



OPEN MEETING

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
LANDSCAPE COMMITTEE**

**Thursday, December 12, 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 October 10, 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. Approve Tree Trimming Schedule
11. Review and Discuss Ending Yellow Stake Program

Items for Discussion and Consideration:

12. Request for Tree Removal – 140-D Avenida Majorca – One Canary Island Pine
13. Request for Tree Removal – 179-A Avenida Majorca – One Carrotwood
14. Request for Tree Removal – 219-A Avenida Majorca – Four Canary Island Pine
15. Per Committee Request: Reconsider Tree Removal: 228-D Avenida Majorca – One Fern Pine
16. Request for Tree Removal – 519-D Calle Aragon – Two Canary Island Pine
17. Request for Tree Removal - Staff Recommendation - 2058 Via Mariposa East – Four Canary Island Date Palms

Items for Future Agendas:

Concluding Business:

18. Committee Member Comments
19. Date of Next Meeting – February 13, 2020
20. Adjournment

Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator 268-2565



OPEN MEETING

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
LANDSCAPE COMMITTEE**

**Thursday, October 10, 2019 – 9:30 A.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair – Sue Margolis, Andre Tornig, Elsie Addington, Neda Ardani

COMMITTEE MEMBERS ABSENT: Advisor Catherine Brians, Anthony Liberatore

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Addington made a motion to approve the agenda. Director Tornig seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for August 8, 2019

Director Addington made a motion to approve the report. Director Tornig seconded. The committee was in unanimous support.

5. Chair's Remarks

None.

6. Member Comments

Carol Cooper (2159-B) "CDS 208 is a mess. No blowers. Angel sent two men to speak with me and they were gentlemen. My lawn is not looking good."

Edward Foster (2140-D) "My area feels abandoned. A few months ago, the department seemed to be getting a handle on things but now it is going from bad to worse." He suggested only mowing in afternoon when grass is dry.

Kerry Stiles (921-B) He found a dying rat here. Can poison from rat get to another predator? He walked along the creek and weeds are all over the slopes.

Yvonne Deru (2161-B) "Staff came out on Friday and cut back my roses two-thirds. Grass is three inches tall and growing into the flower bed." She suggested that crews could miss one week of trimming edges and trim that border.

Roberta Berk – 933-B "I have lived here 20 years and I live on the last house on the creek and they have a gate and a cement walk under the gate. Creek runs differently with bridge now so now when water is low, the silt builds up." She is concerned about water flow with the winter rainy season approaching. She stated there are weeds by her laundry room. "It actually looks wonderful as groundcover but weed man comes and kills it."

Maggie Blackwell (71-D) She asked committee to think carefully about decisions they make here.

Joyce Moser (587-C) "We have a huge fir tree and they don't want to take it out. It is making a mess. Last year they took out grass and put in plants."

7. Response to Member Comments

Acting Chair Margolis reported, "While going through the budgeting process, all the Members I spoke with told me that they didn't want their assessments to go up. It would double the assessments to hire more crews to get all issues taken care of. We are working hard to get landscaping back under control."

Mr. Wiemann reported, "We are budgeted for four cycles a year for each manor. We are behind in United. We have multiple vacancies for landscapers with no candidates applying. In 2020, I will rearrange staff. I am having staff work in United on several weekends to try to get caught up with the work. We are using plant growth regulators on the edges. We are also behind on shrub pruning and are trying to catch up."

The year before PCM left, they cut 25 people. We are down 40 people from years ago and could do six cycles back then. Now we only have staff for four cycles per year.

In the summer, we are not allowed to touch creek so that's why it gets backed up. I'm meeting with Fish and Wildlife tomorrow to ask about being allowed to keep portions of the creek open at all times. That would help with the flow.

We do use anti-coagulants to kill rats. We are investigating other rat baits like a contraceptive. We are doing a trial of this in the RV lots and garden centers."

8. Department Head Update

None.

Consent:
None

Reports:

9. Project Log

Mr. Wiemann reviewed the project log with the committee and answered some questions.

10. Herbicide Usage Update

Mr. Wiemann reviewed this information with the committee

Items for Discussion and Consideration:

11. Request for Tree Removal – 75-T Calle Aragon– Southern Magnolia

Director Addington made motion to accept the staff recommendation to deny this request. Director Torng seconded. The committee was in unanimous support.

12. Request for Tree Removal – 228-D Avenida Majorca – Fern Pine

Mr. Harwood was present. He stated that five years ago, a branch broke off and broke some private lighting. Three years ago, a branch took out a teak bench in the garden. This year, the roots heaved his patio. Staff took out the roots and replaced the patio and a wall on the house. It will heave again in 5-10 years and he will still be living here.

The committee voted to table this request for further consideration. Resident would like to meet with arborist when he goes back out. Mr. Wiemann said he would arrange it.

13. Request for Tree Removal – 313-A Avenida Castilla – Canary Island Pine

Director Addington made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

14. Request for Tree Removal – 471-F Calle Cadiz – Carrotwood

Director Torng made motion to accept the staff recommendation to approve this request. Director Ardani seconded. The committee was in unanimous support.

15. Request for Tree Removal – 873-D Avenida Sevilla – Star Pine

Director Torng made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

16. Request for Tree Removal - 2188-Q Via Mariposa E. – Silk Oak

2188-P neighbor was present and submitted a letter regarding his belief that a gusty wind on this tree would blow it over. Mr. Wiemann believes tree is not in danger of falling over. This tree is now on a two year trim cycle.

Director Addington made motion to accept the staff recommendation to deny this request. Director Ardani seconded. The committee was in unanimous support.

Items for Future Agendas:


Concluding Business:

17. Committee Member Comments

None.

18. Date of Next Meeting – December 12, 2019

19. Adjournment at 10:40 a.m.



Sue Margolis, Acting Chair
Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565

United Mutual Landscape Project Log December 2019 2019 Projects					
Project	Description	Status	Estimated Completion/ On-Going Date	Completion	Budget vs Actual
Landscape Revitalization Project	Elimination of highest water-using turf areas; replacing with water efficient landscapes. Continue separating mixed stations.	Scheduled to complete CDS 14/15 Irrigation Retro-Fit Project. Final plans are in development for turf reduction project.	2019	15%	Budget: \$350,000 Year-to-date (October): \$53,889 Balance: \$296,111
Tree Maintenance	This annual program includes the scheduled trimming of all Mutual trees; unscheduled pruning and service requests; dead tree removal and replacement.	As of November 30, 2019, 4,050 scheduled trees were trimmed, 425 trees removed, 41 new trees were planted and 133 off-scheduled service requests completed.	December 2019 Annual	88%	Budget: \$1,232,529 Year-to-date Estimated (November): \$1,080,124 Balance: \$152,405



STAFF REPORT

DATE: December 12, 2019
FOR: Landscape Committee
SUBJECT: Species-Based Tree Maintenance Program

RECOMMENDATION

Approve the Species-Based Tree Maintenance Program.

BACKGROUND

Current tree trimming policy calls for inspection and or trimming on a 34-month cycle. Under this program, trees are inspected for overgrowth, damage, disease and overall health. If the arborist determines that the tree needs trimming it is put on the schedule for trimming. This methodology is difficult to budget as the labor needs cannot be determined in advance and crew time is limited. This has left many trees unmaintained for years and caused unnecessary damage to Mutual property.

DISCUSSION

While climate and precipitation amounts affect tree growth, it is generally consistent within species. With species-based trimming, trees are scheduled for trimming based solely upon the known growth rate of each tree. This allows for simpler budgeting and management of labor needs and results in regular trimming, reducing damage, and promoting healthy growth.

FINANCIAL ANALYSIS

The Species-Based Tree Maintenance Program is initially expected to reduce the annual costs for service request trimming and the long term costs for scheduled tree trimming. Actual cost savings have yet to be determined.

Prepared By: Kurt Wiemann, Senior Field Services Manager

Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Example of Five-Year Trimming Rotation

