

Addendum B

Request for Tree Evaluation

Complete this form to submit it to the Hidden Valley Foundation Office to request the evaluation of a tree or shrub located on common property. After receiving this form, a service request will be entered in the tracking system, and your request will be forwarded to Foundation Management for evaluation. To acknowledge receipt of your request, you will receive a response from the Foundation Office within 3 business days, after receipt of this form.

To effectively help you, please be sure to complete the necessary information below. If you have any additional questions or concerns, please contact the Foundation Office at 814-443-3001.

Name of Person Reporting:

Hidden Valley Address:

Telephone:

Email Address:

Tree Location:

Description of Concern:

Signature:

Date:

For Foundation Office Use Only

Received By:

Date Received:

Evaluation Results:

Action Plan: