

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 05-02

HOMEOWNER PROPOSALS FOR LANDSCAPING

The following procedures apply to proposals from GVC homeowners who wish to pay for the installation of permanent landscaping in the community. Plantings must be in concert with the Long Range Landscape Plan, which may be reviewed in the On-Site Management Office (OSMO).

The Landscape Committee, the OSMO and the Board of Directors will make all reasonable attempts to make this a timely process.

These steps are to be taken in the order shown:

1. The homeowner sends the proposal for landscaping to the OSMO. The proposal must be received in the OSMO at least one week prior to a regularly scheduled Landscape Committee meeting, and must contain the following information:

- sufficient detail of the proposal, e.g., size and location of the planting area; any specific plants desired.
- reasonable assurance that the homeowner has contacted other homeowners in his/her building living near, or who would be affected by, the new plantings and that there are no objections to the proposal. The homeowner may contact other affected homeowners in person, via phone calls, email, or other written communication.
- a signed statement indicating that the homeowner will pay for expenses, if any, charged by the landscape architect/designer in conjunction with reviewing the proposal.

2. At its next regularly scheduled meeting, the Landscape Committee reviews the proposal for general conformance to the Long Range Landscape Plan and gives "concept clearance." If the Committee concurs, the proposal is sent immediately to the Board of Directors for their concurrence. If possible, the Board will provide their comments within one week. If the Board approves, the process continues. If either group does not grant clearance, the Committee will provide the homeowner with the reasons for denial within two weeks.

3. Within three days following Board concurrence, the OSMO contacts a landscape architect/designer, who inspects the planting site and reviews specific plants requested, if any, by the homeowner. Every attempt will be made to arrange for the architect/designer to visit the site as soon as possible. The OSMO will notify the homeowner of the date of the scheduled visit. The homeowner is responsible for any expenses charged by the architect/designer.
4. During the site visit, the architect/designer provides a delivery date for the recommendations. The OSMO is responsible for contacting the architect/designer as the delivery date approaches to insure that the recommendations will be delivered as promised.
5. The architect/designer's recommendations are sent to the OSMO, who gives them to the homeowner. The recommendations should include, when possible, more than one type of plant, so that the homeowner has a selection from which to choose. If possible, the homeowner decides within two weeks whether or not to proceed. Should the homeowner want alternative recommendations, the OSMO contacts the architect/designer to obtain them.
6. If the homeowner wishes to proceed, the Landscape Committee reviews the detailed recommendations and the homeowner's choice the next regularly scheduled Landscape Committee meeting. If concurrence is given, the homeowner is notified; if not, the homeowner is provided with reasons why concurrence cannot be given within one week.
7. If the homeowner wishes to continue in the process, s/he notifies the OSMO. Within three days of notification, the OSMO requests at least two formal bids for the project from landscape companies. When practicable, the Request for Proposal must contain a delivery date of no more than 3 weeks.
8. Upon receipt, the OSMO forwards the bids to the homeowner, who reviews them and decides whether or not to proceed. If s/he decides to take action, s/he chooses the landscape company from among those who bid.
9. The homeowner submits a check, payable to Georgetown Village Condominium, for the total amount of the project. Once the check is received, the OSMO makes the arrangements for the installation of the plant material.
10. Once installed, the plant material becomes the property of Georgetown Village Condominium.

**Adopted by the Board of Directors
February 15, 2005**