

EAGLE POINT GOLF COMMUNITY HOMEOWNERS ASSOCIATION LANDSCAPING MODIFICATION REQUEST FORM

Please Print Clearly:

Date: _____

Property Address: _____

Name: _____

Phone Number: _____

Email Address: _____

Location of Landscaping Project: Front Yard ☐ Side Yard ☐ Backyard ☐
Parking strip ☐

Are you located on Golf Course Property? ☐ No ☐ Yes

Native Plant/ Shrubs/ Tree/Grass Removal

[illegible]

Comments:

Structural Elements : Concrete Staining/Retaining Wall/Raised Bed

Type	Amount	L x W	Photo	Map
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. *from Material Book/Mail/Email/Document Book/Book*

Surface Material: Bark/ Mulch/ Edging/ Decorative Rocks/Boulders				
Type	Color	Size	Photo	Map
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Native Plant/Shrubs/Tree/Grass Addition

[illegible]

Comments:

Decorative Elements/ Outdoor Lighting

Type	Amount	Color	Photo	Map
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Other

Type	Amount	Color	Photo	Map
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

****ALL SUBMISSIONS MUST INCLUDE PICTURES AND LOCATIONS ON THE MAPS****

Your submission packet must be complete with all requested information below. Or your Modification Request could be delayed or denied.

Timeline: (By month)

Please note:The Modification Committee makes every effort to process submissions quickly,(typically within 21 days).Per the Association governing document, **the Modification Committee has up to 45 days to approve or deny a request in writing.**

EAGLE POINT GOLF COMMUNITY HOMEOWNERS ASSOCIATION

LANDSCAPING MODIFICATION REQUEST FORM

Required Documentation:

A "to scale" or handwritten map of the finished project, must clearly show:

- New: Locations of trees, shrubs and plants. A plant key/legend must be included on the map. The plant key/legend needs to show the new plants, trees and shrubs by name with the corresponding assigned letter on the map.
- New: Locations of structural/decorative elements. Inclusive of retaining walls, benches, water features, native boulders, ceramic pots and pathways.
- Property dimensions and locations: house, driveway, front/back yard, and fences.

Photos:

- Broad shot and specific shots of the areas to be modified, inclusive of yard, trees, shrubs and plants.
- All structural/decorative items to be used ie. Bench, water feature, ceramic pots. (Or an online link)

Modification Committee Guidelines & Information:

1. All questions must be answered in detail or modification request will be an incomplete request and denied.
2. Should the Modification Committee need/request any additional information, processing of your request will be deferred until that additional information is received.
3. The Owner agrees that no work on this request shall commence until approval in writing is received. Fines can be levied for starting a project without written approval from the Committee.
4. Once approved the landscaping project must be completed within the approved timeline (90 days) and must not unreasonably interfere with neighboring properties.
5. The "Notice of Completion" form must be returned to CPM upon completion of the project
6. The owner agrees that the Modification Committee has the right to inspect all finished work (after receiving the Notice of Completion Form) in order to determine that the approved request was appropriately carried out.
7. Request from owners with delinquent accounts will be denied on the basis of delinquency. Once the account is current the homeowner may re-submit the Modification Request again.
8. The owner has the responsibility to ensure that contractors are following all governing documents including but not limited to regulations on signs, approved constructions days and times, and cleaning up the debris that may be associated with the project.
9. Misrepresentation of any items in this request, will void any approval by the Modification Committee.

As Owner, I certify that the above information is accurate and correct. I have also read and understood the above guidelines as well as the HOA Governing documents and agree to follow the Modification Procedure.

X _____

Homeowner's Signature

Date: _____

Please return this **completed and signed** form to:

Tpetree@cpmrealestateservices.com

or

EPGC Modification Committee
718 Black Oak Dr. Ste A.
Medford, OR 97504