

XII. MAINTENANCE GUIDELINES

A. Purpose and Responsibilities

These maintenance guidelines have been developed to ensure that the grounds and exterior spaces including structures of each parcel have a consistently high quality appearance and that each parcel owner understands his responsibility for maintaining his parcel in a neat, sightly, and well-kept manner.

B. Description of Elements and Intent

- *Plantings* including lawn areas, trees, shrubs, and other related spaces will be maintained to provide a uniform appearance consistent with the surrounding landscape. Maintenance should encourage normal growth of trees and shrubs and will include pruning, fertilizing, spraying and watering. Maintenance of lawn area will include fertilizing, watering and mowing in order to produce a high quality turf grass.
- *Paved areas* including parking areas, building entrance areas, plazas and terraces will be integrated into the overall design of the parcel and buildings. Maintenance of these spaces will be

intensive. Shrubs and ground covers will be pruned to maintain their natural form within bounds. Paved surfaces will be kept washed and swept and seasonal flower displays changed and maintained. These tasks will be performed on a regular basis, daily if necessary, to keep these areas neat and litter free.

- *Waterbody Management* of lakes in combination with aquatic plantings will provide visual transition to buffers and paved areas. The intent of the maintenance program is to create a weed free water area with attractive aquatic plants. Maintenance of the areas will be performed on a regular basis in order to keep the surrounding grounds and waterbody in best appearance.
- *Building Exteriors* will include the maintenance of all those visible areas pertaining to the exterior of the building including the roof and roofing materials, broken windows, shutters, brick, wood siding, and stucco. Maintenance of these areas will be intensive.
- *Site Lighting* will include the intensive maintenance of all electrical wiring and fixtures. Any problems will be immediately corrected by a licensed

electrician. Bulbs will be maintained and routinely checked for replacement.

- *On-Site Signage* will be required at entrance areas for identification and as required to provide direction. Signs will be kept clean and free of mildew, cracks, and material damage. Ground mounted signs will require maintenance of surrounding plant materials.

C. Grounds Maintenance General Requirements

This section covers all items of grounds maintenance of individual parcels, including buffer areas, of the Project. Maintenance will include other items of normal maintenance not listed below, but found to be necessary in order to keep the grounds in best appearance.

- Papers, trash, debris, and all unsightly items will be picked up and disposed of from all areas of the site.
- Weeds will be kept out of planted areas, lawns of building-related areas and road-related areas at all times. This pertains to closely mown grass areas, building-related plantings, parking lot plantings, entrance sign plantings, and screen plantings. Mechanical measures



including weed barriers such as landscape fabric will be the preferred method of weed control. Chemical measures shall be used as a last resort.

- Mow to keep lawns at a height of not more than three inches. Mowing will be done at intervals no longer than seven days apart during that portion of the season when mowing is necessary.
- Grass will be trimmed around all trees, shrubs, plant beds, curbs, buildings, poles, fixed objects, etc., in order to present a neat appearance at all times in building related and road related areas. Maintain all edges between grass, shrub beds, and walkways in building related areas.
- Grass will be swept off pavements, and roads after mowing and remove all grass clippings from building-related lawns immediately after clipping. In other areas, remove grass clippings which might cake or pile up on live grass, causing damage to the turf..
- Plant material will be watered and fertilized as required to maintain a vigorous and healthy condition.
- Parking lots and roadways will be kept in

a clean swept condition. Keep all paved surfaces at building entrances, plazas, and terraces swept and neat in appearance at all times, clean and remove any stains.

- Manufacturers' instructions and all Federal, State and Local regulations will be adhered to in the application of fertilizers, pesticides and herbicides.

D. Maintenance of Plant Materials

This guideline covers all items of planting maintenance. Other items of normal maintenance not listed below, but found to be necessary as work progresses, will be performed in order to keep the grounds in best appearance.

Pruning

- Primary pruning of trees and shrubs will be performed in the late winter or early spring to over-extended, dead, and unsightly branches. Interim pruning will take place throughout the year as required to maintain plant health and shrub massing.
- Pruning will include removing dead or diseased wood or wood that is seriously infested with insects, weak wood that is that is not productive of bloom, excess

suckers, shoots and irregular growth.

- All trees and shrubs will be pruned and trimmed only as necessary to maintain their natural form. Corrective pruning to remove rubbing and cross branching will be completed while the plant material is in a more dormant state, unless sudden damage has occurred, at which time corrective pruning or surgery will be performed immediately.
- Perform "same day" cleanup of all pruned and trimmed material and dispose of this material off site.

All tree pruning shall be done in accordance with ANSI A300-1995. The following is an abbreviated list from the standards. The arborist:

- shall not climb a tree to be pruned with tree climbing spikes (climbers),
- should use thinning cuts instead of heading cuts,
- shall not cut off the branch collar (not make a flush cut),
- shall use sharp pruning tools so as to not leave jagged, rough, or torn bark around cuts,
- shall not top or lion's-tail trees,
- should not remove more than 25% of the foliage of a single branch,



- should not remove more than 25% of the total tree foliage in a single year,
- should leave 50% of the foliage evenly distributed in the lower 66% of the crown,
- should not use equipment or practices that would damage bark or cambium beyond the scope of the work,
- shall not leave cut limbs in the crown of a tree upon completion of pruning, at times when the tree would be left unattended, or at the end of the work day
- should not use wound paint.

