



**Fairlington Villages,
A Condominium Association**

Grounds Modification Request Form

PLEASE PRINT

Owner Name (s): _____ Date: _____

Property Address: _____ Work Phone#: (____) - _____

Home Phone#: (____) - _____ Email Address: _____

Mailing Address (If different) _____

Please provide the following information:

1. The general nature of the landscaping changes or improvements you wish to make to the common grounds adjacent to your unit¹, hereinafter referred to as changes.
2. The exact location of the proposed changes on a diagram of the site. If necessary provide a before and after landscaping plan, including pictures of the current site.
3. Include a precise description of the changes, including plant types, expected height of plant material, and growth habits of plant material.

Invasive plants such as but not limited to English Ivy are not permitted. Plantings under first floor windows should not grow to the point where they obscure these windows.

In Addition:

1. Requests from any unit owner who is delinquent in the payment of any assessments will be denied. Once the delinquent account is again in current status the request may be resubmitted for consideration.
2. I/we understand and agree that no work referred to in this request will be initiated until such time that written approval is received from the Management Office on behalf of the Board of Directors or the Buildings and Grounds Committee.
3. Once approved, all changes will be completed within the timeframe provided in this request.
4. I/we understand and agree that all changes must be completed in accordance with the Rules and Regulations of the Association and that all debris resulting from the approved change(s) will be disposed of in accordance with the trash regulations of the Association. Please consult with Management if you are unsure of the regulations.
5. Any misrepresentation of any item(s) in this request or oral misrepresentations made in follow-up to this request will be grounds for the Buildings and Grounds Committee or the Board to void any approval.

¹ If you are planting approved annuals in the beds in front of your house or along the outside of the patio fence in accordance with the Red Reflector Policy, you do not need to seek approval for a ground modification. This request is for permanent plantings and requests to change existing plant material in the beds on the common grounds.

6. All requests must be submitted to Management by the 2nd Monday of each month, for consideration by the Buildings and Grounds Committee, which meets the Monday following the Board meeting.

GROUNDS MODIFICATION REQUEST:

Request: _____

Location: _____

Detailed Description Change(s) to be completed: _____

Supporting Documentation Provided:

1. _____

2. _____

3. _____

If additional space is required, please add an additional page(s).

Time Table: Once approval is received, I/we agree that these changes will be completed within _____ days of receipt of approval. If the changes are not completed within this time frame (not to exceed six months) then this approval shall be automatically voided unless I/we receive a written extension.

I/we further agree to notify management within 10 days of completion of the changes for purposes of conducting an inspection to determine that the changes are in accordance with this application.

Application/Agreement

As the owner(s) of the above referenced unit I/we hereby make application to the Buildings and Grounds Committee and the Board of Directors to make the requested changes or improvements to our unit as described in this request.

I/we agree that if approval is received, any and all changes will be made in accordance with this written request and the approval received.

I/we agree that we have read and understand the requirements and guidelines provided in this request.

Signed: _____ Dated: _____

Signed: _____ Dated: _____