



Camino Woods II Homeowners Association, Inc. ♦ 22442 San Miguel Way ♦ Boca Raton ♦ FL 33433

Service Specification

What is expected of Contractors who provide services in Camino Woods II

DEFINITIONS

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|---------------------|---|
| Association: | Camino Woods II Homeowners Association, Inc. A Florida Corporation Not For Profit. |
| Homeowner: | A resident of Camino Woods II. |
| Contractor: | Sole Proprietor (Independent Contractor) or Company providing the specified service to the Association. |
| Employee: | Sole Proprietor; Sub-Contractor or Company Employee supervised by the Contractor. |

COMMON REQUIREMENTS

1. All employees shall be in uniform during the servicing of Camino Woods II or provide identification when requested by any Homeowner.
2. All services to be performed in a neat, professional workman-like manner.
3. Supervisory personnel will be present at all times in charge of and working with its crew when services are rendered.
4. During the contracted term, the Contractor shall carry and keep enforced and effect policies of the following insurance coverage:
 - a. Comprehensive liability insurance - \$2,000,000 general liability, bodily injury.
 - b. Automobile liability insurance of not less than \$100,000/\$300,000 for bodily injury and property damage.
 - c. Workman's Comp or comparable indemnification policy.
5. During the contracted term, the Contractor shall hold current licenses to operate in the State of Florida and in the county of Palm Beach.
6. The Contractor shall provide to the Association, a copy of licenses and insurance certificates.
7. The Contractor shall provide the Association with a completed Form W-9 – Request for Taxpayer Identification Number and Certification.
8. Any new Contractor providing monthly service will have that service reviewed by the Association after the first three months service. The Association may cancel the contract, without penalty, if the Association is not completely satisfied with the service provided during the first three months.
9. Either party may cancel the contract with a 30 day written notice, sent by certified mail.

LANDSCAPING

1. All common turf areas will be serviced a minimum of 32 times per calendar year.
2. All turf will be cut with state of the art mowers using freshly sharpened blades at the height of 3.5 inches.
3. All walkways, driveways, and bed areas will be mechanically edged during every service.
4. Turf clippings and debris will be blown off of all sidewalks and parking lot areas, during every cut.
5. Turf clippings and debris will not be blown into lakes.
6. All litter, branches, and other debris will be removed from cutting areas on the day of service.
7. All bushes, shrubs will be trimmed 12 times per calendar year to maintain a manicured appearance.
8. All trees will be trimmed to provide a seven foot clearance near sidewalks to allow unobstructed access.
9. All planting beds to be kept free of weeds by hand weeding and chemical eradication as needed once per month.
10. All walkways/bikeways, driveways, pool deck area and parking lots to be kept free of weeds by chemical eradication as needed once per month.
11. All vegetation that has died due to chemical eradication will be removed once per month at no additional cost to the Association.
12. Fertilization of the turf will be performed 4 times per year using a premium time released fertilizer at no additional charge to the Association. The Association to be notified of such treatment on the monthly invoice.
13. Fertilization of the shrubs and palms will be performed 4 times per year using a premium time released fertilizer at no additional charge to the Association. The Association to be notified of such treatment on the monthly invoice.
14. Any damage to irrigation system caused by landscaper on properly installed irrigation equipment i.e. sprinkler-heads, pipes, valves, etc. will be the responsibility of the contractor.
 - o Repairs to be made by contractor's agent and approved by the Association, or
 - o Repairs will be made by the Association and the cost will be deducted from the contractor's service invoice.

Optional Services

1. Incidental plantings of flowers or other ornamentals, sod work, plant replacement or removal, etc., shall be done upon the request of the Association. The Contractor will provide labor and materials at a price agreed in writing by the Association prior to service.
2. The Contractor will remove dead trees upon the request of the Association at a price agreed in writing by the Association prior to service. The price is to include labor and disposal fees.

PEST CONTROL

Turf Areas

Clubhouse

CLUBHOUSE AND POOL AREA CLEANING

After each monthly visit ensure that:

1. the air conditioning is set as specified on the instructions next to the controller,
2. all lights and ceiling fans are turned off,
3. all windows and doors are locked.

Clubroom and kitchen

1. Dust and clean all fixtures and furniture, cabinets, counter tops, book shelves and window ledges.
2. Dust light fixtures, air conditioning vents and ceiling fan blades.
3. Dust all picture frames.
4. All kitchen counters, tables and sinks to be cleaned with an approved anti-bacterial product.
5. Remove spots from all carpeted areas.
6. Spot clean walls, doors, doorframes and light switches.
7. Empty all waste bins and remove trash to the garbage can outside the clubroom.
8. Damp mop tiled floor.
9. Clean and polish glass in doors and windows.
10. Vacuum all carpeted areas.
11. Properly position furniture.

Restrooms

1. Clean and polish all fixtures, dispensers and mirrors.
2. Clean and disinfect hand basins, toilet bowls and urinals.
3. Spot clean tile walls and toilet partitions.
4. Wash all restroom floors and partitions with a germicidal solution.
5. Restock all paper products from Association supplies.
6. Inform Association when supplies need to be replenished.

Pool Area

1. Clean and sanitize drinking fountains.
2. Clean shower fixtures and tile.
3. Wipe down plastic tables and furniture.
4. Spot clean loungers and chairs.
5. Damp wipe all furniture with an anti mildew solution.
6. Properly position furniture.

7. Ensure both gates are locked at all times except when entering or leaving the pool area.

POOL AND SPA

1. Service to be provided three times a week.
2. Skim water surface to remove floating matter on each full service trip.
3. Balance pool water according to Langelier index as needed.
4. Treat pool with necessary chemicals each trip.
5. Brush pool walls and floor.
6. Vacuum pool walls and floor.
7. Clean tile in pool regularly.
8. Inspect skimmer and treat for algae
9. Remove and clean skimmer basket regularly.
10. Remove and clean pump basket regularly.
11. Clean filter system when needed.
12. Replace pool light as necessary.
13. Maintain pump area in clean condition.
14. All materials necessary to the above operations are to be furnished by the Contractor at no additional charge to the Association.
15. Chlorine stabilizer is to be provided by the Contractor and billed separately.

IRRIGATION

1. Service to be provided once a month.
2. Clogged heads to be cleaned and replaced.
3. All heads are to be checked for proper stream trajectory and adjusted to eliminate dry areas.
4. All valves are to be checked to ensure their correct operation.
5. All clocks to be checked for correctly programmed irrigation date and time.
6. Pump stations to be checked for loose wiring, damage, leaking pipes, etc.
7. Maintain pump stations in a clean condition.
8. Provide emergency service within 24 hours.

Optional Services

The Contractor will provide labor and materials at a price agreed in writing by the Association prior to service.

1. Relocation of heads for better coverage.
2. Repairs to clocks, valves, pumps, and electrical components, etc.
3. Extension and/or re-routing of system due to landscape design change or damage.

LAKES

TREE TRIMMING

1. Trim all shade trees to improve the structural integrity of the tree by reducing co-dominant leads. Thin canopy of crossing and dead branches and remove weak or decaying limbs.
2. Trim all Queen, Sabal and Coconut Palms to remove fronds to a height of 9 and 3 o'clock. Seed pods are to be removed and loose husks trimmed close to the trunk.
3. Supervision to be provided by an Arborist who is certified by the International Society of Arboriculture or an equivalent organization.

PRESSURE CLEANING

Roofs

Pool Deck

PAINTING

MISSING?

1. Ornamental shrubs
2. Palms by the pool
3. Robelini