

Individual Request for Lot 4 Maintenance - Page 1

Version 12/5/09

Requested by: Name \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

I AGREE TO ABIDE BY THE POLICIES OF THE MPCA, EC, and the MP4 REGARDING ANY CUTTING DONE AT MY REQUEST. FURTHER I AM RESPONSIBLE FOR ANY WORK I PERFORM AND I AGREE IN ADVANCE OF ANY WORK BEING DONE THAT THE MPCA/MPCA BOARD, THE EC/EC BOARD, AND THE MP4 COMMITTEE/MP4 COMMITTEE MEMBERS ARE NOT LIABLE IN ANY WAY FOR THE WORK REQUESTED, PERFORMED OR ANY RESULTING INJURIES/DAMAGES.

This form must be used for all work done on MPCA's Lot 4, all pages 1-3. Any considered work will conform to the EC, DES and Town of Newmarket guidelines, regulations and applicable law; and must be coordinated with the MP4 Committee and the approved Vendor. Requestors may appeal any decision of the MP4 Committee/EC Committee to the MPCA Board.

1. I have read the above:

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Association: \_\_\_\_\_

2. Check below the estimated distance from the shoreline where work is requested:

- ( ) 0-50 feet (inside the Waterfront Buffer grid line; work may be limited to trimming; tree removal strictly regulated),
- ( ) 51-100 feet
- ( ) 101-150 feet
- ( ) over 150 feet

3. Attach a Brief Description of Area of Concern: Requestor must attach distinct photos and detailed descriptions. Attach extra sheets of paper, if needed to describe the work requested. Your description should be specific enough for the vendor to complete the work even if you, the Requestor, are not present when the work is done.

4. Your request needs to be approved by two members of the MP4. The current members will be listed on the website: [www.moodypoint.org](http://www.moodypoint.org).

5. Request approved by MP4 Members: Initials: 1. \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_

6. Work will be done by Requestor \_\_\_\_\_ Vendor \_\_\_\_\_ combination of both \_\_\_\_\_  
(If a combination, explain what portion of the work will be done by Requestor).

7. After your request for work is received and approved by two representatives of the MP4, your request will be submitted to the approved Vendor for a \$ estimate of the cost of the work you request. After the \$ estimate is received, an MP4 representative will then review the estimate with you and fill out either page 2 or page 3 with you. If the work you request is to be done by a Vendor, then you will fill out page 2. If the work is to be done by you, then you will fill out page 3. Either the EC or MP4 will coordinate all estimates and all work with the Vendor - do not contact the Vendor directly.

MPCA approved Vendors: Bartlett Tree is the approved MPCA vendor for most work within 150 feet of the Shoreline which includes the 0-50' from the shoreline ("Waterfront Buffer") and 51-150' from the shoreline ("Woodland Buffer"). For work done beyond 150' from the shoreline, either Al Pace or Bartlett Tree are approved vendors.

1. The vendor to be used to do your cutting is:\_\_\_\_\_.
2. An estimate for the work you requested is attached to this form.  
The quoted Expense is \$\_\_\_\_\_.
3. I, the requestor, have reviewed the \$estimate in the amount of \$\_\_\_\_\_, which is attached to this form, and I agree to pay it.  
\_\_\_\_\_(Requestor's signature).
4. You, the Requestor, must pay in full and in advance of the work being done.

Please make your check payable to the Vendor who is doing the work and then give the check to your MP4 representative. Once your check is received, the requested work will be scheduled.  
Your MP4 representative will do his/her best to provide to you the approximate date the cutting is scheduled.

5. When the work is completed, you will be asked to review it, and if acceptable, your check will be released as payment to pay the Vendor.

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6. When the work is completed, you will be asked to fill out the box below:

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**WORK COMPLETED to Satisfaction of Requestor:** Requestor initials: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_Requestor attached photos of completed work and any other pertinent information.

MP4 Member Initials:\_\_\_\_\_

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<p><b>FOR MP4 USE ONLY:</b> Amount Received: _____ Date: _____ By Whom: _____</p>
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**SUPERVISED HAND CUTTING - Page 3**

1. Approval for supervised hand cutting: Yes\_\_\_\_\_ No\_\_\_\_\_ Date: \_\_\_\_\_.

2. Approximate Proposed cutting date(s): \_\_\_\_\_.

3. Your cutting must be supervised by an MP4 member.  
Supervising MP4 Member name\_\_\_\_\_.

4. The vegetation you cut creates debris. Because you are responsible for this removal, please tell us how this will be done. Requestor's Plan for disposal of cuttings\_\_\_\_\_

\_\_\_\_\_.

5. All debris MUST be removed within one week of cutting completion.  
A performance assurance payment of \$100 will be collected and held by the MP4 prior to hand cutting commencing to insure timely compliance. If the debris is not removed, the \$100 will be used to pay a vendor to remove the debris.

\$100 check, made out to the MPCA, must be submitted to your MP4 rep before your hand cutting begins.  
\$100 check received by\_\_\_\_\_ date\_\_\_\_\_ check #\_\_\_\_\_.

6. Date Debris removed and Check returned to: \_\_\_\_\_ Date\_\_\_\_\_

or reason why check retained\_\_\_\_\_.

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7. When the work is completed, you will be asked to complete the information below:  
**WORK COMPLETED:** Date: \_\_\_\_\_ Date debris removed: \_\_\_\_\_ MP4 Initials\_\_\_\_\_

MP4 Member Initials for completed project: \_\_\_\_\_ Requestor signature\_\_\_\_\_

Requestor, please attach photos of completed work and note any other pertinent Information: