

## LANDSCAPE CONTACTS QUICK REFERENCE SHEET

ISSUE	CONTACT	TIMING	COST
<p style="text-align: center;"><b>IRRIGATION</b></p> <p>Geysers, leaks, dry or wet spots in landscape</p>	<p style="text-align: center;"><b>Work order desk</b> 925-988-7650 or <a href="mailto:workorder@rossmoor.com">workorder@rossmoor.com</a></p>	<p>Within one to two business days</p>	<p style="text-align: center;">\$0</p>
<p style="text-align: center;"><b>MAINTENANCE</b></p> <p>Pruning, mowing, weeds, leaf cleanup</p>	<p style="text-align: center;"><b>Work order desk</b> 925-988-7650 or <a href="mailto:workorder@rossmoor.com">workorder@rossmoor.com</a></p>	<p>At next maintenance visit (up to 4 weeks for non-urgent requests)</p>	<p style="text-align: center;">\$0</p>
<p style="text-align: center;"><b>LAWN CARE</b></p> <p>Overseeding, weeds, mowing</p>	<p style="text-align: center;"><b>Work order desk</b> 925-988-7650 or <a href="mailto:workorder@rossmoor.com">workorder@rossmoor.com</a></p>	<p>Spring and Fall</p>	<p style="text-align: center;">\$0</p>
<p style="text-align: center;"><b>TREE CARE</b></p> <p>Arborist inspection, pruning (excluding view pruning), removal</p>	<p style="text-align: center;"><b>Work order desk</b> 925-988-7650 or <a href="mailto:workorder@rossmoor.com">workorder@rossmoor.com</a></p>	<p>Varies <b>Requested work is not guaranteed!</b></p>	<p>Varies <b><u>DIRECTOR APPROVAL NEEDED</u></b></p>
<p style="text-align: center;"><b>LANDSCAPE CHANGES OR ADDITIONS</b></p> <p>Rehab requests, installation of materials like mulch, plants, cobble</p>	<p style="text-align: center;"><b>Landscape Representative</b></p>	<p>Varies <b>Requested work is not guaranteed!</b></p>	<p>Varies <b><u>DIRECTOR APPROVAL NEEDED</u></b></p>
<p style="text-align: center;"><b>PLANT REPLACEMENT</b></p> <p>(one or two plants that have died, NOT rehab requests)</p>	<p>Landscape Reps can gather request, but residents can also submit requests to <a href="mailto:plantreplacement@rossmoor.com">plantreplacement@rossmoor.com</a></p>	<p>Fall to Winter  Plants are replaced in the cool season (IF qualified)</p>	<p>Needs approval</p>
<p style="text-align: center;"><b>PRUNING FOR VIEW OR PREFERENCE</b></p>	<p>Form on <b>landscape website</b> <a href="http://www.rossmoor.com/landscaping">www.rossmoor.com/landscaping</a></p>	<p>Any time</p>	<p>Resident billable</p>
<p style="text-align: center;"><b>GENERAL LANDSCAPE INFORMATION</b></p> <p>Plant information, trails maps, services, pesticide information</p>	<p style="text-align: center;"><b>Landscape Website-</b> <a href="http://www.rossmoor.com/landscaping">www.rossmoor.com/landscaping</a></p>	<p>Any time</p>	<p>N/A</p>
<p style="text-align: center;"><b>POLICY INFORMATION</b></p>	<p><b>Rossmoor website</b> under 'Mutuals' tab <a href="http://www.rossmoor.com/residents/mutuals/">www.rossmoor.com/residents/mutuals/</a></p>	<p>Any time</p>	<p>N/A</p>