

APPLICATION FOR MELODY RANCH OPEN SPACE LANDSCAPING

NAME: _____
(Please Print)

DATE: _____

ADDRESS: _____
(Street, City, Zip Code)

LOT NO.: _____

PHONE: _____

PROPOSED COMPLETION DATE: _____

For complete information, please refer to the Covenants, Conditions, and Restrictions, (CC&R's), and the Melody Ranch Open Space Landscaping Policy.

Please submit this form with any attachments and photos, **at least 7 days prior** to the HOA Board Meeting (usually the third Tuesday of the month) at which you wish the Board to consider your application. NOTE: Your application must be approved **PRIOR** to any proposed change to the Open Space landscaping. A copy will be returned to you. Use additional sheets if necessary.

Any changes to work approved by the Board may NOT proceed without PRIOR Board approval.

All applications must include the following:

1. A detailed plan (cover letter, map, list of owners within 500 feet of any trees/vegetation to be relocated, removed or trimmed) of proposed landscaping work including a walk through with a Board member or HOA property management staff member.

Walkthrough Date and Initials:

_____ Initials: _____ Date: _____
(Please Print Name of Board Member / Property Management Staff)

2. Photos of all trees/shrubs to be transplanted, removed, or trimmed. If you intend to transplant/relocate trees, the map should show where those trees will be located.
3. Copies of the written notification of your plan given to neighbors located within 500 (Five Hundred) feet of any trees/vegetation to be relocated, removed or trimmed (the "Notified Owners"). This notice must be given no less than 21 days before the date on which the Board will consider your application.
4. Provide written feedback from all Notified Owners who have received at least 21 days of notification of your proposal. If 30% or more of the Notified Owners oppose your plan, the Board will deny your application.
5. Include a \$300 deposit plus any fees associated with the removal of any trees:
 - a. \$300 per mature tree (spruces, choke cherry, aspens that are 3" or larger caliper or 8' or higher)
 - b. \$100 per smaller variety tree or shrub

(Please include total amount of tree removal fees and deposit)

6. Estimated date to begin work: _____ Estimated date of completion: _____

It is understood that all work must be made in accord with the Covenants, Conditions, and Restrictions, Bylaws, and Melody Ranch Open Space Landscaping Policy.

Acknowledgement of all Notified Owners is required. To expedite the processing of your application, please have each Notified Owner sign in the appropriate place on the back of this form. (see back of page)

Return this form, cover letter, detailed plan with a map, written neighbor feedback to Grand Teton Property Management, *Demerie Northrop*, HOA Administrator, Grand Teton Property Management, (307) 733-0205, dnorthrop@wyom.net, 610 W Broadway #203, Jackson, WY 83001.

For HOA Use Only: Approved Not Approved Conditionally Approved

Comments:

By: _____ Date: _____

NEIGHBOR ACKNOWLEDGEMENT: I have reviewed the plans of proposed alterations to the Open Space landscaping shown on the attached plan and am aware of all the proposed alterations. I understand that if I disagree with the proposed alterations/improvements, I must do so, in writing, to the Board within 21 days of the date next to my signature below.

LOT #	NAME (PRINT)	SIGNATURE	PHONE #	DATE

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