

# Glenwood Village Landscape Request Form

Homeowner: \_\_\_\_\_ House # \_\_\_\_\_

**INFORMATION:** The Glenwood Village Homeowners Association Council has the legal authority over all Common Elements and Limited Common Elements, including all building exteriors within the community. The Glenwood Village Council requires that any proposed modification to the landscaping of the Common Elements must be submitted in writing to the Glenwood Village Council before requests will be considered for approval.

Approval for any proposed change or addition to the landscaping in the Common Area around a homeowner's unit must be obtained from the Village Council in advance and on this form. The plan must conform to the Glenwood Village Landscape Guidelines and be submitted on this form no later than the last day of the month prior to the month approval is requested.

## **LANDSCAPE REQUEST PROCESS:**

- 1) Homeowner or contractor completes this form and sends to CSK Management, Inc. 1012 W. 0 Avenue, Suite 10 King of Prussia, PA 19406
- 2) CSK MANAGEMENT, INC. forwards completed form to Landscape Chairperson for approval.
- 3) Landscape Chair returns to CSK MANAGEMENT, INC. approved and/or with comments/corrections.
- 4) CSK MANAGEMENT, INC. places Request on agenda for next Council meeting for approval.
- 5) Following approval, CSK MANAGEMENT, INC. informs homeowner that request has been approved.
- 6) Homeowner informs contractor that request has been approved.

Ongoing care and maintenance of any and all landscaping in any Common Area or Elements in Glenwood Village will be the responsibility of the Glenwood Village Council.

By signing this form, homeowner has assumed all responsibility in assuring that any related PA state or local laws, permit requirements, and/or building codes are being followed.

A scale drawing must be submitted using the back of this form or a separate sheet of paper. The drawing should include:

1. Location and type of change proposed in relation to existing structures and common elements;
2. Dimensions of existing bed(s) and any enlargement or new bed;
3. Names and location of plants to be used and their height and width at maturity.

For example: Juniper – Blue Rug, height 8”; width spreading up to 6’.

Mulch must be the same type used by Hershey's Landscape Company in Glenwood Village

No work may begin until notice of approval is received. Approval is valid for 180 days after date of approval by Council. Work must be completed within this period. If work is postponed or changed in any way, a new approval must be obtained.

All improvements shall maintain the integrity of the drainage plan as approved by East Goshen Township at original construction; and any subsequent problems with adjoining properties, down-slope residences, and/or common areas caused by runoff water shown to be a result of the project shall be remediated by the homeowner or at the homeowner's expense, including investigation.

**NAME OF CONTRACTOR** \_\_\_\_\_

The Contractor must file *Certificate of Insurance* with the Managing Agent BEFORE work begins, and is responsible for any damage to Common Areas, buildings, wires, etc. He will keep all equipment on paved areas within the village unless special permission is granted through the Managing Agent.

The requesting homeowner and his/her contractor must sign the attached “RESPONSIBILITY ACKNOWLEDGEMENT FORM for Contractor or Homeowner Installed Landscape” and submit it to CSK MANAGEMENT, INC. either along with this form or before any approved work can begin.

**COST RESPONSIBILITY** (check any that apply):

SHARED:(\_\_ \_\_% Homeowner, \_\_\_\_\_% Council); \_\_\_\_\_100% Homeowner; \_\_\_\_ 100% Council

**All expenses related to any resulting damages to Common Areas or Common Elements or other units is the responsibility of the homeowner who has submitted this request form. Said homeowner agrees to hold the Glenwood Homeowners Association and its Council harmless from any and all liability with regard to this modification and any approval of same.**

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**Homeowner does permit members of the Landscape Committee and/or Council and its appropriate agents to make reasonable inspections related to this proposal.**

**Neighbor’s Acknowledgement s:**

(1) _____	<u>Unit #</u> _____
(2) _____	<u>Unit #</u> _____
(3) _____	<u>Unit #</u> _____

The signatures of neighbors do not imply either approval or disapproval, merely that they have been informed of the request by the Homeowner. They may obtain a copy of the request and plan from the Management Agent. Any homeowner wishing to comment on the request may do so in writing, forwarding comments to the Managing Agent as soon as possible prior to scheduled Committee and Council meetings.)

**COMMITTEE RECOMMENDATION:**

**COUNCIL DISPOSITION:**

**Approved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

**Final Committee Inspection: Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date Copy Returned to Homeowner: Date** \_\_\_\_\_

# RESPONSIBILITY ACKNOWLEDGEMENT FORM

For

## Contractor or Homeowner Installed Landscape

1. Contractor or Homeowner, whichever is going to do the work, shall contact Pennsylvania One Call System, Inc. (1-800-242-1776) before digging in order to locate any underground utilities, entering the Utility Inspection number here \_\_\_\_\_.
2. No vehicle will be driven off the paved areas of the Community.
3. All debris and leftover material shall be removed by Contractor. The Glenwood Village Homeowner's Association and their landscaper will not remove or collect any construction or landscape waste.
4. Contractor will not dispose of any debris on Hershey's Mill property or in any dumpster belonging to the Homeowner's Association.
5. Any damage done to the Common Area, including pipes, electric, telephone or television cables will be the total responsibility of the contractor to repair to the satisfaction of the Homeowner's Association.
6. All planting around electric transformers will conform with measurements in the Hershey's Mill landscape guidelines. Adequate space should be left near electric meters to facilitate meter readings.
7. No work will begin without the written approval of the Glenwood Village Council and completion and signing of this acknowledgement form.
8. Contractor must file a Certificate of Insurance with the Managing Agent of the Glenwood Village Homeowner's Association:

CSK Management, Inc.  
1012 W. 0 Avenue  
Suite 10  
King of Prussia, PA 19406  
Phone: 610-337-3500

I have read and understand this Acknowledgement Form and agree to comply with all of the above requirements:

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Homeowner if self-installed)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_