



OPEN MEETING

**REGULAR MEETING OF THE
THIRD LAGUNA MUTUAL LANDSCAPE COMMITTEE**

**Thursday, October 10, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for September 5, 2019
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update

Consent:

None

Reports:

9. Project Log
10. Tree Work Status Report

Items for Discussion and Consideration:

11. Request to Retain Non-Standard Landscape-3364-1D Punta Alta
12. Landscape Alteration Request - 3415-A Punta Alta
13. Landscape Alteration Request - 5165 Belmez
14. Tree Removal Request– 3186-D Via Buena Vista – One Indian Laurel Fig
15. Off Schedule Tree Trimming Request– 5515-2G Paseo Del Lago W. - Two Cajeput
16. Tree Removal Request–5586-A Via Dicha – One Fern Pine

Items for Future Agendas:

None.

Concluding Business

17. Committee Member Comments
18. Date of Next Meeting – November 7, 2019
19. Adjournment

Lynn Jarrett, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator, 949-268-2565



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
LANDSCAPE COMMITTEE**

**Thursday, September 5, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Lynn Jarrett, Jon Pearlstone, Anne McCary, Reza Karimi, Cush Bhada

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: John Frankel, Cindy Baker from GVA

ADVISORS PRESENT: James Tung

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Chair Jarrett called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Director McCary made a motion to approve the agenda. Director Karimi seconded. The motion passed with a unanimous vote.

4. Approval of August 1, 2019 Report

Director McCary moved to approve the Report. Director Pearlstone seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Jarrett reported that the Directors have been getting good feedback on landscaping. This is the season for berry droppings. If you would like to have your clippings picked up, call Resident Services before 5 p.m. on Thursday and the clippings will be picked up on Friday.

6. Member Comments - (Items Not on the Agenda)

Fox (2335-B): She has lived here since 2010 and she has lost six trees. Is there an arborist to make sure trees don't get mismanaged and have to be taken down? We must care for the trees that we have.

Clemmons (2396-1H): She has been here four years taking care of her mother who has been here for 20 years. She had pictures to show of dead patches in her yard. Carlos said it would be taken care of. Nothing has been done.

Kusnick (2356-C): Her yard looks very barren. She showed photos to the committee.

McGill (2390-2C): He gave photos to the committee. He stated that the ground between his building and the next had Wandering Jew on it which took over everything. A crew came by last month and started to rip that out. Now, there are just stems from the Wandering Jew. Could we put in something there that will grow?

Boaz (3241-3D): She recently purchased here. She can see that the landscaping is being cleaned up. The double doors at her building have pots with old trees in them and the pots are too large and unattractive. She had submitted a Landscape Request Form for this work. They don't have a building captain.

She has trees that need to be trimmed. Can she trim them at their expense?

Lazar (5220): There is a weed that starts out as grass and it looks awful on the hill and by her home.

7. Response to Member Comments

Mr. Wiemann responded:

- Fox (2355-B): The topping of trees was banned in 2017. The Star Pines are delicate trees. Star Pines tend to lean and some have to be taken out at a certain point for safety. He will find out why those trees were taken out and will let her know.
- Clemmons (2396-1H): We don't replant in the summertime because it takes too much water to get it going. That's when turf areas can get dry. We are keeping track of areas and turf that need replanting to address in the cooler months. We are gearing up for turf renovation and aeration. We have over 3 inches of thatch in some places. After this process, it will look better than ever...by December or January.
- Boaz (3241-3D): We will order different pots and replant them when time allows.
- Kusnick (2356-C): He will look into the irrigation at her manor.
- Landscaping will get caught up on the weeding and trimming once turf is being renovated.

- We discourage people from hiring their own tree trimmers for numerous reasons. It is only allowed on rare occasions.

8. Department Head Update

We make our own mulch here. It's a 45-day process. Our tub grinder has been tagged by the Air Quality Management District so it may get shut down at any time. We have purchased a new one but it will take several weeks to arrive.