Fertilization

- Fertilization of trees will be performed yearly to maintain optimum growth. Observe at all times the condition of trees and give such treatment as is necessary to keep growth and appearance in the best condition.
- Fertilization of shrubs will be performed in the early spring before the plants leaf out and again in early summer. Check nutrient deficiencies with soil testing and apply necessary nutrients to correct any imbalance. Observe at all times the condition of shrubs and give such treatment as is necessary to keep growth and appearance in the best condition.

- Fertilization of groundcover will be performed in the early spring with a second lighter application in late spring or earlier if sufficient new growth is lacking. A soil test will be performed to determine any deficiencies. Observe at all times the condition of groundcover and give such treatment as is necessary to keep growth and appearance in the best condition to include not only fertilization but aeration, thatching, overseeding and mowing.

Spraying

- Spraying of trees, shrubs, and ground cover will occur as necessary to control all insect and disease infestations. Appropriate insecticides, miticides, and fungicides, together with required spreaders and stickers will be utilized.
- All spraying will be in accordance with authorized spray schedules.
- Trees, shrubs, and ground cover will be inspected on a weekly basis through the growing season and scheduled sprays will occur in response to a particular problem.
- All customary and regulatory precautions will be taken in all spray applications,

including but not limited to, confining spray from adjacent properties, avoiding contamination, proper storage and disposal, avoiding runoff, etc.

Weeding

- Weeding of plant beds will be required throughout the growing season to keep all ground cover beds clean and weed free. Care will be undertaken to prevent any injury to adjacent plant material when using chemical weed control.
- Weeding of grassed areas will require the use of broadleaf weed control and pre-emergents to control infestations and unwanted germinations. If weed infestations are severe, eradication of the infested area, with subsequent reseeding, will be required. Any chemicals or sprays used in weed prevention will require the same guidelines as listed previously in *spraying of trees, shrubs, and ground covers*.

Mulching

- Mulching material will be maintained in a clean and neat condition, and will be free of foreign material and weed seed. Care should be taken to keep all paved surfaces adjacent to mulched area swept free of mulch material.



Buffer Requirements

- Maintenance of trees and shrubs in buffer areas will encourage normal growth and development and will include pruning, fertilizing, spraying, and watering. Mowed lawn will be maintained up to edge of the shrub beds and buffer areas.
- Maintenance of buffer areas adjacent to the Okatie River and OCRM Critical line should avoid the use of fertilizers, pesticides and herbicides in accordance with the requirements of the Beaufort County River Protection Overlay District.

Seasonal Requirements

- Spring cleanup will include removal of all weeds, cultivation of the soil, restoration of the mulching material, pruning of plant materials, and transplanting as necessary to eliminate overcrowding. Flower heads will be removed from spring bulbs, herbaceous perennials and other plants after flowering is completed.
- Any dead or poor grass will be removed and bare spots scarified. Areas from which grass has been removed will be seeded or sodded to conform to adjacent areas. Newly seeded or sodded areas will be maintained until established.

- Ground cover and other plants that have overextended or that have dead or otherwise unsightly branches will be trimmed. Any damage from the prior season will be repaired. All plants will be pruned and trimmed only as necessary to maintain their natural form.
- Any plant material that is dead, diseased, and/or damaged will be removed and replaced. Lawn areas will be raked and collect leaves collected.

E. Maintenance of Paved Surfaces

These guidelines cover items of continuing maintenance for paved surfaces: walkways, parking areas, terraces, building entrance areas and plazas. Items of normal maintenance not listed below, but found to be necessary as work progresses, will be performed to keep these surfaces safe and in best appearance.

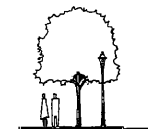
- Roadways and parking lots will be kept free of trash and debris, cleaned on a daily basis or as needed.
- Pedestrian areas will be kept free of debris, trash, grass clippings, etc. at all times.

- Entrances to all buildings will be maintained on a daily basis. During the period of building occupation, sidewalks will not be obstructed with maintenance equipment (lawn mowers, hoses, etc.).
- All stains will be washed off sidewalks immediately.

F. Waterbody Management

These guidelines cover items of lake and aquatic planting maintenance. All items of normal maintenance not listed but found to be necessary as work progresses, will be performed in order to keep the surrounding grounds and waterbody in best appearance.

- Aquatic plantings will be inspected annually and if nutrient deficiencies are noted, fertilizer will be applied. All fertilizer or pesticide applications will be in accordance with manufacturers' recommendations and will be approved for aquatic use.
- Water surfaces will be kept free from weeds and scum. Mechanical methods of weed and scum control will be employed. Chemical aquatic weed control and algacides should be avoided.



G. Maintenance of Building Exterior

The parcel owner is responsible for maintaining the building exterior to include roof and replacement of any missing roofing materials, windows and specifically the replacement of broken or cracked glass, shutters, fascia and trim, brick, wood siding, stucco, lighting fixtures and specifically bulb replacement as needed, and any other elements of the building surface. Maintenance will include keeping the building surface clean, mildew free, with all painted surfaces free of chips and peeling paint.

H. Maintenance of Site Lighting

The parcel owner is responsible for maintaining all lighting of pedestrian walkways, parking areas, stairs or steps, plazas, building entrance areas, signage and security lighting.

- Electrical wiring will be maintained at all times. Any problems will be immediately corrected by a licensed electrician.
- Bulbs will be routinely checked and replaced as needed.

I. Maintenance of On-Site Signage

The parcel owner is responsible for maintaining all signs on the parcel to include their proper placement and readability. Plant material should be neatly trimmed around ground mounted signs and should not be allowed to obscure the identification or message. Any signs that are damaged or missing will be replaced at the parcel owner's expense.

