

Request for Landscape Change Adjacent to Homeowner's Unit

Step One:

Name: _____

Phone number: _____ Email: _____

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 obtain. Please also diagram the landscape changes you are requesting including measurements. Attach an additional 8 1/2 by 11 inch sheet if needed. The homeowner is responsible for paying of all related charges.

I agree to pay for any needed sprinkler changes as recommended by the landscape committee.

Initials: _____

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

I agree that 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 the original state at my expense.

Initials: _____

Signature of requesting Homeowner: _____ Date: _____

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 have the opportunity to voice them to the Landscape Committee and Board.

Name: _____ Orchard Villa address: _____

Name: _____ Orchard Villa address: _____

Step Three: Send the request to the Landscape Committee for review and subsequent submission to the Board.

1. The landscape committee will contact the lawn and sprinkler contractors to insure there are no conflicts with the proposal or subsequent maintenance.

Sprinkler contractor initials: _____

Lawn contractor initials: _____

2. 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 three options listed below are implemented:

____ Landscape Committee recommends approval of the request.

____ Landscape Committee requests the following further clarifications or changes:

____ Landscape Committee denies approval of the request for the following reasons:

Landscape Committee signature: _____ Date: _____

Step Four: The landscape committee will submit your request to the OV Board along with the Committee's recommendation.

Step Five: Orchard Villa Board of Directors:

_____ Approves the request.

_____ Approves the request with the following changes:

_____ Does not approve the request.

Board member signature: _____ Date: _____