

MINUTES OF BOARD OF DIRECTORS MEETING OF BROOKSHIRE ESTATES ON MARCH 31, 2016

A meeting of the Board of Directors of Brookshire Estates was held on March 31, 2016. In attendance were President Mike Foss, Vice-President Dick L'Heureux, Treasurer Yvonne Tichelaar, Member at Large Jeff Cao, Architectural Committee Member John Woloszyn and Secretary Judy Moschetto. Mike called the meeting to order and the following items of business were presented for discussion.

Treasurer's Report.

Yvonne reported that reminders were sent out to 21 homeowners regarding overdue 2016 homeowner dues and that she has received 8 payment responses as of this Board meeting. Yvonne reported that there have been no extraordinary expenses to date. Current 2016 Expense Report is attached hereto and incorporated herein. Signature, our lawn care provider, will be submitting a bid regarding work to be done, including but not limited to repairing several sprinkler heads and removing brambles around the pond. Signature removed the dead tree which had fallen as a result of last month's windstorm. City of Sammamish still is doing work. The Sammamish water auditor is on standby awaiting repairs by both Signature and City of Sammamish. Yvonne is coordinating and monitoring all of these pieces and will report to the Board as they develop.

Property Maintenance.

Yvonne reported that a Brookshire resident recently cut down a number of mature trees in that resident's yard. Such action was apparently not in violation of HOA or City of Sammamish regulations as we were still under King County Code but nevertheless said action adversely impacted neighbors. Attached hereto and incorporated herein is information from City of Sammamish on Healthy Tree Removal including the regulations and permitting process requirements.

There was further discussion of homeowner responsibility for sidewalk maintenance in front of individual properties. Yvonne and Mike presented pieces of opposing information each had received from City of Sammamish. Mike will contact appropriate parties at City of Sammamish to discuss these apparently conflicting pieces of information and report back to the Board hopefully with a definitive decision from City of Sammamish. In the interim,

homeowners are requested to pay attention to any sidewalk areas in front of their properties which might present walking or tripping problems.

Homeowners are also reminded and requested to maintain their lawns, fences, homes, etc., in accordance with Brookshire standards. The Board requested Mike to send another email blast in late April to all residents encouraging them to maintain their homes. The Board greatly appreciates everyone's efforts to maintain our beautiful development.

Annual HOA Meeting Scheduled. Our annual Brookshire homeowners meeting has been scheduled for Thursday June 23, 2016 commencing at 7pm at The Lodge At Beaver Lake, site of last year's homeowner's meeting. HOA residents are requested to calendar that date and plan to attend. The Board requested Mike to issue an invitation to the City of Sammamish Police Chief, our Sammamish Council person and the Mayor if those individuals' schedule will permit their attendance. Mike will send out Annual Meeting notices 30 days prior to the June 23 meeting date.

Pond Maintenance and Beaver Problem. It was reported that King County was previously responsible for pond maintenance when Brookshire belonged in unincorporated King County. Now that we are part of the City of Sammamish, the City says Brookshire is responsible for all trees growing around and in the pond, and trees that fell into the pond during winter's windstorms can be left there.

There are several beavers making their home in our pond. Mike spoke to a City of Sammamish representative regarding any beaver-caused damage to the pond and drainage system. The City advises they have contracted with Trey Wildlife Trapping and that the State has changed its rules to allow beavers to be trapped and killed if they cannot be relocated to a suitable area. Trey Wildlife Trapping says it uses humane trapping methods.

A homeowner has registered a complaint with the Board about another homeowner's poorly maintained property, including but not limited to poorly maintained lawn, home needing painting and appearance not in conformance with Brookshire standards. The Board has agreed to view the property complained about and report back to Mike who has agreed to send a letter to the offending homeowner if the Board agrees.

Congratulations to Jeff Cao. The Board wishes to congratulate Board Member Jeff Cao and his wife who recently became American citizens! Congratulations Jeff!

There being no further business to come before the Board, the President adjourned the meeting.

Respectfully submitted

Judy Moschetto, Board Secretary

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TR-1

Healthy Tree Removal Permit

City of Sammamish Tree Management Public Information Handout

Healthy Tree Removal – Permit Required

Do you have a healthy tree on your property you want removed? Are you an arborist, tree care company, or landscaping company performing tree work in the City of Sammamish at the request of the property owner?

If either of these questions applies to you the information listed below may assist you in navigating City of Sammamish tree preservation regulations established in the Sammamish Municipal Code section SMC 21A.37¹. A permit to remove a healthy significant tree is required.

City Tree Rules: <http://www.codepublishing.com/WA/Sammamish/html/sammamish21a/Sammamish21A37.html#21A.37>

NOTE: Tree removal in violation of the City's tree preservation standards is considered a criminal misdemeanor and is subject to civil penalties which may include site restoration, fine, and imprisonment.

