



7845 Berkshire Pines Drive, Naples, Florida 34104  
Phone: 239-262-1396

### TREE REMOVAL GUIDELINES

In order to establish a consistent policy concerning the removal of a tree by an Association member on their property, the following guidelines have been established:

In the event a homeowner desires to remove or relocate a tree to a new location, the owner must submit a completed Modification Request form – and where applicable, also a Tree Removal Form or an Oak Tree Removal Form – to the Architectural Control Committee. The Architectural Control Committee will determine the suitability of removing the tree. Factors to determine suitability include, but are not limited to:

- Are the trees causing damage to structures?
- Are the trees creating a safety hazard, such as blocking the view of traffic or street lighting?
- Are the trees damaging utilities, such as roots invading the sewer lines?

Along with the permission to remove the tree, the homeowner will be required to install a new acceptable tree located on his property in a location he designates and is approved by the Architectural Control Committee. If the owner has a substantial number of acceptable trees on his property, the Architectural Control Committee may waive the replacement requirement.

The Modification Request forms must be received by The Shores management company no later than 1:00 PM three (3) days before the regular monthly ACC meeting date. The Modification Request forms should include a drawing, or plot plan, indicating the location of the tree to be removed. The homeowner will also indicate the location and type of tree that they will be substituting for the removed tree.

Once the Architectural Control Committee has determined that the homeowner's tree removal application is acceptable, the homeowner agrees to do the following:

- The tree is to be removed by a licensed and insured tree removal contractor or by the homeowner himself.
- The tree and all the debris from the removal is to be removed from the homeowner's property and the common property of the Association for disposal.
- The trunk and roots are to be ground down to below ground level.



- Soil is to be placed in the cavity created by the ground down trunk and roots, and sod is to be installed to restore the area to resemble the surrounding area.
- Any damage to the irrigation system, sidewalks or roadway done by the contractor during the removal process is to be repaired at the homeowner's expense.

After the tree removal, the homeowner is required (except when a homeowner is granted a waiver by the ACC) to install a new canopy tree that meets Collier county requirements.

- The new canopy tree shall be a minimum of 10 feet tall in height, have a trunk caliper of 1 ¾ inches, and a 4-foot canopy spread, and be in minimum 25-gallon containers.
- Newly planted trees shall be staked between 6 and 12 months, until the tree has established itself. Leaving the braces on longer than this can damage the tree.
- Large canopy trees must be planted a minimum of 15' away from any structures and 10 feet away from drives, sidewalks, and hardscapes to prevent future problems with roots and branches damaging the foundation or roof of the home.
- A brochure listing the acceptable trees along with planting suggestions is available from The Shores management company or directly from Collier County. Revised: March 19, 2014

Board of Directors  
The Shores at Berkshire Lakes

MAY Management Services  
11100 Bonita Beach Rd. Ste 101  
Bonita Springs, FL 34135  
239-262-1396  
wbehrens@maymgt.com



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## OAK TREE REMOVAL REQUEST FORM

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Oak tree removal:

\_\_\_\_\_  
\_\_\_\_\_

Description of the location of the Oak tree to be removed:

\_\_\_\_\_  
\_\_\_\_\_

The removal of an Oak Tree from your property, or common area property, may require a replacement tree. If a replacement tree is required, you will be notified of the exact type of replacement tree and the location the tree must be planted. You will be responsible for all cost associated with your Oak Tree removal and replacement.

All Oak Tree removal request forms must be reviewed by the ACC for recommendation to the MHOA Board of Directors for final approval. The MHOA Board of Directors meets monthly.

Request forms **must be received by The Shores management company no later than 1:00 PM three (3) days before the regular monthly ACC meeting date.**

I/we, the undersigned, understand I am NOT to remove the requested Oak Tree until I have formal written approval by the MHOA ACC Committee. I understand that I may be fined by both Collier County and the MHOA if I remove an Oak Tree without written approval.

Signature of homeowner(s) \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Request may take up to 60 days for approval due to Collier County and the MHOA landscape design planning for replacement trees.



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**TREE REMOVAL / RELOCATION / REPLACEMENT REQUEST FORM**

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Removal / Relocation / Replacement of the tree:

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Describe the location of the tree to be Removed / Relocated / Replaced:

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The removal of a tree from your property, or common area property, may require a replacement tree. If a replacement tree is required, you will be notified of the exact type of replacement tree and the location the tree must be planted. You will be responsible for all costs associated with your removal / replacement.

All tree removal / relocation / replacement request forms must be reviewed by the ACC for recommendation to the MHOA Board of Directors for final approval. The MHOA Board meets monthly.

**Request forms must be received by May Management Services no later than 1:00 PM three (3) days before the regular monthly meeting of the ACC meeting date.**

I/we, the undersigned, understand I/we are NOT to remove / relocate / replace the requested tree until I/we have formal written approval by the MHOA Board of Directors. I/we understand that I/we may be fined by both Collier County and the MHOA if I/we remove / relocate / replace a tree without written approval.

Signature of homeowner(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Request may take up to sixty (60) days for approval due to Collier County and the MHOA landscape design planning for replacement trees.