

WOODLAKE VILLAS
LANDSCAPE/MAINENANCE REQUEST FORM
(Work to be performed by on-site staff)

Dear Woodlake Owner/Resident:

In order to expedite your request, the following guidelines and requirements were developed and must be followed for **any** landscape/maintenance requests to be performed by the on-site staff.

1- If new landscaping material/plants is requested, owner will provide the Regime with a scale drawing showing the dimensions and proposed landscape improvements in relation to neighboring units, sidewalks, lagoons, etc., in order to determine the impact of the landscape on the surrounding units and buildings. The on-site staff will check the irrigation system in your area to insure there is enough coverage for any additions or improvements to the landscaping. List any additional plants or material to be added or removed -

2- List any maintenance work needed or to be performed. Please be as specific as possible with the description and location as it relates to buildings and unit. If the maintenance is in a common area, please provide a description and drawing to aid in identifying the area.

All requests must be submitted to the on-site office and will be reviewed. You will be notified within 30 days if your request has or has not been approved.

Contact information:

Name of Owner _____

Name of person to contact _____

Unit # _____ Valid contact phone # _____

Signature _____ Date _____