This information applies to:

- Developed single family residential properties
- Developed commercial properties

This information does not apply to:

- Proposed development
- Speculative clearing

Significant Tree Defined: A coniferous tree with a diameter of eight (8) inches or more DBH² or a deciduous tree with a diameter of twelve (12) inches or more DBH that is noninvasive and in a healthy condition.

Restrictions on healthy tree removal: Property owners may elect to remove healthy significant trees on their property in accordance with SMC 21A.37. Depending on the properties zoning and the presence of regulated critical area features (erosion hazard areas, frequently flooded areas, landslide hazard areas, seismic hazard areas, critical aquifer recharge areas, wetlands, streams, and fish and wildlife habitat conservation areas) the following limitations apply:

-A permit is required as outlined below.

-Properties zoned R-1, R-4, and R-6 without critical area features may remove between 2 and 10 trees per year (up to the listed maximum) or no more than a specified percentage depending on the parcel size – see SMC 21A.37.240. See Table 1 below.

¹ <http://www.codepublishing.com/WA/Sammamish/html/sammamish21a/Sammamish21A37.html#21A.37>

² Tree size is measured in Diameter at Breast Height (DBH) – standard forestry methodology for measuring tree size.

Lot Size	Percent of significant trees allowed to be removed per 10 years	Number of significant trees allowed to be removed per year	Cumulative number of significant trees allowed to be removed per rolling 10-year period
< 1/4 ac	50	2	6
1/4 ac – 1/2 ac	40	4	12
1/2 ac – 1 ac	30	6	18
1 ac – 2 ac	20	8	24
> 2 ac	10	10	30

Table 1

-Properties zoned R-8, R-12, R-18, O, NB, and CB may remove up to four trees per year and not more than eight trees total over a five year period regardless of parcel size.

-Replacement/replanting of removed trees is required and requires between one and three native climate appropriate trees to be replanted for each tree removed (dependent on size of trees to be removed) – see SMC 21A.37.280.

- When located within regulated critical area features or buffers (erosion hazard areas, frequently flooded areas, landslide hazard areas, seismic hazard areas, critical aquifer recharge areas, wetlands, streams, and fish and wildlife habitat conservation areas) as defined by SMC 21A.15.254, tree removal and clearing activity is restricted to that allowed under SMC 21A.50. If you have healthy trees you wish to remove within proximity to one of these areas and contact a City Planner for more information.

-Special circumstances may allow for removal of additional trees beyond the prescribed annual allowance as permitted by SMC 21A.37.240.

Tree Pruning Considered as Tree Removal: Tree maintenance in the form of pruning is allowed without permit and is not considered as tree removal when:

- No more than 30 percent of the trees branches (canopy) are removed over the life of the tree³.
- The pruning does not include topping⁴.
- The pruning is performed in a manner that protects tree health and promotes healthy growth.

Steps to remove a healthy significant tree:

Step 1: Determine if desired condition/objective can be accomplished through pruning. Is it possible to meet your objectives without removing the tree? If so, pruning activity is allowed without permit (see note above). Tree pruning as an alternative to tree removal is strongly encouraged to help maintain the City's valuable canopy and character.

Step 2: Removal of healthy significant trees is required to achieve desired condition/objective. If removal of a healthy significant tree is proposed, a permit is required.

³ Unless pruning plan is prepared by Licensed Arborist and submitted to City of review.

⁴ Topping is defined as the removal of the top of the tree regardless of historical topping, typically associated with view management, not allowed.



Healthy Tree Removal Permit

Step 3: Complete permit application and prepare documentation. If removal is proposed a permit application must be submitted to the City of Sammamish Permit Center for review. The permit application includes the following items:

- Tree Permit application form;
- A legible and scalable site plan/site sketch on appropriate paper size including tree inventory identifying and numbering all trees (size in DBH and species) on the property and clearly identifying trees to be removed;
- Tree removal table listing trees to be removed with numerical reference to tree location on site plan – the tree removal table may be integrated into the required site plan;
- Tree replacement/replanting plan that clearly shows number, size, species, and location of trees to be replanted including notes on timing of replanting and maintenance procedures to be followed during tree establishment period⁵ - the tree replanting plan may be integrated into the required site plan;
- A narrative coversheet describing the proposed tree removal action and replanting is recommended to help expedite permit review.

Step 4: Submit permit application. Application for tree removal permit can be submitted in person to the City's Permit Desk at the Sammamish City Hall (requires paper copy of submittal items) or online through the MyBuildingPermit.com website (requires electronic copy of submittal items in PDF format).

Step 5: City review of permit application. Following submittal of the items listed in Step 3 above, the permit application will be reviewed for compliance with tree preservation standards listed in SMC 21A.37. If additional information or corrections are required the City will contact the applicant listed on the application.

Step 6: Permit issued by City. Following review of the application package by the City a permit will be issued authorizing tree removal and replanting.

Step 7: Remove the tree (s). After the permit is issued proceed with the tree removal. Keep in mind the following:

- Blocking the public street with tree removal and tree chipping equipment is not permitted.
- Staging of tree removal equipment in the public street may be approved through Right of Way Permit approval.
- Removal of trees located on property lines requires permission from both owners.
- Removal of large trees may impact adjacent non-wind firm trees.

Thank you for your help in our commitment to preserving and growing our forest canopy. Tree removal questions can be directed to treeremoval@sammamish.us or by calling 425-295-0500.

⁵ Tree replacement/replanting plans should include notes on timing of replanting (fall or spring is preferred) procedures to be followed to ensure survival during tree establishment period of one growing season.



801 – 228th Avenue SE □Sammamish, WA 98075 □Phone: 425-295-0500 □Fax: 425-295-0600 □web: www.sammamish.us

PERMIT NUMBER							

Tree Removal Permit

Check # _____

Are you applying because of a code violation you received? Yes _____ No _____

PROPERTY

Job Site Address:										
City/State/Zip:										
Tax Parcel No:										
Lot Size:		< ¼ AC		¼ - ½ AC		½ - 1 AC		1 - 2 AC		>2AC

PROPERTY OWNER

Owner Name:	Phone/Fax:
Mailing Address:	City/State/Zip:
Email:	Cell:

OWNER'S AUTHORIZED AGENT/CONTACT

Name:	Phone/Fax:
Mailing Address:	City/State/Zip:
Email:	Cell:

CONTRACTOR

Company Name:	Phone/Fax:
Contact:	
Mailing Address:	City/State/Zip:
Email:	Cell:
State License No:	Expiration:

Job Description:

All Provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation; plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.

I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature of Owner or Authorized Agent:

Date:

After the permit is issued and the work is complete please call the Permit Center 425-295-0500

COMMUNITY DEVELOPMENT TREE REMOVAL

A TREE REMOVAL PERMIT IS REQUIRED FROM THE CITY IN ORDER TO REMOVE DECIDUOUS OR CONIFEROUS TREES OVER A CERTAIN CIRCUMFERENCE.

A permit is required for trees meeting the following definition of "significant tree":

- ☐ Any healthy, non-invasive deciduous tree over 12 inches in diameter measured at 54 inches up from the base.
- ☐ Any healthy, non-invasive coniferous tree over 8 inches in diameter measured at 54 inches up from the base.

Please note that there are limits on the number of significant trees that may be removed per year and within a 10 year period (details in SMC 21A.37.240).

The following replanting requirements apply after removal:

Size of Tree Removed	Number of Replacement Trees
Coniferous 8" - 22" Deciduous 12" - 22"	1 replacement tree
22" - 32"	2 replacement trees
32" or larger	3 replacement trees
Tree sizes are measured in diameter at 54 inches up from the base	

- ☐ Replacement coniferous trees must be at least 8 feet in height.
- ☐ Replacement deciduous trees must be at least 2.5 inches in diameter.
- ☐ Replacement trees must be primarily native species. Non-native species will be considered at the recommendation of a Certified Arborist, or with City approval.
- ☐ Additional tree replacement standards may be found in SMC 21A.37.280.

A complete application for tree removal will include the following:

- ☐ The completed Tree Removal Permit application and appropriate filing fee.
(For three or less trees, no fee is due. Four or more trees, flat fee of \$61.00 due at time of time of submittal)
- ☐ Two copies of a scaled site plan detailing the location, species and diameter of **all trees on-site** meeting the significant tree definition specified above. Mark the trees to be removed and include a statement explaining the reason for removal.
- ☐ Clearing of trees and/or vegetation is **not allowed** in critical areas or critical areas buffers unless the tree(s) in question presents a clear hazard. The City may require an arborist report to accompany an application to support the cutting, trimming or removal of trees within critical areas or native growth protection areas and replanting may be required.
- ☐ Additional hourly fees may apply if the permit is related to a code violation or to a critical area or buffer.

The signed completed application, documentation, and appropriate fees should be brought apply online at www.mybuildingpermit.com or in person to City Hall for submittal to the Permit Center staff. Submittals can be received between 8:30pm and 4:00pm Monday through Friday.

Minimum Site Plan Requirements for a Tree Removal Application:

Required Information:

1. Applicant Name
2. Street Address
3. Tax Parcel Number
4. North Arrow
5. Approximate location and dimensions of property lines
6. Approximate location and dimensions of existing buildings, driveways and septic systems
7. Approximate location of **all trees on site** meeting the significant tree definition (please include distance from at least two property lines – see drawing). Mark the trees to be removed.
8. Approximate location of any sensitive areas (e.g. wetlands, streams, steep slopes)
9. Tree diameter (inches) and species
10. Approximate location of required replacement trees.

Preferred Information:

11. Scale of the drawing (e.g. 1 inch = 20 feet)

Informational Only:

Applicant needs to provide site plan specific to parcel. This drawing will not be accepted.

