



**OPEN MEETING**

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

**Thursday, June 14, 2018 – 9:00 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 April 25, 2018
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update

**Consent:**

9. Accelerated Tree Removal - 2073-A (Boudreau)

**Reports:**

None

**Items for Discussion and Consideration:**

10. 2018 Landscape Revitalization Project Prioritization
11. Tree Management Policy
12. Tree Removal Requests:
  - a) 251-B Calle Aragon ( Pitts)
  - b) 26-D Avenida Castilla (Han)
  - c) 408-A Avenida Castilla (Theodore)
  - d) 645-C Avenida Sevilla (Rodriguez)

**\*\*Committee Tour – Visitation of various sites corresponding to landscape requests from Mutual Members and/or other Committee interests and/or projects. *To be conducted after all other business is concluded.***

**Items for Future Agendas:**

None

**Concluding Business:**

13. Committee Member Comments
14. Date of Next Meeting – August 9, 2018
15. Adjournment

Maggie Blackwell, Chair  
Bruce Hartley, Staff Officer  
Telephone: 949-597-4650

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

Wednesday, April 25, 2018 – 1:30 p.m.

Laguna Woods Village Community Center Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** Maggie Blackwell – Chair, Manuel Armendariz, Janey Dorrell,  
Pamela Grundke (Advisor)

**MEMBERS ABSENT:** None

**OTHER DIRECTORS:** Juanita Skillman, Carl Randazzo

**STAFF PRESENT:** Bruce Hartley, Larry Hernandez, Bob Merget, Kayla Aninzo

**1. Call to Order**

Chair Blackwell called the meeting to order at 1:30 p.m.

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Meeting Report for February 8, 2018**

The meeting report for February 8, 2018, was approved by consensus without objection.

**5. Chair's Remarks**

Chair Blackwell greeted the Committee and those in attendance. She announced the resignation of Advisor Grundke.

Advisor Grundke thanked the Committee, staff, and the community for their support over the last 15 years and wished everyone well.

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

- Richard Rader (270-D) commented on mowing schedules and shepherd's crooks fencing.
- Kerry Stiles (921-B) commented on turf maintenance.
- Judith Rizzo (468-D) inquired about mulch and extending stack-block retaining walls.
- Kathleen Rubin (895-A) commented on various landscaping topics.

**7. Response to Member Comments**

Staff Officer Bruce Hartley commented that staff is working with Security and the Maintenance and Construction Division to evaluate shepherd's crooks locations. Additional landscape will be added upon completion of the projects.

Larry Hernandez, Landscape Manager, commented that the mowing schedule is currently on a  
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two week cycle. He commented that residents should request supervisor contact through Resident Services to address any questions or concerns.

Director Armendariz commented on turf maintenance issues.

Director Skillman commented on United's upcoming budget meeting. Shepherd's crooks and additional landscape services are topics of interest for next year.

### **8. Department Head Update**

Bruce Hartley, General Services Director, commented that tree management and solar panels will be discussed at the next meeting. Landscaping crews have re-landscaped the center median on Calle Aragon by the Performing Arts Center. The OCFA notified staff of potential grants available to provide funding for the education of residents on increasing defensible space. Arbor Day will be held at the Aliso Creek bridge on Friday, April 27, 2018, at 10 a.m. A sycamore tree will be planted to replace a tree that was previously removed.

### **Consent:**

None

### **Reports:**

None

### **Items for Discussion and Consideration:**

#### **9. Bluebird Boxes in United Mutual Trees**

Chair Blackwell expanded on the history of bluebird boxes in the Village and outlined a non-regulation, non-participation stance for United Mutual. She commented that United Mutual has no records of any regulations or documentation on bluebird boxes.

Director Skillman commented that the policy has always been 'no policy'. Director Dorrell commented that the GRF Community Activities Committee took no action on the topic.

Several members commented on this item:

- Katerina Pedersen (674-P) submitted a letter to the Committee in favor of keeping the status quo.
- Judy Rizzo (468) commented on the history of bluebird boxes.
- Danny Henson (325-Q) commented on bluebird boxes.
- Richard Rader (270-D) commented on bluebird boxes in favor of keeping the status quo.

Director Skillman made a motion to take no action at this time. Director Armendariz seconded the motion. The motion passed unanimously.

