

April 9, 2014

To: All Wolverine Property Preservation Contractors

From: Nicki Jaworski
Manager, Property Preservation Department

2014 Grass Cut Season – Addendum #2

Please take a few minutes to review the following changes to procedures as they pertain to the upcoming season.

Starting this year, the requirements on grass cut orders will be different, depending on which client owns the property. Contractors must pay close attention to what the instructions are for each one.

Here is a breakdown of what the current client-specific instructions are for grass re-cuts. There may be additions or modifications to these guidelines during the season, if the client should request it. It is the contractor's responsibility to carefully read and adhere to the specific instructions for each grass cut order they receive, so they are aware of what the proper procedures are for that property.

For loan numbers ending in 1261 – Grass Re-Cuts

- Grass cut should be completed for the allowable. Do not submit an over-allowable bid. If grass cuts are completed on time, there should not be any over-allowable grass.
- If there is debris &/or yard waste in the way of the initial grass cut, contractors are authorized to remove one yard of debris IF the debris is preventing the cut from being completed. Photos must justify the amount of debris being removed and the necessity of its removal to complete the cut, and must include photos of the truck or trailer used to haul the debris away.
 - Don't forget, a **dump receipt** is required for any debris that is removed. Results that are submitted without a dump receipt will be rejected, until one is provided.
- No trip charges for limited growth –
 - If grass is short, complete the cut anyway, and provide before, during, and after photos
 - Advise if one cut per month, or every other month, is sufficient for desert properties

For loan numbers ending in 6751, 1031 – Grass Re-Cuts

- Grass cut should be completed for the allowable. Do not submit an over-allowable bid. If grass cuts are completed on time, there should not be any over-allowable grass.
- If there is debris &/or yard waste in the way of the grass cut, submit bid to remove with photos that clearly show the quantity and location of the debris
- No trip charges for limited growth –
 - If grass is short, complete the cut anyway, and provide before, during, and after photos
 - Advise if one cut per month, or every other month, is sufficient for desert properties

Also, please remember to check the lot size listed on the grass cut order, and use the following guidelines:

- If the total lot size of the property is less than one acre, contractors are to cut the entire lot.
- If the total lot size of the property is more than one acre, contractors are to complete a standard perimeter cut (100'x150'), and provide a bid for the entire lot.

Don't forget, completing a grass cut includes weed-whipping as needed. Also, we need good DATED photos, and your "During" photos should always show a lawnmower &/or a weed-whipper on the grass.

These requirements are all subject to change, if the client requests it, and we will update our grass cut forms as needed. As always, if you have any questions, please feel free to contact us at any time.