



Vanderhaven Farm Village 1



PLANTING SPECIFICATIONS AND GUIDELINES

Dear Homeowner:

Thank you for submitting your inquiry on the procedure for shrub planting in the community.

Should you desire to have the shrub(s)/tree(s) replaced/added, you may do so, at your own cost by submitting a formal proposal for these replacements/additions to the Association. **In doing so, you fully understand that the plants you are installing are, in essence a donation to the Association and that the Association will maintain and remove or replace as they see fit after the planting is completed. You may choose to take over full responsibility for your front shrub bed by notifying the Association in writing and you will be required to place a small landscaping flag in the front bed(s), visible to the landscapers, designating your bed as one not to be maintained by the landscaping company for the Association. Any plantings you wish to plant are given approval to plant other than in the area(s) maintained by the Association must be maintained by the unit owner and cannot be turned over to the Association to maintain (i.e. shrub plantings, along the foundation or in the immediate rear of the patio/deck area(s) in the back of the unit). These shrubs, should they be approved to be planted must always be maintained by the unit owner and are considered "Limited Common Element". The Association maintains the right to tell the homeowner what to plant, and when to maintain and/or remove/replace.**

The following guidelines must be followed, in order to obtain the necessary approval to proceed with replanting the proposed area(s):

1. You must contact US Lawns at (866) 875-6678. Please speak with the president of the company, Ray. You will be required to contract with US Laws in order to get recommendations for replacement plantings in the requested area. Any and all costs involved will be the sole responsibility of the homeowner requesting the information.
2. You must fill out the Modification Request Form. This form must be filled out and returned to the office of the Management at Vanderhaven Farm Village I. Please attach to this form, a detailed drawing of the proposed planting area, identifying what plants will be removed and what plants will replace them (however applicable to your request). The homeowner must state on the Modification Form who will be performing the job (i.e. homeowner, US Lawns or another landscaping company). **Requests without this detailed drawing and information will be returned.
3. US Lawns will also have to provide written certification that the new plants will not interfere with the irrigation system in any way (even though the system is not operational at this point). Any and all cost involved in obtaining this certification will be the sole responsibility of the homeowner requesting the information. If the installation of the new plants does interfere with the irrigation system, the homeowner will be required to have the lines and/or heads moved by US Lawns, at the expense of the homeowner.
4. The cost of all old shrub removals and new materials and installation is the responsibility of the homeowner.
5. The homeowner will sign a waiver of responsibility (see below) and attach it to the Modification Request Form

6. Mail or drop off the required paperwork to Vanderhaven Farm Village I, 380 Doolittle Drive, Bridgewater, NJ 08807.
7. The submitted request will be provided to the board of trustees for review. Please allow at least 30 days for processing.
8. Management will notify the homeowner, in writing of the decision of the board of trustees. Only then, if approval is given, may the homeowner proceed with the requested work.
9. Upon completion of the work, the homeowner must notify Management. An inspection of this area will be performed to be sure the approved work was performed. Note: If this work was performed by US Lawns, no inspection will be necessary.

Thank you and should you have any questions concerning the required process, please do not hesitate to contact the Management Office at (908) 707.0760.

Sincerely,

Lynn Kelly
Property Manager

Cc: Board File

Enclosures (see waiver form below)

WAIVER

I _____, residing at _____
in Vanderhaven Farm Village I, understand that I must abide by the guidelines provided to me with regard to
planting in the common area as requested.

I fully understand and agree to the specifications and guidelines provided.

All costs involved with the installation of these plants are my responsibility and all costs involved after the
installation(s) is/are complete with the responsibility of the appropriate party as outlines in the specifications
and guidelines letter provided with this waiver.

Respectfully submitted by:

Unit Owner

Date

Unit Owner

Date

INTERNAL USE ONLY
DATE SUBMITTED _____