

## NEW POLICY FOR "ALL" PRIVATE BEDS

Due to the large number of non-registered plantings in common ground landscape beds and the maintenance problems and complaints these plantings are causing, we are forced to adopt new rules for private beds. These rules will take effect January 1st, 2003.

### NEW POLICY:

1. Fill out a request form at the management office for your private bed (or bring us a copy of a previous approval which we will re-submit to your board for new approval).
2. Return the completed request form to the Management office. It will be submitted to your board for approval.
3. Once approved your form will be filed with the Landscape Department.
4. **The landscape supervisor will return a copy of your approved form for your records. If the landscape supervisor has not signed off on your private bed request and returned a copy to you, then the landscaping department will take no responsibility for any action taken by it to maintain the bed.**

**Note that blue stakes are not going to be a part of this policy.** If you have one in place please remove it once Frank signs off on your new request form.

### **And here are some "Pet Peeves" that all residents need to be aware of:**

**Dog Owners...** please keep your pets from urinating on shrubs, perennials, annuals, etc., especially during drought conditions.

Please walk your dogs on "low visibility" areas of Village Shires, if possible.

Some examples of these are:

Basins

Wooded Areas

Backside of open common ground

Please keep your pet from urinating in the same area day after day

(regardless whether it is a male or female dog. This is not good for the turf or the soil!!!!)

**And Please Pick up after your pets!!!**

## New Policy for "All" Private Beds (continued)

### What is a Private Bed?

A private bed is a landscape planting bed owned by the association but, with Board approval and Landscaping sign-offs, the resident is given permission to use the defined area to plant and maintain their own landscaping.

### Rules for Private Beds:

- ◆ Must be approved by at least one board member of your association and the landscape supervisor. You will know that you have approval when Landscaping returns to you a copy of your original application that "they" have signed.
- ◆ Once approved the resident is responsible for the maintenance of this bed in its entirety. Village Shires is responsible for Spring cleanup and mulch.
- ◆ Village Shires landscape department will not maintain private beds so be sure you have the means to take care of what you plant and any existing shrubs in your private bed.
- ◆ Private Beds will be mulched in the Spring time (unless you live in Beacon Hill for the 2003 season) and we will not assume any responsibility for damage to any annuals planted prior to this work being completed. Do not call the Management office about scheduling of this work. It is performed by an outside contractor and several factors contribute to the timing of it.
- ◆ If you should fail to maintain your private bed(s) you will be given notice by the landscaping supervisor revoking your permission to have the private bed. The maintenance of it will thereafter be completed by the Village Shires landscape department. Once this happens your beds are taken off the private bed list.

NOTE: Any plant materials, including flowers (annuals & perennials), that are planted on common ground by a resident without an approved private bed form (all previous approvals must be resubmitted) are in violation and their plant material is subject to removal.

**PLEASE READ THIS CHANGE IN POLICY CAREFULLY AND RESUBMIT YOUR FORMS. THE DEADLINE FOR ALL SUBMITTALS (AND RESUBMITTALS) IS JANUARY 1st 2003.**

**VILLAGE SHIRES COMMUNITY ASSOCIATION  
PRIVATE LANDSCAPE BED REQUEST FORM**

**NAME:** \_\_\_\_\_ (OWNER OR RENTER)

**STREET ADDRESS:** \_\_\_\_\_

**DEVELOPMENT (circle one):**

COUNTRY PLACE I

COUNTRY PLACE II

BEACON HILL

SIGNAL HILL

HERITAGE PLACE

HAMLET

CANTERBURY CROFT

TAMERLANE

BRIDLERIDGE

OLD JORDAN WOODS

**GIVE LOCATION OF LANDSCAPE BED YOU ARE REQUESTING TO PLANT  
AND MAINTAIN:**

\_\_\_\_\_  
\_\_\_\_\_

**LIST TYPE OF PLANT MATERIAL YOU INTEND ON PLANTING:**

\_\_\_\_\_  
\_\_\_\_\_

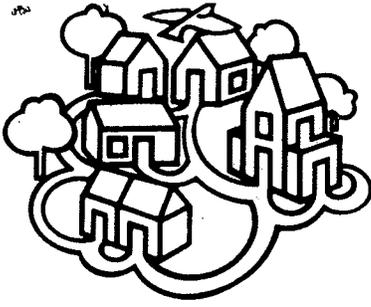
**IF APPROVED:**

- You will receive a signed copy of this application.
- You must retain a signed copy of this application as proof of a private bed resident.
- You are responsible for the maintenance of your private landscape bed.
- You are not permitted to remove any existing plant material without prior approval.

**APPROVALS:**

**BOARD MEMBER SIGNATURE:** \_\_\_\_\_

**LANDSCAPE SUPERVISOR SIGNATURE:** \_\_\_\_\_



# VILLAGE SHIRES

## COMMUNITY ASSOCIATION

PERMISSION REQUEST FORM  
TO THE ARCHITECTURAL CONTROL COMMITTEE

I hereby request permission for the following:

\_\_\_\_\_  
DATE

(Please give specific dimensions, materials and sketch where possible)

\_\_\_\_\_  
Homeowner's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

### THIS PORTION IS FOR ASSOCIATION USE

Permission is hereby given for request described above.

Permission is hereby denied for request described above.

\_\_\_\_\_  
Date

If subject to restrictions, these are noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson Architectural Control Committee

\_\_\_\_\_  
Manager

**VILLAGE SHIRES ACC NEIGHBOR**  
**NOTIFICATION FORM**

I AM AWARE THAT MY NEIGHBOR AT \_\_\_\_\_ IS  
REQUESTING APPROVAL FROM THE VILLAGE SHIRES COMMUNITY TO:

\_\_\_\_\_  
I HAVE SEEN THE PLOT PLANS WITH THE LOCATION.

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

\_\_\_\_\_, AND IF I HAVE ANY OBJECTIONS, I HAVE  
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL  
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH  
AT 7:00 PM.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
-----

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

\_\_\_\_\_, AND IF I HAVE ANY OBJECTIONS, I HAVE  
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL  
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH  
AT 7:00 PM.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
-----

I WAS FORMALLY NOTIFIED OF MY NEIGHBOR'S INTENTIONS TO:

\_\_\_\_\_, AND IF I HAVE ANY OBJECTIONS, I HAVE  
THE OPPORTUNITY TO ATTEND THE NEXT ARCHITECTURAL CONTROL  
MEETING AT CLUBHOUSE I, ON THE SECOND MONDAY OF EVERY MONTH  
AT 7:00 PM.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
-----