

**ARBORETUM COMMUNITY ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**TREE POLICY**

The Arboretum Architectural Review Committee (ARC) is working to save as many trees possible in our community. This is necessary to facilitate management of storm water and maintain the visual ambience of our beautiful neighborhood. To that end, only trees that meet the criteria of the Arboretum Tree Policy will be approved for removal.

Unless a signed “**Approval Permit**” is obtained from the ARC, it is a violation and a fineable offense to remove any:

- Hardwood or softwood trees larger than four inches in trunk diameter measured at a point 3 feet above ground level
- Small flowering trees larger than 2 inches in trunk diameter measured at a point 3 feet above ground level

An “**Application for Permit to Remove a Tree**” is available from the ARC (clubhouse) and can also be found on the Arboretum website in the Homeowner Redbook section.

ARC approval for tree removal will be given for the following specific reasons, no replacement tree will be necessary.

- Tree is dead or diseased
- Tree trunk is less than the required diameter minimum
- Tree is within 12 feet of the primary dwelling perimeter (roof overhang area)
- Tree is within 3 feet of a paved driveway or paved walkway
- Tree has been severely damaged by lightning affecting its structural soundness
- Tree presents a lean of 45 degrees or greater measured from ground level
- Trees that must be removed to allow for construction of a new dwelling

At the discretion of the ARC, permission to remove a tree may be granted and a replacement tree may be required if:

- Tree represents a hazard to property, including but not limited to parked automobiles, structures, walkways and driveways
- Tree appears to be aesthetically undesirable with respect to the design and layout of the property landscaping
- The age and overall health of the tree in question would warrant removal consideration

A tree which the property owner believes to be diseased or dead, that the ARC has been unable to approve for removal, may have that decision revisited if such disease has been diagnosed by a certified member of the “**International Society of Arborists**” or a “**North Carolina Certified Forester.**” The opinion of a tree removal company representative is acceptable only if that person supplies either of the above-mentioned credentials and a written diagnosis that can be given to the ARC.

It is a fineable offense to remove a tree without proper application and subsequent approval from the ARC. Also, failure to follow the ARC removal/replacement instruction designated on the Approval Permit will constitute a fineable offense. (*Reference Bylaws Arboretum Community Association, Inc., Article XIX – Enforcement.*) A schedule of fines can be found on the Arboretum website ([arboretumhoa.org](http://arboretumhoa.org)) under the Red Book tab > Architectural Review Committee.

**ARBORETUM COMMUNITY ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE  
TREE REMOVAL PERMIT APPLICATION**

Property Owner: \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the necessary information below, mark the trees to be removed with a colored band, and attach any supporting information that can be used by the Architectural Review Committee to render a decision for removal.

Please be advised: If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. Traffic cones, tape, or other means to alert, and if necessary, divert drivers, must be used.

Do all trees to be removed fall within the owner's property boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain. \_\_\_\_\_

**TREE(S) REQUESTED FOR REMOVAL (Please attach additional information if needed.)**

Number	Species	Diameter	Location: Front, Side, Back	Grounds for Removal

**Please use this space to indicate the location of trees you will be planting.**

**Please remember to mark the trees on this application with tape or ribbon. This will eliminate any confusion regarding which tree(s) are being requested for removal.**

You may submit your Permit Application via email it to Peter Koch at [hockpg@gmail.com](mailto:hockpg@gmail.com). Alternatively, you can drop it in the ARC mail slot in the Arboretum Clubhouse. If you choose to submit the paper form, please notify Peter Koch via email that your application has been submitted. This will help to expedite the processing of your application.

The ultimate goal of the ARC is to maintain and preserve our beautiful community through stormwater management and reforestation. According to the NC Cooperative Extension office, it is recommended that three (3) young trees be planted for each mature tree that is removed in order to sustain the same level of water management currently being handled by the mature tree. Note: This is only a recommendation, not a requirement.

If a tree replacement is required, it is not necessary to replace with like kind, however, it does need to be a nursery grade tree, i.e., one with an established root ball, and should be appropriate for our community in terms of longevity and stamina. Please refer to the booklet "Trees for Oak Island" when selecting tree replacement species. Minimum size requirement is **20 gallons**.

Recognizing the planting season varies for many species of trees, we will allow a maximum of 12 months for the replacement to be accomplished. The ARC is to be notified once replacement is complete so that our records can be updated. A list of appropriate trees for our area can be found on the ACA website in the Homeowner Redbook.

Once a tree(s) is approved for removal and an ARC **"Permit to Remove a Tree"** has been issued, the homeowner must also obtain, from the Town of Caswell Beach, a permit to remove the tree per Ordinance 150.072 (D). An additional fine may be levied by the Town of Caswell Beach for the removal of a tree without a permit. The Arboretum ARC permit must be presented as evidence that the Arboretum ARC has approved removal. (See *addendum for Caswell Beach Permit Application*.)

Please use this space for any additional comments you feel necessary to support your request.


**ARBORETUM COMMUNITY ASSOCIATION**  
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**REGULATIONS FOR CONTRACTORS, SUB-CONTRACTORS & SUPPLIERS**

1. **WORK HOURS:** 7:00 AM to 7:00 PM, Monday through Saturday, exclusive of the 7 generally accepted major holidays. From 6:00 PM to 7:00 AM is a quiet time; no radio, saws, hammering, screaming, etc. Sunday work is **NOT** allowed.
2. **SPEED LIMIT: 15 MPH.** Contractors are responsible to ensure that all employees and sub-contractors obey the posted speed limit.
3. **NO COMMERCIAL VEHICLES ON COVERED BRIDGE:** All commercial vehicles **must** use the service road. Contractors are responsible to ensure that all employees and sub-contractors use the service road. There seems to be an issue when focusing on GPS to arrive at their destination. **The Primary Contractor will be held responsible for any damage to the bridge.**
4. The Primary Contractor is responsible for repairing common ground in front of any construction site and any damage to water access boxes, sprinkler heads, and any Arboretum Community Association property that may be damaged.
5. **Contractors must manage their vehicle parking so that emergency vehicles, including fire equipment, can pass.**
6. The worksite must be kept free from all rubbish, debris, and surplus materials that may accumulate during the construction process. The site must be cleaned up at the end of each work day and all debris placed in a dumpster.
7. Any trees to be removed from the site must be expressly approved and marked with a ribbon as defined by the Architectural Review Committee procedures.
8. If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. Traffic cones, tape, or other means to alert and, if necessary, divert traffic, must be used.
9. Music, whether from radio or other devices, must be played at a reasonable level.
10. Small contractor signs are permitted on the site with ARC approval. Signs are for the purpose of guiding deliveries to the site. Sub-contractor signs are not permitted.
11. Sanitary facilities must be provided during construction, remodeling, or demolition activities. The facilities must be placed on the construction site, not on the neighbor's property nor on Arboretum Community Association common grounds.
12. **No trailer longer than 40 feet is permitted on Arboretum roads as it is difficult for trucks to navigate the turns.** Our community continually experiences damage to our medians, brick walls, curbs, vegetation, etc. The Primary Contractor will be responsible for any damages.