

WINDERMERE TREE BOARD
Chair: TBD
Vice Chair: Vicki Hearst
Secretary: Elena LaRochelle
Treasurer: TBD
Olga Aleksandrova
Cillian Ammar
Joan Foglia
Frank Krens

Agenda ***Agenda***

Council Liaison: Brandi Haines

November 20, 2025
9:15 AM

COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all procedings before the Town of Windermere Windermere Tree Board:

1. All electronic devices, including cell phones, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Windermere Tree Board meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Windermere Tree Board meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

3. OLD BUSINESS

a. Review Tree Survey by Urban Tree Doctor: Presenter Jennifer Hitchcock

i. Link to survey: https://link.arbor-note.com/maplink/A9180C75-DCBB-4114-9E7ED64303336B2D?marker=1

b. Review and discuss arborist reports 520 Ridgewood Hickory Tree (Attachments)

i. Assessment by Enviro Tree

ii. Assessment by Sigma Tree Consulting for Urban Tree Doctor

iii. Quote to remove tree

c. Review of Ward Trail landscaping and tree plans – Nora Abbott PLA, Kimley-

Horn

4. **NEW BUSINESS**

    a. Approve Minutes – October 13, 2025 (Attachments)

    b. Discussion/Selection of Slate of Officers

5. **OTHER ITEMS FOR CONSIDERATION**

    a. Tree Giveaway – Discussion

6. **ADJOURN**

Jennifer Hitchcock
ISA Certified Arborist & Horticulture Consultant

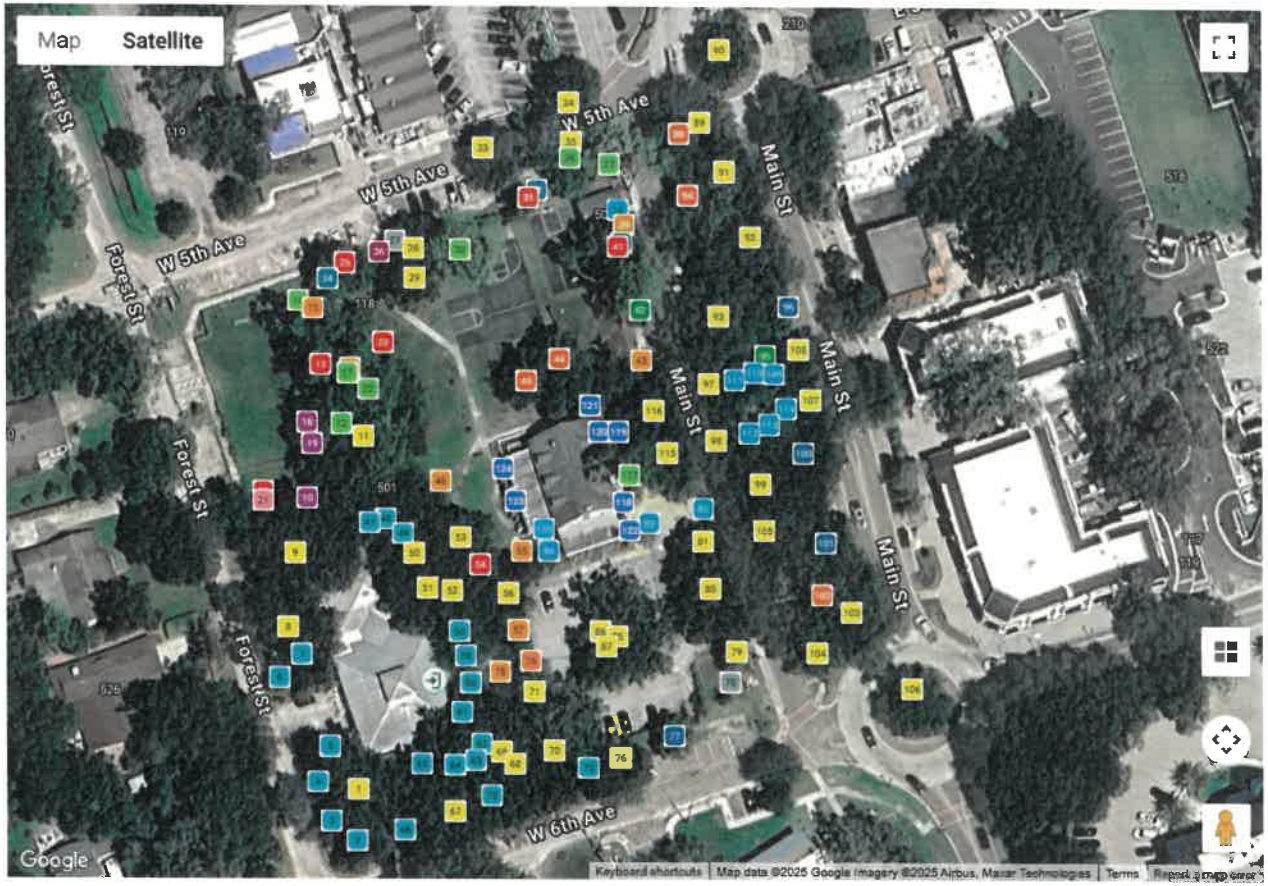
Town Windermere Square

Total: 142

Common Name

ID	Species	Objective
1	Southern Live Oak	Deadwood Removal
2	Sioux Crapemyrtle	
3	Sioux Crapemyrtle	
4	Sioux Crapemyrtle	
5	Sioux Crapemyrtle	
6	Sioux Crapemyrtle	
7	Sioux Crapemyrtle	
8	Southern Live Oak	Deadwood Removal
9	Southern Live Oak	Deadwood Removal
10	Sweet viburnum	
11	Southern Live Oak	Deadwood Removal
12	Longleaf Pine	
13	Camphor Tree	
14	Sand Live Oak	
15	Sand Live Oak	

1



10/9/2025
Town of Windermere
520 Ridgewood Dr
Windermere, FL 34787

Trees are dynamic, living organisms which change over time. The observations made herein reflect the opinion of the Arborist at the time of inspection and do not guarantee the condition of the trees anytime in the future. Trees or parts can fail at any time; these failures cannot always be predicted. Inspections of these trees were based on a ground level visual observation only, I did not perform sound testing, advanced Arboricultural testing or gather any forensic samples for further examination. The assessment does not take into consideration any information unknown, not visible or detectable at the time of this report.



ASSIGNMENT
My assignment was to provide a tree risk assessment of a *Carya* species located by the street as the homeowners had some concerns about the tree. I conducted my inspection on the afternoon of 10/9/2025.

This report contains proprietary information and is for the exclusive use of Town of Windermere. The report can be shared with any affected parties.

METHODOLOGY
I performed a Level 2 Tree Risk Assessment based on the ANSI A-300 (Part 9, 2017) Tree Risk Assessment standard and used the methodology defined in the International Society of Arboriculture's Best Management Practice for Tree Risk Assessment (2017). I considered pedestrians/cars and the nearby house likely to be impacted if the tree failed, as well as ***NORMAL*** weather conditions. I used a 1-year time frame for the assessment.

OBSERVATIONS
Tree: the tree is a large *Carya* species (pecan/hickory) with a dbh of 37" and an approximate height of 70' with a canopy spread of approximately 50'. It has a live crown ratio of ~75%.

Health: the tree is in fair health (based on a scale of poor, fair, good, or excellent) with upper crown dieback. Trunk shows no signs of decay. Tree has slight lean in trunk showing good root flare and no soil upheaval. Lean does not appear to be a recent development as it shows corrective growth in upper portion of crown, was present during previous inspection on 8/20/2024, and does not appear to have changed.

Conditions of Concern: a visual examination of the tree from ground level revealed ~2-3" diameter dead limbs in upper portions of crown as well as signs of previously being topped. Topped trees re-grow poorly attached limbs likely coupled with decay from the cut.

ANALYSIS
Primary Concern: my primary concern are the previously pruned limbs using heading cuts (topping). These types of cuts are concerning for two reasons: 1) you're typically making a larger cut than we would like to make creating a wound that is 6-10" diameter. These larger wounds take longer to cover and allow for decay to set in. And 2) these limbs are typically weakly attached. Given these limbs size, location, likelihood of impact, and consequences of failure, this tree is categorized as **LOW RISK** for pedestrians and **LOW RISK** for cars.

Additional Concerns: additional concerns I have are the ~2-3" diameter dead limbs toward the top of the crown. Dead limbs are considered imminent failure, however, given the size, location, and the fact there are lower limbs likely to "catch" a failed limb, this tree is categorized as **MODERATE RISK** for pedestrians and **LOW RISK** for cars.

RISK RATINGS EXPLAINED (see glossary for further explanation)
What does **LOW RISK** for pedestrians and **LOW RISK** for cars mean in regards to the previously topped limbs?
Risk ratings are comprised of three parts. My assessment determined that within the 2-year time frame:

1. The likelihood of failure is ***probable***.
2. The likelihood of striking a valuable target (cars/pedestrians) is ***low***, given the frequency of cars and pedestrians on the road are typically just homeowners briefly travelling down the road.
3. The consequences of failure, should it strike a car, would be ***significant***. The consequences of failure, should it strike a pedestrian, would be ***severe***.

What does **MODERATE RISK** for pedestrians mean in regards to the ~2-3" dead limbs in the upper crown?
Risk ratings are comprised of three parts. My assessment determined that within the 2-year time frame:

1. The likelihood of failure is ***imminent***.
2. The likelihood of striking a valuable target (pedestrian) is ***low***, given the frequency of pedestrians on the road are typically just homeowners briefly walking down the road and the high likelihood the limbs get caught on lower limbs.
3. The consequences of failure, should it strike a pedestrian, would be ***significant.***

What does **LOW RISK** for cars mean in regards to the ~2-3" dead limbs in the upper crown?
Risk ratings are comprised of three parts. My assessment determined that within the 2-year time frame:

1. The likelihood of failure is ***imminent***.
2. The likelihood of striking a valuable target (car) is ***low***, given the frequency of cars on the road are typically just homeowners briefly travelling down the road and the high likelihood the limbs get caught on the lower limbs.
3. The consequences of failure, should it strike a car, would be ***minor.***

RISK TOLERANCE

Risk tolerance is the amount of risk you are willing to accept. Different people have varying amounts of risk they will tolerate. You will have to decide your own risk tolerance and decide on a course of action for this tree. Be aware that all trees begin at a **low** risk rating.

MITIGATION

1. Dead limbs in crown can be mitigated by pruning the tree to remove dead limbs greater than 2" diameter.
2. Previously topped limbs can be partially mitigated by pruning the limbs for end-weight reduction to minimize forces on potentially compromised limbs.

RE-INSPECTION

This tree should be re-inspected annually unless you have additional health or safety concerns that warrant more frequent attention. Tree inspection services should be performed by an ISA Tree Risk Assessment Qualified (TRAQ) arborist skilled in the science of tree risk assessment. I can perform these services should you desire.

ASSUMPTIONS AND LIMITING CONDITIONS

My inspection was a ground based visual inspection. The inspection was limited to defects that can be seen while standing on the ground. No other trees on this property were inspected other than those specifically addressed in this report.

Thank you,
Kyle Thornton
ISA Certified Arborist FL-6421A
Tree Risk Assessment Qualification
Enviro Tree Service
(407) 716-3095
kthornton@envirotreeservice.com

GLOSSARY

Normal Weather- This tree risk assessment is based on 'normal weather' for the region. Hurricanes are considered 'abnormally extreme' weather and were not considered in this risk assessment. Any tree can fail during abnormally extreme weather.

Level 2 Tree Risk Assessment- A level 2 Tree Risk Assessment is a basic assessment providing a detailed visual inspection of a tree and surrounding site that may include the use of simple tools. It requires that the tree risk assessor inspect completely around the trunk looking at the visible aboveground roots, trunk, branches, and site.

ISA Tree Risk Assessment Methodology- the categorization of tree risk based on the ISA's Best Management Practices categorization of likelihood of tree failure, the likelihood of impacting a defined asset, and the likely consequences of the failure and impact. The four categories of tree risk are low, moderate, high and extreme.

