



MEMO

April 27, 2015

RE: Plant Renovations

These are the steps to follow in order to have a planting renovation completed in your Association. **ALL COMMUNICATION MUST FLOW FROM THE POC TO FIRSTSERVICE** even if it is for an individual unit, at the Homeowner's expense or for an Association's specific project.

1. Submit a CSR request with Stacey at FirstService Residential requesting a meeting with the Mainscape Enhancement Team.
2. Establish a meeting date and time
3. At the meeting, an estimate of the cost will be given and if you are in agreement with the estimated cost; a proposal will be provided to you via email and the CSR will be closed.
4. All signed proposals are to be submitted to Stacey at FirstService Residential to generate a new CSR number.
5. A proposed day and time will be provided to the POC for the work to be completed.
6. When the work is completed, the CSR will be closed and you will be notified via email.

RENDERINGS

If a rendering is requested, a charge of \$125.00 will be given to you in a proposal from to be paid prior to any rendering work beginning. If the work is signed off on and a proposal agreed to, the charge for the Rendering will be credited back to you on the proposal. Two Renderings can be provided for that amount.

*Additional Renderings will be an additional charge of \$125.00 for every two (2) Renderings.

WARRANTY

Mainscape will warranty all work performed. You are free to use other vendors for this work. But, please note that Mainscape will not warranty work performed by other vendors. Lastly, warranty work will be void if the Association has **NOT** completed the Irrigation Upgrade.

Matt Loboda, Vice-President
Mainscape, Inc.