

Orchard Villa Townhomes Homeowners Association
Request for Landscape Change Adjacent to Homeowners Unit

STEP ONE:

Name: _____

Phone Number: _____

Orchard Villa Address: _____

Prior to submission to the Landscape Committee and Orchard Villa Board, please write a brief description in the space provided of the landscape change requested, including the names of the plants you want to plant. Please also diagram the landscape changes you are requesting including measurements. Attach an additional 8 ½ by 11 inch sheet if needed.
The Homeowner is responsible for paying for all changes.

I agree to pay for any needed sprinkler changes as recommended by the Landscape Committee. Initial _____

I have a copy of the Orchard Villa HOA planting guidelines and agree to comply with these planting guidelines. Initial _____

I agree if the landscape change is approved I am responsible for maintaining the area. If I no longer wish to maintain the area, I am responsible for returning it to its original state at my expense. Initial _____

Signed: _____ Date: _____

Page 2 – Landscape Change Form

STEP TWO: Contact homeowners within 40 feet of the proposed changes and ask them to sign this form if they approve. (If they have concerns, they will still have an opportunity to voice their concerns to the Landscape Committee and Board.)

Name _____ Orchard Villa Address _____

Name _____ Orchard Villa Address _____

STEP THREE: Submit your request to the Landscape Committee for review and submission to the Board.

- a. The Landscape Committee will contact the lawn and sprinkler contractors to insure there are no conflicts with the proposal and maintenance.

_____ Sprinkler contractor _____ Lawn Contractor

- b. The Landscape Committee will review your request and may suggest alterations to minimize maintenance conflicts or costs. The Landscape Committee will then issue its own evaluation of the request, including a recommendation that one of the three options listed below be implemented:

- Recommends approving the request
 Recommends approving request with the following clarifications or changes:

- Recommends denying the request for the following reasons:

Signed _____ Date: _____

STEP FOUR: The Landscape Committee will submit your request to the HOA Board, along with the committee's recommendation.

STEP FIVE: Orchard Villa Board of Trustees:

- Approves Request
 Approves the Request with the Following Changes:

- Denies the Request

Signed _____ Date: _____