

AUTUMN LAKES LANDSCAPE REQUEST

The indentures for our community require the Board of Directors or Landscape Committee to review and approve all landscaping additions or modifications outside your unit. The filing and approval of requests are essential so that the character of the community will be maintained, the rights of all owners are respected, and to review that no modification will create a hazardous condition, interfere with Association maintenance operations, or endanger the integrity of structures.

The Landscape committee reviews all plans. The standard landscaping review and approval process usually takes a week. However, if the request is new to the community, it may take more research and a board vote may be required. This may take several weeks.

Annual flowers/plants can be planted without committee approval.

DATE SUBMITTED: _____

HOMEOWNER: _____

PHONE: _____

ADDRESS: _____

NATURE OF REQUEST: Replace current Association plantings

Replace current owner-responsibility plantings

New landscape plan

Tree requests

Other _____

LOCATION OF CHANGE/PROBLEM: _____

DESCRIPTION OF REQUEST/PLAN: _____

Attach a drawing/sketch with planting plans

SERVICES WILL BE PROVIDED BY:

HOMEOWNER

CONTRACTOR OR SUPPLIER: _____

CONTRACTOR PHONE NUMBER: _____

All contractors working on your premises must carry liability and workman's comp insurance. It is your responsibility to check for this.

ANTICIPATED START DATE: _____

ANTICIPATED COMPLETION DATE: _____

The owner requesting to make the described addition or modification and by submitting this form acknowledges and agrees to comply with the following:

Owner(s) acknowledges and has read the Association Indenture of Trust & Restrictions By Laws, Declarations and/or the Association policy prior to submitting this application and review form. The owner agrees to abide by the decision of the Association and **understands that no work can begin without the Landscape committee's approval. If anything is planted without Landscape Committee approval, the plants may be removed by the Association at the owner's expense.**

The applicant, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance or repair of the described plantings if not performed by the Association. The owner further assumes all responsibility for any damage to any common elements and/or injury that may occur because of this work and shall minimize interference and inconvenience of others.

HOMEOWNERS SIGNATURE: _____ **DATE:** _____

SUBMISSION OPTIONS

Forms and drawings can be mailed to:

Community Property Management (CPM)
242 Old Sulphur Spring Rd
Manchester, MO 63021

Or:

- Emailed to customerservice@cpmgateway.com
- Uploaded into an ARC Request through CPM web portal portal.cpmgateway.com.

THIS REQUEST IS: **APPROVED** **DISAPPROVED**
BY THE AUTUMN LAKES LANDSCAPE COMMITTEE

SIGNATURE: _____ **DATE:** _____

WORK ORDER # ASSIGNED: _____

ASSOCIATION WORK TO BE DONE FOR REQUEST:
