

APPENDIX C

THORNTON WOOD CONDOMINIUM APPLICATION TO INSTALL PLANTINGS OR OTHERWISE ALTER THE COMMON ELEMENTS

As stated in Section 15 of the Rules and Regulations:

15.1. GENERAL RULES

15.1.1. Except as otherwise provided in these Rules and Regulations, no Unit Owner may plant in or otherwise alter the Common Elements, including those Common Elements adjacent to his/her Unit, without the prior approval of the Board of Directors. Each request by a Unit Owner to alter the Common Elements shall be submitted in duplicate to the Manager, with such plans, drawings, specifications and materials to be used, the name of the proposed contractor and other detail as the Manager and/or Board of Directors may deem appropriate for its review of the work to be done. The Manager will deliver a copy of each such request and make its recommendation to the Board of Directors for its consideration and action. All properly submitted requests will be acted upon at the next scheduled meeting of the Board of Directors. Unless otherwise approved by the Board of Directors, any project approved but not begun within six months from the date of approval will automatically expire and must be resubmitted.

15.1.2. All plantings and alterations to the Common Elements made by a Unit Owner as approved by the Board of Directors shall be maintained (excluding watering) by Thornton Wood Condominium and may be removed and replaced by Thornton Wood Condominium at the discretion of the Board of Directors.

15.1.3. From time to time the Manager may determine that plantings or alterations should be made or removed with or without replacement, and such work shall be done at the expense of Thornton Wood Condominium. All such determinations of the Manager shall be submitted as recommendations to the Board of Directors for its consideration and action. No action shall be taken except as may be approved by the Board of Directors.

15.1.4. The Manager shall not submit any recommendation to the Board of Directors unless and until the Manager has consulted and reviewed the Committee's recommendation with the affected Unit Owner(s).

15.1.5. All requests by a Unit Owner for removal of plants or new plantings or other alterations to the Common Elements shall be made pursuant to the following procedures and be subject to the following conditions:

15.1.5.1. All requests by a Unit Owner to install plantings or to make other alterations to the Common Elements at the Unit Owner's expense shall be made by completing the "Application to Install Plantings or Otherwise Alter the Common Elements" (see Appendix C) and submitting two copies of the Application to the Manager, together

with (i) Plans and Drawings, (ii) Specifications and Materials to be used, and (iii) Names of proposed Landscapers or other Contractors.

15.1.5.2. The Unit Owner shall also submit to the Manager such additional details as the Manager and/or Board of Directors may deem appropriate for its review of the request.

15.1.5.3. The criteria for a favorable recommendation to the Board of Directors shall be predicated on the Unit Owner selecting tried-and-true specimens, so that the Thornton Wood Condominium's landscape contractors may uniformly and efficiently maintain such material in a cost-effective manner.

15.1.5.4. Upon completion of its review, the Manager shall submit its recommendation to the Board of Directors for consideration and action. No action shall be taken except as may be approved by the Board of Directors. Prior to the submission of the Manager's recommendation to the Board of Directors, the Manager shall consult and review the recommendation with the Unit Owner(s).

APPLICATION TO INSTALL PLANTINGS OR OTHERWISE ALTER THE COMMON ELEMENTS

I/We _____,

Owner(s) of the Condominium Unit located at _____

hereby request to install plantings or make alterations to the Common Elements as set out in the attachments; and if approved, agree to maintain and replace the same at the owners cost until either a new application or new owners request (again at their cost) otherwise.

A duplicate original of this agreement shall be kept in the condominium files for inclusion in the materials and/or packet required by law to be furnished a new owner of this unit. Any cost incurred by the TWCA to be assessed and charged to the unit for deduction at settlement.

Attached are the following:

1. Plans and Drawings
2. Specifications and Materials to be used
3. Name of proposed Contractor(s) and/or Landscaper(s)

Owner signature/Date

Owner signature/Date

- ☐ Approved
- ☐ Disapproved

Date _____

Any project approved but not begun within six months from the date of approval will automatically expire and must be resubmitted.

President of Thornton Wood Condominium

Complete form in triplicate. Sign and date all three copies. Send original and one copy to the Manager. Retain the third copy for your records.