

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION

64 Old Barn Road, Lake Barrington, Illinois 60010
Phone: 847-382-1660 Fax: 847-382-2731

LANDSCAPE VARIANCE APPLICATION (LVA) AT A GLANCE

WHAT..... is a LVA?

A LVA is paperwork completed by you, the homeowner, requesting a landscape change you would like to make around your unit.

WHEN do I need to complete a LVA? If you would like to make any changes to either the:

- 1) Hardscape (patio/stonework/walkway/drainage)
or
- 2) Softscape (plantings) around your unit.
or
- 3) Tree pruning or living tree removal based on view or nuisance

You are encouraged to attend your Condominium Association Board meeting to answer questions about your Variance Application. Work begun or completed without the recommendation of the Landscape Manager and approval by the Condominium Board may be subject to fines, stoppages, dismantling of work completed, and/or return to original condition at the Homeowner's expense.

WHY..... is a LVA necessary?

To ensure:

- 1) Existing "footprint" maintained
- 2) Drainage provided as needed
- 3) Village permits obtained, if required
- 4) Right plant/right location
- 5) Materials consistent with LBS environment
- 6) Safety concerns met
- 7) Neighbors apprised/agree with proposed changes (when necessary)
- 8) Condo Board, Landscape Manager, Property Manager aware of changes

WHAT..... is the process from beginning to end?

- Homeowner discusses ideas with Landscape Manager and/or Landscape Commission Rep for Condo
- Homeowner completes LVA forms
- Homeowner submits completed LVA to the Office / Landscape Manager for review (at least two (2) weeks before the scheduled Condo Board meeting)
- Landscape Manager / Landscape Commission Rep: 1) review the LVA, 2) look at the site, 3) talk with homeowner regarding changes, 4) meet with LBS Arborist if LVA is related to tree pruning or removal
- If changes do meet requirements, Landscape Manager / Landscape Commission Rep make recommendation to Condo Board for review. If changes do not meet requirements, meet with homeowner to bring plan into compliance.
- Condo Board votes on recommendation and returns signed form to the Landscape Manager
- Landscape Manager informs homeowner of Condo Board decision, if conclusion coincides with Landscape Manager. The signed LVA is placed in homeowner file for future reference along with the letter from Landscape Manager, if necessary
- If Condo Board and Landscape Manager disagree on LVA, the application will be presented to the Master Board for a final decision. Landscape Manager will notify the Condo, and Homeowner of the hearing date.
- Upon the decision by the Master Board a letter will be sent to confirm the decision to the involved parties. The signed LVA is placed in homeowner file for future reference along with the letter from Landscape Manager, if necessary

WHAT.....do I have to submit?

- Completed LVA Homeowner Information Form (attached) -general description of work proposed and why
- Completed LVA Neighbors' Signature Form (attached) – if neighbor(s) will view proposed changes
- Completed LVA Contractor Information Form (attached) including a detailed description of work proposed – drawings / diagrams / photographs / material description
- Completed LVA Financial Agreement Form (attached)

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION
LVA HOMEOWNER INFORMATION FORM

Policy #2 – Common Area Landscape: Unit Owner Alterations

 Softscape
(Plantings)

 Hardscape
(Stonework / patio / walkway)

Policy #9 - Tree Pruning Requests from Unit Owners

or *for* **View or** **Nuisance**

Policy #14 – Tree Removal Requests from Unit Owners

for **View or** **Nuisance**

Homeowner Name: X _____ Condo #: _____

Unit Address: X _____ Email Address: _____

Home Phone: _____ Work or Cell Phone: _____

Described Work Proposed: _____

Explain The Reason For The Proposal: _____

HOMEOWNER'S SIGNATURE: _____
(required)

DATE: X _____

For Office Use

Please review the instructions for each segment and fill in necessary information including but not limited to lines marked with "X" or "(required)"

Incomplete forms will be returned delaying variance consideration

LVA NEIGHBORS' SIGNATURE FORM *

Required of any neighbor who will view the changes

For X _____ project at X _____
(Homeowner name) (Unit address)

NOTE TO ALL HOMEOWNERS WHO SIGN THIS SHEET (requires owner's signature): This signature sheet allows you to comment on the landscape project that is being proposed by your neighbor. Your signature indicates that you have reviewed the proposed project.

