

**Firefly Property Owners Association, Inc.**

**Board Meeting**

**February 5, 2018**

**Location:**

- Firefly Cove Lake Lure, North Carolina – The Lodge

**Roll Call/Call to Order:**

- The meeting was called to order by Joe Pritchett at 5:55 pm
- Directors present: Mike Kirkman, Mike Frosaker, Joe Pritchett, and Bill Walker
- Directors present by phone: Joy Ciocca
- Directors Absent: None
- Property Owners present: Cesar Pares, Brenda Urban, and Jayne Mann
- Property Owners present by phone: None

**Quorum:**

- There being a sufficient number of Board members present a quorum was established.

**Approval of Minutes:**

- The minutes from the Firefly Cove Board meeting of January 2, 2018 were approved by motion, second, and a unanimous vote 5-0.

**Property Owners Input/Comments/Concerns**

- None

**Updates:**

- ARC Chairman Walker discussed the boat dock path suggestions/concerns from the ARC. He assigned Property Owner/ARC Member Tim Shellenberger to oversee the project. Suggestion was made to seek further options besides pea gravel with the addition of some stepping stones. President Pritchett requested that the ARC come back at the next board meeting with a recommendation.

- President Pritchett requested an update regarding the landscaping. Andy Burnette from Burnette Landscaping was in attendance. Andy reported that he has completed the transition of the irrigation system from metered 'town' water to lake water but it still needs to be checked, he needs to wait until the weather is warmer to test. Andy agreed that he will notify the Secretary before he begins to treat the grass areas and planting around the lodge with pesticides in order to give Property Owners notice. The landscape contract specifications were discussed to ensure it includes all general maintenance in all areas on one contract. It was also discussed the possibility of the construction catch basin pond being drained and filled in. It was decided to contact the property owner to discuss further before moving forward.
- President Pritchett provided an update on the operating account \$23,235.72 not including \$12,000 of compliance fees and the reserve account \$52,766.00 balances. A motion was made to deposit the full amount of the boat slip fees for 2018 into the Reserve Account. The motion was seconded and approved by a 5-0 Vote.
- Secretary Ciocca gave an update on the upcoming wedding on April 7<sup>th</sup>. All paperwork has been received and in order. Additionally, there is a property owner that will be using the lodge on a regular basis, every Wednesday for a card group, but the lodge is still available for everyone else's use. Both are noted on the website.
- The Treadmill still needs to be fixed; it works again but does not incline.

#### **Discussion Items:**

- Treasurer Kirkman and President Pritchett reported on their meeting with the Association's CPA. There had been some confusion on the amount of the fees (ARC, road, boat, lodge, canoe/paddle board) the Association could charge and still maintain its not-for-profit status. The CPA informed us that the Association must meet specific requirements such as 85 percent of the homes are not rental properties, 60 percent of revenue falling under "except-function", collecting membership dues, fees, interest and assessments, and 90 percent of the homeowners association expenses must be for maintenance, construction, management and acquisition. The CPA stated that Firefly Cove POA, Inc. is well within these parameters.
- Secretary Ciocca recommended that the boat dock fee be set at \$800 for 2018. A motion was made and seconded and was approved by a unanimous 5-0 vote.
- A discussion was had that we are going to move forward with a dock side storage rack that will hold 2 POA owned paddle boards and the canoe rack will hold 1 two-person and 2 one-person POA owned kayaks. This will allow for the rental of 5 spaces for privately owned canoes and/or kayaks. Suggested guidelines were discussed and will be provided at the next board meeting for vote. It was suggested that we charge \$100 fee per space for 2018. This was tabled until the next meeting.

- The revised boat slip regulations were presented. A motion was made and seconded and were approved by a unanimous 5-0 vote.
- A discussion was had about the type of financial reports to provide to the board on a regular basis as well as what to provide to the property owners.
- A discussion was had about property management companies. It was reported that prices vary depending on how often they are on site and the services that are provided. It was decided that we would look into this further and get some companies to provide presentations/proposals.
- It was decided that the Annual Property Owners Meeting would be held on Saturday, October 20, 2018 at 10AM in the lodge.
- President Pritchett recommended the Board go into Executive Session to discuss various contracts for services. The executive session began at 7:15pm and ended at 7:55pm. President Pritchett reconvened the regular Board meeting at 7:56pm.
- A motion was made and seconded to approve a cleaning contract with Margaret Mocase, a Swimming Pool Contract with Bob Cameron and a Services Contract with Bob Cameron. The Board voted unanimous 5-0 to approve all contracts.
- The date of the next Board meeting will be determined.

