



Pendleton Harbor
Property Owners' Association, Inc.
200 Sand Dollar Dr., Hemphill, Texas 75948
409-625-4813 409-625-0604 fax

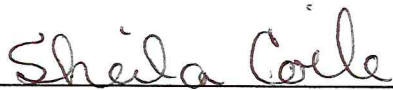
Policy Letter # 7
Amended March 9, 2018

Subject: Procedures for Tree Cutting

Tree Cutting Policy for Pendleton Harbor Subdivision

- 1) Prior to requesting a permit for tree removal:
 - a) Property Owners should read the Covenants and Restrictions, concerning the cutting and removal of trees within the Pendleton Harbor Subdivision. Pendleton Harbor Property Owners Association (PHPOA) covenants and restrictions can be obtained from the PHPOA administrative office or **by Email:** phpoa@windstream.net
 - b) Person making the request must be the property owner according to PHPOA records.
 - c) It is also necessary to obtain a permit from the Sabine River Authority (SRA) prior to any removal of trees on the leaseback. (Applications for Permits are available at the PHPOA office or by calling SRA at 409-565-2273.)
- 2) Property owners who want to cut and remove trees for ANY PURPOSE other than AN EMERGENCY SITUATION (such as after a storm has damaged trees or when a tree may threaten/obstruct a building or roadway) must submit a request for a permit. The request must include the lot number and the name of the person or contractor who will do the tree cutting and removal to the PHPOA office. All required information can be found on the request for permit form obtained from the PHPOA office.
- 3) **Upon issuing a tree cutting permit, it is the requirement of the property owners to provide the contractor/worker with a copy of the completed permit form. The contractor/worker must keep the completed permit form in a visible on site location.**

- 4) The contractor will do ONLY that work which is stated on the permit(s).
 - a) No other property owner may approach the contractor and request them to cut And remove trees from their lot(s) using the existing permit.
 - b) Each property owner must obtain a tree cutting permit specific for to their lot(s).
 - c) In the event the contractor is found to be in violation of cutting and removing trees on a lot not specified on the permit, that contractor will be escorted out of the Pendleton Harbor Subdivision.
 - d) A restraining order may be issued against the property owner who did not have a permit to cut and remove trees. No more trees will be cut until a proper request has been completed and granted as outlined in #2,#3, and #4 above.
- 5) Once the tree cutting is complete, all debris on the lot(s) must be cleaned and disposed of, either by transporting out of the Pendleton Harbor Subdivision or by burning on the lot(s) by the owner or contractor, provided proper effective fire supervision and control is maintained on site. Fires must not be left unattended at any time. In the event there is a "burn ban" in effect no fires are permitted. Clean up should be complete within ninety (90) days of the issued permit.
- 6) The PHPOA or its assign will inspect the property as listed on the permit to insure that installation or work and cleanup has been completed, and dated and signed by the Director of Permits assigned to the task.
- 7) A copy of the permit should by retained in the specific lot numbered folder and to the Permits issued file.
- 8) A record of such permits and a number sequence system needs to be recorded and keep on file



Sheila Coile
President PHPOA