



OCA Use
Project # _____

Oceanside Community Association
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LANDSCAPING REQUEST

___ **ROUTINE WORK:** Includes trimming, weeding, sprinklers and removing plants.

___ **OPT OUT:** Spraying weeds - Yes / No Trimming - Yes / No

___ **MODIFICATION:** Due 10 business days prior to the committee meeting (2nd Friday).

Name _____ Unit _____ House # _____

Requests for modifications must be made by the homeowner. ___ Homeowner ___ Tenant

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

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|---|--|
| <p>Requested Work</p> <p>___ Plant removal</p> <p>___ New plants</p> <p>___ Hardscape</p> <p>___ Irrigation</p> <p>___ Herbicide</p> | <p>Location _____</p> <p>_____</p> <p>Planting Must be on adopted plant palette (see website). Yes / No</p> <p>_____</p> <p>_____</p> <p>Financial responsibility ___ HOA ___ Homeowner</p> <p>Description of work _____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

Homeowner Signature _____ Date ____/____/____

| | | |
|-------------------------|-----------------------------------|--|
| OCA/LC Use | LC meeting ____/____/____ | Y / N / Conditional: _____ |
| Homeowner Pay: \$ _____ | Payment Rcvd ____/____/____ | Complete ____/____/____ |
| Verification: | License Current ____/____/____ | Contractor Insurance Rcvd ____/____/____ |
| | H/O Insurance Rcvd ____/____/____ | RLA Rcvd ____/____/____ |
| | Deposit Rcvd ____/____/____ | Complete ____/____/____ Approved by _____ |

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 common area. If work begins prior to written approval, the homeowner may be subjected to a cease-and-desist demand and a \$500 fine for a first offence.

Inform yourself. Read the Association's Landscaping Guidelines available on the OCA website, at the OCA office and in the *Member and Resident Handbook*.

Allow Sufficient Time. Requests must be received at the OCA office a minimum of ten business days prior to the Landscape Committee meeting. Complete the request with all the necessary documents. The process includes inspection by OCA staff and a LC member, packaging the project for the meeting and approval by the Landscape Committee and the BOD Executive Sub-Committee.

Landscape Committee members can help. Contact a member of the committee when preparing a Landscaping Request. The contact information is on the webpage. Members can discuss concepts, options, best practices and have knowledge of City of Oceanside requirements. 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 staff will provide forms but cannot advise homeowners.

Irrigation: It is the committee's responsibility to ensure there is adequate irrigation. The OCA landscape contractor will determine if the irrigation is operating correctly, recommend any necessary changes and price out additional irrigation requirements.

Homeowner Pay: Homeowners may pay for modifications. Get LC approval before purchasing any plants or materials. If the OCA is going to complete the project, the landscape contractor will provide a proposal prior to the committee meeting. If the project is approved, the homeowner must write a check to the OCA before the work begins.

Licensed Contractor: A homeowner may hire a California C-27 Landscaping to perform work at homeowner expense. The homeowner will:

- receive approval by the Landscape Committee prior to any work.
- obtain a signed Neighbor Awareness form.
- provide proof of liability insurance from homeowner (minimum \$100,000).
- provide proof of liability insurance from the contractor (minimum \$100,000).
- confirm status of contractor's C-27 license.
- prepay a \$500 deposit refundable when the Landscape Committee approves project.
- assume liability if not work does not match Landscape Committee's specifications.
- agree to a notarized OCA Revocable License and Maintenance Agreement.
- agree to notify the OCA office when the work is completed.
- allow management and/or Landscape Committee member to approve the work.

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