

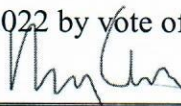
## Community of Christ Onset Campgrounds

POLICY: Planting, Taking Down, and/or Trimming Trees on Leased Properties

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 3/19/2022 by vote of the Onset Board of Trustees

APPROVED:

  
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Missy Quay / Mission Center President

  
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Kristin Carter Smith / Onset Board of Trustees Chair

*This policy supersedes the 1/11/2020 Taking Down / Trimming Trees on Leased Properties Policy.*

### PURPOSE:

To ensure that the Board of Trustees will act in a consistent, responsible, and expeditious manner in considering requests to plant, take down or trim trees on leased lots, while balancing needs to preserve and enhance the natural, wooded feel that characterizes Cape Cod, promote safety, maintain open space for recreation, provide freedom of passage throughout the campgrounds, respect individual preferences for areas around cottages, and maintain attractive views of the water and marsh areas for all to enjoy.

**Such tree trimming is described as the following:** The removal of large branches or major cutting back of trees on leased lots as requested by the leaseholder.

### PROCEDURES:

#### Trimming / Taking Down Trees:

- 1) As per the Rules and Regulations, leaseholders are required to get written permission of the Board of Trustees before any tree on their leased lot may be taken down or trimmed significantly.
- 2) To facilitate the process, the Board-designated Operations Manager is empowered to assess the requested tree work and to act to grant the Board's permission.
- 3) Leaseholders who wish to request permission to have a tree on their leased lot taken down or trimmed, must submit a request in writing, by mail or email, to the Operations Manager. The request should include:
  - a) the reason for the request
  - b) the name of the company who will be doing the work, or whether the leaseholder will do the work him/herself, or whether the leaseholder would like to include this tree work as part of the Board's periodic tree trimming on common grounds
  - c) proof of suitable insurance by the leaseholder, and the contractor/tree company, if applicable
  - d) a projected time frame for completion of the work
  - e) an indication of whether the leaseholder has spoken to the adjacent / abutting leaseholders on the campgrounds and their support of the request.
  - f) If the leaseholder desires to plant a new tree as a replacement, the procedure described below related to requests to plant trees must be followed.

- 4) If the leaseholder requests that the Board include this tree work as part its periodic tree trimming process:
  - a) the Operations Manager will confirm with the leaseholder the nature of the work to be done.
  - b) the Operations Manager will provide an estimate of the cost for the requested work, after which the leaseholder must provide written authorization to proceed with the work and agreement to reimburse the Board for the full cost of the work performed on their leased lot. If the cost of tree work necessary for health and safety poses a financial burden on a leaseholder, the leaseholder may contact the Board to discuss options.
- 5) In determining whether or not to grant permission to remove or trim a tree, the Operations Manager will consider whether the leaseholder's insurance company has requested that the tree be trimmed or removed, whether the tree is diseased, dying or dead, or at risk of damaging structures or vehicles, or poses any other safety issue, or whether the tree impedes movement or views.
- 6) If the Operations Manager denies the request, the leaseholder may appeal the decision to the Full Board.
- 7) Leaseholders that remove trees without approval or after denial by the Operations Manager or Board may be subject to fines and other actions.

#### **Planting New Trees:**

- 1) As per the Rules and Regulations, leaseholders are required to get written permission of the Board of Trustees before any alterations are made to their leased lots. Therefore, leaseholders are required to get written permission before any tree whose full height may exceed five feet may be planted on their leased lot.
- 2) To facilitate the process, the Board-designated Operations Manager is empowered to assess the request and to act to grant the Board's permission.
- 3) Leaseholders who wish to request permission to plant a tree on their leased lot, must submit a request in writing, by mail or email, to the Operations Manager. The request should include:
  - a) the type of tree to be planted, and its anticipated full height
  - b) the location in which the tree, if approved, will be planted. A copy of the leaseholder's plot with the location marked is preferred.
  - c) a projected time frame for completion of the work
  - d) an indication of whether the leaseholder has spoken to, or notified, all nearby leaseholders on the campgrounds who will be within view of the tree.
- 4) In determining whether to grant permission to plant a tree, the Operations Manager will consider:
  - a) whether the species selected is appropriate in size for the location
  - b) neighboring leaseholders' support of or opposition to the request
  - c) the potential for neighbors' water or marsh views to be blocked
  - d) the proposed location, such that at full height, the tree will not encroach on a neighboring lot or utility lines or put at risk any structures or parked vehicles on the leaseholder's lot, neighboring lots, or nearby church-owned structures or common areas.
- 5) If the Operations Manager denies the request, the reason will be provided and the leaseholder may appeal the decision to the Full Board.
- 6) Leaseholders that plant trees without approval or after denial by the Operations Manager or Board may be subject to fines and other actions, including the removal of the tree from their lot.

Date Created: 3/19/2022  
 Dates Reviewed:  
 Date Revised:  
 Date Deleted/Superseded: