

Sandy Point Homeowners Association

Sandy Point Grounds-Landscape Change Request Form

Submit to the Grounds-Landscape Committee (GLC) to request a Pre-Project Meeting with GLC members, SP Property Manager, and the homeowner/s. The GLC may forward some requests to the Architectural & Controls Committee (ACC) if the project's scope falls under the responsibility of both the ACC and/or the GLC. Contact the GLC chairperson for guidance.

During the Pre-Project Meeting, the required information and documents that the homeowner must submit with the request will be identified for the homeowner. This meeting to discuss the project before the homeowner formally submits the Sandy Point Grounds-Landscape Change Request will enable the homeowner to submit a complete request to the GLC, thus eliminating back and forth requests for missing information, documents, or plan adjustments. Plants, trees and other organic materials must be approved by GLC.

The homeowner completes pages 1-4. The GLC completes page 5.

Section 1. Homeowner Information

Please check the preferred contact person and method of communication during the GLC process.

☐ Homeowner 1 ☐ Homeowner 2 ☐ email ☐ text ☐ cell phone ☐ other phone

Address: _____ Date Submitted: _____

Owner 1. _____ Owner 2. _____
(please print) (please print)

Cell Phone: _____ Cell Phone: _____

E-mail: _____ E-mail: _____

I/We have reviewed and understand the Sandy Point Grounds Landscaping Guidelines, including the approved list of trees, shrubs, mulch, edging materials, planting distances from home and on common ground.

Owner's Signature 1. _____ Date: _____

Owner's Signature 2. _____ Date: _____

Section 2. Nature of Improvement/s

Check all that apply:	New	Replace	Remove	Relocate
Plants, trees, shrubs, ground cover, ornamental grasses choose Indiana native (non-invasive) and other plants, shrubs and trees				
Tree trimming				
Tree removal				
Flower bed				
Sod				
Irrigation system				
Flower bed borders				
Accent and path lighting				
Erosion control				
Plants, trees, shrubs, ground cover, ornamental grasses				
Plant sod or seed lawn (damaged by homeowner or agent of owner)				

Brief description of project: _____

Total Estimated Project Cost: \$ _____ *Approximate Start Date: _____ *End Date: _____

Who will do the work? ☐ Homeowner ☐ Contractor/Tradesperson

Contractor/Tradesperson Information:

Company: _____

Company Address: _____ City: _____ Zip code: _____

Name: Company Contact: _____ Contact's cell #: _____

Name: Site Supervisor: _____ Site Supervisor's cell #: _____

*The GLC chairperson must be informed before the actual start date and immediately after the end date of the project. GLC members and the Sandy Point property manager will periodically check on the project's progress through site visits, texts, emails, or phone calls.

Section 3. Utilities and Exterior Feature

Will any of the following be affected? There are buried utilities where any uninformed disruption can affect your neighbors, general safety and the economy of repair.

UTILITIES		EXTERIOR FEATURES	
Electric		Siding	
Gas		Drainage/Erosion	
Water		Foundation	
Sewage		Patio slab	
Telephone		Pavements	
Cable		Walks	
Heating/Cooling		Drainage/Erosion	

Section 4: Neighbor's Acknowledgment

I/We acknowledge that my neighbor/s _____ has notified and discussed with me in detail the proposed landscaping and grounds change/s, including a diagram showing the exact location of the proposed work.

Name/s and Address: (right side) _____

Neighbor's Signature: _____ Date: _____

Name/s and Address: (left side) _____

Neighbor's Signature: _____ Date: _____

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Contractor/Tradesperson Acknowledgment Speed Limit is 20 MPH

Attention: As the homeowner's contractor or a tradesperson contributing to a project, you will be working in Sandy Point, a private condominium community, where the streets and grounds are owned and shared by owners of 139 dwellings through the Sandy Point Homeowners Association (HOA). Any work performed within the Sandy Point grounds is subject to the requirements and conditions provided below.

The HOA - acting through (1) the Sandy Point property manager, (2) a member of the HOA board of directors, or (3) the Architectural Control Committee or Grounds-Landscape Committee - is a third-party beneficiary of the project and your contract with the homeowner(s). Only the homeowner is responsible to you for payment of fees. The HOA may enforce adherence to the project as approved by the HOA, and you agree to adhere to all HOA instructions and requirements in the same manner as those of the homeowner(s).

COMMUNITY

- No commercial advertising, including yard signs, may be placed on the property.
- Work on a project must be completed each day by 6:00 pm unless authorized by the Sandy Point property manager.
- Streets, driveways and grounds must be free from project materials, dirt and other debris at the end of each day unless authorized by the Sandy Point property manager.

TRAFFIC RULES

- Speed Limit is 20 MPH
- Exercise caution and be aware that children, residents and animals are often at play.
- Enter and exit Sandy Point on the proper side of the entrance median.

PARKING

- Parking is allowed only in driveways and paved parking areas. Parking and use of heavy equipment are not allowed on the grass or lawns.
- If access through the lawn is absolutely necessary, consult the Sandy Point Property Manager regarding access options and approved methods to minimize property damage.
- Our streets are narrow, and street parking poses a significant hazard for EMERGENCY VEHICLES. Blocked fire hydrants and restricted street access to homes can result in loss of life or home.
- You and the homeowner(s) are responsible to see that vehicles are parked appropriately. You must follow the homeowner's instructions accordingly.
- No work vehicle can be parked overnight if it extends into the road.

SERVICE PROVIDERS, DELIVERY, MOVING TRUCKS

- Only one provider vehicle can be parked at the street-side at one time.
- If parking street-side, use warning signs/cones in front or in back of vehicle to indicate danger.

You and the homeowner(s) acknowledge that both of you will be held responsible by the HOA for the actions of your workers on this project and for your and their adherence to these rules for the duration of this project. You also acknowledge that you are responsible for any damages to person or property caused by you or your workers while in the community.

By signing below, you and the homeowner(s) acknowledge, understand and agree to the requirements and conditions in this acknowledgment and will inform workers in your charge of the same.

Signature: Owner 1. _____

Date: _____

Signature: Owner 2. _____

Date: _____

Signature: Contractor/Tradesperson: _____

Date: _____

**HOMEOWNER/S STOP HERE
GLC WILL COMPLETE PAGE 5**

Sandy Point Grounds-Landscape Change Request Approval/Denial

☐ Approved as submitted ☐ Denied

Reason for denial: _____

GLC signature: _____ Date: ____/____/____

GLC signature: _____ Date: ____/____/____

Post Project Compliance Inspection

Owner/s acknowledge the project has been completed as approved. (post project confirmation)

Signature: Owner 1. _____ Date: ____/____/____

Signature: Owner 2. _____ Date: ____/____/____

Project compliance inspection by GLC Name _____ Date: ____/____/____