Kings Point Master Assocation Presents:

Upkeep & Irrigation Workshop

April 4th, 2023





How is the irrigation system comprised and what are its components?



- 4 Deep Wells
- 6 Association Irrigation Wells
- 20 Recharge Wells
- 69 Pumps Ranging from 5hp to 75hp
- 67 Baseline Controllers
- 1 Weather Station
- 1624 Zone Valves
- 68 Flow Meters
- 58 Moisture Sensors
- 67 Rain Sensors
- Miles of Control Wire
- Miles of Pipe (Main and Lateral Lines) Ranging From 1/2" to 8"
- Over 100,000 Spray and Rotor Heads
- 9 Associations with Drip Lines in the plant beds





- Knolls 1 3
- **Gloucester A P**

Andover A – I

- Hub 15 (Lower Loop)
- Highgate 2 4
- Highgate A F
- Idlewood
- Lancaster 1 4
- **Quail Pass**



Baseline Communication Hubs

- Manchester 1 4
- Oxford 1 2
- Princeton
- Somerset
- Southampton 1 2
- Tremont 1 2
- Yorkshire
- Worthington





- Jameson
- Kensington
- Lyndhurst
- Maplewood
- Nantucket 1 5
- Radison 1 2





- Acadia
- Acadia 2
- Brookfield
- Corinth
- Devonshire
- Edinburgh
- Fairbourne
- Grantham
- Huntington
- Inverness
- **Oakley Green**
- Portsmith





SPRAY HEADS

An irrigation **spray head** is a type of sprinkler head that releases water in a fan-shaped pattern. These heads are typically used in small lawn areas, flower beds, or gardens.

Gallons per minute range from 0.5 to 3 GPM.





Drip irrigation delivers water directly to the root zone of plants through a network of hoses with small emitters. The water is released slowly, drop by drop, minimizing water loss due to evaporation or runoff. Drip irrigation is known for its efficiency, as it can reduce water usage by up to 50% compared to traditional irrigation methods.

Gallons per minute range from 0.5 to 2 GPM





A **rotor head** is a type of sprinkler head that rotates, spraying water in a circular pattern. These heads are typically used in larger lawn areas or commercial applications.

Gallons per minute range from 2 to 10 GPM.



What is the Master Assoc. Responsible For?

The Master Association operates all of the irrigation lines within Kings Point, including all lines within individual associations.

We are responsible for the **INSPECTION, MAINTENANCE, AND REPAIR** of <u>ALL</u> irrigation supply pipes, emitters, all irrigation delivery systems' mechanical and electronic components and parts, pump equipment, pump controls, valve controls, controllers, and any other equipment related to or part of the irrigation delivery systems. The Master is also responsible for managing our SWFWMD permit.

*The Master will take on the responsibility for pattern and coverage (too wet/too dry) for all Associations who proceed with their proposed enhancements.

Association or Unit Owners are responsible for any additional costs associated with:

- Enhancements /Upgrades
- Relocating lines and/or any irrigation work required to accommodate a building alteration)
- Repairing damage caused by other contracted work

What are the Associations Responsible For? SWFWMD Permit

Southwest Florida Water Management District

The Southwest Florida Water Management District (SWFWMD) is responsible for regulating and managing the water resources of a 16-county area in Florida including Hillsborough County.

The Master Association has a water use permit with SWFWMD that allows us to water the Upper and Lower Loops from 4 deep wells.

- 572,000 Gallons Per Day Each Association is allotted a maximum amount of water based off acreage and learn flow (GPM).
- Monthly Usage Must Be Reported Usage is monitored and reported by our Contracted Water Manager to ensure we stay within our allotment and avoid hefty fines.
- Water Variance
 The Master holds a variance with
 SWFWMD that exempts us from
 Hillsborough County restrictions.

Associations Under the Permit

Adovers Bedfords Cambridges Dorchesters Fairfields Gloucesters Knolls Highgates Idlewoood Lancasters Quail Pass Baseline Controllers

All Irrigation Systems are Operated Through Baseline.

Baseline is a Smart Irrigation Management System that provides engineered solutions utilizing proprietary 2-wire technology and real-time sensor data to enhance system performance.



- **Remote access to all controller and substations** Allows us turn the water off remotely from home as soon as an emergency issue is reported.
- **Receives information in real-time** Allows water manager to monitor flows during irrigation cycles.
- Automatic shut down when flow is too high High flow usually indicates a main line break so this helps limit the amount of wasted water.
- Low flow and no flow alarms per zone These alarms let us know there is a problem on the zone that needs to be addressed right away.
- Flow management and data analytics These reports allow our Water Manager to optimize water usage.



