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

Participation Qualifications: Subdivisions with a common entrance which includes signage and are located on major Deer Park roadways of Long Grove, Lake Cook and Deerpath Roads. If does not meet above qualifications pre-approval by Village Administrator is necessary.

### **Landscape Reimbursement**

The Village will reimburse a portion of the landscape costs incurred by a Homeowner's Association in accordance with the following guidelines:

1. All landscape plans **MUST BE APPROVED PRIOR TO INSTALLATION** by the Village Administrator in order to be eligible for reimbursement. *(If not approved no reimbursement will be paid)*
2. The portion eligible for reimbursement is 70% of the cost incurred, but no more than \$2,000.00 per fiscal year.
3. 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.)
4. Only landscaping performed within the Village right-of-way is eligible for reimbursement. This includes entrance-way center islands and side areas. Projects must be coordinated with landscaper following Village and County Ordinances. Check with the Building Department for permit requirements.
5. Landscape costs incurred must be paid by The Village of Deer Park to the HOA. Copies of invoices/receipts and canceled checks for the maintenance *(including cost, scope of work, location)* must be submitted to the Village along with the Reimbursement Form.
6. Requests for reimbursement must be submitted to the Assistant to the Administrator **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 Homeowner's Association in accordance with the following guidelines:

1. The portion eligible for reimbursement is 70% of the cost incurred, but no more than \$1000.00 per fiscal year.
2. Maintenance includes mowing, clean-up, trimming, fertilizer, and weed control.
3. Only maintenance performed within the Village right-of-way is eligible for reimbursement. This includes entrance-way center islands and side areas. The Village will not reimburse for the maintenance of thorn bushes (including roses), annual plants, and subdivision entrance signage.
4. Maintenance costs incurred must be paid by the Village of Deer Park to the HOA. Copies of invoices/receipts and canceled checks for the maintenance *(including cost, scope of work, location)* must be submitted to the Village along with the Reimbursement Form.
5. Reimbursement Forms must be submitted to the Assistant to the Administrator **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.

(September 2022)