

Beautification Application Form

Holiday Manor Co-Op, Inc.

All forms must be submitted to the Beautification Committee in the Office **NO LATER** than 12:00 Noon on the **MONDAY** that is ten (10) calendar days prior to the next scheduled Regular Board Meeting. If submitting the form after the work has been completed, a \$100 processing fee must accompany the application and may be subject to future fines if not approved. Late submissions will be forwarded to the next scheduled meeting of the Board. Applicant is responsible for filling out **ALL** requested information below that has an * by it. Incomplete applications will be **AUTOMATICALLY DENIED**.

The application expires 180 days from the date of approval. Work not completed during the 180 days' time period will require a second application and approval. All approved work is subject to Beautification Committee/Manager inspection before, during and after project completion.

*Resident's Name (Please Print): _____ *Phone Number: _____

*Resident's Email address: _____

*Holiday Manor Address for the proposed work: _____

*Expected Date of Completion of Work AFTER Board Approval: _____

*Provide a complete description of project, such as: tree replacement, landscaping. Include the name of trees and plants.

*State your full reason(s) or purpose(s) for the project: _____

***DRAW AN EXACT DIAGRAM OF YOUR PROJECT, ON THE BACK OF THIS FORM. INCLUDE THE EXACT DIMENSIONS, THE LOCATION AND NAMES OF ALL PLANTS, TREES, BORDERS AND GROUND COVER. DO NOT USE PENCIL.**

*Company doing the work: _____ *Phone Number: _____

*Company Address: _____ *Business License Number: _____

Applicant is to fill out ALL requested information above this line

Beautification Committee/Manager has reviewed this application. (Please Circle): Supported Rejected

Date: _____ Brief reason for Committee's Rejection: _____

Board of Director's decision by majority vote: (Please Circle) Approved Denied Date: _____

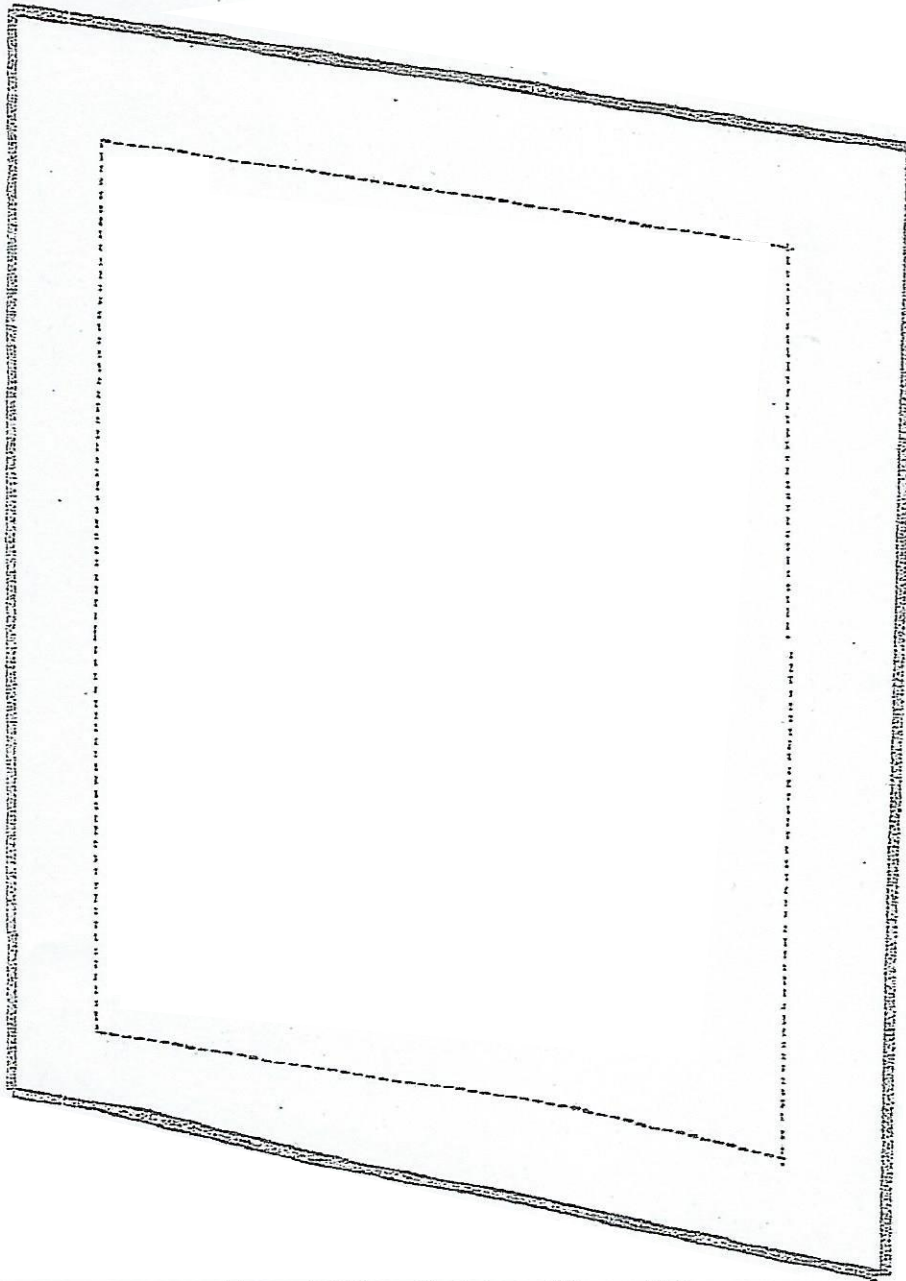
Board of Director's Signature or Representative: _____

