

The Fairways at Laguna Oaks

EMA #3 EXTERIOR MODIFICATION APPLICATION:

INSTALL A PATIO/ MODIFY A PATIO/DRIVEWAY EXTENSIONS: With or without ASSOCIATED PLANTING BEDS and LANDSCAPING with this project

NAME: _____ ADDRESS: _____

EMAIL: _____ PHONE: _____

CONTRACTOR: _____ PHONE: _____

DATE OF SUBMISSION: _____

- The Association Board will only approve patios where the total square footage does **not exceed 300 square feet**. The patio is to be contiguous with the rear of the home and wider (parallel to the home) than long. The patio is built on the ground and lower than the threshold of the access door. The patio may be constructed of pavers, tiles, brick or poured concrete.
- The Association Board will only approve driveway extensions of a **maximum of 18" in width per side**. Driveway extensions are to be pavers or bricks only and consistent with the color of the home.
- All planting beds associated with the patio must be flush with the surface of the patio or the ground. **For all homes**, the planting bed behind the patio cannot exceed **4' in depth**. **For interior units, the maximum total square footage allowed, including the patio and plantings is 420 square feet.** **For end units, the maximum total square footage allowed, including the patio and plantings is 480 square feet, exclusive of side bed plantings which is requested through EMA #4.**
- 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 watering coverage is not affected.
- All irrigation costs are solely the responsibility of the homeowner installing the patio, modifying an existing patio, installing driveway extensions, and installing planting beds with this project.

DIRECTIONS:

1. Describe the scope of work to be performed: Dimensions and square footage, list of material specifications, pavers, poured concrete, color. Size of planting beds; plant species and quantity if applicable, and any other pertinent details. **Plantings associated with patios do not exceed 5 feet in height when mature:**

The Fairways at Laguna Oaks

2. Attach a scaled drawing of all work to be performed with location, orientation, dimensions, elevations and proximity of the adjacent home(s). **Use of graph paper is preferred.**
3. Attach pictures of pavers, description of color(s).
4. Provide the name and contact information of the contractor for the project.
5. Attach a copy of the contractor's certificate of insurance naming both DiLucia Management Corporation and The Fairways at Laguna Oaks COA as additional insured.
6. Provide a daytime phone number where the Association's Landscape Services can reach you to schedule an inspection if you'd like to be present.
7. Provide a list of plantings if part of the project.

APPROVAL PROCESS - Landscape Modifications

- The Homeowner must submit a completed application to the Management Company with all 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 the homeowner to complete. Please follow all instructions to avoid unnecessary delays in processing your application.
- Complete applications are sent to the Board for their review.
- If the application is approved by the Board, Management will send the homeowner an approval letter.
- If the application is rejected by the Board, the homeowner will receive written notification of their decision including the reason(s) for the rejection. A member of the Board can be consulted to determine what can be adjusted to comply and the homeowner may resubmit a revised application.
- If irrigation adjustments are necessary, the homeowner agrees to consult with the Association's contracted landscaper for this work prior to the start of the project. The Homeowner is responsible for all costs and liability associated with the project.
- The Homeowner will inform Management when work has been completed.
- A Board Member will make a final site visit to ensure compliance with the details 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: _____

Revised 01/04/2025 psb