Consent Calendar:
None.

Reports:

9. Project Log

Mr. Wiemann reviewed the items on the Project Log with the committee.

10. Tree Work Status Report

Mr. Wiemann reviewed the tree work status report with the committee.

Items for Discussion and Consideration:

11. Tree Removal Request: 3317-C Via Carrizo (Conrad) – One Flaxleaf Paperbark

Ms. Conrad stated the problems she is having with her manor.

Director Pearlstone stated he wished some of the information she was verbalizing was on her request form.

Director Pearlstone made a motion to accept staff's recommendation and deny this request. Director McCary seconded. All were in favor.

Director Karimi said the photos do not show any root problems.

Mr. Wiemann stated that Staff should be allowed to fix the drainage issue, as was indicated in the Staff Report. The tree may not be the problem.

12. Tree Removal Request: 3511-A Bahia Blanca (Miles) – One Indian Laurel Fig

Ms. Miles was present and said bees and coyotes have been going after the berries that fall from the tree.

She stated that her sprinklers start at 11 p.m. and are on all night long.

Director Karimi said the dropping of berries is a seasonal issue that we all face.

Director McCary made motion to accept staff's recommendation and deny this request. Director Karimi seconded. All were in favor.

13. Tree Removal Request: 4024-A Calle Sonora Este (Newman) – One Carrotwood

Director Pearlstone made a motion to accept staff's recommendation and approve this request. Director Bhada seconded. All were in favor.

Items for Future Agendas:
None.

Concluding Business

14. Committee Member Comments

Director Karimi said we live in a wilderness area and there are a lot of trees. We can't just cut down trees for seasonal berry dropping.

Director McCary appreciates the process of requests for tree removal. She requested that Members bring photos and indicate all information that should be considered on the request form.

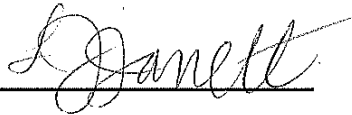
Director Pearlstone appreciates that Members attend these meeting and let us know what is going on. He stated that the Chair of this committee and Mr. Wiemann are very committed to landscaping and they are trying to get things right. Your Landscape Request Forms needs to say exactly what you are asking for and all the details the committee should consider in their decision.

Advisor Tung stated that perhaps the committee should visit some of these requests.

Mr. Wiemann stated that now the trimming of trees will be at 25% of the tree which should eventually help with the berry droppings.

15. Date of Next Meeting – October 3, 2019

16. Adjournment at 10:45 a.m.



Lynn Jarrett, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator – 268-2565

Third Mutual Landscape Project Log
October 2019
2019 Reserve Fund Projects

Project	Description	Status	Estimated Completion/ On-going Date	Completion	Budget	YTD
Tree Maintenance	This annual program only includes street light clearing, un-scheduled pruning, service requests and dead tree removal.	As of August 31, 2019, 100 Palm trees were trimmed, 64 trees were removed and 29 un-scheduled service requests completed.	December 2019 Annual	36%	\$213,630.00	\$77,204.00
Landscape Modernization	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Start Date October 14, 2019	2019	11%	\$105,536.00	\$11,105.00
Landscape Improvements	Turf Renovation (aeration & deep fertilization)	Contract Awarded 8/19/19 Anticipated start October 2019	2019	0%	\$100,000.00	\$0.00
Slope Renovation/Slope Maintenance Outsourced	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Contractor working in Gate 10	2019	18%	\$714,421.00	\$130,734.54
Fire Risk Reduction	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Work started July 22, 2019	2019	9%	\$180,000.00	\$15,592.50

Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
6/10/2019	5434	Restore Full Trim	Carrottwood trees (4)	16	Limb lose due to heavily end weight not trimmed 2018	Staff
6/10/2019	3528-3532	Restore Full Trim	Carrottwood trees (6)	22	Limb lose due to heavily end weight not trimmed 2018	Staff
6/11/2019	5449	Removal	Ficus (1)	6	Aggressive root system damaging patio wall	Staff
6/12/2019	3070-B	Removal	Crape Myrtle (1)	3	Poor location, damage to tree from mowers	Staff
6/20/2019	3395	Removal	Silver Dollar Gum	11	Week root attachment, tree was on a slope	Staff
6/24/2019	5578-A	Trim	Fern Pine	8	Committee approved	Landscape Committee
6/26/2019	3019-B	Removal	Mimosa	4	Codominate leader, split at attachment	Staff
6/27/2019	5495	Removal	Brazilian Pepper	10	Loss of major limb due to not being trimmed in 2018	Staff
7/15/2019	5460	Removal	Mana Gum Euc	25	Tree has been in decline due to pests	Staff
7/15/2019	5468	Removal	Suger Gum Euc	10	Tree has been in decline due to pests	Staff
8/1/2019	Gate 14 Project	Trim	Sycamores/Willows 8	22	Tree trimming prior to turf reduction project	Landscape Committee
8/1/2019	Gate 14 Project	Removal	Ficus (1)	6	Aggressive root system in the way of re-landscape	Landscape Committee
8/2/2019	3146, 3123	Removal	Star Pine 2	16	Trees were in decline due to previous topping, shedding limbs	Staff
8/2/2019	5537-C	Removal	Liquid Amber	8	Tree lost a major limb, was not able to restore	Staff
8/2/2019	5556-A	Trim	Eucalyptus	12	Resident contacted Gm's office, was in fear of large tree limb	Staff
8/6/2019	5526-B	Clearance Trim	Ficus (1)	4	Tree was resting heavily on the manor roof	Staff
8/6/2019	3217-D	Removal	Eucalyptus	8	Tree was dead due to pest activity	Staff
8/13/2019	2333	Removal	Star Pine (2)	39	Trees were in decline due to previous topping, shedding limbs	Staff
8/15/2019	Assorted	Stump Grinding	4 stumps	6	Grinding of Stumps after tree removals	Landscape Committee
8/27/2019	965	Trim	3 Carob Trees	30	Trees were resting heavily on the manor roof	Staff
8/27/2019	967	Trim	3 Palm Tees	6	Trees had dead branches and seed pods	Staff
9/13/2019	5442	Root Grinding	Canhor	3	936 Department replaced driveway root grinding required	Staff
Total Trees		22	Total Labor Hours	275	Hours Budgeted	1766
Trees YTD		34	Total Labor Hours YTD	457.7	Hours Remaining	1308.3



STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Landscape Revision Request: 3364-1D Punta Alta

RECOMMENDATION

- Approve the request to retain the revisions to the landscaping, with the exception of the stepping stones, adjacent to Manor 3364-1D at the expense of the requestor.
- Direct Staff to take the member responsible for the unauthorized alterations to a Disciplinary Hearing.

BACKGROUND

Ms. Hutchinson is requesting permission to retain the revised existing landscape area adjacent to the subject manor which was converted to drought tolerant planting.

DISCUSSION

The subject area is approximately 275 square feet and encompasses the Common Area adjacent to the manor (Attachment 1). The requesting residents seek permission, after the fact, to retain new drought tolerant landscape material. The residents contracted with a contractor to provide the labor and material for the changes.

Staff has reviewed the plans and find the changes acceptable and the plant material to be the same or similar to those currently being planted by Staff in the community.

The residents will bear the cost of construction and maintenance. Staff recommends the approval of this request with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 3364-1D.
2. The requesting Members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.
3. The stepping stones must be removed immediately.

FINANCIAL ANALYSIS

There is no cost involved in this request.

