

Heron's Glen Homeowners Association, Inc.

Home Sale Policy

The Heron's Glen HOA Board of Directors in accordance with Article XIII of the Revised Covenants, Conditions and Restrictions of Heron's Glen and as authorized by Article XIII, Section 1. Signs has provided written consent for specific signage to be installed on an individual Lot in compliance with the sign criteria and specifications as described in this policy. This written consent for sign placement and display on any Lot is limited to the following: real estate "For Sale" signs", "Sale Pending" rider signs and "Open House" signs.

Signs that are not authorized by this policy or signs found to be non-compliant will be removed within 48hrs of notification to the owner of record and if applicable the real estate agent. In accordance with Article XVI General Provisions, Section 10, right of entry, the HOA may remove unauthorized or non-compliant signs.

This policy provides guidelines and rules and regulations for owners to provide notice to HOA of home sale listing, the permitted signs, specifications, placement and display criteria for the signs, and the days and times open houses are permitted.

The Home Sale Policy covers both those Heron's Glen homes being sold by Owner or through a Real Estate Company. In both situations when a home is listed for sale the Homeowner (or their real estate agent on their behalf) will need to inform the HOA the home is for sale by completing a Home Sale Registration Form. The registration form is included in this policy and available online or in the HOA Office.

Once the Home Sale Registration Form is submitted to the HOA Office, an email will be sent back to the Homeowner (and their real estate agent, if applicable) containing the following:

- The Home Sale Policy and related information
- Link to the website for association documents
- Home Sale Checklist
- Any reported Grounds or ARC violations that need to be addressed before closing.
- Open House Registration Form

Homes for Sale By Owner

- Homeowner to complete and submit the Home Sale Registration Form.
- Once the Heron's Glen home sale is registered with the HOA office via the submission of the Home Sale Registration Form, you will receive the Home Sale Policy which includes a list of establishments where you can order a For Sale sign. Specific guidance for Open Houses is listed below under the Open House Guidance section.
- Register your potential Buyers/Visitors through the visitor management system, please call 239-360-3515 or register visitors online at Visitor Management
- Contact the HOA if you decide to take your house off the market.

Homes for Sale by Real Estate Company

- Homeowners to complete and submit the Home Sale Registration Form. Should the Homeowner be unable to submit the form their real estate agent can submit on their behalf.
- Once the Heron's Glen home sale is registered with the HOA office via the completion of the Home Sale Registration Form and the Homeowner and Real Estate Agent receives the Home Sale Policy, they can either contact the HOA to obtain for a list of establishments where they can order a For Sale sign or use one, they may have in stock.
- Specific guidance for Open Houses is listed below under Open House Guidance.
- The HOA Office will add the Real Estate Company and Agent to the visitor management list for entry. If the home is VACANT, the real estate agent's telephone # will be added to the owner's visitor management account to allow the agent to call in inspectors or vendors if needed. You must notify the HOA office if you DO NOT want the real estate agent to be allowed to call in inspectors or vendors.
- If the home is NOT vacant you can have the real estate agent added to the visitor management system allowing them to call in an inspector or vendor.

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- If there is a change in agents or real estate company the HOA must be notified.
- Homeowner to contact the HOA if they decide to take their house off the market.

Designated Herons Glen Real Estate Coordinator

A resident Realtor is selected by the HOA to volunteer as the Designated Realtor for the community. The Designated Realtor is available to any of the community's management, boards, and committees to provide consultation on real estate related matters. The Designated Realtor is also the point person for residents' questions and concerns regarding the implementation of the home sale policies, or Realtor Association standards within the community. Contact information for this individual will be provided once your Home Sale Registration form is completed or by calling the HOA office.

General Home Sales Information

For Sale Signs (By Owner or with Agent)

1. For Sale signs must conform to the ARC approved "For Sale" sign specifications and design criteria as shown in Exhibit "A". Contact the HOA Office for a list of establishments where you can order a For Sale sign.
2. Signs must be placed and displayed as follows:

Sanctuary, Majestic Isle and Solana

- In the Sanctuary, Majestic Isle, and Solana the For Sale Signs shall be placed on a white post as shown in Exhibit "B" facing the front yard. The white post must be 60" above ground. The white post and cross piece are to be made of 2" x 4" lumber. The cross piece is 26" long overlapping the vertical post by 4" on the horizontal and 6" on the vertical. The white post must be maintained in good repair, upright and plumb, and may not obstruct any walkways or cart paths.

