

# FAIRWAY NINE II - REQUEST FOR LANDSCAPE CHANGE

Requesting Homeowner: \_\_\_\_\_ Unit # \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for submitting your landscape request change. The homeowner is responsible for all incurred charges related to the landscape modification and will accept full responsibility for any and all damage to common area or private property occurring as a result of this request. The following are the steps for the entire process:

- Review attached Fairway Nine II Landscape Alteration Procedures and Policy
- Homeowner (or an agent representing the homeowner) submits completed application (Sections A, B, C) to Property Manager
- Property Manager submits form to the Landscape Committee
- Landscape Committee makes recommendations
- The requested change is put on the agenda for the next Board Meeting
- Requested change (could be modified by Landscape Committee or BOD) is either approved or denied at the Board Meeting and noted in the Meeting Minutes
- The Property Manager sends a copy of the Approved BOD Meeting Minutes along with completed application back to the Homeowner/agent
- The Homeowner/agent submits the application to the Sun Valley Elkhorn Association and the City of Sun Valley for approval (tree removal only). The Sun Valley Elkhorn Association must make its approval on Section F, and the City of Sun Valley must make its approval on Section G of the Request
- The Homeowner/agent submits the approved request back to the Property Manager
- Once everyone has approved, Homeowner/agent may begin landscape project on predetermined start date – **Work must be completed within 30 days from start date**
- The Homeowner is required to put down a \$500.00 deposit payable to the Association prior to any work being done. The deposit will be refunded once the project has been completed and signed off by the Property Manager.
- All approved changes must have a final sign off by the Property Manager at the end of the project
- The Homeowner will sign off upon completion of project

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**\*\*Homeowner - Please complete Sections A, B and C before submitting your request to the Property Manager. Sections F & G must also be completed after approval is received from the Board of Directors.**

**A.** \_\_\_\_\_ **Description of Proposed Change** (please initial once step is completed)

Description of Proposed Change: Attach detailed drawings and plant material lists. (To be completed by homeowner/landscaper)

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**Landscaper:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**B. \_\_\_\_\_ Obtain input from adjacent homeowners** (please initial once step is completed)

- **Adjacent Homeowners' Input:**

Unit#: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

- **Adjacent Homeowners' Input:**

Unit#: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**C. The Homeowner assumes full responsibility for all contracts, contractors, and for compliance with all involved agencies. All work will be performed in accordance with this approved request.**

**\*If the work has not been completed within 30 days of the start date, the Association shall complete the work in accordance with the approved request. The Homeowner agrees to pay any and all payment that the Association incurs for the completion of the work. The Homeowner agrees to make payment to the Association within 30 days of the completion of the work by the association. The Homeowner may request an extension for the work to be completed with a valid reason.**

**\*Homeowner accepts full responsibility for all damage to common or limited common area occurring as a result of the project, and agrees to correct and pay for correction or to compensate the association for such correction.**

**\*\*Once the above homeowner sections are filled out, please sign and submit to the Property Manager.**

**I, \_\_\_\_\_ agree to complete the landscaping as approved within 30 days of \_\_\_\_\_, the start date.**

**Homeowner Signature: \_\_\_\_\_ Unit#: \_\_\_\_\_ Date: \_\_\_\_\_**

**D. Landscape Committee Recommendation**

Landscape Committee Majority Recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Chairperson’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*The landscape committee reserves the right to require an independent professional to review the plan. A charge may be assessed to the homeowner for each review. The homeowner and the HOA BOD will be informed of this decision and of any fees that may be incurred prior to arranging for this review.**

**E. BOD – Review the input from homeowners and landscape committee for final consideration. All changes are at the Homeowners expense.**

Board of Director’s Majority Action:

\_\_\_\_\_  
\_\_\_\_\_

Board of Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**F. Sun Valley Elkhorn Association Approval for Tree Removal (to be submitted to the SVEA by the requesting homeowner/agent):**

Approval: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**G. City of Sun Valley Approval for Tree Removal (to be submitted to the City of Sun Valley by the requesting homeowner/agent):**

Approval: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**H. The landscape project, including any approved changes, must have final sign off by the Property Manager at the end of the project.**

Final Project Completion Walk Through and Sign-Off:

Approval \_\_\_\_\_ Objections \_\_\_\_\_

Comments: \_\_\_\_\_

Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Homeowner agrees to fulfill all of the provisions required of the homeowner including rectifying any objections noted in the Final Project Completion Walk Through by the Property Manager.**

**The Homeowner is required to put down a \$500.00 deposit payable to the Association prior to any work being done. The deposit will be refunded once the project has been completed and signed off by the Property Manager.**

Homeowner Signature: \_\_\_\_\_ Unit#: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution by Property Manager: Original kept in Fairway Nine Phase II Property Manager's files  
Copy to Landscape Committee  
Copy to Homeowner

## **Attachment: Fairway Nine II Landscape Alteration Procedures and Policy**

# Fairway Nine II Landscape Alteration Procedures and Policy

The Fairway Nine II Landscape Alteration Policy requires that all homeowners submit a request for removal of trees, shrubs and large plants or the installation of new trees, shrubs and large plants for Board approval. The procedures to request a landscape alteration are as follows:

## Plants:

1. Requests must be made in writing using the Landscape Alteration Request form and upon completion shall be submitted to the management office.
2. All requests must include a drawing indentifying the location of the proposed alteration in relation to existing landscape and to adjacent units.
3. Requests must include a time frame for the completion of the changes.
4. Irrigation issues/changes must be addressed in the request.

## Trees:

1. Tree removal requests must be submitted by August 15 for removal in the following spring. All tree removal and restoration must be completed by June 30. Restoration includes stump and surrounding root removal, soil added as necessary, irrigation issues and sod or other restoration as specified in the request.

Management will distribute the completed request and drawings to the landscape committee for its recommendation. The board will review the request and landscape committee recommendation and make its decision. Management will notify the owner of the decision in writing.

The SV/Elkhorn Master Association also requires review and approval for tree removal. It is the unit owner's responsibility to take the approval letter sent from management to the Master Association as verification of Fairway Nine Phase II Board approval.

Owners are responsible for maintaining and/or replacing the landscape perimeter around their unit. The bed between the unit driveways is the HOA responsibility. The area between decks of the same building is the joint responsibility of those two homeowners.