



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / www.grsmgt.com

OAKS EAST HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY TREE TRIMMING

Please note there is a required **Architectural Modification Application Processing Fee** in the amount of **\$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

CONTRACTOR/VENDOR GUIDELINES

All Homeowner and Condominium Associations require the following documents to be **provided by the Contractor/Vendor to the Homeowner** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. _____ Current copy of Contractor/Vendor Occupational License.
2. _____ Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (in which the project is contracted)
c/o GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

The Association must be named as an Additional Insured.

3. _____ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).
4. _____ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

Please submit payment with the attached application and ALL required documentation.

Thank you.

TRIMMING HOA TREES

ACC Application

Homeowner Information

Name

Address

Telephone

Email address

Project Cost (Optional) Start date

Description

Vendor Information

Company

Telephone

Email address

Contact name

Contact cell #

Contact email

All the following attachments must be included with the application to trim a HOA tree before it can be reviewed by the ACC committee. Incomplete applications will be returned to homeowner and delay review and approval.

Attachments:

1. A copy of the property survey, indicate location of the tree(s) being trimmed
2. An arborist report outlining what is being trimmed, and how it is being trimmed
3. HOA Tree Trimming modification requirements:
 - a. All ACC Request Forms must comply with the applicable provisions of the Oaks East Rules and Regulations and be signed by the Homeowner where applicable.
 - b. Homeowners are responsible for providing a tree report from a licensed arborist. You may use the HOA tree company by requesting the contact information from the Property Manager.

Requirements

1. Homeowners making changes prior to receiving ACC approval will be subject to a fine and you may have to restore the site. Refer to the Declaration of Covenants and Restrictions to Article XII, "Architectural Control" and Article V, "Use of Property" for specific information for the community.
2. Only ACC applications deemed "complete" will be reviewed by the ACC Committee.
3. Homeowners will receive an email from ACC@OaksEastHOA.Org stating approval, approval with conditions or denial of their ACC application. A formal letter will also be sent via the mail.
4. Work may only commence if you application is approved and must be done following any conditions or limitations of the approval.

TRIMMING HOA TREE - Homeowner Agreement

ACC Application

By executing this architectural and or landscape change, as approved by the ACC on behalf of itself, and the Association’s Board of Directors, I/we, the homeowner(s), agree to and understand the following:

1. The homeowners are responsible to maintain the approved modification to the satisfaction of the Oaks East Homeowners Association (the Association).
2. Approved work must commence within thirty (30) days of the approval date. It must be completed within thirty (30) days of commencement and conform to the approved application.
3. No construction work is allowed on Sundays or HOA specified legal holidays, except for emergencies
4. Contractor Services hours are from 8 am to 6 pm.
5. The homeowner must provide the Property Manager with a copy any building permits (where applicable) before work commences. Deposits will not be returned without a copy of the building permit being received, the post-construction inspections are completed, and any damages and repairs are resolved.
6. With prior approval of the Property Manager, waste dumpsters may be placed in unit driveways for a maximum of ten (10) consecutive days.
7. Security deposit must be paid for roof, pavers, pool, pool enclosure, windows, or any work that requires trucks or dumpsters to go over the driveway apron.
8. Homeowners must provide a photo of their driveway apron condition prior to work commencing, if not the ACC driveway apron assessment will be used to validate existing cracks in apron.
9. The homeowner is responsible to notify any future owner of all responsibilities explicitly stated or implied by this document.

I understand and accept the terms of this agreement.

Homeowner Signature:	<div></div>	Date:	<div></div>
Homeowner Signature:	<div></div>	Date:	<div></div>

TREE MANAGEMENT: HOA POLICY

1. TREE TRIMMING and PRUNING – HARDWOOD TREES

A. HOA Oak Trees

“A homeowner can request ACC approval to trim & prune an HOA oak tree that they deem is an impediment to their parcel or home at their expense outside of the HOA tree trimming schedule. This Owner initiated trimming is preferred to be done by the HOA's Tree Maintenance company in agreement of their certified Arborist or with another tree maintenance company with their certified Arborist in conformance with the same ANS 1-A-300 standards used by the HOA.”