

VILLAGE OF PRINCETON
HOME OWNERS ASSOCIATION

LANDSCAPE GUIDELINES

REVISED JUNE 2018

Preface: The objective of landscaping is to maintain and improve the physical and aesthetic environment and thereby the value of the entire Village. Whereas Maintenance and Architecture pursue that same goal through a uniform appearance of buildings, Landscaping pursues the goal through variation in plant heights, colors, and even leaf shape and sizes. However, Princeton Village Covenants and Rules prescribe limits on the ability of home owners to express their individual preferences for landscaping. These guidelines have been developed to assist home owners in understanding the Covenants and Rules and the existing approval procedure for landscape changes.

Definitions:

- a. Approval Procedure – The sequence of steps to be followed when requesting a change of any kind in the existing landscaping or the addition of landscaping.
- b. Approved Plantings – Any plantings that are approved and added to the existing landscaping.
- c. Bed – A single shrub or tree or a grouping of shrubs and/or trees in the Common Area that is planted, mulched, and maintained by the Landscape Company.
- d. Landscape Company – The landscape company under contract to the Village of Princeton Home Owners Association to perform normal landscape maintenance work throughout the calendar year.
- e. Wooded Areas – Sections of the Village Common Area that are not mowed and are minimally or not maintained.
- f. Outside Contractor – A nursery or landscape company other than the Landscape Company contracted to perform landscape work within the Village.
- g. Village Common Area – All land within the Village outside of buildings.
- h. Village Landscape Request Form – The form to be completed by home owners to request approval for any landscape change/addition. Forms are provided in Section 7 of the Guidelines and Information Directory and on the Village website.

- i. Woody Plants – Any plant having a woody stem and branches, e.g. shrubs and trees. For maintenance purposes, ornamental grasses over the height of 2 ½ feet are placed in this category.
- j. Non-Woody Plants – All annuals and those perennials that die to the ground each winter.
- k. Landscape Committee – The Landscape Committee shall be comprised of seven home owners, including the Landscape Committee Chair.
- l. Area Representatives – The members of the Landscape Committee. Each of the 19 buildings in the Village will be assigned to one of the Landscape Committee members. The member will serve as the Area Representative for those assigned buildings and will coordinate with those home owners regarding any landscaping issues. Current contact information and building assignments are listed on the “Who Does What in Princeton Village” page of the Guidelines and Information Directory.

Landscape Change Approval Procedure:

- a. Any resident desiring to make a change to existing landscaping must complete a Village Landscape Request Form. The form must be complete with neighbor acknowledgement and have an attached scale drawing of the proposed placement of beds, trees, and shrubs along with their ultimate sizes.
- b. Completed forms should be submitted to the appropriate Area Representative. Coordination meetings to assure understanding and to make any needed adjustments are encouraged.
- c. Area Representatives will meet with the Landscape Chair to obtain a decision on the requested change. The decision will be conveyed to the home owner in writing.
- d. When approval is granted, the home owner may proceed to install plantings in accordance with the approved drawings.

Installation Requirements:

- a. Plantings may be done by either the home owner or a landscape contractor.
- b. The person doing the planting must contact PA ONE CALL and provide the inspection number to the Area Representative before any digging.
- c. If the planting is done by a landscape contractor, said contractor must provide a Certificate of Insurance to the Managing Agent.
- d. Both the home owner and the contractor must sign the Home Owner and Contractor’s Responsibility Acknowledgement Form provided in Section 7 of the Guidelines and Information Directory.

- e. Contractors generally provide a one-year guarantee for work done. For that reason, the home owner is responsible for the complete upkeep of the installed bed and its plants for one year after installation. After one year, the bed and plantings become the property of the Village (no matter who paid for them) and will be maintained by the Landscape Company from then on. This may include removal of plant material if deemed to be unhealthy or unattractive.

Financial Responsibilities:

- a. All changes to landscaping submitted on a Landscape Request Form and approved through the process described on page 2 must be paid for by the home owner.
- b. If a home owner desires to have a healthy tree or shrub removed for any reason other than safety, the request must be made on a Landscape Request Form. If approved, the home owner must pay the costs of removing said tree/shrub, grinding of the stump (if required) and replacement with a new tree/shrub.
- c. A tree/shrub that is dead, unhealthy, or damaged beyond saving or a tree/shrub that has roots potentially dangerous to a building will be removed, have the stump ground (if required), and replaced with a similar sized tree/shrub. Total costs for that work will be paid by the Village. If the home owner desires the planting of a larger size tree/shrub, the incremental cost to increase the size must be paid by the home owner.
- d. In the case of overgrown plantings, the home owner should consult the designated Area Representative to determine whether the cost of removal and replacement will be borne by the Village or the home owner.