

TROON VILLAGE LANDSCAPE REQUEST FORM - Page 1

This form is to be used for any landscape changes. Example: Removal or replacement of a dead shrub or tree, or a request to add new trees or shrubbery or flower beds. Your description should also include the variety of plantings, as well as location and their height and width at maturity.

NAME:

ADDRESS:

I/WE REQUEST THE FOLLOWING CHANGE:

NEIGHBOR ACKNOWLEDGEMENTS:

(1) _____ of house#

(2) _____ of house#

(3) _____ of house #

The Signatures of the above neighbors do not imply either approval or disapproval, but merely that they have been informed of the request by the Homeowner. Neighbors may receive a copy of the request and plan from the Managing Agent. Any homeowner wishing to comment on the

request may do so in writing, forwarding comments to the Managing Agent as soon as possible prior to the scheduled Committee and council meetings.

I have read and understand the guidelines and agree to comply with all of the above requirements.

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NAME AND ADDRESS OF CONTRACTOR:

DATE: _____ HOMEOWNER'S
SIGNATURE: _____

LANDSCAPE COMMITTEE RECOMMENDATION:

Approve ___ Disapprove ___ Date: _____

COUNCIL DECISION:

Approve ___ Disapprove ___ Date: _____

Approval is valid for 90 days after date of signed approval by Council. Work must be completed within this period. After this period, a new approval must be obtained.

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**LANDSCAPE REQUEST PROCEDURE, RESPONSIBILITIES
AND ACKNOWLEDGEMENT DOCUMENT**

To help you and the contractor understand the system used to approve your Landscape request, please read the following steps:

- 1.) Obtain Landscape Request Form, as well as a Form for Contractor if needed.
- 2.) Contact your Contractor to obtain a scaled drawing and a cost for your proposed work, including all removal of leftover materials and debris. Any damage done to the common area, including pipes, electric, and gas, telephone or TV cables will be the total responsibility of the Contractor to repair.

Contractor must file a Certificate of Insurance and sign below with the Troon Village Landscape Committee before work begins.

Before any digging, call Pennsylvania One Call System 1-800-242-1776 in order to locate and mark underground utilities.

Enter Utility Inspection Number here: _____

- 3.) Return the completed form and scale drawing to:
 CSK Management, Inc.
 1012 West Ninth Ave, Ste. 10
 King of Prussia, PA 19406
 Attn: Janet Burgess
- 4.) The Landscape Committee will provide their recommendation to the Council for their final approval or disapproval at their next scheduled Council meeting.
- 5.) The Troon Managing Agent, CSK Management, Inc. will notify you of the Council's decision.
- 6.) If approved, contact your Contractor to schedule your work and the agreement will then be made part of any agreement of sale that the Homeowner enters into.
- 7.) Do not do any landscaping or planting until you receive a signed approval form!! (Except flowers in mulched area near the house).

Signature of Contractor: _____ Date: _____

The Contractor must file a Certificate of Insurance and signed Responsibility Acknowledgement, (above) BEFORE work begins. Contractor is responsible for any

damage of Common Areas, Buildings, Wires, etc. The Contractor will keep all equipment in paved areas within the village unless special permission to place it elsewhere is granted through the Landscape Committee/Council.

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LANDSCAPE GUIDELINES

1. a. Definition of Common Area: All lawns, mulched areas, all plantings which surround houses, garages, patios, and decks.

b. Within the Common Area, no shrubs, trees, branches, flowers or other plants may be cut, relocated, planted or removed without prior written consent of Council.
2. The land in the Common Area shall not be filled, seeded, planted, rolled, cut, trimmed, edged, fertilized or otherwise treated except in accordance with written instructions issued from time to time by the Council or the designated landscape company. In the absence of applicable instructions, the Council's written permission is required.
3. A Homeowner without prior existing approval may plant low growing flowers and bulbs but not trees and shrubbery in the mulched area. The Homeowner will be responsible for the maintenance of such plantings, and in timely manner will remove all dead plant material, latest by the fall. Artificial flowers and artificial plants in Common Areas are not permitted.
4. If a Homeowner has areas of landscaping that he/she prefers that the designated Troon Village landscaping company not maintain, he/she may make arrangements through the Managing Agent's office to obtain necessary tags to identify the areas. Homeowner then becomes responsible for maintenance of these areas in an acceptable manner.
5. Growing of vegetables and herbs in any area is prohibited. An important reason for this is possible contamination from the use of landscape chemicals.

6. a. A Homeowner may request new plantings of trees or shrubs, as well as new flowerbeds, provided a plan is submitted for evaluation by the Landscape Committee and approved by Council. Owner will then be responsible for removal and replacement of dead trees, shrubs, or flowers.

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LANDSCAPE GUIDELINES (Cont'd)

b. New flowerbeds on the perimeter of the houses must conform to size and curvature of existing beds and plans for these new beds must be submitted for evaluation by Landscape Committee and approval by Council.

c. If a new tree or shrub is requested, it should not obstruct the view of your neighbor, and neighbor should agree with the new plantings.

d. Shrubs and trees must be located so that at maturity there will be at least two (2) feet of clearance between the tree and the house or garage.

7. New planting areas must be mulched to a depth of two to three inches with hardwood mulch consistent in color and texture with that of the existing mulched beds in the Village.

8. New beds of plantings shall be located so as not to impede the work of the grass cutting crews. At least five feet of clearance between adjacent beds must be maintained.

9. Landscaping plans submitted to the Landscape Committee must designate the size of bed and footage from house.

10. Landscaping plans and all forms must be submitted in duplicate.

11. No more than three statues or sculptures and not taller than 18 inches may be displayed in mulched areas close to the house. No fences, trellises, fountains, birdbaths, or lawn edgings of any type may be installed on the Common Areas and/or around patios or decks. No more than two birdfeeders are permitted in mulched areas close to houses. The mulched areas close to the house and/or porches/patios cannot be used for storage of any kind. Containers, bird seeds or plastic bags with contents must be stored in garage or house.

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LANDSCAPE GUIDELINES (Con't)

12. Following the rule of the Hershey's Mill Landscape Company, planting of any kind of IVY is prohibited.

13. Only the display of one American flag is allowed. All other flags are prohibited. Small American flags **may** be displayed in mulched areas on appropriate holidays.

14. Electric and gas meters must be clear of all shrubbery.

15. Planters or other decorative items must be removed from the end of the driveway no later than the end of November,

16. Warning! Be aware of pesticide flags used by landscaper after application of hazardous materials, especially if children and pets are nearby.

17. The Landscape Committee, with the approval of the Troon Council, instituted a policy regarding requests for removal, replacements or new

plantings around your home: This removal, replacement, or new plantings will now be at the expense of the homeowner. The one exception being if there is an emergency, or act of nature (storm damage) requiring immediate action. In the case of an emergency, the owner will not be charged for removal, and the Village will pay half of the charge for replacement. In addition, any new plantings done by HMLD that die within one year of planting would still be covered by warranty. This new policy puts us in line with most of the Villages throughout Hershey's Mill.