



Oceanside Community Association
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LANDSCAPE SERVICE REQUEST

Homeowner _____ Unit _____ House # _____

Email _____ Phone _(_____) _____

Please provide a complete description of the work to be completed.

Attach if necessary Diagram - Yes / No Photos - Yes / No Proposal - Yes / No

Routine work includes trimming, weeding, sprinklers and removing plants.

Requested Work <input type="checkbox"/> Routine <input type="checkbox"/> Modification <input type="checkbox"/> Hardscape <input type="checkbox"/> Irrigation <input type="checkbox"/> Herbicide	Location _____ _____ Planting On adopted plant palette? Yes / No _____ _____ Homeowner pay? Yes / No
Description of work _____ _____ _____ _____ _____	
Opt-out _____ Spraying weeds _____ Trimming	

Signature _____ Date ____/____/____

Landscaping Modification Information

NOTICE: A homeowner MUST have written approval from the Landscaping Committee, Executive Sub-Committee and the OCA Office before starting any modification to the outside of their home.

Inform yourself. Please read the Association's Landscaping Guidelines available on the OCA website, at the OCA office and in the *Member and Resident Handbook*. The guidelines provide many answers to questions that arise.

Landscape Committee members want to help. Members of the LC volunteer to help residents in preparing Landscaping Service Requests. Their contact information is on the website. Members can discuss concepts, options, best practices and have knowledge of City of Oceanside requirements. Contact a member when considering a request for modification. A member will advise you of what attachments to include, will assist during the work, inspect the final project and advise the OCA office when completed.

Note: OCA office staff will provide forms and contact info, but they are not able to advise homeowners.

Allow Sufficient Time. Requests must be received at the OCA office a minimum of two weeks prior to the Landscape Committee meeting. Having a fully completed request with all the necessary documents speeds up the process. The process includes inspection by OCA staff and a LC member, packaging the project for the meeting and approval by the LC and the BOD Executive Sub-Committee. If work begins prior to approval, the homeowner may be subjected to a cease-and-desist demand.

Appeal. If the Landscape Committee denies a request, the homeowner can appeal to the Board of Directors for review.