Prepared By: Kurt Wiemann, Senior Field Services Manager

Reviewed By: Eve Morton, Landscape Coordinator

Third Laguna Hills Mutual
Revisions to Landscape 3364-1D
October 10, 2019

ATTACHMENT(S)

Attachment 1:	Photographs
Attachment 2:	Mutual Landscape Request Form





RECEIVED MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

AUG 22 2019

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

3364 PUNTA ALTA -1-D

Address

8/22/19

Today's Date

ELIZABETH J HUTCHINSON

Resident's Name

949-226-7050

Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree Removal

☒ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain):

PROVIDED by me.

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural Damage

☐ Sewer Damage

☐ Overgrown

☒ Poor Condition

☐ Litter/Debris

☐ Personal Preference

☐ View Obstruction

☒ Other (explain):

REPLACE OLD + POOR PLANTS WITH NEW +
COVER VACANT GROUND WHERE NOTHING IS GROWING

GUIDELINES:

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

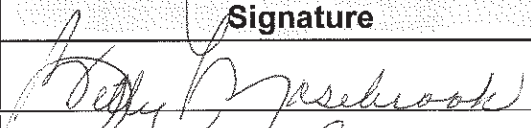
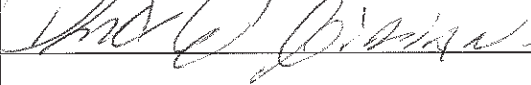
Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

3364 1-G PUNTA ALTA

Signatures of All Neighbors Affected By This Request

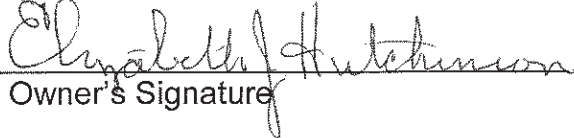
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	3364-1F	✓		
	3364-2G	✓		

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

ELIZABETH J HUTCHINSON
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

August 22, 2019

3:00 PM

To Landscaping Committee

Re: Request Form

3364 Punta Alta, Unit 1-G

Attached please find my request for landscaping changes. I recently purchased this unit and signed off and assumed responsibility for the previous owners' nonconforming landscaping and pavers. I have included photos of what I was left with. Photo # 1.

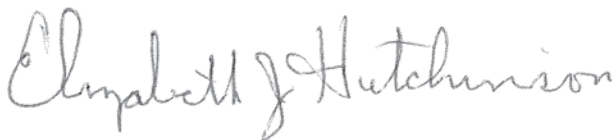
As I had assumed responsibility for the landscaping, I naturally assumed that I could upgrade and make something beautiful out of a sow's ear. The other owners in the 3 story (2-G and 3G) building were invited to include what ever plants they wished.

The private gardener that I hired is 95% finished. I think as you can see, it is an improvement and will fill in nicely. I of course know that I am responsible for its maintenance.

I have been told to stop all work until the committed meets. The remaining plants that I've bought will perish by then and I'm asking that I be allowed to go ahead and put them in the ground.

I'm including pics of the work so far. I wanted to have additional neighbors to sign but also wanted to get this form to you before 5 PM Can get additional neighbors later if you desire.

Sincerely,



Elizabeth J Hutchinson

3364 Punta Alta 1-D

Laguna Woods, CA

From: Elizabeth HUTCHINSON happylbi@msn.com
Date: Aug 22, 2019 at 2:25:08 PM
To: Elizabeth HUTCHINSON happylbi@msn.com



Sent from my iPhone

PHOTO #1

From: Elizabeth HUTCHINSON happybi@msn.com

Date: Aug 22, 2019 at 2:54:06 PM

To: Elizabeth HUTCHINSON happybi@msn.com



Sent from my iPhone

From: Elizabeth HUTCHINSON happylbi@msn.com
Date: Aug 22, 2019 at 2:55:08 PM
To: Elizabeth HUTCHINSON happylbi@msn.com



Sent from my iPhone

From: Elizabeth HUTCHINSON happylbi@msn.com

Date: Aug 22, 2019 at 2:54:31 PM

To: Elizabeth HUTCHINSON happylbi@msn.com



Sent from my iPhone



STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Landscape Revision Request: 3415-A Punta Alta

RECOMMENDATION

- Approve the request for the revision of the landscaping adjacent to Manor 3415-A at the expense of the requestor.

