COMMITTEE USE ONLY
Date Received: _____
Reviewed by LC: _____
Approval: Yes / No
Date of Compliance Inspection: _____
Compliance Inspection Performed By: _____

SUBMIT COMPLETED FORMS TO:

Landscape Committee:

- Penny Alexander pennyalexan@yahoo.com
- Jackie Peck jackiejpbp@comcast.net

Forest Glen TH Owners Association
Landscape Modification Application

GENERAL INFORMATION: The Forest Glen TH Owners Association requires that no additions, changes or alterations can be done to the exterior of a unit or common area grounds without first obtaining the written approval of the Landscape Commitee. The purpose of the rules is to insure that all landscaping complements and is in harmony with the architectural integrity of our community. This modification application must include a plan showing location of the plants in relation to the unit, plant and/or hardscape material specifications, brochures/pictures showing the nature, kind, shape, size, material, color scheme and location of all items to be included in the request. The request must be submitted in writing for approval prior to installation; any installations planted without first submitting a request may be removed by the Association at the owners expense.

Date	
Homeowner(s)	
Address	
Phone #'s	Home: ( ) Cell: ( )
E-mail Address	

SUBMITTAL STEPS: Applications can be sent directly to the Landscaping Committee ("LC") whose contact information is noted on the Association's website www.fghoa.com or can be sent into the Managing Agent who will forward them to the LC for review. Owners should anticipate that approval and signoff of requests may take up to 7-days to receive from the date of submission. Formal notification of the approval or disapproval of your request will be emailed to the electronic address above by an LC member or the Managing Agent. If no e-mail is provided, notification will be sent by US mail.

By signing below, the homeowner confirms that:

1. They have read and understand the Forest Glen TH Owners Association governing documents and Rules and Regulations.
2. Once approval is given, the work will be carried out only as approved. Deviations from the enclosed plan/request are not allowed and will require a supplemental submission.
3. They will be financially responsible for the removal of any unapproved installations and that no work can commence without first obtaining the written consent and approval from the LC.
4. They are responsible for all necessary permits required by the Village of Carol Stream.
5. Once modification work has been completed, notification must be provided to the Managing Agent so that a member of the LC can review the installation to confirm compliance.
6. Removal of all debris will be completed in a timely fashion and is responsible for any damage caused by their work.
7. Unsigned or incomplete applications will not be considered.
8. The LC may, at its discretion, require the common area be restored to its original condition at the transfer of title or failure by the owner to properly maintain the subject area.

HOMEOWNER SIGNATURE: _____ ***DATE:*** _____

Application Requirements:

- Attach a sketch listing the names/types and quantities of plants to be installed. The sketch should indicate where they are to be planted in relation to the unit.
- If being professionally installed, a copy of the vendors contract and their evidence of insurance listing Forest Glen TH Owners Association, its Board of Directors, agents and assignees as additional insureds. Vendor must provide evidence of Workers Compensation coverage with minimum limits of 500/500/500.
- Samples of mulch and pictures of any hardscape materials such as stone or pavers are to be included.

Description and Scope of Work:

In the space provided below, please provide a complete description of the work to be done; feel free to attach an additional sheet if needed.

Completed application forms along with the above listed documentation should be submitted to the Landscape Committtee. The email addresses of the Committee members are noted on the first page on the top, righthand side. If you do not have access to email, forms can be mailed or sent by fax to Association Partners, Inc. 25W560 Geneva Rd. Ste #16 Carol Stream, IL 60188. Fax # (630) 653-6894