The watering schedule may vary from time to time because of various factors like rain delay, high moisture levels or routine maintenance.

Your irrigation cycles start at 8:00 pm and run until 8:00 am.

Communities	Water Days	Type
		- 11- 2
Acadia 1	Sunday & Wednesday	Rotors
	Tuesday & Saturday	Sprays
Acadia 2	Tuesday & Saturday	Rotors
	Sunday & Wednesday	Sprays
Andover A-I	Tuesday & Saturday	Mixed
Bedford A-J	Monday & Friday	Mixed
	Sunday & Wednesday	Rotors
Brookfield	Tuesday & Saturday	Sprays
	Monday & Thursday	Plant Spray
Cambridge H,I,J	Sunday & Wednesday	Mixed
CambridgeA-F & Canton Ct	Tuesday & Saturday	Mixed
Cambridge K, L &M	Monday & Friday	Mixed
Corinth	Tuesday & Saturday	Rotors
commu	Sunday & Wednesday	Sprays
Dovonshiro	Tuesday & Saturday	Rotors
Devolisinie	Sunday & Wednesday	Sprays
Dorchester A-D	Monday & Friday	Mixed
Ediatesaat	Sunday & Wednesday	Rotors
Edinburgh	Tuesday & Saturday	Sprays
F	Sunday & Wednesday	Rotors
Fairbourne	Tuesday & Saturday	Sprays
Fairfield A & E (Flintshire)	Sunday & Wednesday	Mixed
Fairfield H & E (501-515 Finsbury)	Tuesday & Saturday	Mixed
Fairfield B,C,D,F,G	Sunday and Thursday	Mixed
Gloucster A (2202-2212 Grenadier)	, , ,	
B (2201-2211 Grenadier)		
C, D,G, H, J, K	Sunday & Wednesday	Mixed
L (202-204 Glenallen)		l
M (2301-2315) Glenmore		
Gloucster E		
A (2214-2244 Grenadier)	Tuesday & Saturday	Mixod
B (2213-2247 Grenadier & 330-336	ruesday & Saturday	Ivitxed
Gloucester Blvd)		
Gloucester L (206-22 Glenallen)		
M (2333-2347 Glenmore & 2302-2348	Monday & Eriday	Mixod
Glenmore)	wonday & Friday	wixed
N & P		
	Tuesday & Saturday	Rotors
Grantham	Sunday & Wednesday	Sprays
	Monday & Thursday	Drip
Highgate 2 (2022-2036 and 2001-2035 Hawkhurst)	Tuesday & Saturday	Spray/Rotor
Highgate 2 (all but above)	Monady & Thursday	Spray/Rotor
0.0 - (,	initially of Indibudy	Spruy/notor

Irrigation Schedule - Page 2							
Communities	Water Days	Туре					
Highgate 3 (2026-2036 Hamstead, 2002- 2208 Halidom, 2129-2151 Hailtone)	Monday & Thursday	Spray/Rotor					
Highgate 3 (all but above)	Tuesday & Saturday	Spray/Rotor					
Highgate 4	Tuesday & Saturday	Spray/Rotor					
Highgate A-F	Monday & Thursday	Mixed					
l luntin et e e	Sunday & Wednesday	Sprays					
nunnington	Tuesday & Saturday	Rotors					
Idlewood	Sunday & Wednesday	Mixed					
	Tuesday & Saturday	Sprays					
Inverness	Sunday & Wednesday	Rotors					
	Monday & Thursday	Drip					
	Tuesday & Saturday	Sprays					
Jameson	Sunday & Wednesday	Rotors					
	Tuesday & Saturday	Drip					
	Monday & Thursday	Sprays					
Kensington	Sunday & Wednesday	Drip					
	Tuesday & Saturday	Rotors					
Knolls 1-2	Monday & Friday	Mixed					
Knolls 3	Sunday & Wednesday	Mixed					
Lancaster 1 North Half	Tuesday & Saturday	Mixed					
Lancaster 1 South Half	Monday & Thursday	Mixed					
Lancaster 2	Monday & Friday	Rotors					
Lancaster 2 (1401-1523 Leland and all of Layton Ct.)	Monday & Friday	Sprays					
Lancaster 2 (all but above addresses)	Tuesday & Saturday	Sprays					
Lancaster 3	Sunday & Wednesday	Sprays					
	Tuesday & Saturday	Rotors					
Lancaster 4	Tuesday & Saturday	Mixed					
	Sunday & Wednesday	Rotors					
Lyndhurst	Monday & Thursday	Sprays					
	Tuesday & Saturday	Drip					
Main Entrance Gate	Monday & Thursday	Mixed					
Manchester 1	Sunday & Wednesday	Rotors					
	Tuesday & Saturday	Sprays					
Manchester 2	Sunday & Wednesday	Rotors					
	Tuesday & Saturday	Sprays					
Manchester 3	Sunday & Wednesday	Sprays					
	Tuesday & Saturday	Rotors					





