

Environmental and Architectural Review Committee (EARC)

Tree Removal Request Form and Procedures

The general procedure:

Trees with trunks less than four inches in diameter when measured three feet above the ground may be removed without review. All trees four inches or larger, whether dead or alive, are to be reviewed and authorized for removal by the Environmental and Architectural Review Committee (EARC). The owner or custodian of the tree in question begins this process by obtaining the Tree Removal Request Form at the Management Office, 3329 Greenleaf Blvd., at the Clubhouse, or from the Parkview Hills website (www.parkviewhills.net). After filling out the first two sections of the form, return it to the Management Office. The PHCA Consultant will then be asked to inspect the tree(s) and submit his comments. The request will be forwarded to each EARC member, who will visit the site and inspect the tree. During its next regular monthly meeting, the EARC will discuss and act on the tree removal request. Following this meeting, a written or e-mail response will be sent to the requesting party.

Because of the time required to handle the paperwork and allow all EARC members to visit the site and inspect the tree, requests must be submitted by noon on the Friday before the EARC's regularly scheduled meeting. Late requests will be considered if time is available for proper review. EARC meeting dates are listed on the PHCA calendar posted on the Clubhouse bulletin board and on the Parkview Hills website. Residents are welcome to attend all EARC meetings.

When authorizing a tree removal, the EARC will usually require that the removed tree be replaced with a new tree of a certain minimum size. In some instances, a request to remove a tree is denied. If the requesting party provides new information about the tree or reasons for its removal, the EARC will review its original decision. If the requesting party is not satisfied with the EARC response, appeal may be made directly to the Parkview Hills Community Association Board.

In general, the EARC acts on tree removal requests at regularly scheduled monthly meetings. Under urgent circumstances, for instance, if a tree poses an imminent danger, the EARC can expedite a review and attempt to respond as soon as possible. Any urgency should be noted when the form is returned to the Management Office. The need for an expedited response will be determined by the EARC.

Tree Removal Request Form instructions:

If you would like assistance in completing this form, please inform the Management Office, 375-0327, and a member of the EARC will be contacted to assist you.

Instructions:

1. **Complete** the first two sections of the Tree Removal Request Form.
2. **Flag each tree** to be reviewed by tying a strip of fabric or plastic ribbon around the trunk or, for pine trees, to a prominent branch.
3. **Return the completed form** to the Parkview Hills Management Office, 3329 Greenleaf Blvd. (Or e-mail to: scott@parkviewhills.net.)

Tree Removal Request Form

Section I

Date:

Requested By:

Address:

Phone #:

E-mail/fax #:

Section II

Type of tree (Oak, Elm, etc.):

Approximate diameter of trunk (at height of 3 ft.):

Describe current condition of tree (dead, alive, failing, etc.):

Location of tree on property:

Reason for removal:

Plans for replacement:

Additional comments:

Consultant comments: