

REQUEST FOR LANDSCAPE ALTERATIONS OR IMPROVEMENTS

ASSOCIATION NAME: _____ OWNERS NAME: _____

PHONE: _____ E-MAIL: _____

UNIT ADDRESS: _____ UNIT NUMBER: _____

CONTRACTOR: _____ PHONE: _____

REQUEST DESCRIPTION (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.
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. Any/all irrigation modifications must be made by the Federation Landscape Contractor. Unit owners may not install their own irrigation/watering system/lines using potable or irrigation water.**

OWNER MAINTENANCE RESPONSIBILITIES:

- I. The cost to prune and maintain requested trees, fruit trees, shrubs or plantings are solely the owner's responsibility.
- II. All fallen fruit is to be picked up immediately.
- III. If planting(s) are in a resident created bed, the weeding, mulching or rock replacement and care of the bed is owner's responsibility. **See Exhibit A – Maintenance Standards**
- IV. 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.
- V. If unit is sold, present owner 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 V 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 an alteration may be requested by the Board, at my expense, should the alteration become a nuisance.

UNIT OWNER(S) SIGNATURE & DATE

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

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

LANDSCAPE ALTERATION DETAILS:

1. Show location of landscape alteration
2. Provide landscape alteration/bed area dimensions in feet
3. Attach any additional information and/or pictures

Unit/Building

<p>Back</p> <p>Front</p>

OWNER'S ACTION

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

Signatures

Address

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

BOARD OF DIRECTORS ACTION

Board Signatures:

Approved Date: _____ Disapproved Date: _____

- | | |
|----------|-----------------------|
| 1. _____ | Board Comments: _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

MANAGEMENT'S ACTION

Management Reviewer: _____ Date: _____

- Copy to Unit Owner and File: Date: _____
Copy to Association Board: Date: _____
Copy to Federation Landscape/Irrigation Contractor Date: _____

EXHIBIT A

UNIT OWNER BED AREA SHRUB AND GROUNDCOVER MAINTENANCE RECOMMENDED STANDARDS

The unit owner is responsible for maintenance of all plantings that have been defined by the Association as a “unit owner bed”. These Maintenance Standards are for the owners who have opted out of the 360° Maintenance Program as part of the contracted services provided by the Landscaping Contractor.

A. Pruning

All shrubs should be hand and mechanically pruned to industry standards, removing dead and damaged wood to allow for natural development of plant material, and to promote plant health, flowering, and asset sustaining qualities.

Standardized pruning should be as follows:

1. Maintenance pruning should be performed as stated above.
2. Shrubs in front of house windows should be cut back to be no higher than the top of the bottom window ledge, except for unusually low window ledges.
3. Shrubs around air conditioner units should be maintained at a height equal to the height of the A/C units and at least 12” away from the unit on all surrounding sides.
4. Shrubs should be trimmed so they don't encroach on walkways and driveways and don't extend beyond bed lines.
5. Rejuvenation pruning and deep hand structure pruning should be performed once a year, during the dormant months. Older shrubs often grow out of proportion with their surroundings, and may have large amounts of unproductive wood. This technique is used to restore old shrubs, removing up to 50% of the plant height.

B. Fertilization

The unit owner has full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy vigorous shrubs. The unit owner is expected to apply any minor nutrients necessary to maintain healthy shrubs. The unit owner is responsible for removing any excess fertilizer from paved surfaces, curbs, and sidewalks.

C. pH Adjustment

The unit owner is responsible for adjusting improper pH by applying Dolomitic Lime or Elemental Sulfur as needed to provide for improved and optimal soil alkalinity.

D. Insect and Disease Control

The unit owner is responsible for weekly inspections of their bed area and treatment of any insect or disease related problems. The unit owner is responsible for removing any excess pesticides from paved surfaces, curbs, and sidewalks.

E. Water

- 1. The unit owner is responsible for the watering of any shrub or groundcover areas. The unit owner is responsible for monitoring the moisture levels in bed areas and reporting any problems to their POC. **NOTE: Any irrigation modifications required are the sole financial responsibility of the homeowner and will be made at the homeowner's expense. Any/all irrigation modifications must be made by the Federation Landscape Contractor. Unit owners may not install their own irrigation/watering system/lines using potable or irrigation water.**

F. Bed Weed Control

Weeds should be controlled in bed areas by mechanical, physical and chemical methods. Bed areas should be maintained weed free. The unit owner is responsible for removing any excess chemical application used to control weeds from paved surfaces, curbs, and sidewalks as spills occur. The unit owner is responsible for removing any chemicals used in treating weeds from paved surfaces, driveways, curbs, and sidewalks.

Date

Unit Owner