Attachment 2: Proposed Resolution Regarding Species-Based Tree Trimming Program

**Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	*2019 Estimated Next Trim	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim	2024 Estimated Next Trim
2021	Archontophoenix cunninghamiana	King Palm	250	4	0	149	158	34	58	149
2020	Syagrus romanzoffianum	Queen Palm	347	1	0	347	347	347	347	347
		Total Palm Trees:	597		0	496	505	381	405	496
		Total Contracted Costs for Palm Trees:			\$0	\$24,800	\$25,250	\$19,050	\$20,250	\$24,800
2020	Rhus lancea	African Sumac	54	2	29	7	47	7	47	7
2020	Geijera parviflora	Australian Willow	89	2	30	17	72	17	72	17
2020	Schinus terebinthifolius	Brazilian Pepper	634	2	331	61	573	61	573	61
2020	Schinus molle	California Pepper	96	2	38	20	76	20	76	20
2020	Platanus racemosa	California Sycamore	104	2	39	0	104	0	104	0
2020	Cupaniopsis anacardioides	Carrotwood	613	2	119	256	357	256	357	256
2020	Koeleruteria bipinnata	Chinese Flame Tree	77	2	55	2	75	2	75	2
2020	Chionanthus retusus	Chinese Fringe Tree	11	2	11	0	11	0	11	0
2020	Pistacia chinensis	Chinese Pistache	16	2	4	0	16	0	16	0
2020	Ficus species	Ficus Species	2	2	0	0	2	0	2	0
2020	Cassia leptophylla	Gold Medallion Tree	39	2	15	3	36	3	36	3
2020	Ficus microcarpa 'Green Gem'	Green Gem Indian Laurel Fig	2	2	0	0	2	0	2	0
2020	Brahea edulis	Guadalupe Palm	63	2	12	17	46	17	46	17
2020	Ficus microcarpa 'Nitida'	Indian Laurel Fig	75	2	33	13	62	13	62	13
2020	Jacaranda mimosifolia	Jacaranda	206	2	92	30	176	30	176	30
2020	Harpephyllum caffrum	Kaffir Plum	13	2	4	1	12	1	12	1
2020	Washingtonia robusta	Mexican Fan Palm	9	2	8	0	9	0	9	0
2020	Agonis flexuosa	Peppermint Tree	30	2	17	4	26	4	26	4
2020	Corymbia ficifolia	Red-Flowering Gum	9	2	3	0	9	0	9	0
2020	Hibiscus syriacus	Rose-of-Sharon	1	2	1	0	1	0	1	0
2020	Ficus rubiginosa	Rustyleaf Fig	56	2	32	5	51	5	51	5
2020	Tipuana tipu	Tipu	3	2	1	1	2	1	2	1
2020	Ficus benjamina	Weeping Fig	180	2	124	10	170	10	170	10
2020	Morus alba	White Mulberry	41	2	25	4	37	4	37	4
2020	Bauhinia variegata 'Candida'	White Orchid Tree	4	2	3	0	4	0	4	0
2020	Spathodea campanulata	African Tulip Tree	4	3	1	0	0	4	0	0
2020	Pinus halepensis	Aleppo Pine	124	3	0	75	7	42	75	7
2020	Platanus occidentalis	American Sycamore	1	3	0	0	0	1	0	0
2020	Robinia pseudoacacia	Black Locust	9	3	7	0	1	8	0	1
2020	Pittosporum tenuifolium	Blackstem Pittosporum	10	3	3	0	1	9	0	1
2020	Acacia melanoxylon	Blackwood Acacia	1	3	0	0	0	1	0	0
2020	Parkinsonia florida	Blue Palo Verde	1	3	0	0	0	1	0	0
2020	Lycianthes rantonnetii	Blue Potato Bush	23	3	22	1	0	22	1	0
2020	Brachychiton populneus	Bottle Tree	194	3	78	0	43	151	0	43
2020	Melaleuca armilaris	Bracelet Honeymyrtle	1	3	1	0	0	1	0	0
2020	Lophostemon confertus	Brisbane Box	59	3	30	4	7	48	4	7
2020	Melaleuca quinquenervia	Caieput Tree	280	3	144	8	21	251	8	21
2020	Washingtonia filifera	California Fan Palm	1	3	1	0	0	1	0	0
2020	Phoenix canariensis	Canary Island Date Palm	33	3	25	1	1	31	1	1
2020	Pittosporum viridiflorum	Cape Pittosporum	22	3	14	0	2	20	0	2
2020	Ceratonia siliqua	Carob	59	3	27	0	6	53	0	6
2020	Magnolia champaca	Champaca	4	3	1	0	2	2	0	2
2020	Annona cherimola	Cherimoya	1	3	1	0	0	1	0	0
2020	Radermachera sinica	China Doll	9	3	5	0	0	9	0	0
2020	Melia azedarach	Chinaberry	2	3	2	0	0	2	0	0
2020	Ulmus parvifolia	Chinese Elm	88	3	27	2	16	70	2	16
2020	Ziziphus jujuba	Chinese Jujube	29	3	29	0	0	29	0	0

**Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	*2019 Estimated Next Trim	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim	2024 Estimated Next Trim
2020	Ligustrum sinense	Chinese Privet	18	3	5	0	0	18	0	0
2020	Triadica sebifera	Chinese Tallow Tree	26	3	9	0	5	21	0	5
2020	Chitalpa tashkentensis	Chitalpa	40	3	24	2	7	31	2	7
2020	Clusterberry Species	Clusterberry Species	1	3	1	0	0	1	0	0
2020	Eriobotrya X 'Coppertone'	Coppertone Loquat Hybrid	1	3	1	0	0	1	0	0
2020	Ficus microcarpa	Cuban Laurel	1	3	0	0	1	0	0	1
2020	Chilopsis linearis	Desert Willow	1	3	0	0	0	1	0	0
2020	Eriobotrya japonica	Edible Loquat	167	3	138	0	5	162	0	5
2020	Betula pendula	European White Birch	54	3	36	5	3	46	5	3
2020	Afrocarpus gracilior	Fern Pine	550	3	366	4	60	486	4	60
2020	Stenocarpus sinuatus	Firewheel Tree	6	3	2	0	0	6	0	0
2020	Brachychiton acerifolius	Flame Tree	44	3	31	0	1	43	0	1
2020	Melaleuca linariifolia	Flaxleaf Paperbark	164	3	83	2	25	137	2	25
2020	Ceiba speciosa	Floss Silk Tree	32	3	0	17	3	12	17	3
2020	Handroanthus chrysotrichus	Golden Trumpet Tree	3	3	0	0	0	3	0	0
2020	Senna splendida	Golden Wonder Senna	1	3	1	0	0	1	0	0
2020	Koeleruteria paniculata	Goldenrain Tree	2	3	1	0	1	1	0	1
2020	Fraxinus pennsylvanica	Green Ash	19	3	5	1	8	10	1	8
2020	Gleditsia triacanthos	Honey Locust	3	3	1	0	2	1	0	2
2020	Robinia x ambigua 'Idahoensis'	Idaho Locust	3	3	2	0	0	3	0	0
2020	Alnus cordata	Italian Alder	1	3	1	0	0	1	0	0
2020	Prunus serrulata	Japanese Flowering Cherry	14	3	13	0	1	13	0	1
2020	Ligustrum japonicum	Japanese Privet	60	3	56	0	0	60	0	0
2020	Erythrina cafra	Kaffirboom Coral Tree	2	3	1	0	0	2	0	0
2020	Platanus x acerifolia	London Plane Tree	78	3	28	1	16	61	1	16
2020	Ginkgo biloba	Maidenhair Tree	63	3	42	0	6	57	0	6
2020	Ravenea rivularis	Majesty Palm	4	3	0	0	1	3	0	1
2020	Maytenus boaria	Mayten	12	3	6	0	1	11	0	1
2020	Chamaerops humilis	Mediterranean Fan Palm	32	3	22	0	1	31	0	1
2020	Magnolia doltsopa	Michelia	4	3	4	0	0	4	0	0
2020	Albizia julibrissin	Mimosa; Silk Tree	16	3	10	0	3	13	0	3
2020	Fraxinus velutina 'Modesto'	Modesto Ash	4	3	2	0	2	2	0	2
2020	Myoporum laetum	Myoporum	20	3	18	1	1	18	1	1
2020	Erythrina americana	Naked Coral Tree	1	3	1	0	0	1	0	0
2020	Erythrina coralloides	Naked Coral Tree	3	3	3	0	0	3	0	0
2020	Vitex lucens	New Zealand Chaste Tree	1	3	1	0	0	1	0	0
2020	Olea europaea	Olive	35	3	22	0	1	34	0	1
2020	Melaleuca nesophila	Pink Melaleuca	4	3	2	0	2	2	0	2
2020	Handroanthus impetiginosus	Pink Trumpet Tree	127	3	91	94	10	114	94	10
2020	Beaucarnea recurvata	Ponytail Palm	3	3	3	0	0	3	0	0
2020	Lagunaria patersonia	Primrose Tree	1	3	1	0	0	1	0	0
2020	Dodonaea viscosa 'Purpurea'	Purple Hopseed	5	3	4	0	0	5	0	0
2020	Bauhinia variegata	Purple Orchid Tree	70	3	47	0	6	64	0	6
2020	Robinia x ambigua 'Purple Robe'	Purple Robe Locust	13	3	13	0	0	13	0	0
2020	Agonis flexuosa 'After Dark'	Purple-leaved Peppermint Tree	1	3	1	0	0	1	0	0
2020	Salix discolor	Pussy Willow	1	3	1	0	0	1	0	0
2020	Schefflera actinophylla	Queensland Umbrella Tree	24	3	14	1	1	22	1	1
2020	Ficus elastica	Rubber Plant	15	3	9	0	1	14	0	1
2020	Pittosporum crassifolium	Seaside Pittosporum	22	3	21	0	0	22	0	0
2020	Fraxinus undei	Shamel Ash	232	3	149	11	16	205	11	16
2020	Ulmus pumila	Siberian Elm	1	3	1	0	0	1	0	0

**Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	*2019 Estimated Next Trim	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim	2024 Estimated Next Trim
2020	Grevillea robusta	Silk Oak	272	3	106	1	30	241	1	30
2020	Psidium cattleianum	Strawberry Guava	20	3	17	1	0	19	1	0
2020	Laurus nobilis	Sweet Bay	2	3	2	0	0	2	0	0
2020	Hymenosporum flavum	Sweetshade	9	3	2	0	1	8	0	1
2020	Gleditsia triacanthos f. inermis	Thornless Honey Locust	30	3	7	0	21	9	0	21
2020	Pittosporum tobira	Tobira, Mock Orange	42	3	41	0	0	42	0	0
2020	Fraxinus uhdei 'Tomlinson'	Tomlinson Ash	5	3	1	0	1	4	0	1
2020	Dyopsis decaryi	Triangle Palm	12	3	9	0	1	11	0	1
2020	Pittosporum undulatum	Victorian Box	59	3	43	5	0	54	5	0
2020	Callistemon viminalis	Weeping Bottlebrush	127	3	101	0	11	116	0	11
2020	Salix babylonica	Weeping Willow	2	3	1	0	0	2	0	0
2020	Alnus rhombifolia	White Alder	32	3	18	1	4	27	1	4
2020	Eucalyptus leucoxylon	White Ironbark	1	3	1	0	0	1	0	0
2020	Casimiroa edulis	White Sapote	3	3	3	0	0	3	0	0
2020	Handroanthus umbellatus	Yellow Trumpet Tree	2	3	2	0	0	2	0	0
2020	Taxus species	Yew Species	2	3	2	0	0	2	0	0
2020	Liquidambar styraciflua	American Sweet Gum	375	4	0	237	14	17	107	0
2020	Pyrus calleryana 'Aristocrat'	Aristocrat Pear	2	4	0	2	0	0	0	2
2020	Eucalyptus cinerea	Ash Gum	2	4	0	1	0	1	0	1
2020	Acer palmatum 'Bloodgood'	Bloodgood Japanese Maple	4	4	0	4	0	0	0	4
2020	Eucalyptus globulus	Blue Gum	4	4	0	4	0	0	0	4
2020	Pyrus calleryana 'Bradford'	Bradford Pear	3	4	0	3	0	0	0	3
2020	Eucalyptus lehmannii	Bushy Yate	6	4	0	1	0	0	5	1
2020	Persea indica	Canary Island Bay	2	4	0	2	0	0	0	2
2020	Pinus canariensis	Canary Island Pine	1036	4	0	896	15	44	81	896
2020	Prunus caroliniana	Carolina Laurel Cherry	186	4	0	171	1	4	10	171
2020	Eucalyptus torquata	Coral Gum	3	4	0	2	0	0	1	2
2020	Quercus suber	Cork Oak	2	4	0	0	0	0	2	0
2020	Malus floribunda	Crabapple Species	1	4	0	1	0	0	0	1
2020	Eucalyptus rudis	Desert Gum	28	4	0	21	0	2	5	21
2020	Hibiscus mutabilis 'Flore Pleno'	Double Confederate Rose	7	4	0	4	0	2	1	4
2020	Cordyline australis	Dracaena	3	4	0	1	0	1	1	1
2020	Dracaena draco	Dragon Tree	4	4	0	3	0	1	0	3
2020	Catalpa bignonioides	Eastern Catalpa	1	4	0	1	0	0	0	1
2020	Juniperus virginiana	Eastern Red Cedar	1	4	0	1	0	0	0	1
2020	Eucalyptus species	Eucalyptus Species	3	4	0	3	0	0	0	3
2020	Strelitzia reginae	Giant Bird of Paradise	1	4	0	0	0	0	1	0
2020	Quercus ilex	Holly Oak	5	4	0	3	0	0	2	3
2020	Pinus pinea	Italian Stone Pine	32	4	0	16	0	9	7	16
2020	Pinus patula	Jejecote Pine	1	4	0	1	0	0	0	1
2020	Callistemon citrinus	Lemon Bottlebrush	975	4	0	858	3	29	85	858
2020	Corymbia citriflora	Lemon-Scented Gum	41	4	0	11	0	0	30	11
2020	Dimocarpus longan	Longan	2	4	0	2	0	0	0	2
2020	Eucalyptus viminalis	Manna Gum	2	4	0	2	0	0	0	2
2020	Abies procera	Noble Fir	1	4	0	1	0	0	0	1
2020	Platycladus orientalis	Oriental Arborvitae	6	4	0	3	0	0	3	3
2020	Pyrus calleryana	Ornamental Pear	43	4	0	16	2	10	15	16
2020	Betula papyrifera	Paper Birch	1	4	0	1	0	0	0	1
2020	Acer paxii	Paxii Maple	1	4	0	1	0	0	0	1
2020	Butia capitata	Pindo Palm	1	4	0	1	0	0	0	1
2020	Brachychiton discolor	Pink Flame Tree	40	4	0	22	2	12	4	22

**Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	*2019 Estimated Next Trim	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim	2024 Estimated Next Trim
2020	Calliandra haematocephala	Pink Powderpuff	7	4	0	4	0	0	3	4
2020	Lagerstroemia speciosa	Queen Grape Myrtle	2	4	0	2	0	0	0	2
2020	Cotoneaster lacteus	Red Clusterberry	1	4	0	1	0	0	0	1
2020	Eucalyptus camaldulensis	Red Gum	5	4	0	4	0	0	1	4
2020	Eucalyptus sideroxylon	Red Ironbark	26	4	0	5	0	0	21	5
2020	Acer rubrum	Red Maple	1	4	0	1	0	0	0	1
2020	Casuarina cunninghamiana	River She-Oak	2	4	0	2	0	0	0	2
2020	Howea belmoreana	Sentry Palm	2	4	0	2	0	0	0	2
2020	Eucalyptus polyanthemus	Silver Dollar Gum	99	4	0	36	0	12	51	36
2020	Eucalyptus pulverulenta	Silver Mountain Gum	12	4	0	4	0	0	8	4
2020	Duranta repens	Sky Flower	6	4	0	4	0	1	1	4
2020	Macadamia integrifolia	Smooth-Shell Macadamia	3	4	0	2	0	0	1	2
2020	Coccolus laurifolius	Snailseed	4	4	0	4	0	0	0	4
2020	Trifrinax acanthocoma	Spiny Fiber Palm	11	4	0	9	0	2	0	9
2020	Corymbia maculata	Spotted Gum	11	4	0	7	0	0	4	7
2020	Arbutus unedo	Strawberry Tree	14	4	0	11	0	3	0	11
2020	Eucalyptus cladocalyx	Sugar Gum	6	4	0	6	0	0	0	6
2020	Ilex latifolia	Taiaro	1	4	0	1	0	0	0	1
2020	Schefflera pueckleri	Valley Oak	1	4	0	1	0	0	0	1
2020	Ilex altacalensis 'Wilsonii'	Wilson Holly	263	4	0	243	2	4	14	243
2020	Trachycarpus fortunei	Windmill Palm	37	4	0	22	0	0	15	22
2021	Pinus brutia var. eldarica	Afghan Pine	7	5	0	0	5	0	1	1
2021	Cunonia capensis	African Red Alder	7	5	0	0	1	0	2	4
2021	Thuja occidentalis	American Arborvitae	8	5	0	0	8	0	0	0
2021	Brugmansia versicolor	Angel's Trumpet	2	5	0	0	1	0	0	1
2021	Dyopsis lutescens	Areca Palm	3	5	0	0	2	0	0	1
2021	Cedrus atlantica	Atlas Cedar	6	5	0	0	5	0	0	1
2021	Hyophorbe lagenicaulis	Bottle Palm	1	5	0	0	1	0	0	0
2021	Eriobotrya deflexa	Bronze Loquat	101	5	0	0	61	0	6	34
2021	Syzygium paniculatum	Brush Cherry	121	5	0	114	0	0	0	7
2021	Cinnamomum camphora	Camphor	143	5	0	76	0	4	23	40
2021	Prunus lyonii	Catalina Cherry	102	5	0	0	70	0	13	19
2021	Livistona chinensis	Chinese Fountain Palm	1	5	0	0	0	0	0	1
2021	Hibiscus rosa-sinensis	Chinese Hibiscus	2	5	0	0	2	0	0	0
2021	Ilex cornuta	Chinese Holly	5	5	0	0	5	0	0	0
2021	Juniperus chinensis	Chinese Juniper	1	5	0	0	1	0	0	0
2021	Photinia serrulata	Chinese Photinia	5	5	0	0	5	0	0	0
2021	Wisteria sinensis (Standard)	Chinese Wisteria (Standard)	1	5	0	0	1	0	0	0
2021	Phoenix rupicola	Cliff Date Palm	4	5	0	0	1	0	0	3
2021	Quercus agrifolia	Coast Live Oak	30	5	0	0	28	0	0	2
2021	Sequoia sempervirens	Coast Redwood	3	5	0	0	2	0	1	0
2021	Lagerstroemia indica	Crape Myrtle (including hybrids)	2059	5	0	854	854	33	83	235
2021	Cupressus species	Cypress	13	5	0	13	0	0	0	0
2021	Cedrus deodara	Deodar Cedar	6	5	0	0	3	0	0	3
2021	Cercis canadensis	Eastern Redbud	106	5	0	68	0	0	14	24
2021	Ilex aquifolium	English Holly	25	5	0	0	0	22	3	0
2021	Acer oblongum	Evergreen Maple	2	5	0	0	2	0	0	0
2021	Pinus kawakamii	Evergreen Pear	42	5	0	0	24	0	4	14
2021	Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	34	5	0	0	30	0	1	3
2021	Photinia fraseri	Fraser Photinia	9	5	0	0	8	0	0	1
2021	Sequoiadendron giganteum	Giant Sequoia	1	5	0	0	1	0	0	0

**Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	*2019 Estimated Next Trim	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim	2024 Estimated Next Trim
2021	Ligustrum lucidum	Glossy Privet	67	5	0	49	0	1	7	10
2021	Dodonaea viscosa	Green Hopseed	45	5	0	41	0	0	0	4
2021	Juniperus chinensis 'Torulosa'	Hollywood Juniper	249	5	0	0	221	4	7	17
2021	Calocedrus decurrens	Incense Cedar	1	5	0	0	1	0	0	0
2021	Cupressus sempervirens	Italian Cypress	236	5	0	0	231	0	3	2
2021	Pinus thunbergiana	Japanese Black Pine	37	5	0	28	0	0	4	5
2021	Acer palmatum	Japanese Maple	21	5	0	20	0	1	0	0
2021	Juniperus species	Juniper Species	120	5	0	0	108	2	0	10
2021	Cupressocypariss leylandii	Leyland Cypress	172	5	0	0	148	16	1	7
2021	Magnolia grandiflora 'Little Gem'	Little Gem Magnolia	180	5	0	0	161	2	4	13
2021	Podocarpus henkelii	Long-Leafed Yellowwood	188	5	0	0	175	3	3	7
2021	Araucaria araucana	Monkey Puzzle Tree	1	5	0	0	1	0	0	0
2021	Pinus radiata	Monterey Pine	12	5	0	0	8	0	0	4
2021	Metrosideros excelsa	New Zealand Christmas Tree	229	5	0	0	143	4	35	47
2021	Leptospermum scoparium	New Zealand Tea Tree	16	5	0	0	16	0	0	0
2021	Araucaria heterophylla	Norfolk Island Pine	16	5	0	0	13	1	0	2
2021	Other Tree	Other Tree	1	5	0	0	1	0	0	0
2021	Prunus cerasifera	Purple-Leafed Plum	180	5	0	0	159	6	3	12
2021	Aurantiarpa rhombifolia	Queensland Pittosporum	5	5	0	0	1	0	1	3
2021	Abies magnifica	Red Fir, Silver Tip	1	5	0	0	1	0	0	0
2021	Magnolia x soulangeana	Saucer Magnolia	1	5	0	0	1	0	0	0
2021	Zelkova serrata	Sawleaf Zelkova	1	5	0	0	0	0	0	1
2021	Xylosma congestum	Shiny Xylosma	96	5	0	0	74	0	0	22
2021	Cotinus coggygria	Smoke Tree	6	5	0	0	4	0	0	2
2021	Magnolia grandiflora	Southern Magnolia	569	5	0	346	0	11	65	147
2021	Yucca gloriosa	Spanish Dagger	67	5	0	0	54	0	2	11
2021	Araucaria columnaris	Star Pine	95	5	0	0	85	1	3	6
2021	Cercis canadensis var. texensis	Texas/Oklahoma Redbud	92	5	0	0	74	0	7	11
2021	Schefflera pueckleri	Tupidanthus	4	5	0	0	1	0	0	3
2021	Viburnum species	Viburnum Species	97	5	0	0	97	0	0	0
2021	Tristanopsis laurina	Water Gum	1	5	0	0	1	0	0	0
2021	Cercis occidentalis	Western Redbud	5	5	0	0	5	0	0	0
2021	Tecoma stans	Yellow Elder	1	5	0	0	1	0	0	0
2021	Thevetia peruviana	Yellow Oleander	3	5	0	0	2	0	0	1
2021	Podocarpus macrophyllus	Yew Pine	4	5	0	0	3	0	1	0
2021	Yucca species	Yucca Species	1	5	0	0	1	0	0	0
2021	Magnolia laevifolia	Yunnan Magnolia	1	5	0	0	0	0	0	1
Totals without Palm Trees:			15,017		3,093	4,965	5,293	3,783	2,990	3,989
Total with Palm Trees:			15,614		3,093	5,461	5,798	4,164	3,395	4,485

ATTACHMENT 2



RESOLUTION 01-20-XXX

Species-Based Tree Trimming Policy

WHEREAS, the Board of Directors recognizes that many policies and services have been implemented by way of practice over the years but not formally documented;

WHEREAS, the current tree trimming schedule is based on an inspection based rotation in which trees are inspected every 34 months to determine the necessity of trimming on an individual tree basis;

WHEREAS, some tree species require trimming more frequently than every 34 months and some less frequently, which has led to inefficiencies and an increased amount of service requests and storm damage;

WHEREAS, United Mutual maintains over 15,000 trees with 236 different species, each having different growth rates;

WHEREAS, Staff has determined that using a species basis to determine the tree trimming schedule would reduce the inefficiencies and service request trims;

NOW THEREFORE BE IT RESOLVED, January 14, 2020, that the Board of Directors hereby adopts the species-based trimming cycles attached to the official meeting minutes;

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out this resolution as written.



STAFF REPORT

DATE: December 12, 2018
FOR: Landscape Committee
SUBJECT: Yellow Stake Program

RECOMMENDATION

Suspend the Yellow Stake Program.

BACKGROUND

For many years the 'yellow stake' program has provided an option for residents to maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. Unfortunately, many of these plantings were installed without the approval or knowledge of the Landscape Division or the Landscape Committee.

Plantings were not supposed to have a higher irrigation requirement than Common Area landscape, as all areas are irrigated on the same schedule to insure proper water management. Art, benches, rocks, aggregate, or other items were permitted within a 'yellow stake' area if they were in conformance with all Mutual Resolutions. Without a formal application process, these requirements could not be verified.

In the past, to take participate in the 'yellow stake' program, a resident would contact Resident Services to obtain yellow-painted stakes and take them home to delineate an area around their manor, without having to obtain approval from the Landscape Division and the subsequent approval by the Landscape Committee prior to planting or installation of any improvements.

Following the placement of the yellow stakes, in theory, the area would be maintained by the unit owner/occupant, with the Mutual retaining the right to intercede if the appearance or level of care of the yellow stake plantings was found to be below standard, or if any dispute arose between residents. The 'yellow stake' areas would continue to be Common Area and 'yellow stake' approval could be revoked by the Committee.

DISCUSSION

The 'yellow stake' program has been referenced in the Laguna Woods Village Landscape Manual. The process for establishing a 'yellow stake' area does not require a formal request, supported by a planting plan. The member would contact Resident Services to obtain yellow stakes and request a visit by a Landscape Supervisor to review the proposed planting.

Due to issues arising out of the unmanaged expansion of yellow staked areas, concern that these areas are becoming viewed as an expansion into Common Area, and the fact that there has been little or no oversight or documentation of the manors with yellow stakes or the responsible party, Staff recommends the United Mutual Board of Directors suspend the 'yellow stake' program indefinitely.

There has been no tracking or documentation of the 'yellow stake' areas. To address this lack of inventory, staff recommends that all well-maintained existing yellow stake areas be grandfathered. All future requests for personal plantings would require the resident to submit a Landscape Request form for Committee approval. Per the Occupancy Agreement, all improvements or changes to Common Area requires approval by the Board. By using the Landscape Request procedure, all requests would require Committee and subsequent Board approval. This method also ensures that all changes are documented and memorialized to reduce future issues.

FINANCIAL ANALYSIS

There would be no additional financial costs associated with the recommended action.

Prepared By: Kurt Wiemann, Senior Field Operations Manager

Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

ATTACHMENT 1: Yellow Stake Program Description from the Landscape Manual

ATTACHMENT 1

-- THE YELLOW STAKE PROGRAM --

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some safeguards are in order.

The option for residents to maintain the planting adjacent to their manor either personally or through hiring an outside maintenance service¹ is based on the "Yellow Stake" program. These plantings can consist of varied plant types ranging from original foundation shrubs to highly manicured annual color.

The plantings are maintained under the aegis of the manor owner/occupant. However, it will be the responsibility of the Board to intercede when the standard of care of a resident's personally maintained plantings are considered below standard, or if any dispute between residents arises since the landscape of the community is the common property of the residents as a whole.²

To take advantage of the Yellow Stake Program a resident must get the Landscape Division's approval first to plant flowers and shrubs in the foundation planting beds immediately adjacent to their manors. In planting these areas, each resident assumes full responsibility³ for the care of their own plantings, consistent with the quality of the environment as a whole.

Some plantings such as roses, fruit trees and bedding plants are assumed to be personal plantings so they do not require a yellow stake. All other plants, such as shrubs in general do require a yellow stake for clarification purposes.

This responsibility does not end upon transfer of a manor, the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact the Landscape Division by calling (949) 597-4600 or writing to the Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654.

¹ If you hire an outside gardener for any authorized work, for your own protection make sure that person or company is insured for Workers' Compensation, liability, and auto insurance, and is reliable and experienced by requesting and checking recent references

² If a resident does not properly maintain the yellow stake plantings, then the Landscape Division may, after notice to the resident, remove these plantings and replace them with standard plantings that will be done at the resident's expense.

³ Full responsibility includes, but is not limited to, any extra watering, fertilizing, care, or the removal of debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles.



STAFF REPORT

DATE: December 12, 2019
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 140-D Avenida Majorca – One Canary Island Pine tree

RECOMMENDATION

Approve the request for the removal of one Canary Island Pine tree located at 140-D.

BACKGROUND

Ms. Golpa became a Member in April 2001. She is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis*, located in the shrub bed area at the side of the unit (Attachment 1). The reasons cited by her for the removal are; structural damage, litter/debris, repairs to the walkway, and states there have been many accidents. Nine additional residents have signed the Mutual Request Form in favor of the removal. (Attachment 2).