Irrigation Schedule - Page 3					
Communities	Water Days	Туре			
Manahastar 4	Sunday & Wednesday	Rotors			
Wanchester 4	Tuesday & Saturday	Sprays			
	Tuesday & Saturday	Rotors			
Maplewood	Sunday & Wednesday	Sprays			
	Monday & Thursday	Drip			
Nantucket 1 and 2	Tuesday & Saturday	Sprays			
Nantucket 1 and 2	Sunday & Wednesday	Rotors			
Nantuckot 2	Tuesday & Saturday	Sprays			
Nantucket 5	Sunday & Wednesday	Rotors			
Nantucket A	Tuesday & Saturday	Sprays			
Nantucket 4	Sunday & Wednesday	Rotors			
Nantucket 5	Tuesday & Saturday	Rotors			
Nantucket S	Sunday & Wednesday	Sprays			
lantucket 5 lottingham	Monday & Thursday	Drip			
	Tuesday & Saturday	Rotors			
	Sunday & Wednesday	Sprays			
	Tuesday & Saturday	Sprays			
Oakley Greens	Sunday & Wednesday	Rotors			
	Monday & Thursday	Drip			
Oxford 1	Tuesday & Saturday	Sprays			
	Sunday & Wednesday	Rotors			
Oxford 3	Tuesday & Saturday	Sprays			
	Sunday & Wednesday	Rotors			
Portsmith (All Addresses)	Monday & Thursday	Drip			
Portsmith (All Addresses)	Tuesday & Saturday	Sprays			
Portsmith (Odd Addresses)	Monday & Thursday	Rotors			
Portsmith (Even Addresses)	Wednesday & Sunday	Rotors			

Irrigation Schedule - Page 4				
Communities	Water Days	Туре		
Princeton	Tuesday & Saturday	Sprays		
	Sunday & Wednesday	Rotors		
Quail Pass	Monday & Thursday	Mixed		
Radison 1 and 2	Tuesday & Saturday	Rotors		
Radison 1 and 2	Sunday & Wednesday	Sprays		
	Monday & Friday	Drip		
Richmond	Tuesday & Saturday	Sprays		
	Sunday & Wednesday	Rotors		
Riverside Facility	Monday & Thursday	Mixed		
	Tuesday & Saturday	Rotors		
Somerset	Sunday & Wednesday	Sprays		
	Monday & Thursday	Drip		
Southampton 1 and 2	Tuesday & Saturday	Sprays		
Southampton 1 and 2	Sunday & Wednesday	Rotors		
Tromont 1 and 2	Tuesday & Saturday	Sprays		
	Wednesday & Sunday	Rotors		
Villerey	Tuesday & Saturday	Sprays		
villeroy	Sunday & Wednesday	Rotors		
Worthington	Monday & Thursday	Rotors		
worthington	Sunday & Wednesday	Sprays		
Vorkshiro	Tuesday & Saturday	Sprays		
TURSHITE	Monday & Thursday	Rotors		



Monthly Inspections





All 114 Associations are inspected monthly. During the inspections:

- Signs are placed at the Association entrance to let you know the inspection is taking place.
- Techs walk the front, back, and sides of each unit as well as the common areas.
- Emitters are checked for proper function and adjustments.
- Technicians check for leaks and proper valve function.
- All control boxes are inspected.
- Minor repairs are made and major repairs are scheduled.

Please ask your residents to refrain from interrupting the technicians while they are working. Irrigation work can be time-consuming, especially with over 1600 zones. Interruptions slow down the process which leads to delays in the completion of work and inconveniences other residents who are also waiting for work to be done.

