

**REQUEST FOR LANDSCAPE CHANGES APPROVAL  
COA OF PINE BAY FOREST**

Please submit completed form to PBF Board Secretary  
secretary@pinebayforest.com

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCATION AND DESCRIPTION OF LANDSCAPE PLAN:

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SPECIFICATIONS:

Attach:

- ☐ **COPY OF PLANS/DETAILED SKETCH**
- ☐ **COMPLETED CHECKLIST**
- ☐ **PHOTO OF PROPOSED LANDSCAPE AREA (or an email/text version)**

LANDSCAPE CONSIDERATIONS:

- ☐ **Irrigation adjustments**
- ☐ **Exposed wiring underground safety precautions**
- ☐ **Sun/shade exposure**
- ☐ **Root bound conditions**
- ☐ **Size of area**
- ☐ **Size and nature of plants @ maturity**
- ☐ **Type of plants selected for the area (native, low/no maintenance, drought resistant, size comparable, etc.)**
- ☐ **Surrounding plants affected**

The cost of materials is at the owner's expense and can be installed by the owner **upon approval**. The landscape volunteers can install plants upon a scheduled request and within reasonable limits of the volunteer committee's scope of responsibility.

Owners are responsible for the work/action of persons under their employ, direction, or authority. Owners must supervise the work to ensure that damage to condominium property does not occur or is corrected. All waste from the work must be removed by the contractor/owner and is not permitted in the Association dumpsters. There is to be no work after 5:00 PM.

Should any parts of the PBF irrigation system have to be moved, adjusted, or repaired due to a landscape installation, owners are responsible for paying parts and labor charges from either of Pine Bay Forest irrigation or grounds maintenance vendors. These changes include all additional parts and labor related to the installation of softscape (plants) and accompanying irrigation required.

The area improved with landscape items is and shall remain common elements. Maintenance of plants will be addressed by the hired landscape maintenance company through the direction of the grounds director.

In the event the association finds cause, the landscape items must be removed by the unit owner, and the area restored to its prior condition, at unit owner expense, within 30 days of a written request from the association.

In the event the unit owner fails to remove the landscape items, the association may remove the landscape items and discard or use the landscape materials in the discretion of the board with no obligation to reimburse or compensate the unit owner in any manner.

**OWNER ATTESTATION OF ABOVE: (All owner(s) of record must sign)**

Signed \_\_\_\_\_ Unit #: \_\_\_\_\_

Signed \_\_\_\_\_ Unit #: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY PBF GROUNDS DIRECTOR OR A MEMBER OF THE BOARD OF DIRECTORS AND THE LANDSCAPE COMMITTEE.**

Landscape Committee Pre-Install Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Landscape Committee Completions Approval: \_\_\_\_\_ Date: \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ DATE DENIED \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Comments or Conditions: \_\_\_\_\_

**REQUEST FOR LANDSCAPE APPROVAL CHECKLIST  
PINE BAY FOREST  
FOREST COA**

Please submit with application to PBF Grounds Director  
Please Complete checklist before landscape initiation

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- Sketch showing proposed landscape improvements by owner
- Dimensions of proposed landscaping shown to scale
- Location of proposed landscape relative to lanai/front of unit
- Location of existing irrigation outlets that need to be capped, removed, or relocated
- Check if installation may require special care to avoid disturbing irrigation valve wiring
- Location of any existing plants that will be removed

**REQUEST FOR LANDSCAPE APPROVAL:**

- Request for landscape approval form completed
- Request for landscape approval form signed by owners