

Valmont Park Homeowners Association

<http://valmontpark.org>

Process/Procedure to Request Approval for Removal/Thinning Trees

It is the intent of this process/procedure to be consistent and conformant with the following sections in the Declaration of Covenants, Conditions and Restrictions for Valmont Park Divisions 1 & 2.

Article VI Architectural Control:	Section 6.1	Intent
	Section 6.5	ACC Response
	Section 6.2 (1)	Approval Requirements
Article VII Use Restrictions:	Section 7.5	Trees
Article VIII Common Area	Section 8.1	Responsibility
	Section 8.2	Permission

This process/procedure supersedes and replaces the Restated Policy Regarding the Removal of Diseased and Hazardous Common Area Trees, December 8, 2005.

Definitions:

VPHOA = Valmont Park Homeowners Association

BoD = VPHOA Board of Directors

ACC = Architectural Control

Arborist = ISA Certified Arborist

This Process/Procedure Applies to the Removal or thinning of Trees on Property Owner's Lots or the Common Area. (see B.3 below if cost sharing is being requested regarding trees rooted in the Common Area).

Please note that the PUD, PSE, or other utility companies might contact you requesting signed permission to cut down or trim a tree in your yard or in the common area near your house that may be interfering with power lines and such. In that case please forward the request and paperwork to the ACC since such requests need to follow the process outlined below.

A. Approval is not required if:

1. The tree is an alder or;
2. The tree has a diameter of less than five (5) inches when measured three (3) feet above the ground or;
3. The tree is less than fifteen (15) feet in height.

B. Prior approval is required from the ACC for:

1. Removal or thinning of **All** trees other than those listed above;
2. Thinning of heavy and low growing branches and limbs.

B.1 To obtain approval to remove/thin a tree, the Property Owner shall submit the following documents by mail, email, or hand delivery to the ACC chairperson/ACC member, requesting approval for removal/thinning of a tree(s) rooted on a lot or the Common Area: (The ACC contact information can be found on the VPHOA web page).

1. Application forms may be found on the web page: www.valmontpark.org
2. If possible, photographs of the tree(s) to be removed/thinned.
3. A diagram of the lot/relevant area in the Common Area indicating where the tree(s) is/are located.
4. At the discretion of the ACC, an Arborist report may be requested after reviewing the application.

The Property Owner is responsible for all costs involved.

B.2 The ACC Response to requests related to trees on Property Owners' Lots or the Common Area (if cost sharing is not being requested) will be as follows:

1. An ACC member will acknowledge receipt of the request and may wish to view and take additional pictures of the tree(s) in question.
2. The ACC will act on all applications within thirty (30) days of receipt of the complete application including **all** related documents/pictures/plans etc.
3. The ACC will record the decision on the Application Form and return the signed Application Form to the Property Owner.
4. A copy of the final Application Form (either approved or dis-approved) will be retained in the ACC permanent records.

B.3 Response to requests for trees rooted in Common Area where cost sharing is being requested:

1. The ACC member will acknowledge receipt of the request and forward it to the VPHOA BoD.
2. Members of the BoD/ACC may wish to enter the Property Owner's property to view the tree(s).
3. The BoD, at their discretion, will contact the homeowner and, with the Property Owner's consent, will arrange for an Arborist to examine the tree(s) in question and prepare a written evaluation of the tree(s) health and hazard risk.
4. If the Arborist report deems the tree(s) in question is/are NOT diseased and/or potentially hazardous, the BoD will inform the Property Owner accordingly. The application and Arborist report will then be referred to the ACC, who will contact the homeowner to establish if he/she still wish to proceed at their own cost and, if so, the ACC will consider the request and inform the Property Owner of the decision.

C. The financial Responsibility for trees rooted in the Common Area, where cost sharing is being requested is as follows:

1. For tree(s) specifically deemed to be diseased and/or potentially hazardous, the VPHOA and Property Owner will equally share the costs, or portion thereof, relating to the Arborist report and the removal and/or thinning.
2. If the tree(s) are assessed as **NOT** being diseased and/or potentially hazardous, and therefore do not need to be removed/thinned, the entire cost of the Arborist's report is the responsibility of the **Property Owner**.
3. As the BoD had arranged for the Arborist assessment, it is the usual practice for the bill to be sent to the BoD Treasurer, who will in turn, bill the Property Owner.

Signed this 17th Day of October, 2019

Arthur Adams
VPHOA ACC Chairperson

Gabriel Bayouk
VPHOA President

*This document is a reproduction. The original signed document is available upon request.