms, palm leaves, branches are not permitted.
- Poor quality equipment results in poor garden maintenance and poor plant growth
- ALL Equipment must be washed down before leaving the site to reduce the spread of weeds and seeds to the next property. So please allow the Contractor to make use of your water. (See Residents Responsibilities below)

c) LEVEL 1 - RESPONSIBILITIES

- To maintain the gardens of Residential Properties in accordance with the terms, conditions and standards set out in the Scope of Works.
- Level 1 maintenance specifically excludes:
 - the moving or re-arranging/re-shaping of any flora landscaping of any parts of the garden
 - any task not specified in Level 1 Scope of Works
 - See Level 2 & 3 for more detail.
- **Execution of Garden Maintenance**
 - Contractors will use a team methodology to perform all scheduled tasks as specified in the Level 1 Scope of Works (see 5 below).

- The team will arrive on a Residential Property with all their equipment together.
- The team will only leave the property once all scheduled tasks have been completed at the quality standard prescribed.
- On each weekly visit to a Residential Property, the Contractor must keep a log of the following:
 - Time of Team Arrival on a property
 - Names of Site Manager and Team leader on the day.
 - Record that all weekly scheduled tasks have been performed
 - Record which bi-weekly and monthly tasks were completed
 - Record any issues arising from the visit
 - Time of departure from the property
- The Contractor will keep a record of all tasks that must be performed on each visit as well as any specific information regarding the Resident's preferences for execution of certain tasks in the Level 1 Scope of Works. For example, the height a particular hedge must be kept at.
- Contractors will be using mobile technology app of their choice to streamline record keeping. Note that initially this could be a written log but Contractors are committed to implement mobile technology within 3 months of this contract starting.
- **Weekly Schedule and Composition of Teams**
 - See section 8 for details of when your property or sectional title complex will be serviced.
 - **What to expect from Team Composition**
 - ***Freehold Properties***
 - One Site Manager who will manage and control all Teams
 - 6 Teams of Gardeners
 - 3 Gardeners per team which includes a Team Leader
 - Note these are initial numbers and could change over time
 - ***Sectional Title***
 - One Site Manager who will manage and control all Teams
 - 3 Teams of Gardeners
 - 4 to 5 Gardeners per team which includes a Team Leader
 - Note these are initial numbers and could change over time
- **Monitoring and Quality Control**
 - During execution on site the Team Leader, who also performs gardening tasks, will monitor that all tasks are systematically being carried out and at the prescribed quality.
 - On completion of all tasks the Site Manager will together with the Team Leader inspect the property to ensure all required tasks have been completed at the prescribed quality.

- The Contractors Site Manager and Executive responsible for our contract will perform a general weekly inspection with a detailed inspection of a predefined number of gardens. This inspection will be logged and forwarded to Meccema 1 management.
- On a quarterly basis the Contractors management team together with Meccema 1 management and an external garden auditor will conduct an in-depth inspection.
- **External Auditor**
An external garden auditor has been appointed to assist in monitoring and measuring quality of garden maintenance.
 - Initially this will be a bi-weekly inspection together with Mecemma 1 management
 - Within 2 months it is expected this will become a monthly inspection
 - Within 6 months only quarterly inspections are envisaged.

d) **LEVEL 2 & 3 - RESPONSIBILITIES**

- Level 2 & 3 tasks are optional for the resident.
- Any Level 2 or Level 3 service required by the resident will be by separate agreement between the Contractor and the Resident.
- Should a resident wish to take up any of these services a separate contract between the Resident and the Contractor needs to be entered into. This will be a business arrangement between the Resident and the Contractor who will invoice the resident directly for these services.
- Meccema 1 will have no involvement in managing Level 2 & 3 services except to ensure that they do not breach the Estates Landscaping Guidelines.
- The Contractor is contractually bound to not be allowed to use any Level 1 teams or staff to perform Level 2 or Level 3 tasks. The Contractor has to use separate staff for these tasks.

This measure is to ensure that the strict weekly schedule is not interrupted by one resident's requirements outside Level 1 to the detriment of other residents' Level 1 services.

4) RESIDENTS RESPONSIBILITIES

a) **Supply of Utilities**

- *Electricity Supply*

Residents must ensure that the Contractor has easy access to electric power points and extension cables if required.

