

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 contractor's 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 & DATE

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

Pruning Programs

A pruning program should begin before any heavy cutting is necessary and should be continued at appropriate intervals so that desired tree size and shape can be maintained at a low cost. A regular pruning program eliminates the necessity for large cuts, avoids excessive vegetative growth, maintains good fruit production, healthy growth and simplifies brush disposal.

Skirt Pruning

Pruning to raise fruit tree skirts is a necessary pruning practice. With low tree skirts the movement of mowing equipment is impeded, and the inspection of irrigation systems is more difficult. Fruit and limbs near the ground are often damaged by the passage of such equipment. Low tree skirts may also increase the incidence of Phytophthora Parasitica, the causal agent of foot rot, because of poor air circulation under the tree canopy. Lower canopy fruit is also more susceptible to brown rot, the result of Phytophthora Citrophthora infection under certain environmental conditions. Fruit tree skirts should be maintained at a height no lower than 30 inches from the ground.

Signatures of those most affected by the change (i.e. roof-mate and neighbors):

<u>Signature</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

BOARD OF DIRECTORS ACTION

BOARD SIGNATURES:

APPROVED DATE:

DISAPPROVED DATE:

1. _____	_____	_____
2. _____	COMMENTS: _____	
3. _____	_____	

If Board would like Management to verify that alteration complies with Associations governing documents, please have Board representative sign below and deliver to Management Company prior to Board Approval.

_____	_____	_____
Board Representative	Date	Phone Number
_____	_____	Management response attached. <input type="checkbox"/>
Reviewed By:	Date	

Management reviews Alteration Requests for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board's decision. Board Action or signatures are not a substitute for unit owner vote, if required. Management assumes no responsibility for alteration including vendor or materials. Management makes no representation that alterations are permissible under the Associations governing documents, Florida Statute 718 or any other governing body, without a written legal opinion.

REVIEWER: _____ **Date:** _____

Copy to Unit Owner: _____ Date: _____

Copy to Board: _____ Date: _____

Copy to landscape/irrigation vendor _____ Date: _____