

**U.S Forest Service: Urban and Community Forestry Program  
NUCFAC 2009 Challenge Cost Share Grant  
Application Cover Sheet**

Proposals are due by 11:59 PM Eastern Standard Time February 17, 2009

INNOVATION GRANT CATEGORY: (Total amount available is \$500,000)

(Select only one per application)

- ENERGY AND URBAN FORESTS
- CLIMATE CHANGE AND URBAN FORESTS
- PUBLIC HEALTH AND URBAN FORESTS

**X - BEST PRACTICES GRANTS.** (Maximum amount per application is \$50,000 of a total amount available of \$500,000)

PROJECT CONTACT: Jennifer Gulick  
 NAME OF ORGANIZATION: Davey Resource Group  
 MAILING ADDRESS 1: 1500 North Mantua Street  
 MAILING ADDRESS 2:  
 CITY: STATE: ZIP CODE: Kent, Ohio 44240

PHONE NO. : 859-384-8258  
 FAX NO. 859-384-8259  
 E-MAIL : jenny.gulick@davey.com

Is this project being developed to reach a minority or underserved population?  Yes  No  
 Is this pre-proposal being submitted by a minority or underserved population  
 (owned/operated/directed) business, organization or college/university?  Yes  No

PROJECT TITLE:  
 \_\_\_\_\_  
***“Homeowner Association Urban Forestry Stewardship Project – Advancing Advocacy and Best Management Practices through Training and Education”***

A 50 percent match is required of non Federal, cash, donated materials and/or volunteer time.  
 REQUESTED: \$50,000 + MATCHING: \$50,000 = TOTAL PROJECT: \$100,000 \_\_\_\_\_

**PARTNERS:**

NAME William Marr  
LETTER OF SUPPORT INCLUDED: YES NO X  
NAME OF ORGANIZATION: Virginia Homeowners Association  
MAILING ADDRESS 1: 3861 Plaza Drive  
MAILING ADDRESS 2:  
CITY: STATE: ZIP CODE: Fairfax, VA 22030

PHONE NO: 703-691-2800  
FAX NO.: 703-691-2541  
E-MAIL : wamjrlaw@aol.com

\*\*\*\*\*

NAME: Jay Banks  
LETTER OF SUPPORT INCLUDED: YES X NO  
NAME OF ORGANIZATION: Town of Leesburg  
MAILING ADDRESS 1: 25 West Market Street  
MAILING ADDRESS 2:  
CITY: STATE: ZIP CODE: Leesburg, VA 20178

PHONE NO: 703-771-2713  
FAX NO.  
E-MAIL : jbanks@leesburgva.gov

\*\*\*\*\*

NAME: Trees Virginia  
LETTER OF SUPPORT INCLUDED: YES x NO  
NAME OF ORGANIZATION: Virginia Urban forestry Council  
MAILING ADDRESS 1: 900 Natural Resources Drive #800  
MAILING ADDRESS 2:  
CITY: STATE: ZIP CODE: Charlottesville, VA 22903

PHONE NO: 434-220-9024  
FAX NO.  
E-MAIL : vufc@ntelos.net

\*\*\*\*\*

NAME: Adam Downing  
LETTER OF SUPPORT INCLUDED: YES X NO  
NAME OF ORGANIZATION: Virginia Cooperative Extension  
MAILING ADDRESS 1: Madison County Office  
MAILING ADDRESS 2: War Memorial Building, 2<sup>nd</sup> Floor PO Box 10  
CITY: STATE: ZIP CODE: Madison, VA 22727

PHONE NO: 540-948-6881  
FAX NO. 540-948-6883  
E-MAIL : adowning@vt.edu

\*\*\*\*\*

NAME: Mary Washington  
LETTER OF SUPPORT INCLUDED: YES x NO  
NAME OF ORGANIZATION: Parks & People Foundation  
MAILING ADDRESS 1: 800 Wyman Park Drive  
MAILING ADDRESS 2:  
CITY: STATE: ZIP CODE: Baltimore, MD 21211

PHONE NO: 410-448-5663  
FAX NO. 410-448-5895  
E-MAIL : [mary.washington@parksnadpeople.org](mailto:mary.washington@parksnadpeople.org)

**PROPOSAL OUTLINE:** (The Innovation proposal is not to be more than 10 and the Best Practices is not to be more than 5 single spaced pages.) Please make sure each page is numbered and has the project title.