- *Water Supply*

- Watering of gardens falls outside Level 1 tasks.

However residents are encouraged to ensure that their gardens are receiving adequate watering by:

- Having a fully functioning irrigation system.

OR

- Manually watering themselves. (see watering recommendations under Level 2 point 4. below)

OR

- Taking the Level 2 - Watering facility from the Contractor. In such cases the residents must ensure there are ample water taps and hose pipes to reach all areas of the garden.

- Water must be made available for Contractors to wash down equipment before leaving the site.

b) **Garden Refuse**

- Any garden refuse NOT generated by the Contractor will not be removed by the Contractor.

- Residents are responsible for this removal by:

- Placing in bags for municipal collection.

- Making separate arrangements with the Contractor to remove.

c) **Freehold - Level 2 Services**

- Residents will have until (31-06-2020) to decide whether they wish to contract for a Level 2 service or not.

- If there is an insufficient uptake of Level 2 services then Level 2 services will not be implemented as a whole.

- In this case, Residents then requiring Level 2 type service will need to include these as a Level 3 service.

d) **Sectional Title - Level 2 Services**

A separate Notice will be sent out to Freehold and Sectional Tile residents respectively, with further details on this.

5) RESIDENT'S COMPLAINTS FOR LEVEL 1

Included in the Service Level Agreement (SLA) provisions are made for Meccema to follow processes in managing Contractor performance including but not limited to imposing penalties.

In order for Meccema to “have the teeth” to manage this process, it is critical that all Contractor performance issues are factual, well documented and reported as soon as possible

There is simply no way that Meccema has the resources to check everyday, that the approximately 55 gardens for that day, have been serviced in line with the SLA. Residents are the only ones who can check that they are satisfied with the garden service rendered in line with the SLA Level 1 Scope of Works.

Residents are encouraged to take an active role in monitoring this and reporting issues. If issues are not reported in the prescribed way Meccema management has to assume that the Contractor is meeting all requirements and residents are happy.

Complaint Reporting Process

Residents must, in the first instance, send an email to gardens@mountedgecombe.com which should:

- Be as factual as possible.
 - What was the Level 1 task not done or completed?
 - If applicable attached photos would be very useful
 - Should not be a general kind of statement like “Garden Services are shocking”.
 - Sent as soon as possible so action can be taken.
- This mail will immediately be directed to the relevant Contractor.
- The Contractor will contact the resident within 24 hours to resolve the issue.
- The Contractor undertakes to:
 - Keep a register of all complaints and the resolution of the complaint.
 - Send Meccema management a weekly report showing:
 - All complaints logged that week.
 - All complaints resolved and how.
- Meccema will use these records to take the necessary contractual actions if applicable.

6) RESIDENT'S REQUEST FOR ADDITIONAL SERVICES - LEVEL 2 & 3

If you have decided you want to make some changes to your garden or require any additional services not covered in the Level 1 Scope of Works. Please feel free to do so yourself or obtain the services of the Service Provider.

Should you choose the latter then please use contact details below to make arrangements for a quotation and the execution of the project.

To make use of the Garden Service Provider

- **For Freehold Properties**

You can contact Leitch Landscapes directly at:

- Email: info@leitchlandscapes.co.za
- Tel: 031 502 6862

Detail your requirements and they will contact to arrange a meeting to discuss your requirement.

- **For Sectional Tile**

As Meccema is responsible for the maintenance of the Common Property, which includes gardens, an owner wishing to carry out landscaping work needs to contact Meccema to obtain advice on what process needs to be followed. Each complex will need to decide as a collective what level 2 or 3 services they may want to subscribe for.

7) LEVEL 1 - SCOPE OF WORKS (COMPULSORY)