For all other homes

- Metal Mailbox/Post- the "For Sale" sign must be hung from the metal mailbox and secured with clear or white zip ties.



- Mailbox posts with wood supports- the "For Sale" sign must be hung from the horizontal mailbox cross support.



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For Sale Sign Guidance (By Owner or with Agent)

- For sale signs must be in good condition, clean and maintained. Signs and sign riders that do not meet the sign criteria or are in poor condition or not properly hung are not permitted and must be removed.

Examples of some poorly hung and non-compliant signs and riders are listed below.



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- For Sale Signs should be in clear view from the streets. Please check the landscaping surrounding your mailbox area to ensure it is not blocking the For Sale Sign.
- For Sale Signs should be removed when strong winds or hurricane conditions are predicted. Please make arrangements with someone close in the area to remove the signs should the house not be occupied.

Attachments to Signs / Sign Riders

- At the time the property is under contract to close, one sign rider indicating a sale is pending may be attached on/over/under the for-sale sign. The Herons Glen logo and contact information should remain visible. Sale Pending riders may not exceed the width of the for-sale sign.
- Selling Agent (the buyer's agent), Coming Soon, Sold, or other sign riders are NOT permitted, with the single exception of small riders hung below the For Sale Sign with a listing agent's name and phone number in a multi-listing agent situation.
- Once the Home sale is closed, all signs should be removed within 48 hours.

Example of a permitted sign rider



Example of a permitted sign rider



Please contact the HOA Office for questions or issues related to hanging a For Sale Sign.

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Open House Guidance

- Open Houses are only permitted during the hours of 1:00 p.m. to 4:00 p.m. on Saturday and Sunday.
- In order for security to allow home shoppers through the front gate, upcoming Open Houses must be registered with Visitor Management or by hand-delivering the form provided with your home sale materials to the Front Gate.
- Only homes that have registered with the HOA by submitting the Home Sale Registration Form will be permitted visitors for Open Houses.
- Only homes that have registered with the HOA by submitting the Home Sale Registration Form will be able to register an Open House with the Front Gate.
- There will be no directional signs within the community. No flags, balloons or other advertising/attention grabbing signage may be displayed on the grounds of or leading up to the property for sale.
- No "Open House" Signs are allowed on common property.
- One "Open House" sign, not to exceed 24"x18", may be erected on the grounds of the property for sale from Saturday morning to Sunday evening on the condition that the afternoon hours of the open house are clearly printed on the sign. This sign may also reflect the name of the realtor and/ or realty company.
- Broker Open Houses may be held outside of the designated Open House days and times but must also be registered with the front gate. For the purpose of this policy, a broker's open house is not for home buyers but is held by a real estate broker for agents to tour homes for sale at a designated date & time to enable them to become familiar with available properties.

Attachments:

ARC approved "For Sale" sign specifications and design criteria as shown in Exhibit "A" & "B".

Home Registration Form

Heron's Glen- Checklist for Selling Your Home

Open House Registration Form

Formerly the Open House Sign Policy, Adopted at the January 11, 2006 HOA board meeting and Revised at the March 8, 2006 HOA Board Meeting.

Revised and renamed at the August 9, 2006 HOA Board Meeting

Amended at the February 14th, 2007 HOA Board Meeting

Amended at the May 14th, 2008 HOA Board Meeting

Amended at the May 13th, 2009 HOA Board Meeting

Amended at the April 10, 2013 HOA Board Meeting

Amended at the January 15, 2020 HOA Board Meeting

Amended at the July 12, 2023 HOA Board Meeting

14"

20"



Double sided

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**Home Sale Policy
Exhibit "B"**

For Sale Sign post for The Sanctuary, Majestic Isle & Solana. The white post must be 60" above ground. The white post and cross piece are to be made of 2" x 4" lumber. The cross piece is 26" long overlapping the vertical post by 4" on the horizontal and 6" on the vertical.