**Project Title:** *“Homeowner Association Urban Forestry Stewardship Project – Advancing Advocacy and Best Management Practices through Training and Education”*

**ABSTRACT:** Summarize the proposed project in 200 words or less.

Homeowners Associations (HOAs) are a rapidly growing constituent group in America and are often charged with the management of street and private trees, natural resources, parks, and conservation areas/easements within their subdivisions. HOAs oversee the management of, perform maintenance on, and can directly affect a significant quantity of landscape trees, forest cover, and natural resources, yet often lack the knowledge and resources to properly manage these assets for the benefit and safety of the residents, visitors, and the community at-large. The project’s objective is to transfer best practices information nationally to this significant, potentially powerful and growing target audience by creating presentation and support materials for workshops that can be delivered by public-sector urban foresters, private consulting arborists, and allied organizations to HOA boards, contracted property management companies, and even HOA members across the country. The rapid development of our suburban and rural areas for residential housing and the subsequent growth of the governing HOAs is undeniable; as is, therefore, the need to get sustainable urban forestry BMPs to this under-served target audience.

**FULL NARRATIVE:**

### **1. Scope and Applicability/Justification**

Homeowners Associations (HOAs) are a rapidly growing constituent group in America and are often charged with the management of street and private trees, natural resources -- such as streams, lakes, wetlands, and forests in “common areas” --- stormwater detention basins, parks, and conservation areas/easements within their subdivisions.

HOAs oversee the management of, perform maintenance on, and can directly affect a significant quantity of land, landscape trees, forest cover, and natural resources, yet often lack the knowledge and resources to properly manage these assets for the benefit and safety of the residents, visitors, and the community at-large. The HOA volunteer board members and/or their property management companies are generally ill-prepared to maintain and enhance their urban

forest resources and do not understand or appreciate all the benefits trees bring to the community.

The sheer numbers and growth of this under-served sector of property owners and managers is staggering. In 1970, there were 10,000 association-governed communities with 2.1 million residents living in 700,000 housing units. In 2008, according to the latest statistics researched by the non-profit Community Associations Institute, there are now more than 300,000 homeowner associations with close to 60 million Americans living in 24.1 million housing units nationwide. All of these places, from master-planned communities to townhouse associations, have the potential and power to protect and sustain the urban forest and natural resources we all depend upon.

More than 1.7 million residents voluntarily serve on a community association board, with close to 400,000 participating as committee members. These decision-makers directly and indirectly impact the quantity and quality of millions of landscape trees and hundreds of thousands of forest and greenspace acres located on homeowner association property through both their actions and inactions. The urban forestry education and awareness level of this significant target audience must be addressed with a comprehensive and coordinated best management practices training and education program.

In a November, 2007 study conducted by Zogby International, the clear majority (66%) of residents said that their elected board should determine how the community association should prioritize and address environmental issues. Clearly, given the expectations and charge from their members, this leadership group needs targeted, customized urban forest management education to allow them to make the right decisions.

The *Homeowner Association Urban Forestry Stewardship Project* achieves all four of the goals of the Best Practices grant category:

1. It recruits advocates for urban forestry from the leadership and membership of current and future homeowners associations across the country.
2. It takes best practices technical information and puts it directly and easily in the hands of these property managers and "practitioners."
3. It nurtures networks of urban forestry practitioners through its structure of partnerships needed for implementation and its accessibility to all allied organizations and partners across the country.
4. It addresses other challenges to the urban forestry community, such as preserving and planting trees on private property, increasing citizen activism, and engaging citizens with local governments.

The project's objective is to transfer best practices information nationally to a significant, potentially powerful and growing target audience by creating presentation and support materials for workshops that can be delivered by public-sector urban foresters, private consulting arborists, and allied organizations to HOA boards, contracted property management companies, and even HOA members across the country.