2nd, 3rd, 4th week of the month as follows: (Last Updated 2-4-2022)										
Association	Association Week Association Week									
Acadia I	Week 4	Lancaster III	Week 2							
Acadia II	Week 2	Lancaster IV	Week 2							
Andover A-I	Week 1	Lyndhurst	Week 2							
Bedford A-J	Week 1	Manchester I	Week 3							
Brookfield	Week 4	Manchester II	Week 3							
Cambridge A-G & K-M	Week 3	Manchester III	Week 3							
Cambridge H, I, J	Week 1	Manchester IV	Week 3							
Cornith	Week 4	Maplewood	Week 2							
Devonshire	Week 2	Nantucket I	Week 4							
Dorchester A-D	Week 1	Nantucket II	Week 4							
Edinburgh	Week 4	Nantucket III	Week 4							
Fairbourne	Week 4	Nantucket IV	Week 4							
Fairfield A-H	Week 1	Nantucket V	Week 4							
Gloucester A-F	Week 1	Nottingham	Week 2							
Gloucester G-P	Week 1	Oakley Greens	Week 2							
Grantham	Week 4	Oxford I	Week 1							
Highgate II & III	Week 3	Oxford II	Week 1							
Highgate IV	Week 3	Portsmith	Week 4							
Highgate A-F	Week 1	Princeton	Week 3							
Huntington	Week 4	Quail Pass	Week 3							
Idlewood	Week 1	Radison I & II	Week 4							
Inverness	Week 2	Richmond	Week 2							
Jameson	Week 2	Riverside (Shead)	Week 1							
Kensington	Week 2	Somerset	Week 3							
Kings Blvd Ext	Week 1	Southampton I & II	Week 4							
Kings Blvd Medians	Week 1	Tremont I & II	Week 3							
Knolls I-III	Week 1	Villeroy	Week 3							
Lancaster I	Week 2	Worthington	Week 3							
Lancaster II	Week 2	Yorkshire	Week 3							

	21	Location Rotors 735-745 McDaniel	Valve Status Pass	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope	Estimated Cost	
	Rep	placed 6 clogged nozzles												
/	22	spray 753-755 masterpiece	Pass	3										
7	Rep	placed 3 clogged nozzles												
20ne #	23	Rotors 743-753 McDaniel	Pass			1								
	Rep	paired 1 rotor												
	24	Sprays 757-759 McDaniel	Pass			1								
Zone Location 🔺	Rep	paired 1 spray head												
And Emitter Type	25	Sprays 761-763 McDaniel	Pass		7									
	Cut	grass around multiple spray heads	s for better cove	erage										
	26	rotors 759 Mcdaniel-750 masterpiece	Pass	1										Master Association
Tochnician Notos	Rep	blaced 1 missing nozzle												Ingation inspection report
lechnician Notes A	27	Sprays 784-786 Masterpiece Dr	Pass		3									Your Irrigation Inspection Report is available and can be downloaded by clicking the button below.
	Cut	grass around a few spray heads fo	or better covera	ge					1					Download Here
	28	Sprays 766-768 Masterpiece Dr	Pass		5									Burger and Barton
	Cut	grass around multiple spray heads	s for better cove	erage										Irrigation Inspections are
	29	spray 748-750 masterpiece	Pass	3										emailed to Presidents
	Rep	blaced 3 clogged nozzles	-											Paard Mambars and POCs
	30	spray 744-746 masterpiece	Pass	1										Board Members and POCS
	31	corray 739-740 masterniego	Page	1										on a monthly basis.
	Ren	placed 1 clogged nozzle	1 433											
	32	spray 732-734 masterpiece	Pass		4									
	Cut	grass around several spray heads	for better cove	rage										
	33	spray 726-728 masterpiece	Pass	2										
	Rep	placed 2 clogged nozzles												
	34	spray 720-722 masterpiece	Pass	1	5									
									-		-			

Understanding Your Monthly Irrigation Report

Inspection Reports

Understanding Your Monthly Irrigation Report





Zone #21 - 02-08-23 8:10 am CST



Zone #21 - 02-08-23 8:10 am CST

Inspection Reports



Zone #22 - 02-08-23 8:11 am CST



Inspection Report #348134

Irrigation Technical Services (ITS) is the Master Association's Irrigation Contractor.

IRRIGATION CONTRACTOR

ITS is a family owned and operated company out of St. Petersburg, Fl. They have a comprehensive knowledge and understanding of complex irrigation systems that allows them the ability to offer a wide range of services from design to new construction to maintenance and pumps and wells.



The Irrigation Team Consists of:

- 4 Man Inspection Crew (Responsible for completing 114 Association Inspections per Month.
- 4 Man Repair Crew (Responsible for all major repairs including mainline breaks, lateral breaks, valve replacements, and wire repairs).
- 1 Work Order Technician (Responsible for responding to all Upkeep work orders including broken heads, geysers, leaks and adjustments).
- 1 Site Supervisor (Responsible for overseeing the entire crew).









Master uses Upkeep Technologies to submit and track all irrigation work orders.

All Presidents and POCs have access to this system. Access is given once we received the Board Contact Form from your Association after your annual meeting. Presidents can request to add or remove POCs at any time by emailing Kathy at <u>kcrawley@vestapropertyservices.com</u>.









Order juest				
Requests			0	 Once you log in. it will
Q Search Requests ▼ Filter Image: Show: All with the second sec	✓✓		+ Request	take you to the Request page.
1 Filter	· Applied	○ Reset Filters		 Create a new work order request by
Statu	us: Pending Approval 💿			clicking the +Request Button at the top of the
Zo	No Requests found with the	current applied filters		page.

