

## **LANDSCAPE/GARDENS/GROUNDS MAINTENANCE POLICY**

These guidelines provide a fundamental approach to the use of the Common and Limited Common Elements and are consistent with and a complement to the Articles of Incorporation and By Laws of the Audubon Trace Condominium Association (ATCA). We want to preserve the unique natural beauty, charm, and ambiance of Audubon Trace.

The Property Manager will strictly enforce all regulations at all times, as outlined in the By Laws with or without a complaint from an Owner or tenant. The Board can also issue fines to any Owner who does not follow these guidelines.

If a Unit Owner or tenant has a complaint about another Owner's use of the Common Elements or Limited Common Elements, they must submit a complaint form located at <https://audubontracecondos.com/Owner-complaint-form/>.

The Property Manager has the right to immediately remove anything or request the removal of anything that causes a safety concern, poses a threat to the structural integrity of any building, or that may result in water/moisture/pest control problems.

The Association is responsible for cutting grass, pruning trees and shrubbery, fertilization, weed control, and insect/disease application as appropriate in the Common Elements.

**GRASS** – All grass is considered a Common Element (owned by the Association) no matter where it is located. Grass cutting/cleanup occurs weekly, typically on Wednesday, weather permitting. Makeup days to be coordinated with the Property Manager. Grass that is enclosed by fencing or a gate, must be accessible for it to be cut. Where it is impossible to get a lawn mower (i.e. fence posts, trees, shrubs, ornamentals) the grass will be cut using a weed eater. Grass is typically cut at a height of 3 ½". An Owner can choose to cut their own grass surrounding their Unit. In this case, contact the Property Manager.

**MOWING, EDGING AND BLOWING** – Mowing, edging, and blowing occurs in the Common Element's areas containing grass, streets, sidewalks, driveways, steps, and patios in the Common Elements. Mowing is done once a week from April 1<sup>st</sup> until October 30<sup>th</sup> then every other week from November 1<sup>st</sup> until March 31<sup>st</sup> or as needed based on weather conditions.

**LIVING FENCE** – The living fence will be maintained by a landscape contractor and will be trimmed as needed. Jefferson Parish requirements are a minimum height of 7 feet.

**SHRUBS and BUSHES** – In-ground shrubs and bushes are considered both Common and Limited Common Elements. These are typically pruned and/or trimmed by a licensed landscape horticulturist in the spring between March and May. However, should an Owner or tenant want additional pruning and/or trimming, a work order must be submitted with a two-week lead time.

A Unit Owner or tenant can choose to maintain existing shrubs and/or bushes in the area surrounding (Limited Common Elements) their Unit. Contact the Property Manager for yellow flags. It is permissible to replace or plant shrubs and/or bushes in the surrounding area of a Unit however, all planting must be 12 inches from the building foundation, must not interfere with termite bait stations, and should never be in contact with the exterior of any building.

**TREES** – All trees are considered a Common Element no matter where they are located. Trees are typically pruned and/or trimmed as needed, by a licensed arborist and the Property Manager prior to hurricane season between June and August. Tree planting and/or tree removal requires prior approval from the Permits Committee and the Board. Decorations and bird feeders cannot be placed in, attached to, or hung from trees.

**ARTIFICIAL PLANTS:** There shall be no use of artificial plants or flowers in pots, gardens, patios, window boxes, or balconies.

**BANNERS** - A flag or sign that is not attached to a pole (in a holder that is affixed to a Unit) is considered to be a "Banner". Banners, regardless of size, are not permitted at any time.

**DÉCOR ITEMS:** All décor items must be approved by the Property Manager. Bird baths, door wreaths, and garden flags are permitted. Wind chimes are allowed however, if a neighboring Owner or tenant submits a written noise complaint, it will be reviewed by the Permits Committee and the Board. The Property Manager will see that appropriate action will be taken.

**FLAGS** - There can only be one flag displayed at a Unit at any time, regardless of the season or the occasion. The flag must be attached to a pole (in a holder that is affixed to the exterior front or rear wall of a Unit). A flag can be no larger than 24 square feet, but regardless of total size cannot be longer than 6' on any side.

**GARDENS** - Existing and new gardens surrounding a Unit are the responsibility of the Owner or tenant. Unit Owners and tenants are encouraged to maintain and plant in existing gardens surrounding their Unit to enhance our unique park-like atmosphere. Owners and tenants do not need prior approval to do so from the Permits Committee or the Board. However, before creating a new garden or before enlarging an existing garden, the Owner or tenant must submit a work order and provide a drawing to the Permits Committee. The work order request is located at <https://audubontracecondos.com/work-order-form/>. Requests and drawings will be reviewed by the Board for approval or denial. Fruit and vegetable gardens require prior approval by the Property Manager. All new gardens or a change in the size or location of a garden are subject to review by the Permits Committee, the Board, and the Property Manager.

- **Clinging, creeping, and invasive vines** are not allowed to be planted.
- **Edging** is permissible. Acceptable materials include live and healthy border-type plants, brick, concrete, metal, and stone. Wood and plastic edging are not allowed.
- **Fences** are not to be used as a trellis.
- **Ground cover and mulch** are allowed but must be placed at least 12 inches from the building foundation and must not interfere with termite bait stations.
- **Lighting** - All accent, pathway, and landscape lighting in the Common Elements must be approved by the Property Manager.
- Weeding and watering of Unit gardens are the responsibility of the Owner or tenant.

**PATIOS** - Patios shall not be used for the storage of trash or household supplies unless stored in a storage Unit or cabinet that does not exceed the height of the patio or balcony fencing. A storage Unit or cabinet must have prior approval of the Property

Manager. Live vegetation may not be attached in any way to an exterior wall or fence. Potted plants shall not be placed directly on the surface of a balcony or patio. They must be elevated at least 1 inch from the surface to allow the area under the pot to dry. No pot shall be placed within 4 inches of any building wall. Pots and any other item shall not be placed on steps or stairwells. No animal crates, kennels, or housing is permitted on balconies, patios, or in Common or Limited Common Elements.

**SEASONAL ITEMS** - Holiday decorations are encouraged. Holiday decorations cannot be displayed before Thanksgiving and must be removed by January 7<sup>th</sup>. Holiday decorations can include exterior lights and yard art. Seasonal decorations at other times during the year are restricted to the display of a wreath on your door and a seasonal flag (the rules on "Flags, Signs, Banners" apply to seasonal flags). No other seasonal decorations are permitted. Inflatable decorations are not permitted at any time. All other holiday decorations can be placed 7 days prior to the holiday and removed 7 days after the holiday.

**SIGNAGE** – No political or campaign signs are allowed. A "for sale" or "for rent" sign can be displayed on the interior of one window only of a Unit. Temporary signs such as school and special occasions must be approved by the Property Manager. These signs can be displayed for a limited time (typically 2 weeks).

**SPECIAL EVENTS** - If an Owner or tenant has a special occasion for which some additional decoration of their Unit is desired (weddings, births, etc.), they should contact the Property Manager and request permission for such special decorations.