

PROCEDURES FOR IRRIGATION LINE CHECKS FOR LANAI EXTENSIONS

1. **Homeowner** fills out a Request for Alterations or Improvements form. **Homeowner** collects signatures from other Unit Owners that will be directly affected by the alteration.
2. **Homeowner** delivers the Request for Alterations or Improvements form to the Association Board for signatures, review and approval. The Association Board/Unit Owner delivers the Request for Alterations or Improvements form to his/her CAM (Community Association Manager) at FirstService Residential.
3. The CAM reviews the Request for Alterations or Improvements form and delivers it to the Landscaping Coordinator at FirstService Residential to create a CSR in the Mainscape system, including the Association POC (Point of Contact)
4. Mainscape assigns a tech to meet with the **Homeowner**. The tech reviews the irrigation, makes the determination how and where the irrigation lines will be moved, if needed, and gives the **Homeowner** a proposal. This is a **Homeowner's** expense. The **Homeowner** will write a check payable to Mainscape for the amount quoted for the moving of the irrigation lines.
5. Mainscape will notify the Landscaping Coordinator at FirstService Residential that the tech has completed his assessment and has collected the payment.
6. The Landscaping Coordinator at FirstService Residential will notify the CAM that the Irrigation Line Check has been completed. The CAM will then approve the Request for Alterations and Improvements form, giving 1 copy to the **Homeowner**, 1 copy to the Association Board, 1 copy to be stored in the Unit File, and a copy uploaded into Connect.
7. **Homeowner** contacts the Contractor to schedule the project. Knowing the start date of the project, the **Homeowner** contacts Mainscape at 813-326-4823 to let them know when the Contractor will be starting. Mainscape will then move or cap off any irrigation that is in the way of the Alteration.
8. After the concrete has been poured and cured, the **Homeowner** will call the Mainscape tech at 813-326-4823 to schedule the final tie-in of the irrigation system.
9. Mainscape closes out the CSR with details to the POC (Point of Contact).