

CLIS Standard Operating Procedure for Modifications to the Existing Irrigation System:

1. The CLIS irrigation system, including all timers, pipes, sprinkler heads, and valves on or in a resident's lot is the property of the Herons Glen Recreation District. Residents are not permitted to modify or operate the irrigation system at any time for any reason.
2. Any modification to the CLIS irrigation system must be done through the CLIS Department. Residents may not contract with outside contractors directly. If construction is performed on a resident property without prior notice to CLIS that necessitates modification of the CLIS irrigation system, CLIS maintains the right to make modification or contract for such modification to the system and bill the resident for the cost of such modification.
3. Residents desiring a modification of the irrigation system due to new construction or renovation shall first submit a Request Form to the HOA Architectural Review Committee (ARC) and the HOA Grounds Committee.
4. The HOA shall forward a copy of the Request Form to the CLIS Department at irrigation@hgrdnfm.com
5. The CLIS Department shall investigate the request for any conflicts with the CLIS irrigation system.
6. After the initial investigation is completed by the CLIS Department, a report of the findings will be provided to the resident and to the HOA for use by the ARC in the approval process. The report will include any work needed to be performed before, during, or after construction to maintain the proper performance of the irrigation system. The resident is responsible for all costs related to modification of the CLIS irrigation system due to new construction or renovation.
7. Upon ARC approval of the resident request, the HOA will forward a copy of the approved request to the CLIS Department.
8. The CLIS Department will perform the work in house if its schedule permits. However, if unable to do so, the work will be performed by an outside contractor scheduled by the CLIS Department.
9. The CLIS Department will give an estimate of the cost of the work to the resident and inform the resident if the work will be performed by the CLIS Department or an outside contractor. The CLIS Department will obtain a signed acknowledgement of the estimate from the resident. Prior to any work being performed by CLIS or the outside contractor, CLIS must receive a written notice to proceed from the resident.
10. After the modifications to the irrigation system have been completed, CLIS will bill the resident for the modifications to the irrigation system.