

HOA Grounds Committee

Approval Request Form

Resident Name: _____

Address: _____

Lot Number: _____ **Phone Number:** _____ **Cellphone:** _____

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

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,
- modification of existing landscape beds as defined in the Community Wide Landscape Standards
- installing a fountain
- installation of a free-standing flagpole

Before submitting a request form, please review the following:

- Community-Wide Landscape Standards & related standards
- List of recommended trees & shrubs
- Declaration of Covenants, Conditions and Restrictions for Herons Glen Article XII and XIII and the Bylaws Article IX.

Please include a landscape plan showing location of the work, what is being removed and/or installed and a detailed description of the work. You may also submit photos, proposals, and any other relevant information that will assist the committee in the review of your application. If we are unsure of what you are proposing, it will delay a decision.

If the work is not being done by yourself or with the help of a friend, the name of the contractor is required, they must be licensed, insured, and have workers comp or an exemption for workers comp on file in the HOA Office. If the information is not on file or current, you will need to contact your contractor to supply this information.

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.

All homes, including homes located in sub-associations, are subject to the standards. Sub-associations may have additional more restrictive standards, rules, and regulations but not less restrictive than the governing documents of the Herons Glen Homeowners Association.

If you live in the Fairways, Meadows, or Solana HOA, you must get an authorized signature on this form (page 6) from a member of your sub association board or their designee. In addition, include a copy of the Sub HOA's signed form (if applicable) and signature of Sub HOA board member or designee.

Hérons Glen Homeowners Association, Inc.

Plants or Shrubbery (see next section for trees.) If you are modifying or removing a landscape bed, please complete section on next page for Modification to Landscape Bed.

Removal _____ (Please use diagram on page 5 to show location and other details.) Empty landscape beds are not permitted, see Community Wide Standards. Indicate what will be installed or if eliminating the bed or tree bed and installing sod if in a permitted location.

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

Installing _____ (Please use diagram on page 5 to show location and other details.)

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

Tree(s)

HOMEOWNERS shall maintain at least one tall tree (a tree with a mature height of at least 15 feet) in their front yard. To satisfy the tall tree requirement, new plantings must be at least 6 feet tall with a mature height of at least 15' feet and must have approval from the Grounds Committee. Trees must be properly staked at initial installation and stakes must be removed within 12 months of installation if the tree is self-supporting.

HOMEOWNERS shall obtain Grounds Committee approval for removal of trees.

Removal _____ (Please use diagram on page 5 to show location and other details.) Tree removal in front of the home will require installation of a tall tree according to the requirements in the Community Wide Landscape Standards if there is no other healthy tall tree in the front yard of the home.

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

Tree removal requires additional action for the stump: Check which action will be taken for the stump:

Palm Tree Stump(s) must be either:

1. _____ Removed completely; or
2. _____ Ground down below the surface.

Tree stump(s) (excluding palms) must be either:

1. _____ Removed completely; or
2. _____ Ground down below the surface of the surrounding area; or,
3. _____ If located in a landscape bed, cut down so that it is level with the surrounding area. Tree stumps that become visible due to landscape changes must be ground down to the surface.

(Tree installation- see next page)

Hérons Glen Homeowners Association, Inc.

What will be installed in the location after the tree(s) is removed? _____

(Empty landscape beds are not permitted, see Community Wide Standards. Indicate what will be installed or if eliminating the bed or tree bed and installing sod if in a permitted location)

Installing Tree(s) _____ (Please use diagram on page 5 to show location and other details.)

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

Modification to a Landscape bed

If you are modifying a landscape bed, mark each section that applies and provide details.

Modification to a standard landscape bed as described in the Community Wide Standards using a combination of mixed materials using mulch, stone or rock requires submission of a Grounds Request Form, plan, locations, type of materials and photo of colors must be included for review and approval of the Grounds Committee.

_____ Combination of mixed materials using mulch, stone, or rock

_____ Landscape bed modified to include a decorative item that incorporates as part of the design a use of materials such as mulch, stone or rock or any other type of materials.