DBH- DBH stands for Diameter at Breast Height and it is the diameter of the tree measured at 4.5 feet above the ground.

Residual Risk- Residual risk is the risk rating after a mitigation action is completed.

Risk Ratings Range- The range of possible risk ratings is **low**, **moderate**, **high**, and **extreme**.

- **Extreme**: A very high risk, requiring immediate action.
- **High**: A significant risk, with a need for prompt attention.
- **Moderate**: Presents a clear risk that needs to be addressed.
- **Low**: Minor risks, often requiring only regular monitoring.

Arborist Report

Jeff Washeck, Certified Arborist (ISA Certified Arborist FL-9429A)
MGR, Sigma Tree Consulting LLC
Blue Jay Ln, Satellite Beach, FL, 32937 407-990-2070

For Town of Windermere, 520 Ridgewood Dr, Windermere, FL, 34786
Date October 13, 2025

Overview and Objective

A site visit was conducted to perform a health evaluation and risk assessment of a mature tree located on a residential property at 520 Ridgewood Dr. The assessment was initiated due to concerns regarding the tree's condition and structural integrity, given its location near an occupied residential structure and history of past disturbance. The objective was to evaluate the specimen's overall health and structure, identify any observable defects or decline symptoms, and determine the level of risk it may pose to people or property. This report aims to document key findings and provide recommendations for appropriate mitigation measures based on the observed conditions.

Methodology

This evaluation was performed as a Level 2 Basic Risk Assessment in accordance with the ISA Tree Risk Assessment Qualification (TRAQ) methodology and Best Management Practices (BMP). It was conducted using industry-accepted arboricultural practices for visual tree assessment. All diameter measurements were recorded at 4 ½ feet above ground level (DBH) using a standard forestry tape unless otherwise noted. Each tree was visually inspected from the ground with emphasis on crown condition, trunk structure, and root flare visibility. Tree condition ratings were assigned using appraisal criteria adapted from Purdue University's Forestry and Natural Resources Extension, informed by standards set forth in the *Guide for Plant Appraisal, 10th Edition* by the Council of Tree and Landscape Appraisers. General observations regarding health, structure, and site factors were recorded to support professional judgment.

Observation and Tree Specifics

The subject tree is a mature Hickory (*Carya glabra*) located within the Town of Windermere easement at the front of the property, directly adjacent to the roadway. It stands approximately 60 to 65 feet tall at its highest point with a diameter at breast height (DBH) of 36 inches. The site history was provided verbally by the property owners and informed the context of this assessment.

The tree exhibits multiple signs of historical disturbance, most notably an old topping cut that has resulted in the formation of a significant epicormic canopy. Approximately 15–20% of the upper crown consists of these secondary shoots, which appear well established but show

moderate dieback, sparse foliage, and general defoliation at the highest elevations. In contrast, the mid and lower scaffold branches are in notably better condition, with healthy leaf density and no apparent structural defects at this time. A few minor decay indicators were observed along the trunk and scaffold branches, including small unhealed pruning wounds and areas of mild localized bulging.

A slight but visible trunk lean is present, oriented toward the corner of the adjacent residence. While no overt signs of root plate lifting or soil heaving were observed during inspection, the lean has been informally monitored by the homeowner. He reports a gradual shift and subtle worsening over time. Suspected limitations in lateral root development on the side opposite the lean due to the presence of a compacted, unpaved access road may have exacerbated the issue.

To track this lean, the property owner installed a rudimentary monitoring apparatus: a length of rebar has been driven vertically into the soil near the tree's base, with what appears to be a fixed tension line (string or twine) anchored to an above-ground section of the trunk. This static reference point has enabled periodic visual checks for angular deviation over time. While not a precise measurement tool, it reflects a proactive awareness of the tree's stability and perceived risk.

Target Identification and Risk Assessment

While minor branch shedding may occur in any mature canopy tree, the primary concern in this case is the potential for whole-tree failure due to the tree's lean toward an occupied residence, with homeowner-documented evidence of gradual shifting over time. The highest-value target is the corner of the adjacent occupied residential structure, which lies in the projected fall path should failure at ground level occur.

