Timber Ridge Property Owner Association

Tree Removal Request Form

------ FOR PRINTED SUBMISSIONS ONLY ------

For online submissions, please sign into the Owner Portal and navigate to **My DRB Requests**

Use this form if you are planning to remove trees greater than 5 inches (as measure 4 ½ feet above the ground) from your property within Timber Ridge.

Instructions

1. **Complete** all fields/questions in the form below.
2. **Write a description** of the project on Page 3 of this form (number, size, type and location of trees being removed).
3. **Acknowledge** and **sign** this form.
4. **Submit** your application, along with all required documentation.
    - **Email: contact@timberridgewi.com**
    - **Mail:** TRPOA, Inc., PO Box 366, Minocqua, WI 54548
    - **In Person:** Call Barb at (309) 368-9420 to make arrangements for dropoff.

IMPORTANT:

⇒ All association **dues must be current** for the DRB to proceed with your request.

⇒ **No work may begin** until you have received approval from the DRB Committee.

TRPOA Board Contact

If you have questions at any point during your project, please reach out to:

Barb Felsecker, DRB Chairperson
drb@timberridgewi.com
(309) 368-9420

Helpful Tips / DRB Guidance

Please review **Article VII (Design Review Board) and VIII (Architectural Criteria)** of the Covenants to ensure your design plans meet all of Timber Ridge requirements. A copy of the Covenants can be found on the Timber Ridge website (https://timberridgewi.com/).

DRB Process Timeline

Once your request has been received, the DRB Chairperson will do the following:

1. Verify through the Treasurer that all **dues** on the property(s) are **paid in full**. *(1 - 2 days)*
2. Confirm a date for your **site visit**. *(2 - 4 days)*
3. Schedule a **DRB Member Meeting** to determine whether the project is approved. *(up to 3 days, following the site visit)*
4. Provide a **written response** notifying you of the DRB's decision for your request — including what needs to be done if the project is denied. *(mailed/emailed within 1 - 2 days)*

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Note: If your project requires further review by the entire Board, or by our legal team, an additional 30-60 days may be required to complete this process.

Project Information

Owner Information:		
Name:		
Email:		Phone #
Project Details:		
Lot #:	Planned Start Date:	Planned End Date:
Contractor Information (if used):		
Business/Contact Name:		
Email:		Phone #:
Description of Trees being Removed (number, size, type and location): *Add any details you feel are helpful in the review of this project. If self-explanatory this is not required, but often helpful.*		

Owner Acknowledgement

I, the Owner, certify that all information submitted with this project request is accurate and complete. I acknowledge that I have reviewed and understand the Timber Ridge Declaration of Protective Covenants, Standards, and Land Use Restrictions, including the requirements of the Design Review Board (DRB) (Article VII) and all applicable Architectural Criteria (Article VIII). I agree that no structure, alteration, landscaping change, or site modification will begin until written DRB approval has been issued, and I understand that any work commenced without approval may result in fines, required removal, or restoration at my expense as

provided under Article XI (General Restrictions). I accept full responsibility for ensuring that all contractors comply with Timber Ridge covenants, for preventing damage to Common Areas, golf course easement areas, and neighboring properties, and for restoring any such damage if it occurs. I agree to submit any changes to approved plans to the DRB prior to implementation and understand that the DRB may require a final inspection to confirm compliance with approved plans and Timber Ridge standards.

Owner Signature: _____ Date: _____

Printed Name: _____

FOR DRB USE ONLY

Lot# _____ Owner Last Name: _____

Site Visit Date:

_____

DRB Committee Members Present:

_____

_____

_____

Documentation Received: (strike-through if not applicable)

- ☐ Removal Description including number, size, type & location

Additional Information Needed:

Revisions Requested:

DRB Committee Decision:

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Note: A written decision letter must be mailed (or emailed) to alteration submitter.

- ☐ Approved
- ☐ Approved with Revisions
- ☐ Denied
- ☐ Application Withdrawn

Revisions:

DRB Signatures *(2 required):* _____ Date: _____

_____ Date: _____

DRB Chairperson *– Upon project approval, please submit this form, along with all supporting documentation, to the TRPOA Secretary/Admin if entry into the Owner Portal is needed.*