



c/o NAI Plotkin, 1350 Main St, Ste 1140, Springfield MA 01103 | shadowbrook@splotkin.com | 413.732.2158 | [www.shadowbrookestate.com](http://www.shadowbrookestate.com)

## Owner-Funded Replacement Plant Program

The ongoing care and maintenance of Shadowbrook's 34 acres of wooded areas and extensive lawns represents a significant part of our annual condominium trust budget. Due to budget constraints, replacement plantings have historically been a low priority in this category. Over the years some original plants have died, and while the Board has endeavored to replace them, budget limitations make plant replacement a slow process.

Many owners have expressed an interest in speeding that process by purchasing replacement plants for their units at their own expense. The Board and the Landscape Advisory Committee have established this process to make that possible in a way that does not add to the overall landscaping costs of our community.

- This process is only for replacing plants that have died. It is for replacement plants only and not for adding new plants.
- Replacement plants will be obtained and planted by our landscaping company, with dead plant removal to prepare the area, if needed.
- Owners will be responsible for regularly watering replacement plants until they become established; once a plant is established it becomes part of our landscape and is cared for in the same way as other plantings.
- All requests for dead or dying plant replacement are subject to review and recommendation by the Landscape Advisory Committee (LAC), with final approval from the Board of Trustees. In some circumstances it may be determined that it is not appropriate to add a replacement.

### HOW THE PROCESS WORKS:

1. Complete a **Replacement Plant Request Form** and submit it to our property management company.
2. The LAC will review the request and forward a recommendation to the Board for a final decision.
3. After a request is approved by the Board, the owner is notified and management will request a proposal from the landscape company to identify the cost to the owner for the replacement planting.
4. Management will send the owner a **Replacement Plant Final Agreement** form. To proceed with the planting, the owner will sign the form, acknowledging responsibility for follow-up care, and return it, along with payment, to NAI Plotkin.
5. Watering the replacement plants is the owner's responsibility until the plant is established as this is not part of the Shadowbrook landscaping contract. Owners who will not be available during the first several months after a planting must arrange for regular watering, which is essential for new plantings. If a plant fails despite that initial care, it is covered by a one year guarantee and will be replaced by the landscape contractor.

## Replacement Plant Request Form

### INSTRUCTIONS:

New plantings that are not replacing a planting previously in place are not eligible for this process.

All replacement plants offered through this process will be consistent with the overall Shadowbrook landscape plan. Owner-funded replacement plants will be obtained and planted by our landscaping company, with dead plant removal to prepare the area, if needed. Owners will be responsible for regular watering for the first several months until the plant is established as this is not part of our landscape contract.

To initiate a request for an owner-funded plant replacement, complete this **Replacement Plant Request** and forward to our management company at the address below. Requests will be reviewed by the Shadowbrook Landscape Advisory Committee (LAC), which will make a recommendation to the Board of Trustees. Once the Board has made a final decision you will be notified.

After a request is approved by the Board, management will obtain a proposal from the landscape contractor and inform you of the cost of the replacement planting. If you wish to proceed with the proposal, you will need to sign and return the **Replacement Plant Agreement** sent to you by the management company, along with payment.

Send to: The Villages of the Shadowbrook Estate  
c/o NAI Plotkin  
1350 Main St., Suite 1410  
Springfield, MA 01103

Email: [shadowbrook@splotkin.com](mailto:shadowbrook@splotkin.com)

Date \_\_\_\_\_

Owner Name \_\_\_\_\_ Unit No. \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Description of request (the plant/plants to be replaced and their location; if possible, include a photo):

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