

SHOA TREE & LIMB REMOVAL CHECKLIST

_____ 1. Determine location of proposed tree(s) to be worked on. a) on your property, b) on SHOA common property or c) on an adjacent neighbor's property. Conversations with neighbors and/or a professional lot survey may be necessary. A written signed agreement with your neighbor is required to submit with your request.

If (a) then proceed to step 2

If (b) file a request with SHOA Property Manager and Design Committee

If (c) obtain written permission from property owner, include who is financially responsible for the work. The SHOA Board has no authority in neighbor-to-neighbor disputes.

_____ 2. Identify the trees/limbs being considered for removal (mark with colored flagging tape). Provide a sketch map of your property with proposed trees indicated. Include photos of the trees proposed for removal.

_____ 3. Provide a re-planting plan.

_____ 4. Determine the species of trees (Hemlock, Spruce, Cedar, etc.) and measure their diameter at knee height. If the trees are Alders or are less than six inches in diameter (and on your property) permission to remove is not required.

_____ 5. Wait for written approval of your plan for tree removal from the SHOA Design Committee and/or SHOA Board. The Design Committee will report approval at SHOA Board meeting. Your request may have been amended or include options for replacement vegetation. If the Design Committee does not approve application, owner can appeal decision to the SHOA Board.

_____ 6. Have your contractor 'sign off' on your approved plan. Inform SHOA Manager when work is to be scheduled.

_____ 7. After work is completed, including re-planting of landscape notify SHOA Manager.

NOTE: All approvals become void on date of sale of applicants (including neighbor's property) or after one year from approval date if project has not been completed.