The tree was last trimmed in June 2014, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 50 feet in height with a trunk diameter of approximately 28 inches and is growing approximately two feet from the walkway and approximately five feet from the unit patio.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with an unbalanced canopy, no visible decay, pests and no trunk damage. There is no noticeable surface rooting. However, there is cracking and rising in the sidewalk in multiple areas. There was no noticeable structural damage to the unit. The Canary Island Pines unbalanced canopy is due to previous trimming to alleviate needle droppings onto the roof of the unit. The trunk, as stated, is two feet from the damaged sidewalk and is not a candidate for root trenching as it would be too close to the trunk which would leave the tree in an unstable condition. Given its improper planting location, the tree has outgrown the area and should be removed.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$2,200, cost to trim is estimated at \$400, and the estimated value is \$5,830, based on tree inventory data.

Prepared By: Bob Merget, Tree Supervisor
Reviewed By: Kurt Wiemann, Senior Field Services Manager
Eve Morton, Landscape Coordinator

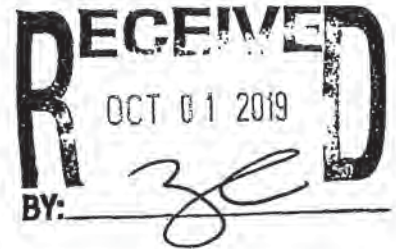
ATTACHMENT(S)

Attachment 1:	Photographs
Attachment 2:	Mutual Landscape Request Form, Letter

ATTACHMENT 1







MUTUAL LANDSCAPE REQUEST FORM

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.

140 Avenida Majorca #D

September 11, 2019

Address

Today's Date

Safiyeh Golpa

949 257 6388

Resident's Name

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): Pine trees don't shed seasonally, they shed 24/7 - 365 days a year and causing issues with the sidewalk. The sidewalk is in the worst condition

GUIDELINES: against all the superficial, useless repairs. Many accidents have happened.

- **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 huge, extremely tall pine tree is exactly over my unit. The large trunk is roughly 3 feet next to my living room window! The needles drop constantly into my patio, on my front porch causing me to rake and sweep as LW cannot keep up with the mess created. As you are aware this only gets worse with a breeze or wind, the needles pile up like mountains on my patio and I can barely open the patio door to clear them. This type of tree belongs in the woods, not over my head - and not where they cannot be maintained by L.W. Landscape. Something needs to be done!!!

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
Deborah Kumbrell	141-A	X		
RALPH SANDLER	139-D	X		
Rose Sandler	139-D	X		
Irina Mikhaylovich	138-D	X		
James Thorpe (James Thorpe)	140-B	X		
Marilyn Thorpe	140-B	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Safiyeh Golpa

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: _____

Signature	Manor #	For	Undecided	Against
<i>[Signature]</i>	142-B	X		
A. Tami	133-A	X		
Deana Cassidy	136C	X		



STAFF REPORT

DATE: December 12, 2019
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 179-A Avenida Majorca – One Carrotwood tree

RECOMMENDATION

Approve the request for the removal of one Carrotwood tree located at 179-A.

BACKGROUND

Ms. Zaenker became a Member in August 1997. She is requesting the removal of one Carrotwood tree, *Cupaniopsis, anacardioides*, located in the shrub bed area at the front of the unit (Attachment 1). The reasons cited by her for the removal are; litter/debris and overgrown. No additional residents have signed the Mutual Request Form. (Attachment 2).

The tree was last trimmed in March 2016, and future scheduled trimming is tentatively scheduled for December 2019. The tree is approximately 28 feet in height with a trunk diameter of approximately 13 inches and is growing approximately three feet from the walkways and approximately seven feet from the patio.

DISCUSSION

At the time of inspection, the tree was found to be in good condition with no visible decay, no pests with some trunk damage. There is no noticeable surface rooting. Although there is cracking and rising in the sidewalk, there was no noticeable structural damage to the unit.

Carrotwood trees require a higher frequency of maintenance than other species and are prone to excessive litter. Given the maintenance frequency and location of this tree, Staff recommends removal of the tree and planting of a low maintenance tree in its stead.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$700, cost to trim is estimated at \$250, and the estimated value is \$2,900, based on tree inventory data.

Prepared By: Bob Merget, Tree Supervisor
Reviewed By: Kurt Wiemann, Senior Field Services Manager
Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form, Letter

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.

179 Avenida Majorca #A
Address

09/06/19
Today's Date

Lilli Zaenker
Resident's Name

949 540 9644
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 has grown too large, too near patio and apartment
seeds cover the walkway

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 on L side of patio

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
110 neighbors are				
affected				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Lilli Zaenker

Owner's Signature

Lilli Zaenker

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: December 12, 2019
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 219-A Avenida Majorca –Four Canary Island Pine trees

RECOMMENDATION

Approve the request for the removal of three out of four Canary Island Pine trees located at 219-A.

BACKGROUND

Ms. Moss became a Member in October 2005. She is requesting the removal of four Canary Island Pine trees, *Pinus, canariensis*, located in the shrub area at the side of the unit on the slope (Attachment 1). The reasons cited by her for the removals are; overgrown, potential structural damage, and concerns about safety. Ms. Moss had to replace a skylight due to a fallen pine cone. Four additional residents have signed the Mutual Request Form in favor of the removal. (Attachment 2).

The trees were last trimmed in May 2014, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The trees average 60 feet in height with an average trunk diameter of 44 inches and the two closest trees to her unit (reference as Tree #1 and Tree #2) are growing approximately three feet from the retaining wall and approximately four feet from the common area stairs. Tree #4 is one foot from the sidewalk and three feet from the irrigation backflow device. The Tree #3 is five feet from the sidewalk and nine feet from the manor. There is a nearby Pine tree (referenced as Tree #5) on the other side of the stairs near Tree #4.

DISCUSSION

At the time of inspection, the trees were found to be in fair condition with no visible decay, pests, or trunk damage. Tree #2 two suffers from poor canopy structure due to overcrowding. There is surface rooting with all four trees with the worst condition at Tree #4 which continues to cause sidewalk damage. At this location there have been repairs to the nearby stairs.

The Landscape Committee has discussed Pine tree removals in scenarios in which they have been planted too closely and are in groves or groups of three to seven. It was further discussed that the removal of a portion of the group would allow the remaining trees to fill out properly, reduce the amount of needle drops, and increase sunlight to the surrounding turf or shrub bed area; these trees fit that criteria. In this case, staff recommends the removal of Trees #1, #2, and #4. Leaving Tree #3 and Tree #5 would create a balance of pine trees in the area.

FINANCIAL ANALYSIS

The cost to remove the three trees is estimated at \$4,184, cost to trim all four trees is estimated at \$1,800, and the estimated combined value is \$20,323, based on tree inventory data.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager
Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form, Letter

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.

219-A Avenida Majorca
Address

11-18-2019
Today's Date

PATRICIA T. MOSS
Resident's Name

949-290-3406
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): Personal injury to people and pets on patio.

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 ~~four~~ Canary Island Pine Trees along the side of my patio & manor are overgrown and overcrowded. They are approximately 60 feet tall and 6 feet from my manor wall. They are a risk of structural damage to my manor, and personal injury. Please consider my request for the removal.

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
Margaret J. McCarghey	220A	✓		
Chris. Puzo	219B	✓		
Hannah Bang	219B	✓		
Esther Chang	220D	✓		
Myung Co	219C	✓		
Michiko Yamamoto	219D	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Patricia T. Moss
Owner's Signature

Patricia T. Moss
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: _____

	For	Undecided	Against
DAVE TOMERLIN 222 C	✓		
ELISEO BONES 222 D	✓		
DALLAS LIEBENOW 222-A	✓		
Edith Kipferman 2218 Ave. Majorca	✓		
Debra Lee 222-D	✓		
Eddie Yamamoto 289-D	✓		
Lynette H. Bono 222-D	✓		
Sandy E. Lechide 220 A	✓		



Broken Skylight from impact.
Skylight was 11 yrs. old.





Replacement Skylight Velux \$ 675.

Proposal

Page No. of Pages



647 Camino De Los Mares #108
San Clemente, CA 92673
(949) 361-9233 Office (949) 361-1025 Fax
info@skylightspecialtiesinc.com
skylightspecialtiesinc.com
State License #B395551

PROPOSAL SUBMITTED TO Patricia Moss	PHONE (949) 290-3406	DATE 11/12/19
STREET 219 Avenida Mayorca	JOB NAME	
CITY, STATE, AND ZIP CODE Laguna Woods, Ca	JOB LOCATION	
ARCHITECT	DATE OF PLANS 10/29/19	JOB PHONE
	pmoss@comline.com	

We hereby submit specifications and estimates for:

Replacement Skylight

~~1 - 2852 model mill finish fixed frame - white over clear double dome acrylic skylight installed on existing wood curb.~~

~~- includes new weatherstrip gasket.~~

~~Velux~~

~~- \$465 EA~~

1 - 2246 Fern (fixed curb mount) upgrade. Dual glazed white laminated over clear tempered Low E³ glass.

argon gas between panes

- \$675

PAID

* No Alteration of existing roofing.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

\$100 deposit

dollars (\$ **465 675**)

Balance on completion

ck# 1677 100

ck# 163 365 575

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within **60** days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: **11-12-19**

Signature

Signature



STAFF REPORT

DATE: December 12, 2019
FOR: Landscape Committee
SUBJECT: Tabled Request for Tree Removal: 228-D Avenida Majorca (Harwood) – Fern Pine

RECOMMENDATION

Deny the request for the removal of a Fern Pine tree located at 228-D and trim on schedule.

