

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

**Seagate Village Property Owners Association**  
**Application for Unit Landscape Modification**  
(Please type or print)

**SECTION I -REASON FOR THIS FORM:**

Article XX of the Master Deed for Seagate Village Horizontal Property Regime requires that written consent be obtained from the Board of Directors for any modification to a unit that is visible from the exterior or affects the structure of the interior.

All of the property on the exterior of each unit is owned in common and maintained by the association. Landscaping can enhance the appearance of the community but must be controlled in order to maintain consistent visual appearance and cost of maintenance. The association, through its Board of Directors has adopted rules and regulations regarding landscape modifications which should be consulted before any time and/or expense are spent by the unit owner. Please review these rules carefully before submitting a request for modification.

All requests for alterations, additions, or modifications will first be reviewed by the Architectural Review Committee or the Landscape Committee, as applicable, which will then make its recommendation to the Board. Failure to obtain prior approval may result in a substantial fine (see Rules & Regulations, para. 4, Violations).

- Please include a drawing that shows the location of the requested change relative to the unit. It is helpful to show dimensions and location of such features as existing plantings, driveways and sidewalks. The request needs to include the type of plants or ornaments to be used. These are necessary so that the Board of Directors review can readily evaluate the request.

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Date to start work: \_\_\_\_\_ Est. completion date: \_\_\_\_\_ Est. cost: \_\_\_\_\_

Work to be done by: \_\_\_\_\_ Self \_\_\_\_\_ Contractor

Name of contractor \_\_\_\_\_  
City Bus. Lic. # \_\_\_\_\_ State Bus. Lic. # \_\_\_\_\_

Type of work to be done: \_\_\_\_\_  
\_\_\_\_\_

Plans Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
Materials Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**SECTION II – MAINTENANCE**

The maintenance budget of the Seagate Village POA covers only the original landscaping improvements that were in place and conveyed by the developer in 2002-2005. The POA has the responsibility to maintain the exterior appearance, including landscaping of all units. Any additional cost of maintenance created by a unit owner's modification must be borne solely by that owner and will be billed directly to that owner. The timing and extent of any such maintenance is determined solely by the board. Approval of this modification request is based on the owner's agreement to these terms.

**ANY DAMAGE DONE TO THE BUILDINGS OR GROUNDS CAUSED BY OWNERS, CONTRACTORS OR SUBCONTRACTORS DURING CONSTRUCTION ARE THE RESPONSIBILITY OF THE OWNER. CONTRACTORS NEED TO BE MADE AWARE THAT DAMAGE CAUSED BY DRIVING VEHICLES ON LAWNS, AND ANY REMOVAL OF LANDSCAPING OR DAMAGE TO TREES WILL BE CORRECTED BY THE POA AND THE COSTS BILLED DIRECTLY TO THE OWNER.**

**Owners Statement and Data**

I hereby declare that the information submitted by me is correct and the entire project will be completed in a timely and professional manner as described herein. Any changes to the initially approved application must be approved prior to work commencing. Note that this application is not a structural design approval or a required building permit. Additional Board of Directors approval is required on any project costing more than \$10,000.00.

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\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**For Landscape Committee Use Only:**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Discussed with Owner By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Committee On: \_\_\_\_\_

Recommend Approval: \_\_\_\_\_ Recommend Disapproval: \_\_\_\_\_

Reason for Recommending Disapproval: \_\_\_\_\_

Revise & Resubmit \_\_\_\_\_ Following additional data needed to make decision: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair Name: \_\_\_\_\_

**For Board Use Only:**

Reviewed at Board Meeting On: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Board Suggestion for Change: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Board President Name: \_\_\_\_\_

**Appendix A**

Please sketch the proposed modification as close to scale as possible showing dimensions of the unit and of the modification.