

# REQUEST FOR LANDSCAPE ALTERATIONS OR IMPROVEMENTS

OWNERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ALT. OR CELL PHONE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_ MODEL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ESTIMATED COMPLETION DATE (not to exceed 90 days from request): \_\_\_\_\_

REQUEST (include attachments): \_\_\_\_\_

### INSTRUCTIONS

1. The executed contractors 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.
2. Alterations or improvements require **prior** written approval by your Board. Prior written consent of adjoining unit owners as well as approval of any institutional mortgagees may also be required. **(verify in your documents under Article XIV Maintenance and Alterations).**
3. Work may not begin until you receive written approval and 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.
4. Your governing documents may require a vote of unit owners before changes can be made to the Limited Common Area or Common Area; i.e. approval of 75% or 100% of the total vote of the unit owners. **Signatures are not a substitute for a unit owner vote. Verify in your documents under Article XIV Maintenance and Alterations. It is each unit owner's responsibility to submit this form in accordance with the requirements and restrictions outlined in their governing documents.**
5. Any irrigation modifications required are the sole financial responsibility of the homeowner and will be made at the homeowner's expense.
  - I. The responsibility and cost to prune and maintain these trees, fruit trees or shrubs are solely our responsibility.
  - II. Tree skirts will be maintained at a height no lower than 30" from the ground.
  - III. All fallen fruit is to be picked up immediately.
  - IV. Resident is responsible for any vegetation that grows under the tree skirt
  - V. Turf is to be removed to the edge of the drip line.
  - VI. If plantings are not properly maintained a letter of violation will be mailed. If the problem is not taken care of within 7 days of the posting of the letter, I/we agree that the Association will be given the authority to remedy the problem and I/we agree to pay for the services rendered.
  - VII. If planting(s) are in a resident created bed, the weeding, mulching and care of the bed is our responsibility.
  - VIII. If our unit is sold, we will inform the new owners of their responsibility to maintain these plantings or return the area to its original design.

By my/our signature below, I/we understand that the maintenance, (including but not limited to items I through VIII above), repair and/or replacement of and insurance for any requested alteration, or improvement is my/our responsibility (even if damage is caused by a common element) in accordance with the Declaration of Condominium, Article XIV MAINTENANCE AND ALTERATIONS, and any amendments thereto or duly adopted rules of the Board of Directors and shall be binding upon the unit owner, his heirs, executors, administrators, successors, and assigns. Removal of a modification may be requested by the Board, at my expense, should the modification become a nuisance.

\_\_\_\_\_  
UNIT OWNER(S) SIGNATURE

\_\_\_\_\_  
UNIT OWNER(S) SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO EXECUTED FORM  
BEING RETURNED TO UNIT OWNER(S)**

