

# Monument Park Place Condominium Owners Association

## LANDSCAPE PROJECT PROPOSAL

### Policy:

#### 2.4 Landscaping

All landscaped areas are maintained by the Association. Without limitation, all improvements and landscaping thereon shall not be altered, constructed upon, removed, or maintained. (*Ref CCR §7.3*). Requests for community landscaping modifications will be considered but require Board approval. If approved, owners/residents must work at their own risk and adhere to the following:

- a. Must sign a Board-approved waiver good for one year from date of execution,
- b. Work only on designated area projects advertised with date and time by the Landscape Committee and approved by the Board, and
- c. Work on non-elevated (flat or nearly flat) garden areas only. Work on sloped areas of hillside garden east of buildings A&B is not permitted. The Association does not/will not accept responsibility or liability for any injuries that may be sustained as a result of these activities. (*Amended by the board on 05/10/22*)

## Review Process

### **Step-1: Homeowner Submission:**

A homeowner wishing to request a landscape improvement project shall complete this LANDSCAPE PROJECT PROPOSAL (LPP) form. The form shall be submitted to the MPP Landscape Committee no less than forty-five (45 days) prior to the proposed start date.

Prior to submission, the homeowner shall consult the MPP Master Landscape Plan for guidance.

### **Step-2: Landscape Committee Review:**

The MPP Landscape Committee will timely review a homeowner's project proposal. The process shall ensure adherence with the MPP governing documents, master landscape plan, MPP approved plant list, conducive to the proposed location, available funding, and weigh the benefits of the proposal to the community as a whole.

After review, the landscape committee shall forward to the board any project proposals along with the committee's recommendation for approval or denial.

### **Step-3: MPP Board Determination:**

The board of directors, during their monthly community meeting, shall consider a landscape project proposal provided it has first been reviewed by the Landscape Committee. The proposal shall be placed on the monthly meeting agenda and include the original LPP form and the landscape committee's written recommendation for approval or denial.

## Documents:

The MPP Master Landscape Plan and Landscape Project Proposal form is found on the MPP website:

<https://MonumentParkPlace.com/documents/> (under **Owner Forms**)

## Submission:

A completed landscape project proposal (LPP) form shall be emailed to the landscape committee members:

Mary Ellen - [coswhite@aol.com](mailto:coswhite@aol.com) / Carol - [Carolrw@aol.com](mailto:Carolrw@aol.com) / Helen - [Gimma2@icloud.com](mailto:Gimma2@icloud.com) / Cheryl - [Cheryllarkin48@gmail.com](mailto:Cheryllarkin48@gmail.com)

**Monument Park Place Condominium Owners Association**  
**LANDSCAPE PROJECT PROPOSAL**

**Dates:**

Submission Date: \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

**Point of Contact:**

Homeowner: \_\_\_\_\_ MPP: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposal:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Proposed Location:**

- \_\_\_\_\_ Plot #: \_\_\_\_\_

**Material Required (including plant items):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Equipment Required:**

- \_\_\_\_\_

**Work Performed By:**

[ ] – LC Volunteers / [ ] – Contractor / [ ] – Grounds Tech / [ ] – Other: \_\_\_\_\_

**Estimated Project Cost:** *(project cost amounts not required for adopt-a-plot)*

\$ \_\_\_\_\_ (Material)      \$ \_\_\_\_\_ (Labor)      =      **Total Est. Project Cost: \$** \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_



# Monument Park Place Condominium Owners Association

## LANDSCAPE PROJECT PROPOSAL

### Homeowner Verification:

YES / NO - Is the proposal in compliance with the MPP Master Landscape Approved Plan?

YES / NO - if applicable, is the proposal in compliance with the MPP approved plant list?

YES / NO - if applicable, is the proposal conducive to the requested location?

YES / NO - Have you attached Photos/Drawings/Rendition?

List collaborating neighbors that support the proposal:

Notes: \_\_\_\_\_

### Terms of Agreement:

Note: If this proposal is for Adopt-A-Plot, please review and agree to the program terms.

- Program participants are aware this is a one-year trial program, which may end 06/15/2025.
- Participants agree material used and vegetation planted in the Adopt-A-Plot locations is at the owner's expense.
- Loss of vegetation or material, for any reason, is ineligible for reimbursement.
- Participants understand that plots not maintained are subject to a 30-day corrective action notice being issued.
- Participants agree, 31-days after a violation notice is issued, non-maintained plots revert back to the board.
- Participants understand only in-ground plants permitted, no decor ornaments, shelving, lighting allowed.
- Participants agree Adopt-A-Plot changes/modifications from an approved sketch require new approval.
- All conditions outlined in the MPP Community Rules and Regulations apply to Adopt-A-Plot areas.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### Landscape Committee Review:

YES / NO - Proposal meets all governing documents and master landscape requirements

YES / NO - Proposed location would be acceptable for project

YES / NO - Proposed material/vegetation is an approved item in the master landscape plan

YES / NO - LC funds available for proposed project

YES / NO - Project requires scope of work and bid from outside vendor/contractor

YES / NO - Proposed project deviates from master landscape plan and would require MPP BOD approval

YES / NO - Other:

Landscape Committee Recommendations to the board: **ENDORSE PROJECT** / **OPPOSE PROJECT**

Notes: \_\_\_\_\_

LS Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Board Determination:

[ ] – **APPROVED** - Approval Connditions: \_\_\_\_\_

[ ] – **DENIED** - Reason: \_\_\_\_\_

[ ] – **PENDING** - Additional Info Requested \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_