
VACANT LOT MAINTENANCE

Purpose:

To provide procedures for maintaining vacant lots and removing foliage commensurate with community requirements.

Scope:

This document is applicable to owners of vacant lots within the Cape Royal community and to the landscaping vendor(s) hired to maintain the lots.

Responsible Party:

The Vacant Lot Maintenance Committee (hereafter called the Committee) shall administer this policy and shall insure the lot owner and Cape Royal Homeowners Association (HOA) are receiving quality workmanship at a reasonable cost from the lot mowing vendor (*Vendor*). The Committee chairperson (or designee) will monitor the work performed by the Vendor to verify it meets the standards outlined in the work agreement between the HOA and the Vendor.

I. POLICY STATEMENT

It is the policy of the HOA that owners of vacant lots located within the Cape Royal community are responsible for maintaining their lot(s) in accordance with the Cape Royal Vacant Lot Maintenance Requirements as outlined on the Cape Royal website. Lot owners shall be responsible for removal of any plants deemed invasive species (including, but not limited to, Brazilian Pepper and Australian Pines) and for removal of any impediment to mowing.

It is also the policy of the HOA that during construction on a vacant lot, the lot owner is responsible for keeping the lot perimeter mowed and weed-whacked until such time that sod is installed.

II. PROCEDURE

A. LOT OWNER

1. A mowing and weed-whacking service is offered at a competitive price negotiated by the HOA. Alternatively, vacant lot owners may hire their own landscaping vendor to mow and maintain their lot(s).
2. Vacant lot mowing/maintenance guidelines are available on the Cape Royal HOA website and apply to both HOA and private landscapers.

3. To start or stop lot mowing service, the lot owner must complete and sign the *Request for Lot Mowing or Lot Mowing Stop Form* found on the Cape Royal HOA website and mail it to the address found on the form. The form can be found on the Cape Royal website.

B. VACANT LOT MAINTENANCE COMMITTEE

1. Prepare vacant lot mowing guidelines and make them available on the Cape Royal HOA website, after they have been approved by the Cape Royal HOA Board of Directors.
2. Utilizing the developed guidelines, interview and assess landscaping vendors to determine their ability to adequately perform lot mowing duties.
 - a. Obtain mowing schedule from vendor
 - b. Chairperson will inspect vendor's work monthly
 - c. Chairperson will meet with vendor at least once per year to review past performance and request improvements if necessary.
3. Communicate the availability of lot mowing services to vacant lot owners via the Cape Royal HOA website, and other appropriate media
4. Maintain and update requests for lot mowing or lot mowing stop forms to reflect any changes
5. By December 15 each year, work with the Finance Committee to determine the appropriate lot mowing assessment fee for the new year.
6. By January 5 of each year, provide an updated lot mowing list to the HOA accountant for assessment invoicing to lot owners.
7. The Committee chairperson receives change of ownership information from HOA accountant.
8. Scan all received requests for stop or start forms, transfer the information to the lot mowing list, and forward the electronic copy of the form to the accountant.
9. Prepare and maintain a lot mowing list (spreadsheet) by lot number

- a. Update the lot mowing list (additions and removals) as needed, noting the date of addition or removal, and provide a copy to the vendor.
 - b. Provide copies of the revised lot mowing list and *Request for Lot Mowing or Lot Mowing Stop Form* for use in invoicing and/or reimbursing.
 - c. Designate the lot to be mowed and/or weed-whacked by marking the pavement in front of the lot with a painted stencil. Use the letter "G" for mowing, the letter "W" for weed-whacking, or "GW" for both.
 - d. When a lot is removed from the lot mowing list, remove stencil from road
 - i. The effective date of a request to be removed from the lot mowing list will be the end of the calendar month in which the form is received, and that will determine the proration date for assessment fee refund.
 - ii. When building is imminent on a vacant lot, place the lot on the "Watch List" and monitor for scraping activity and sod installation. Once sod is laid, move that entry from the lot mowing list to the "Removed" section of the list, and color the lot yellow on the plat map.
 - e. In the event the Finance Committee informs the Vacant Lot Maintenance Committee that a lot owner's assessment fee is past due, remove the lot owner from the lot mowing list (as described above), send a revised copy to the vendor, and remove the stencil from the pavement in front of the affected lot.
10. When an impediment to mowing exists, contact the lot owner to remove it, so that mowing may resume.
11. Relay any vendor-reported adverse conditions that are preventing the vendor from completing their work tasks to the Committee chairperson.