

BROOK HILLS COMMUNITY ASSOCIATION, INC.

THE BROOK HILLS LANDSCAPING PROGRAM

INTRODUCTION

The Brook Hills Condominium complex is unique in our area in that a major part of the land is not developed. Unit owners control this land as a whole and are not individually responsible for the maintenance of either the property around their units or the common land areas. A portion of the condominium fee is directed towards the maintenance of the entire property and the Board of Directors, with the assistance of the Landscape Committee, is charged with the up-keep of this property. These governing bodies must arrange any and all changes or work on the property, other than the planting of annuals around the units. The following letter is designed to inform the unit owners about the scope and scheduling of the Brook Hills landscape.

PARTICIPATION IN THE LANDSCAPE PROGRAM

It is important to note that since all property in our complex is really common property, it is the decision of the Board of Directors that no unit owner may make separate arrangements for lawn care including trimming, applications of chemicals or plantings other than annuals. Special requests may be presented in writing to the Board via RMR Residential Realty and will be decided on a case-by-case basis. Should the unit owner desire special perennial or tree/shrub plantings, plans must be submitted in writing to the Landscaping Committee c/o the management company for prior approval, including approval of any outside workers. Such special plantings are at the expense of the unit owner and replacement of such special plantings, if necessary, is also at the owner's own expense. Approval is not required for any planting of annuals.

LANDSCAPER

We have hired a professional landscaper on a yearly contract to perform certain duties.

- The landscaper is charged with springtime clean up of leaves, branches and debris with replacement of any winter lawn damages.
- Lawns are mowed to a uniformly specified height on a weekly basis and a fertilization program (see below) is performed throughout the year.
- Trimming and fertilizing of shrubs are done as needed.

- Garden beds are turned over, weeded and edged.
- As the need arises, replacement of dead plantings and overgrowth of existing plantings are performed.
- Snow removal with sanding and de-icing including paths, driveways and roads are also contracted.

It is important to note that the landscaper is responsible directly to the Board and is instructed not to deviate from the agreed-upon plans for any individual unit owner. The landscaper is instructed to direct any requests or complaints to the Board via Stillman Management (see below).

FERTILIZATION PROGRAM

The following is the schedule for lawn and shrub fertilization. This is performed in concert with our landscaper and arborist. It is the intention of the Board that every effort be made to keep this program “environmentally friendly” (so-called “organic”).

- Early May: Starter grass fertilizer;
- Late May: Crab grass preventative; (as needed) grub control;
- June: Weed control with Trimec; (as needed) chinch bug control; aluminum sulfate and Hollytone application to shrubs;
- June/July: Milorganite lawn application;
- October/November: fall grass fertilization; pH and Lime as needed;
- Fungus treatment as needed.

TREE PROGRAM

As a heavily wooded property, Brook Hills requires the attention of an arborist. We have a contracted program that includes maintenance of the health of our trees.

- April/September: Horticultural oil will be applied as needed.

TRIMMING

Shaping and cleaning of shrub beds and trees are performed as needed by our landscaper and arborist, respectively.

Again, individual unit owners are not to take this task upon themselves.

PLANT REPLACEMENT

In the course of a year plants will grow and sometimes die. It is the responsibility of the Board to evaluate the property and make appropriate changes. On a regular basis, unit owners will receive a form on which they will indicate perceived problems around their units, which

will then be evaluated and dealt with. Problems occurring outside of this time frame can be dealt with by contacting the Board via Stillman Management.

WATERING

During the hot summer months, lawn and plant beds require frequent watering. Some property is serviced by underground sprinkler systems while other areas need hand watering. Unit owners are requested to be attentive to the weather conditions, adjusting irrigation according to hot or wet weather. For lawns, it is better to provide a soaking periodically rather than frequent wetting. Generally 30 minutes every few days is sufficient in warm weather. New plantings often require daily irrigation. Our landscaper is charged with assisting in watering. This necessitates that unit owners make available hoses and sprinklers and have faucets turned on. During especially dry conditions, and of course during drought restrictions, it may not be possible to satisfy all the watering needs.

Should owners wish to install their own underground systems assistance is available via our management company, RMR Residential Realty.

REQUESTS/COMPLAINTS

Any and all communication regarding the landscaping should be made in writing to: RMR Residential Realty

76 South Lexington Avenue
White Plains, NY 10606-5770
Attn:Carolynn Dick
(914) 948-6100 Ext 8312
(914) 948-6249 Fax

It is the intention of the Board, through the Landscape Committee, to respond in a timely manner concerning these communications.