

# Landscape Modification Request Orchard Knob HOA

## **\*\*Request for work to be done at Homeowner expense\*\***

Due to additional information required for this request, it cannot be submitted on-line.

**Remember:** All necessary building permits must be obtained by the homeowner prior to work being done.

Please print this form and **attach any necessary items**- examples:

- |                   |                        |                         |
|-------------------|------------------------|-------------------------|
| 1. Location       | 4. Material Contractor | 6. Photos/Brochure      |
| 2. size/dimension | (w/proof of insurance) | 7. Hardscape/Decorative |
| 3. Color          | 5. Plans/Drawings      | feature                 |

The more information included will make it easier for the Board or Landscape Committee to reach a decision.

Type of modification to existing landscape plan: \_\_\_\_\_

Type of tree, plant or shrub you want to plant: \_\_\_\_\_

Approximate size of mature tree or shrub: \_\_\_\_\_

Contractor/person doing the work: \_\_\_\_\_

The Board or Landscape Committee has **30 days** to make all decisions once all necessary items have been received. If information is incomplete, the request process must be started over.

Homeowner's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_ #Pages in request \_\_\_\_\_

I hereby request the Landscape Committee review the attached request. **I agree not to begin work until I have written approval** and to be responsible for the ongoing maintenance and upkeep on the alteration/addition in perpetuity. The upkeep responsibility will transfer to all future owners as well. I agree that all work will be in a workmanship-like fashion, and comply with all building codes. . I will notify the committee when the work is completed for final review.

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

All necessary items need to be mailed to:  
Lambeth Management  
PO Box 8071  
Greensboro NC 27419

or faxed to: 336-464-2576

or emailed to: [Tiffany.Lmgmt@gmail.com](mailto:Tiffany.Lmgmt@gmail.com)

For Office Use Only

Date RCVD/ initialed by Lambeth \_\_\_\_\_ Date sent to Landscape Committee \_\_\_\_\_

Committee comments: \_\_\_\_\_

Approved

Denied

Homeowner notified by \_\_\_\_\_ date \_\_\_\_\_