



TREE AND SHRUB TRIMMING



If viewing on a small hand held device, turn device sideways for greater viewing ease.

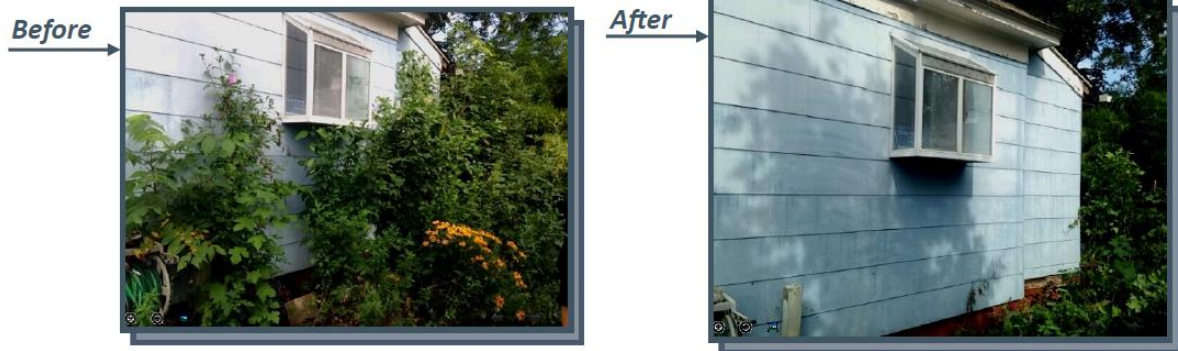
Tree and Shrub trimming is intended to avoid potential violations, damages to the property from unmaintained tree(s) and/or shrubs touching the outer walls, roofs, windows and preventing authorized access to the property. Shrubs are to be trimmed around the foundation of the house and evenly shaped to present the best possible appearance for the neighborhood and community.

TREE AND SHRUB PROCESS

- Prevent the shrubs from blocking the windows of the property. Shrubs and hedges are to be maintained at a height near the bottom of a picture size window
 - When submitting a bid to trim overgrown trees and/or shrubbery, vendors must ensure the bid is to reduce the overall size of a bush, which may have overgrown windows, doors, roof lines near the house, or may have just exceeded general landscaping maintenance conditions when located in the yard or around the property
- Shrub trimming is intended to shape the shrubbery by removing all uneven growth
- Ensure all entry ways are clear of any shrubs or bushes that may have overgrown the entrance
- Leave an 8" space between shrubs and house to prevent touching or scraping



- "Before" and "After" photo documentation must be taken from the same location and angle. Please see example below



- Camera locations circled should always be the locations **Before** and **After** photos are taken from.
- Camera locations not circled are optional locations depending on the size (larger lots) of the lot or unique shapes of house that would require additional photos.

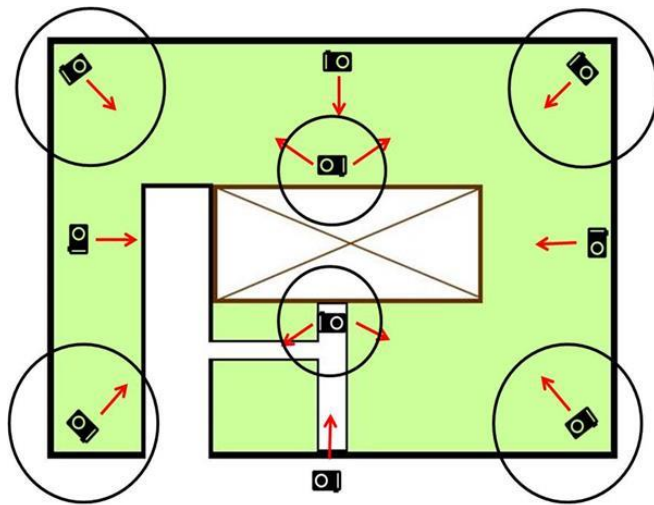


PHOTO REQUIREMENTS

- **Address Verification:** (Front view, property number & intersection street sign)
- **Yard Photos:** Before photos of each areas with shrub or tree growth
- **Yard Photos:** After photos where work was performed (taken from the same location and angle as the before photos)
- **Shrub Photos:** If near the home, show 8" space between the shrubs and house
- **Entrance Areas:** Photos of all entrances clear of overgrowth