

BLUFF HOMEOWNERS ASSOCIATION, INC.
LANDSCAPING REQUEST FORM

There are two aspects of Association Landscaping:

1. Standard Association Landscaping: Landscaping which has been approved by the Board of Directors and paid for with Association funds. Such landscaping includes general lawn maintenance, irrigation, planting common area beds, the removal/addition of shrubs/trees/other, etc. that the Board of Directors deems to be necessary, etc. The Board of Directors may remove (and if applicable, replace) trees for a variety of reasons including, but not limited to, view corridors, screening, safety, aesthetics, etc. The Board may do so without notice; however, notice may be sent to owners by management and/or the SVEA.
2. Owner Requests: Special Owner Requests which include “extras” that are not part of the budget and/or only benefit a single owner, etc. *may* be approved. The cost of such extras, if approved, will generally be the responsibility of the owner making the request.

Steps that need to be completed for all owner requests are:

1. Complete this form and submit it to Terra Property Management along with photos of the area under consideration.
2. For trees to be removed, place red ribbons on each tree requested to be removed.
3. It is highly recommended that you speak with your neighbors and get their support for your request. The Board has the final say on whether to grant the request but other owners’ input is considered.

Location of requested change area:

A detailed description of work requested (i.e. tree removal, planting requests, changes to sod) is required. It is helpful to include maps and drawings.

Concurrence of owners of units bordering the property where changes are located (if available):

Unit no. _____ (signature)

Unit no. _____ (signature)

Unit no. _____ (signature)

Signature of requesting owner: _____ Unit no. _____