Chair Blackwell suggested that advice and services be offered by people interested in the welfare of the bluebirds. She stated that all residents are to respect the property of others wherever situated.

#### **10. Landscape Maintenance Manual Update**

The Landscape Maintenance Manual (Manual) is a guide for residents of Laguna Woods Village, intended to educate and assist them on a wide variety of landscape topics in. Bruce



Hartley presented the updated document and sought input from the Committee.

Chair Blackwell commented that she is pleased with update and commented that routine schedules for landscape are available online on the Village website.

Director Armendariz made a motion to accept the Landscape Maintenance Manual as drafted. Director Dorrell seconded the motion. The motion passed unanimously.

Director Dorrell commented on the inconsistent naming of United Mutual in the Manual.

Chair Blackwell commented that resolutions should be kept unamended to preserve as passed.

### **11. Species Specific Tree Trimming**

Bob Merget, Tree Supervisor, outlined the initial tree species specific trimming program. Tree trimming is currently on a 34-month cycle. The desired annual streetlight clearance trimming can be achieved by delaying the trimming for slower growing tree species. Staff is in the process of collecting data, noting trees that are affecting streetlights, using the ArborPro tree inventory software.

Director Dorrell asked if trimming trees near solar panels can be implemented into the proposed program.

Chair Blackwell suggested that the proposed program be accepted 'as is'; adding to the budget as needed as the program develops.

Mr. Hartley commented that staff has yet to discuss tree management near solar panels. Staff will bring back to the Committee when needed to modify the Species Specific Tree Trimming program.

Director Skillman made a motion to accept option two: to fully prune all trees associated with streetlights annually. Director Armendariz seconded the motion. The motion passed unanimously.

### **12. Tree Removal Requests**

After member input at the meeting on the tree removal requests, the Committee tour followed and was attended by Chair Blackwell, Director Armendariz, and Director Dorrell.

#### **a. 2152-B Ronda Granada (Kim) – Ash (2), Star Pine, and Weeping Fig**

George Lefebvre (2152-A) submitted a letter and pictures to the Committee in favor of the removal of the trees.

Ronald Drauden (2152-O) spoke against the removal of the trees.

Director Randazzo commented on tree roots and building structures.

Director Armendariz commented on the Committee's reasons for removal.

Chair Blackwell commented that tree removals are always judiciously reviewed against the Mutual's Tree Removal guidelines.

Recommendation: the Committee recommended the denial of the request to remove the ash tree at 2152-A, approval of the request to remove the ash tree at 2152-B, approval of the request to remove the star pine tree, and approval of the request to remove the weeping fig tree by a vote of 2-1. Director Armendariz opposed; he was in favor of the removal of all four trees.

The ash tree located at 2152-B was found to be in poor condition with observable decay and a large amount of surface rooting. The ash tree at 2152-A was found to be in fair condition with minor decay and a large amount of surface rooting. There is currently no damaged concrete attributable to either of the trees. The star pine tree and weeping fig tree at 2152-A have begun to cause structural damage to the building. The trees are scheduled to be removed in August 2018.

**b. 25-T Avenida Castilla (Shotwell) – Maidenhair Tree**

Marianne Foss (25-N) spoke in support for the removal of the tree.

Katerina Pedersen (674-P) spoke against the removal of trees.

Recommendation: the Committee recommended approval of the request to remove the tree by a vote of 2-1. Chair Blackwell opposed. Female trees produce fruit with a very pungent odor and typically are not planted in residential landscape settings. Due to the size and maturity of this particular tree, the negative impacts of the fruit are significant. The tree is scheduled to be removed in August 2018.

**c. 594-A Avenida Majorca (Jones) – American Sweetgum**

Recommendation: the Committee unanimously recommended approval of the request to remove the tree. At the time of inspection, the tree was found to be in fair condition with a presence of an untreatable bacterial disease called xylella. The tree is growing in close proximity to the foundation of the building and will likely lead to structural damage. The tree is scheduled to be removed in August 2018.

**Items for Future Agendas:**

**13. Landscape Revitalization Project (June)**

**14. Tree Management Policy (June)**

**Concluding Business:**

**15. Committee Member Comments**

Director Armendariz commented that he was pleased with the progress made and the efficiency of the meeting.

Director Skillman commented that the Committee reviews tree removals thoroughly. The Committee is almost always in favor of keeping the tree.

Director Dorrell commented that the Committee likes to save trees.

