

# HACIENDA CARMEL TREE POLICY

(Revised 2026.04.23)

## Tree Removal

1. An Owner requesting approval for removal of an existing tree in the common area shall submit a ***“Request for Change to Unit or Common Area Planting”*** form to the Front Desk. The request shall include the specific reasons for removal.
2. Initially, the Owner’s request will be reviewed by Hacienda Management and the Grounds Supervisor in order to provide the Board of Directors with input regarding the request at the Board’s next regular meeting.
3. The Board shall review each request on a case-by-case basis considering all existing governmental laws and regulations as well as the following criteria:
  - a) Location of the tree.
  - b) Size of the tree.
  - c) Age of the tree.
  - d) Type of tree (native or non-native species).
  - e) Condition of the tree (healthy, unhealthy, or is it a potential safety hazard?).
  - f) Is the tree causing damage or potential damage to a walkway, patio, power line?
  - g) Will there be significant impact to natural habitats of birds, bees, animals, etc?
  - h) Is an opinion from a certified arborist needed?
4. Following an evaluation based upon the above listed considerations, the Board shall determine if the tree should be removed but can also include alternatives to removal of the tree such as significant trimming or cutting back of portions of the tree to alleviate a particular condition, or removal and re-planting in a different location (if feasible). In addition, the Board may recommend a suggested replacement of the tree based on the criteria listed below under “Tree Planting.”
5. If the Owner’s request for removal of a tree is denied by the Board, the Owner shall have twenty (20) days to submit a written appeal of the Board’s decision for reconsideration as an agenda item at the next regular meeting of the Board.
6. After consideration of the Owner’s appeal, the Board’s decision shall be final.
7. In circumstances where any established tree is removed in accordance with this policy, a new tree may be planted in an appropriate location on the property subject to the Tree Planting section of this policy.

## **Tree Planting**

1. Owners or HCCA staff who wish to plant a tree within the property of Hacienda Carmel Community Association (HCCA), in either the common area or in the exclusive use common area of a Unit (patio area) shall submit a ***“Request for Change to Unit or Common Area Planting”*** form to the Front Desk. The request shall include the exact location and the species of the proposed tree.
2. All such written requests will be forwarded to the Board of Directors with input from the General Manager and Grounds Supervisor at the Board’s next scheduled meeting.
3. The Board shall review each request on a case-by-case basis considering all existing governmental laws and regulations as well as the following criteria:
  - a) Location in which the tree is to be planted. No planting within 25’ of the berm, any existing building, or electric power lines.
  - b) Species of the tree (native or non-native).
  - c) Projected size (height & width) of the tree at full growth or maturity. (The fully mature tree at its proposed location conforms to all applicable vertical and horizontal distancing laws and regulations set forth in PRC Section 4291 and 14 CCR Section 1299.03.)
  - d) Is the proposed tree among those with a favorable fire performance rating on the following website: [www.firesafemonterey.org/plant-lists.html](http://www.firesafemonterey.org/plant-lists.html)
  - e) Potential impact on natural habitats of birds, bees, and other insects or animals.
  - f) Is an opinion from a certified arborist needed?
4. The Board shall consider the findings and recommendation of the Staff, based upon the criteria in #3, and render a decision approving or denying the written request.
5. If the written request for planting of a tree is denied by the Board, the requesting party shall have twenty (20) days to submit a written appeal to the Board for reconsideration as an agenda item at the next regular meeting of the Board.
6. After consideration of the written appeal, the Board’s decision shall be final.
7. Any tree planted within the property of HCCA without proper authorization or otherwise in violation of this policy shall be subject to immediate removal.

### **Common Area Tree Removals**

The Board of Directors will determine if a tree must be removed because of the following factors:

1. The tree is so large that it has overgrown the roofs of homes and becomes a potential liability as it relates to potential fire insurance underwriting cancellation.
2. The tree has impacted and/or uprooted common area sewer lines, utility lines or other common area pipes or conduits causing a disruption of services to any condominium building.
3. Had caused a substantial amount (more than 5 linear feet) of a walking path to be uprooted, broken, or causing a trip hazard.
4. Is diseased or dying with no potential for recovery as determined by a certified arborist.
5. The tree is causing damage or potential damage to a patio, power line, roof, asphalt paving or common area building or structure.
6. Is required by a Federal, State, or County Official (includes Cal Fire) based upon a written instruction to Hacienda Carmel Community Association.

The determination will be made with a Staff report which addresses which criteria is creating the need to remove the tree and Staff will, when possible, recommend a replacement tree from the approved tree list. The Board can agree on a replacement but can also determine that no replacement will be installed, based upon an evaluation by Staff and the Board's independent evaluation of the location.