

## Oceana Landscape Committee

# OCEANA LANDSCAPE COMMITTEE

## LANDSCAPE STANDARDS

This Standard is designed to assist owners/residents of Oceana for the enjoyment of their community. By following these standards the level of quality and stability of property values will be maintained and enhanced.

Standards are to be followed by all owners/residents of Oceanside Community Association. All landscape requests and change requests must be in writing to the Landscape Committee in advance of any work done. The Landscape Committee will review the request and submit to the Board of Directors for final approval. Failure to follow these standards can and may result in penalties as outlined in the Rules & Regulations of Oceanside Community Association.

These Standards may be used as guidelines for negotiating a landscape contractor.

**All Landscape Committee recommendations are subject to approval or denial by the Oceana Board of Directors.**

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**POLICY**

**I. General Landscape Issues**

**A. Landscaping Jurisdiction**

1. Common ground encompasses all the area located outside the footprint of individual homes.
2. All plants and trees in common ground are under the jurisdiction of the Landscape Committee and the Board of Directors (BOD).
3. Residents may have and maintain container plants as specified in current Oceanside Community Association (OCA) Rules and Regulations and Association Covenants, Conditions, and Restrictions (CC&R's).

**B. Landscaping on Common Ground**

1. Plant care (trimming, fertilizing, dethatching, etc.) is to be done only by the current contracted landscape company. A yellow Work Order Request should be submitted to the Administrative Office for plant care.
2. All new planting and plant removal are to be done only by the current contracted landscape company following:
  - a. Submission of a green Landscape Extra Work Order Request to the Administrative Office (*HOMEOWNER* signature is required on this form when submitted by the resident)
  - b. Review and recommendation by the Landscape Committee
  - c. Approval by the BOD.

**C. Using the Work Order Process**

1. Work Order forms are available online ([www.oceanaseniors.org](http://www.oceanaseniors.org))
2. Work Order Request (yellow) is a general maintenance request – covers landscape requests that are included in the existing contract (no additional charge)
3. Landscape Extra Work Order Request (green) specifically addresses landscape needs that are not included in the maintenance contract (e.g. planting, removal, hardscape or mulch installation), generating additional or “extra” charge is incurred.
4. Any Landscape Committee member can assist with questions about form completion.

5. Failure to follow the Work Order process can result in penalties as outlined in the Rules & Regulations of the Oceanside Community Association.

#### **D. Emergency Landscape Situations**

1. Safety issues
  - a. If any large shrub, tree, or tree limb falls and poses a threat to safety, call the Administrative Office number listed in the Oceana Directory (a 24-hour number).
  - b. Emergency removal of trees or limbs is managed directly by the Administration Office and the BOD.
2. If a sewer backup occurs, call the Administrative Office number listed in the Oceana Directory. (A “sewer line backup procedure” is also found in that publication.)
3. Emergency irrigation issues should be reported to the Administrative Office number listed in the Oceana Directory (a 24-hour number).

#### **E. Root Intrusion**

1. Requests for removal of trees or shrubs due to root intrusion into foundations or plumbing are referred directly to the BOD for their evaluation and action in accordance with current policy.
2. Other areas of root intrusion on Common Ground are dealt with by the Landscape Committee through the work order process.

## **II. Trees**

### **A. Care and Planting**

1. Annually, individual trees are identified for trimming and pruning based on a rotating schedule, or as needed.
2. All trees must be planted at least 15 feet from foundations of buildings.
3. New plantings must be selected from the approved community plant palette and placed to avoid crowding.
4. No fruit or nut bearing trees may be planted (those that are mature and healthy are exempt from removal).

### **B. Removal**

1. Trees may be removed if they threaten a foundation, invade plumbing, grow up under a roof overhang, or pose a danger to a structure.
2. Volunteer trees may be removed or thinned unless their removal could destabilize a slope.
3. Trees present at the time a home is purchased will not be removed for improvement of homeowner view.

### **III. Shrubs and Plants**

#### **A. Care and Planting**

1. Shrubs will be pruned to maintain the health and appearance of the plant, to control general size, and keep them below the level of windows.
2. New plantings must be selected from the approved community plant palette and placed to avoid crowding.
3. Smaller and dwarf shrubs will be used as foundational plantings and placed no closer than 2 feet from dwelling.
4. Shrubs selected at window locations should not exceed the window height at maturity.

#### **B. Removal**

1. Shrubs that are overcrowded or overgrown in foundation plantings will be pruned or may be removed.
2. Shrubs not consistent with overall landscaping plan or requiring high water use may be removed.
3. Shrubs that are diseased, dying, or unhealthy in appearance will be treated or removed.

### **IV. Lawns**

#### **A. Care and Planting**

1. Lawn renovation can be accomplished by reseeding, fertilizing, or dethatching using the work order process.
2. Lawn redesign can be accomplished by removing peripheral areas of the lawn and replacing it with gravel and accent shrubs or plants.

#### **B. Removal**

1. Small lawn areas that are difficult to mow and maintain may be removed.
2. Areas of turf that are removed will be replaced with any one or a combination of ground cover, mulch, pavers, or hardscape with accent shrubs or plants.

### **V. Xeriscape**

#### **A. Planning and Installation**

1. Areas deemed suitable for conversion to xeriscape will be proposed to the BOD using the work order process by the Landscape Committee.