BACKGROUND

At the October 10, 2019, regular meeting, the Landscape Committee decided to table the request for the removal of one Fern Pine and instructed staff to meet with Mr. Harwood onsite. Staff met with Mr. Harwood on November 11, 2019. He stated he was concerned about the potential damage to his new patio in the future from the roots of the tree. He also stated there has been limb failure in the past and was concerned about future loss. Staff reminded him of the planned trimming of the tree, which will be scheduled in 2020. Staff also received a picture from the maintenance crew who replaced the patio. The photo was taken while the work was under way (Attachment 1A).

According to the crew, there was only the one root that needed to be removed to install the new patio. Based on the size of this root and the age of the tree, it is Staff's opinion there are no major roots under the concrete patio and the cracking may have been due to the settling of the patio in addition to the small root. Therefore, it is still Staff's recommendation to trim the tree as described in 2020 and deny the request for removal.

Mr. Harwood became a member in December 2010, and is requesting the removal of a Fern Pine tree, *Afrocarpus, gracilior*, located at the side of the unit in the shrub bed area (Attachment 1). The reasons cited by him for the removal is structural damage. Mr. Harwood further states the patio was replaced due to cracking. No additional members have signed the Landscape Request Form (Attachment 2).

The tree was last trimmed in April 2017, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 27 feet in height with a trunk diameter of approximately 21 inches and is growing approximately six feet from the patio and three feet from the walkway.

DISCUSSION

At the time of inspection, the tree was found to be in good condition with no visible signs of decay or disease. It has minimal surface roots, healthy trunk flair and displays a well-balanced canopy. There is cracking in the sidewalk as well as recent grinding of the concrete expansion joint. The tree trimming policy for 2020 is to reduce tree crowns by approximately 20 percent;

this tree will be thinned and the overall width of the tree will be reduced during the next trim cycle.

FINANCIAL ANALYSIS

Based on tree inventory data, the estimated value is \$5,153. The estimated cost to trim the tree is \$650. The cost to remove the tree is estimated at \$3,400.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager

ATTACHMENT(S)

Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form, Letter

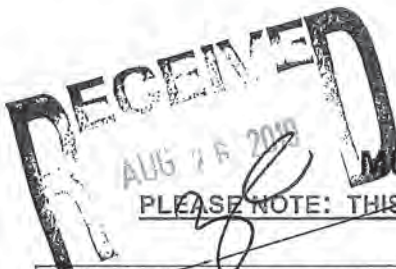
ATTACHMENT 1





ATTACHMENT 1A



**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.

228 AVENIDA MAJORCA UNIT D
Address

9/26/19
Today's Date

DAVID IV HARWOOD
Resident's Name

612 812 6566
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.

NEXT TO FRONT PATIO, PATIO HAD
TO BE REPLACED 2 WKS AGO DUE CRACKING.

Signatures of All Neighbors Affected By This Request

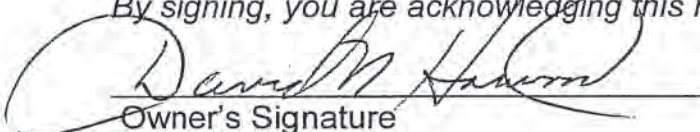
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

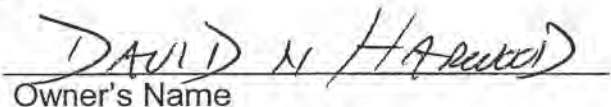
Signature	Manor #	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature


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: December 12, 2019
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 519-D Calle Aragon – Two Canary Island Pine trees

RECOMMENDATION

Approve the request for the removal of two Canary Island Pine tree located at 520-B.

BACKGROUND

Ms. Ricci became a Member in October 2002. She is requesting the removal of two Canary Island Pine trees, *Pinus, canariensis*, located in the planter area across from her unit and in front of 520-B (Attachment 1). The reason cited by her for the removals is safety. There have been numerous branches and pine cones that have fallen onto the roof and one resident was struck by one of the pine cones. Four additional residents have signed the Mutual Request Form in favor of the removal including the Member at 520-B (Attachment 2).

The tree was last trimmed in April 2014, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The trees are approximately 47 feet in height with a trunk diameter of approximately 25 inches and are growing approximately two feet from the walkways and stem wall and approximately 10 feet from the unit patio.

DISCUSSION

At the time of inspection, the trees were found to be in fair condition with no visible decay, pests, or trunk damage. There is surface rooting with some cracking in the sidewalk, as well as separation from the stem wall and sidewalk. A large portion of the sidewalk was replaced in September 2019, at a cost of \$2,835. Since 2018, there have been 20 leave pickup tickets generated at this building as well as three tickets for gutter cleaning. There have been numerous tickets generated for plumbing related issues; however there has been no reference to tree roots found in the lines.

The Landscape Committee approved a Pine tree removal program for scenarios in which the trees have been planted too closely and or are in groves or groups of three, five, or seven. These trees have out grown the area and are good candidates for removal. Additionally, it would minimize staff costs for cleanup and reduce potential damage to Mutual property. Removing these trees would increase sunlight to the surrounding shrub bed area and increase future shrub growth. Staff further recommends the planting of flowering trees after the removals.

FINANCIAL ANALYSIS

The cost to remove the trees is estimated at \$3,440, cost to trim is estimated at \$600, and the estimated combined value is \$9,825, based on tree inventory data.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Senior Field Services Manager
Eve Morton, Landscape Coordinator

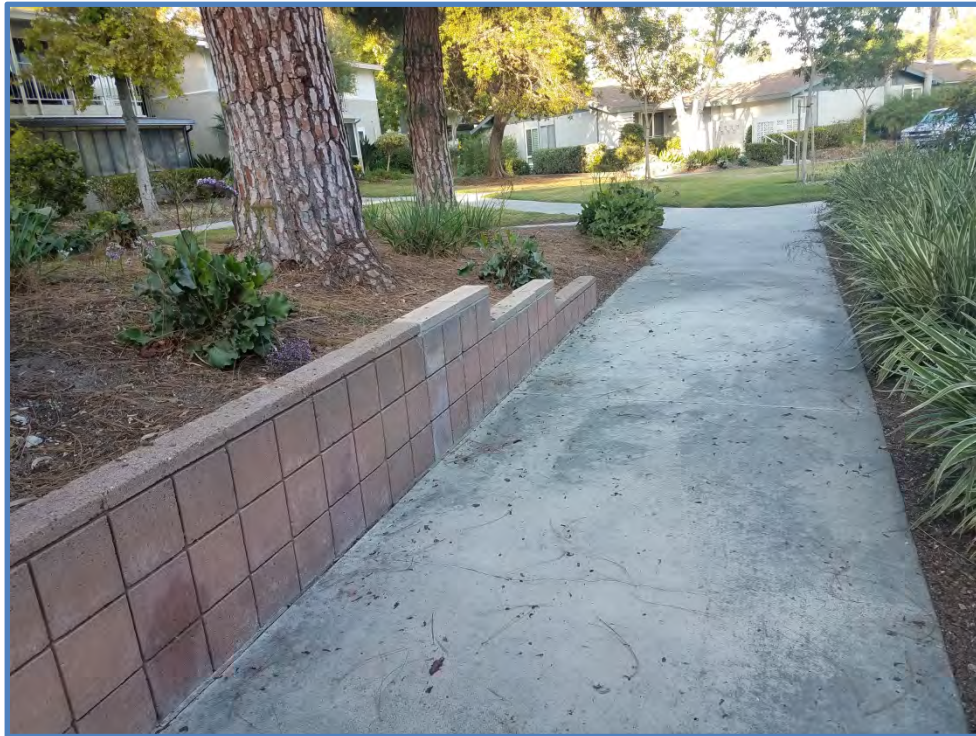
ATTACHMENT(S)

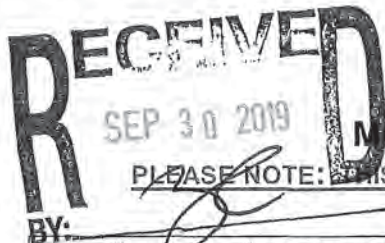
Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form, Letter

ATTACHMENT 1





**MUTUAL LANDSCAPE REQUEST FORM**

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

BY: [Signature]

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.

519 D CALE ARAGON
Address

9/12/19
Today's Date

CAROL RICCI
Resident's Name

949 462-0366
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): SAFETY

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.

SAFETY ISSUES FROM FALLING BRANCHES ON TO ROOF AND
WALKWAY AS WELL AS PINE CONES WHICH BREAK SKIN.
FRONT AREA OF 530 B SEE ATTACHED PAGES FOR MORE
DETAIL AND SIGNATURES AS WELL AS PICTURE.

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
Too many SIGNATURES SEE ATTACHED				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Carol Ricci
 Owner's Signature

CAROL RICCI
 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: _____

Due to safety reasons petitioning 2 Pine Trees be removed from 520 B area

We have experienced unfortunate incidents from these particular trees, namely 3 large branches fell on the roof of said unit, a resident walking along the sidewalk near the trees got cut on the forehead by a falling pinecone; as well as the fact that the walkway between 520 and 519 is very dark at night making it impossible to see if there are any pinecones which could easily cause an ankle twisting or even a fall. There is a concern with the coming rains and winds yet this year, more incidents are likely to occur. Therefore, as you can see for safety reasons, we would be very appreciative if these 2 trees were removed.


