



November 19, 2004

MILLWOOD ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

Millwood Homeowners Association Memorandum 04-04

SUBJECT: GROUNDS MAINTENANCE RESPONSIBILITIES

The purpose of this memorandum is to advise homeowners on what our Landscaping Contractor's responsibilities are and what each homeowner is responsible for in the area of Grounds Maintenance within Millwood Estates. Upon issuance of this memorandum, Millwood Estates Homeowners' Association Policy Memorandum 88-03, dated March 8, 1988 is cancelled.

The contractor will:

- remove all debris from lawn areas prior to mowing. The contractor will cut and trim all grass in common areas; all areas behind rear yard fences and all front yards of each townhome approximately every 7 - 10 days, between the months of April and October.
- edge all walks, driveways, and curbs at every other mowing. When necessary, excess clippings and debris will be raked from lawn areas and swept/blown from sidewalks and curbs.
- at appropriate intervals throughout the year, apply fertilizer, lime and herbicides to the grass areas described above. Bare areas will be raked and seeded with a top grade, turf-type fescue in late summer and early fall. (Notices will be placed on areas where chemicals have been applied.)
- fertilize, prune and shear common area shrubs (foundation plantings around your townhome are not included). Common area trees and shrubs will be treated periodically to prevent/control insect infestation.
- Carve, weed, and mulch (with double shredded hardwood bark mulch) all common area ornamental tree and shrub beds in March of each year. Beds will be weeded as necessary throughout the growing season.
- provide community-wide leaf collection – once in November and once in December. Additionally, the contractor will collect all leaves and miscellaneous debris in March as part of a spring cleanup.

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- install summer annual flowers in the spring and pansies in the fall to fill the existing beds at the front entrance to our community. All plantings will be mulched, fertilized and watered upon installation.

Each homeowner is responsible for:

- the backyard of your townhome (inside your fence) which should be maintained consistent with generally accepted community standards (proper mowing and debris collection).
- the proper watering of grass areas in the front of the home and, when applicable, side and rear to your property line.
- trimming trees on their property as necessary to prevent:
 - overhanging a sidewalk such that normal pedestrian passage is inhibited, or
 - encroachment over a driveway such that a vehicle may not be maneuvered in and out without the risk of damage, or
 - encroachment onto a neighbor's property such that it prevents the neighbor from the full use and enjoyment of their property.
- the replacement of any dead shrubs around the foundation of each townhome.

Also, we ask your cooperation in helping to pick up debris (such as soda cans and paper) that occasionally is found in common areas or along the curbs. While we can pay to have this done, it's expensive and with community pride and cooperation, we (you and I) can avoid that added expense.

We believe that between our own efforts and those of our grounds maintenance contractor, we will continue to make Millwood Estates the premiere showplace of Northern Virginia.

Your continued cooperation toward that common objective is greatly appreciated.

The Board of Directors
Millwood Estates Homeowners Association