BACKGROUND

Mr. and Mrs. Smith are requesting permission to remove the existing landscaping adjacent to the subject manor and place pavers in its stead.

DISCUSSION

The subject area is approximately 150 square feet and encompasses the Common Area immediately adjacent to the manor. The requesting residents seek permission to remove the existing landscape and place concrete pavers on sand bedding. The residents will engage a contractor to provide the labor and material for the proposed changes. The landscaping in this area of the Catalina buildings, particularly those facing east, is a constant struggle for Staff to maintain. The shade cast by the building elements, including the overhead ramped walkway, makes it exceptionally hard to grow and properly irrigate landscaping.

Staff has reviewed the planned alteration and finds the proposed changes acceptable. The proposed pavers will be placed on sand, rendering them temporary improvements. These improvements would reduce maintenance and water costs for this area and increase access to the hot water heater closets.

The alteration will not be an extension of common area usage and will not be for the exclusive use of the requestor. The area will be available for use by all residents of the building. There are several Catalina buildings that currently have this improvement.

The residents will bear the cost of construction and maintenance. Staff recommends the approval of this request with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 3415-A.
2. Paver design, color, and installation must be approved by Staff prior to work starting.
3. The requesting members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

FINANCIAL ANALYSIS

There is no cost for the Mutual involved in this request.

Third Laguna Hills Mutual
Revisions to Landscape 3415-A
October 10, 2019

Prepared By: Kurt Wiemann, Senior Field Services Manager

Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form

ATTACHMENT 1





Proposed paver location

MUTUAL LANDSCAPE REQUEST FORM**PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

For all non-routine requests, please fill out this form. For the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 557-1600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**Resident/Owner Information**

You must be an owner to request non-routine Landscape requests.

3415-A Punta Alta

Address

9/9/19

Today's Date

Larry and Marsha Smith

Resident's Name

949-233-5964 - Larry
425-890-1925 - Marsha

Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree Removal☐ New Landscape☐ Off-Schedule Trimming

☒ Other (explain): Replace dirt area with pavers in area in front of doors to water heaters for units A, B and N. Current condition is both unsightly, and a potential safety hazard.

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☒ Other (explain): Plants planted 2 years ago have never grown due to lack of sun. If they did, 3 would prevent doors from opening. HOA can select pavers. Photo is sample only.

GUIDELINES:

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Water heaters can be the only potable source of water in a major earthquake. Safe and stable access would be important. Replacing dirt with pavers both improves aesthetics; as well as lessens future HOA Maintenance. Tree is not to be removed. Paving to stop at white line shown in black and white photo. Betty Fisher, Unit C, and her daughter do not want pavers added in their own area but are fine with ours.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
Daire Letto Kinchen	3415-B	✓		
Lee Priess	3415-P	✓		
Betty Fisher	3415C	✓		
Rakim	3415N	✓		
John R Gami	3415-O	✓		

Note: Betty and Heidi are fine with our project; but want their side left as is.

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Marsha E. Smith
Owner's Signature

Marsha E. Smith
Larin R. Smith
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____ DATE: _____ INITIALS: _____
 BID: _____ BID: _____ BID: _____ LAST PRUNED: _____
 RE-LANDSCAPED: _____ NEXT TIME: _____
 TREE SPECIES: _____
 COMMENTS: _____
 TREE VALUE: _____ TREE REMOVAL COST: _____





STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Landscape Revision Request: 5165 Belmez

RECOMMENDATION

Approve the request for the revision of the landscaping adjacent to Manor 5165 at the expense of the requestor.