1



Work Order Request

Add request Cancel Submit	 The preferred method for the Title Field is: Association
Title *	Address – Brief Description of the Problem.
Manchester 2 - 719 McDaniel - Broken Head	In the Description Field, please be as specific as possible.
Description	
There is a broken head at the end of the driveway on the left side.	 Choose the priority. If the issue is causing damage to a unit, please mark it as high.
Priority None Low Medium High	 Up to 5 images can be uploaded here by dragging and dropping or you can click the box to browse your computer.
Image Drag an image here	 Choose your Association in the Location Field.
	 Choose the appropriate address in the Asset Field.
Location	
Manchester 2	 Choose the category.
Asset	 Once all fields are entered, hit the submit button at the
719 Masterpiece Dr	top of the page.
Category	
Broken Irrigation Head	
1.ALL REQUESTS MADE DURING AFTER 4:00 PM, ON WEEKENDS OR HOLIDAYS WILL NOT BE ADDRESSED UNTIL THE FOLLOWING BUSINESS DAY. IF YOU HAVE AN EMERGENCY REQUEST AFTER HOURS PLEASE CALL OUR EMERGENCY LINE AT 1-866-263-3988.	→ 1.ALL REQUESTS MADE DURING AFTER 4:00 PM, ON WEEKENDS OR HOLIDAYS WILL NOT BE ADDRESSED UNTIL THE FOLLOWING BUSINESS DAY. IF YOU HAVE AN EMERGENCY REQUEST AFTER HOURS PLEASE CALL OUR EMERGENCY LINE AT 1-866-263-3988.

Work Order Updates

- Work Order Requests go into a holding area until they are approved by our Field Manager.
- Once approved, you will receive an email letting you know the work order was updated. You can view the status by clicking the View Work Order Button.

		•	Ū	\square	\bigcirc	¢	•		÷
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Request Approved: Manchester	2 -	719 McDaniel - Broken head	Inbox ×
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Assigned Person

Joel Cruz

Asset 719 Masterpiece Dr 1 of 541 < > 📼 🗸

* * :

12:54 PM (9 minutes ago)

8 2

Upkeep <info@onupkeep.com> to me

4



Time N/A

View Work Order



You will continue to receive emails each time the work order is updated.

Work Order Updates



- Expect to receive an email update when:
- The Work Order is Approved by the Field Manager.
- The Work is Assigned to the appropriate Technician by the Site Supervisor.
- The Technician notes the work order with the details of the repair.
- The Technician closes the work order.
- In all instances, to review the update, click the View Work Order Button.

Requests



Work Order **Updates**



Upkeep Will Then Prompt You t Updates Tab to view the pro	o the Deta ogress of th	ils Page. Click the e work order.	
Requests			0
Q Search Requests			+ Request
∇ Filter 11 Sort by: \checkmark Show: All \checkmark			
Medium Manchester 2 - 719 McDaniel - Broken head Requested By Me	Open Created 2 hours ago		PDF Options 🗸 🗶
High Manchester 2 - 721 Masterpiece - Soffit Damage	O Open	Details	Updates
Requested By Me	Created 2 hours ago	Request Title Manchester 2 - 719 McDaniel - Broken head	
Medium Manchester 2 - 725 Masterpiece - Adjustment Requested By Me	Open	A detailed description about the work order broken head at end of driveway on the left si AFTER 4:00 PM, ON WEEKENDS OR HOLIDAYS FOLLOWING BUSINESS DAY. IF YOU HAVE AN PLEASE CALL OUR EMERGENCY LINE AT 1-866	ide. ALL REQUESTS MADE DURING S WILL NOT BE ADDRESSED UNTIL THE I EMERGENCY REQUEST AFTER HOURS 5-263-3988. :
		Priority Medium	

Now you can see all of the updates that have been made to the work order.



Declined Work Orders

Upkeep is for irrigation issues only. If you put in a request for landscaping, drainage, paving or any other request unrelated to irrigation, you work order will be declined.





Irrigation Line Checks (ILC) Are Required For Any Alteration Request That Requires Digging

Examples:

- Installing Curbing
- Installing a Patio or Lanai
- Installing a Concrete Pad
- Replacing a Driveway (must have a sleeve installed)
- Installing a Wheelchair Ramp
- Landscaping Projects
- Tree Removals
- Drainage or Grading Projects



Irrigation **Line Checks**

Resident Alteration Request Form

These forms are for Residents and available for pick up in the FirstService lobby.