When this project is complete the materials developed will be accessible and appropriate for immediate use. Any and all urban forest advocacy groups in the nation will benefit from the "pre-packaged" urban forestry stewardship workshop materials. These groups include: state urban forestry coordinators and staff, municipal urban foresters, cooperative extension agencies; local, regional and national non-profits, private consulting arborists and arboricultural firms, universities, and park and arboretum outreach staff and volunteers.

The timing for this project is critical. The rapid development of our suburban and rural areas for residential housing and the subsequent establishment and growth of the governing HOAs is undeniable. As these entities take control over and management of new trees planted and forest and greenspaces preserved, they need customized education and guidance on the management and care of their urban forests.

## **2. Literature Review**

A literature review on this issue via an internet search and other investigations revealed that, indeed, no similar project of this scope has been conducted and no urban forest management and education resources targeted to HOAs exists as is proposed by this project. The Town of Leesburg, Virginia has conducted HOA urban forestry workshops similar in nature to this proposed project and found no previous studies or work products that currently exist to address this issue.

The non-profit Community Associations Institute ([www.caionline.org](http://www.caionline.org)) provides many resources for HOAs and board members including training and education materials. But a review of their coursework and seminars revealed that no topics related to urban forest management or landscape maintenance are offered. The *2008 Regional Communication Plan for Urban and Community Forestry* developed by the Southern Group of State Foresters also specifically identifies HOAs as a target group for urban forestry education and outreach efforts, but states that “marketing and education programs are not fully developed at this time.”

The literature search and research supports that this project is unique, needed, timely, and unduplicated on a national level. Unlike other existing general urban forestry education programs, projects, and materials, this project proposes to take best practices information and custom-tailor it to HOAs to assist them become better urban forestry stewards and advocates under their unique set of circumstances.

## **3. Organization/Methodology**

The goal of the project is to facilitate transferring urban forest management best practices and other information directly into the hands of the controlling HOAs and their agents; this is to be accomplished across the country through a workshop and the delivery of a compendium of appropriate, applicable, accessible urban forestry technical and management information. Project partners will collaborate and bring the strengths of their diverse background to each development phase of this project.

In the end, urban forestry leaders, advocates, and educators will have access to a pre-packaged workshop and all support materials. The workshop will address:

1. Why trees and natural resources are valuable and important to the Association and the community;
2. Brief “development history” – To gain an understanding on how did the trees get there and whose responsibility are they; applicable local zoning regulations and development guidelines; conservation easements (if present); openspace requirements; stream/wetland regulations; etc.
3. Basic and critical maintenance and management tasks required to sustain the landscape trees, woodlands, and natural resources within the HOA properties.
  - a. “How To” instructions for tasks the HOA board and residents can and want to do on their own (mulching, watering, small tree pruning, planting, monitoring)
  - b. “How To” instructions for tasks HOA board and residents should not or do not want to do on their own (large tree maintenance; planting; safety risk inspections,

etc.). This involves explaining the importance of writing good contract specifications and knowing how to monitor and inspect contractual services.

4. Where to go for local and proper urban forestry help and advice

After each workshop, the HOA would be given an "Owner's Manual" that includes reference materials, sample contract specifications, local resources, and other information.

#### 4. Products

Since this is intended to be applicable and distributed on a national level, the workshop format, presentation materials, and manuals would be pre-formatted yet customizable by each workshop leader and/or HOA. It is anticipated that this project would produce these items:

1. A syllabus or "leader's manual" for teaching/conducting the workshop.

Whoever conducts a similar workshop across the country would have this "how-to" guide for setting up, advertising, and conducting the workshop.

2. Workshop presentation materials:

a. A PowerPoint presentation would be created for the workshop.

For national use, it would be a template where slides could be customized for the group conducting the workshop and the group attending the workshop.

b. An "Owner's Manual" would be created.

The manual would contain BMPs for managing trees, greenspace, and possibly other natural resources geared toward HOAs. It would also contain sample contract specifications for a variety of tasks and responsibilities and check-lists for inspecting the work of contractors. It would further include reference materials and local, regional, and national sources of urban forestry assistance and information. If applicable, specific/unique regulations and guidelines of the individual HOA could be added to it.

Initially, the project will sponsor three workshops (locations will be determined with input from project partners) and all materials would be produced for the leaders and attendees at these meetings. A limited number of printed copies of both the leadership guide and the owner's manual would be printed and delivered to state urban forestry coordinators and other key partners for reference, use, and distribution.