BACKGROUND

The owner of the subject manor, Ms. Miller, is requesting permission to revise the existing landscape area adjacent to the subject manor and convert it to drought tolerant planting.

DISCUSSION

The subject area is approximately 315 square feet and encompasses the Common Area adjacent to the manor; foundation plantings, and the perimeter of the rear patio (Attachment 1).

The requesting residents seek permission to remove the existing landscape and plant new drought tolerant landscape material. The residents have engaged a contractor to provide the labor and material for the proposed changes.

Staff has reviewed the plans and find the proposed changes acceptable and the plant material to be the same or similar to those currently being planted by Staff in the community.

The residents will bear the cost of construction and maintenance. Staff recommends the approval of this request with the following conditions:

1. All costs for design, construction, and maintenance of the improvement are the responsibility of the Member Owner at 5165.
2. The requesting members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

FINANCIAL ANALYSIS

There is no cost involved in this request.

Prepared By: Kurt Wiemann, Senior Field Services Manager

Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form

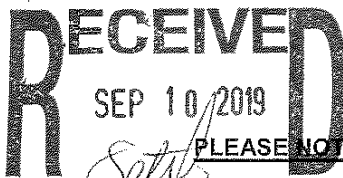
Third Laguna Hills Mutual
Revisions to Landscape 5165
October 10, 2019

Attachment 3: Proposed Landscape Drawings









Report for 10/10
Committee Email'd Jay 9/12

Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

BY: _____

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

5165 Belmez
Address

9/9/19
Today's Date

HOPE MILLER
Resident's Name

323-839-7865
Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree Removal

☒ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): _____

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☐ Other (explain): _____

GUIDELINES:

- **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.
- **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- **View Blockage:** By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- **Litter and Debris:** Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Hope Miller
Owner's Signature

HOPE MILLER
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

HOA Plan
 Hope Miller
 5165 Belmez
 Laguna Woods, Ca 92637
 323-839-7865
 maxie5211@gmail.com



Tree and Plant Legend

-  Existing Tree
-  Existing
-  Existing Bushes
-  1- Box Jatropa
-  2- 15 Gal Pigmy Palm
-  4- 5 gal electric pink cordyline
-  2- 15 gal Red Flax
-  2- 15 gal Wax leaf privet single top
-  2- 15 gal Tropic Bird of Paradise
-  2- 5 gal paddle plant
-  2- 5 Gal Blue Cape Plumbago
-  1- 5 gal purple fountain grass
-  3- 5 gal trailing rosemary
-  3- 5 gal Russian Sage
-  4- 5 gal Spanish Lavender
-  3- 5 gal Afterglow Echeveria
-  3- 5 gal Afterglow Echeveria

Tim Rael
 Outdoor Design Specialist
 949-444-6973

BACK



Tree and Plant Legend



Existing grass plants



Existing Bushes



1- 24" Box Jatropa



5- 5 gal electric pink cordyline



3-15 gal Red Flax



2-15 gal Wax leaf privet
single top



1- 5 gal Torchglow Bouganvillea



2- 5 gal paddle plant



1-5 Gal Blue Cape Plumbago



1-5 gal Silver Sheen



1- 5 gal purple fountain grass



5 gal trailing rosemary



2- 5 gal Russian Sage



2- 5 gal Spanish Lavender



1-5 gal Afterglow Echeveria

Tim Rael
Outdoor Design Specialist
949-444-6973
galleryt.me@gmail.com
Plan scale- 1/8" = 1'



STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 3186-D Via Buena Vista (Dong) – One Indian Laurel Fig

RECOMMENDATION

Approve the request for the removal of one Indian Laurel Fig tree located at 3186-D.

BACKGROUND

Ms. Dong purchased the manor in February 2019, and is requesting the removal of one Indian Laurel Fig tree, *Ficus, microcarpa*, located at the side of the manor in the turf area. The reason cited for the removal are; overgrown and excessive roots at manor foundation. There are no additional signatures on the Mutual Request Form (Attachment 2).

