

## **Procedures for Requesting and Approval of a Tree Removal**

**Summary.** An owner may request the removal of a tree on Parkfairfax Association property by submitting a written request to the Board of Directors using the form on the reverse of this page. A request will be reviewed first by the Parkfairfax Landscape Director and then by the Landscape Committee prior to review and decision by the Board.

### **A. Request Procedures.**

1. The owner must submit a completed Tree Removal Request to the Landscape Director. If the tree to be removed was planted by the requesting owner, the owner must attach a copy of the approval from the Covenants Committee that permitted the planting originally.

2. The Landscape Director will review the request, observe the tree's condition, and notify nearby residents of the request. The Landscape Director will develop his written recommendation to the Board of Directors and submit the recommendation, the original request, and any written comments from neighbors to the Landscape Committee.

3. Landscape Committee members will view the tree. At a regularly scheduled meeting the Committee will review and discuss the owner's request; the Landscape Director's written recommendation; and any written comments from neighbors. The Committee will then vote on a recommendation to the Board. The Committee may hear a five-minute discussion of the request by the owner and any affected neighbors prior to the vote. To be eligible to vote a Committee member must have attended three regularly scheduled meetings within the last six months and observed the condition of the tree which has been requested for removal.

4. The Chair of the Landscape Committee will submit the owner's request, comments by neighbors, the Landscape Director's recommendation and the Committee's recommendation to the Board of Directors for its consideration and decision. The Board may invite the requesting resident and other neighbors to attend the session at which the request will be considered.

### **B. Decision to Remove a Tree**

1. The Board of Directors must approve all requests for tree removal except as noted below.

2. The Landscape Director may decide to remove a tree without Board approval or Landscape Committee review if the tree is

- a. Dead or dying,
- b. Constitutes a hazard to humans or potential damage to property, or
- c. A weed species of less than four inch diameter

3. Whether the decision to remove a tree is made by the Board or the Landscape Director, residents in the immediate area will be notified at least two weeks in advance of the impending removal, except in the case of an emergency removal.

**C. Payment of Cost of Removal.** If the tree being removed is with the approval of the Covenants Committee and the Board approves the removal, the cost of the removal will be paid by the Association.

# TREE REMOVAL REQUEST FORM

**Unit Owner:** This form must be submitted (except in an emergency) if you are requesting the removal a tree in Parkfairfax regardless of its location. Unit owners may not remove or cause to be removed any trees in Parkfairfax without the approval of the Board of Directors. This request form will be reviewed and commented upon by the Landscape Maintenance Director and the Landscape Committee before being submitted to the Board of Directors for consideration. If the requested removal is in conjunction with a landscape change request, this form must be submitted in addition to a **Covenants Application for Non-Routine Changes**.

**Date:** \_\_\_\_\_ **Unit Owner(s):** \_\_\_\_\_

**Building #:** \_\_\_\_\_ **Unit address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Location Of tree:** \_\_\_\_\_

**Species:** \_\_\_\_\_ **Approx. Diameter (Trunk 4 ft. above ground):** \_\_\_\_\_

**Reason(s) for removal:** \_\_\_\_\_  
\_\_\_\_\_

**Comments by Landscape Maintenance Director and Landscape Committee:** \_\_\_\_\_

**BOARD ACTION: REMOVAL APPROVED? YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **DATE:** \_\_\_\_\_