

## Beautification Rules, Regulations and Procedures March 2009

Each resident is responsible for reviewing the HMCI Beautification Rules and Regulations approved by the Board of Directors.

### Rules and Regulations

- All plantings must conform to HM Rules and Regulations
- Ficus, Brazilian Pepper, Norfolk Island Pines and Strangling Figs are **prohibited**.
- All applications are to be reviewed to insure utility lines, water lines and sewer lines are not compromised and boundary lines are respected
- Applications for laying of pavers or stepping stones require review by the Chair of the Beautification Committee **and** the Chair of the Construction Committee
- Hanging baskets, potted plants and planting of small annual flowers do not require committee approval
- No property fencing is permitted
- Incomplete applications will be returned to the resident for completion

### Procedure

- 1) The resident reviews the Rules and Regulations above. Questions regarding the interpretation of the rules should be directed to the Beautification Committee Chair.
- 2) The resident will fully complete a Beautification Application form (attached) once it is determined that an application and approvals are warranted under the rules.
- 3) All sections of the form must be completed by the resident prior to submitting the form to the office for review by the Beautification Committee. Only the single page application form with a complete diagram on the back is to be submitted to the office.
- 4) The resident must allow sufficient time for the Beautification Committee's review to insure the deadline for submission to the Board is met. (see 6 & 7 below)
- 5) The Beautification Committee will review the application and determine the appropriateness of the application.
- 6) The Beautification Committee will indicate their support or rejection of each application and provide a copy of each to the office on the Thursday before a scheduled Board meeting.
- 7) Copies of all reviewed applications will then be placed in each Board Member's folder by 12 noon on the Friday before a scheduled Board meeting.
- 8) The Beautification Committee Chair will speak to each of the applications at the Board Meeting as requested by the Board Chair.
- 9) The Board will vote on each application or group of applications by majority voting rules.
- 10) The Beautification Committee chair will advise the resident of the Board's decision.

**Beautification Application Form**

**Holiday Manor Co-Op, Inc.**

**March 2009**

All forms to be reviewed by the Beautification Committee must be in the Office **NO LATER** than 12:00 Noon on the **Thursday** prior to a Board Meeting. All forms will then be placed in each Board members file **NO LATER** than 12:00 Noon on the **Friday** prior to a Board Meeting. Late submissions will be forwarded to the next scheduled meeting of the Board of Director's.

**Date submitted to the Holiday Manor Office:** \_\_\_\_\_

**Date reviewed by the Beautification Committee:** \_\_\_\_\_

**Resident's Name (Please Print):** \_\_\_\_\_ **Local/Cell Phone Number:** \_\_\_\_\_

**Holiday Manor Address for the proposed Beautification:** \_\_\_\_\_

**Expected Date of Completion of Work:** \_\_\_\_\_

**Provide a COMPLETE description of your project. such as: tree replacement, professional landscaping, pavers etc...**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Draw a diagram of your project ON THE BACK of this form and include the dimensions, the location and names of all plants, trees, borders and ground cover.**

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

\_\_\_\_\_  
\_\_\_\_\_

**Company Name doing the planting/work:** \_\_\_\_\_

**Company Phone Number:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_ **Business License Number:** \_\_\_\_\_

**Beautification Committee Review Results (Please Circle):** SUPPORTED REJECTED **Date:** \_\_\_\_\_

**Committee Member Signatures/Initials:** \_\_\_\_\_

**Board of Director's ("In Season") Decision (Please Circle):** APPROVED DENIED **Date:** \_\_\_\_\_

The Board's decision will also be recorded in the Committee report section of the Board Meeting Minutes.

