

# AUTUMN LAKES LANDSCAPE REQUEST

The indentures for our community require the Board of Directors or Landscape Committee to review and approve all landscaping additions or modifications outside your unit. The filing and approval of requests are essential so that the character of the community will be maintained, the rights of all owners are respected, and to review that no modification will create a hazardous condition, interfere with Association maintenance operations, or endanger the integrity of structures.

The Landscape committee reviews all plans. The standard landscaping review and approval process usually takes a week. However, if the request is new to the community, it may take more research and a board vote may be required. This may take several weeks.

Annual flowers/plants can be planted without committee approval.

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

HOMEOWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NATURE OF REQUEST:       Replace current Association plantings

Replace current owner-responsibility plantings

New landscape plan

Tree requests

Other \_\_\_\_\_

LOCATION OF CHANGE/PROBLEM: \_\_\_\_\_

DESCRIPTION OF REQUEST/PLAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Attach a drawing/sketch with planting plans***

## SERVICES WILL BE PROVIDED BY:

HOMEOWNER

CONTRACTOR OR SUPPLIER: \_\_\_\_\_

CONTRACTOR PHONE NUMBER: \_\_\_\_\_

All contractors working on your premises must carry liability and workman's comp insurance. It is your responsibility to check for this.

ANTICIPATED START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION DATE: \_\_\_\_\_

**The owner requesting to make the described addition or modification and by submitting this form acknowledges and agrees to comply with the following:**

Owner(s) acknowledges and has read the Association Indenture of Trust & Restrictions By Laws, Declarations and/or the Association policy prior to submitting this application and review form. The owner agrees to abide by the decision of the Association and **understands that no work can begin without the Landscape committee's approval. If anything is planted without Landscape Committee approval, the plants may be removed by the Association at the owner's expense.**

The applicant, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance or repair of the described plantings if not performed by the Association. The owner further assumes all responsibility for any damage to any common elements and/or injury that may occur because of this work and shall minimize interference and inconvenience of others.

**HOMEOWNERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**SUBMISSION OPTIONS**

Forms and drawings sent to:

Smith Management Group Autumn Lakes

1630 Des Peres Road, Ste 210 St Louis, Mo 63131

Or emailed to [service@smithmgmt.com](mailto:service@smithmgmt.com) with attachments uploaded to:

File Uploader: [www.smithmgmt.com](http://www.smithmgmt.com) (Homeowners & Trustees  Emailing Docs. & Forms)

If you have images that need to be submitted, please make sure they are attached with this document. Images can also be uploaded if you choose to use the File Uploader mentioned above.

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**THIS REQUEST IS:**       **APPROVED**                       **DISAPPROVED**  
**BY THE AUTUMN LAKES LANDSCAPE COMMITTEE**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WORK ORDER # ASSIGNED:** \_\_\_\_\_

**ASSOCIATION WORK TO BE DONE FOR REQUEST:**

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