

REQUEST FOR LANDSCAPE IMPROVEMENTS FOR OAKLEY GREEN

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☐ OWNER PROJECT.

☐ ASSOCIATION PROJECT

OWNERS NAME: _____ PHONE: _____

UNIT ADDRESS: _____ UNIT NUMBER: _____

E-MAIL: _____ ALT. OR CELL PHONE: _____

CONTRACTOR: _____ LICENSE #: _____

ADDRESS: _____ PHONE: _____

PROJECT DESCRIPTION (include attachments): _____

INSTRUCTIONS

1. Project by Contractors: The executed contractor's proposal including a sketch of the proposed landscape plants in relation to the Unit, **must** be attached to this form detailing, dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.
2. Project by Unit Owners: Installation being done by Unit Owners to include a sketch of the proposed landscape plants in relation to the Unit, **must** be attached to this form detailing, dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.
3. A copy of the Contractor and/or each subcontractor's license, proof of insurance and contact name, must be secured and provided to the Landscape Committee prior to work beginning and included with this application. (Home improvement center, i.e. Lowe's or Home Depot, use subcontractors for installation)
4. It is each unit owner's responsibility to submit this form in accordance with the requirements and restrictions outlined in the Oakley Green governing documents. Alterations or improvements require prior written approval by the Board. All work shall be confined within the Limited Common Elements,
5. No Work may not begin until you receive written approval from Property Manager FirstService. All work must be completed within 90 days of approval or project approval may be withdrawn.
6. IRRIGATION MODIFICATIONS: Are the sole financial responsibility of the Unit Owner and will be made at the Unit Owner's expense **unless indicated otherwise**. Any related irrigation costs billed by the Master Association, shall be paid by the Unit Owner before any work is started. Irrigation modifications shall be made **ONLY** by the Master Association's Irrigation Contractor. Only the irrigation vendor under contract with The Master Association is authorized to move or cap irrigation lines or sprinklers. Irrigation lines shall be moved prior to start of Landscape work. Unit owners may not install their own irrigation/watering system/lines using potable water.
7. Any unauthorized irrigation changes will be subject to a fine from the Master Association. The Master Association will inspect unauthorized projects for damage and will make necessary repairs which will be made by the Master Association's Irrigation Vendor and billed to the Unit Owner.
8. It is the Unit Owner's responsibility to notify the Board of Directors through the Landscape Review Committee using the attached form, "Notice Of Completion Form" when work is completed.

OWNER RESPONSIBILITIES

1. All Landscaping modifications are the sole financial and maintenance responsibility of the Unit Owner including without any limitations pruning, feeding, weeding, and replacement if and as needed.
2. If planting(s) are in a resident created bed, the weeding and mulching plus the care of the bed is the Unit Owner's responsibility. If plantings are not properly maintained, a letter of violation will be mailed to the Unit Owner. If the problem is not taken care of within 5 days of the letters date, as the Unit Owner, I/we agree that the Association will be given the authority to remedy the problem and, as the Unit Owner I/we agree to pay for the services rendered. Removal of a modification may be requested by the Board should the modification become a nuisance and, as the Unit Owner, I/we agree that removal will be at my expense.
3. If the unit is sold, as the Unit Owner, I/we agree to inform the new unit owners of their responsibility to maintain these plantings or will return the area to its original design and plantings at our sole expense.

Issued: 4/01/2020

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By my/our signature below, I/we understand that the maintenance, repair and/or replacement of and insurance for any requested alteration, or improvement is my/our responsibility 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 us as the unit owner(s), our heirs, executors, administrators, successors, and assigns.

UNIT OWNER(S) SIGNATURE

DATE SIGNED

LANDSCAPE REVIEW COMMITTEE

NO EXCEPTION TAKEN _____ REJECTED: _____ DATE: _____

COMMITTEE SIGNATURE: _____

COMMENTS: _____

☐ Contractors' proposal. ☐ Contractors' insurance copy. ☐ Drawing/sketch
☐ Contractors' license number. ☐ Landscape material picture(s). ☐ Plant list

IRRIGATION REVIEW COMMITTEE

NO EXCEPTION TAKEN _____ REJECTED: _____ DATE: _____

COMMITTEE SIGNATURE: _____

COMMENTS: _____

OAKLEY GREEN BOARD OF DIRECTORS ACTION

APPROVED DATE: _____ DISAPPROVED DATE: _____

BOARD SIGNATURES:

1. _____
2. _____
3. _____

BOARD COMMENTS: _____

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

Board Representative

Date

Phone Number

Reviewed By:

Date

Management response attached.

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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.

Copy to irrigation vendor (if required) Date: _____

Management Association Reviewer. _____ Date: _____

Back of Unit

Front of Unit

- FirstService Residential 1904 Clubhouse Drive Sun City Center, Florida 33573**
Phone: (813) 642-8990 Fax: (813) 642-8790