



WINDSOR FARMS, Inc.

4211 DOVER ROAD

Richmond, Virginia 23221

(804) 353-4221

October 23, 2015

Dear Neighbor,

The City has announced that it will conduct one 10-week cycle to collect leaves throughout the entire city. According to the published schedule, they plan to be in Windsor Farms **at some point** between **December 14th and December 31st**. Our neighborhood service, Ethic Grounds Management (“Ethic”), will begin collecting leaves the week of November 2nd according to the attached schedule and map.

The following guidelines **MUST** be observed in order to ensure that your leaves can be collected:

- **No ROCKS, METAL, or BRANCHES should be in the leaf piles.**
- Only **non-mulched LEAVES** should be in the pile. (Mulched leaves should continue to be bagged or placed into yard cans.)
- Debris, or “clean-out” piles containing sticks, magnolia pods, dirt/mud, gravel, liriope and grass cuttings, etc. (i.e., piles that contain more than just leaves) should either be removed by your yard service, loaded into your yard can, or bagged for collection by the City. You can also contact Ethic at 353-4221, ext. 112 to arrange for the pile to be manually collected and removed for a small fee.
- **If any of the above items are found in your pile it WILL prevent Ethic (and the City) from collecting your leaves, since such items could potentially damage the equipment.**
- Leaves **must** be raked to the curb **no later than** the deadline listed for your particular area.

A few additional **requests**:

- Please try to leave some space between your leaf pile(s) and curbing in order to help keep the gutters and storm drains clear.
- Please try to put out leaves no more than one week in advance of the raking deadline for your area. This helps to lessen the amount of leaves blowing up and down the street, into your neighbor’s yard, etc.
- **If you employ a yard service**, please share this letter to ensure that they are aware of and comply with the leaf collection guidelines. Your yard service should remove the leaves if it is part of your contract or an additional service for which you have paid.

Neither yard services nor residents should blow leaves or dump debris onto the common areas, the access points to the common areas, the storm drains, or the median strips.

The following options are available **if you need for your leaves to be collected at a time other than what has been scheduled** by Windsor Farms, Inc./Ethic or the City of Richmond:

- You (or your yard service) can bag your leaves in biodegradable lawn/leaf bags and place up to 25 bags near the curb on your regular trash collection day. There is no additional charge for this service.
- You can contact Ethic at 353-4221, ext.112 to arrange for the pile to be collected for a small fee.
- You can contact the City to request a special collection. Per the City website, “Special individual requests will be reviewed on a case-by-case basis and may result in a \$75.00 special collection fee. Individual service requests for collections must be called in through Customer Care at 3-1-1 (646-7000).”
- As a City resident, you may also dispose of bagged or loose leaves at approved City locations. Please visit <http://www.richmondgov.com/PublicWorks/Leafcollection.aspx> for more information.

Please remember that both the City and Windsor Farms, Inc./Ethic schedules are **subject to change** due to inclement weather, equipment failure, or other unforeseen events.

For up-to-date information or changes to the **City** leaf schedule, call the **Leaf Hotline at (804) 646-LEAF (5323)**. If you have questions, please call the City's Customer Care Center at 3-1-1.

Questions about our **neighborhood service** that begins on November 2nd may be addressed to the Windsor Farms office (353-4221, ext. 100 or office@windsorfarms.org) or to Ethic Grounds (353-4221, ext. 112 or ethicgrounds@gmail.com).

Many thanks in advance to both residents and yard services for complying with all of the aforementioned guidelines and requests.

	Included Streets/Blocks	Raking Deadline	Tentative Collection Dates (M-F)*
1	Cambridge Road, Penshurst Road, Windsor Way, Tonbridge Road, Oxford Road, 4300 Block of Coventry Road, 4100 to 4300 Blocks of Dover Road, 4100 Block of Exeter Road, 100 Block of Oxford Circle West	11/01/15	11/02 – 11/06/15
2	Tomacee Road, 2 and 100 Blocks of Banbury Road, 0 and 100 Blocks of Canterbury Road, 3800 and 3900 Blocks of Dover Road, 3800 and 3900 Blocks of Exeter Road, 100 Block of Gun Club Road, 100 Block of Portland Place	11/08/15	11/09 – 11/13/15
3	Hathaway Road, Marston Lane, Massie Road, Queen Charlotte Road, St. Davids Lane, Stockton Lane, 200 Blocks of Banbury Road, 200 Block of Canterbury Road, 200 Block of Clovelly Road, 200 Blocks of Gun Club Road, 200 Block of Oxford Circle East, 200 Block of Portland Place, 3800 to 4100 Blocks of Sulgrave Road	11/15/15	11/16 – 11/20/15
4	Calycanthus Road, Wakefield Road, 0 and 100 Blocks of Berkshire Road, 4500 and 4600 Blocks of Coventry Road, 4500 and 4600 Blocks of Dover Road, 100 Block of Nottingham Road, 4200 Block of Oxford Circle East, 4300 Block of Oxford Circle West, 4200 and 4300 Blocks of Sulgrave Road	11/22/15	11/23 – 11/27/15
5	Avon Road, Lock Lane, Long Lane, Lynton Lane, Summit Lane, 200 Block of Berkshire Road, 300 Blocks of Clovelly Road, 200 Block of Nottingham Road, 200 Block of Oxford Circle West, 4500 and 4600 Blocks of Sulgrave Road	11/29/15	11/30 – 12/04/15

*Subject to change due to inclement weather, equipment failure, or other factors beyond the control of Ethic Grounds.