**Adjournment:**

- The meeting was adjourned at 8:00pm.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Contract for Cleaning Services

MARGARET' MOCASE  
P.O. BOX 64  
LAKE LURE, NC. 28746 will provide Firefly Cove  
(Name & address of the Contractor)

Property Owners Association Inc. (POA) with cleaning services for the Firefly Cove Lodge common area also known as Condominium 100. Detailed cleaning and services requested are listed in Attachment A.

### Overview

Cleaning Services include but are not limited to:

- Inspect all the common areas in the Lodge for cleaning needs Monday and Friday
- Clean public restrooms Monday and Friday
- Clean exercise room Monday and Friday
- Clean hallway and foyer Monday and Friday
- Blow off leaves at the entrance to the Lodge and the pool deck Monday and Friday
- Remove trash from receptacles in the common area and pool area Monday and Friday
- Clean main meeting room Monday or Friday
- Clean recreation room Monday or Friday
- Clean kitchen Monday or Friday
- Clean front office Monday or Friday
- Clean all floors Monday or Friday
- Remove trash from receptacles Monday and Friday
- Clean windows (interior and exterior) April and October

Additionally, the following cleaning projects are not required on a scheduled basis as noted above. However, they are required to maintain the facilities in top condition and are considered part of the general contract:

- Water plants, flowers, and ferns at the Lodge entrance, inside the Lodge, and on the pool deck as needed.
- Purchase supplies for Lodge which includes cleaning supplies, soaps, air freshener, paper towels, and toilet paper. All supplies will be invoiced at cost with a receipt as needed.

**Firefly Cove**  
AT LAKE LURE

MS

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

The above listed services will be performed by the Contractor for Firefly Cove

POA Inc at a monthly fee of \$ 400.00 per month, payable on the last

business day of each month. This agreement will begin on 2/12/18  
(Date)

If for some reason, the POA believes there is a deficiency in the performance of these services, the POA President shall notify the contractor in writing. The contractor will correct the deficiency identified within one business day unless other arrangements are agreed to in writing.

Either MARGARET MOCHASE or Firefly Cove Property Owners Association Inc. may  
(Name of Contractor)

cancel this agreement, without penalty, by a 30 day written notice.

If any of the work days are missed (sick, vacation, etc.), then the monthly payment will be reduced by the number days missed. Additionally, if Monday is a federal holiday, then the work shall be done on Tuesday.

*Mike Lure*  
Vice President, Firefly Cove POA Inc.

2/12/18  
Date

Margaret Mochase  
Name of Contractor

02.01.18  
Date

**Firefly Cove**  
AT LAKE LURE

*MZ*

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

These specifications outline that the following rooms are covered under this contract and should be cleaned as outlined in the cleaning schedule.

Area in Lodge	Cleaning Schedule
Women's Restroom	Monday and Friday
Men's Restroom	Monday and Friday
Fitness Room	Monday and Friday
Hallways	Monday and Friday
Main Meeting Room	Monday or Friday
Recreation Room	Monday or Friday
Kitchen	Monday or Friday
Front Office	Monday or Friday
Elevator Mechanical Room	Twice a Year April and October
HVAC Room	Twice a Year April and October
Storage Room	Twice a Year April and October

## CLEANING SPECIFICATIONS

These specifications are intended to set forth the requirements of the cleaning contractor for an adequate level of cleaning under normal conditions and building use, traffic area density and soil load. It is expected that weather conditions and other factors may at time impose a greater or lesser cleaning requirement and at such time Firefly Cove POA Board will decide between a balance of general cleaning levels throughout the building to cope with abnormal circumstances or to authorize additional cleaning as required. During all cleaning services provided, the contractor should follow safety precautions and post signs of wet floors and other potential safety hazards.

**Firefly Cove**  
AT LAKE LURE

m3

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Hours of Services**

Cleaning onsite is to take place so as not to disturb any occupants of the lodge condominiums and must be completed between 9am and 5pm.

## **General Conditions**

Cleaning services shall be provided by the contractor for the spaces outlined below.

It is the responsibility of the contractor to submit an itemized receipt for supplies purchased to the Firefly Cove POA bookkeeper. Firefly Cove POA reserves the right to designate what cleaning supplies should be used in the premises

If the Contractor uses its own employees to perform the prescribed work, the Contractor must provide adequate supervision. Employees performing services under this contract shall be selected by and supervised by the Contractor who shall function as an independent contractor to the Firefly Cove POA. Contractor should be readily available to communicate with the Firefly Cove POA President and/or designate to discuss work or concerns. Prior to the start of the contract, Firefly Cove POA must be provided with the names and copies of picture identification of each individual assigned to fulfill the detailed scope of work at Firefly Cove by the Contractor, if requested by the Firefly Cove POA Board.

