

SUBJECT: INDIVIDUAL ENTRANCEWAY PLANTING  
AMENDED: OCTOBER 2014

ARR NUMBER 3.2

PURPOSE: To establish guidelines for co-owners that wish [at their own expense] to add flowers, plants or shrubs to the entranceway of their unit.

POLICY: The Association will maintain the unit entranceways in a clean, neat, safe and sanitary Condition (this includes grass mowing and trimming shrubs on a routine basis). Co-owners are encouraged to assist in the maintenance of the shrubs and flowers of their own entranceway. Co-owners wishing to replace or add flowers, plants or shrubs of their choice to their own entranceway are encouraged to do so when the following requirements/procedures are followed. Exhibit A, Article VI, Section 14 of the Condominium By-laws defines the restrictions for landscaping and planting by co-owners upon the common elements.

#### **REQUIREMENTS**

##### **SHRUBS**

1. To replace or add shrubs or similar plants (excluding flowers – see below) to the unit entranceway, prior approval by the Board is required.
2. If approved, the cost of the planting will be the sole responsibility of the co-owner. Any ongoing maintenance of the shrubs will be the responsibility of the Association unless the co-owner specifies on the request form that they [co-owner] prefer to perform the maintenance.
3. Shrubs are to be planted so that their mature growth does not interfere with routine maintenance or access to outside meters.

##### **FLOWERS/PLANTS**

1. To plant flowers or provide a flowerbed does not require pre-approval.
2. The co-owner is responsible for all ongoing maintenance including trimming, weeding, watering, etc. Care is to be taken not to increase maintenance requirements of lawn areas when planning for bedding areas.
3. If sod is removed to plant a flowerbed. The co-owner is responsible for the costs of replacing sod if the flowerbed is later eliminated.
4. Any removal or replacement of plants required for or due to maintenance will be at the expense of the co-owner.
5. Vines or climbing plants may not be planted where they can climb onto any surface or gutter of the building.

##### **PROCEDURES**

1. Request an Application Form from the Management Company. See ARR 3.2a for sample form.
2. Complete the form to include type of planting, and sketch of the location.
3. Return the form to the Management Company or the Chairperson of the Landscaping Committee at least 2 weeks prior to the requested action [planting] date.
4. The Landscaping Committee will review the request for completeness and advise the co-owner of the appropriate action taken. If approved the request will be forwarded to the Board as a matter of record.