



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: **Tree Policy**

ORIGINAL DATE OF APPROVAL: October 10, 1986

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: April 1999, March 2003

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1. Poplar trees of any variety are deemed prohibited and are not allowed to be planted on any SMHC property.
 2. Trees planted in members' yards or around their units must receive approval.
 3. Approval forms are to be completed before approval is granted. Approval may be denied.
 4. Trees must be chosen from the list of trees suitable for planting in the Calgary area.
 5. The member must follow the board approved procedures for tree planting in SMHC.
 6. Approval by SMHC must be obtained prior to any planting or removal of trees or shrubs.

NOTE: All accompanying procedures, forms, and lists are noted above, are available from the office.



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

PROCEDURES

SUBJECT: Tree, Hedge and Shrub Planting And Maintenance

ORIGINAL APPROVAL DATE: January 1987

APPROVED BY: THE BOARD OF DIRECTORS

AMENDMENT DATE: February 1999, May 30, 2001, June 26, 2002, March 2003, February 2005, June 2006, Sept. 2006

A home improvement form is required for the planting, removal, and/or replacement of all trees, hedges and/or shrubs.

SMHC incurs costly repairs when trees, hedges and/or shrubs are incorrectly planted and/or pruned. Monitoring, supervision, and approval of these procedures is to be administered by the Property Standards Committee and delegated to Staff.

TREES:

It is necessary to monitor the type of trees and the number being planted. Also as a result of our concerns, members are encouraged to consider planting shrubs rather than trees. However, if trees are to be planted, the following procedures must be adhered to.

1. Members wishing to plant trees in their yards must choose only trees from the attached list of approved and acceptable trees and get written approval BEFORE the tree is planted. Failure to do so may result in the tree being removed and the member charged for doing so.
2. Members are reminded that they must contact the appropriate utilities for location of any underground cables two working days before the tree is to be planted. First Call 1-800-242-3447
3. Trees will grow much larger at their maturity. Trees must be planted a minimum of 6 feet from the unit foundation and a minimum of 3 feet from a fence or hedge. Check with the office.
4. Members who have mature trees in their yards which are touching the unit must report the problem to SMHC so that appropriate action can be taken to prevent damage to the building. Normally members will not be charged for this type of pruning.

5. Pruning of trees is SMHC responsibility and requires proper skills. Members wishing to prune a tree need approval from SMHC.

TREES SUITABLE FOR CALGARY CLIMATE

For small gardens:

	<u>Height</u>	<u>Spread</u>
Amur Cherry	15 M	10 M
Schubert Choke Cherry (purple foliage)	5 M	3 M
Thunder Child Crabapple*	5 M	4 M
Kelsey Crabapple*	5 M	5 M
Toba Hawthorn	5 M	5 M
Japanese Tree Lilac	5 M	5 M
Dwarf juniper	5 M	3 M

For Larger Gardens:

	<u>Height</u>	<u>Spread</u>
Green Ash (fast growing, good for windy sites)	15 M	10 M
Japanese Elm	12 M	10 M
Mountain Ash (American)*	10 M	5 M
Showy Mountain Ash*	5 M	3 M
Russian Mountain Ash*	8 M	6 M
Manitoba Maple*	14 M	12 M
White Spruce	15 M	5 M
Colorado Spruce	12 M	5 M
Mugho Pine	6 M	3 M

**** These trees can become “messy” and take special cleanup***

HEDGES:

Hedges are the responsibility of the member living in the unit.

All hedges should be laid out in a manner so as not to create maintenance problems or hardship to individuals living nearby.

See Planting Instructions for tips on planting a hedge. Leave appropriate space between the plants to allow for growth. Check with a green house to ensure adequate spacing requirements for the specific hedge being planted. A wire fence no more than 2 feet may be installed for support. The maximum allowable height of the hedge is 5 feet 6 inches.

Existing hedges that create maintenance problems with recycling and/or snow removal become the responsibility of the member to assume snow removal (the member does the actual snow removal or pays SMHC for snow removal) in the area affected by the hedge and also assume the responsibility of placing the recycling in a more accessible area.

Any damage done to hedges by the maintenance equipment due to the location of the hedge will not be the responsibility of SMHC.

Hedges are allowed at the front and the back or along side a fence. Fence hedge combinations are allowed. That is, there can be a fence in the front and a hedge in the back or vice versa.

