



23680 W. Cuba Road, Deer Park, Illinois 60010  
Lake and Cook Counties

Phone: 847-726-1648  
Email: [kkasregis@vodp.net](mailto:kkasregis@vodp.net)

Fax: 847-726-1659  
Website: [www.villageofdeerpark.com](http://www.villageofdeerpark.com)

## Homeowner Association Reimbursement Program\* *Landscaping & Maintenance Expenses*

### Landscaping Reimbursement

The Village will reimburse a portion of the landscape costs incurred by a homeowners association in accordance with the following guidelines:

- All landscape plans **MUST BE APPROVED PRIOR TO INSTALLATION** by the Trustee overseeing Parks and Recreation in order to be eligible for reimbursement. ***(If not approved no reimbursement will be paid)***
- The portion eligible for reimbursement is 70% of the cost incurred, but **no more than \$1,750.00 per fiscal year**.
- Landscaping includes the removal of dead trees, shrubs, and perennials as well as the purchase and installation of trees, shrubs, perennials, and mulch.
- The purchase and installation of thorn bushes (including roses), annual plants, and subdivision entrance signage will not be approved for reimbursement.
- Only landscaping performed within the Village right-of-way is eligible for reimbursement. This includes park property, cul-de-sac islands, and entrance-way center islands and side areas.
- Landscape costs incurred must be paid to the landscaping company or HOA.
- Copies of invoices/receipts for the landscaping must be submitted to the Village along with the Reimbursement Form.
- Requests for reimbursement must be submitted to the Trustee overseeing Parks and Recreation **no later than February 28<sup>th</sup>** so they may be approved by the end of the Village fiscal year in which they were incurred.

### Maintenance Reimbursement

The Village will reimburse a portion of the maintenance costs incurred by a homeowners association in accordance with the following guidelines:

- The portion eligible for reimbursement is 50% of the cost incurred, but **no more than \$750.00 per fiscal year**.
- Maintenance includes mowing, clean-up, trimming, fertilizer, and weed control.
- The Village will not reimburse for fertilizer or weed control applied in spray or pellet form. The Village will reimburse for fertilizer for trees provided it is injected into the ground within the tree canopy and for the digging of weeds out of the ground.
- Only maintenance performed within the Village right-of-way is eligible for reimbursement. This includes park property, cul-de-sac islands, and entrance-way center islands and side areas.
- The Village will not reimburse for the maintenance thorn bushes (including roses), annual plants, and subdivision entrance signage.
- Maintenance costs incurred must be paid to the landscaping company or HOA.
- Copies of invoices/receipts for the maintenance *(including cost, scope of work, location and proof of payment)* must be submitted to the Village along with the Reimbursement Form.
- Reimbursement Forms must be submitted to the Trustee overseeing Parks and Recreation **no later than February 28<sup>th</sup>** so they may be approved by the end of the Village fiscal year in which they were incurred.

\* The term "Homeowner Association" is used to identify a legal entity, or the organization of the majority of all homeowners in a subdivision, formed to include the purpose of fulfilling the requirements of this program.