Thank you in advance for your attention to this matter.

Print Name, Signature, Unit #

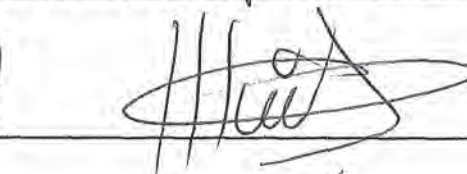
Cynthia Gonzalez  520 B

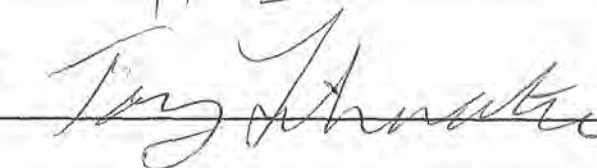
LUPITA QUINARD  520 B

CAROL RIVER  519 D

TOM WALLACE  519 A

DeAnn Wallace  519 A

Ann Michele Quinard  520 B

TONY LIBERATORE  521 B

Linda Liberatore  521 B

S. P. CHA

JD Stricklin

NELSON PETROVICH

John Wright Jr.

Leslie Wright

Samuel Yi

Mikki REVENAUGH

Diane Duarte

Coeri Sullivan

Marjorie Moe
Marjorie Moe

Glenda Rabb

Karen

An Gustaf

521-A lunch

521 D John D Stricklin

521 ~~John D Stricklin~~

521 N ~~John D Stricklin~~

Leslie Wright

521 N Calle Aragon

521-O CALLE ARAGON

519-CALLE ARAGON "B"

Mikki Revenaugh

~~Diane Duarte~~
519 C Calle Aragon

Glenn Sullivan
522 G CALLE ARAGON

Marjorie Moe

522 F. Calle Aragon

501 C Avenida Soledad

520 C

520 D Calle Aragon





STAFF REPORT

DATE: December 12, 2019
FOR: Landscape Committee
SUBJECT: Removal of Four Canary Island Date Palms at 2058 Via Mariposa East

RECOMMENDATION

Direct Staff in the removal of four Canary Island Date Palms.

BACKGROUND

At the October 10, 2019, regular meeting, United Mutual Landscape Committee approved turf reduction designs at eight locations. The Landscape Architect contracted to design the areas, contacted staff suggesting the removal of four Canary Island Date Palms, *Phoenix, canariensis*, located on the plan referenced as 5-D (Attachment 1- semi-circle at Mariposa.) The reasons for the removals are poor health and are in decline (Attachment 2).

The trees were last trimmed in July 2017, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The trees are approximately 30 feet in height with a trunk diameter of approximately 30 inches and are growing approximately 2 feet from the sidewalk.

DISCUSSION

At the time of inspection the trees were found to be in fair to poor condition with a large number of failed fronds, noticeable cracking of the sidewalk, and a couple of the trees have lost a fair percentage of old frond stem bases, also known as “boots,” which are located below the growing fronds. This growth is quite dense and is extremely heavy. Given the proximity to the sidewalk, any additional loss of stem bases creates a potential for risk to pedestrians. Since September 2012, there have been 22 tickets related to palm tree debris.

FINANCIAL ANALYSIS

Based on the inventory data, the estimated value of each tree is \$9,400. The estimated cost to trim each tree is \$600. The cost to remove each tree is estimated at \$1,400.

Prepared By: Bob Merget, Senior Landscape Supervisor

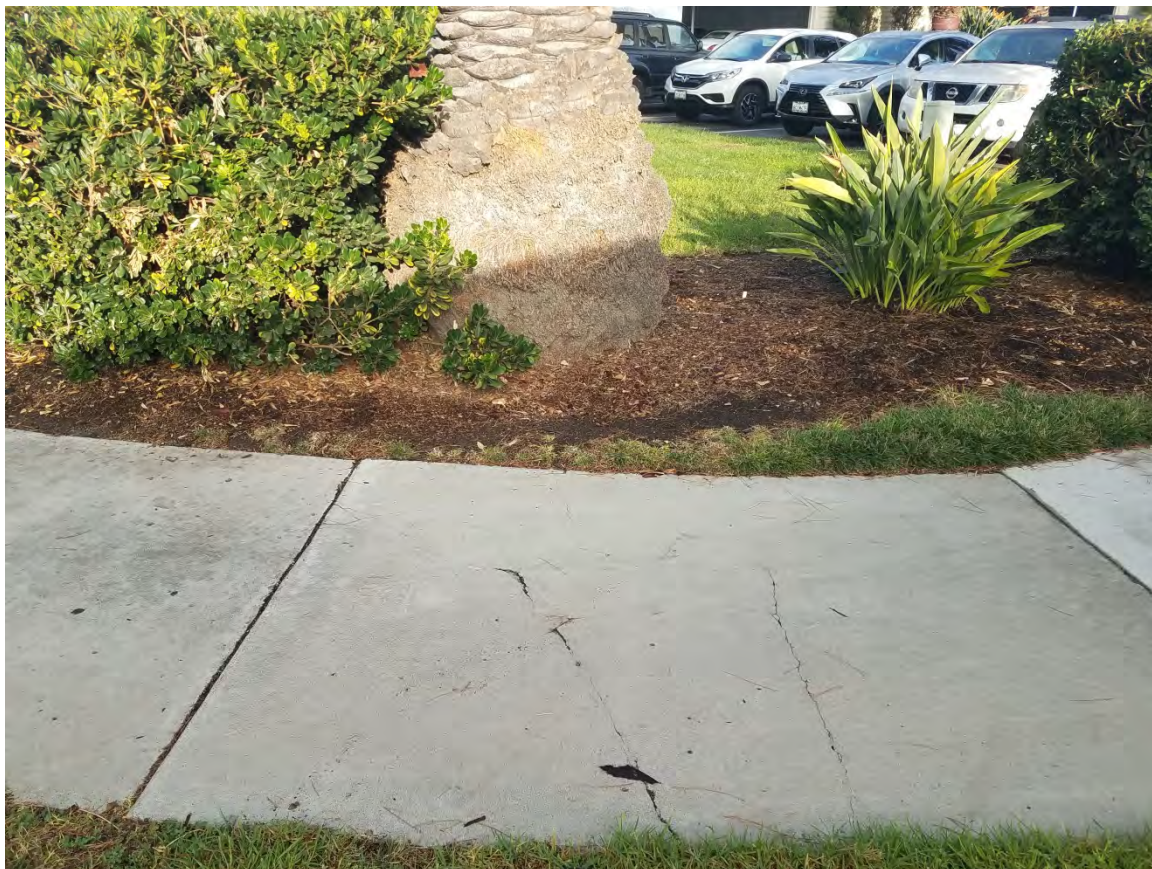
Reviewed By: Eve Morton, Landscape Operations Coordinator

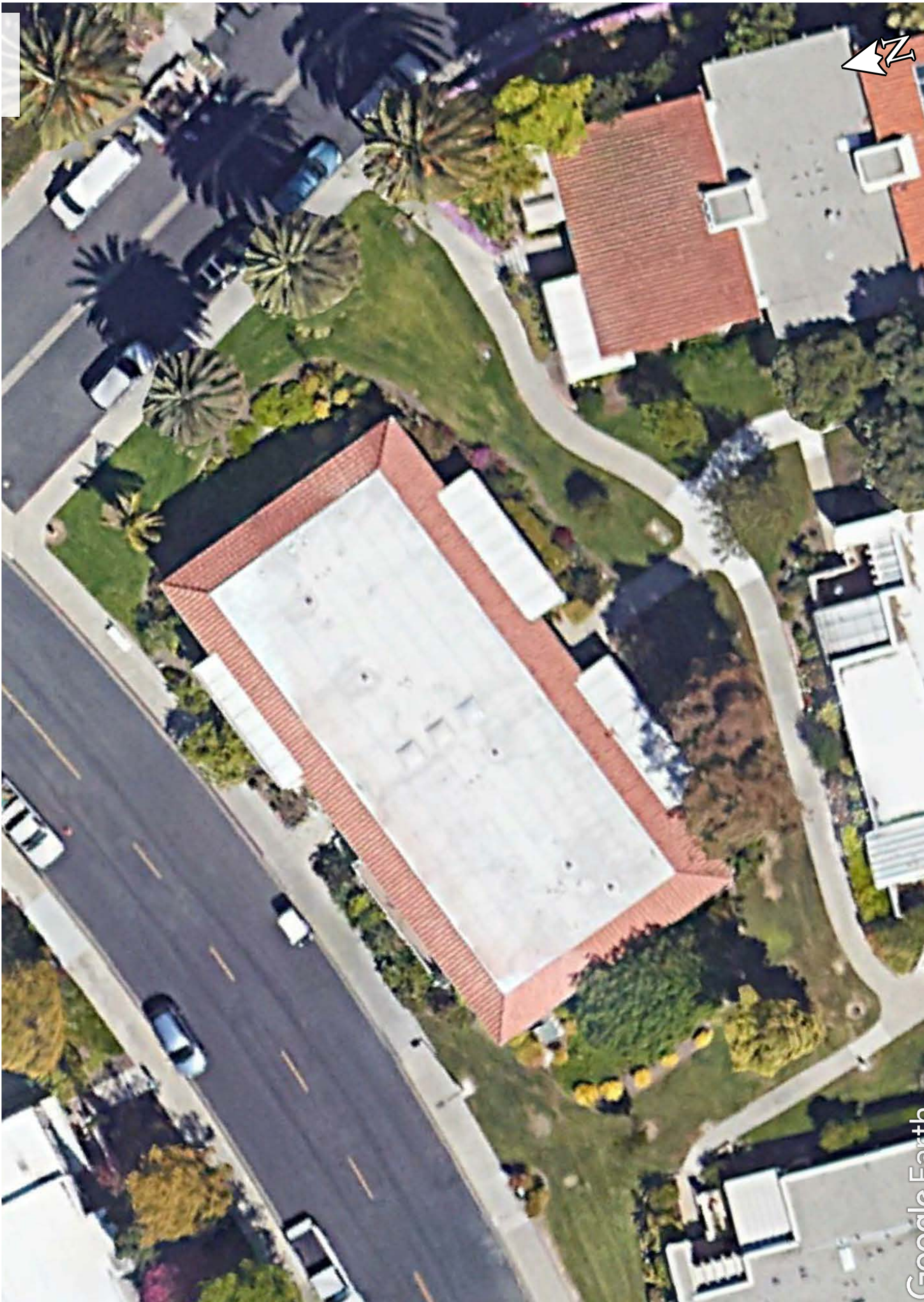
ATTACHMENT(S)