## **Security**

Contractor shall keep all doors locked while cleaning the building and shall make sure all doors and windows, interior and exterior in the common areas, are locked before leaving the premises.

**Firefly Cove**  
AT LAKE LURE

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# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **ATTACHMENT A** **Firefly Cove Lodge Unit 100 Cleaning Maintenance**

### **Nature of Facilities:**

Firefly Cove consists of private homes and lots, private condominiums within the Firefly Cove Lodge, common area within the Firefly Cove Lodge, and common area within Firefly Cove. The Firefly Cove POA Board is responsible for maintaining these areas.

### **Purpose of Request for Bids**

The purpose of this request is to solicit bid proposals from cleaning/janitorial services contractors to provide twice weekly cleaning of restrooms, meeting room, weight room, recreation room, kitchen area, office spaces, and corridors.

### **Product Specifications**

These specifications request cleaning services such as vacuuming, sweeping, moping, wiping, dusting, sanitizing, emptying, spraying, moving, polishing, buffing, and unloading and all types of custodial services typically rendered in a public commercial setting. These services include removing trash and replacing trash bags, as well as replacing paper products (paper towels, toilet paper, etc.) as appropriate.

The areas to be cleaned are for all floors of all Firefly Cove Lodge space, including offices, meeting rooms, kitchenette, recreation room, fitness room, restrooms and related lavatory units, stairwells, landings, corridors and halls, windows, exercise equipment, interior and exterior doors, fixtures, glass, mirrors, shades, desks and other furniture.

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AT LAKE LURE



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **MAIN MEETING ROOM, RECREATION ROOM, KITCHENETTE, OFFICES**

- a. Empty and remove trash in waste receptacles.
- b. Move to a collection point and dispose of in proper disposal container or dumpster.
- c. Damp wipe waste receptacles inside and out to remove soil.
- d. Replace plastic trash liners.
- e. Spot clean glass in doors and partitions and the inside of windows to remove smudges.
- f. Dust mop smooth floors with a treated dust mop, sweep rough wood or concrete floors to include corners, baseboards and inaccessible areas such as behind furniture, etc. Furniture may need to be moved to properly clean rooms.
- g. Mop floors, except in carpeted areas with a general purpose disinfectant cleaner.
- h. Rearrange furniture as needed.
- i. Clean sinks and fountain fixtures. Replenish paper towels and soap dispensers.
- g. Clean and wash all tables and counters used for eating or preparation of food.
- h. Clean kitchen areas and replace paper towels and soap dispensers.

*Firefly Cove*  
AT LAKE LURE

ME

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **RESTROOMS**

- a. Restrooms will be thoroughly sanitized.
- b. Check and refill toilet paper dispensers, paper towel dispensers, and soap dispenser with hypoallergenic, anti-bacterial soap.
- c. Empty all waste receptacles, remove waste, including stall disposal receptacles to a collection point and dispose of in the proper disposal containers or dumpsters. Replace with clean liners.
- d. Disinfect all plumbing fixtures, including all basins, toilet bowls including the toilet seats (topside and under sides), and urinals inside and out. Leave toilet seats up after cleaning.
- e. Damp wipe all partitions with disinfectant. Spot clean all walls. Remove all graffiti on all walls, stalls, and other surfaces.
- f. Sweep and wet mop floors with a disinfectant cleaning agent.
- g. Report to the Board any damage, hazardous conditions, or vandalism.

## **FITNESS ROOM**

Follow usual cleaning procedures, including cleaning and disinfecting all weight equipment, all exercise equipment, and all fitness equipment.

## **ENTRANCES, LOBBIES AND HALLWAYS**

- a. Empty and remove trash in waste receptacles. Move to a collection point and dispose of in the proper disposal containers or dumpsters. Damp wipe waste receptacles inside and out to remove soil. Replace plastic liners when used in waste receptacles.
- b. Clean smudges and soil from glass in partitions.
- c. Thoroughly vacuum and spot clean all stains on all mats and carpeted areas. Dust mop smooth floors with treated dust mop. Damp/wet mop.
- d. Spot clean finger marks and smudges on walls, door facings and doors.
- e. Entry doormats are to be shaken out, spot cleaned and vacuumed.

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AT LAKE LURE

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# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **ADDITIONAL SERVICES**

The following cleaning projects are not required on a daily basis. However, they are required to maintain the facilities in top condition and are considered part of the general contract.

