



April 18, 2013

Attn: Karen DeMaria

Key West Urban Forestry Manager

Per our conversation below is our detailed involvement regarding **1911 Staples Ave.**

In December we were hired by Seatech of the Florida Keys to trim 1 Ficus tree. It is our procedure when a native tree is involved to contact the Urban Forestry Manager. I contacted Paul Williams and discussed proposed work. Paul Williams confirmed a permit was not needed for the scope of work and that we could contact him when scheduled work was complete and he would do a post inspection. On December 11, 2012 we performed the trimming I contacted Paul Williams on the morning of the scheduled work and again contacted him at the end of the day when project was complete for a post inspection.

On January 14, 2013 we were contacted Ryon LaChapel of Seatech and told they now wanted to remove the Ficus tree. I informed him I would contact the Urban Forestry Manager for the procedure to remove. I spoke with Paul Williams on January 15, 2013 in regards to the removal. He explained the permitting process they would need to take in presenting proposed removal before the Tree Commission and also stated that the soonest possible approval would be in February. I relayed all information to Ryon LaChapel of Seatech.

On April 16, 2013 we received a certified letter from the City Of Key West naming us as respondent to a violation. Tim contacted Ryon LaChapel regarding this matter. Ryon Lachapel stated Seatech had performed additional trimming of the Ficus tree.

I will forward supporting documents including phone records in regards to speaking with Paul Williams and the dated and emailed invoice we proved to Seatech .

I can be contacted at anytime if needed to discuss this matter @ (305)923-6881

Thank You,

Lisa Trivett /Organic Accents Inc.