Summarized Risk Assessment	
Time frame:	3 years
Anticipated point of failure:	Ground level
Target:	House
Likelihood of failure:	Possible
Likelihood of target impact:	High
Consequences of failure:	Significant
Overall risk rating:	**Moderate**

The observed lean, coupled with homeowner-documented evidence of gradual shifting, supports an elevated **likelihood of failure** rating of *Possible* within the specified time frame. Although some secondary vegetation may offer minimal target protection, the tree's height and lean orientation place the corner of the residence firmly within the projected fall path, resulting in a **likelihood of impact** rated as *High*. Given the tree's size and proximity to the structure, the **consequences of failure** are considered *Significant*. While the likelihood of serious personal injury is relatively low, a whole-tree failure event would likely cause moderate⁻ to high⁻value property damage and a substantial disruption of normal use and occupancy at the site.

Mitigation

Several options are available to reduce the residual risk posed by the subject tree. These should be considered in light of site priorities, client risk tolerance, and long-term goals.

Selective Pruning is recommended to remove dead or declining growth from the upper crown, reduce overall height, and to reduce weight on the longest scaffold branch oriented toward the residence. While this is unlikely to meaningfully reduce the *likelihood of failure* for the entire tree, it will reduce the *likelihood of target impact* in the event of a ground level failure event. Additionally, pruning would lower the chance of individual branch failures associated with declining epicormic growth. Note that this pruning specification, if performed correctly, will likely approach or even exceed the 25% live foliage removal threshold imposed by many municipalities. Careful planning and execution will be required to preserve overall tree health and remain compliant during the procedure. If performed properly, this approach can reduce residual risk to *Low* while preserving the tree.

Tree Removal would eliminate all risk associated with the specimen, including the potential for progressive decay or further lean development. While justifiable from a risk management standpoint, removal is not the most conservation-forward approach and would result in permanent canopy loss. Given the tree's current stability and ecological value, removal may be appropriate only if the site demands the lowest possible residual risk, or if any red flags manifest and elevate the risk profile during ongoing monitoring (see below).

Ongoing Monitoring is encouraged if preservation is the goal. Red flags that warrant professional reevaluation include:

– Rapid or expanding dieback throughout the canopy
– Fungal fruiting bodies at the trunk base or root collar
– Major branch failures in calm weather conditions
– An abrupt shift in lean that exceeds 70 degrees, especially if accompanied by visible root plate lifting or trunk cracking

Early detection of these symptoms will allow for timely intervention if structural conditions deteriorate.

Discussion

Although the subject tree presents with a measurable lean and homeowner-documented evidence of gradual shift over time, there are currently no indicators of imminent entire tree failure. Additionally, corrective growth is visible in the canopy on the side opposite the lean, which shows the tree has been actively adapting to the imbalance. Observed crown dieback and defoliation are largely confined to the uppermost canopy, which consists primarily of established epicormic shoots rather than true scaffold limbs. This growth type is inherently less vigorous and more prone to dieback under environmental stress. The stress is likely further exacerbated by compaction in the critical root zone from the adjacent dirt road.

