

Appendix J: Sample HOA Maintenance Plan

HOA MAINTENANCE PLAN

General Statement

The _____ Homeowner's Association will fund all park and open space maintenance.

Trees/Shrubs

An outside contractor will be hired to perform park maintenance. Maintenance duties to be performed will consist of spring and fall clean up, routine mowing, lawn patching, care and replacement of dead trees and/or shrubs. All tree trimming and pruning must be performed by a certified arborist as outlined in **City Ordinance 12.30.040**, in coordination with the Forestry Division.

All trees on public property are subject to City of Bozeman permits and ordinances. 12.30.040

Maintenance will also include care and replacement of playground equipment and/or site furnishings, and replacement of doggie pick-up bags, and emptying of refuse containers.

Trails

Gravel trails will not be plowed. These trails will be inspected regularly and receive routine patching and surface maintenance to prevent erosion or unsafe conditions. Weeds on the trail will be controlled using industry standards or as part of the weed control plan described in this document.

Weed Control Plan

A weed control plan will be developed that conforms to the requirements of the Gallatin County Weed Control Board Supervisor and NRCS. A weed control plan will be implemented that compliments that associated with the entire subdivision. Weeds will be sprayed by an outside contractor, according to industry and local standards, on a regular basis, using appropriate applications and products. The utmost care will be taken to protect water sources, park users, and adjacent property owners. The City of Bozeman shall be notified of any and all applications of pesticides and / or herbicides on public lands. Signs shall be posted prior to application in appropriate and noticeable locations identifying the product applied and the date to be applied. Signs will remain in place for a minimum of 2 days after treatment. Records shall be maintained in accordance with State of Montana Pesticide Act, Administrative Rule 4.10.207 and copies submitted to the City of Bozeman Parks Division.

Soil Preparation

All soils to be used on public park land shall be inspected by and meet the approval of City of Bozeman Parks Division Staff prior to installation and shall meet the minimum depth requirement of 10 inches. Soil tests (a sieve analysis and soil analysis)) shall be performed prior to planting to determine the classification and texture of the soils, along with any nutrient deficiencies. The classification and texture will determine what amendments, if any, are needed, while the soil analysis will help correct any nutrient problems with a pre-plant fertilization.

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Guidelines for soils: The soil will be deemed acceptable if: it is less than 35% clay and less than 70% sand, and 70% silt. Ph must not exceed 8.4. The soil will be screened at ½ minus for rocks and debris; topsoil depth will be at least ten inches. The sub base, after grading, will be scarified to a depth of twelve inches to insure drainage throughout the profile.

Lawn and Grasses

Lawns will be mowed weekly or as needed to maintain a blade height of 2-3” during the warmer months of the year and not reach a height more than 4 1/2 “. Mowing will not be done during extremely wet periods or when sub-grade is saturated or with standing water. Lawns will be irrigated with 12” of water from early June to late September, at approximately 1” per week. Established lawns can receive a deep, but less frequent watering in order to conserve and not over water.

Fertilizing and Plant Care

Lawns will be fertilized with a mixture of 29-3-3 in spring after the last frost and with 27-8-8 in mid to late summer. Lawns should be fertilized according to manufacturer standards. No fertilizer will be applied in ditches or directly adjacent to water courses. Trees will be fertilized once a season using fertilizer spikes directly manufactured for tree use. Trees under one year old should not be fertilized.

Irrigation

Irrigation contractor will perform spring maintenance and fall blowout. Spring maintenance will include charging the irrigation, closing manual drain valves, checking controller and all hardware (including valves, heads, wiring, etc.), and checking drip emitters.

During the watering season, all heads should be checked on a regular basis for correct operation and efficiency.

Fall blowout will consist of a basic winterization package, including opening all manual drain valves, using a compressor to clear lines, and checking general condition of all hardware.

Refuse

Refuse within the parks and open space will be collected weekly by a service retained by the Alder Creek Homeowner’s Association.

Snow Removal

Snow removal will be provided within the park by a snow removal service retained by the Alder Creek Homeowner’s Association. Leaf removal will be provided most likely by a landscape contractor or handyman service, as retained by the Homeowner’s Association.

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