Revised: July 30, 2020	Page Two Revised: July	30, 2020
OWNERS NAME: UNIT NUMBER: UNIT NUMBER:	By mylour signature below, live understand that the maintenance, repair and/or replacement of and insu requested alteration or improvement is mylour responsibility (even if damage is caused by a common element)) with the Declaration of Condominium, Article XIV MANTENANCE AND ALTERATIONS, and any amendments if adopted rules of the Board of Directors and shall be binding upon the unit owner(s), his heirs, executers, a successors, and assigns. Removal of a modification may be requested by the Board, at mylour expens modification become a nuisance. UNIT OWNER(IS) SIGNATURE DATE SIGNED	rance for any in accordance hereto or duly dministrators, e, should the
E-MAIL (limited in use for this request only):		
PHONE: ALT. OR CELL	LANDSCAPE/ ALTERATION or IMPROVEMENT DETAILS: 1. Show location of landscape alteration or improvement 2. Provide landscape alterationed area or improvement dimensions in feet	
CONTRACTOR: PHONE:	3. Attach any additional information and/or pictures	
ESTIMATED COMPLETION DATE (not to exceed 90 days from request):	Bank	
REQUEST (include attachments):	Erret	
INSTRUCTIONS	FIOIR	
The executed contractor's proposal along with a sketch of the alteration MUST BE ATTACHED TO THIS FORM detailing dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.	Signatures of those most affected by the change (i.e. roof-mate and neighbors): <u>Signature</u> <u>Address</u>	
 Alterations or improvements require prior written approval by your Board. Prior written consent of adjoining unit owners. (Verify in your documents under Article XIV Maintenance and Alterations) 	1	
 Work may not begin until you receive written approval of the Board of Directors and signed Management's Review. Work must be completed within 90 days of approval. It is the unit owner's responsibility to notify the Board of Directors when work is completed. 	3	
4. Unit Owner is responsible for obtaining current license and insurance information (prior to start of any work) for any vendor whose information is not currently on file with Management and included on the Kings Point Contractors List. Home improvement centers (such as Lowe's or Home Depot) use subcontractors for installation. Please secure the subcontractors name, phone number and a contact name (if possible). A copy of the subcontractor for line tarter to use the source to use the depot of the subcontractors for installation.	BOARD OF DIRECTORS ACTION Approved date: BOARD SIGNATURES:	
Subcontractor sincerise and insurance must be secured prior to work beginning.	Name/Title (Please Print) 2.	
to the Limited Common Area or Common Area; i.e. approval of 75% or 100% of the total vote of the unit owners.	Name/Title (Please Print) 3.	
Signatures are not a substitute for a unit owner vote. Verify in your documents under Article XIV Maintenance and Alterations. Please check with your CAM/Board of Directors for additional clarification.	Name/Title (Please Print) BOARD COMMENTS:	
6. FirstService Residential will email a copy of this Request for Alteration form to the Irrigation Entity (the Master Association) for the purpose of surveying the area for impation lines. The requestor of this from will be copied on the email that is sent. Irrigation modifications of any kind (including those requestor) for the purpose of surveying to be a solar or costs associated with irrigation. The costs are solar or costs associated with irrigation costs are solar or modifications. Unit owner, including to bataining approval and any costs associated with irrigation costs are modifications. Unit owner is responsible for providing any additional information or documentation to the Irrigation Entity if required. Only the entity that maintains the irrigation system is authorized to approve and complete	Please return completed form to: FirstService Residential – 1904 Clubhouse Drive, Sun City Center (813) 642-8990	, FL 33573
the irrigation line check. Unit owner is responsible for contacting the irrigation Entity (the Master Association) and FirstService Residential upon completion of project to schedule reconnection of irrigation. If a slab is poured without review of the irrigation system, the unit owner will be responsible for all expenses related to any irrigation line damage or future repairs should a line running under a slab break.	MANAGEMENT REVIEW Management reviews Alteration Requests for completeness and vendor adherence to license and insurance Management review does not supersede your Board's decision. Board Action or signatures are not a subs	requirements. stitute for unit
7. Minor Alterations such as planting of small plants, spot painting, etc. where unit owner lists themselves as contractor, is the sole responsibility of the unit owner and said unit owner assumes full responsibility and holds harmless any and all others any liabilities. Unit owner shall not tap into or modify the imgization for their unit owner beds.	owner vote, if required. Management assumes no responsibility for alteration including vendor or materials. Reviewer: Date:	
8. Unit owners may not install their own irrigation/watering system/lines using potable water.	Irrigation Line Check Requested: Date: Irrigation Line Check Complete: Date:	
	Copy to Unit Owner: Date: Copy to Board: Date:	-

Address DN bhouse Drive, Sun City Center, FL 33573 erence to license and insurance requirements. tion or signatures are not a substitute for unit including vendor or materials. Date: Date:

Residents must complete the form, attach scope of work, obtain Board Approval and submit to FirstService.