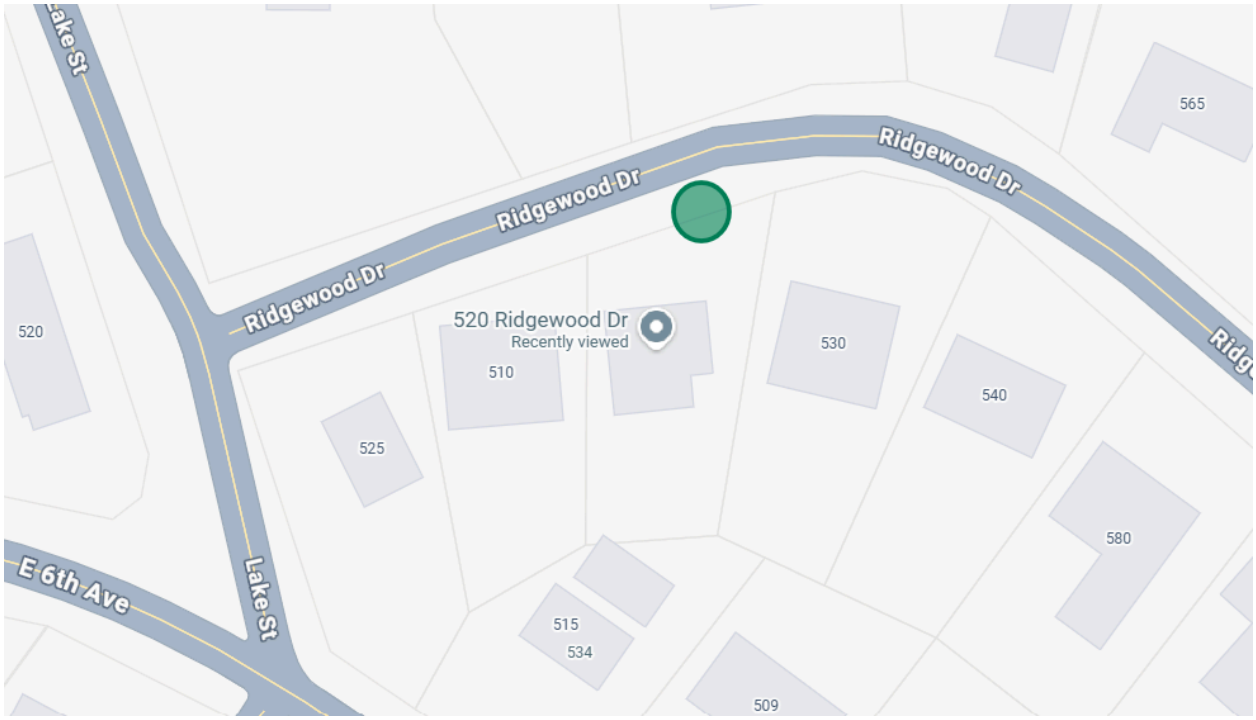
Importantly, no red flags (see section above) associated with progressive decay, deteriorating structural integrity, or significant root plate instability were observed during the inspection or reported in the site history. The tree's natural scaffold branches remain structurally sound, with good leaf density and no visible signs of dysfunction at this time.

Given the lean orientation and proximity to an occupied residence, it is my professional opinion that proactive risk mitigation is warranted. If preservation is the goal, reducing the likelihood of target impact via pruning offers the clearest path forward to lowering residual risk without removing the tree. Once risk has been sufficiently reduced, efforts to enhance tree vitality and monitor for any emerging structural concerns can be implemented as part of a longer-term management strategy.

Gallery



Mature hickory situated in town easement. Established epicormic shoots in upper crown from a topping event several years prior. Lean with corrective growth in the canopy, with subtle ongoing shifting documented by resident.



Site map showing the approximate location of the tree.



Aerial photo of the property.

Arborist Disclosure Statement

ISA certified arborists are tree care specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the health and beauty of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within the trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, the efficacy of any remedial treatments, such as pruning, fertilization, or medicine, also cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Disclaimer and Acknowledgment of FL Statute 163.045

My observations made at the site were true and factual to the best of my ability. The methodologies used were in accordance with the code of ethics and tree assessment guidelines laid out by the International Society of Arboriculture (ISA) as well as the ANSI A300 standards. Arboriculture is not a perfect science, and subjectivity is inevitable as different arborists will often have different opinions based on their own personal experiences. My opinions and recommendations are based purely on my education and over a decade of experience actively climbing and working in trees.

Trees can be managed but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to remove all trees. There are no certainties when ascertaining the structural integrity of trees, only qualitative likelihoods. The tree owner's personal risk tolerance is, and always should be, the ultimate deciding factor when moving forward with any recommended procedures.



