

Describe the part of the canopy that looks different and when you first noticed it. A plain observation is more useful than an uncertain diagnosis copied from an image search. Label photographs so the assessor can connect the close view with the correct tree.

Resolve arrangements before relying on a date

Use the scheduling conversation to check the current scope and the property arrangements that go with it. Identify any question still awaiting an answer. If something has changed since the assessment, describe it before assuming that the earlier plan still applies.

This tree-care planning guide <https://yonderstack.com/p/-x0UB6kUmK-cUJYaWXzNI.pdf> from Progressive Tree Service focuses on canopy observations and the information needed to discuss it clearly.

The brief for a property manager

Identify the property contact who can answer access questions and the person who reviews the proposal. Explain which entrances and routes are normally in use. Ask what needs to be arranged with other people before a date is discussed.

Questions to keep with the record

What information would help distinguish the observation from its possible causes? Which arrangements still need confirmation? Ask for an explanation that connects the answer with the particular tree and proposed work, then record anything still unresolved.

A practical next step

Keep the current description accessible to the person coordinating the visit and the person who reviewed the proposal.

Record the question that remains open and the next step discussed during the assessment.

Pass on the agreed description itself, rather than shortening it into a general maintenance request.