

NOTICE

To All Contractors, Workers, and Landscapers

Recently HFCA has had several incidents of trees, brush or undergrowth having been removed without benefit of Prior Approval from the Architectural Review Committee. Security personnel always check that the proper approval has been obtained when Tree Removal Companies come through our security gate. However, there have been incidents involving contractors, handymen, day laborers and/or others not known to be Tree Removal Companies entering the community and removing trees for which Prior Approval has not been granted, and some do not have the proper license to perform the work.

PLEASE

BE AWARE that it is the responsibility of any contractor doing work within the Highlands Falls Country Club community to verify that approval for the work to be done has been granted prior to beginning a job.

This includes any landscape alteration, tree removal, new construction, construction changes or additions to existing properties including, but not limited to, painting. This verification can be made at the HFCA office.

ARC forms are available at the office and online at <http://www.highlandsfallsca.com>.

FAILURE TO FOLLOW THIS SIMPLE PROCEDURE MAY RESULT IN FORFEITURE OF THE RIGHT TO WORK WITHIN THE COMMUNITY.

HIGHLANDS FALLS COMMUNITY ASSOCIATION

LANDSCAPE, ROCK WALL, TREE REMOVAL / CUTTING PERMIT

DATE: _____

I, _____ hereby request approval of the following at my home located on: _____
Lot and Block #: _____ Telephone _____

DESCRIPTION OF INTENDED WORK: _____

In the event that a tree is larger than six (6) inches in diameter or (20) inches circumference measured at chest level or the tree poses a threat of damage to structures, driveways, or streets, the contractor **MUST** provide proof of general liability insurance. Proof of general liability insurance must be on file in the HFCA office before any approval will be considered.

ANY other activities above and beyond the description must be approved in writing as a new request. Failure to do so will result in fines of \$500 per occurrence. **PERMIT EXPIRES 90 DAYS FROM DATE OF ISSUE AND/OR IF DIFFERENT CONTRACTOR IS SELECTED.** Your signature indicates your understanding and cooperation with this permit.

SCHEDULED DATE(S) OF WORK: _____

IF THE WORK ABUTS THE GOLF COURSE, THE GOLF COURSE SUPERINTENDENT SHOULD BE CONSULTED REGARDING BOUNDARY LINES.
SIGNATURES ARE REQUIRED BEFORE APPROVAL WILL BE GRANTED.
NO WORK MAY BEGIN UNTIL HFCA HAS GIVEN APPROVAL.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE LANDSCAPING GUIDELINES FOR HFCA.

CONTRACTOR NAME/PHONE CONTRACTOR SIGNATURE DATE

PROPERTY OWNER DATE

(IF APPLICABLE) OTHER ASSOCIATION REPRESENTATIVE SIGNATURE DATE

HFCA REP DATE