

Wisteria Park Homeowners Association, Inc.
Bradenton, FL 34209

Date: April 22, 2022

Dear Community Members:

This letter provides a summary of the responsibilities of landscape contractors and homeowners in maintaining the natural beauty of both Common Areas and individual properties in Wisteria Park.

The Board of Directors and East Side Landscape Committee (ESLC) in particular draw East Side homeowners attention to specific landscape responsibilities on their properties (see B below). We hope the following information is helpful.

A. West Side **and** East Side Homeowner Responsibilities

1. Maintaining their properties according to the Declaration of Covenants, Conditions and Restrictions for Wisteria Park (Article 7.02). This document is online at <https://www.wisteriaparkhoa.com/files/documents/WP%20Documents.pdf>.
2. Obtaining permission from the Architectural Review Committee (ARC) to make landscape changes to their properties. Modification Request forms are available online at <https://www.wisteriaparkhoa.com/files/forms/WP%20Modification%20Request%20Form%20v4-E.pdf> and completed forms should be sent to the Wisteria Park Property Manager Nicole Banks at nicole@sunstatemanagement.com. Approval of requested changes is valid for six months after which resubmission of the request is required if the work is not completed by that time. Please note that plantings in existing beds may be replaced without permission in compliance with the Approved Plant List in the Wisteria Park Community Design Guidelines (<https://www.wisteriaparkhoa.com/files/documents/WP%20Community%20Design%20Guidelines%20Revised%202021-09.pdf>).
3. Not removing aquatic vegetation from ponds if their properties border a pond and ensuring their landscape providers do not allow clippings or fertilizer to be discharged into ponds. Wisteria Park is subject to the Southwest Florida Water Management District (SWFMD) rules and regulations (Covenant, Article 10.12 Environmental Protection).

B. East Side Homeowners - Additional Responsibilities (not performed by Brightview - per contract)

1. Replacement of dead or dying shrubs and trees (unless provable injury or negligence by landscape contractor).
2. Replacement of turf.

3. Planting any additional trees or shrubs desired. Homeowners must submit a request to ARC to add a bed or change the size of an existing bed.
4. Specialized pest services (e.g., spraying for spiraling whitefly or whitefly, moles, crickets, etc.).
5. Repairing and/or replacing damaged or worn out irrigation lines.
6. Individual custom trimming of shrubs and trees. For additional services, homeowners can hire the landscaping company under contract or another one of their choosing, or perhaps do it themselves.

C. Overview of Wisteria Park Landscape Contractor Responsibilities (East Side & Common Areas)

1. Mowing (41 times annually).
2. Edging all accessible curbing, sidewalks and roadways with each mowing. Edging established bed edges and tree rings bordering turf every other mowing.
3. Trimming around all trees, shrubs, signs and foundations and clippings blown from all paved surfaces with each mowing.
4. Prune all shrubs seven times annually, to include removing dead or diseased wood, or wood infested with insects, weak wood not productive of bloom, excess suckers and shoots and irregular growth.
5. Maintain clearance of trees in pedestrian walkway areas up to eight feet in height.
6. Insect and disease monitoring and control for turf, trees and shrubs (excludes trees/shrubs over height of 15 feet).
7. Fertilization of turf areas and existing trees and shrubs up to 15 feet.
8. Chemically treat weeds in shrub beds and tree rings to maintain weed-free appearance twelve times annually.
9. Monthly irrigation system run-through to clean and adjust heads for proper coverage, set timers, check valves, and replace heads and nozzles as necessary to insure proper operation. Cut turf away from heads at least three times annually.
10. Spray vegetation growing in cracks of paved surfaces with herbicide.
11. Mulch (annually).
12. Trim Queen and Sable palms over 15' (annually).

D. Submitting a Service Request to Brightview Landscape

Prior to filing a Service Request, the homeowner must first create an online Brightview account for their property address. See Appendix A for instructions to create your online Brightview account.

Contact Brightview directly (using your online Brightview account) with:

1. Any issues with the services provided under their contract, or
2. Requests for them to quote or perform services (enhancements) not in the contract (i.e. replace sod, custom pruning, etc.,) that will be paid by the homeowner.

To create a Service Request:

1. Go to the Brightview website, <https://hoa.brightview.com>.
2. Log in to your Brightview account.
3. Tap “Create Service Request” and complete the request forms. You will receive an email acknowledging your request.

The status of the request can then be tracked by logging into your Brightview account.

Homeowners should not send work order issues to members of the ESLC.

If you have questions about the landscaping contract scope of services for the East Side, please email Wisteria Park’s Community Manager Nicole Banks at Sunstate Management (nicole@sunstatemanagement.com).

Please contact Nicole Banks (nicole@sunstatemanagement.com) with any questions, comments or suggestions. Nicole will bring these inquiries to the attention of the Board of Directors and/or East Side Landscape Committee, as appropriate.

Thank you for your cooperation.

Available on the Wisteria Park website are the 2022 - 2023 Brightview Landscape maintenance contracts. Please note the contracts are in a password restricted section of the website (password WP34209)

Common Area Contract

<https://www.wisteriaparkhoa.com/files/owners/contracts/WP%20-%20Contract%20-%20Brightviews%20-%20%20Master%20Common%20Areas%202022.pdf>

East Side Contract

<https://www.wisteriaparkhoa.com/files/owners/contracts/WP%20-%20Contract%20-%20BrightView%20-%20Homes%202022.pdf>

APPENDIX A

How To Create a Brightview Account

1. Log in to Brightview at <https://hoa.brightview.com>.
2. Click “Register” at top right of screen.
3. Enter Tz3BWm38 in the box labeled “Unique Community Code”, then click Validate Community Code.
4. Complete the next screen with your name, then create a password and click Accept.
5. Enter your property address and contact phone.
6. Change the time zone on the form to an Eastern time zone city (i.e. Americas/New York) and click Save.
7. Your registration is now complete and you can create and track your Service Orders.