



Homeowner Request to Purchase Landscaping for Common Areas

Homeowner _____

Address _____

Email _____

Phone _____

Date of Application _____

Requested Project: Please provide a general description of the requested project below.

Required Documents

The following documents must be submitted along with this application. Failure to submit all the required documents will delay the review of the application.

- ✓ Contractor's Certificate of Insurance
- ✓ Copy of the Contract with detailed pricing
- ✓ Plat of Survey marked with location and modifications
- ✓ Material specifications, including warranties
- ✓ Contractor's landscape drawings
- ✓ Color photos of fully grown plant or tree

Application Process:

- Approval of the request is at the sole discretion of the Board of Directors.
- Homeowner completes the application and submits it along with all required documentation to Property Management. Incomplete applications will be returned to the Homeowner.
- Property Management submits this request to the Landscape Commission for review.
- Upon LC approval, the Commission forwards the request to the Board of Directors for final approval.
- Property Manager notifies the homeowner of the Board's decision.
- Homeowner obtains any required permits from the Village of South Barrington.
- Homeowner is responsible for contacting J.U.L.I.E before planting new trees, shrubs, bushes, or placing hardscape items in a new or existing bed.
- Project may begin only after all approvals and permits are obtained by the Homeowner.
- Homeowner is solely responsible for all funding and completes final payment for project. Once the project is completed, the homeowner must contact Property Management for a final inspection.
- Homeowner will provide a copy of the vendor's written warranty to Property Management for tracking purposes. Homeowner will assign the warranty to the Association.

By signing this application, the homeowner acknowledges that they have read and accepted all processes and requirements for approval set forth by the Board of Directors and in this application. Homeowner relinquishes any and all claims of ownership or stewardship upon completion of installation.

Homeowner further acknowledges that once the project has been completed, all landscaping and related items to this project will become the property of the Regency Homeowners Association to manage at its sole discretion including but not limited to removal, replacement, changes, and removal without replacement.

Homeowner(s) Signature _____ Date _____

Landscape Commission Approval Signature _____ Date _____

Board of Directors Approval Signature _____ Date _____

Property Management Signature _____ Date _____