

THE FOUNTAINS HOMEOWNERS ASSOCIATION
Common Area Improvement Application / Request For Landscaping Change
Attention: Chairman, Landscaping Committee

REQUEST FOR LANDSCAPING CHANGE

☐ Change to Common Area (for approval) ☐ Change Request to Committee (for approval)

*For the benefit of our community, all landscaping requests, for example: common area plantings; special attention to plants; trimming/pruning instructions, **must get written approval** from the Landscaping Committee.*

No changes shall commence until signed documentation or approval is granted and received.

Request By Owner: _____ Unit Address: _____

Date of Request: _____ Telephone #: _____

Received On Behalf of Committee By: _____ Date Received: _____

DESCRIPTION OF WORK ANTICIPATED:

(Attach additional documents, drawings and information as may be necessary to fully describe change)

PROPOSED: START DATE _____ COMPLETION DATE _____

Please include the following with your plans:

1. Description and specifications of all improvements including photos and or brochures.
2. Detailed drawings (landscaping plans as necessary) for any proposed changes/additions.
Plans must be accurate and note the scale in the legend.
3. Include two (2) copies of plans and (1) copy of the Neighbor Awareness Statement with completed Landscaping Request Application.

PLEASE NOTE that plans that are approved are not to be considered authorization to change the original plans as designed by the developer and approved by the County of Los Angeles. The review is intended to consider aesthetic appearance. Owner may also need to acquire city permits for any possible changes.

Reminder: Homeowner is **responsible** for obtaining all **city permits** prior to implementation.

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NEIGHBOR AWARENESS

Neighbor's approval is not a condition to plans being approved by the Architectural Committee; however, the intent is to advise the neighbors who own property within 30 feet of the property to be improved or altered of the proposed improvements or alterations. **Failure to obtain these signatures could delay approval.** Neighbors who would like to make comments to the association regarding the proposed improvements should direct comments by mail within **three days** of having seen this application to:

THE FOUNTAINS HOMEOWNERS ASSOCIATION
c/o Pacific Coast Management, Inc.
4515 E. Anaheim St.
Long Beach, CA 90804

By signing below, I am acknowledging the fact that I have had an opportunity to review neighbors proposed improvements or alterations to their home. I understand that this is a requirement for the owner to obtain my signature and that in the event I have concerns or issues I may address them with the applicant and/or submit my concerns in writing to the management company in the time frame mentioned above.

NAME AND ADDRESS OF ADJACENT NEIGHBORS WITHIN 30' OF SUBJECT PROPERTY

Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date

The neighbors noted above have seen the plans I am submitting for Landscaping Committee approval. I understand neighbor objections do not in themselves result in a denial. However, if necessary, the Landscaping Committee will contact the neighbors to determine objections, as well as the feasibility of the plans.

Subject Address: _____

Date: _____ Applicant Signature: _____

Reminder: Homeowner is **responsible** for obtaining all **city permits** prior to implementation.

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General Terms and Conditions

1. The Fountains Homeowners Association Landscaping approval does not constitute waiver of any requirements set forth by applicable government agencies.
2. Landscaping approval of plans does not constitute acceptance of any technical or engineering specifications and The Fountains Homeowners Association assumes no responsibility for such. The function of the Landscaping Committee is to review submittals as to aesthetics, community design, and compliance with the CC&R's.
3. All technical and engineering matters are the responsibility of the owners.
4. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute waiver of that rule and therefore must be corrected upon notice.
5. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted without prior, written approval from the association Board of Directors or management.
6. Streets may not be obstructed with the objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or community Property.
7. Building permits may be required for certain improvements from the City of Long Beach and /or the County of Los Angeles.
8. Any damage to the Fountains Homeowners Association property will be replaced or repaired by the The Fountains Homeowners Association subcontractor. All applicable charges for restorations will be charged back to the unit owner by the Fountains Homeowners Association and is due within 30 days from notification or assessment of penalties.
9. Unapproved Landscaping modifications or changes, or the failure to properly follow the approval process will result in a fine equal to 100% of the homeowner's monthly assessment. The cost to restore any modification to its original condition will be at the homeowner's expense if the modification is denied by the Board or Landscaping Committee.
10. **The approval process is a 30-day process.** All reasonable efforts will be made to expedite the review of your plans. Should the association grant approval, the work authorized must be started no later than 6 months and completed no later than 12 months from the date of the approval. Any work not completed within the time frame will be deemed unapproved, requiring the homeowner to resubmit the application for approval.
11. Decisions concerning the proposed change will be provided in writing. If a proposed change is disapproved, the written decision will include both an explanation of why the proposed change is disapproved and describe the procedure for submitting the application for reconsideration by the Board of Directors if the application is not reviewed at an open meeting of the Board.
12. All terms and conditions noted in the association's CC&R's and Approval Procedures and Design Guidelines are applicable and may be enforced by the Board of Directors.

Subject Address: _____

Date: _____ Applicant Signature: _____

Subject Address: _____

*Reminder: Homeowner is **responsible** for obtaining all city permits prior to implementation.*

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Date: _____ Applicant Signature: _____

Landscaping Committee Review Only

Date submitted to committee: _____

- ☐ Recommended Approval ☐ Conditional Approval Recommended as follows:
☐ Recommended Disapproval Pending Further Review or Modification:

- ☐ Recommended Disapproval for the following reason(s):

Date: _____ Signature: _____
Landscaping Committee Chairman

Board of Directors Review of Denial

Date Submitted to Board of Directors: _____

Additional details required as a result of review meeting: _____

Homeowner Signature: _____

Chairperson Signature: _____

- ☐ Recommended Approval ☐ Conditional Approval Recommended as Follows:
☐ Recommended Disapproval Pending Further Review or Modification:

- ☐ Recommended Disapproval for the following reasons:

Date: _____ Signature: _____
Board Member / Account Manager

If your original request is denied outside of an open meeting, you have the right to appeal the decision with the Board of Directors at an open Board meeting by accompanying this application with a written letter, appealing the decision and identifying the ground as to why the application should be approved as submitted. The letter of appeal must be submitted no later than 14 days prior to the next association meeting.

Reminder: Homeowner is responsible for obtaining all city permits prior to implementation.