



10 MAINE ROAD  
PLATTSBURGH NY 12903

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## Work Requests for Planting on Common Area

*Approved by Board of Directors October 17, 2017*

*First Revision Approved October 14, 2019*

*Per Article VI COMMON AREA MAINTENANCE (page 10) ...."No planting, or alterations may be made to the Common Area by an individual Owner, including the cutting or pruning of trees or shrubs in such Common Area (even if branches or roots overhang or enter upon Owner's Lot), except with the express written consent of the Board of Directors of the Association."*

**PROCEDURE: Homeowner must fill out a Work Request Form available on the HOA website, or in the Mail Kiosks before commencing planting or alterations on common property.** If the request falls under the pre-approved list of changes, the PROPERTY MANAGER may approve the request. This list must be approved by the Board of Directors and will be updated as necessary. Only items on this list can be approved by the Property Manager. It will be posted on the HOA website along with photos examples of routine approved common area changes. If the Work Request is not on the list of pre-approved changes, the regular procedure for Work Requests will be followed.

Homeowners requesting to plant trees or shrubs on common property must follow LC 1.0 Approved Procedure for Planting on the Common Area.

The following is the list of changes to the common area that may be approved by the Property Manager. (A Garden Bed is defined as any landscaped area that is not lawn.)

- Flower beds with or without raised borders along building perimeter (NO climbing plants on building exterior). Mulch, stone, or flowers in a tree border. Raised borders around trees can cause tree damage and are therefore not allowed. Raised beds along the building exterior must be properly pitched and drained so as to prevent water damage to the exterior or infiltration to the interior spaces.
- Landscape lighting along walkways
- Additional Hardscaping<sup>1</sup> in area between homeowner garage and homeowner's walkway. Elevated beds adjacent to sidewalks, with or without hardscaping, must be done with care so as not to create water damming which will contribute to ice build up in winter.
- Appropriate Trees and shrubs on common property (homeowner agrees to maintenance and other conditions as described in LC 1.0 Approved Procedure for Planting on the Common Area)
- Arbors and trellises
- Lawn ornaments in Garden Beds

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<sup>1</sup> Poured concrete slabs are not allowed