



# 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

- A. Download the form. Complete the form. Save it. Then e-mail the form to [cpwr@mtparkhoa.com](mailto:cpwr@mtparkhoa.com) as an attachment.
- B. 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

<b>Labor</b>	_____ Persons/Hours @ _____ Per Hour =
<b>Equipment Rental</b>	
<b>Landscape Materials</b>	
<b>Permits &amp; Fees</b>	
<b>Other</b>	
<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):

<b>Owner</b>	
<b>Mountain Park HOA</b>	

Comments: