

Appendix B:

LINKS GLEN CONDOMINIUM ASSOCIATION

Landscape Committee

The Links Glen Landscape Committee is responsible for the maintenance and operation of the landscape area of Links Glen Association (Lot 1) and to advise the Board on issues and budgets necessary to maintain the property. Additionally, other specific requests may be made to the Committee by the President. Links Glen, LLC (Conlon) is responsible for the care and maintenance of Lot 2 and 3.

Common Areas:

1. The Committee evaluates and cares for all trees, bushes, and shrubs in the Common areas and the mulch areas.
2. Unit owners desiring to plant trees, bushes, or other plants in the Common area of their Unit must seek permission from the Committee who will then request additional information or seek Board approval. The cost of any such tree or plant and its installation is the responsibility of the Unit Owner as is the care, maintenance, replacement, or removal for a period of 5 years.
3. After 5 years the COA (Condominium Owner's Association) is responsible for the care and maintenance, removal, and replacement.
4. If a Unit Owner desires to remove a tree or plant, they must again seek approval from the Committee and pay for the removal plus stumping.

Mulch Area:

1. The Committee will see that all mulch areas are weeded, and perennial spread is controlled. Original plants from the Developer will be evaluated as to whether replacement is needed and if so, confer with the Unit Owner as to what plant they would desire. New or replacements plants requested by the owner must be presented to the Committee for approval. Size and price will be considered, and new planting should not reach a mature height greater than three feet. Due to price, a replacement plant will be a younger plant.
2. Unit owners desiring to remove Developer planted plants at their Unit may do so with the approval from the Committee and at the Unit owner's expense. They will be responsible for replacing the plant if so desired and again with Committee approval and at Unit owner's expense. Preference will be given to native plants and plants with zone 5 hardiness.

3. Unit Owners may plant and care for flowers or bushes at their expense in the mulch area at their Unit upon approval of Committee. It is the responsibility of unit owners to remove dead annuals.
4. Unit owners may also place and care for 3 decorative items, landscape lighting, or animal fences in their Unit much area with the approval of the Committee and Board.

Specific Responsibilities of the Landscape Committee

1. The Committee meets as needed with the Manager for the hiring of vendors to help assess their qualifications for specific areas. The Committee is responsible for conferring with vendors and giving them instructions. Suggestions can be made to the Committee, but the Committee solely is responsible for contact with the vendor.
2. Grass cutting: The Committee will advise the vendor for lawns, center island and back hill grass cutting as to frequency (notifying which weeks can be skipped), height, trimming, blowing off sidewalks and street and annually when to start and stop.
3. Fertilizing: The Committee will confer with the vendor as when this is needed. The Manager purchases a yearly contract for weed control, fertilizing, core aeration, grub control and pesticides.
4. Landscaping: Concerning the weed control, trimming of bushes and trees, managing control of perennial spread, fall and spring clean-up, the Committee will concur with the vendor as to the timing of this. Also, the committee should discuss with the vendor the trimming, fertilizing, removal, or replacement of bushes in the Common area.
5. Mulch: The Committee will evaluate the mulch needed each year, if any. No mulch should be above the cement board at ground level. The Committee will work with the manager and vendor in establishing the amount, if any, to be purchased.
6. The Committee will annually provide estimates of needed bushes, trees or unusual work that may have major budget consequences and report this to the Manager for approval as well as budgeting purposes.
7. Prepare the Annual Report for Annual Meeting.

Links Glen has an irrigation system that provides adequate water on all common lawn elements. The system is on a rotational timer and controlled by a rain sensor. The Association provides the maintenance of this system, and the costs are included in your quarterly assessment. Watering for plant materials in mulch beds adjacent to Units, if required, is the responsibility of each Unit Owner.

Contractors: (vendors)

The Manager is responsible for the hiring of vendors or contractors.

Any vendor or contractor providing work must provide to Links Glen a Certificate of Insurance (COI) in accordance with the Links Glen Agreement of Understanding. Prior to digging, the contractor is responsible for identifying all underground utilities including irrigation lines. All contractors must provide a W-9 for Internal Revenue Service.