



**INSTRUCTIONS
 and example on
 reverse side**

Name _____ Lot# _____ Address _____

FIREWISE ACTIVITY REPORT

Date Submitted _____

This report is used to document wildfire prevention efforts for your property and must be submitted annually to maintain FIREWISE CERTIFICATION for our community. **Please record all your fire prevention activities and expenses for the period spanning January through July.** Deposit this report in the mail kiosk drop box or submit it to any board member by **July 31** of the current year. You may submit as many report forms as required to cover all your activities during the year.

Activity DATE	LANDSCAPE WORK		HOURS	\$	HOME PROTECION		HOURS	\$
	HOURS	\$DOLLARS			HOURS	\$DOLLARS		
	Simple Description				Simple Description			
			\$				\$	
			\$				\$	
			\$				\$	
			\$				\$	
			\$				\$	
			\$				\$	
TOTALS			\$				\$	

FIREWISE ACTIVITY REPORT Entry Instructions

An annual report of homeowner wildfire prevention efforts is required to maintain our community Firewise certification. Activities are recorded by category as **man-hours expended or dollars spent**. Man-hours are those hours of effort by residents or volunteers, while dollars spent relate to either the hiring of contractors, equipment rental, landscape purchases, etc.

INSTRUCTIONS -- Please annotate the form as you complete your wildfire prevention efforts by recording the **date**, along with the **number of hours or dollars spent** and a **simple description** for such efforts by the appropriate category. Category definitions are listed below. Please total the hours and dollars at the bottom of each column, then deposit this report in the HOA drop box at the mail kiosk or deliver it to any board member by **August 15th of the current year**.

IMPORTANT NOTE: Please **DO NOT DOUBLE COUNT** the hiring of contractors as both **man-hours and dollars**, it needs to be recorded AS **EITHER HOURS or DOLLARS, BUT NOT BOTH**.

CATEGORY DEFINITIONS

LANDSCAPE WORK: Weed mowing/removal, weed abatement spraying, installation of hardscaping*, replacing combustible mulches with stone/gravel, tree and shrub removal, raking and removal of pine needles, leaves, ground litter/debris, tree trimming, moving firewood away from your house, lawn and native grass maintenance, etc.

**Hardscape: the manmade part of the grounds surrounding a building, as paved areas, fountains, etc.*

HOME PROTECTION: Removing pine needles and leaf litter from roof and gutters, replacing vinyl gutters with metal gutters, ignition resistant exterior improvements, installing screening on vents, flammable items removed from under decks and porches, inspect roof and replace missing shingles, etc. This category is all about **making your home more fire resistant**.

REPORT ENTRY EXAMPLE

Activity DATE	LANDSCAPE WORK		HOME PROTECION	
	HOURS	\$DOLLARS	HOURS	\$DOLLARS
	Simple Description		Simple Description	
3/29/20	5	\$		\$
	WEED ABATEMENT and BRUSH REMOVAL			
3/31/20		\$ 1,200		\$
	WEED SPRAYING			
4/1/20		\$	3	\$
			GUTTER CLEANING	

Thank you for helping to make our community Safer!

Additional copies of this report sheet can be downloaded from the **FIREWISE** page of the Saddleback website or obtained at the mail kiosk.