Association Alterat These forms are for Association Projec Master office and on kpmaster.c	Line Line Com under the "Resources" tab.	Ch
ASSOCIATION ALTERATION REQUEST FORM REVISED 08/2020 ASSOCIATION NAME: PRESIDENT: EMAIL: PHONE: CONTRACTOR/OWNER:PHONE:	LANDSCAPE and/or BUILDING ALTERATION or IMPROVEMENT DETAILS: 1. Show location of landscape and/or building alteration or improvement 2. Provide landscape alteration bed area or improvement dimensions in feet 3. Attach any additional information and/or pictures Unit/Building Back	
REQUEST DESCRIPTION (include attachments):	Front MASTER ASSOCIATION'S ACTION WORK ORDER # Master Management Reviewer: Date: Return Completed Form to: SCCW Master Association • 1902 Clubhouse Drive • Sun City Center, Florida 33573 Or Email to irrigationlinecheck@kpmaster.com	
Complete Page 2, Over		

Associations must complete the form, attach scope of work, submit to the Master.

Irrigation **Line Checks**

Option 1

- This is a proposal to flag all of the heads in the affected area for \$75.00.
- A final

inspection is completed after the project is done. If any damage is found, it is repaired at this time.

CS	POINT	

Option 1 and Option 2

	,
KINGS POINT	OPTION 2 - MASTER ASSOCIATION IRRIGATION TIME/MATERIALS AGREEMENT WORK ORDER # DATED ISSUED Valid until: ASSOCIATION NAME: OWNER NAME;
Master Association	PRESIDENT NAME: CONTACT PHONE #:
January 31, 2023	OWNER ADDRESS (IF APPLICABLE): UNIT; EMAIL (Print Legibly):
Jane Doe 2208 Sunset Drive Sun City Center, FL 33573	If you are requesting flagging for a project that does not require preconstruction irrigation work to be done, you understand and acknowledge by signing below that any damages as a result of this activity will be the financial obligation of the Association and that the repairs must be completed by the SCCW Master Association's irrigation vendor at the cost of time and materials.
Work Order # 11111	
SERVICES	1By initialing here you agree that any damage that may be caused as a result of your project will be
The Master Association hereby proposes to provide all labor for flagging all planting irrigation heads and any major irrigation components prior to the start of your project. All irrigation heads in the affected areas will be flagged. After your project has been completed the Master Association will return and provide an irrigation inspection of the areas. The Master Association will provide repairs based on time and materials for any damage to the irrigation during this project. This quote includes the first one hour of post-construction inspection and repairs. Labor rates after one hour the \$75.00 per hour for a lead irrigation technician and \$65.00 per hour for an assistant technician. WARRANTY	billed at the cost of the required parts and materials plus \$85/hour for a lead technician and \$75/hour for an assistant technician if needed. 2By initialing here you agree and understand that the Landscaper/Contractor may not, under any circumstance, make repairs of any kind to the irrigation system. If it is discovered during the project or any time after that unauthorized repairs were made, your warranty for irrigation repair and maintenance with the Master Association will be voided.
Material is warrantied for per manufacturer's warranty. Labor shall have a ninety (90) day warranty.	3. By initialing here you acknowledge and understand that in the event the irrigation system is damaged
TERMS The total price of referenced work is \$75.00 and is due upon acceptance. Checks should be made payable to the	during your project, the irrigation for the entire zone will be turned off until the damage is repaired and paid for. This will be done to prevent further damage and allow the rest of your Association to continue to water.
SCCW Master Association. The price is valid for 30 days.	4 By initialing here you agree to contact the Master Association within 24 hours of the completion of
ACCEPTANCE	your project to request a final inspection from the MA's irrigation vendor. The MA may inspect the project area anytime between the project completion date and the next monthly scheduled inspection. Any damage found after that time will be absorbed by the MA and will NOT be billed to the Association.
	OWNER SIGNATURE – PRINT NAME & DATE (IF APPLICABLE)
Master Association Homeowner Representative	By signing below as president of Association, you understand and acknowledge that in the event that damages are caused by the unit owner's project and the unit owner does not pay for the costs of those repairs for any reason, the Association will be held financially responsible for those costs.
OPTION 1 – FLAGGING	PRESIDENT SIGNATURE - PRINT NAME & DATE
	MASTER ASSOCIATION APPROVALDATE

Option 2

- If you wish to waive the flagging, you can choose this option.
- A final inspection is completed after the project. If there is any damage, the resident will be responsible for the repair and the cost of time and materials.







