



OPEN MEETING

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

**Thursday, September 5, 2019 – 9:30 a.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 August 1, 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. Tree Removal Request: 3317-C Via Carrizo (Conrad) – One Flaxleaf Paperbark
12. Tree Removal Request: 3511-A Bahia Blanca (Miles) – One Indian Laurel Fig
13. Tree Removal Request: 4024-A Calle Sonora Este (Newman) – One Carrotwood

Items for Future Agendas:

None.

Concluding Business

14. Committee Member Comments
15. Date of Next Meeting – October 3, 2019
16. 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, August 1, 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, John Frankel in for Cush Bhada

COMMITTEE MEMBERS ABSENT: Cush Bhada

OTHERS PRESENT:

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

Mr. Wiemann requested that Agenda Item # 13 be removed from the agenda as the Member is present and would like to rescind her request to remove a tree. Director McCary made a motion to approve the amended agenda. Director Pearlstone seconded. The motion passed with a unanimous vote.

4. Approval of July 8, 2019 Report

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

5. Committee Chair Remarks

Chair Jarrett reported that a lot is going on in Landscaping. With all the rains this winter, there is much to do.

On July 12, the Landscape Modernization project was presented to Gate 14 residents. 60 people attended so it was a good showing and the Members had good questions.

In the next Breeze issue, I have written an article about landscape modernization projects which will save water and maintenance time.

There are a lot of bees this time of year and they like to get into the irrigation control valve boxes. If you see a hive, call Resident Services and they will remove them.

Some single-story buildings have high water usage and we will be sending out friendly letters to the Members in those buildings to ask them to watch their water usage.

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

Wu (3226-B) His front yard is now full of dirt because his project was stopped. He was directed to speak with Staff in the Alterations Division.

Smallwood (3033-N) Staff came out to take out the Asparagus Fern but trimming on bottom of hill didn't get take care of.

Asparagus Fern is being allowed to grow into all the plants in CDS 32.

At 3456-B, the sprinklers on the hill next to the Reserve are intermittently not working. There are many brown areas where flowers have died.

Lynne Corboz (3250-O) What is the rationale for requiring Members to pay for poor decisions of past decades of inappropriate plant selection and placement? When there is a situation like that, why is there not a disclosure to buyers that they will have to pay for trimming?

7. Response to Member Comments

Mr. Wiemann responded:

Asparagus fern is taking over. We need to use a non-selective herbicide to get rid of it but that will take out everything around it. We are just trying to control it. There is a time and money issue right now.

Regarding 3250-O, Peppermint trees are fast growers and were on a three year cycle. In the new schedule, there are on a two year trim. If people want it to be sooner, they need to request to pay for it and that request would need to be approved.

8. Department Head Update

None.

Consent Calendar:

None.

Reports:

9. Project Log

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

He reported that the Landscape Manual is being worked on and should be updated by the end of the year.

10. Tree Work Status Report

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

11. Discuss Prohibition of Fruit Trees and Vegetables

Mr. Wiemann stated that the requests from Members to deal with rodents have been skyrocketing. Controlling the food sources is one way to combat this problem. The RV lot next to the garden plots is inundated with rats. There are 5,000 fruit trees in this community and many are not being maintained and rats and coyotes eat these. To get a handle, he suggests not allowing any new planting of fruit trees or vegetables in Common Area. Currently, Staff will remove non-maintained trees at no cost to residents.

The committee requested to update the name of the proposed resolution to include vegetables.

Director McCary made a motion to recommend approving the resolution and to include vegetables in the title. Director Karimi seconded. All were in favor. Director Pearlstone was out of the room during this vote.

Items for Discussion and Consideration:

12. Tree Removal/Off Schedule Trimming Request: 2379-B - Four Indian Laurel Fig trees

Mr. King went over some handouts he gave out to the committee. He stated that people can't walk down that sidewalk because it is a mess. He wants it to be maintained to be safe. The berries are attracting bugs. He sweeps the sidewalk two to three times a day. He mentioned a chemical that Laguna Beach injected into the trees to stop berry growth.

He read a letter from his neighbor who said when it rains it is very slippery. She feels the berries on the sidewalk are a danger to her and the neighbors.

Mr. Wiemann stated that Staff will trim the trees back from the sidewalk until the full trim is done on schedule.

Mrs. King expressed her concern about people falling and losing their mobility.

Ellen Kim (2779) is a neighbor and expressed her concern.

Director Pearlstone made a motion to deny staff's recommendation and approve the request for off schedule trimming. Director Frankel seconded. All were in favor, except for Director Karimi, so the motion passed.

