

To: All Homeowners

From: The Board of Directors

We are preparing for Palm Tree Trimming which is scheduled for the end of July. After our board meeting on June 24th, we will publish the exact schedule. In the meantime, you can review the trees we intend to trim for your address unless you make changes. This can be done by going to our website and select the following tab: **Palm Tree Selection by Address/Change Form**.

If you need help to review the selection of trees to trim, it would be best that you call Cliff Cook at Leo, Jr., 986-1740. He will be happy to work with you or you can email Jori Holtman at [jori.holtman@fsresidential.com](mailto:jori.holtman@fsresidential.com).

Below is a list of items that may be helpful:

- The final list on the website is what Leo, Jr. will trim. If you are using another contractor and the trees are on our list, they should be removed using the change form.
- If your address does not appear on the website, most likely you used another contractor last year. If you want to use Leo, Jr. this year, you will have to fill out the change form.
- If you are a new property owner this year, you may want to review with Cliff Cook at Leo, Jr.
- Coconut Palms must be trimmed for **safety**. You may be asked to trim a second time this year.
- If you have removed a tree or added another, you should change the totals.
- If the tree count is incorrect for any reason and Leo, Jr. will be doing the trimming, we will need the change to be done on the website.

Thank you for your assistance. By helping us establish the website, it will eliminate multiple labor hours for mailing, establishment of the selection chart, update what was trimmed and prepare proper billing.

Thank you.

Board of Directors