The tree was last pruned in February 2018, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 41 feet in height with a trunk diameter of approximately 32 inches and is growing approximately seven feet from the manor and two feet from the walkway and driveway.

DISCUSSION

At the time of inspection, there was no noticeable trunk damage, pests, or disease. The tree has noticeable surface rooting extending to the foundation of the manor, the sewer line clean out, and the sidewalk. There is also a street light near the tree which requires annual clearance trimming at a cost of \$300 per trim. In the past, staff has recommended root trenching as an alternative to the removing of a tree. However, in this case, considering the number of roots involved, the trenching of this tree would leave the tree unstable.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$5,600 and the cost to trim is estimated to be \$850 and the estimated value is \$9,982 based on the tree inventory data.

Prepared By: Bob Merget, Senior Landscape Supervisor
Reviewed By: Kurt Wiemann, Senior Field Services Manager

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form

ATTACHMENT 1







ATTACHMENT 2



MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

3186 Via Buena Vis Unit D
Address

08/20/2019
Today's Date

DANAN DONG & DAXIN WU
Resident's Name

626-466-6878
Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☒ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): _____

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

☐ Structural Damage ☐ Sewer Damage ☒ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☒ Other (explain): This huge ficus tree is overgrown and is very close to our house. Its roots are large and over 20 feet long, which had lifted sidewalk and already touch our house foundation.

GUIDELINES:

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.



Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

The figus tree is next to our bedroom. It had lifted the sidewalk (was repaired by HOA). Its roots extend more than 20 feet and already touch the foundation of our house.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
<i>The tree does not impact</i>	<i>anyone</i>	<i>but</i>	<i>me.</i>	

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Danan Dong & Daxin Wei
Owner's Signature

DANAN DONG & DAXIN Wei
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____
530 _____ 540 _____

DATE: _____ INITIALS: _____

RELANDSCAPED: _____

570 _____ LAST PRUNED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

RECEIVED
AUG 20 2019

BY: *[Signature]*



STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Off Schedule Tree Trimming Request: 5515-2G Paseo Del Lago W. (Dahl) – Two Cajeput Trees

RECOMMENDATION

Deny the request for off-schedule tree trimming of two Cajeput trees located at 5515-2G.

BACKGROUND

Ms. Dahl purchased the manor in June 2011, and is requesting the off-schedule trimming of two Cajeput trees, *Melaleuca, quinquenervia*, located at the front of the manor in the turf area. The reason cited for the off-schedule trimming are; overgrown, excessive growth due to rains, view obstruction, and pollen on her balcony. There are two additional signatures on the Mutual Request Form (Attachment 2).

The tree was last pruned in July 2018, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The trees are approximately 40 feet in height with a trunk diameter of approximately 20 inches and are growing approximately 8 feet from the balcony of the manor.

DISCUSSION

At the time of inspection, there was no noticeable trunk damage, pests, or disease and the trees were found to be in good health. One of the trees has minimal damage to a surface root. In regards to the additional growth, at the time of inspection there was ample clearance from the balcony so there is no urgency for additional trimming at this time.

Staff attempted to contact Ms. Dahl to confirm it was just the two Cajeput trees and not the additional three Ficus trees located in the same area since these trees would be affecting her view concern. Ms. Dahl did not return staff's call. The policy on view obstruction is a tree can be topped/crown reduced if it was topped/crown reduced in the past, or if the tree is diseased and trimming is required to preserve the tree, or if there is a grove of trees in which the removal of a tree would be needed to preserve the remaining trees. This request does not meet any of those requirements.

There are a number on trees in this general area that may or may not be the cause of the pollen situation, therefore, the off-schedule trimming of the two Cajeput tree would most likely not prevent the litter/debris on the balcony.

FINANCIAL ANALYSIS

The cost to remove the trees is estimated at \$5,600 and the cost to trim is estimated to be \$850 and the estimated value is \$9,982 based on the tree inventory data.

