

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 lot owner 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 for assistance to the Board. A "Petition for Inspection and/or Removal of Tree" this form is available on the COHA website.

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

- A representative from the Homes Association will make an appointment and come to your lot and inspect the tree to verify its location and condition.
- Once the inspection has been completed, the findings 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 lot owner, if the tree is located on the lot owner'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 lot owner, the Board of Directors, may on a case by case basis, agree that the tree may be removed. In such case, the Board of Directors will negotiate a cost splitting arrangement with the lot owner.

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

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 lot owner pays for the tree removal, the potential fire wood belongs to the lot owner.