

**LAKE BARRINGTON COMMUNITY
HOMEOWNERS ASSOCIATION**

64 Old Barn Road, Lake Barrington, Illinois 60010
Lakebarringtonshores.org

LANDSCAPE VARIANCE APPLICATION (LVA)

Homeowner Name _____ Condo _____

Unit Address _____

Home Phone _____ Email _____

POLICY 2 – Common Area Landscape / Ltd. Common Area (Courtyard)
_____ Softscape _____ Hardscape
(Plantings) (Stone, Patio, Walkway)

POLICY 9 – Tree Pruning Requests from Unit Owner

POLICY 14 – Tree Removal Request from Unit Owner

Briefly describe work proposed _____

*Submit **completed** application and attachments to the management Office. Management will forward your application to the proper review body. Your LANDSCAPE COMMISSION REP will also review your application. Please allow time for approval by your Condo Board as well.*

OWNERS SIGNATURE: _____

(Required)

DATE: _____

<u>For Office Use</u>

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: _____



**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.*

LAKE BARRINGTON COMMUNITY HOMEOWNERS ASSOCIATION
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)

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 for inclusion in the annual landscape budget.

Policy #14 – If Applicable

_____ I agree to replace the required number of 3” trees based on the policy outlined in the LBS Landscape Rules and Regulations at my cost, and to water the new trees at for 2 years.

REQUIRED: Homeowner (please print): _____

REQUIRED: Homeowner(s) Signature(s): _____

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

Regardless of maintenance responsibility, plant material installed on LBS property becomes the property of LBCHA.

ATTACH ALL DOCUMENTS. INCOMPLETE FORMS WILL BE RETURNED

- Completed LVA Homeowner Information Form (attached) -general description of work proposed
- Completed LVA Neighbors' Signature Form (attached) – if neighbor(s) will view proposed changes
- Completed LVA Contractor Information Form (attached) including scope description of work
 - Drawings / diagrams (**to accommodate copying, drawings should be no larger than 11” x 17”**)
 - New Plantings – drawings should show type of plants, quantity and location
 - Hard surface – 2 drawings
 1. Elevation showing sub surface detail and vertical structures related to the hard surface
 2. Plan drawing showing existing perimeter plantings, hard surface 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
 - Proposal for pruning or removal from LBS contracted Arborist
 - Proposal for replacement trees 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 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.

LVA RECOMMENDATION AND APPROVAL FORM

Homeowner Name: X _____ Condo #: _____

Unit Address: X _____

LANDSCAPE RECOMMENDATION TO BE COMPLETED BY LANDSCAPE MANAGER

_____ Policy #2 Alterations, _____ 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 Community Manager for completion



* 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

ASK BEFORE YOU ACT !

IMPORTANT PHONE NUMBERS

YOUR LANDSCAPE COMMISSION REPRESENTATIVE IS:

Please contact the Management Office for the current Condo Landscape Commission Representative

LBCHA LANDSCAPE MANAGER
847-382-1660



WHAT MAY YOU PLANT WITHOUT PRIOR PERMISSION?



~~TREES~~

~~SHRUBS~~

~~PERENNIALS~~

ANNUAL FLOWERS

WHAT TOOLS MAY YOU USE WITHOUT PRIOR PERMISSION?



~~CHAINSAW~~

~~TREE SAW~~

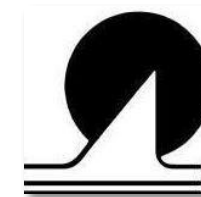
~~LOPPERS~~

HAND PRUNERS



WHAT YOU NEED TO KNOW ABOUT THE

LBS LANDSCAPE



Produced by the LBCHA Landscape Commission
May 2016

Welcome to our wonderful community! The beauty of the LBS landscape was likely an important factor in your home purchase. Our community boasts a 35-acre forest preserve, 83 natural areas, and over 10,000 trees, which along with many shrubs, flower beds and turf areas comprise the landscape of LBS. Here are several important considerations to enhance your enjoyment of the landscape surrounding your home and remain compliant with the community's standards:



- Trees are one of the most valuable assets of LBS, and all tree care is professionally managed by the LBS Landscape Manager with the assistance of contractors approved by the LBCHA Master Board. **Residents may not remove, prune or plant any trees on their own.** If you have any concerns about trees or tree limbs, please contact your Landscape Representative or submit a Work Order. The rules about tree pruning and removals are designed to ensure that LBS complies with local tree protection ordinances; therefore, they are technical and complex. Special rules to protect the 83 natural areas also are in place. Penalties for violating the rules about trees or natural areas can be significant. If you have concerns about trees, **ASK BEFORE YOU ACT.**

- Your new home is part of a condominium association, which means that the landscape belongs to the condominium association - not to you individually. The maintenance and enhancement of the landscape is managed by the Lake Barrington Community Homeowners Association, and your condominium assessments fund those activities.
- Each of the 13 condominium associations has one or two appointed representatives to the LBCHA Landscape Commission. Your rep's name and contact info is in this brochure. If you are thinking about making any change to the landscape, other than planting annual flowers (annuals are plants which live for only one growing season; they are typically sold in flats in garden centers in spring), you must review your plans with your Landscape Representative **before you act.**
- After consultation with your Landscape Representative, you may plant a few perennials in established landscape beds. If you'd like to make more significant changes to the landscape, your Landscape Representative will help you complete a Landscape Variance Application. You may proceed

with your plans only **after your application is approved.**



- The landscape within private courtyards (both hardscape and plant material) is your responsibility to maintain, and your beautification efforts are encouraged. However, since improvements or repairs to decks or patios can impact drainage, you will need to obtain an approved Landscape Variance Application **before work begins.** You should also contact the Village of Lake Barrington; they may require a building permit.
- Your four-legged family members are welcome at LBS, but remember that the LBCHA rules prohibit tying pets outside or allowing pets to roam off-leash. Residents are responsible for any landscape damage caused by their pets.
- LBS has landscape irrigation systems installed in common areas only around The Lodge at the Shores and recreational amenities. You can do your part to keep our landscape beautiful - and control landscape costs - **by watering the trees, shrubs, perennials and turf grass** around your home during dry periods, especially July and August.



These rules are intended for everyone's benefit to safeguard the landscape for all of us, and to maintain a consistent look and feel to the community, which in turn preserves home values. Please remember to **ASK BEFORE YOU ACT** whenever you are considering changes outside your home.