The outside boundary of the new hedges should not normally exceed 26 feet measuring perpendicular from the unit door. Maximum square footage of a yard cannot exceed 800 square feet. New hedges need to be planted back at least 36" from sidewalks and kept trimmed so as not to overhang sidewalks.

Members are responsible for trimming all hedges and keeping them trimmed off the walkways. Members unable to trim the hedges may pay to have the hedges trimmed by SMHC.

Hedges may benefit from rejuvenation, which involves cutting the hedge down to approximately 6 inches from the ground (this takes place in the spring or fall). SMHC may sometimes recommend that overgrown hedges that obstruct the common sidewalk area, and can no longer easily be trimmed, be rejuvenated. In such cases, SMHC will absorb the costs associated with rejuvenation of the hedge. In other cases, when a member chooses to have a hedge rejuvenated, the member will be responsible for any associated cost.

Suggested types of hedges: Cotoneaster, lilac, viburnum, honeysuckle, amur maple are recommended.

SHRUBS: also called bushes

See planting and care instructions.

The maintenance and pruning of shrubs is the responsibility of the member living in the unit.

REMOVAL of Trees, Hedges and/or Shrubs:

1. Trees, hedges and/ or shrubs are not to be removed without SMHC written approval regardless of who planted it. When the tree, hedge and/ or shrub to be

removed directly adjoins a neighbor's yard, the member should consult his or her neighbor before applying for removal or rejuvenation.

2. Trees, hedges and/or shrubs causing damage to units or grounds may be removed at no cost to the member.
3. Members wishing to have trees, hedges and/ or shrubs removed without reason acceptable to SMHC must pay the full cost for removal. Approval for the removal is at the sole discretion of SMHC.
 - Sufficient reason for removal – causing damage to sidewalks, sewer lines, and damage to buildings are candidates for removal.
 - Shrubs, in some cases, may be removed to accommodate construction of a fence or deck.
 - Insufficient reason for tree removal – lack of sunshine, needle drop, fruit drop, inability to grow grass.
 - Disease & condition of tree, hedge and/or shrub will also be taken into consideration.
4. Vandalism, unauthorized removal and/or other damage done to the tree, hedge or shrub will result in a fine being levied to the individual unit. The fines for a first offence will be as follows: \$50 for a shrub and \$100 for a tree. A second offence will result in a fine of \$100 for a shrub or hedge, \$150 for a tree and the member will be asked to appear before the property standards committee to discuss the infraction. A third offence will result in the member being asked to appear before the Board of Directors and a further fine may be assessed. These fines will be in addition to any replacement and/or restorative costs assessed and carried out by the arborist. A tree, hedge or shrub will not necessarily be purchased for replacement or, if purchased, be replanted in the same spot from which it was removed. The funds generated from the unauthorized removal will be placed in the grounds budget.

PLANTING INSTRUCTIONS for Trees, Hedges and/or Shrubs:

Trees, hedges and shrubs with bare roots should be planted as soon as weather permits. Evergreens are best planted a little later than deciduous varieties as warmer soil is needed to induce the formation of new roots. However, do not leave it too late as soil moisture is a controlling factor as well.

1. Dig a hole big enough to accommodate roots when fully extended and deep enough so as to loosen the sub soil.
2. Keep top soil and sub soil separate.
3. Fork well rotted manure (if available) into the bottom of the hole.

4. Make a mound of top soil or loam at the bottom of the hole and set the tree on it. Spread the roots out. Depth should be slightly deeper than when the tree was in the nursery bed. If the tree is to be staked, put stakes in now to avoid root damage.
5. Fill the hole with top soil first, then sub soil. As you fill the hole, lift and shake the tree slightly to allow soil to run between the roots. When the hole is half full, tread firmly. Continue filling and treading until all the soil is used up.
6. Leave a slight depression in the top of the hole to facilitate watering.
7. Cut off any dead or damaged branches as close to the trunk as possible. Treat the cuts with a waterproof dressing.

CARE of Trees, Hedges and/or Shrubs:

Do not let dry out, but do not over water either. New roots will not develop in saturated soil. In sandy soil 2.5 cm (one inch) of water will penetrate 30 cm (one foot). In heavy clay you will need double that amount of water.

Trickle irrigation is best over a long period.

Water early morning and early evening for full benefit.

Undue water loss by evaporation can be prevented by mulching to a depth of approximately 7.5 cm (three inches) with peat moss or grass clippings.