Chair Blackwell thanked everyone for a cordial meeting.

**16. Date of the Next Meeting – June 14, 2018**

The date of the next meeting of the United Laguna Woods Mutual Landscape Committee is scheduled for Thursday, June 14, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

**17. Adjournment**

There being no further business, Chair Blackwell adjourned the meeting at 2:53 P.M.

A handwritten signature in cursive script, reading "Maggie Blackwell", written in dark ink. The signature is fluid and stylized, with the first letters of the first and last names being capitalized and prominent.

Maggie Blackwell, Chair  
United Landscape Committee

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## STAFF REPORT

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**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Accelerated Tree Removal - 2073-A Ronda Granada (Boudreau)

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### **RECOMMENDATION**

Receive and file this report.

### **BACKGROUND**

Mr. Boudreau had initiated a removal request previously for this tree. After waiting for a few months, he contacted staff asking about the status of the request, concerned that current damage to his patio wall would become more severe and that the roots that were growing around the sewer clean-out would somehow gain access to the lateral and cause a sewer back-up in his manor. Staff was unable to locate the request. In an effort to ease the frustration of the resident, staff expedited the review of the request.

Mr. Boudreau is requesting the removal of a China Doll tree, *Rademachera sinica*. Staff inspected the tree on May 16, 2018, confirming that the roots of the tree were in fact lifting the wall and sharing the resident's concern regarding the potential impact on the sewer lateral. Staff contacted the Chair of the United Landscape Committee requesting approval for an accelerated removal of the tree, which would take place prior to the next Committee meeting. The Chair, citing the current and potential damage, approved the accelerated removal.

### **DISCUSSION**

The large roots of the China Doll tree were causing damage to the patio wall and growing around the sewer clean-out. It is the opinion of staff that the damage would increase in severity and that no mitigating maintenance work could be performed to address the problems without risking the failure of the tree in the future. The tree was removed; the stump will be ground following the marking of the utilities in the area.

### **FINANCIAL ANALYSIS**

The cost to remove the tree was \$740 with an additional cost of \$400 for the stump removal and the restoration of the shrub bed area.

**Prepared By:** Bob Merget, Tree Supervisor

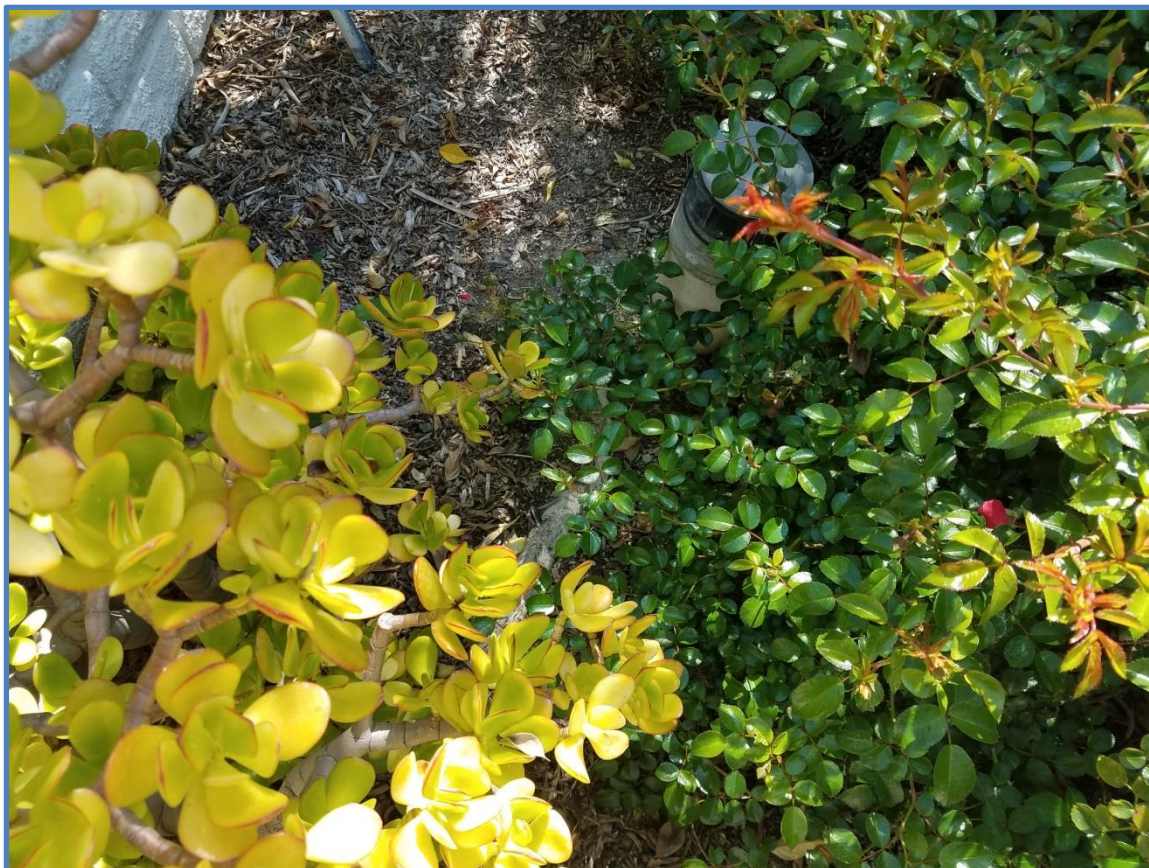
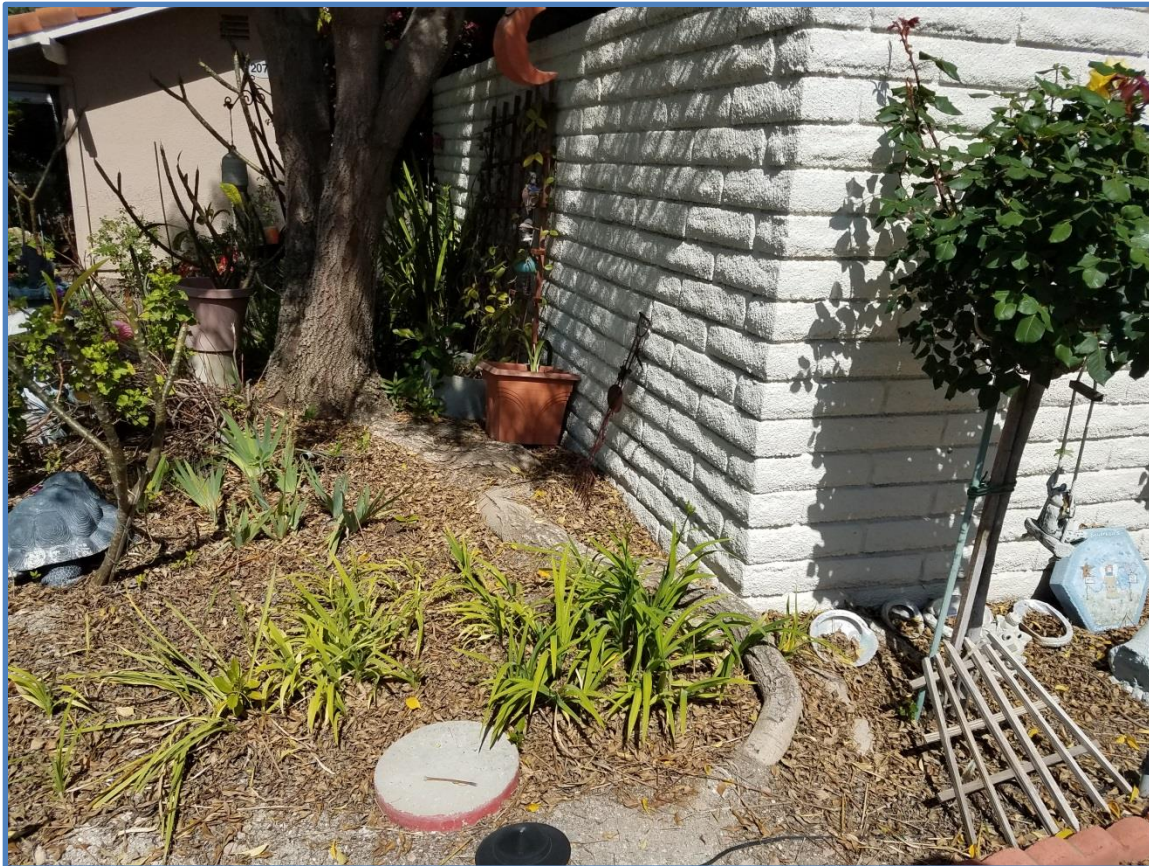
**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

**ATTACHMENT(S)**  
ATT-1: Photographs

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## STAFF REPORT

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**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** 2018 Landscape Renovation Project Prioritization

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### **RECOMMENDATION**

Approve the Landscape Renovation Projects proposed for Cul-de-sacs 14 and 15 per Attachment 3.

