

Norwood Village Policy Statement

View Cutting

Amendment of Existing Policy, approved by the board March 9, 2010

References: Various minutes of annual meetings

Over the years, the members have decided at annual meetings to encourage neighbors to work together to improve views in the village by contributing a portion of the costs of removing trees and thinning or windowing when doing so opens views for neighboring properties and as funds permit.

Policy Statements – View Cutting Program

1. The primary responsibility for reaching agreement on the work to be done and for responsibility for payment beyond that provided by the village lies with the member(s) whose views will be improved and the owner of the property containing the trees.
2. For village participation, all parties must be members of Norwood Village. Norwood Village assumes no responsibility for any aspect of any view cutting project beyond making an approved contribution toward the cost.
3. Approval for village participation must be sought from the Chair of the Architectural Control Committee (ACC) and approved by the ACC and the board of trustees before work begins. No village payment will be made for work done prior to the approval of the ACC/board.
4. **To give the ACC time to fully consider and prioritize requests for village participation, all requests for a given year must be received by the Chair of the ACC no later than the due date for annual assessments for that year (generally, April 1).**
5. Village participation is limited to work that improves views. Aesthetic pruning, reduction of hazardous conditions, maintenance, and additional services like chipping, clean-up, or chopping wood for firewood are not included in this program.
6. In most instances, Village participation is limited to 25% of the costs as discussed above, not to exceed \$250. In rare circumstances involving view improvements to multiple neighboring properties, the ACC may recommend to the board that the limit be increased to \$500 for a particular request. The board of trustees will approve or deny requests for increased amounts.

7. Total contributions for all projects in a given year are limited to the amount budgeted for view cutting.

Procedures – View Cutting Program

1. The member whose property contains the trees to be pruned or removed will file a request with the Chair of the ACC prior to the due date for the annual assessment (generally April 1).
 - Requests may be emailed to NorwoodVillage@gmail.com,
 - mailed to PO Box 5542, Bellevue, WA 98006, or
 - delivered in person to the Chair of the ACC.
2. Emailed and mailed requests will be forwarded to the ACC Chair upon receipt.
3. The request should include:
 - contact information (name, address, phone number, email address if any) for the property owner and that of the member(s) whose view(s) will be improved,
 - a description of the trees blocking views (including photos/diagrams when possible) and which will be removed or pruned and how this will improve the views of the neighbor,
 - an estimate of the cost of the project, (competitive bids from three companies will be requested by the ACC if it believes the project may meet the guidelines for participation, and the ACC may request additional bids from a service of their choice),
 - a statement of the agreement between the parties for what work is to be done and who will be responsible for payments beyond the village contribution,
 - a statement of agreement to complete the work within 90 days following approval by the ACC/board of trustees as determined by the date of the notice of participation.
4. After the due date for assessments, the ACC will evaluate all requests received. Requests received after that date will not be considered, but the requestors may resubmit their request the following year. The Chair ACC may consider extenuating circumstances in applying this policy, but requests received before the due date shall be prioritized higher than requests accepted under extenuating circumstances after the due date.
5. Each request will be evaluated by the ACC for compliance with the guidelines and a determination of the costs. Evaluation will include any necessary meetings with the parties to ensure full understanding by the parties and the ACC of the proposed project, associated costs, and responsibilities for payment.
6. If the ACC receives more applications than can be accommodated with available funding, the ACC will prioritize the requests to achieve maximum benefit for the village.

7. The ACC will recommend approval to the board of trustees of the project(s) that meet guidelines in priority order up to the amount of funds that are available.
8. The ACC will maintain a written record of each request, its findings and the rationale for its findings. Copies of these findings will be provided to the board on request.
9. The board of trustees will review the ACC recommendations for approvals and make the final funding determination.
10. The ACC will give a written notification to applicants whose projects are not approved. The notice will include the rationale for denial and note that otherwise qualified projects not funded may be resubmitted the following year.
11. Upon approval by the board of trustees, the ACC will provide approved projects a Notice of Participation. The notice will include:
 - a detailed description of the project that has been approved and the amount of the village contribution based on a percentage of the allowable costs and the maximum the village will contribute,
 - a statement that all remaining costs are the responsibility of the parties,
 - a statement that the notice is authority to proceed with the project and a guarantee of payment of the village participation amount provided that the work is completed as agreed,
 - a statement that no compensation will be provided for work done prior to the date of the notice,
 - a statement that the ACC must be notified in writing that all work has been completed by a date that is 90 calendar days after the date of the notice, that the notice expires 90 days after the date of the notice and that any authorization or guarantee of payment becomes void at that time.
12. The ACC Chair may recommend extension of the deadline on a showing of good cause. The board will make the final determination of whether or not to extend the completion deadline.
13. If an approved project is not completed timely, and the funds approved for that project are withheld, the board may elect to apply the withheld funds to other requests that meet the criteria for this program but that were prioritized too low to be funded.
14. The requestor will include a copy of the final bill from the tree service with the notice to the ACC that all work has been completed (or as soon thereafter as the bill becomes available).

15. The ACC Chair will submit the bills with a determination of the final amount of the village participation to the board of trustees. Upon final approval for payment, the board will forward the bills to the bookkeeper for payment.

Policy statements do not amend policies outlined in the By-Laws and Covenants. They are statements of how the board understands and intends to apply those policies and includes any procedures that may be required to implement them.