LEVEL 1 - SUMMARY SCHEDULED TASKS			
SERVICE	DESCRIPTION	Min Freq 1 Sep–31 May	Min Freq 1 Jun-31 Aug
LEVEL 1 - WEEKLY BASIC GARDEN MAINTENANCE (COMPULSORY)			
GRASSED AREA			
Mowing	All grassed surfaces on property.	Weekly	Bi-Weekly
Lawn Edge Trim	All grassed edges cut and trimmed with a brush cutter.	Weekly	Bi-weekly
Cleaning of cuttings	Removal of grass cuttings from beds and paved areas.	Weekly	Bi-Weekly
PLANT BEDS			
Weeding Beds	Weeding of all beds by hand	Weekly	Weekly
Edging Beds	Edging of beds not adjacent to grassed areas	Weekly	Bi-weekly
Bed Cleaning	Remove leaf, broken branches and other litter from beds	Weekly	Weekly
Trimming in Beds	All groundcovers, plants, shrubs, bushes in beds	Bi-Weekly	Monthly
Alien Plant	Removal and Control	Bi-Weekly	Bi-Weekly
Soil Aeration	Aerate all beds appropriately for plant types	Monthly	Monthly
HEDGES			
Cleaning of Hedges	Removal of cuttings, dead leaves and branches from the ground.	Weekly	Weekly
Trimming	Trimming of boundary and other hedges	Monthly	Bi-Monthly
FREE STANDING BUSHES, TREES and PALMS			
Palms	Removal of dead palm fronds, fruit stems, problematic stems	Weekly	Weekly
Bushes and Shrubs	Trimming and Shaping of larger Bushes and Shrubs	Monthly	Monthly
Trees	Trimming of overhanging, overgrown and dead branches	Monthly	Monthly
OTHER			
Cleaning Paved Surfaces	All hard surfaces to be cleared of organic and litter material.	Weekly	Weekly
Non-Organic Litter	General collection of litter in garden	Weekly	Weekly
Road Verges	Verges of roads adjacent to residential properties form part of that property's garden maintenance tasks.	Weekly	Weekly
Dam Verges	Verges of Dams adjacent to residential properties form part of that property's garden maintenance tasks.	Weekly	Weekly
Refuse Removal	All garden refuse generated from	Weekly	Weekly

LEVEL 1 - DETAILED SCOPE OF WORKS

1) GRASS AREA

a) *MOWING*

- i) Lawn will be mowed using a lawn mower or cylinder mower depending on grass type.
- ii) Only where a lawnmower cannot reach, is it permissible to use a brush cutter.
- iii) Under NO circumstance must a brush cutter be used to cut a lawn or section of a lawn where a mower can be used.
- iv) Mower blades will at all times be adequately maintained and sharp enough to ensure a clean cut, thereby promoting a healthy lawn.
- v) The range of lawn heights should be between 25 - 45mm depending on grass type. When mowing, grass should not be cut more than 25% of the grass length.

Cynodon varieties average height after cutting 25-30mm. Summer season may include a second cut to reduce grass whitening. This second cut should be a level 2 task and resident advised of such.

Berea average height after cutting 30-40mm. All recommended heights can be adjusted according to climatic conditions. SP must at all times be aware of weather conditions.

- vi) Use of a mulching blade and leaving grass cuttings on the lawn should be the preferred method unless the lawn is too long or the grass type dictates a grass box finish.
- vii) The direction of mowing on each day's cut should be alternate.
- viii) Any leaves and branches on the lawn must be raked clean prior to mowing.

b) *LAWN EDGE TRIM*

- i) The top of all grassed edges to be cut and trimmed with a brush cutter.
- ii) Lawn edges must not be cut back by aggressive trimming.
- iii) Where a brush cutter is used the height must be the same as the mowed section.

c) *CLEANING OF CUTTINGS AND RAKING*

- i) Removal of grass cuttings from paved areas, beds, pool water surfaces, etc.
- ii) Removal of dead leaves, branches, etc. from all lawns.
- iii) All this material to be gathered and removed from property.
- iv) If the common areas are affected in any way during maintenance of the properties, grass cuttings, leaves and branches should be removed from the common areas.

d) *AD HOC LEVEL 2 AND 3 SERVICES*

The Contractor is encouraged to market Level 2 and 3 services by advising the resident, in writing, should the following require attention:

- i) Lawn Fertilising
- ii) Lawn Weed Control
- iii) Lawn Pest Control
- iv) Any other services which could promote a healthy lawn.

