

MERIFIELD ACRES LANDOWNERS' ASSOCIATION

P O Box 70
Clarksville, Virginia 23927

notification letter
non-Merifield, Inc.

www.kerrlake.com/mala
mala@kerrlake.com

2007-2008 Officers
Ben Jackson, President
Mike Cottrell, Vice President
Greg Sansing, Treasurer
Cathy D'Amato, Secretary

Date
Mr./Ms.
PO Box/Street Address
Clarksville, VA 23927

Dear Mr./Ms.:

The Roads and Maintenance Committee of the Merifield Acres Landowners' Association (MALA) has determined that a tree located on your lot (unit___, lot___) is *(dead, dying or damaged)* and poses a potential danger. The tree is located *(give a reference to the tree from the road subject to the potential incursion by the tree and include date-stamped photo)*. This tree should be removed because limbs from the tree or the tree itself will likely fall and could injure a user and/or obstruct the use of *(name the road)*.

Please respond to me at the address or telephone number below within fifteen (15) days of the date of this letter with your intentions regarding the tree mentioned above. Thank you for your cooperation in making Merifield Acres a safe and pleasant place in which to live.

Sincerely,

(Name), Chair,
Roads and Maintenance Committee
(Address)
(Telephone Number)

Enclosures:
date-stamped photo of dangerous tree
list of three (3) vetted tree removers
tree removal authorization letter from Architectural Committee

cc:
*(If addressee is part-time resident,
mail also to alternate address)*
Chair, Architectural Committee
MALA Treasurer