Gulfline
GROUNDS MANAGEMENT

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Monthly Landscape Maintenance Report

# Cypress Ridge HOA

Reporting period: October 1–31, 2026




Sabal palms at the pool deck: seed pods removed (6 palms).

Prepared by

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Prepared for

**Bayview Community Management**
Karen Molina, CAM

Report

**CRH-2026-10**
Prepared November 4, 2026
Board meeting Nov 12, 2026

**Sample report. Fictional company.**

# Board summary

## All 4 weekly visits completed. One irrigation repair done, two proposals need a board decision on November 12.

| 4 of 4 | 4 | 2 | 3 | 2 |
|---|---|---|---|---|
| Visits completed | Items opened this month | Items resolved this month | Items open at month end | Proposals awaiting decision, $4,570 |

Crew 3 completed all four scheduled weekly visits in October (Oct 6, 13, 20 and 27). On October 6 the crew found dry turf in the Main Entrance median. The cause was a failed valve on Controller B, station 7. We replaced the valve and solenoid on October 13, and the turf is recovering. The fall fertilization of all St. Augustine turf was applied on October 20, the first application allowed after Sarasota County's June 1 to September 30 restricted season. Chinch bug damage on the west side of the clubhouse lawn was treated on October 13 and will be rechecked on November 3. The three Ixora shrubs at the pool entrance are still waiting on nursery stock and are now scheduled for November 10. A raised sidewalk slab at the mailbox kiosk is a trip hazard outside our scope; we reported it to management on October 20.

### Decisions needed from the board

1. Approve or decline Proposal P-1031, winter seasonal color, $1,920. Approval by November 12 allows installation the week of November 16.
2. Approve or decline Proposal P-1027, Brazilian pepper removal at Retention Pond 2, $2,650. Submitted September 24.

### Safety items

**I-0414** Raised sidewalk slab at Mailbox Kiosk (trip hazard). Mailbox Kiosk. Owner: Association.

### This month at a glance

| | |
|---|---|
| Visits | Oct 6, 13, 20 and 27 |
| Irrigation | Wet check Oct 20, 40 of 40 stations run, 3 repairs, 4.1 in of rain |
| Oldest open item | I-0398, Replace 3 declined Ixora shrubs at pool entrance, 39 days |
| Next visit | November 3, 2026: Weekly maintenance. Chinch bug recheck, Clubhouse west lawn. |
| Next board meeting | November 12, 2026 |

# October 2026 completed services

| Date | Crew | On site | Work performed and notes | Status |
|---|---|---|---|---|
| **Oct 6** | Crew 3 | 7:30 AM<br>1:45 PM | • Mow, edge, string trim and blow all turf areas<br>• Bed weed control, Main Entrance and Clubhouse<br>• Irrigation visual inspection, Controller B<br>Dry turf in Main Entrance median. Rotors on Controller B station 7 not popping up. Opened item I-0412. | ☐ Completed |
| **Oct 13** | Crew 3 | 7:30 AM<br>2:30 PM | • Mow, edge, string trim and blow all turf areas<br>• Irrigation repair: replaced valve and solenoid, Controller B station 7<br>• Spot insecticide treatment for chinch bugs, Clubhouse west lawn<br>• Hedge trimming, Viburnum hedge along Perimeter Wall<br>Station 7 tested after repair, all 6 rotors popping and rotating. Chinch bug damage about 400 sq ft at clubhouse west lawn, treated same day. Opened item I-0413. | ☐ Completed |
| **Oct 20** | Crew 3 | 7:15 AM<br>2:45 PM | • Mow, edge, string trim and blow all turf areas<br>• Fall fertilization, all St. Augustine turf (application 4 of 4)<br>• Monthly irrigation wet check, Controllers A and B<br>• Pond bank mowing, Retention Ponds 1 and 2<br>Wet check: 40 of 40 stations run. Replaced 3 broken rotor heads (A12, A15, B3). Adjusted 2 spray nozzles at A4 to stop overspray onto the clubhouse sidewalk. Raised sidewalk slab found at mailbox kiosk, reported to management. Opened item I-0414. | ☐ Completed |
| **Oct 27** | Crew 3 | 7:30 AM<br>2:00 PM | • Mow, edge, string trim and blow all turf areas<br>• Debris cleanup after October 25 rain, all common areas<br>• Bed detail and hand weeding along Perimeter Wall<br>• Sabal palm seed pod removal, Clubhouse and Pool (6 palms)<br>Fifth crew member added for debris cleanup after 2.8 in of rain on October 25. Weeds along the Perimeter Wall bed removed (resident request via management, item I-0415). Turf at Main Entrance median filling in. | ☐ Completed |

4 visits completed.