- a. Steam clean carpet in fitness room. Twice a year (April and October)
- b. Polish all furniture. (Once a month)
- c. Clean all lighting fixtures, attached and unattached, and removing dust and insect webs. (Once a month)
- d. Inspect ceiling and ceiling beams and remove all dust and insect webs. (Once a month)
- e. Wash all windows (interior and exterior) and window frames. Twice a year (April and October)
- f. Dust all high level ledges and fittings. (Once a month)
- g. Blow off leaves and debris at the entrance to the Lodge and the pool deck
- h. Remove trash from receptacles in the common area and pool area.
- i. Water plants, flowers, and ferns at the Lodge entrance, inside the Lodge and on the pool deck.
- j. Purchase supplies for the Lodge which includes soaps, air freshener, paper towels and toilet paper, etc. All supplies will be invoiced at cost with a receipt.

## **Inspection**

The contractor shall immediately report any repair or maintenance issues to the Firefly Cove POA President or to the Firefly Cove POA Board.

**Firefly Cove**  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Contract for Services

Bob Cameron will provide Firefly Cove Property Owners Association Inc.  
(Name of Contractor)

(POA) with services for the Firefly Cove common area and the Firefly Cove Lodge.

Bob Cameron is an independent contractor.  
(Name of Contractor)

### Security Services

- Provide a 24/7 emergency contact.
- Manage the Lodge security system and the Security Gates. (program key pad, owner's car and garage door openers for the Village gate, program key pad owners for the call system)
- Provide a key fob that is requested by a property owner within 48 hours
- Open/Close gate and doors for special events/parties/meetings
- Inspect Firefly Cove POA common area and note any needs or repairs that are necessary
- Check the Pinnacle and the Ridges to insure that the landscaping, lighting, and security gate is acceptable
- During snow event check that all roads in Firefly Cove remain clear and arrange for snow and debris removal if needed

### POA HVAC Services

- Check the 3 HVAC systems to insure they are functioning properly and report malfunctions to the Board
- Change the air filters in the 3 HVAC units every 3 months

### Fire Services

- Represent the COA and the POA as the contact person for the Fire Inspector
- Manage the Lodge Fire Alarm system
- Contact and assist Fire Alarm Contractor with annual test
- Contact and assist the Fire Extinguisher Contractor with annual inspection and replacement of fire extinguishers

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Lighting Services

- Change Lodge interior light bulbs as needed
- Change Lodge exterior light bulbs as needed
- Change Security Gate light bulbs as needed
- Change Bridge light bulbs as needed
- Check Emergency Lighting and replace batteries and/or fixtures as needed
- After a power outage and when the time changes due to daylight savings time, reset the outdoor timers for the Lodge entry lighting, the 3 swimming pool timers, and the security gate post lighting

## Boat Dock Services

- Check boat dock area and store all cushions in storage area as needed
- Clear and clean the drains at the boat dock area as needed
- Check on property owner's boats and secure the boats to the dock if needed
- Remove the trash from the trash cans located in the boat dock area
- Provide annual permitting for the POA kayaks/canoes/paddle boards by completing the application and submitting the application with the check for the appropriate fee to the Town of Lake Lure by November 1 of each year. Upon approval of the application by the Town of Lake Lure Marine Commission submit the final fee and sign the final paper work on the behalf of the POA Board to receive the Permits. Place the permits on the POA kayaks/canoes/paddle boards.
- Check to see that kayaks/canoes/paddle boards are secured during storms and/or high winds and secure them if not

## Storage Area Services

- Arrange boats and trailers to maximize storage area as needed
- Inform the Board for the need of additional road bond in the storage area as needed
- Inform the Board when the storage area needs to be leveled with a skid steer as needed

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Special Project Services

The President or Board of the Firefly Cove POA may request this contractor to complete special projects (i.e. construction repairs, plumbing repairs, electrical repairs, general repairs, etc.) If the special project is completed by this contractor then the contractor will be compensated as follows:

- Reimbursement for items/supplies must be "at cost".
- Hourly rate for services performed is not to exceed \$50.00.
- Reimbursement for such items/services must be documented by an itemized receipt.
- Only itemized invoices, showing dates, times, hourly rate, number of hours, description, etc. will be paid

The above listed services (exclusive of special projects) will be performed by the contractor for Firefly Cove POA Inc at a monthly fee of \$ 440 per month payable on the last business day of each month. This agreement will begin on

1 Feb. 2018

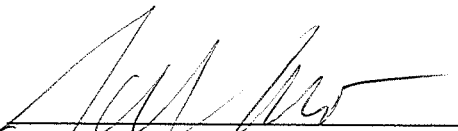
(Date)

If for some reason, the POA believes there is a deficiency in the performance of these services, the POA President shall notify the contractor in writing. The contractor will correct the deficiency identified within one business day unless other arrangements are agreed to in writing.

