

CIRCLE OAKS HOMES ASSOCIATION TREE REMOVAL POLICY (Amended 12/2004)

If you have an EMERGENCY – Call our vendor: Paul Dubois: 707-974-2101.

Otherwise:

Location of the Tree:

The member makes the first determination of whether the tree is on green belt or on their lot. This is done by establishing your center stake and measuring out from there. Your plot map is the first authority. If you don't have a plot map or can't locate your center stake, check with the COHA office as there may be a plot map on file there. If there is no plot map available, you can check with the County Building Department for a copy of your plan or you can have your lot surveyed to locate your center stake and boundary lines. If none of these approaches resolves the property lines, the Napa County GIS system will be used.

Tree Removal Request Form:

Once it is determined where the tree lies, please submit a request (Form below).

The Inspection/Approval Process: Once your request is received, it will be handled as follows:

- The Homes Association Manager will make an appointment and come to your lot and inspect the tree to verify its location and condition.
- If the problem is overly complex, the manager will arrange for an inspection by a certified arborist.
- Once the inspection has been completed, the findings & recommendation will be given to Board of Directors for action.
- If the Board of Directors finds that the tree is a fire or safety hazard, permission will be given to have the tree removed:
 - At the expense of the member, if the tree is located on the member's property.
 - At the expense of Circle Oaks Homes Association if the tree is on the greenbelt;

If it is found that the tree is located on the green belt and is healthy, but may pose a fire or safety hazard to the member, the Board of Directors, may on a case by case basis, agree that the tree may be removed. In such cases, the Board of Directors will negotiate a cost splitting arrangement with the member.

Once permission has been given to remove a tree in the greenbelt, the Circle Oaks Homes Association will take the necessary steps to have the work contracted. The members are not authorized to contract with any tree service for removal of trees on the green belt. The members may make their own contractual and financial arrangements for removal of trees from their own lots, after approval is given.

If COHA pays for the tree removal, the potential fire wood is the property of the Association, and will be made available to its members. If the member pays for the tree removal, the potential fire wood belongs to the member.

[Page Down to get a Tree Removal Form](#)



Circle Oaks Homes Association

Mail to P.O. Box 4151, Napa, 94558
or put in COHA Box at the foot of Juniper Drive
or email to: theoffice@circleoaks.org

Request for Inspection or Removal of a Tree

Your Name:	_____	Phone:	_____
Address:	_____		
	Address or Lot #		

<input type="checkbox"/> URGENT! (Requires immediate attention)
<input type="checkbox"/> Routine (immediate action not necessary)

<input type="checkbox"/> Dead or diseased tree on my lot needs to be removed. I am requesting an inspection and permission to remove it at my own expense.
<input type="checkbox"/> I am requesting an inspection and permission to remove or trim a tree either on my lot or in the adjacent greenbelt at my own expense.
<input type="checkbox"/> I am reporting a hazardous dead or diseased tree on the greenbelt and request inspection for handling by COHA.
<input type="checkbox"/> Other Request: _____

Date Inspected:	_____	By:	_____
Findings:	_____		
<input type="checkbox"/> Request for removal by owner approved			
<input type="checkbox"/> Request approved, COHA will remove			