

IRRIGATION PROCEDURE

Lanais, Patios, Pavers, Driveways, Concrete Slabs and Drainage Projects

#	Step	√
1	Homeowner/Association fills out Alteration Request Form (ARF), attaches necessary drawings, contractor proposals and obtains necessary board signatures.	
2	Homeowner/Association turns completed ARF into CAM at FSR.	
3	CAM stamps ARF with date received, reviews for completion, scans and uploads into an Upkeep work order request within 48 hours.	
4	Master Association (MA) approves the Upkeep work order request within 24 hours, prints the ARF and notes the work order # on the ARF.	
5	MA leaves a copy of the ARF for the Master Irrigation Vendor (MIV) . MIV reviews the ARF, visits the site of the project and determines what irrigation work will be required. These evaluations are performed only on Fridays.	
6	Within 3-5 business days after the evaluation, the MA will prepare a proposal to the Association for the necessary irrigation work needed and will upload it into Upkeep.	
7	CAM will be notified immediately via email from Upkeep that proposal is ready. CAM retrieves the proposal from Upkeep and sends to the Association with a copy to the Homeowner if applicable within 48 hours. CAM reminds Association/Homeowner that the proposal is only valid for 30 days. If no response is received within 30 days the MA will close out the work order.	
8	<p><u>If Homeowner Proposal is accepted:</u> The CAM collects payment from the Homeowner (payable to the Association) for the proposed amount. The Association signs the proposal upon receipt of payment and returns to CAM. CAM uploads the signed proposal to the Upkeep work order.</p> <p><u>If Association Proposal is accepted:</u> The Association signs the proposal and returns to CAM. CAM uploads the signed proposal to the Upkeep work order.</p>	
9	MA schedules the preconstruction work with the MIV and updates the Upkeep work order. Preconstruction work is only performed on Fridays. CAM will be notified via email from Upkeep when preconstruction work is scheduled. CAM notifies Association/Homeowner that preconstruction is scheduled. <i>*Please note it is NOT necessary for anyone to be present during preconstruction.</i>	

10	Once preconstruction work is complete the MA will sign off on the irrigation portion of the ARF within 24 hours and upload the signed copy to the Upkeep work order with an update note stating the project is ready for construction. CAM will be notified immediately via Upkeep email.	
11	CAM follows normal procedures for reviewing and approving the paperwork and notifies the Association/Homeowner within 48 hours that their paperwork is ready and they may proceed with their project.	
12	Association/Homeowner notifies CAM via email once the project is completed. If this notification is not received within 30 days CAM will follow up with Association/Homeowner unless prior arrangements have been made between all parties.	
13	CAM notifies MA that the project is complete and ready for final inspection.	
14	MA schedules final inspection with MIV and updates Upkeep work order. Final inspections are only performed on Fridays.	
15	MIV notifies MA when final inspection is complete. MA updates Upkeep work order.	
16	MA creates an invoice for the completed work, uploads a copy to the Upkeep work order and emails a copy to the CAM .	
17	CAM reviews invoice with Association and processes payment.	
18	Once payment is received MA notes payment in Upkeep and closes the work order as complete.	

***Please note the following:**

- Irrigation line checks including proposal evaluations, preconstruction work and final inspections are performed on Fridays. ARF's or accepted proposals received on Thursday by noon will be processed the next day. ARF's or accepted proposals received after Thursday at noon will be processed the following Friday.
- CAMs can check the status of any ARF in Upkeep at any time. CAMS will also receive automatic updates from Upkeep every time an update is made to the work order.

Alteration Request Form Flow Chart

Revised 02/2020

