

Brookhaven Reserve — Tree Removal & Risk Mitigation

PROJECT OVERVIEW

Community	Brookhaven Reserve HOA
Project	Removal of 34 compromised trees; root-barrier & site restoration
Service tier	CAP Complete (oversight included with the project)
Duration	4 weeks — Discovery to Close-Out
On-site supervision	CAP supervisor present every removal shift
Prepared for	Board of Directors & Community Association Manager

Findings that triggered the project

An independent arborist inspection of all 50 trees — prompted by a single tree flagged by a board member — found that 34 showed internal rot, fungal infection, or bark separation not visible from a normal distance. Fourteen required immediate removal. One tree had already fallen the prior week, by luck, between two buildings, with no injuries and no report filed.

Scope verified on site

Item	Billed	Verified	Match
Tree removal	34 trees	34 trees	✓ match
Stump grinding	34 stumps	34 stumps	✓ match
Wood chip removal	68 cubic yards	68 cubic yards	✓ match
Debris haul-off	4 loads	4 loads	✓ match
Root barrier installation	3 sections	2 sections	✗ held

1 discrepancy caught. The invoice billed three root-barrier sections; on-site verification found two. The line item was held and the contractor notified in writing. Final payment was not authorized until the third section was installed and re-verified.

Vendor selection

Six competitive bids were gathered and compared on scope, safety planning, and approach — not price alone. CAP recommended Vendor D: full scope with grinding and debris haul-off, a competitive 2.5-week timeline, references verified, and equipment suited to the site constraints — priced \$3,200 below the second-cheapest comparable full-scope bid.

Outcome & payment release

Trees removed	34 of 50 (14 immediate, 20 within 90 days)
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Discrepancies caught	1 — corrected before payment released
Final payment	Authorized only after on-site correction & re-verification
Replanting plan	Native canopy species, phased schedule built by CAP
Ongoing	Annual arborist inspection added to the maintenance calendar

This is a **sample** of the Project Summary Report your board receives at the close of every CAP project — a clean, documented record of the work performed, the verification process, and the payment release, kept on file for reference at any time.