

Kentfield Commons Landscape Protocol

For Landscape Contractors

Provide Report with:

- Updated site maps of Homes on the **No Spray list and No Trim list**
- 8x10 color photos of any problem areas that need attention.
- Customized monthly maintenance schedule.

Sitewide:

- Empty trash bins Mondays and Fridays. Recycle recyclables.
- Pick up litter.

Protocols for All Common Areas: Including Entrance, Park, Pool

Trees:

- Landscapers: Do not prune trees. Arborist prune trees.
- Leave all redwood duff on site. Keep Redwood duff from street cleaning on-site and use as natural mulch under redwoods.
- Leave Oak Tree litter under the oak trees.
- Shred fallen leaves and use as a natural mulch in the park when possible.

Shrubs:

- Keep shrubs above (not below) the fence line.
- Rose Bushes: Dead-heading and hand pruning only.
- Sidewalk clearance: Trim the sides of shrubs that are obstructing sidewalks and parking bays so that they are 6" from the edge of the sidewalk.
- Besides the sidewalk clearance, Do not hedge or trim plants in common areas. If there are common area plants that you'd recommend trimming, bring it to the Landscape Committee's attention.
- Please remind your crew that Common areas are owned by everyone in the HOA, not just the person living next to them. Crewmembers should not follow any individual homeowner's instructions for common areas. Crew Members should follow work orders from the Association's Managers for all common areas.

Common Area Materials:

- **Mulch:** Always use Plain Unstained Wood Chips or Small Fir Bark (Not Mini) No stained wood chips.

Pesticide use in the Kentfield Commons Park, Pool, and Shared Common Areas:

Pesticides are defined as substances that are meant to control pests. This includes herbicide, insecticide, nematocide, molluscicide, piscicide, avicide, rodenticide, bactericide, insect repellent, animal repellent, microbicide, fungicide, and lampricide.

In the interest of keeping the park accessible to everyone including children, the elderly, and others who do not want to be exposed to chemicals, **the park has been maintained as a pesticide free zone. Pesticide and herbicides and insecticides are limited to emergency use only in the park and common areas.**

In the rare instances when pesticides must be used in common areas:

- The Manager must notify homeowners via email or newsletter 7 days before the application.
- Post **Kentfield Commons Notice of Pesticide Application** at the application site, and the Brighton, Kingsford and Whitehall park entrances.

Protocols for Individual Lots:

Maintain updated lists and site maps of the **No Spray list and No Trim lists.**

Trees:

- Landscapers: Do not prune trees. Arborist prune trees.
- Do not trim plants on properties on the No Trim List.

Planting beds:

- Landscapers can follow homeowner's trimming requests for the individual homeowner's property. Consult site maps and be mindful of property lines. Do not trim plants on another homeowner's property or plants in the common areas surrounding that individual's property.
- Unless otherwise indicated, keep shrubs above (not below) the fence line.
- For Rose Bushes: Dead-heading and hand pruning only.
- Do not trim plants on properties on the No Trim List.

Pesticide use in the Individual Lots:

Pesticides are defined as substances that are meant to control pests. This includes herbicide, insecticide, nematocide, molluscicide, piscicide, avicide, rodenticide, bactericide, insect repellent, animal repellent, microbicide, fungicide, and lampricide.

- Do not apply pesticides on properties on the **No Spray List**.
- Discuss any recommended pesticide or herbicides applications and any organic, non-toxic options with the Landscape Committee and Community Manager **BEFORE** applying any of these substances.
- The Manager must notify homeowners via email or newsletter at least 7 days before the application.
- Post **Kentfield Commons Notice of Pesticide Application** on the guardhouse door on days when any pesticides/herbicides/insecticides are applied to front lawns.
- Use the lowest effective dosages.
- Leave notices up for at least 7 days.

Landscaping Materials: Front Yard Mulch: Always use Small Fir Bark (Not Mini) No stained wood chips.