Include a drawing to show location, layout of bed, type and colors of materials and the separation of materials must be included with this request form. If applicable include decorative item to be incorporated into modified landscape bed.

Modifications to the size, location, or an elimination of a landscape bed.

_____ Installation of a new landscape bed

_____ Removal of an existing landscape bed

_____ Enlarging size of a landscape bed

_____ Reducing size of a landscape bed

Describe modification:

Include a drawing to show location and specific details of what is being done.

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 _____

- 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 _____

- 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 algacide (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.)

Flagpole

See Guidelines for Flag, Banner & Flagpole Guidelines & Standards

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.

Other work:

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.

Diagram: Please use the diagram on the next page to indicate locations of work, type and quantity of landscaping to be installed and/or removed or attach a Landscape plan to this application.

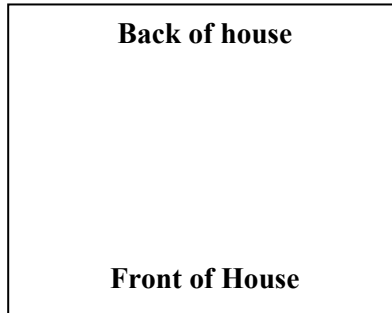
Herons Glen Homeowners Association, Inc.

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 _____



After receiving approval, the homeowner or their contractor will need to contact Sunshine one call- 811 and the HGRD CLIS Irrigation sub-contractor before digging. Contact information for the HGRD CLIS Irrigation System can be found at the HGRD website- <https://heronsglence.com/> (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 HGRD CLIS Irrigation for questions about getting additional irrigation water from the sprinkler system.

Please complete the next page and attach all required information.

Hérons Glen Homeowners Association, Inc.

For any work that is to be done on your property, (unless the work is being done by yourself or with the help of a friend) the following documents must be current and on file at the HOA Office. Please check each box below to confirm that you have verified with the HOA Office the contractor has a current active license, general liability insurance and workers comp certificates on file or that you have provided the appropriate documents if not on file.

current copy of the contractor's license Proof of workman's compensation Proof of general liability insurance

Please have the contractor send a copy of their license, insurance and worker's comp or worker's comp exemption by email to hoaoffice@heronglenhoa.org or fax it to the HOA Office at 239-731-3339.

Notwithstanding the information maintained on file by the Association, the Owner acknowledges that it is the Owner's responsibility to verify with any contractor it hires that they are properly licensed and insured. Whenever an Owner contracts for maintenance, repair, replacement, alteration, or improvement of any portion of the Parcel, whether with or without obtaining the required approval from the Grounds Committee, such Owner shall be deemed to have warranted to the Association and its Members that its contractor is properly licensed and fully insured and that the Owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance."

The committee will not review applications that are submitted without the proper documentation. This is to protect you, your neighbors, and the Association. Please be advised that approval of this proposal in no way obligates Herons Glen and any liability associated with this installation must be borne by the homeowner and contractor.

The name of the contractor that will be doing the work is:

Their telephone number is:

Please bring this Form to the HOA office in the clubhouse or mail to:
Grounds Committee, Herons Glen Homeowners Association, 2250 Herons Glen Blvd, N Fort Myers, FL 33917

***No work is to be done until you have received an approval letter from the Grounds Committee authorizing your request.**

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.

Homeowner is responsible for any movement of utilities, including the CLIS Irrigation pipes, sprinklers or mainlines. All costs for the CLIS Irrigation or other utility work or damages to any kind of utilities will be the Homeowner's responsibility.

***Note: If you live in the Fairways, Meadows, or Solana HOA, you must get an authorized signature on this form from a member of your sub association board or their designee. In addition, include a copy of the Sub HOA's signed form (if applicable) and signature of Sub HOA board member or designee.**

***Sub HOA Signature:** _____

Homeowner must sign & date application.

Homeowner Signature _____ **Date** _____

When work has been completed, please provide a work completion notice to the HOA Office.