

The Capes HOA
Landscape Request Policy/Procedures
March 22, 2019

All landscape requests are to be sent to the Capes office manager. This will begin the following process:

1. **Office Manager**. The office manager will review the request, ensure that it is complete and has sufficient supporting documentation (usually pictures), and, if complete, send the request to the LSC (Landscape Committee). If the request involves another homeowner, the office manager will contact that homeowner and inform them that a request has been made and is being sent to the LSC for review. A separate file will be established for each request.
2. **LSC**. The LSC will review the request to determine the validity of the request and the ownership of the trees or plants in the request. This review will normally be comprised of:
 - A site visit with the requesting homeowner. In view restoration requests, determine if the view is materially impacted according to 6.11 of the CC&R's. If the request is not valid/feasible, notify the parties and close the request. Otherwise,
 - Determine the property lines and the ownership of the trees/bushes
 - Review of the pictures/documentation for accuracy
 - Identify the specific trees or bushes to be cut or trimmed. This may require a site visit on other homeowner's property which may need to be coordinated with that homeowner.
 - Mark such trees or bushes on a picture or other methods to specifically identify the trees or bushes to be removed, trimmed, or topped.
 - Have the requesting homeowner agree with the specific trees or bushes to be trimmed, removed, or topped.
 - Detail the work to be done
 - This will complete the documentation of the request.
3. **Owners Responsibility**. It is the owner's responsibility to maintain their property in accordance with the CC&R's and to comply with a LSC request. A list of contractors is maintained by the office manager to assist the owner if desired.
4. **Communication to affected owners**. If the trees/bushes are on common area land then the LSC will manage the removal/trimming. If they are on the property owned by the requesting homeowner, the approval will be sent to the owner and the request is closed. If the trees/bushes are on another owner's property, then the Request Package will be sent to them.
5. **Request Package**. The request package will usually consist of a cover letter, the original request, pictures or other documentation to specifically identify the trees or bushes to be removed, trimmed, or topped. The letter will establish a time window for the work to be completed, (usually within 60 days) as well as the 20 calendar-day window to request a hearing with the Capes HOA board if they disagree with the request.
6. **Fines**. The Capes HOA has established a fine schedule which can be up to \$500 per day for violations of the CC&R's. If the work as outlined in the request letter has not been completed within the time noted in the letter, the owner will be sent a notification letter as outlined in #3 of the Capes Fine Schedule. Once the notification letter has been sent, the Fine Schedule procedure will govern. The fine shall continue to be assessed until such violation has been cured.