

Guidelines and Instructions for Sandy Point Grounds-Landscape Change Request

All Sandy Point homeowners are responsible for submitting a Sandy Point Grounds-Landscape Change Request for every planned project. Please, do not start a project, sign any contracts or order materials for a project before getting approval from the Grounds-Landscape Committee (GLC) More complex projects may also require approval by the GLC which will be discussed at the Pre-Project Meeting (Step 2)

STEP #1: Notify GLC in Writing



- First, please read about desirable trees and shrubs and undesirable trees and shrubs in the Grounds-Landscape Section in the Sandy Point Homeowners Handbook.
- Via email or a short note notify the GLC chairperson about every planned project 30 days in advance of the project's estimated start date. The GLC chairperson will contact you to discuss the project and set up a meeting (Step 2)
- Complete steps 1 and 2 before filling out the Sandy Point Grounds-Landscape Change Request.

STEP #2: Pre-Project Meeting



- Before submitting a full Grounds-Landscape Change Request, member/s of the GLC, project contractor and if necessary the Sandy Point Property Manager must meet with you to discuss the project details.
- During the meeting, the required information and documents that the homeowner must submit with the request will be identified for the homeowner.
- The meeting will help eliminate back and forth requests for missing information, documents, or plan adjustments in order to be in compliance with the Sandy Point Grounds-Landscape guidelines.

STEP #3: Submit Request



- How to access the forms: download from the SP website, copy from the SP Homeowners Handbook or request copies from the GLC chairperson.
- SP website www.sandypointcondos.com. Enter the user ID: riverhomes and password: SPowner. Click on the Residents Only tab, then click on Sandy Point Forms to download.
- Submit 2 copies of your completed request and supporting documentation to the GLC chairperson.

STEP #4: Onsite Project Meeting with GLC



- Your request will be forwarded to GLC members for review. The GLC chairperson will contact you within 10 days to schedule an onsite meeting to discuss your GLC Request and documents you submitted for approval.
- GLC members, the homeowner and if needed the project contractor and/or the SP Property Manager.
- Please direct all questions regarding your request to the GLC chairperson. The SP Property Manager does not manage the approval process.

STEP #5: Project Approved , Approved with Conditions or Denial



- You will be notified in writing, usually within 10 days after the GLC has received all required information and documents, provided the meeting described in step 4 above has occurred.
- Sometimes a project that has been denied can be modified to meet the approval guidelines and a new Sandy Point Grounds-Landscape Change Request can be submitted.

*GLC FORMS

The following forms are required for all requests:

1. Guidelines and Instructions for Grounds-Landscape Change Request (2 page)
2. Sandy Point Grounds-Landscape Change Request Checklist (2 page)
3. Sandy Point Grounds-Landscape Change Request (4 pages)

Grounds-Landscape Nature of Improvements Supplement

Please refer to the Grounds-Landscape Section of the Sandy Point Homeowner's Manual for more detailed information.

Trees and Shrubs - New, replacement or relocation of trees and shrubs shall be from the list of approved trees, shrubs and bushes. Several trees and shrubs have been deemed undesirable.

If new trees are planted or existing trees relocated, they must be at least 8 feet from the buildings. This allows for years of growth and prevents possible damage to the building foundation, siding and roof. If the tree is in the lawn area, not in a defined bed area, it must allow a 6-foot access lane for lawn mowers. It is suggested that a 18-24" area of mulch be placed around tree. Mulch is to match the color and type used by SP on common ground.

Tree Removal - If trees or bushes in the Limited Common area become diseased or damaged by storms, the homeowner is responsible for removal.

Flower Beds: New, change shape or Remove – New or expanded flower beds must conform to Grounds-Landscape guidelines. The beds should use mulch generally provided by the HOA. Small stones or rocks cannot be used due to the potential of damages when lawn is mowed. In general, the form of the bed should avoid sharp interior or exterior corners that would require expensive manual trimming. If flower bed is to be removed, the area must be re-sodded at homeowner's expense.

Irrigation Systems - Installation or modification of an irrigation system requires prior approval by the Grounds-Landscape Committee and must be professionally installed. The homeowner or contractor is responsible for determining utility line locations, neighboring irrigation system locations and notifying Citizens Energy of the hookup. The homeowner is responsible for winterizing the back-flow devices in cooperation with the requirements of Citizens Energy. The installation contractor is responsible for providing the Grounds-Landscape Committee with a detailed map showing the irrigation lines.

Flower Bed Borders - While a simple border of mulch is acceptable, many homeowners want a more formal border, usually of brick or stone. Once again, the border should avoid sharp internal or external corners, to keep manual trimming to a minimum. Landscape stone is not an acceptable material to use in flower beds and on walkways.

Accent and Path Lighting - Installation of decorative lighting requires prior approval by the Grounds-Landscape Committee, and should be placed such that it does not interfere with normal lawn maintenance. If the lighting requires AC power, it must be professionally installed with all wiring buried beneath ground level. The homeowner or contractor is responsible for determining utility line locations.

Riverside/Hillside plantings - Each home located on water has unique riverbank issues that need to be discussed on an individual basis. Some areas can be mowed easily, others on a steep bank are more difficult and are managed by the landscaping contractor. Changes to this area need approval from the Grounds Committee.

Erosion Control - In many cases, riverbanks may require more formal erosion control. Many riverbanks are so steep they require stone or wood retaining walls. If a new wall is needed or an existing wall repaired, an approval from the Architectural Change Committee will be needed. In many cases with less severe slope, the use of ornamental grasses can be quite effective.

Free Standing Flag Poles- Installation of a free-standing flag pole requires prior approval by the Grounds-Landscape Committee and must be professionally installed. It should be located at the rear of the dwelling in a mulched area. Height should not exceed the ridgeline of the roof.

