

Sandy Point Homeowner Grounds-Landscape Change Request Checklist

In general, the following checklist items need to be completed for GLC requests. The first section below identifies what the contractor must provide to the homeowner for the GLC request. At the Pre-Project meeting, the GLC will help the homeowner identify needed checklist items listed below.

From the contractor to the homeowner for the GLC-Landscape Change Request

Contractor contact information
Certificate of Insurance or proof of bonding
Copies of trade licenses if required
Full description of installation steps, contract, estimate, details of each step
Diagrams of project including dimensions and specification sheets for materials
Full description of materials (trees, mulch, borders, irrigation system) Samples of materials may be requested.
Utility Location Service requested
Secure building permits if required
Contractor has signed, received a copy of SP Traffic Rules and reviewed them with the employees working in Sandy Point on the project
Other:

From the homeowner for the GLC-Landscape Change Request

Read the HOA manual as related to the project: acceptable and not acceptable
Pre-project project meeting with GLC members, and contractor
Photographs of the existing condition of the project area.
Discussed and reviewed project plans with neighbors.
Secured sign off from neighbors
Gave the contractor a copy of the Traffic Rules
Submitted Request to GLC
Second onsite meeting with GLC members, homeowner for approval-If necessary
GLC project approved or denied
Posted Sandy Point GLC Approval Permit in window (expires after 6 months)
Notify GLC chair when work begins
Coordinate approved project with GLC chairperson
Project will be monitored by the GLC during installation
Notify GLC chairperson when work is completed
Photographs of the completed project sent to GLC chairperson
Request the Final Inspection after the work is completed. Contact GLC chairperson to schedule a project inspection. The inspection is to verify that the project was completed as approved.
Other:

Understanding What is Required

The homeowner understands, acknowledges and agrees that the maintenance, repair, replacement and insurance of any addition, improvement, or alteration attached to or immediately adjacent to their dwelling is the sole responsibility of the homeowner, their heirs, successors or assignees.

If the plans are not followed as approved, the Sandy Point permit will be revoked, and no work will be permitted during the time it takes to resolve the infraction. Any litigation expense incurred by Sandy Point, Inc. is an expense of the applicant homeowner.

The homeowner shall remain responsible for any cost and damages until final GLC inspection and written verification of a release from the contractor showing completion of the work.

The homeowner understands and agrees that an individual, partnership or corporation that is licensed, insured and bonded shall complete the work unless otherwise agreed to by the GLC. The homeowner or contractor must carry liability insurance to protect and fully indemnify against any and all property damage and personal injury to other homeowners/residence and Sandy Point, Inc.

There is a separate "Hold Harmless" agreement protecting Sandy Point for any injury which may occur to any workers or contractors. Use for unlicensed, uninsured and non-bonded workers.

The more comprehensive your information is, the quicker and easier it will be to approve. Missing or inaccurate information slows down the process, so if you're not sure please consult with the GLC chairperson before you proceed.

Understanding the Rules

I have read and understand the Grounds-Landscape Standards/Rules/Regulations as outlined by the Board of Directors and am prepared to work with the GLC in a timely and responsible way.

Signature of Owner 1. _____ Date: _____

Signature of Owner 2. _____ Date: _____

No work may begin until ALL application documentation has been approved.