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Home Sale Registration Form

Owner(s) Name: _____

Herons Glen Address: _____

Telephone #: _____ Cellphone #: _____

Email Address: _____

Please check how the home will be listed for sale:

For Sale by Owner _____ or Real Estate Company _____

Check if home will be vacant _____ or occupied _____

Emergency contact name and telephone number of the person who has keys to your home in case you are unreachable:

If home will be listed with a real estate company, please provide the following information:

Name of Real Estate Company: _____

Real Estate Agent: _____

Contact #: _____

Email Address: _____

IMPORTANT:

1. The HOA Office will add your Real Estate Company and Agent to your visitor management list for entry.
2. If the home is VACANT, the real estate agent's telephone # will be added to the owner's visitor management account to allow the agent to call in inspectors or vendors if needed. If you DO NOT want the real estate agent to be allowed to call in inspectors or vendors initial here: _____
3. If home is NOT vacant and you wish to have the real estate agent added to allow them to call in an inspector or vendor, please initial here _____
4. If there is a change in agents or real estate company a new registration form must be completed.
5. Homeowner should contact the HOA if they decide to take their house off the market.
6. Homes that have registered with the HOA by submitting the Home Sale Registration Form will be able to register an Open House with the Front Gate.








All homes for sale by owner or a real estate company must comply with the Home Sale Policy and the sign requirements.

The home sale policy and sign requirements are available at the HOA Office or online at www.heronsglenhoa.org.

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HERONS GLEN – Checklist For SELLING YOUR HOME

Date Notified

	Cancel autopay with HOA and HGRD Offices.
	Turn in Fitness/Pool Cards to HGRD Admin Office.
	Return Committee Binder or New Owner Binder to HOA Office.
	Contact HGRD Pro Shop if golf cart is being sold with home.
	 - 239-344-9849 Blue Stream. <i>Contact and set up an appointment to turn in equipment.</i>
	 - 239-656-2300 LCEC - Electric Company <i>Cancel or transfer services. Request shut off date not happen earlier than 2 business days after closing date to ensure smooth transfer.</i>
	 - 239-543-1005 FGUA - Sewer <i>Cancel or transfer services after closing date.</i>
	 - 239-533-8845 Lee County Utilities - Water Company <i>Cancel or transfer services. Request shut off date not happen earlier than 2 business days after closing date to ensure smooth transfer.</i>
	 - 239-334-2849 Balgas – Gas <i>Cancel or transfer services.</i>
	 - 1-800-468-0233 News Press – Newspaper <i>Cancel or transfer services.</i>
	 - Your telephone company. <i>Cancel or transfer services.</i>

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Open House Registration Form

- Open Houses are only permitted during the hours of **1:00 p.m. to 4:00 p.m.** on Saturday and Sunday.
- In order for security to allow home shoppers through the front gate, upcoming Open Houses must be registered with Visitor Management or by hand-delivering 24 hours in advance the open house form provided with your home sale materials to the Front Gate.
- Only homes that have registered with the HOA by submitting the Home Sale Registration Form will be permitted visitors for Open Houses.
- Only homes that have registered with the HOA by submitting the Home Sale Registration Form will be able to register an Open House with the Front Gate.
- There will be no directional signs within the community. No flags, balloons or other advertising/attention grabbing signage may be displayed on the grounds or leading up to the property for sale.
- No "Open House" Signs are allowed on common property.
- One "Open House" sign, not to exceed 24"x18", may be erected on the grounds of the property for sale from Saturday morning to Sunday evening on the condition that the afternoon hours of the open house are clearly printed on the sign. This sign may also reflect the name of the realtor and/ or realty company.

This form is to be used if the open house has not been registered through the visitor management system. Forms may be dropped off at the gate house or the HOA Office 24 hours prior to an Open House.

Open House Registration

DATE(s) of Open House: _____

Address: _____

Name of Person holding the Open House: _____

Telephone #: _____ **Cellphone #:** _____

Email Address: _____