

# Longwood Villas of Sarasota Homeowners Association

c/o Gulf Coast Community Management, LLC, 9040 Town Center Parkway, Lakewood Ranch, FL 34202

Office: (941) 870-5600

Fax: (941) 467-3441

www.GulfCoastCM.com

## REQUEST FOR GROUNDS COMMITTEE APPROVAL

This request form is to be completed by the homeowner and submitted to the Grounds Committee for approval **BEFORE** any work commences. Please complete the form and mail to the address above or email to pm@tivolivillage.org.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_, Sarasota FL 34235 Phone: \_\_\_\_\_

\_\_\_\_ 1) Describe the proposed changes in the plantings (i.e. removal, replacement, additions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 2) Location of the proposed changes ( Submit description and/ or picture of the area), Plot plan etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 3) Submit a list of the proposed plants/shrubs to be used in the plan; please note there is an approved and unapproved plant list; list available at <http://tivolivillage.org>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Time to Complete: \_\_\_\_\_ Days or \_\_\_\_\_ Weeks

**Neighbor Notification Required:** I have informed the neighbors at the addresses below about the proposed change/addition/installation I am requesting:

\_\_\_\_\_  
\_\_\_\_\_

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*THIS SECTION TO BE COMPLETED BY THE MANAGEMENT COMPANY*

GC Recommendation:  Approve or  Reject Date: \_\_\_\_\_

Board Action:  Approved or  Rejected or  Not Required Date: \_\_\_\_\_

For the Association by: \_\_\_\_\_

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Date Received by GCCM: \_\_\_\_\_ Sent to ACC: \_\_\_\_\_ Sent to H/O: \_\_\_\_\_