

## REQUEST FOR TREE MANAGEMENT

Statement: The Tree Management Committee will receive and review all requests for tree management (i.e., removal, planting, alteration, other) on common property and the golf course for referral to the Salemtowne Civic Association (SCA) Board of Directors.

Date \_\_\_\_\_ Request No. \_\_\_\_\_

(Completed by Committee)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Tree Number (from tree tag) \_\_\_\_\_ Location of Tree \_\_\_\_\_

Action Requested and Reason for Request (provide as much detail as possible) \_\_\_\_\_

Review Process: Upon receipt of this "Request for Tree Management" form, the Tree Management Committee will review the request and determine what action should be taken, based on established criteria and priority. The Committee will make a recommendation to the SCA Board of Directors, who will notify you of their decision. If the request is for trimming of limbs for view enhancement and the request is approved by the Board, approval of adjacent neighbors is required before trimming begins.

*For Committee Use:*

Date Referred to Board \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Recommendation to Board \_\_\_\_\_

SCA Board Decision \_\_\_\_\_

Date of Board Decision \_\_\_\_\_ Signed \_\_\_\_\_

Board Member