ATTACHMENT 1: Photos

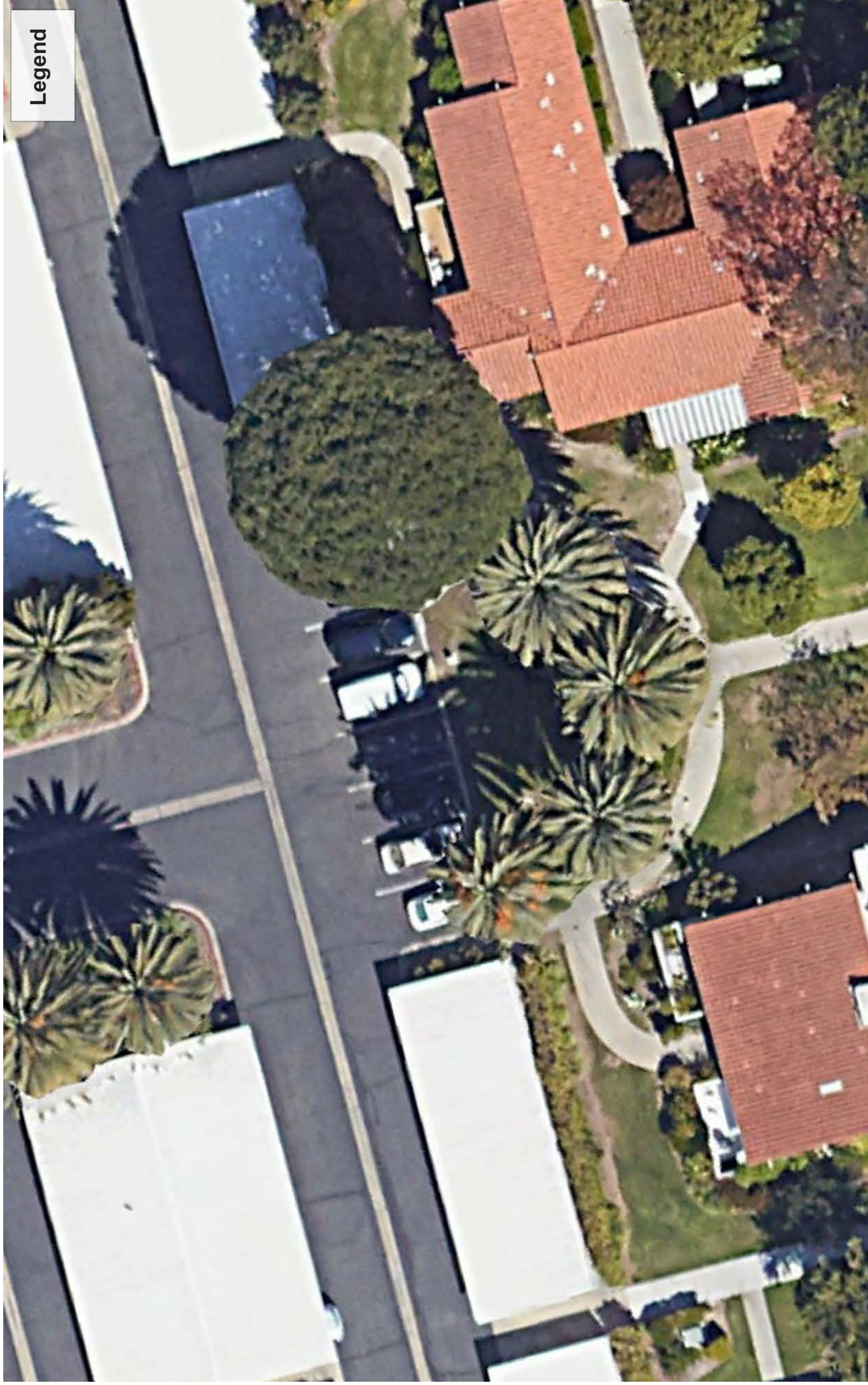
ATTACHMENT 2: Proposed Plan Page



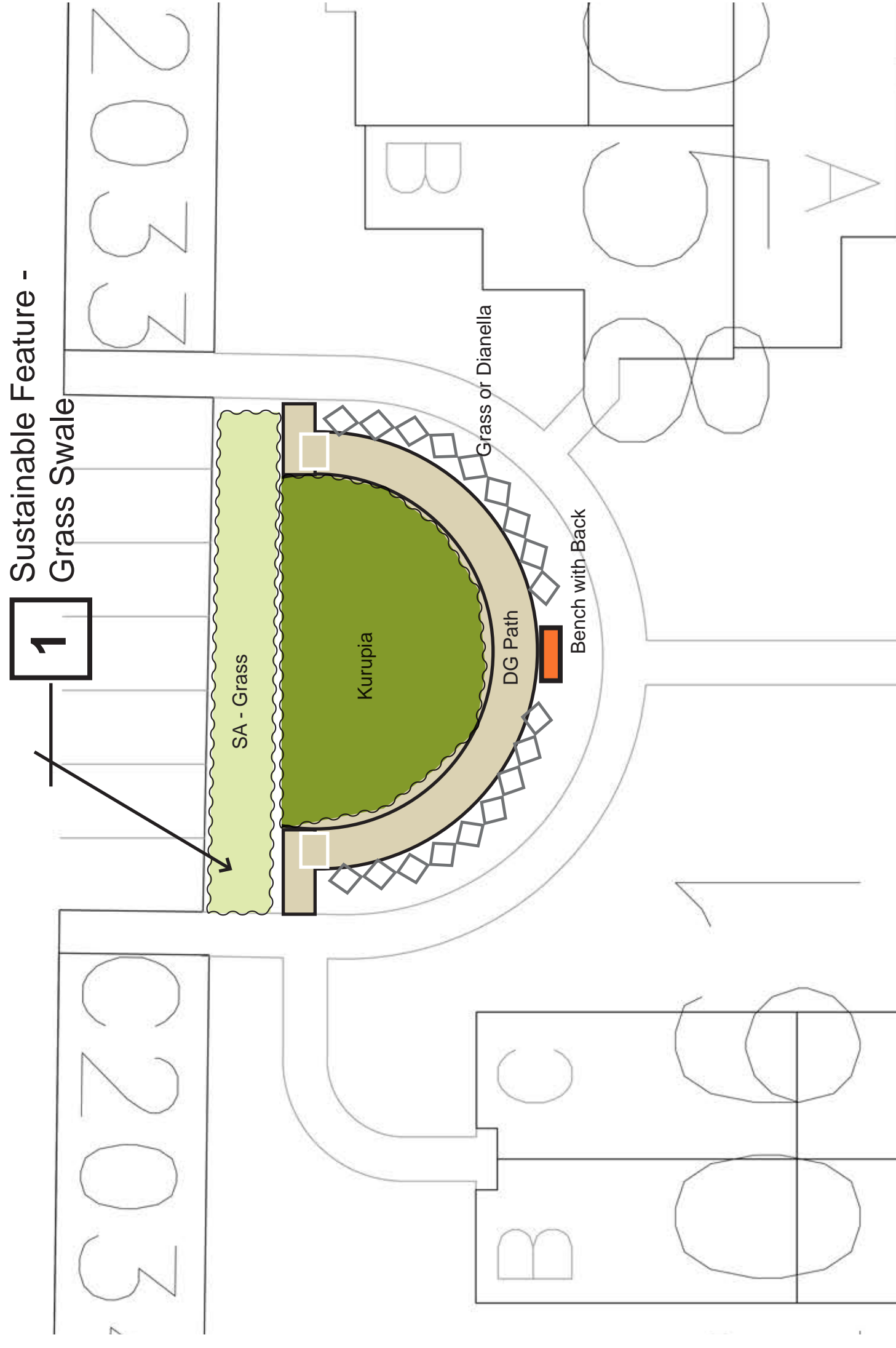




5-C 2070 Via Mariposa E



5-D 22061/2058 Via Mariposa E



Concept Plan

Gate 1 and Gate 5 Landscape Renovation Sites
September 17, 2019

Laguna Woods Village

MS+MEGT
Landscape Architecture
Laguna Beach CA