



MOUNTAINPARK
Nature's Neighborhood

Common Property Work Request Policy

Preamble

Within Mountain Park are 175 acres of common properties. The Mountain Park Home Owners Association is the title owner of all the common properties in Mountain Park. While individual property owners are members of the HOA, they do not have any direct or indirect ownership rights in the common properties, either divided or undivided.

All maintenance and modification of common property is to be done solely at the discretion and under the supervision of the HOA. No work may be done in common properties by homeowners.

Homeowners wanting any landscape modifications or improvements to the common properties may submit a Common Property Work Request (CPWR) to the HOA. The homeowner may be responsible for all or part of the expenses associated with fulfilling the request.

Process

The homeowner requesting work shall contact the Landscape Department to discuss the proposal. If the work requested is more than routine maintenance, the Landscape Manager will direct the homeowner to submit a CPWR.

The Landscape Manager shall review the CPWR and at his discretion may seek additional information or advice, including cost estimates. He will determine if the request shall be approved as submitted, approved with modification,

or rejected.

The Landscape Manager will notify the resident in writing of the approval status for the CPWR within 30 days.

- If the request is approved as submitted and the landscape department will do the work at no cost to the homeowner, the homeowner will be so notified and the work will be scheduled.
- If the request is approved with modification and/or the homeowner will be charged for all or part of the work, the homeowner will be notified in writing of the scope of the work approved and the costs for which they will be responsible. The owner must agree to any modification to their request and make payment in full for any costs for which they are responsible before the work will be scheduled.
- If the CPWR is denied, the resident may appeal to the Board in writing within 30 days.