# Photo evidence by area

16 photos, numbered through the report.

## Main Entrance

Entry monument, median and front beds on Cypress Ridge Blvd

**Before** Oct 6



#1 · Oct 6, 2026, 8:12 AM

Main Entrance median: browning St. Augustine along station 7. Rotors not popping up. I-0412

**After** Oct 27



#2 · Oct 27, 2026, 8:15 AM

Main Entrance median two weeks after the valve repair: turf filling in. I-0412



#3 · Oct 6, 2026, 8:20 AM · Condition · Main Entrance

Entrance beds: summer annuals past their best. See Proposal P-1031.




#4 · Oct 13, 2026, 9:40 AM · Progress · Main Entrance

New valve and solenoid installed in the station 7 valve box. I-0412

## Clubhouse and Pool

Clubhouse lawn, pool deck planters, parking islands

**Before** Oct 13



#5 · Oct 13, 2026, 10:55 AM

Clubhouse west lawn: chinch bug damage near the pool fence, about 400 sq ft. I-0413

**Progress** Oct 27



#6 · Oct 27, 2026, 11:25 AM

Clubhouse west lawn two weeks after treatment: no new spread, recheck November 3. I-0413



#7 · Oct 13, 2026, 11:10 AM · Condition · Clubhouse and Pool

Pool gate: three declined Ixora to be replaced November 10. I-0398



#8 · Oct 27, 2026, 12:10 PM · Work done · Clubhouse and Pool

Sabal palms at the pool deck: seed pods removed (6 palms).

## Boulevard Medians

Cypress Ridge Blvd and Heron Way medians



#9 · Oct 20, 2026, 8:05 AM · Work done

Heron Way median after mowing and edging. Pink muhly grass in bloom.

## Retention Pond 1

North pond banks, Bahia turf



#10 · Oct 20, 2026, 1:30 PM · Work done

Retention Pond 1 north bank mowed to the waterline.

## Retention Pond 2

East pond banks and outfall

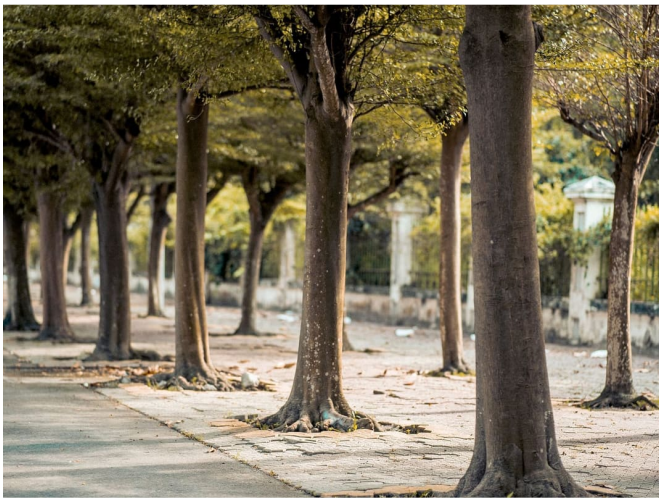


#11 · Oct 20, 2026, 11:20 AM · Condition

Retention Pond 2 east bank: Brazilian pepper blocking mower access. See Proposal P-1027.

## Playground and Dog Park

Tot lot, dog park, walking path



#12 · Oct 27, 2026, 7:50 AM · Work done

Playground path cleared of limbs and debris after the October 25 rain.

## Mailbox Kiosk

Mail kiosk beds and sidewalk



#13 · Oct 20, 2026, 12:45 PM · Condition

Mailbox Kiosk: sidewalk slab raised about 1 inch by oak roots, marked with paint. I-0414

## Perimeter Wall

Buffer along Bee Ridge Rd wall, Viburnum hedge

**Before** Oct 21



#14 · Oct 21, 2026, 3:02 PM

Perimeter Wall bed: weeds reported by a resident. I-0415

**After** Oct 27



#15 · Oct 27, 2026, 10:40 AM

Perimeter Wall bed after hand weeding and detailing. I-0415



#16 · Oct 13, 2026, 12:30 PM · Work done · Perimeter Wall

Viburnum hedge along the Perimeter Wall trimmed to height.