Either Bob Cameron or Firefly Cove POA, Inc. may cancel

(Name of Contractor)

this agreement, without penalty, by a 30 day written notice.

  
President, Firefly Cove POA Inc.

Feb. 6, 2018  
Date

  
Contractor

Feb 6, 2018  
Date

**Firefly Cove**  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Contract for Swimming Pool Services

Bob Cameron will provide Firefly Cove Property Owners  
(Name of Contractor)

Association Inc. (POA) with services for the Firefly Cove Swimming Pool Common Area

and the Firefly Cove Swimming Pool. Bob Cameron is an independent  
(Name of Contractor)  
Contractor.

## Swimming Pool Area Services

- Possess a valid a NC Certified Pool Operator license
- Daily Services during Season (May – September)
  - Maintain pool in compliance with Rutherford County Health Department Inspection requirements. Keep current local and state laws regarding pool licensure, inspection, and operation
  - Check pool chemical balance and maintain daily log
  - Add necessary chemicals to pool when needed
  - Add chlorine to pool when needed
  - Remove leaves, debris, bugs, etc. from swimming pool
  - Clean pool skimmers and remove all debris
  - Back wash pool 2-3 times a week during season
  - Remove debris from pool deck
  - Return pool deck furniture to its original position
  - Remove trash from trash can
- Weekly Services during Season (May – September)
  - Add Algaecide to pool 2 times per week or as needed
  - Purchase necessary chemicals to comply with Rutherford County Health Department inspection requirements

**Firefly Cove**  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## ➤ Yearly Services

- Prepare the swimming pool for the opening and use in early May or as directed by the Board
- Complete the necessary paperwork and submit the paperwork and pay the required fee to the Rutherford County Health Department for the annual swimming pool inspection
- Meet with Rutherford County Health Department Inspector for the pool inspection and perform the necessary tasks to insure the pool opening prior to Memorial Day Weekend
- Un-Winterize pool showers, trench drain and heaters for the two equipment rooms and outdoor hot box
- In mid- September close the pool, place pool cover on the pool and winterize the pool
- Adjust the exhaust fan and wall heaters in the pool equipment room
- Winterize pool showers, trench drain and heaters for the two equipment rooms and outdoor hot box before the end of September

The Contractor will perform the above listed services from May 1 – September 30 for Firefly Cove POA Inc at a monthly fee of \$ 1200<sup>00</sup> per month payable on the last business day in May, June, July, August, and September.


This agreement will begin on 1 May 2018  
(Date)

Either Bob Cameron or Firefly Cove POA, Inc. may cancel  
(Name of Contractor)

this agreement, without penalty, by a 30 day written notice.

  
President, Firefly Cove POA Inc.

Feb 6, 2018  
Date

  
Contractor

Feb 6, 2018  
Date

**Firefly Cove**  
AT LAKE LURE



**State of North Carolina  
Year 2018  
Pool and Spa Operators  
Training Documentation**

This is documentation that the following individual has received training in accordance with State of North Carolina Rules Governing Public Swimming Pools as of April 1, 1999. ROBERT A. CAMERON has been trained in at least the following areas:

	Student Initials	Instructor Initials
1) Pool Equipment Operation	<u>RAC</u>	<u>RJ</u>
2) Disease and Injury Prevention	<u>RAC</u>	<u>RJ</u>
3) Pool Water Chemistry	<u>RAC</u>	<u>RJ</u>
4) Regulatory requirements for public swimming pools.	<u>RAC</u>	<u>RJ</u>

Name of the pool or property you are working for: \_\_\_\_\_

Firefly Cove P.O.A. Swimming Pool

Students Signature Robert A. Cameron Date: 3/06/2018

Student Operator Number: 03\*062018HEND

Instructor Signature Roy Fielding Date 03/06/2018

Instructor: Roy R Fielding

National Swimming Pool Foundation Instructor # 28\*10110

1. Make a copy and send to your local health department.
2. Retain copy at the property and one for yourself.
3. This document expires 5 years from training date, but you need to keep current with changes in the state and local laws pertaining to pools and spas.
4. All signatures, dates, and initials must be in the appropriate places for this document to be valid.

