

# HIGHLAND LAKES CONDOMINIUM ASSOCIATION

## SHRUB REMOVAL REQUEST FORM

### Fall 2026

The deadline for removal requests is **Friday, September 25th**.

All requests must be approved by a Grounds Committee representative and must be submitted in writing to the Clubhouse office. This program will take place in October or November. (*Weather permitting*).

NAME \_\_\_\_\_

UNIT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NUMBER(S) \_\_\_\_\_

GENERAL LOCATION OF SHRUB TO BE REMOVED \_\_\_\_\_

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*The Association will bear the cost for the removal of the shrub(s) and recommends that the co-owner purchase and plant a replacement shrub or some other attractive landscaping. According to the Co-Owner's Manual, SHRUB REPLACEMENT policy, Co-owners are reimbursed \$30 per shrub, up to two shrubs per year, for replacement of dead, overgrown, or diseased shrubs. Removal and replanting must take place in the same fiscal year. Please refer to the Co-Owner's Manual for complete details. PLEASE SEE NEXT PAGE*

**\*\*Committee Use Only\*\***

Approved:

Denied:

Comments: \_\_\_\_\_

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## SHRUB REMOVAL INFORMATION

Because Highland Lakes is 55 years old, many of our shrubs and bushes are overgrown or are in poor condition. This policy allows for the removal of dead, overgrown shrubs and bushes, or those that are in poor condition. Shrubs that are too large or too near any wiring will be cut to the ground rather than removed.

The time established for the fall 2026 Shrub Removal Program is during October and November.

**Requests must be submitted to the Grounds Committee NO LATER THAN September 25<sup>th</sup>, 2026,** so that the Committee has ample time to review the request. The Committee has a mailbox in the Clubhouse office. Be sure the form is completely filled out.

The Association will bear the cost for the removal of the shrub(s) and recommends that the co-owner purchase and plant a replacement shrub or some other attractive landscaping. The Association will reimburse you up to \$30 toward a new shrub with a limit of two shrubs per fiscal year. Removal and replanting must take place within the same fiscal year to qualify for reimbursement.

If such removal necessitates a landscape plan, you must submit that plan, along with a Grounds Request, indicating what you are putting in as a replacement and a representative of the Grounds Committee will inspect the planting. Please be aware that this program will only take place during one week in October or November, weather permitting.

***Please Note: Patio shrubs and bushes are not covered for removal; they are the Co-Owner's responsibility. This program only covers the bushes on common grounds.***