13. Tree Removal Request: 3166-A - Indian Laurel Fig tree

Per the Member's request, the committee voted to remove this item from the agenda.

14. Tree Removal Request: 3513-A - Southern Magnolia tree

Director McCary moved to accept Staff's recommendation and deny this request.
Director Pearlstone seconded. All were in favor.

Items for Future Agendas:

None.

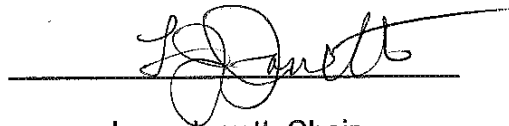
Concluding Business

15. Committee Member Comments

Director McCary said it is appreciated when Members bring additional information about their requests.

16. Date of Next Meeting – September 5, 2019

17. Adjournment at 10:28 a.m.

A handwritten signature in black ink, appearing to read 'L. Jarrett', is written over a horizontal line.

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

Third Mutual Landscape Project Log September 2019

2019 Reserve Fund Projects

Project	Description	Status	Estimated Completion/ On-going Date	Completion	Budget vs Actual
Tree Maintenance	This annual program only includes street light cleaning, un-scheduled pruning, service requests and dead tree removal.	As of July 31, 2019, <u>100</u> Palm trees were trimmed, <u>49</u> trees were removed and <u>18</u> un-scheduled service requests completed.	December 2019 Annual	30%	Budget: \$213,630 Year-to-date Estimated (July): \$63,365 Balance: \$150,265
Landscape Modernization	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Bids Received 8/30/19. Contract Award pending.	2019	10%	Budget: \$105,536
Landscape Improvements	Turf Renovation (aeration & deep fertilization)	Contract Awarded 8/19/19 Anticipated start October 2019	2019	0%	Budget: \$100,000
Slope Renovation/Slope Maintenance Outsourced	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Contractor working in Gate 14	2019	15%	Budget: \$714,421
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	35%	Budget: \$180,000

Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
6/10/2019	5434	Restore Full Trim	Carottwood trees (4)	16	Limb lose due to heavily end weight not trimmed 2018	Staff
6/10/2019	3528-3532	Restore Full Trim	Carottwood 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
Total Trees		18	Total Labor Hours	230	Hours Budgeted	1766
Trees YTD		34	Total Labor Hours YTD	457.7	Hours Remaining	1308.3



STAFF REPORT

DATE: September 5, 2019
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 3317-C Via Carrizo (Conrad) – One Flaxleaf Paperbark

RECOMMENDATION

Deny the request for the removal of one Flaxleaf Paperbark tree located at 3317-C and trim on schedule.

BACKGROUND

Ms. Conrad purchased the manor in May 2014, and is requesting the removal of one Flaxleaf Paperbark tree, *Melaleuca, linariifolia*, located at the front of the manor in the turf area. The reasons cited for the removal are; sewer damage, litter/debris and a fallen branch had hit the sun room alteration. 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 24 feet in height with a trunk diameter of approximately 31 inches and is growing approximately five to six feet from the walkway and manor.

DISCUSSION

At the time of inspection, there was no noticeable trunk damage, pests, or disease. The tree has noticeable minimal surface rooting, a self-correcting lean with a slightly unbalanced canopy which will be corrected during the next trim cycle. In January 2019, there was a sewer line investigation resulting with the running of a camera through the mainline. The report stated there were roots visible and since the area in question is an alteration, the Plumbing Department's (914) suggestion was to have the roots removed during the replacement of the concrete which has been completed. At the time of the concrete removal, the Plumbing Department epoxied 36 feet of mainline, which should negate any future root intrusion.

At the request of Ms. Conrad, staff spoke with the Irrigation Department (540) regarding a drainage issue. The Irrigation Department will change the grade in the turf area slightly to create a more positive flow to the street drain. No additional drain pipe will be needed and, according to the Irrigation Supervisor, there is no conflict with the tree in regards to drainage.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,600 and the cost to trim is estimated to be \$300 and the estimated value \$6,806 based on the tree inventory data.

Third Laguna Hills Mutual
Tree Removal Request – 3317-C
September 5, 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



Third Laguna Hills Mutual
Tree Removal Request – 3317-C
September 5, 2019



RECEIVED
JUL 17 2019

ATTACHMENT 2



BY: JS **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.

3317 #0 Via Carrizo
Address

July 17, 2019
Today's Date

Karen Conrad
Resident's Name

714-271-6592
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): Large Branch had hit front room/sunroom

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.

