

DRAFT LACC MAINTENANCE PROCEDURE MANUAL

PROCEDURE NO. 1 - Rights of Way Hazardous Fuels Reduction and Clearance Procedure (REV. 2)
2202 02 25

1.0 Definitions:

- 1.1 Rights of Way Area: The paved road and shoulder areas, in most cases up to the LACC Mutual Water Company water box. Most roads in LACC were designed with about a 60 foot right of way, however, the paved road (about 22 feet wide) may not be exactly centered so the right of way area will vary at every lot.
- 1.2 Flammable and combustible vegetation: Fuel vegetative material, live or dead, which is combustible during normal summer weather. A list of plants and shrubs will be provided.
- 1.3 LACC Cleanup ZONE (ROW): The location of the homeowner's property line may be difficult to determine. Except for Section 2.1 below, the LACC Cleanup Zone is either 10 feet from the white line (fog line), or up to the LACC Mutual Water Company water box, whichever is less.

2.0 Procedure:

- 2.1 Prior to performing clean up in front of a homeowner's lot, assess whether there is well-manicured shrubbery, and other landscape additions made by the homeowner within the boundary of the right of way. If this is the case, record the address and add to the "Needs Further Evaluation List" to be given the GM. In most cases it will be clear when the ROW is not being maintained, however, if there is any doubt, no clean-up should be done until approved by the GM.
- 2.2 Locations where above ground PG&E power lines are located will require review by the GM and possible coordination with PG&E.
- 2.3 Remove all brush and shrubs (flammable and combustible vegetation) within the Cleanup Zone(See exception in 2.1).
- 2.4 Remove all dead tree limbs on trees within the Cleanup Zone.
- 2.5 Cut grasses to 4-inches or less in Cleanup Zone.
- 2.6 Remove trees that are less than 5-inches in diameter that are within Zone.
- 2.7 Limb up remaining tree limbs to six feet (6 ft) that are within Zone.
- 2.8 Trees that require removal by a Licensed Tree Operator shall be marked, labelled with unique number, and recorded on the Large Tree Removal List.
- 2.9 Remove all dead and dying surface fuels. Loose surface litter, (fallen leaves or needles, twigs, bark, cones, and small branches) shall be permitted to a maximum depth of 3 inches.

3.0 Conclusion of Fuels Reduction Work

- 3.1 Submit all paperwork to the GM. Calculate the number of man-hours per day completed.
- 3.2 Coordinate disposal of collected waste material with the Maintenance Manager.

4.0 General Manager Duties

- 4.1 Track expenses, work performed, and right of way areas that need further evaluation due to member improvements. (This will be reported to FIREWISE USA© for yearly certificate.)
- 4.2 Direct that 20 man-hours of work per week be completed.
- 4.3 Direct the maintenance department on what rights of way that are the highest priority.
- 4.4 Evaluate areas requiring further evaluation with a qualified fire safety expert as to whether the improvements create an evacuation obstruction and/or an increased fire hazard during evacuation.
- 4.5 Send a letter to any homeowner prior to removal of homeowner landscape improvements that require removal with an explanation of why. Give notice as required by the governing documents and allow hearing if required.
- 4.6 Report to the Board of Directors at member meetings the accomplished work, or lack thereof.

BOD President Approval: _____ Date: _____

Concurrence by GM: _____ Date: _____