**State of North Carolina Printing  
Swimming Pool & Spa Operator**

**Bob Cameron**

I have received on pool operator training course and have  
passed the exam and have been issued a license to operate  
swimming pools and spas in the State of North Carolina.

My Operator Number is **00000000** Expires **06/2024**

Issued by: **Bob Cameron**

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## Contract for Landscaping Services

Burnette's Landscaping, Lawn Care, & Design Inc., will provide Firefly Cove Property Owners Association Inc. (POA) with landscaping services.

Landscaping Services include but are not limited to:

- Mowing of Grass Areas
- Mowing of Road Sides
- Pruning Shrubs
- Shrub Maintenance
- Fall Leaf Services
- Irrigation System Services
- Mulching
- Pruning of Trees
- Weed Control in Planting Area and Tree Base
- Off Season Visits
- Turf Maintenance

As outlined in detail in Attachment A below.

The services listed in **Attachment A** will be made available to


Firefly Cove POA Inc.

at a monthly cost of \$ 1,025.00 per month.

*Firefly Cove*  
AT LAKE LURE

PO Box 303 Lake Lure, NC 28746

This agreement will begin on March 1<sup>st</sup>, 2018  
(Date)

  
President, Firefly Cove POA Inc  
Joseph L. Pritchett

Andrew Bennett

Firefly Cove  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## ATTACHMENT A

### Firefly Cove POA Landscaping Maintenance

#### **Mowing of Grass Areas (See Area B, Area C, and Area D)**

Grounds are to be mowed on an as needed basis beginning in March or early April and ending in November. The frequency may depend on the weather conditions. Grass will be cut at a height of 3.5 inches or higher. The height can be adjusted by the authorized agent.

Grass clippings will be removed blown from all roads, curbs, and mulched areas.

All debris (limbs, paper, etc.) will be removed from the grass areas or side road areas during mowing only. (Any storm damage will only be cleaned up or removed upon authorization of the authorized agent or property owner at an additional charge)

All grass areas adjoining the hard surfaces, planting beds and obstructions shall be kept neat by edging and trimming.

Design issues concerning above work. The Vendor will be responsible for damage to decks, signs, air conditioning units, lamp post, etc. The placement of cable, such as telephone wires not buried to specifications will not be the responsibility of Vendor.

#### **Mowing of Side Roads (See Area B, Area C, and Area D)**

All roadsides will be cut approximately 5 – 7 inches from edge of pavement. Additional area will be cut where permitted.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Weekly Landscaping Services (See Area B, Area C, and Area D)**

Maintain the POA flower beds around the Lodge, the pool, the amphitheater, the lakefront boulders, and the boat dock by spraying with roundup and pulling large weeds

Provide weed control for the entry gate, the entrance to the Lodge area, the boat dock area, the flower beds, and the area surrounding the Lodge.

Clean Boat Dock covered deck area and remove all leaves, limbs, and debris

Clear weeds and debris along streams and bridge, spray with roundup

Maintain the culverts adjacent to the road to the storage area by removing leaves and debris and spraying with Roundup

Maintain the storage area by removing leaves and debris and spraying with Roundup

Maintain the area around the trash dumpster by removing debris and spraying with Roundup

Water plants and flower beds adjacent to the boat dock area

Purchase weed control materials.

## **Pruning Shrubs (See Area B, Area C, and Area D)**

All shrubs will be pruned and trimmed for appearance and proper growth.

All debris generated from pruning/trimming will be removed on the day of the pruning/trimming.

All "dead" or brown appearance will be pruned; major cutting back of any shrub will be done at an additional charge, if not noted on this agreement.

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Shrub Program (See Area B, Area C, and Area D)**

Shrubs will be fertilized by broadcast. The shrub will be inspected for disease/insects, if found we will apply an insecticide or a dormant oil. Also, any indication of fungus growth will be treated with an appropriate fungicide by foliar means.

## **Fall Leaf Services (See Area B)**

Leaf Services will be performed in the fall. This will include blowing leaves out of beds off turf areas, parking areas and be removed from the site.

Fall leaf service will begin no sooner than when deciduous leaves begin their fall and will cease when the majority of the same leaves have fallen. Leaves will be mulched on turf areas in the fall while performing weekly mowing of turf area between leaf removals.

Additional leaf services will be performed on a time and material basis upon request.

## **Irrigation See (Area B)**

Manage irrigation systems Zone 1 Dock Area, Zone 2 Open Field, Zone 3 Lodge Area, and Zone 4 Front Gate Area.

