

The Fairways at Laguna Oaks

APPLICATION TO INSTALL A PATIO/ MODIFY CURRENT PATIO

NAME: _____ ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR: _____ PHONE: _____

DATE OF SUBMISSION: _____

The Association will only approve patios where the total size does not exceed 300 square feet. Additionally, an irrigation inspection is required to be performed by the Association's landscaper to determine what effect installation will have on the existing irrigation heads and pipes. It may be necessary for some of the irrigation components to be relocated so that coverage is not affected. All of these irrigation costs are solely the responsibility of the homeowner installing the patio.

DIRECTIONS:

1. Briefly describe all work to be performed:
2. Attach a drawing of work to be performed with location and dimensions.
3. Attach list of material specifications, color, plant species and quantity if applicable, and any other pertinent details.
4. Attach copy of contractor's certificate of insurance naming both DiLucia Management Corporation and The Fairways at Laguna Oaks COA as additional insured.
5. Provide a daytime phone number where BrightView Landscape Services can reach you to schedule an inspection if you'd like to be present.
6. List the name and phone number of the contractor you are using.

APPROVAL PROCESS - Landscape Modifications

- Homeowner must submit a completed application to Management with required documents and information. Applications can be emailed to n.meyer@dilucia.com or mailed to 1000 Bally Bunion Drive, Egg Harbor City NJ 08215. An incomplete application will be returned to homeowner to complete. Please follow all instructions to avoid unnecessary delays in processing your application.
- All complete applications are sent to the Board for their review.

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- If the application is approved by the Board, Management will send the homeowner a preliminary approval letter to be used to obtain a building permit required by Middle Township. This is not the final approval to begin installation!
- The homeowner must email or mail a copy of Middle Township's permit to Management. Management will then immediately respond with a written final approval to begin the project.
- If the application is rejected by the Board, the homeowner will receive written notification of their decision including the reason(s) for the rejection. The homeowner may resubmit a revised application if desired.
- If irrigation adjustments are necessary, the homeowner agrees to hire the Association's contracted landscaper for this work prior to the start of the project. Homeowner is responsible for all costs and liability associated with the project.
- Homeowner will inform Management when work has been completed.
- A Board Member or Management will do a final site visit to ensure compliance with the detail stated on the application.
- The homeowner is responsible for any damage done by themselves or their contractors to the common elements, which includes the Association's irrigation system.

Homeowner Signature: _____

Note: Homeowner, not contractor, must sign and submit this application.

Office Use Only:

APPROVED: _____ REJECTED: _____ DATE: _____