

FRIENDLY WEST TOWNHOMES  
LANDSCAPE REQUEST FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

REQUEST to be considered (please check): Refer to Guidelines Attached

Tree Removal  Plant Replacement  Off-Schedule Trimming

Landscape Design Change  Other (explain): \_\_\_\_\_

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REASON (please check): Refer to Guidelines Attached

Structural Damage  Sewer Damage  Overgrown  Poor Condition

Litter/Debris  Personal Preference  View Obstruction  Other (explain)

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Description & Location: \_\_\_\_\_

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TO LANDSCAPE COMMITTEE:

I hereby request that the Landscape Committee review the attached request. I agree not to begin work until I have written approval from the Landscape Committee or the Board. I will also be responsible for the ongoing maintenance and upkeep of the alteration permanently. The upkeep will transfer to future owners as well. Also, the Homeowners Association assumes no liability for workers or subcontractors during construction. I AGREE TO CONTACT LAMBETH MANAGEMENT OR THE LANDSCAPE COMMITTEE ONCE THE WORK IS COMPLETED SO THAT FINAL APPROVAL CAN BE GIVEN.

Signatures of Owners \_\_\_\_\_

Date \_\_\_\_\_

SUBMIT THIS FORM WITH: \_\_\_ Plans, Drawings/specifications  
\_\_\_ Contractors names and proof of insurance  
(if applicable)

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COMMITTEE ACTION - The following action has been taken on your request:

(Checked per Committee Decision)

Approved as Submitted \_\_\_\_\_

Approved with Conditions \_\_\_\_\_

Denied \_\_\_\_\_

Reason for Denial or Conditional Approval:

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

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

Chairperson, Landscape Review Committee: \_\_\_\_\_

## REQUEST Guidelines

Tree Removal: Trees are essential for the reduction of pollutants in the atmosphere, the prevention of soil erosion, and the enhancement of the appearance of Friendly West. Their removal is not taken lightly. However, circumstances do arise that warrant tree removal, replacement or treatment.

Off-Schedule Trimming: Shrubs and Small Trees (up to 14ft high) are pruned completely twice a year and as needed for dead pruning and corrective pruning. If desired, and approved by the FW Landscaping Committee, trees and shrubs may be trimmed more frequently (off-schedule). This work is typically performed as a chargeable service unless a small job approved by the Landscape Committee.

Plant Replacement: Replacement of Healthy Plant Material is generally denied. If approved, the work is typically performed as a chargeable service.

landscape Design Change: Any type of alteration to the current landscape layout must include a design plan with description. It is also to include a list of plants and/or materials (stepping stones, blocks, pavers, etc.) that are to be considered if applicable.

## REASON Guidelines

Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.

Overgrown/Crowded: Trees or Plants that have outgrown the available space may justify removal.

Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.

View Blockage: By nature view blockage must be reviewed case by case to determine the best course of action.

Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at owner's expense.

Personal Preference: Because one does not like the appearance or other characteristics of the tree or shrub/plant does not justify its removal. However, if granted, removal/replacement is usually at owner's expense.

Friendly West Landscape Request forms may be obtained and returned to Lambeth Management via email ([tiffany.lmgmt@gmail.com](mailto:tiffany.lmgmt@gmail.com)), mail (PO Box 8071, Greensboro, NC 27419) or fax (336) 464-2576. If this request is of a broader nature, it will be sent to the Board for consideration.