## Open items and status

Safety first, then oldest first. Age counts from the day the item was opened.

| ID | Item and next step | Opened | Age | Status | Owner |
|---|---|---|---|---|---|
| I-0414 | **Raised sidewalk slab at Mailbox Kiosk (trip hazard)**<br>Association to arrange concrete repair. Hardscape is outside the landscape contract. Root pruning of the nearby oak can be quoted on request.<br>Mailbox Kiosk. Photo #13 | Oct 20 | 11 days | Safety<br>Waiting on association | Association |
| I-0398 | **Replace 3 declined Ixora shrubs at pool entrance**<br>Install 3 replacement shrubs on November 10. (Nov 10)<br>Clubhouse and Pool. Carried from September. Photo #7 | Sep 22 | 39 days | Deferred | Contractor |
| I-0413 | **Chinch bug damage, Clubhouse west lawn (about 400 sq ft)**<br>Recheck on November 3. If damage spreads, re-treat and plan plugs for spring. (Nov 3)<br>Clubhouse and Pool. Photo #5, #6 | Oct 13 | 18 days | Monitoring | Contractor |

### Resolved this month

| ID | Item and resolution | Area | Opened | Resolved |
|---|---|---|---|---|
| I-0412 | Dry turf in Main Entrance median, Controller B station 7<br>Valve and solenoid replaced on October 13 under the irrigation maintenance contract. No extra charge. | Main Entrance | Oct 6 | Oct 13 |

| | | | | |
|---|---|---|---|---|
| **I-0415** | Weeds in Perimeter Wall bed along Bee Ridge Rd<br>Hand weeded and detailed on October 27. | Perimeter Wall | Oct 21 | Oct 27 |

## Proposals awaiting approval

2 proposals, $4,570 in total. Work starts only after the board approves.



Photo #11

### P-1027 Brazilian pepper removal, Retention Pond 2 east bank

Retention Pond 2

Cut and remove Brazilian pepper (an invasive species) along about 180 linear feet of the east bank. Treat stumps with herbicide to prevent regrowth. Haul all debris off site.

**Why now:** Dry season is the best time to work the bank. The thicket blocks mower access to the bank and the outfall.

**$2,650**
Submitted Sep 24, 2026
Waiting 37 days
**Decision by Nov 12, 2026**



Photo #3

### P-1031 Winter seasonal color, Main Entrance beds and Clubhouse planters

Main Entrance

Remove summer annuals. Install 320 four-inch winter annuals (petunias, snapdragons and dianthus) with fresh soil amendment in the two entrance beds and four clubhouse planters.

**Why now:** Approval by November 12 allows installation the week of November 16, before the holidays.

**$1,920**
Submitted Oct 9, 2026
Waiting 22 days
**Decision by Nov 12, 2026**

## Irrigation

| **Oct 20, 2026** | **40 of 40** | **4.1 in** |
|---|---|---|
| Wet check | Stations checked | Rainfall this month |

| Controller | Status | Note |
|---|---|---|
| **Controller A, Clubhouse**<br>Rain Bird ESP-LXME | ☐ OK | Running on fall schedule. Rotor runtime reduced from 40 to 30 minutes after the October 25 rain. |
| **Controller B, Main Entrance**<br>Hunter ICC2 | ☐ Repaired | Station 7 valve and solenoid replaced October 13. |

### Repairs

| Date | Location | Work | Qty | Billable |
|---|---|---|---|---|
| Oct 13 | Controller B, station 7 | Replaced valve and solenoid | 1 | No |
| Oct 20 | Controller A, stations 12 and 15; Controller B, station 3 | Replaced broken rotor heads | 3 | No |
| Oct 20 | Controller A, station 4 | Adjusted spray nozzles to stop overspray onto clubhouse sidewalk | 2 | No |

Rainfall: Entered by account manager from the clubhouse rain gauge.

Watering follows the current local watering-day restrictions. Water use is not shown because the association's meter readings were not provided this month.

## November 2026 service plan

| Date | Work | Status |
|---|---|---|
| **Nov 3** | Weekly maintenance. Chinch bug recheck, Clubhouse west lawn. | Tentative |
| **Nov 10** | Weekly maintenance. Install 3 replacement Ixora at the pool gate (I-0398). | Scheduled |
| **Nov 17** | Weekly maintenance. Monthly irrigation wet check. Pre-emergent in all shrub beds. | Tentative |
| **Nov 24** | Weekly maintenance. Leaf and debris cleanup before Thanksgiving. | Tentative |

### Pending board approval

- P-1031: Winter color install the week of November 16, if approved by November 12.
- P-1027: Brazilian pepper removal can start within 2 weeks of approval.

### Seasonal notes

- Mowing moves to every other week starting in December, per the contract (42 mowings per year).
- Irrigation runtimes will be reduced again as temperatures drop.

Future service dates are tentative and may change with weather and site conditions.

Your account manager

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Questions about this report: reply to your account manager or call (941) 555-0142.