All materials will be made in electronic formats for posting on partner websites for downloading, and will be advertised and distributed at no charge to any allied organization or advocacy group by request. A CD-ROM containing all project products can be produced and distributed to Home Builders Associations, Home Owners Associations, Society of Municipal Arborists, and other groups.

#### 5. Collaboration

The primary partners for this project are: Trees Virginia, Morton Arboretum, the Virginia Association of Home Owners Associations, Town of Leesburg, the Parks & People Foundation of Baltimore, and Davey Resource Group. These partners will collaborate on all aspects of the project, including project materials development, workshop implementation, and product distribution. This diverse group of partners --- representing local government, non-profit educational and advocacy groups, private industry, and the target audience --- will team to bring their expertise and strengths to the many aspects critical to the success of this project.

The project partners will strive to include more groups as the project develops and after the project is complete, such as the Potomac Conservancy, state Divisions of Forestry, and the National Home Builders Association. Ultimately, using the resources and relationships of the

primary team, more national partners will be made aware of the goals of this project and the products when the project is complete.

**6. National Distribution/Technology Transfer of the Findings**

The project partners will promote the results of this project through allied professional organizations, publications, and conferences. The marketing plan is to be national in scope and reach the target audience (HOAs) and those that interact with, guide, and lead HOAs in understanding their urban forest management responsibilities. Specifically, anticipated promotion and distribution venues (and their measures when applicable) are: State Urban Forestry Coordinators (63 contacts); Virginia Home Owners Association (100 clients); National Property Managers Association (62 chapters); Trees Virginia (a mailing list of 1,500 members); Parks & People (over 100 partners); Davey Resource Group (500 current clients); Community Associations Institute website and annual conference; Society of Municipal Arborists (600 members); International Society of Arboriculture (20 United States Chapters; 20,000 members); and the Cooperative Extension System (state and locally based in all 50 States; hundreds of Extension volunteers such as Master Gardeners and Tree Stewards which are often directly connected with HOAs as members and committee persons). The marketing strategy is to use the resources of these partners and target groups to widely distribute the products and/or announce the finding and where the materials can be obtained. Measurable marketing targets are: 1. Having the full project products available on at least 15 organizations’ websites for downloading; 2. Announcing the project findings and products in 25 printed or electronic newsletters; 3. Presenting the project and findings at 3 regional or local conferences; and 4. Producing full printed copies for the 50 state Urban Forestry Coordinators. Key words that can be used for future electronic searches would be: home owner associations; urban forestry; stewardship; education.

**7. Project Evaluation**

Initially, the success of this project’s education and outreach component can be measured by the marketing targets described in the previous section and by the number of inquiries received about the project. In the short term, the number of HOAs accepting/using the information and procedures developed by the project can also be measured.

<b>Outcomes:</b> Increase greater understanding of tree benefits; improve urban forest management practices on HOA-governed properties; create new partnerships between urban forestry practitioners and HOA leaders.
<b>Measures:</b>
# new urban forestry/HOA/Property Management partnerships developed
% increase in inquiries about partner organization/project/services
# of inquiries about project/products
# media exposures
# of workshops conducted and # of participants
% individuals demonstrating greater awareness/understanding of best practices
% customers indicate satisfaction with services

**8. Experience/Personnel/Adequacy of Resources**

The project team combines the resources of these five primary partners:

- **Virginia Association of Home Owners** – A non-profit organization designed to assist HOAs with management and legal issues. Staff and members will provide valuable first-

hand input into the creation of project products and facilitate the workshops and distribution of the final results.

