

[TO BE COPIED ON RIVIERA HOMEOWNERS ASSOCIATION, INC. LETTERHEAD]

DATE _____

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Administrator of the Incorporated Village of Port Jefferson
Director of Planning and Building of the Incorporated
Village of Port Jefferson
121 West Broadway
Port Jefferson, New York 11777

Re: Riviera Homeowners Association, Inc.
(Tree Pruning)

Dear Sir or Madam:

This will serve to advise that Riviera Homeowners Association, Inc. will perform (i) pruning and thinning of vegetation and trees, and/or (ii) removal of significantly damaged, diseased or dead trees or other vegetation, and/or (iii) other removal of trees and vegetation. The work to be performed is more specifically described in the accompanying letter from _____, a certified arborist.

We have been advised by _____ that the proposed work complies in all respects with ANSI 300 standards for Tree, Shrub and Other Woody Plant Maintenance currently in effect, or, if such standards are no longer promulgated by the Tree Care Industry Association, horticultural best practices.

The work shall be performed on or about _____ (which date is more than 14 days from the date of this letter) by _____ which to our knowledge is properly licensed and insured.

RIVIERA HOMEOWNERS ASSOCIATION, INC.

By: _____

REQUEST FOR HOMEOWNER TREE PRUNING/MAINTENANCE WORK

Board of Directors of Riviera Homeowners Association, Inc.
c/o Camco Services, Inc.
P.O. Drawer 990
Port Jefferson Station, New York 11776

Dear Members of the Board:

I hereby request the performance of tree pruning and/or maintenance work on the Riviera property as follows:

1. The specific area to be pruned is _____.
2. I have attached a letter from _____, a certified arborist, describing the work to be performed and attesting that it complies in all respects with the ANSI A300 standards for Tree, Shrub and Other Woody Plant Maintenance currently in effect, or, if such standards are no longer promulgated by the Tree Care Industry Association, horticultural best practices.
3. The work will be performed by _____. A copy of an insurance certificate reflecting coverages of not less one million dollars each in liability, property and automobile insurance is enclosed. The Riviera Homeowners Association, Inc. is named as an additional insured.
4. No work will begin until I receive the prior written approval of the Board of Directors. Upon my receipt of such approval, I will notify the Board in writing no less than seven days prior to the performance of any work.
5. I understand and agree that if I fail to comply with the statements above, or perform any pruning work without the prior written consent of the Board of Directors, I may be subject me to monetary penalties and/or enforcement action.

Very truly yours,

cc: Administrator of the Incorporated Village of Port Jefferson
Director of Planning and Building of the Incorporated
Village of Port Jefferson

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DATE _____

Re: Riviera Homeowners Association, Inc. with The Village of Port Jefferson

To All Homeowners:

We enclose a copy of an Easement Agreement which the Board of Directors has recently entered into with The Village of Port Jefferson. This Agreement allows a contractor engaged by the Board, under the supervision of a certified arborist, to perform tree pruning on the adjacent Village property, without the necessity of any consent from the Village. Prior notice will be given.

Please be aware that only the Board of Directors is authorized to perform any trimming on Village property. In the event any homeowner does so, he or she will be subject to monetary penalties as set forth in the Village Code.

Also enclosed is a form to be used to request prune work on Riviera property. As you can see, copies of this form will be submitted to the Village Administrator/Clerk and the Village Director of Planning and Building. Please use this form for all requests for pruning.

If you should have any questions about the procedure to be employed in the making of requests for tree pruning, please feel free to contact our managing agent.

Very truly yours,

RIVIERA HOMEOWNERS ASSOCIATION, INC.

By : _____
Robert Boonin, President