



COMMON PROPERTY WORK REQUEST

Property owner completes Part I. Landscape Stewardship Department completes Part II. Architectural Committee completes Part III.

If a homeowner wishes to request that the Landscape Stewardship Department consider additional or potential landscape-related care on Mt. Park Common Property, please submit this request to the Landscape Stewardship Department for consideration.

The CPWR is a request and the Landscape Stewardship Department may accept or decline the request depending on a number of factors including cost, compliance with MPHOA policies, procedures; City of Lake Oswego or other codes, input from neighbors, and the discretion of the Landscape Stewardship Department. *For additional information please consult with the [Policies & Practices of the Common Property Committee](#).*

The Department will verify the common property/private property boundaries using a method that is consistent with the City of Lake Oswego's practices. Currently, this means using the [City of Lake Oswego Interactive GIS Map](https://www.ci.oswego.or.us/maps/interactive) (<https://www.ci.oswego.or.us/maps/interactive>).

If a homeowner has a request, concern, or emergency that involves a street, sidewalk, or right-of way, please call the City of Lake Oswego at 503-635-0280; this includes fallen trees, blocked storm grates, and snow or ice related emergencies.

HOW TO SUBMIT A CPWR FORM

1. Complete the form and push "Submit". This will e-mail the form to landscapestewardship@mtparkhoa.com
2. Or you can print and drop off the form at our Clubhouse front desk (2 Mt. Jefferson Terrace).

PART I – PROPERTY OWNER

Name: _____ Date: ____/____/____
FIRST LAST

Address: _____
STREET CITY STATE ZIP CODE

Primary Phone Number: _____ Secondary Phone Number: _____

E-Mail Address: _____

Describe work requested on common property – attach a plat map identifying tree locations, ground covers, etc. Please be specific and feel free to include pictures.

PART II – LANDSCAPE STEWARDSHIP DEPARTMENT

Landscape Stewardship Department Recommendations:

COST ESTIMATE

Based On: Private Contractor Mountain Park Crew

Labor	_____ Persons/Hours @ _____ Per Hour =
Equipment Rental	
Landscape Materials	
Permits & Fees	
Other	
<i>Total Estimated Cost</i>	

PART III – COMMON PROPERTY/ARCHITECTURAL COMMITTEE REVIEW

Approved

Denied

Cost of Work to Be Paid By (enter percentages if cost is to be split):

	Owner	
	Mountain Park HOA	

Comments: