

***Hérons Glen Homeowners Association, Inc.***

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***HOA Grounds Committee Request Form***

Grounds Committee approval is required for, but not limited to, removal and planting of trees, planting of shrubs and hedges, creating new shrub and flower beds, removing or altering the size of shrub and flower beds and the addition of fountains, curbing, and free standing flagpoles. (See **Community-Wide Landscape Standards**)

Removal and/or additions with same or similar plants or shrubbery to existing landscape beds does not require Grounds Committee approval. All Tree removal or Tree installation requires approval

All work approved on this application must be completed within 90 days of approval. To do this work after 90 days of the approval you will need to contact the HOA Office and ask for this application to be resubmitted to receive a renewal of the approval otherwise you will no longer have approval to do this work.

**Resident Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Lot Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Cellphone:** \_\_\_\_\_

Please submit your request forms by **2:00 p.m. on the 1<sup>st</sup> Thursday of the month. The Committee meets on the 2<sup>nd</sup> Thursday of the month at 2:00 p.m. in the HOA Conference Room.** Please note the committee does not meet in August.

**Plants or Shrubbery (see next section for trees.)**

**Removal** \_\_\_\_\_ (Please use diagram on page 3 to show location.)

What type of plants or shrubbery and how many are you planning to remove? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Installing** \_\_\_\_\_ (Please use diagram on page 3 to show location.)

What type of plants or shrubbery and how many do you plan to install? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tree(s)**

**You must have a least one tall tree in your front yard. If you are removing the only tall tree in your front yard you are required to install a tree that is 6' or taller at the time of installation and tree type must reach a height of at least 15' at maturity. See Community Wide Landscape Standards.**

**Removal** \_\_\_\_\_ (Please use diagram on page 3 to show location.)

What type of Tree(s) and how many are you planning to remove? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Installing** \_\_\_\_\_ (Please use diagram on page 3 to show location.)

What type of Tree(s) and how many do you plan to install? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Fountains: See Guidelines for the Approval of Fountains, Water Features and Bird Baths.**

**A picture or detailed drawing of fountain must be attached to this application. Please use diagram on page 3 to show location of the fountain.**

Dry Fountain \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

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- A Dry fountain shall not have a water or electrical supply and shall have permanent drain capability so as to not capture rain or water from sprinklers.

Water Feature Fountain \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

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- A Water Feature Fountain Must be equipped with a water treatment means for controlling algae growth and be maintained continuously in a clean and algae free manner by addition of an algaecide (e.g., same as a pool). The Fountain may require a timer for neighbor noise annoyance.
- The installation must secure fountain against all weather conditions (e.g. tropical storms, hurricane etc.)

**Flag Pole: See Guidelines for the Installation and Use of Flagpoles.**

- An Application for Installation of a Flagpole must be filled out and all information provided. Application to be attached to this request form at time of submission.

**Landscape Curbing/Border:**

**A detail of the curbing/border must be included with this request form. The detail should include the type, color and location.**

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- Homeowners are required to keep the curbing or border clean, neat and in good condition. The lawn mowers are not responsible for cracks or damage to the curbing and borders.
- The application shall give full details of the curbing or border including but not limited to color, and design, name of the contractor, license and insurance information.

Other: \_\_\_\_\_

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**A Grounds Committee member may need more information or to meet with you before approving this request. Please make sure we have your contact information.**

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**Diagram:** Please use the diagram below or attach one to this application

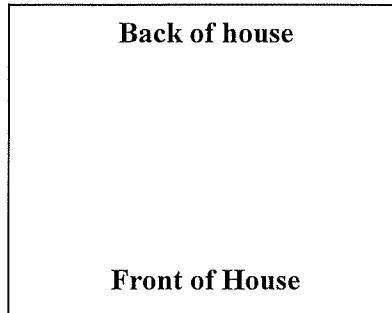
**Please provide name of the plant(s) or tree(s) to be installed and/or removed and location(s).**

All work must be within your property boundaries. Landscaping may not be planted in locations that will impede neighbor's access to their property or prevent lawn mowers access to back yard. If your installation or removal is near the Water, Golf Course, a Drainage Swale or Conservation Preserve you may be required to submit a survey before approval can be issued.

✓ **If rear property line is adjacent to any of the areas listed please indicate which one:**

\_\_\_\_\_ Water    \_\_\_\_\_ Golf Course    \_\_\_\_\_ a Drainage Swale    \_\_\_\_\_ Conservation Preserve

\_\_\_\_\_ Rear of Property Line \_\_\_\_\_



Please complete the next page and attach all required information.

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Who will be doing this work?

✓ \_\_\_\_\_ Homeowner is not using a contractor and will be doing all of the work identified in this request

OR

Contractor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please have the contractor fax a copy of License, Insurance and Worker's Comp or Worker's Comp exemption to the HOA Office ATTN: HOA Manager 239-731-3339.

No work is permitted to begin until the Grounds Committee has reviewed and approved this request at their next scheduled monthly meeting. After receiving approval the homeowner or their contractor will need to contact Sunshine one call- 811 and the HGRD CLIS Irrigation Dept. 239-731-4524 or by e-mail at irrigation@hgrdnfm.com before digging. Each will flag out service lines. The cost of repairing or moving lines are the responsibility of the Homeowner.

Homeowners are encouraged to hand water their new landscaping. Contact the HGRD CLIS Irrigation Manager at 239-731-4524 for questions about getting additional irrigation water from the sprinkler system.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*It is recommended that you keep a record of your request and approval letter*

Please turn in a certificate of completion form to the HOA Office when the work is completed.

In the event of any disapproval, the concerned Owner may appeal to the Board of Directors for a hearing. Such appeal must be made in writing to the Association Board within thirty (30) days. In considering the appeal, the board's decision is not bound by the Design and Development Guidelines, however the decision is bound by the Declaration of Covenants and the HOA Bylaws.