2) PLANT BEDS

a) *WEEDING BEDS*

- i) The best results are achieved when the weed is at its most vulnerable stage. Correct timing will improve results.
- ii) Spring and summer would require a weekly weeding.
- iii) Hand control with pulling and digging, removing the weed with roots.
- iv) Weeding will also be required to remove self-sown plants that detract from the original design. e.g. a bed is planted on grass in an area and then other plants seed into this bed and the feature degrades over time and it ends up looking unkempt.

b) *EDGING OF BEDS*

- i) Where beds are not adjacent to a lawn these beds must be edged and trimmed.
- ii) Edges must not be cut back by aggressive trimming and must retain the size and shape of the bed.

c) *BED CLEANING*

Remove all dead leaves, broken branches and other litter from the beds.

d) *TRIMMING IN BEDS*

- i) All groundcovers, plants, shrubs, bushes in beds to be kept trimmed and neat.
- ii) Trimming which falls into Level 1 will conform to:
 - (1) Where the trimming can be done with handheld Loppers, .e.g. Branches which are thicker than can be cut with Loppers fall outside the Level 1 contract.
 - (2) Where material can be trimmed with a 3m extension lopper and the branches are thin enough to be cut with the blade or the small saw attachment
 - (3) Where the material to be trimmed can be reached with a ladder no more than a five step high and looper.
 - (4) Any branches that fall outside this scope fall into Level 3 and must be quoted for.
- iii) Pruning of roses and other complex plants fall into Level 3 and must be quoted for.
- iv) Trimming of complex Topiaries fall into Level 3 and must be quoted for.
- v) When trimming ground covers, plants, shrubs and bushes, the Contractor must have sufficient knowledge to ensure that they do not cut plants that are about to bloom. The Contractor must discuss these seasonal times with the resident. Often over neat shaping and trimming robs the plant of its time to flower.

e) *ALIEN PLANTS*

Contractor to keep track of any noxious weeds and prohibited plants and remove these in consultation with residents.

f) *SOIL AERATION*

Only required if the soil is hard or has high clay content.

Limited tilling can be used when the addition of compost is added to the beds.

g) *AD HOC LEVEL 2 and 3 SERVICES*

The Contractor is encouraged to market Level 2 and 3 services by advising the resident, in writing, should the following require attention:

- i) Bed Fertilising
- ii) Bed Pest Control
- iii) Mulching and Composting
- iv) Watering
- v) Any other services which could promote a healthy bed

3) HEDGES

a) *CLEANING OF HEDGES*

Remove all cuttings, dead leaves and branches under and around hedges where appropriate. As well any dead branches in the hedge.

b) *TRIMMING*

i) General trimming and basic pruning of all hedges.

ii) Level 1 maximum height and material thickness:

- (1) Where material can be trimmed with a 3m extension lopper and the branches are thin enough to be cut with the blade or the small saw attachment.
- (2) Where the material to be trimmed can be reached with a ladder no more than a five-steps high.
- (3) Any branches that fall outside this scope fall into level 3 and must be quoted for.

c) *AD HOC LEVEL 2 and 3 SERVICES*

The Contractor is encouraged to market Level 2 and 3 services by advising the resident, in writing, should the following require attention:

i) Where hedges are too tall to be cut as per Level 1 specifications

ii) Where major seasonal pruning is required.

NOTE: if Level 1 trimming and basic pruning has resulted in overgrown hedges then the cost to return these to normal will be for The Contractor.

iii) Any other services which could promote a healthy hedge

4) FREE STANDING BUSHES, TREES and PALMS

a) *PALMS*

Removal of dead palm fronds, fruit stems, problematic stems

b) *TREES, BUSHES and SHRUBS*

i) General trimming and basic pruning of all trees, bushes and shrubs.

ii) Remove all cuttings, dead leaves and branches under and around trees, bushes and shrubs where appropriate. As well any dead branches from these.

iii) Level 1 maximum height and material thickness:

- (1) Where material can be trimmed with a 3m extension lopper and the branches are thin enough to be cut with the blade or the small saw attachment.
- (2) Where the material to be trimmed can be reached with a ladder no more than five-steps high.
- (3) Any branches that fall outside this scope fall into level 3 and must be quoted for.

iv) Trimming basic pruning of overhanging, overgrown and dead branches. Basic pruning to include:

- (1) Crown lifting is required for lower hanging branches
- (2) Pruning should always occur at a V-point or directly pruned off a large branch.
- (3) Removing dead or diseased branches that are susceptible to disease and insect infestations that could further damage the tree.
- (4) Remove suckers/water sprouts and coppices
- (5) Prevent loose or dead unsafe branches that may cause damage or harm
- (6) Raising and reduction of canopies helps maintain a healthy shape
- (7) Winter dormant trees and shrubs must have time to heal from pruning cuts before warmer weather brings out destructive insects and pathogens
- (8) A tree pruned in dormant season should not stimulate much new growth close to the wound made by the pruning cut.

- (9) In winter it is easy to identify dead or dangerous branches that should be removed before the spring storms that bring high winds and heavy rains and can compromise the safety.
- (10) Maintain structure, shape and healthy growth for trees and shrubs and avoid unnatural forms.

c) *AD HOC LEVEL 2 and 3 SERVICES*

The Contractor is encouraged to market Level 2 and 3 services by advising the resident, in writing, should the following require attention:

- i) Where Bushes, Trees and Palms are too tall to be cut as per Level 1 specifications
- ii) Where major pruning is required.
NOTE: if Level 1 trimming and basic pruning has resulted in overgrown bushes, trees and palms then the cost to return these to normal will be for The Contractor.
- iii) Any other services which could promote a healthy hedge

5) OTHER

a) *CLEANING HARD SURFACES*

- i) Sweeping of all hard surfaces, driveways, paths, courtyards, etc.
- ii) Collection of all gathered plant material and litter for removal from property.
- iii) Blowing to be avoided as material ends up on lawns and beds.
With the first wind this material is blown back onto the hard surfaces.
- iv) Excludes Weed and Pest control

b) *NON-ORGANIC LITTER*

General collection of any litter on the lawns, in the beds and hedges.

c) *LAWNS and BEDS - BLOWERS*

No blowers are to be used on grass and garden beds.

d) *PUBLIC ROAD VERGES*

All Residential verges which are adjacent to a public road form part of the Residential Properties Garden Contracts. The verge stops at the start of the road curb after which it is deemed Common Area.

The maintenance criteria for these areas will be the same as for other Level 1 services above.

e) *DAM VERGES*

The vast majority of dam facing Residential Properties have lawn or beds flowing to the dam edge regardless of their property's boundary.

In these cases, the Contractor will continue the maintenance of these areas to the edge of the dam and apply the same criteria as for similar described in Level 1 above.

REFUSE REMOVAL

All plant and other material collected during each visit either from garden maintenance or general clean-up to be removed from the property on the same day.

8) LEVEL 2 - TASKS (OPTIONAL)

LEVEL 2 - SUMMARY OF SCHEDULED TASKS			
Service	Description	Min Freq 1 Aug–31 May	Min Freq 1 Jun–31 Jul
LEVEL 2 – EXTENDED GARDEN MAINTENANCE (OPTIONAL)			
FERTILISING			
Lawns	Fertilisation of Lawns	Sep, Dec, Mar	None
Beds	Fertilisation of Beds	Sep, Dec, Mar	None
WEED CONTROL			
Lawns	Spraying for weeds on all Lawn areas	As Required	As Required
Hard Surfaces	Spraying for weeds on all hard surfaces	As Required	As Required
PEST CONTROL			
Lawns	Spraying appropriate pest control on all lawns	As Required	As Required
Plants	Spraying pest control on affected plants, bushes, trees, shrubs, etc.	As Required	As Required
Hard Surfaces	Spraying affected hard surfaces for ants and others.	As Required	As Required
IRRIGATION			
Manual watering	Ensure that on weekly visit garden and lawns are sufficiently watered	Weekly	Weekly

LEVEL 2 – EXTENDED CYCLICAL GARDEN MAINTENANCE (OPTIONAL)

1) FERTILISING

a) *LAWN'S*

Lawn's to be fertilised at the prescribed times during the year.

Recommended Quantities:

- i) Mid August Dolomitic Lime 100g/m²
- ii) 1st week Sept Accelerator 150g/m²
- iii) Last week of Oct 5:1:5 30g/m²
- iv) Mid March Accelerator 50g/m²
- v) Last week of March LAN 30g/m²

b) *BED'S*

Bed's to be fertilised and composted at the prescribed times during the year.

Recommended Quantities:

- i) Mid August Dolomitic Lime 100g/m²
- ii) Annually Compost 100dm³/10m²
- iii) 1st week of Sept Accelerator 150g/m²
- iv) Last week of Oct 2:3:2 30g/m²
- v) Last week of Jan 3:1:5 30g/m²
- vi) Mid March Accelerator 50g/m²

2) WEED CONTROL

a) *LAWNS*

Spraying Lawns for the control of weeds on a prescribed cycle or at the appearance of weeds.

b) *HARD SURFACES*

Spaying Hard Surfaces for the control of weeds on a prescribed cycle or at the appearance of weeds.

3) PEST CONTROL

a) *LAWNS*

Spraying Lawns for the control of garden pests such as ants, harvester termites, crickets, aphids, mealy, etc. on a prescribed cycle or at the appearance of such pests. Encourage the use of organic solutions wherever possible.

b) *PLANTS*

- i) Spaying Plants, Bushes, Trees, etc. for the control of garden pests such as ants, harvester termites, crickets, aphids, mealy, etc. on a prescribed cycle or at the appearance of such pests.
- ii) The use of organic solutions wherever possible is required.

4) IRRIGATION

a) *MANUAL WATERING*

Should Resident opt for the Contractor to carry out watering of their garden then they must provide the following:

- i) Taps with water supply
- ii) Hosepipes long enough to reach all corners of the garden from available tapes.
- iii) Irrigation to be kept in working order by the resident at all times
- iv) Frequency:
 - (1) Summer months - water deeply 2-3 times per week. Transition between seasons.

Winter months – water once a week. Resist over watering in winter as damp ground will kill the lawns due to root rot. Water early in the morning when possible for approximately 30 minutes.

9) LEVEL 3 - TASKS (OPTIONAL)

GARDEN MAINTENANCE TASKS - LEVEL 3	
Service	Description
<p>LEVEL 3 – ADDITIONAL SPECIALISED GARDENING TASKS (OPTIONAL) Residents have an additional option to contract the Contractor or any Service Provider of their choice to carry out additional specialised gardening tasks.</p> <p>Such tasks are OVER AND ABOVE any tasks in Level 1 and are purely a business relationship between the Contractor and the Resident where Meccema 1 is not involved.</p> <p>EXAMPLES of such tasks, but not limited to these, are.</p>	
Specialised Pruning	Such as roses, large trees, bushes, etc.
Rearranging Plants	Moving or planting plants, shrubs, bushes, trees, etc. around.
Spring Treatment	Verticutting, Scarifying, hollow tining, top dressing, fertilising, etc. of lawns.
Landscaping	Redesigning parts or all of the garden. Approval required from Meccema 1.
Composting	For Lawns and Beds
Mulching	Of Flower Beds
Tree Felling	Various Tree felling requirements. Approval required from Meccema 1
Spring Treatment	Verticutting and hollow tining lawns.