Project Completed as approved. Verified by: _____ Date: _____

Drawing or sketch of your proposed project.

The solid rectangle represents the approximate **OUTSIDE** boundary of your unit area. The dashed rectangle represents the 5 foot setback requirements where no permanent structure can be placed outside of it.

Back Of Your Unit Area



Front of Your Unit Area / Street Side

Disclaimer: This is not a survey or legal document that is being requested by the Beautification Committee, Construction Committee, or HMCI.

BEAUTIFICATION RULES, REGULATIONS AND PROCEDURES

Reviewed: March 2014

Board Approved: March 12th, 2014

Procedure

1. Residents will review the Rules and Regulations. Any questions regarding interpretation will be directed to the Beautification Committee Chairperson, or designee. (The Office Manager will serve as the Beautification Committee designee April through October).
2. The resident will complete all sections of the Beautification Application form. The application form is a single page that requires all sections to be completed, and includes a diagram of the proposed project on the back side of the form. Each diagram must include measurements of the easements and green spaces.
3. Do not use pencil, or photocopy the application, it will be considered incomplete. Incomplete application will be returned to the resident.
4. Applications must be submitted to the office on the Monday that is 10 days prior to the next scheduled Board meeting. Office staff will date stamp each application on the day it is received and place in the Manager's file for review and distribution to the Beautification Committee.
5. The Beautification Committee or designee will review the application and determine if project meets the Beautification rules and regulations.
6. The Beautification Committee will indicate their support or rejection of the application, and provide a copy to the office.
7. Copies of all applications will be placed in the Board of Directors folders by noon (12:00 PM) on Friday before the scheduled Board of Director's meeting.
8. The Beautification Committee will post all meeting minutes, including the recommendations for approved and rejected applications on the bulletin boards, Monday before the next Board Meeting.
9. The Beautification Committee Chairperson, or designee will provide a report of each application at the Board of Director's meeting.
10. The Board will vote on each application, or group of applications by majority voting rules.
11. The Beautification Chairperson, or designee, will advise the resident of the Board's decision.
12. A Board approved decision will be valid for six (6) months from the date of approval.

Rules and Regulations

Reviewed: March 2014

Board Approved: 2014

Each resident is responsible for reviewing the HMCI Rules and Regulations pertaining to changes, additions, or deletions affecting the exterior appearance of his/her unit, and/or lot.

Painting of Mobile/Unit

1. Shareholders, Non-Shareholders and Renters must obtain Beautification Committee and Board approval only when desiring to change the color of the mobile.
2. Colors must conform to the décor of the Park.

Pavers/Stepping Stones

1. Placement of stepping or patio stones are not considered permanent and may be used for decorative purposes.
2. When placing stepping or patio stones, Beautification and Board approval must be obtained before the installation.
3. The Beautification Committee recommends residents allow three to five (3-5) feet of green space, between the pavers/stepping stones and the neighboring unit, if possible.

Plantings

1. Hanging baskets, potted plants and plantings of small annual flowers do not require committee approval.
2. All other plantings including perennials, shrubs, and trees, must be reviewed and approved by the Beautification Committee according to the HMCI Rules and Regulations.
3. Ficus, Brazilian Pepper, Norfolk Island Pines, Strangling Figs and Spanish Bayonets are prohibited.

Trees

1. Removal of trees requires approval from the Beautification Committee and adhere to Collier County Tree Removal Ordinance.
2. Trees with a trunk larger than eight (8) inches in diameter are to be cut down by a licensed and insured Tree Service Company. Contact the office for recommended companies. The Tree Service will be responsible for the complete removal of all wood, brush, stump(s) and debris.
3. When trees are removed from the property, new trees must be planted.
4. The type of tree and location on the lot must be approved prior to the planting.
5. Trees that are unsafe or found to obstruct sewers will be removed at HMCI's discretion and expense.

Fences/Walls/Hedges

1. Property fencing or walls are prohibited.
2. Hedges on the side of the unit may not be higher than 48 inches and not more than two and one half (2 ½) feet from the unit.