



PONDEROSA PINES PROPERTY OWNERS ASSOCIATION
53275 Ponderosa Way
La Pine, OR 97739

COMMONS AREA WOOD CUTTING POLICY/PROCEDURE

Resolution #3-30-13 (2)

Revision 2 September 25, 2014

This document is intended to clarify the policy and procedure for cutting wood on the Ponderosa Pines Property Owners Association Commons property.

1. Prior to cutting any trees on Commons property, the Commons Manager will identify the trees to be cut by attaching a ribbon or spray painting an identifying mark on the trees to be cut. This will allow homeowners to identify which trees have been scheduled for cutting.
2. Twenty-four (24) hours prior to cutting any trees on Commons property, the Commons Manager will notify the appropriate lot owners of the pending work near their property. This notice will contain:
 - a. The date the proposed tree cutting is to occur,
 - b. An approximate time (or as close as is possible - i.e., "before noon" or "afternoon"),
 - c. Commons Manager's name and contact information,
 - d. A phone number where the Commons Manager can be reached, if necessary,
 - e. A statement notifying the homeowner that they have 24 hours to claim the cut trees.
3. Cut trees which are 4 inches and larger in diameter ("firewood size/quality") will be limbed and cut into manageable lengths.
4. For any wood remaining after the 24 hour notice has past, the Commons Manager will relocate the cut wood to a board-approved location for distribution at a later date to seniors, disabled and/or needy homeowners within PPPOA.
5. The Board assigned Commons Liaison will oversee the applicant registration process. All applicants will be required to complete a wood request form. From this, a registration sheet will be maintained by the Commons Liaison to track requests. (In the absence of a Commons Liaison, the Board Secretary will oversee this process.) All information obtained will be kept confidential.
6. On a monthly or quarterly basis, all applicants will be reviewed, screened and selected by the Board of Directors according to need and quantity of firewood available.
7. Unauthorized removal of trees (either standing or down) by homeowners or residents in the Commons area is strictly prohibited without prior authorization from the Commons Manager.
8. Due to safety and personal liability concerns, all homeowners or residents of the Association are prohibited from entering designated work areas.
9. Homeowners who have questions or concerns related to the cutting of trees on Common areas are instructed to contact the Commons Manager, the Board Commons Liaison or Board of Directors.