- **Town of Leesburg, Virginia** – A municipality. Having experienced rapid residential development and providing local HOA workshops, staff will provide research and input from past HOA workshop experiences, contribute to and review the various educational and outreach products; conduct workshops; and promote and distribute the final products to local, regional, and national organizations and the general public.
- **Parks and People Foundation** – A 25 year old community and urban forestry organization serving the Baltimore metropolitan region. Parks & People has a long history of providing community members with the tools and capacity building services they need to manage their natural resources. Parks & People also has an incredibly diverse set of constituents and partners that they will be able to engage throughout the duration of this project. Parks & People will contribute to the information content of the educational materials, assist with project administration and conduct the workshops.
- **Davey Resource Group** – A national urban forestry consulting firm. Davey will manage and oversee all aspects of the project; participate in team meetings; prepare printed and electronic educational materials; assist in the preparation of and teach at the workshops; and promote and distribute the final product.
- **Trees Virginia** – a state-wide, non-profit urban forestry advocacy and education organization. Staff, elected officials and members will assist in the production of educational materials; and promote and distribute final product.
- **Virginia Cooperative Extension** – the non-profit, educational agency created through a partnership of Virginia Tech and Virginia State University. With a primary mission of education and technology transfer, staff will review educational materials and participate significantly in the distribution and promotion of the project.

All technical, financial, and political resources are available to complete this project. Additionally, through the project process, new partnerships will be formed and old ones reinforced as the project team communicates and collaborates with local and regional urban forestry, homeowners association, and property management groups.

**Attachments:**

**SF 424 and SF 424 (a). (Make sure DUNS number is on SF424 form)**

**Copy of indirect cost rate or negotiated rate with cognizant Federal agency**

**List of Literature reviewed and cited**

**Letters of Support from Partners**



**Proposed Budget for the**

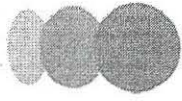
***Homeowner Association Urban Forest Stewardship Project - Advancing Advocacy and Best Management Practices Through Training and Education***

	<i>Federal Funds (requested)</i>	<i>Non-Federal Match – In-kind</i>	<i>Non-Federal Match - Cash</i>	<i>Total</i>	<i>Source of Match</i>
<i>Personnel</i>	\$0	\$33,700	\$0	\$33,700	<i>Partners</i>
<i>Workshops (3 each)</i>					<i>Partners</i>
• <i>Promotion</i>	\$1,500	\$1,500	\$0	\$3,000	
• <i>Printing (60 manuals each)</i>	\$1,250	\$0	\$0	\$0	
• <i>Travel expenses</i>	\$3,000	\$2,000	\$0	\$5,000	
<i>Leadership Manual creation</i>	\$13,250	\$10,000	\$0	\$23,250	<i>Partners</i>
<i>“Owner’s Manual” and other Educational Materials creation:</i>					<i>Partners</i>
• <i>PowerPoint presentation</i>	\$6,400	\$800	\$0	\$7,200	
• <i>Owner’s Manual</i>	\$20,100	\$1,500	\$0	\$21,600	
• <i>Graphic Design services</i>	\$3,000	\$500	\$0	\$3,500	
<i>Printing &amp; Distribution</i>	\$1,500	\$500	\$0	\$2,000	<i>Partners</i>
<b><i>TOTAL</i></b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$100,000</b>	

**Personnel:** Project partner professional staff 675 hours @\$50/hour = \$33, 750 (for project deliverable development, workshop preparations and attendance, distribution and promotion.)

**Contractual:** Senior Urban Forester/Environmental Planner/Graphic Design/IT Specialist to perform approximately 430 hours @\$85/hour of work related to creating the leadership and owners manual, workshop components, and distribution.

**Printing:** Approximately 150 printed copies of owners manual and leadership guide, and CD-ROM duplication. Distribution and promotion described in detail in grant application narrative.



**Cary Institute**  
of Ecosystem Studies

Steward T.A. Pickett, Ph.D.  
*Distinguished Senior Scientist*  
PickettS@caryinstitute.org

13 February 2009

Jennifer Gulick  
Davey Resource Group

Dear Ms Gulick:

I write to express the support by the Baltimore Ecosystem Study, Long-Term Ecological Research project, funded by the National Science Foundation through the Cary Institute, for your proposal, entitled "Homeowner Association Urban Forestry Stewardship Project – Advancing Advocacy and Best Management Practices Through Training and Education."

Our research and outreach in urban ecology based in Baltimore, and conducted in partnership with the Parks & People Foundation, confirms the importance of trees and their care on private property for the health of the urban forest. It is clear that homeowner associations are a crucial and growing part of the management structure for urban trees, and hence, are a key link in the chain of increasing urban sustainability. It is equally clear that these volunteer organizations, though vested with legal authority, do not have the ecological knowledge or expertise to effectively manage the forests and the environments under their care.

Your proposed project provides an excellent way to marshal information that we and other ecological and urban horticultural research projects have amassed, and to translate it into terms and forms that will be immediately useful for homeowner associations. We stand ready to contribute our ecological knowledge and our experience in community engagement to your project. This knowledge is based on twelve years of research on interactions among vegetation, physical environment, and social processes in Baltimore, and comparisons with cities elsewhere.

We wish you success with the proposal, and we look forward to contributing to the effective education of homeowner associations you envision.

Sincerely,

Steward T.A. Pickett  
Project Director  
Baltimore Ecosystem Study

# Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University

 **VirginiaTech**  
College of Agriculture  
and Life Sciences



School of Agriculture  
Virginia State University

**Northern District Natural Resources  
Extension Program**  
Madison County Office  
War Memorial Building, 2<sup>nd</sup> Floor  
P.O. Box 10  
Madison, Virginia 22727  
540/948-6881 Fax: 540/948-6883  
E-mail: [adowning@vt.edu](mailto:adowning@vt.edu)  
<http://offices.ext.vt.edu/madison>

February 13, 2009

Nancy Stremple, Executive Staff to NUCFAC  
USDA Forest Service  
Sidney Yates Building (1-Central)  
201 14<sup>th</sup> Street S.W., MS-1151  
Washington, D.C. 20250-1151

Dear NUCFAC and Staff,

I'm pleased to have this opportunity to support the NUCFAC Best Management Proposal "Homeowner Association Urban Forestry Stewardship Project – Advancing Advocacy and Best Management Practices Through Training and Education." As an informal educator, I work with a myriad of different audiences, including homeowners, regarding how to care for their trees and other natural resources within their realm of influence. To my knowledge, a concerted effort to target HOA (Home Owners Associations) with basic natural resource education, of which the trees in their yards and streets are perhaps the most significant part, has not been undertaken.

This is interesting because HOA's in many ways are a easily defined audience and have mechanisms in place to facilitate adoption of best practices through various committee structures, policies and covenants. This proposal lays out a very feasible method to gather and package an approach that could improve the status quo of community forestry and natural resources management in these areas.

Not only is this an unreached audience, the potential to impact urban & community forestry on the ground and improve the health and vitality of these resources is significant. As more land is developed with the HOA approach, the influence of these organizations increases the potential implementation of best practices on the ground, but also the information dissemination. As previously unengaged citizens become part of the process related to natural resource decision making, it is possible they become ambassadors of sorts as they carry the concepts and practices with them through the various communities they are part of.

Lastly, I believe Extension can serve this effort through our grass-roots based outreach efforts. Extension Master Gardner's, in many cases, are part of HOA's and in other cases are involved in programming that would logically extend to this audience. I believe State Extension Systems across the country will readily adopt this tool as they see fit to meet locally identified needs.

Respectfully,

  
Adam K. Downing

Extension Agent, Forestry & Natural Resources – Northern District

[www.ext.vt.edu](http://www.ext.vt.edu)

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.



***Our Mission:***  
*To Enhance the Quality of Life Through Stewardship of  
Our Commonwealth's Urban and Community Trees*

February 9, 2009

Nancy Stremple, Executive Staff to NUCFAC  
USDA Forest Service  
Sidney Yates Building (1- Central)  
201 14th Street S.W., MS-1151  
Washington, DC 20250-1151

RE: Letter of support for: *Homeowner Association Urban Forestry Stewardship Project*

Dear Nancy Stremple,

Trees Virginia, the Virginia Urban Forest Council, is very committed to citizen outreach and is looking forward to partnering and supporting the *Homeowner Association Urban Forestry Stewardship Project*. The Commonwealth of Virginia is blessed with a vast array of natural resources – from the Chesapeake Bay to the Appalachian Mountains - and trees are large components of each of these diverse environments.

However, Virginia has seen a dramatic loss of trees in our urban and suburban areas over the past 2 decades. Trees Virginia has been successful in bolstering support for urban forests through annual tree care conferences and workshops in strategic areas around the state. This project would help to reinforce those efforts.

Trees Virginia is in strong support of the *Homeowner Association Urban Forestry Stewardship Project*. We see this as becoming a valuable tool to substantially enhance our outreach efforts in our urban areas. This project has a specific focus to an underserved, but significant portion of the Commonwealth's population.

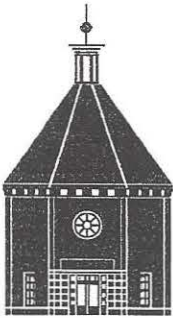
Trees Virginia is looking forward to supporting and assisting in the work needed to complete such an important outreach project.

Respectfully,

A handwritten signature in dark ink, appearing to read "Jay S. Banks".

Jay S. Banks, President, Trees Virginia

Trees Virginia ~ Virginia Urban Forest Council  
900 Natural Resources Drive #800, Charlottesville VA 22903  
Phone: 434.295.6401 ~ Fax: 434.296.2369  
E-Mail: [vufc@ntelos.net](mailto:vufc@ntelos.net) • Website: <http://www.TreesVirginia.org>  
**Experts Agree – Don't Top Your Tree**



The Town of  
**Leesburg,  
Virginia**

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25 West Market Street ■ P.O. Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2727 ■ [www.leesburgva.gov](http://www.leesburgva.gov)

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February 9, 2009

Nancy Stremple, Executive Staff to NUCFAC  
USDA Forest Service  
Sidney Yates Building (1- Central)  
201 14th Street S.W., MS-1151  
Washington, DC 20250-1151

RE: Letter of Support for *Homeowner Association Urban Forestry Stewardship Project*

Dear Nancy Stremple,

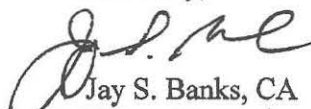
Leesburg, Virginia has experienced first hand the dramatic loss of tree cover due in large measure to rapid development. The Town recently completed an Urban Tree Canopy (UTC) assessment to help us set our baseline of tree cover in an attempt to expand the tree cover over the next 20 years.

The UTC assessment confirmed what we knew intuitively and that is we have a large portion of residentially zone land within the Town boundaries that has most of the existing tree cover and holds the highest amount of available real estate for new tree planting.

In 2007 we piloted an annual program called "Homeowner Association Tree Care Summit" and in a single evening meeting attempted to disseminate basic tree care information. Most importantly we tried to expose the participants to as many topics on tree care and maintenance but also leave them with resources to expand their individual research on tree care.

Leesburg is excited to partner with such a distinguished and notable group to develop and expand the simple outreach concept we initiated. We hope the *Homeowner Association Urban Forestry Stewardship Project* can be developed and become a comprehensive resource for community associations in Leesburg.

Sincerely,



Jay S. Banks, CA  
Urban Forester



4100 Illinois Route 53  
Lisle, IL 60532-1293

February 16, 2009

Nancy Strömple, Executive Staff to NUCFAC  
USDA Forest Service  
Sidney Yates Building (1- Central)  
201 14th Street S.W., MS-1151  
Washington, DC 20250-1151

Re: HOA Tree Care Project

I am writing to express The Morton Arboretum's full support of the HOA Tree Care Project's application for a U.S. Forest Service Urban and Community Forestry challenge cost share grant for 2009.

Homeowner Associations are critical stewards of the urban forest and desperately need thorough and reliable information on how best to care for their trees. The HOA Tree Care Project will be an invaluable asset in bringing together important urban forestry partners in providing innovative and reproducible information that will serve as a model for HOAs in the mid-Atlantic region and nationally.

The Morton Arboretum is developing an outreach to Chicago-area community associations to educate them to become effective stewards and advocates of their urban environment. We look forward to working and sharing information with the HOA Tree Care Project and strongly urge funding for this timely project.

The Morton Arboretum is an internationally recognized 1,700-acre outdoor museum with collections of 4,117 kinds of trees, shrubs, and other plants from around the world. The Arboretum's beautiful natural landscapes, gardens, research and education programs, and year-round family activities support its mission -- the planting and conservation of trees and other plants for a greener, healthier, and more beautiful world. The Community Trees Program of The Morton Arboretum exists to bring the expertise of the Arboretum to its surrounding communities.

Sincerely,

David Vroom  
Community Trees Assistant