

## *SUNFLOWER COMMUNITY ASSOCIATION*

### PROCEDURE FOR RESIDENTS TO DONATE TREES/PLANTS

- A listing of the trees and plants currently available for donation is available at the Front Desk. The list is part of a landscape plan pre-approved by ARC and the Board and includes pricing from the landscape contractor.
- Homeowners will complete the “Tree/Plant Donation” form available at the Front Desk. The Homeowners will choose the type of tree or plant from the donation list. The donation is provided in the form of a check for the full amount made out to Sunflower Community Association and submitted with the “Tree/Plant Donation” form.
- The form will be reviewed by the General Manager and ARC for conformance with pre-approved landscaping plan. The check will be given to the association’s bookkeeper where it will be held until notification from GM’s that planting has taken place.
- After review and approval by General Manager and ARC, the landscape maintenance company will receive the request to purchase and install the selected and approved tree or plant. Landscape contractor will bill the association after work is completed.
- Administrative Assistant coordinator will update the plan as needed to insure it is kept current.
- Homeowners will be notified by the General Manager once the tree/plant has been planted. Bookkeeper will be notified to deposit check.

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TREE/PLANT DONATION REQUEST FORM

Date \_\_\_\_\_

Request No. \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Amount Paid \_\_\_\_\_ Check No. \_\_\_\_\_

Tree/Plant Information:

Tree Type \_\_\_\_\_

Size \_\_\_\_\_

Location \_\_\_\_\_

Cost \_\_\_\_\_

GM Approved \_\_\_\_\_

Date \_\_\_\_\_

ARC Approved \_\_\_\_\_

Date \_\_\_\_\_