

Please complete the form and a self-addressed envelope (with a stamp on it) so the request can be mailed back to you. Place the completed request form in the stamped, self-addressed envelope in the lock box at the pool. **If you provide your email address, there is no need for the stamped, self-addressed envelope** because we will email the response back to you. **PLEASE DO NOT START WORK OR MAKE CHANGES UNTIL THE REQUEST IS APPROVED.**

Homeowners are responsible for ensuring that all permits are approved and posted as required. Please check your copy of the Community Handbook or website – www.beaconpointhudson.com - for related rules.

Routine maintenance does not require approval or the use of this form. Things such as..

Adding approved types of mulch or landscape borders, spot painting the outside of your home (the same approved colors); Maintenance and cleaning of driveways and sidewalks, roofs, etc. You also may put in small areas of sod or plugs as needed, but make sure that you coordinate with our commercial lawn service so they are not applying herbicides when you are planting. **However, significant changes to the outside appearance do require approval.**

Using a contractor: check with the Better Business Bureau, neighbors, or other sources. We know that many vendors do not carry adequate insurances. Scam artists roam neighborhoods looking for easy money. They will come to your house uninvited and asks for work. Please send them away.

Painting exterior of house. Colors must be approved. Contact a member of the Board of Directors or our property manager to locate the “**Book of Approved Colors**” and a work sheet (listing the approved color combinations) to make your selection and instruct the painter. The BOD is responsible for enforcing community rules and you do not want to pay to have your home repainted because the wrong color was used. Also, you can ask the BOD to consider a request to add a color to the currently approved community color scheme.

Driveway painting or installation of pavers: Materials, colors and dimensions need approval and a signed perpetual maintenance agreement is required.

Landscaping Changes also require approval: The association needs to track and approve landscaping changes because of the potential impact upon our irrigation system and to determine who pays for the maintenance (usually the owner). Also, coordination and information exchange with our lawn service and irrigation specialist is often needed. The homeowner must pay for irrigation changes made due to landscaping changes, however, the work must be done by our HOA contractor.

Replacing Trees: Homeowner needs to contact Pasco County Code Enforcement for a review of their plans to remove and replace a tree. HOA approval is also required. There are six (6) replacement trees tht have been pre-approved and they must be at least four (4) feet tall when planted. The trees are: Bottle Brush, Crape Myrtle, Dwarf Magnolia, Wax Myrtle, Winged Elm, Holly, and Roebelenii Palm. Make sure that your contractor gets a permit (if required) to avoid a \$400 fine, and get a written quote which includes taking the old tree out and grinding down the stump. Maintenance of replacement trees is the responsibility to the owner.