10) FREEHOLD PROPERTY - WEEKLY VISIT SCHEDULE

TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	TEAM 6
MONDAY	MONDAY	MONDAY	MONDAY	MONDAY	MONDAY
16 Southport	1 Southport	2 Walkaway	1 Walkaway	11a Curtis crescent	1 Curtis crescent
17 Southport	1a Southport	1 Shortlink	3 Walkaway	11 Curtis crescent	4 Curtis crescent
18 Southport	12 Open road	4 Walkaway	3 Heathery lane	9 Curtis crescent	6 Curtis crescent
19 Southport	10 Open road	6 Walkaway	5 Heathery lane	7 Curtis crescent	8 Curtis crescent
20 Southport	8 Open road	8 Walkaway	9 Heathery lane	5 Curtis crescent	10 Curtis crescent
21 Southport	6 Open road	10 Walkaway	6 Heathery lane	3 Curtis crescent	2 Curtis crescent
22 Southport	4 Open road	7 Heathery lane	2 Heathery lane	1 Heathery lane	
		4 Heathery lane			
TUESDAY	TUESDAY	TUESDAY	TUESDAY	TUESDAY	TUESDAY
1 Dyke end	6 Ryder	41 Ryder	13 Curtis crescent	1 Cartgate close	91 Ryder drive
3 Dyke end	8 Ryder	45 Ryder	15 Curtis crescent	3 Cartgate close	89 Ryder drive
5 Dyke end	10 Ryder	47 Ryder	17 Curtis crescent	5 Cartgate close	65 Ryder drive
7 Dyke end	14 Ryder	61 Ryder	19 Curtis crescent	7 Cartgate close	28 Ryder drive
9 Dyke end	16 Ryder	63 Ryder	20 Curtis crescent	6 Cartgate close	30 Ryder drive
11 Dyke end	18 Ryder	1 Burnend	24 Ryder drive	4 Cartgate close	22 Ryder drive
8 Dyke end	20 Ryder	2 Burnend	26 Ryder drive	2 Cartgate close	2 Dyke end
6 Dyke end	21 Curtis				4 Dyke end
WEDNESDAY	WEDNESDAY	WEDNESDAY	WEDNESDAY	WEDNESDAY	WEDNESDAY
14 Hilbre	1 Hilbre	21 Rushes	35 Farlane	16 Hilbre	8 Rushes
12 Hilbre	3 Hilbre	23 Rushes	37 Farlane	1 Farlane	6 Rushes
10 Hilbre	5 Hilbre	13 Rushes	39 Farlane	3 Farlane	4 Rushes
8 Hilbre	7 Hilbre	27 Hilbre	41 Farlane	5 Farlane	2 Rushes
6 Hilbre	9 Hilbre	25 Hilbre	43 Farlane	7 Farlane	10 Farlane
4 Hilbre	11 Hilbre	23 Hilbre	45 Farlane	6 Farlane	30 Farlane
2 Hilbre	13 Hilbre	21 Hilbre	47 Farlane	8 Farlane	
THURSDAY	THURSDAY	THURSDAY	THURSDAY	THURSDAY	THURSDAY
1 Muirfield	30 Muirfield	45 Muirfield	27 Muirfield	10 Muirfield	20 Muirfield
3 Muirfield	32 Muirfield	47 Muirfield	29 Muirfield	12 Muirfield	22 Muirfield
2 Muirfield	34 Muirfield	49 Muirfield	31 Muirfield	14 Muirfield	24 Muirfield
4 Muirfield	41 Muirfield	51 Muirfield	33 Muirfield	16 Muirfield	26 Muirfield
6 Muirfield	43 Muirfield	53 Muirfield	35 Muirfield	18 Muirfield	28 Muirfield
8 Muirfield	39 Muirfield	1 Hoylake	37 Muirfield	14 Curtis crescent	43 Ryder
			18 Curtis crescent		12 Curtis Crescent
FRIDAY	FRIDAY	FRIDAY	FRIDAY	FRIDAY	FRIDAY
22 Troon	8 Troon	22 Rushes	12 Troon	1 Rushes	10 Rushes
5 Troon	24 Troon	24 Rushes	14 Troon	5 Rushes	12 Rushes
3 Troon	15 Troon	26 Rushes	16 Troon	7 Rushes	14 Rushes
1 Troon	13 Troon	28 Rushes	18 Troon	9 Rushes	16 Rushes
2 Troon	11 Troon	30 Rushes	20 Troon	11 Rushes	18 Rushes
4 Troon	7 Troon	19 Rushes	26 Troon	17 Rushes	20 Rushes
	6 Troon		28 Troon		22 Hilbre

11) SECTIONAL TITLE - WEEKLY WEEKLY SCHEDULE

SECTIONAL TITLE									
WEEKLY SERVICE - LEVEL 1									
VILLAGE	ROAD	START	END	No. OF HOMES	DAY OF WEEK				
		STR No.	STR No.		MON	TUE	WED	THU	FRI
BIRKDALE	Southport Place	2	4a + Common	4				X	
BIRKDALE	Southport Place	5	15	15					X
SILVER OAKS	Ryder Drive	17	29	7				X	
RIDER RIDGE	Ryder Drive	9	11	2+B:M				X	
RIDER LODGE	Ryder Drive	5	7	2				X	
RIDER MEWS	Ryder Drive	1	3	2			X		
AMEN CORNER	Ryder Drive	1	3	3			X		
PORTLAND PARK 1	Portland Park	1	2	2		X			
PORTLAND PARK 2	Portland Park	3	12	10			X		
HOYLAKE MEWS	Far Lane	21	33	7		X			
HOYLAKE FERNS	Far Lane	12	20	5		X			
HASKELLS	Haskells	1	4	4	X				
ACHERFIELD WOODS	Archerfield Wood	1	8	7	X				