Third Laguna Hills Mutual
Tree Removal Request – 5515-2G
October 10, 2019

Prepared By: Bob Merget, Senior Landscape Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager

ATTACHMENT(S)

Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form

ATTACHMENT 1







ATTACHMENT 2



MUTUAL LANDSCAPE REQUEST FORM

BY: PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

5515-26
Address

08.30.19
Today's Date

Julia English-Dahl
Resident's Name

714-679-3797
Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

- ☐ Tree Removal ☐ New Landscape ☒ Off-Schedule Trimming
- ☐ Other (explain): Tree trimming due to more growth than in normal season after heavy winter rains (see back)

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

- ☐ Structural Damage ☐ Sewer Damage ☒ Overgrown ☐ Poor Condition
- ☐ Litter/Debris ☐ Personal Preference ☒ View Obstruction
- ☐ Other (explain):

GUIDELINES:

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

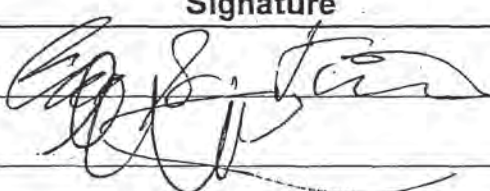

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

The trees next to side of building have grown more than normal with the excessive rains of last winter and spring. They are currently so full that the unit is dark, view is obstructed and more pollen than normal is routinely on porch/balcony.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	2 H	✓		
	2 F	✓		

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Julia English-Dahl

Owner's Signature

Julia English-Dahl

Julia English-Dahl

and Owner's Name

Steven Dahl

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



STAFF REPORT

DATE: October 10, 2019
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 5586-A Via Dicha (Shin) – One Fern Pine

RECOMMENDATION

Approve the request for the removal of one Fern Pine tree located at 5586-A.

BACKGROUND

Ms. Shin purchased the manor in September 2012, and is requesting the removal of one Fern Pine tree, *Afrocarpus, gracilior*, located at the front of the manor in the turf area. The reason cited for the removal is; structural damage and overgrown. There are two additional signatures on the Mutual Request Form (Attachment 2).

The tree was last pruned in August 2015, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 25 feet in height with a trunk diameter of approximately 15 inches and is growing approximately three feet from the manor walkway and common area walkway.

DISCUSSION

At the time of inspection, there was no noticeable trunk damage, pests, or disease and there are surface roots with noticeable damage. Staff recommends removal due to the presence of girdling roots, which is an indication there is poor root structure making the tree susceptible to failure. Additionally, there is rising of the common area walkway. There is also damage to the planter bricks but, since those are an alteration, they are the responsibility of the resident.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,875 and the cost to trim is estimated to be \$350 and the estimated value is \$2,702 based on the tree inventory data.

Prepared By: Bob Merget, Senior Landscape Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager

ATTACHMENT(S)

Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form







RECEIVED
 BY:
 AUG 19 2019

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

5586-A Via Dicha
 Address

8/19/19
 Today's Date

Julie Shin
 Resident's Name

949-421-9339
 Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

- ☒ Tree Removal
 ☐ New Landscape
 ☐ Off-Schedule Trimming
☐ Other (explain): _____

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

- ☒ Structural Damage
 ☐ Sewer Damage
 ☒ Overgrown
 ☐ Poor Condition
☐ Litter/Debris
 ☐ Personal Preference
 ☒ View Obstruction
☐ Other (explain): _____

GUIDELINES:

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Tree Branches fell off and hit the lamp broken on my gate wall.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
<i>Edward Mang</i>	5586 B	✓		
<i>Smith Gil</i>	5585-B	✓		

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Julie Shin
Owner's Signature

Julie Shin
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____

INITIALS: _____

530 _____ 540 _____

570 _____

LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____

TREE REMOVAL COST: _____



We can't wait until ^{Yr.} 2020