

KENTFIELD COMMONS HOME OWNERS ASSOCIATION

HOA-FUNDED TREE TRIMMING REQUEST

(If you'd like to trim a tree at your own expense, complete a Landscape Change Request.)

All applications and forms should be sent to the Association Manager.

Name: _____ Phone: _____ Date: _____

Address: _____ E Mail: _____ Owner: Y / N

LOCATION: The Tree is (check one)

Completely in my yard In my yard and my neighbor's yard In my yard and in a common area

Please attach pictures of the tree and include a detailed description of your request:

Attachments: Please attach or email photos that show the tree's location and condition.

1. _____ 2. _____ 3. _____

Homeowner understands that:

1. Tree trimming requests are reviewed by certified arborist. The HOA only performs professionally recommended tree care.
2. Homeowners can submit tree trimming request throught the year. The HOA will acknowlege reciept of completed request forms, but evaluation, approvals, and tree work is done bi-annually. The arborist evaluates all non-emergency tree trimming requests and competes the approved tree trimming twice a year: once in the spring and once in the fall.
3. Approval of this application does not relieve the applicant from obtaining any required Tree Removal and Pruning permits from the City of Redwood City. No work shall commence without permits where required.

SIGNATURES:

If this tree in a shared front yard (as most are), please obtain signatures from neighbors stating that they are aware of the proposed changes.

Neighbor's Name	Address	Signature	Date

Applicants Signature

Date

For HOA use:

Date Received: _____ By: _____ Application is: Complete Incomplete

Procedure for Consideration of Proposed Request:

The Committee shall:

- Review the Request and all supporting documents to ensure they are complete and satisfactory.
- Review the CC&Rs and Association rules in the Directory to ensure compliance.
- Submit their findings and recommendations to the Board within fifteen (15) days of the Owner's submission of a properly completed Request and any required supporting documentation.

No proposed changes may be commenced until written approval is received by the Owner from the Board of Directors. The Owner is solely responsible for ensuring compliance with all Tree Preservation Ordinances and city building codes.

The Board and the Committee shall grant their approval only in the event that the proposed work will benefit and enhance the entire subdivided property in a manner generally consistent with the plan of the development thereof. (CC&Rs Article 18.)

The board and committee's approval or disapproval shall be in writing. In the event that the board and committee fail to approve or disapprove within thirty (30) days after the appropriate plans and specifications have been submitted to it, them, or in any event, if no such suit to enjoin such work has commenced before completion thereof, approval will be deemed given, and compliance with the terms of this article conclusively presumed. (CC&Rs Article 18.)

If Request has been denied by the Board of Directors, the Owner may appear before the Board to present evidence showing the propose alteration(s) of additions(s) comply with the CC&Rs and all City building codes and regulations and that written approval has been obtained from the Owners of all nearby units. A final decision will then be made by the Board of Directors and the Owner will be notified that the request has been either approved of denied within ten (10) days of that meeting.

Arborist and Committee Recommendation to the Board of Directors

RECOMMEND RECOMMEND WITH CONDITIONS NOT RECOMMENDED

Conditions / Reasons _____

Arborist/Committee Member Signature

Date

Board of Directors Action:

APPROVED RECOMMEND WITH CONDITIONS NOT APPROVED

Conditions / Reasons _____

Authorized Signature

Date

Please keep a copy of this for your records.