Large tree by parking spaces
Between 2 story Hill side & Condo

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.


Owner's Signature

KAREN CONRAD
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: _____



STAFF REPORT

DATE: September 5, 2019
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 3511-A Bahia Blanca (Miles) – One Indian Laurel Fig

RECOMMENDATION

Deny the request for the removal of one Indian Laurel Fig tree located at 3511-A and trim on schedule.

BACKGROUND

Ms. Miles purchased the manor in July 2002, and is requesting the removal of one Indian Laurel Fig tree, *Ficus, microcarpa*, located at the front of the manor in the turf area. The reason cited for the removal is; litter/debris. Ms. Miles further stated her tenant could not leave her house due to the excessive berry droppings causing coyotes to be on the property eating the berries and leaving feces on the lawn, walkway and driveway. Bees were also present due to berries. There are no additional signatures on the Mutual Request Form (Attachment 2).

The tree was last pruned in September 2018, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 39 feet in height with a trunk diameter of approximately 28 inches and is growing approximately 6 to 8 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 minimal surface rooting and, considering the species, minimal surface root damage. There were no sizable cracks in the walkways or driveway. Ficus trees were previously on a three-year trim cycle; with the implementation of species specific trimming, they are now on a two-year trim cycle. During the next scheduled trimming, the tree crown will be reduced and thinned out by 25 percent, thereby reducing future berry drop.

Based on Third Mutual's tree removal policies, there is no justification to remove this tree based on litter/debris.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$2,800 and the cost to trim is estimated to be \$750 and the estimated value is \$6,807 based on the tree inventory data.

Prepared By: Bob Merget, Senior Landscape Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager

Third Laguna Hills Mutual
Tree Removal Request – 3511-A
September 5, 2019

ATTACHMENT(S)

Attachment 1:	Photographs
Attachment 2:	Mutual Landscape Request Form

ATTACHMENT 1







BY: JF **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.

3511 A BAHIA BLANKA
Address

Aug. 9 1919
Today's Date

KATHY MILLS
Resident's Name

916-449-1748
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): BZZZ "KAYOTE" BLUE BERRY DROPPIES.
MY TENANT CAN'T GET OUT FROM HER HOUSE (DRIVE
OUT!!)

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.

My TEWANT CAN'T GET OUT FROM HER HOUSE
FROM FRONT OR DRIVE OUT FROM GARAGE.
BERRY DROPPING, KAYOTE DROPPING ON THE
GRASS, DRIVE WAY. THE BEES ALL OVER THE GRASS

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
Kay Ruse (OWNER)	5411			

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Kay Ruse
Owner's Signature

KAY RUSE
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: _____



STAFF REPORT

DATE: September 5, 2019
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 4024-A Calle Sonora Este (Newman) – One Carrotwood

RECOMMENDATION

Approve the request for the removal of one Carrotwood tree located at 4024-A and replacement with a lower maintenance tree at a suitable location.

BACKGROUND

Mr. Newman purchased the manor in December 2009, and is requesting the removal of one Carrotwood tree, *Cupaniopsis, anacardioides*, located at the rear of the manor in the turf area. The reasons cited for the removal are; litter/debris and structural damage. There are no additional signatures on the Mutual Request Form (Attachment 2).

The tree was last pruned in March 2018, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 29 feet in height with a trunk diameter of approximately 29 inches and is growing approximately 5 feet from the rear of the manor.

DISCUSSION

At the time of inspection, there was noticeable trunk and surface root damage with no pest or disease present. The tree has noticeable girdling roots which can be an indication of poor root structure. Rather than growing down, the roots are growing around the trunk. There are visible surface roots within 6 inches of the back patio wall. In the past, staff has recommended root trenching running parallel with a manor, patio, or walkway severing the roots in an attempt to prevent future roots from encroaching on infrastructure. Given the trees proximity to the manor, there isn't sufficient room to properly perform this procedure which could cause the tree to be unstable.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,100 and the cost to trim is estimated to be \$300 and the estimated value is \$3,289 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





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.*

4024 CALLE SONORA ESTE #A
Address

7/31/2019
Today's Date

MIKE NEWMAN
Resident's Name

714 313 1538
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.

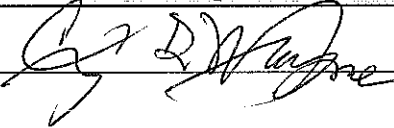
Description & Location of Request

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.

requesting removal of one Carrotwood tree.
The roots are encroaching upon the foundation.

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
	4024B 400#B	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature _____

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: _____