Inspect for leaks and if functioning properly during the season

Winterize the sprinkler system in the Fall and de-winterize the sprinkler system in the Spring

Start Up will be in the Spring after the last projected freeze.

During the process of restarting the system all assemblies will be checked for functionality and the needed maintenance repair adjustments will be noted and submitted for approval.

Shut Down will be in the Fall prior to the first projected freeze.

During this process the remaining water will be flushed from the system and all controls turned to the off position. Any pipe wrap or insulation to ensure pipe or backflow from freezing will be an additional charge. Usually, if the system permits we disconnect the backflow preventer.

**Firefly Cove**  
AT LAKE LURE

# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Mulching (See Area B, Area C, and Area D)**

Mulching will be performed upon request and approval from the authorized agent. Normally, the cost will be mulch plus labor (\$25) per hour. Currently, our mulch price is \$ 37.00 per yard. The mulching is not included in the maintenance contract agreement. Generally, mulching will be performed in early spring and/or fall of the year.

## **Pruning Trees – 10 feet in height or smaller 1 time annually (See Area B)**

Trees shall be pruned to eliminate the dead, diseased, or damaged wood and remove suckers, water shoots, and low hanging branches.

## **Planting Areas and Tree Bases (See Area B, Area C, and Area D)**

Post-emergent weed control and spot hand seeding of planting areas and tree bases shall be done on an as needed basis.

Weeds in the cracks of hard surfaces shall be weed-eated and sprayed with a non-selective herbicide on a regular basis.

## **Off Season Visits (See Area B and Area D)**

Bi-weekly visits to keep hard surfaces free of debris and to continue regular plant area bed maintenance will be performed once regular mowing has ceased for the season continuing through commencement of regular visits in Spring. During this time any "hard pruning" what was unable to be completed for horticultural or weather constraints will be completed. Trash and other debris will be policed in regards to sidewalks, parking areas, or other noted amenity areas.

Pruning back of butterfly bushes, ornamental grasses, evergreen ground covers, and any other plant material requiring dormant pruning will be performed during these visits and prior to the growing season.



# Firefly Cove Property Owners Association, Inc.

PO Box 303 Lake Lure, NC 28746

## **Turf Program (See Area B)**

### Early Spring

An appropriate rate of complete fertilizer will be applied to promote turf health and deep consistent color. Pre-emergent weed controls will be applied to control both crab grass and broadleaf weeds. Fungicides, lawn insecticides will be applied as needed at an additional charge once approved by the authorized agent. Whenever possible, liquid products will be used in order to ensure consistent blanket coverage. These costs will be provided for approval on the amount of chemical products needed by an authorized agent.

### Fall

The above spring application will apply unless the contractor and the authorized agent agree to modify the work due to unknown circumstances.

### Special Application

During the months of April, June, and September, the contractor will treat plants around the Lodge area, the Boat Dock area, the Ridges, the Pinnacle, and the Lakefront Lots road with fungicide and insecticide. This includes the price of the fungicide and insecticide. Herbicide will be used with every visit.

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## Maintenance Service Calendar

<b>Base Maintenance</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Policing				4	4	4	4	4	4	2	2	2	30
Pruning					1	1	1	1	1	1	1	2	9
Planted Beds				4	4	4	4	4	4	2	2	2	30
Tree Pruning	1												1
Off Season Visits	2	2	1									2	7
Mulching													0
Weed Control	1	1	1	2	2	3	3	3	2	1	1	1	21
<b>Grass/Shrub</b>													
<b>Program</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Mowing Grass	2	2	2	4	4	4	4	4	4	2	2	2	36
Leaf Maintenance	1	1									2	2	6
Tree & Shrub	1												1
<b>Irrigation Services</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Startup			1										1
Inspection			1								1		2
Shut Down											1		1

Note: The frequency listed in the chart above represent the approximate number of visits each month. Weather may affect the actual timing for delivery of each task. Actual frequencies may vary. The services listed above represent Basic Maintenance services and could change based on the property's individual needs or requirements.