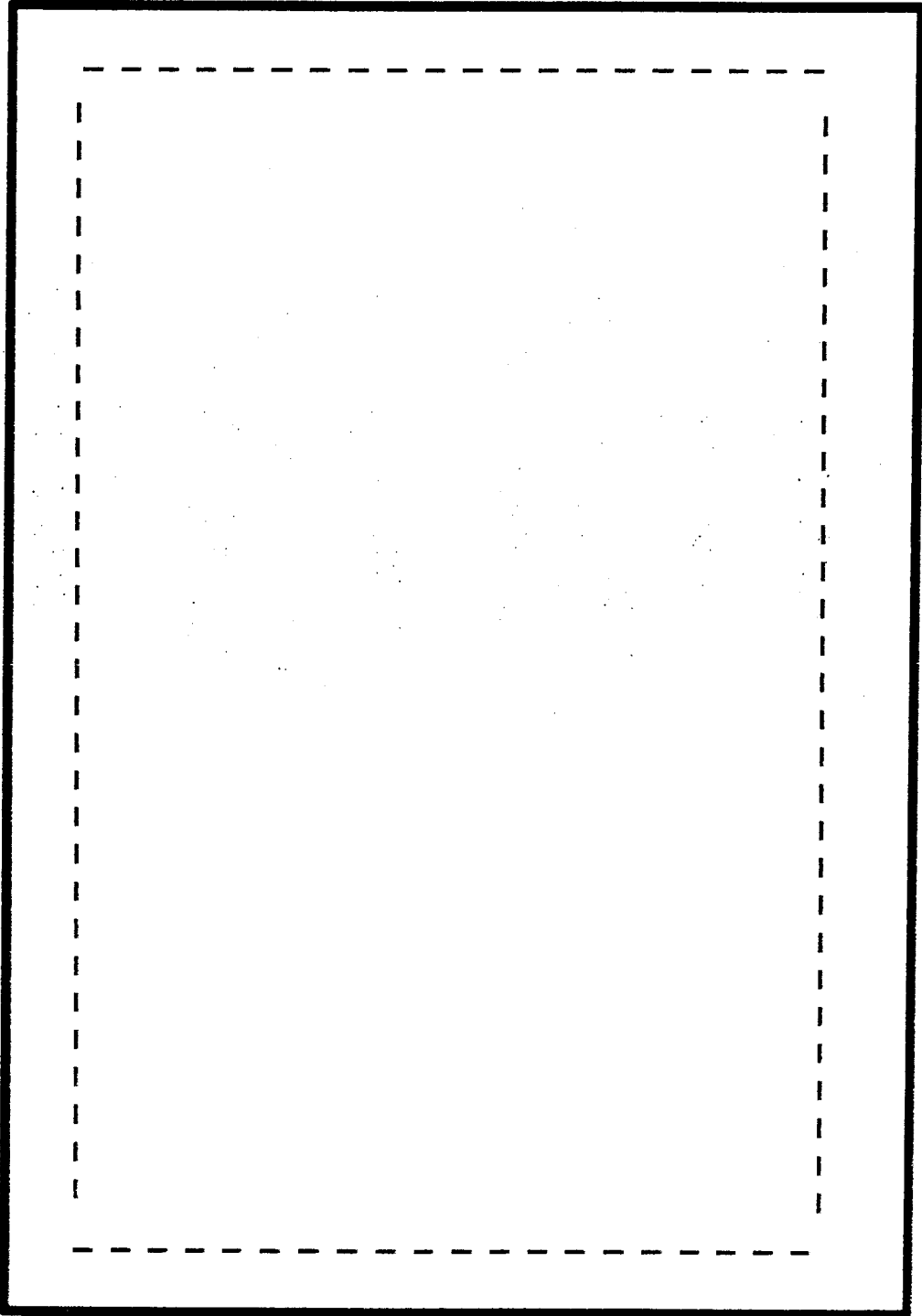
**DO NOT ATTACH ADDITIONAL SHEETS TO THIS FORM**

**PROVIDE DRAWING/DIAGRAM ON THE BACK OF THIS PAGE**

## Drawing or sketch of your proposed project

The Solid Rectangle Below Represents The  
Approximate **OUTSIDE** Boundry of Your Unit Area.  
The Dashed Rectangle Represents the 5 foot setback  
requirement where no permanent structure can be  
placed outside of it.

Back Of Your Unit Area



Front Of Your Unit Area

Disclaimer: This is not a survey or legal document that is being requested by the  
Construction Committee or HMC!