2. Materials used in xeriscape planning include, but are not limited to, any one or a combination of gravel, pavers, decomposed granite, rocks, landscape blocks, mulch and drought tolerant plantings.
3. All xeriscape material must be professionally installed by the current contracted landscape company using the work order process.

## **VI. Slopes**

### **A. Care and Planting**

1. Maintenance of slope integrity is critical and of the highest priority.
2. Slopes are scheduled for upgrades and groundcover augmentation on a rotating basis.
3. Erosion control and slope maintenance dictate the type and location of new plantings and impact the removal of shrubs, groundcover, and trees.
4. Only the irrigation maintenance staff may adjust slope irrigation water delivery as improper slope irrigation can contribute to slope failure.

### **B. Removal**

1. Complete clearing on major slopes will be done only when absolutely necessary.

## **VII. Irrigation**

### **A. General Considerations**

1. The Landscape Committee will review irrigation needs and work with the Community Manager and maintenance staff to implement necessary work.
2. Landscape Committee volunteers will submit a standard work order for checking proper irrigation along with the Landscape Work Order Extra process for new plantings.
3. Irrigation controllers systems will be adjusted only by the maintenance staff responsible for irrigation.
4. If an irrigation system is not working properly, homeowners should report the problem to the Administrative Office for prompt repair, preferably using a work order.

## **VIII. Landscape Enhancement, Planning, and Maintenance**

### **A. Landscape Committee**

1. Homeowners are welcome to attend the monthly Landscape Committee meeting. Meeting times and dates are found in Hilltop Highlights and our cable channel.

2. Committee volunteers are assigned units for which they are responsible (see Hilltop Highlights).
  - a. Committee volunteers can assist homeowners in their respective units with form completion and the work order process.
  - b. Committee volunteers can independently initiate the work order process when they identify areas needing improvement or attention.
  - c. Committee volunteers will make every effort to maintain communication with homeowners regarding the progress of landscape work.

**B. Homeowner Sponsored Landscape Enhancement**

1. A homeowner may be allowed to partially or fully fund the cost of a landscape enhancement project surrounding their home if the following criteria are met:
  - a. A legible and complete plan using the Landscape Extra Work Order is submitted by the homeowner to the respective Unit Landscape Committee volunteer for submission to the standard bid process.
  - b. The Landscape volunteer and homeowner review the plan and proposal.
  - c. The Landscape volunteer and Committee review the plan and recommend action to the BOD.
  - d. The plan uses approved plants from the current OCA plant palette.
  - e. The plan developed is water-wise and does not increase water usage for the community.
  - f. All work will be done by the current OCA contracted landscape company.
  - g. The owner will submit payment for the proposed work after final BOD approval of the plan and before work is begun.
  - h. All landscape installations completed in this process become the property of the OCA and will be maintained under current maintenance contracts.
2. Owner paid work will not commence until all necessary work and materials are available and can be completed within 60 days.

**C. Landscape maintenance standards**

1. Shrubs and trees will be pruned to a natural shape to maintain health, appearance, and appropriate size.
2. Shrubs, in addition to shaping, will be thinned from the inside to remove dead wood.
3. Shrub pruning and trimming will be done at the appropriate season and after blooming period.
4. Trees will be trimmed in the cooler months of the early winter dormant season.

5. Fire breaks will be sprayed for growth control in late winter or early spring.
6. Fertilizing of lawns and slopes will be done on a regular schedule.
7. Landscape contractor will mow and edge weekly or every two weeks depending on the season.
8. Dethatch and aerate turf as needed.
9. All slopes are included in the Landscape Maintenance Contract.
10. All slope work will meet specifications of the Landscape Committee as approved by the BOD.
11. BOD approved work orders will be completed within 60 days of forwarding to landscape contractor.
12. Landscape contractor will notify Landscape Committee chairperson if there is a delay in the schedule.
13. Landscape contractor will maintain a detailed rotating maintenance schedule for all Oceana Units.

## **LANDSCAPE COMMITTEE AND BOARD OF DIRECTORS APPROVAL AND AMENDMENT REFERENCES**

THESE POLICIES AND PROCEDURES SUPERSEDE THE LANDSCAPE COMMITTEE POLICIES AND PROCEDURES MANUAL ACCEPTED AND APPROVED BY THE BOARD OF DIRECTORS DATED SEPTEMBER 16, 1992

APPROVED BY LANDSCAPE COMMITTEE on June 18, 2008:

Mike Faulkner, Landscape Committee Chairperson  
Tain Soreboe, Landscape Committee Vice Chairperson  
Sondra Johnson, Secretary

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AMENDMENT OF THE LANDSCAPE STANDARDS AND POLICY, SECTION VII, B reflecting inclusion of the owner-resident landscape enhancement process previously approved by the BOD which supersede the Landscape Standards and Policy of June 18, 2008.

APPROVED BY LANDSCAPE COMMITTEE on February 24, 2010.

Taine Soreboe, Landscape Committee Chairperson  
Sharon Hall, Landscape Committee Vice Chairperson  
Pat Baumgartner, Member of the Board of Directors

APPROVED BY THE BOARD OF DIRECTORS on March 24, 2010.

Updated by the Landscape Committee in June 2011  
Approved by the Board – August, 2011