Enviro Tree Service LLC
3202 Phils Lane
Apopka FL 32712
www.envirotreeservice.com

Proposal #14121
Created: 10/30/2025
From: Kyle Thornton

Proposal For

Town of Windermere

614 Main St
Windermere, FL 34786

main: 407-876-2563
tmoore@town.windermere.fl.us;tmathias@town.windermere.fl.us;tsyphers@town.windermere.fl.us

Location

520 Ridgewood Dr
Windermere, FL 34786

520 Ridgewood Dr Hickory Removal

Terms

Net 45

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Removal - Remove hickory in front yard, cut to ground, haul away debris.	1	$ 6,500.00	$ 6,500.00
2) Stump Grinding - Grind stump 6-8" below grade, no mulch hauled, not responsible for underground pipes/utilities as we can't know exactly where they're located.	1	$ 350.00	$ 350.00

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees. Work Includes clean-up and disposal. Bid Valid for 30 days.

SUBTOTAL	$ 6,850.00
SALES TAX	$ 0.00
TOTAL	$ 6,850.00

Signature

x Date:

Please sign here to accept the terms and conditions

Assigned To

Kyle Thornton
Office: 407-574-6140
Mobile: 407-716-3095
kthornton@envirotreeservice.com

Please call mobile number for scheduling questions

Kyle Thornton
Office: 407-574-6140
Mobile: 407-716-3095
kthornton@envirotreeservice.com

Terms and Conditions

1. License and Permits: Contractor shall maintain required insurance if required by state or local law and will comply with all other license and permit requirements required by the city, state and federal governments, as well as all other requirements of the law.

2. Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, etc. required by law or Client/ Owner's contract agreement as specified in signed contract prior to and through duration of work.

3. Client/Owner and the Contractor bind themselves, their partners, successors, & assignees to the other party with respect to all covenants of Contract. If property or business is sold or there is a change in ownership during contract period, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in contract agreement to be effective.

4. Client/Owner shall provide all utilities to perform work at Job Site. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other job-related functions in compliance with the contract during normal working hours or hours required by the contract or other reasonable periods of time. Contractor will commence work as reasonably practical after the owner makes the site available to perform work.

5. Any additional services not specified in the signed written contract that involves additional costs will be executed only upon signed written work order and additional fees will be assessed over and above the estimate.

6. Contractor shall recognize and perform in accordance with only written terms, contract specifications, and drawings contained or referred to herein. All materials shall conform to contract specifications.

7. Contractor reserves the right to hire qualified subcontractors in accordance with the contract specifications.

8. Contractor shall designate a qualified representative with experience in tree management to oversee work. Workforce shall always dress in proper work attire. All employees shall be competent and qualified and legally authorized to work in the U.S.

9. If the jobsite conditions materially change from the time of approval of this proposal to the commencement of work causing the job costs to adversely change, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Safety of workforce will always take precedence.

10. The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings containing or referred to herein. All Materials shall conform to bid specifications.

11. Crown thinning more than twenty-five percent, or any requests not in accordance with ISA standards will require a signed waiver of liability.

12. Contractor shall indemnify the Client/Owner and its agents and employees from liabilities which may be caused due to the Contractor's work. It is understood and agreed that the Contractor shall not be liable for any damages that are the result of the sole negligence or willful misconduct of the Client/Owner or an indemnified party. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by acts of nature such as hail, fire, flood, hurricane, windstorm, etc. Under these instances, Contractor shall have the right to renegotiate the terms and prices of this proposal within thirty (30) days. Any illegal trespass claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and authorization shall be the sole responsibility of Client/Owner.

13. Notice of Cancellation of work must be received in writing to a Principle/Management of Enviro Tree Service before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel/hourly wage charge of $150.00.

14. Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice unless otherwise agreed upon in writing. Failure to make payment per terms may result in a Mechanic's Lien, & 18% APR with a minimum of $10.00 per month. If a check is returned for any reason at all, client/owner will pay an additional $30.00 per returned check. We accept Visa and Mastercard. We DO NOT **accept American Express or Discover. A 3% fee is charged by the credit card company for this service.**

15. All work, including emergency work, overtime and weekend work performed outside of the normal working hours (Mon-Fri 6:30 a.m.- 5:00 p.m.) shall be billed at overtime rates. Power equipment will commence at 7:00 a.m., unless otherwise specified in the contract agreement. Additional charges will apply if crews are unable to use power equipment by 9:00 a.m.

