

Vestavia Neighborhood Association

Overview of Responsibilities and Services 2011/2012

Master Association New & Modified Construction Committee

One of the restrictions placed upon homeowners in the Venice Golf & Country Club concerns alterations to homes and grounds. Per your Master Association documents, no alterations can be made to the exterior of any home including but not limited to, paint color, installation of screen doors, changes to front entry doors, tree removal, solar heating for pools, roofs, etc., without prior approval of the Master and the Neighborhood Association. It also reads that you cannot place fountains, birdbaths and exterior decorations without prior approval. The necessary submittal forms and more in depth information is available at the Master Association office and The Venice Golf & Country Club Master Association web site at www.vgccmaster.com. Anything pertaining to VG&CC and then some can be found on this website. It also has a section specific to Vestavia. Please visit it!

Master Association

Barbara Jean Thomas, CMCA, AMS
Certified Manager of Community Association
Association Management Specialist

Barbara Jean's role is to carry out the policies of the Neighborhood and Master Association Board of Directors day-to-day business. Areas of management include financial management, physical maintenance, direction of staff and subcontractors, enforcement of the Master Association Declaration of Protective Covenants, Conditions, and Restrictions for VG&CC., and administrative services. All of these services are rendered at the direction of the Board. Lisa Benedetto is also licensed and available to assist you.

ArtisTree Nursery & Landscape Design

ArtisTree's role is one of maintaining our Neighborhoods and Common Areas within the scope of their contract. Contracted services include mowing, irrigation maintenance once a month, multiple turf and shrub fertilizations as well as pest control, and mulch is installed once a year in the fall.

Shrubs: Evergreen flowering shrubs will be pruned as needed, except for Gardenia, Azalea and Camellia, which will be pruned after flowering. ArtisTree will perform a "deep prune" in the spring and fall.

Trees and Palms: ArtisTree prunes trees and provides basic care to trees less than 12' on a monthly cycle. Oak trees along roadways, entrances and driveways, will have a clearance, maintained up to 12' and sidewalk areas will have a clearance maintained up to 8' in height.

Washingtonia Palms: Are trimmed one time a year in the fall.

If a Washingtonia Palm cannot be trimmed because of the height or location, ArtisTree, Barbara Jean Thomas or her assistant, Lisa Benedetto, will contact the homeowner and recommended the tree(s) be removed at the expense of the homeowner.

Irrigation: Our contract with ArtisTree covers an irrigation system inspection one time a month. During this inspection, ArtisTree will run the entire system and adjust or replace sprinkler heads as

necessary. Irrigation line breaks or replacement of valves are billed to your Association. Any damage caused by anyone other than ArtisTree will be repaired at the homeowner's expense.

Vestavia Neighborhood Responsibility

All trees over 12' overall are NOT part of the contract.

If the homeowner would like to have their trees trimmed, they are welcome to at their expense.

Homeowner Responsibilities

Lawns: St. Augustine grass is hardy by nature and requires little care beyond regular fertilization, weed prevention and water. Beautiful lush lawns are everyone's desire and homeowners are encouraged to be cooperative and assist Artis Tree. Invasive grasses such as Bermuda cannot be prevented. As the turf ages or is over run with invasive grasses, it sometimes becomes necessary for the homeowner to have new turf installed.

Plants and shrubs have certain life expectancies. Replacement because of age or disease is the responsibility of the homeowner. ArtisTree along with other local landscape companies can quote and perform the work in keeping with The Master Association New and Modified Construction Committee requirements.

New landscape installations, flowers and small turf areas require additional watering. We recommend that homeowner's hand water to assure establishment. If a large portion of turf or landscaping has been replaced, ArtisTree might be able to increase the irrigation run times. This service call, if applicable, will be the homeowner's expense.

Irrigation: If you have a broken or missing head, please contact our management office with your address and the location. They will report this information to ArtisTree so that the head is repaired or replaced. This work is generally scheduled within 24 to 48 hours, but should be repaired prior to the next scheduled irrigation run time.

Storm Debris: Clean up and removal of excessive debris from storm damage, fallen trees, etc., is not provided for in our contract; however, ArtisTree will pick up debris during their scheduled monthly rotation. Individual homeowners can purchase additional services of this nature. Tree staking is also available by ArtisTree at the owner's expense.

ArtisTree Communication: ArtisTree maintains a mailbox in your neighborhood with request forms for your convenience. These forms are reviewed by our Account Executive, and handled accordingly. This is a great feature for you to use so take advantage of this system!

Any questions you may have relative to these services should be directed to the management office by telephone or e-mail. (lisabenedetto@vgccmaster.com or barbarajeanthomas@vgccmaster.com) Any service requests or problems need to be directed to our management office as well. This makes them aware of the problem and they can contact ArtisTree and track the service.