1. Neighbor Name (please print): _____

Unit Address: _____

AGREE _____ DISAGREE _____

Comments: _____

Signature (required): _____ Date: _____



2. Neighbor Name (please print): _____

Unit Address: _____

AGREE _____ DISAGREE _____

Comments: _____

Signature (required): _____ Date: _____



3. Neighbor Name (please print): _____

Unit Address: _____

AGREE _____ DISAGREE _____

Comments: _____

Signature (required): _____ Date: _____



4. Neighbor Name (please print): _____

Unit Address: _____

AGREE _____ DISAGREE _____

Comments: _____

Signature (required): _____ Date: _____

**Manor and Coach Homes (buildings with A, B, C, D units) applicants are required to have signatures from all owners within the building along with any neighbor that will view the landscape enhancement. Please request additional signature forms if necessary.*

LVA ASSESSMENT FORM

POLICY# 2 COMMON AREA LANDSCAPE- UNIT OWNER ALTERATIONS

___ Softscape (Planting)

___ Hardscape (Stonework / patio / walkway)

Homeowner Name: X _____ Condo # _____

Unit Address: X _____ Date of Purchase X _____

Information below to be filled out by Landscape Manager and Condo Landscape Representative

___ Planting or ___ Removal of live plants (turf, groundcovers, shrubs or trees) ___ Enlarging Beds

___ Creating New Landscape Bed

Existing Landscape Assessment: _____

Changes in: ___ Topography ___ Drainage ___ Downspout / Sump or ___ Surface / Swale

Structural Assessment: _____

Building Impact: ___ Resident Privacy ___ Neighbor Privacy ___ Courtyard Renovation

___ Expansion into Common area Total Area Added (SqFt.) ___ Plant Bed ___ Hardscape

Additional Information: _____

Landscape Maintenance: ___ High Maintenance ___ Sustainable Maintenance ___ Future Issues

___ Nuisance: Fruit / Nut / Cone / Sap / Roots / Limbs ___ Insect / Disease

___ Courtyard / Patio Homeowner Perpetual Responsibility

Additional Information: _____

Assessment Summary: _____

Reviewed By: Landscape Manager: _____ Date: _____

Condo ___ Landscape Rep #1: _____ Recommend ___ Yes ___ No

LVA FINANCIAL AGREEMENT FORM

This form specifies who is responsible for payment of the work performed and for ongoing maintenance. Incomplete or missing information will necessitate the return of the form delaying the condo decision.

As a homeowner, I agree to accept the responsibilities as indicated below. (Please initial)

_____ I agree to pay for the cost of the entire project, including but not limited to, purchase, removal, disposal, installation, existing landscape restoration and contractors costs for all materials (softscape and / or hardscape, tree pruning, tree removal and planting including tree care)

Policy #2

_____ I agree to maintain this project independently for a minimum of 2 years.

_____ I agree to upon sale of the home to pay for landscape restoration if maintenance is too costly to include in the annual landscape budget.

_____ Should they not agree, or should I no longer want to continue the project maintenance, I agree to return the property to its original design at my expense.

Policy #14

_____ I agree to replace the required number of 3" trees based on the DBH of the tree to be removed and to maintain the trees at my cost for 2 years

Homeowner(s) Name(s) (please print): _____
(Required)

Homeowner(s) Signature(s): _____
(Required)

Address: X _____ Condo #: _____ Date: X _____

Regardless of plant stock, LBS assumes no responsibility for damage to plant material in the course of landscape maintenance.

Ongoing maintenance of "standard stock" plantings require agreement of the Landscape Manager:



Congratulations you are done with the application

Don't forget to **attach all documents that apply to your project**

incomplete forms will be returned delaying a decision:

- Completed LVA Homeowner Information Form (attached) -general description of work proposed and why
- Completed LVA Neighbors' Signature Form (attached) – if neighbor(s) will view proposed changes
- Completed LVA Contractor Information Form (attached) including a detailed description of work proposed:
 - Drawings / diagrams (to accommodate copying, **all drawings should be no larger than 11" x 17"**)
 - New Plantings – drawings should show type of plants (common name), quantity and location
 - Hardsurface – 2 drawings
 1. Elevation showing sub surface detail and vertical structures related to the hardsurface
 2. Plan drawing showing existing perimeter plantings, hardsurface dimensions, proposed dimensions, downspout and /or sump drain locations and added landscape planting
 - Photographs (no larger than 8"x10")
 - Material or product descriptions or brochures
- Tree removal or pruning; Completed pages 2,3, 5 and 8
 - Proposal for pruning or removal from LBS contracted Arborist
 - Proposal for replacement tress based on Tree Replacement Guidelines in Appendix; Landscape Manager to compile replacement list and cost for homeowner signature.
- Completed LVA Financial Agreement Form (attached)

RETURN COMPLETED APPLICATION TO MANAGEMENT OFFICE- ATTENTION: LANDSCAPE MANAGER

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION
LVA RECOMMENDATION AND APPROVAL FORM

Homeowner Name: X _____ Condo #: _____

Unit Address: X _____

LANDSCAPE RECOMMENDATION

___ Policy #2 Alterations, ___ Policy #9 Tree Pruning, ___ Policy #14 Tree Removal

On, _____, the Landscape Manager, Condo Landscape Representative, and Arborist reviewed the attached Landscape Variance Application and made the following recommendation(s):

___ RECOMMENDED ___ NOT RECOMMENDED ___ TABLED

___ AFTER-THE-FACT ___ ENCROACHES ON COMMON ELEMENTS **

Comments: _____

Signature of Landscape Manager: _____ Date: _____



CONDOMINIUM BOARD OF DIRECTORS APPROVAL

On, _____, Condominium # _____ Board met and reviewed the attached Landscape Variance Application and made the following decision:

___ APPROVED* ___ NOT APPROVED ___ TABLED

___ REQUIRES APPROVAL OF ALL CONDO HOMEOWNERS** ___ LEASE / LICENSE ON FILE**

Comments: _____

Signature of Board President: _____ Date: _____

President: Return the Variance Application Forms to the Landscape Manager for completion



MASTER BOARD REVIEW OF POLICY VARIANCE APPLICATION

On, _____, Master Board Condominium # _____, # _____, and # _____ met and reviewed the attached Landscape Policy Variance Application and made the following decision:

___ APPROVED* ___ NOT APPROVED ___ TABLED

___ REQUIRES APPROVAL OF ALL CONDO HOMEOWNERS** ___ LEASE / LICENSE ON FILE**

Comments: _____

Signature of Review Board President: _____ Date: _____

* The Board's final approval is contingent upon homeowner's acquisition and posting of a Building Permit if one is necessary.

** Illinois Condominium law requires approval by all homeowners of the affected condominium to permanently allow a change which increases the limited common elements of a unit. Otherwise, the Board (per their Board policy) may grant a revocable license or a revocable lease that allows the increase

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION
LVA CONTRACTOR INFORMATION FORM

Homeowner Name: _____ Condo # _____

Unit Address: _____



Contractor: Complete form below **or** **attach Business Card** ↓

Company Name: _____ Years in Business: _____

Contractor's Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Note to Homeowner and Contractor:

- Provide a specific description of the proposed work; plan drawings / photographs (no larger than 8^{1/2}"x11"), as appropriate. 1) Softscape – new plants, quantity, and location 2) Hardscape – elevation showing subsurface detail / vertical structures related to hardscape, current and proposed plantings, hardscape dimensions, downspout and/or sump drain location
- Review the rules pertaining to Common Elements (Lake Barrington Shores Handbook, Section D. Common Elements, # 4. Changes to Buildings or Grounds).
- Check if a Building Permit is required from the Village of Lake Barrington. (Call 847-381-6010)
- Call J.U.L.I.E. at 811 about utilities before you dig.
- All photographs, drawings, sketches, etc., submitted with this application will be permanently filed with homeowner's records.
- Contractor is responsible for all sub-contractors.

Contractor's Signature: _____ Date: _____

Homeowners are strongly encouraged to make certain that any hired contractor carries General Liability and Worker's Compensation Insurance and has a valid license to perform work in the Village of Lake Barrington.