



## WATERGATE COMMUNITY ASSOCIATION REQUEST FOR LANDSCAPING WORK

REV 2/2012

**INSTRUCTIONS FOR COMPLETING THIS FORM:** Please be as specific as possible about the location, issues involved, and what you would like to be done or not done. If a tree is involved, it helps to have the number of the tree, which can sometimes be found on a small round tag on the tree itself, or on the tree map maintained by our horticulturalist (grounds supervisor). If you are not the legal owner of your unit and the work involves major work, such as removing or topping existing trees or planting new trees, then you must obtain the signature of the legal owner.

### **STEPS OF THE PROCESS:**

1. The Watergate Community Association (“WCA”) will forward your request to our horticulturalist. He determines whether any work involved is minor work, such as light tree pruning, or major work, such as tree topping, removal, or replacement. For minor work, the horticulturalist, using his Landscape Protocols, determines whether the request is appropriate, and he has the authority to execute or deny the work as he judges what is best for the resident, the community, and the Association. For major work he again evaluates the request, makes recommendations, and refers the request to the Landscape Committee (“LSC”).
2. The LSC reviews the request and makes its recommendations. The LSC will send you a copy of your request with both the horticulturalist’s recommendations and its own recommendations. If the LSC concurs with the request, it will send the request on to the WCA Board for a first reading and will notify you of the date that the Board will hear that first reading. After the first reading the recommended actions will be posted in all lobbies and on the WCA website with the rationale for the recommendations. A final decision by the Board will be made at a following meeting.
3. Residents opposed to the recommendations of the horticulturalist and the LSC must submit any opposition in writing, either using the “Request for Landscape Work” form or a letter to the Board, and it must be received in time for the next regularly scheduled LSC meeting. The LSC will review the opposition and make an accurate presentation of the opposing views and its own recommendation at the Board session in which the Board makes a final decision. All major work must be approved by the Board.

***NOTE: The Landscape Committee is composed of volunteers who are current owners. It meets monthly, usually at the Clipper Club, ten days before scheduled Board meetings. Visitors are always welcome and encouraged to provide input regarding their request.***

***Please submit your completed Landscaping Request form to the WCA Office. This form is also available on the WCA website and can be submitted electronically. We recommend that you keep a copy of your request and the instructions that define the process.***

Resident Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

**ISSUES AND REQUEST** (please include as much information as possible, such as description, location, tree numbers, etc., in addition to your request):

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Name of Unit Owner (if different than resident)

\_\_\_\_\_  
Signature of Unit Owner (required for major work)

**TO BE COMPLETED BY THE WCA HORTICULTURIST AND THE LANDSCAPE COMMITTEE**

**HORTICULTURIST'S REVIEW AND RECOMMENDATION:**

**Date:** \_\_\_\_\_

**LANDSCAPE COMMITTEE'S REVIEW AND RECOMMENDATION:**

**Date:** \_\_\_\_\_

The applicant was sent a copy of the above recommendations on \_\_\_\_\_.

The Board of Directors will consider this request at its meeting on \_\_\_\_\_.

**BOARD OF DIRECTORS DECISION:**