

# ORCHARD HILLS HOMEOWNERS ASSOCIATION

## LANDSCAPE ALTERATION PROCEDURES

### *To Be Distributed with Landscape Alterations Form*

Rationale: Provide procedural steps to be taken and time constraints to follow in order to assist OHHA homeowners who plan to make landscape alterations and/or changes.

1. Request an Landscape Alteration Form from the management office, the Landscape Committee Chairperson.
2. Once the form has been filled out, return the Landscape Alterations Form to the Landscape Committee Chairperson.
3. The Landscape Committee will review said Landscape Alterations Form, and will arrange an on-site visit and consult with the homeowner, if needed, within one week. If the homeowner has not provided all information needed, the form will not be presented for approval.
4. The Landscape Committee will present the homeowner's request for alteration / change to the Board of Directors at the next scheduled monthly meeting, for approval.  
**Reminder: Board Meetings are held the 2<sup>nd</sup> Tuesday of each month. If a Board meeting cannot be held on the 2<sup>nd</sup> Tuesday of the month, due to other obligations, the rescheduled date will be posted on the web site.**
5. The Board, will forward a memorandum to the individual owner, for either the approval, non-approval, and/or a need to meet any non-compliance matters. This memorandum will be forthcoming within a two day time frame from the date of the Board meeting. If there are non-compliance concerns, it may necessitate another review meeting between the committee and the homeowner.
6. It becomes the responsibility of the homeowner to notify the Landscape Committee of any anticipated or known delays of approved alterations or changes.
7. It is the responsibility of the current homeowner to disclose all and any landscape alterations, changes, or additions to future purchasers of the property.