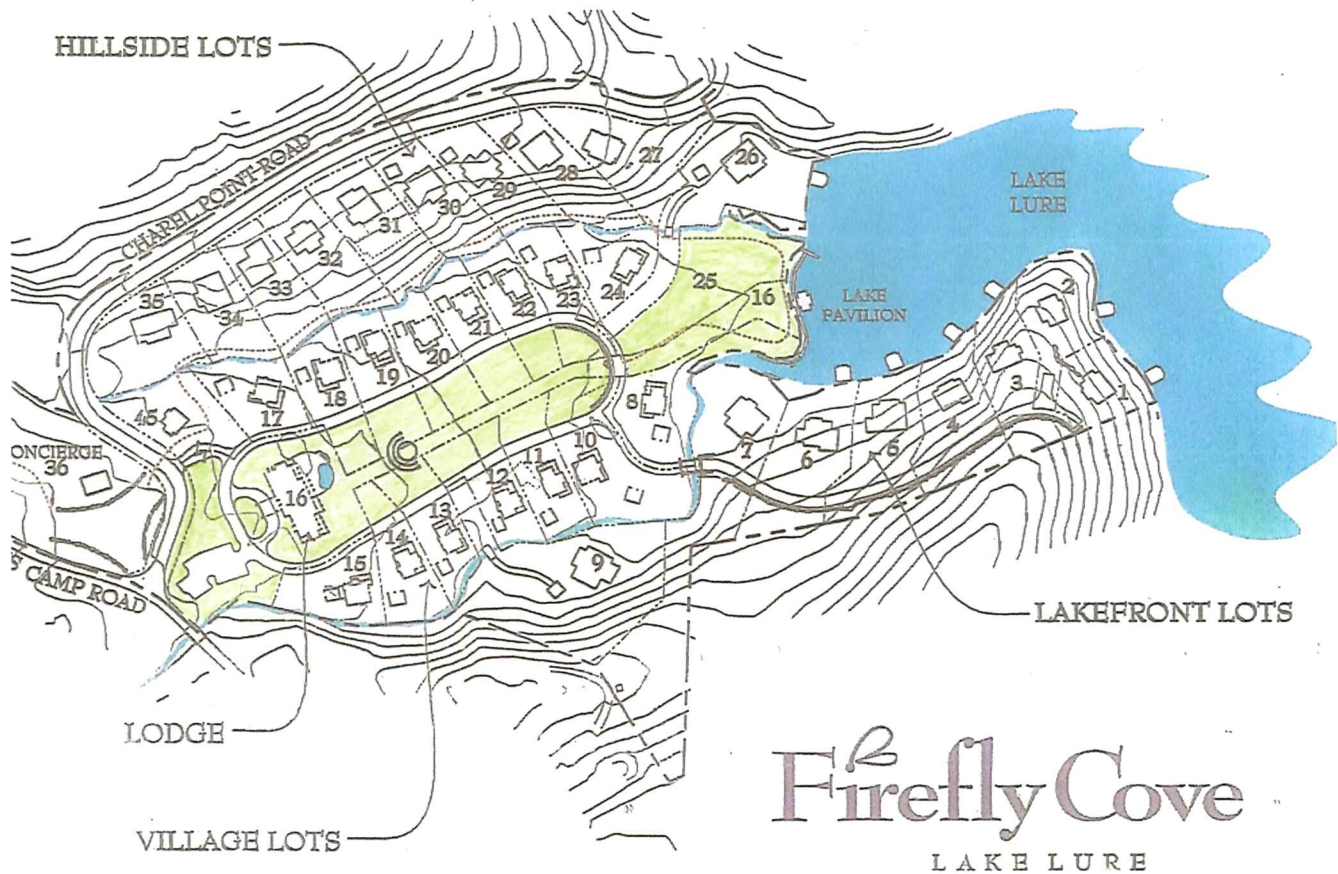
No Services will be done the week of Christmas.

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## Area B

### Lot 16 and Lot 25 Landscaping Maintenance Map

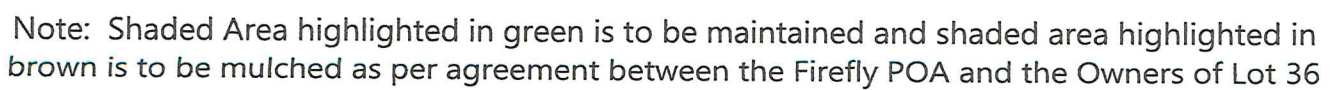


Note: Area Shaded in Green is area to be maintained as per agreement

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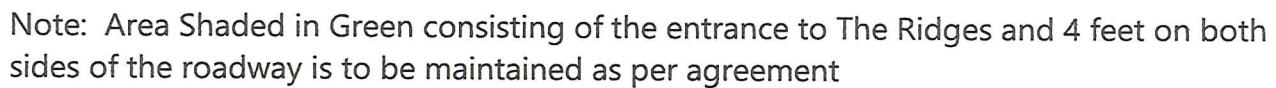
## Lot 36 Landscaping Maintenance Map





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## The Ridges Landscaping Maintenance Map



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