16. Trees removed will be cut as close to the ground as possible based the conditions next to the bottom of the tree trunk. Additional charges will be assessed for unseen hazards such as, but not limited to concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility and cable lines prior to commencement of work. Enviro Tree Service is not responsible for damage to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation systems. Enviro Tree Service will repair damaged irrigation lines at the Client/Owner's expense. Additionally, we will do our best to protect lawn and landscaping; however, some repair or replacement may be required and is the responsibility of homeowner.

17. Disclaimer: Contract is based on the information given at the time of contract and priced based upon information gathered during the proposal process using ordinary means and information given, at or about the time the proposal was prepared. The price quoted in the proposal for work performed is the result of that information and therefore Enviro Tree Service will not be liable for any additional costs or damages for additional work not described on the contract or proposal and terms and conditions, that were not ascertainable at the time proposal or contract. The work performed by Enviro Tree Service is intended to preserve the tree's integrity and any property of the corresponding work and enhance the overall value of the property but is not a guarantee. Enviro Tree Service cannot be held liable for unknown or otherwise hidden defects of any trees on or near work being performed, which may fail in the future. The work performed cannot guarantee exact results.

Client/Owner		**Enviro Tree Service**	**407-574-6140**
Signature	**Title**	**Signature**	**Title**
Printed Name	**Date**	**Printed Name**	**Date**

TREE BOARD MEETING MINUTES

October 13, 2025 – 9:15 AM

Administration Conference Room

1. CALL TO ORDER

The meeting was called to order by Chair Frank Krens at 9:31 AM.

In Attendance:
Pam Schrimsher, Elena LaRochelle, Vice Chair Vicki Hearst, Joan Foglia,
Council Liaison Brandi Haines,
Director of Public Works Tonya Elliott-Moore,
Residents: Leslie Brabec, Laurie Bayles, and Tammy Crowds.

2. OPEN FORUM / PUBLIC COMMENT

Mr. and Mrs. Brabec inquired about their request to remove the Hickory tree near their property. Tonya Elliott-Moore will distribute the two arborist reports (dated October 9 and October 13) to Tree Board members for review.

3. OLD BUSINESS

a. Hickory Tree Discussion (Follow-Up from Open Forum)
Pam recommended acceptance of the arborist's findings.
Motion by Vicki Hearst to proceed with the Urban Tree Doctor's mitigation plan and include both arborist reports for review at the next meeting.
- Seconded by Pam Schrimsher.
- Motion carried unanimously.

b. Historic School House Landscape Renovation Project
Vicki reported that all areas have been marked and quotes were received from three contractors. Urban Tree Doctor will begin site cleanup shortly. A site walk will be scheduled following completion.

c. Tree Board Membership Rules
Frank received the applicable documents and will prepare recommended updates for the next meeting.

d. Legacy Tree Project
Pam provided updates on the planted Legacy Trees. Seven residents have not yet responded regarding their tree status. Joan will follow up with those residents.

e. Tree Giveaway Event
Vicki is coordinating with vendors and has requested three quotes. Updates will be presented at the next meeting.

f. Board Membership Update
New member Cillian is on this month's Town Council agenda for approval and will assist with incorporating Pam's contributions to the Legacy Tree project.

4. NEW BUSINESS

Motion by Joan Foglia to approve the minutes from the September 25, 2025 meeting.
- Seconded by Pam Schrimsher.
- Motion carried unanimously.

Frank recommended participation in Holiday Hoopla with a Tree Board display table.
Motion by Joan Foglia to authorize a table at Holiday Hoopla, approve up to $400 for decorations, and donate $200 to the event.
- Seconded by Vicki Hearst.
- Motion carried unanimously.

Resignations:
- Pam Schrimsher announced her resignation effective immediately.
- Frank Krens announced his intent to resign as Chair but will remain a member. The Board will discuss Chair nominations at the next meeting.

5. OTHER ITEMS FOR CONSIDERATION

The next meeting is scheduled for November 20, 2025, at 9:15 AM.

6. ADJOURN

Motion by Frank Krens to adjourn.
- Seconded by Vicki Hearst.
- Motion carried unanimously.
Meeting adjourned at 10:52 AM.