

## **OWNER REQUEST FOR PERMISSION TO IMPROVE HOA COMMON AREA**

The Lakemoor Board of Directors oversees the maintenance of our common areas via an annual contract with a professional landscape firm. Due to the size of our common areas and the related plantings & watering systems, said maintenance is the largest element in our annual budget. Funding is determined annually on an overall analysis of the general needs of the Lakemoor community. This application provides an avenue for individual homeowners to request permission to have work done on common area adjacent to their homes when the homeowners have specific needs they wish to implement.

This work, if approved, is to be done only by professional firms and paid for by the homeowner. To be approved by the HOA, the homeowner's contractor must provide tax ID (W9 form) and proper insurance verification, listing the Lakemoor HOA as an additional insured; and as certificate holder for liability and workers comp policies.

**ONLY LICENSED AND INSURED LANDSCAPE CONTRACTORS WILL BE PERMITTED TO PERFORM APPROVED WORK ON BEHALF OF THE HOMEOWNER.**

**\*\*NO RESIDENTS MAY WORK IN OR MAINTAIN ANY COMMON AREAS.\*\***

**\*\*Note:** Homeowners are responsible for maintaining the landscape/street strip with turf and trees between the street and sidewalk adjacent to the homeowners property. Any proposed changes to these strips would require submittal of a standard architectural control committee (ACC) application. Additionally, homeowners are responsible for maintaining sidewalks adjacent to their property.\*\*

Homeowners may request to have common area trees or shrubs removed or pruned at their own expense when the tree or shrub affects that owner's property enjoyment or is deemed to be a risk to the homeowner's property. In select circumstances, homeowners might be given permission to have trees or shrubs planted in HOA common areas at their own expense. In all these cases, the work must be done by a contractor meeting the requirements listed above.

A homeowner might be given permission to cut a tree or shrub planted in HOA common areas when branches or roots invade the homeowner's lot, or when the HOA budget does not permit immediate removal of dead item(s) and an affected owner seeks a more expedient removal. The Lakemoor Board encourages prudent pruning of roots or branches that are currently invading your property.

A homeowner's request to have any kind of work done on HOA common area will be considered under the same conditions listed above. **Simply put the work must be done at homeowner expense and by an acceptable contractor.**

Lakemoor HOA will solicit input from our current HOA Landscape Vendor on your application. Their input will include, but not be limited to evaluation of plant selections, impact on current watering system, impact on ease of maintenance, etc. That input will be incorporated into our final decision. **Costs billed to Lakemoor HOA for this input will be charged to the homeowner.**

**NO WORK MAY BEGIN ON COMMON AREA PRIOR TO OBTAINING WRITTEN PERMISSION, WITH SIGNATURES FROM LAKEMOOR HOA ON THIS FORM, AND PROVIDING APPROVED CONTRACTOR TAX ID AND INSURANCE DOCUMENTATION AS NOTED.**

## APPLICATION INFORMATION

HOMEOWNER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

1. **Tree/Shrub or Other Located at:** Please describe the common area where the work is located (*i.e., 20 feet behind east side of fence*). **Detailed Plans are required, hand drawn plans will not be accepted.**
  
2. **Describe Tree/Shrub or Other:** (*i.e., Large poplar located between Japanese maple and 12 foot larch*).
  
3. **Problem:** (*Describe problem with tree/shrub/other and how work will solve the problem*).
  
4. **Photo:** (*Provide photo(s) if existing conditions – you may print on office computer paper*).
  
5. **Describe Work to be completed:** **Proposal from HOA landscape vendor must be attached. Verbiage and drawings are strongly recommended.**

**Neighbor Agreement:** (*Provide signatures of all neighbors who are most affected by tree's/shrub's removal, pruning, or planting*).

SIGNATURE	ADDRESS	COMMENT
SIGNATURE	ADDRESS	COMMENT
SIGNATURE	ADDRESS	COMMENT

**Contract (between homeowner and contractor for any work on common areas):** **\*\*Include copy of Contract between Homeowner and their contractor.** Said contractor, which is licensed and carries the necessary insurance coverage and knowledge base for common area improvements. Homeowner is responsible for all costs associated with the work approved on common area, including personal or other injury, damage to water lines or other HOA property, and any other applicable cost. The HOA is not responsible for ensuring homeowner plantings are viable, nor for any replacements of such plantings if they should not survive.

**ACKNOWLEDGED BY:** \_\_\_\_\_  
*Signature of Requestor/Homeowner*

**PRINTED NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Send Application to 9601 W State St Ste 203, Boise, ID 83714**  
**Review of application will be accomplished by volunteers – please allow a minimum of 30 days for response.**

**ALL APPROVALS MUST BE IN WRITING.**  
**VERBAL APPROVAL WILL NOT BE CONSIDERED VALID.**

**FOR HOA USE**

☐ Approved      ☐ Approved with modification      ☐ Not approved

**Comments by Reviewers:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*On Behalf of the Lakemoor Homeowners Association*

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*On Behalf of the Lakemoor Homeowners Association*

**Homeowner/ Contractor agreement provided ☐**

(failure to include agreement prior to beginning the work will result in no approval to proceed)