- Resident Submits Completed Alteration Form to FSR
- CAM at FSR reviews and submits the Alteration Form to the Master
- Master sends Contractor to investigate and provide proposal
- Master sends proposal to Resident
- Resident returns signed proposal and check to the Master
- Contractor Completes Pre-Construction Work
- > Master Informs FSR the Line Check is Complete
- **FSR Sends Resident final approve to move forward with their project.**
- Resident informs Master when the project is complete
- Master Schedules Final Inspection
- Contractor completes the work and closes work order

Turn Around Times

- Proposals are sent within 7 days of receipt of your alteration form
- Pre-Construction is complete within 7 days of acceptance
- Final Inspections are complete within 7 days of notification



All irrigation work must be performed by a Master Approved Contractor. Work by other vendors is expressly forbidden.



Request to Temporarily Disable Irrigation forms must be used when your Association needs to have the irrigation shut off for a project such as painting or roofing.

REQU	EST TO TEMPORARILY DISABLE IR	RIGATION	
Please Note: A 72 hour notic	e is required prior to any irrigation turn	off Any resubmitted forms wi	
restart the 72 hour notice. F	forms without a turn back on date will f	NOT be accepted.	
	ey@vestapropertyservices.com.		
Association:	President Name:		
CAM:	DATE SUBMITTED:		
Reason for request:			
Painting Pressure Wa	shing Large Scale Paver Project	Roofing Paving	
Other			
Address	Disable Date	Date To Be Turned Back O	
**Please attach another page if a	ditional addresses are needed		
r lease allach another page if a	duitonal addresses are needed.		
President Signature	OAM Olan share		
Fresident Signature	CAM Signature		
		For MA Office Use Only	
	Approved By		

- Forms are available on kpmaster.com under the Resource Tab.
- Forms must be submitted at least 72 hours in advance.
- Must be signed by the President as well as your CAM.
- Forms must include both the date to disable and the date to turn back on. Forms without a turn on date WILL NOT be accepted.
- Forms should be submitted to <u>kcrawley@vestapropertyservices.com</u>.



WE WANT YOUR FEEDBACK.

PLEASE SEND ANY COMMENTS OR SUGGESTIONS YOU HAVE FROM TODAY'S WORKSHOP TO MASTER@KPMASTER.COM

Definitions

Baseline Communication Hub -The nucleolus of irrigation system is the communication hubs. The hub sends out the signals to operate the controllers which then turn on and water your Association.

Baseline Controller – Smart irrigation controller used to operate your irrigation system. It regulates when the electric valves in the system open and close.

Lake Pump – Pump that pulls water from the pond and uses it to irrigate your Association.

Recharge Pump – Pump that pulls water from a well and uses it to refill the water used during your irrigation cycles.

Irrigation Valve - Irrigation Valves are used to create various watering zones in an irrigation system. This separation allows for different watering devices to be encompassed in a single system.

Flow Meter - Flow meters or sensors measure how slowly or quickly water is flowing through an irrigation system and send that information to the irrigation controller. This is how our Water Manager monitors the water usage.

Moisture Sensor – These sensors are designed to detect the amount of moisture in the ground beneath the landscape and override scheduled irrigation when plants do not need water.

Rain Sensor - It's a device that communicates with your sprinkler timer about the level of rainfall. If enough rain has fallen, then the sensors let the timer know to skip the next cycle and not run.

Mainline – These are irrigation pipes that are connected to the water source on one end and to the control valve on the other.

Lateral Line – These irrigation lines are connected to the control valve on one end and supplies water to the emitters within your Association.

Spray Head - An irrigation spray head is a type of sprinkler head that releases water in a fan-shaped pattern. These heads are typically used in small lawn areas, flower beds, or gardens.

Rotor Head - A rotor head is a type of sprinkler head that rotates, spraying water in a circular pattern. These heads are typically used in larger lawn areas or commercial applications.

Drip Irrigation - Drip irrigation delivers water directly to the root zone of plants through a network of hoses with small emitters. The water is released slowly, drop by drop, minimizing water loss due to evaporation or runoff. Drip irrigation is known for its efficiency, as it can reduce water usage by up to 50% compared to traditional irrigation methods.

SWFWMD - The Southwest Florida Water Management District (SWFWMD) is the governing authority responsible for regulating and managing the water resources of a 16-county area in Florida including Hillsborough County.

Water Use Permit – These permits are required if you are using more than 100,000 gallons per day. The permit allows us to draw a specific amount of water from the ground aquifers. In our case, we can pull 572,000 gallons per day. All of Associations in Section 1 and 2 are under our water use permit.