### **BACKGROUND**

At the August 9, 2017 meeting of the Landscape Committee, Cul-de-sacs 14 and 15 were identified as locations that would benefit by upgrading the irrigation systems, reducing turf and performing minor re-landscaping utilizing the 2018 budgeted reserves for landscape renovation projects.

Committee members toured the proposed area with Landscape Division staff to review the proposed improvements. The project areas would include approximately 126,000 square feet of landscape. Per committee direction, approximately 18,000 square feet of turf along the serpentine walk would remain.

### **DISCUSSION**

The area suggested for improvement was selected due to low water pressure, tree competition with turf and a high degree of sun exposure to the area. The irrigation systems within the Cul-de-sac 14/15 area will be upgraded to improve overall water use efficiency and to better support the new plants. Portions of the turf that are performing poorly or are inefficient to mow will be converted to shrubs and/or groundcover. Any poorly performing shrubbery will be replaced. The areas are irrigated via seven mixed-use water meters (providing water for both indoor and outdoor use).

The following is a summary of the work to be performed:

- Areas of turf and shrub beds being irrigated by the same valve will be separated.
- Areas of shrub bed and slope irrigated by the same valve will be separated.
- Sprinkler head spacing will be corrected to increase the water distribution uniformity.
- Turf sprinkler nozzles will be changed to higher efficiency, low precipitation rotary nozzles.
- Shrub beds that receive irrigation repairs will be converted to drip irrigation.
- Lawn areas that are performing poorly due to competition with trees or other factors will be converted to shrubs or groundcover.

- Lawn areas that are difficult or inefficient to mow will be converted to shrubs or groundcover.
- Poorly performing shrub bed and slope plantings, as well as plantings damaged due to the irrigation improvements, will be replaced.

Work would begin in Cul-de-sac 15 (Buildings 467-470) and continue along the serpentine walk to the front of Building 486. Staff will proceed to Buildings 478 and 479; followed by buildings 475-477 and 480-484, before continuing down the serpentine walk to finish in Cul-de-sac 14 at building 492. See Attachment 3.

The estimated cost for each of the proposed project segments by water meter are presented in the table below:

| Location                                 | Total Square Footage | Total Estimated Labor Hours | Total Estimated Labor Cost | Total Estimated Material Cost | Total Estimated Cost | Cost per Sq. Ft. |
|--|----------------------|-----------------------------|----------------------------|-------------------------------|----------------------|------------------|
| Meter 6450236 - Bldgs: 467-470           | 14,089               | 595                         | \$31,961.59                | \$5,800.90                    | \$37,762.49          | \$2.68           |
| Meter 6450238 - Bldgs: 471-472           | 6,761                | 285                         | \$15,337.31                | \$2,783.00                    | \$18,120.31          | \$2.68           |
| Meter 6450220 - Bldgs: 472-475 & 485-486 | 24,144               | 1,049                       | \$56,114.81                | \$9,942.50                    | \$66,057.31          | \$2.74           |
| Meter 6500224 - Bldgs: 476-477 & 480-484 | 21,570               | 912                         | \$49,007.67                | \$8,882.60                    | \$57,890.27          | \$2.68           |
| Meter 6450232 - Bldgs: 478-479           | 5,045                | 213                         | \$11,468.91                | \$2,074.30                    | \$13,543.21          | \$2.68           |
| Meter 6500228 - Bldgs: 483 & 476-477     | 1,726                | 73                          | \$3,938.47                 | \$710.70                      | \$4,649.17           | \$2.69           |
| Meter 6450216 - Bldgs: 487-492           | 20,659               | 792                         | \$43,455.59                | \$8,508.80                    | \$51,964.39          | \$2.52           |
| <b>Total CDS 14 &amp; 15:</b>            | <b>93,994</b>        | <b>3,919</b>                | <b>\$211,284</b>           | <b>\$38,703</b>               | <b>\$249,987</b>     | <b>\$2.66</b>    |

## **FINANCIAL ANALYSIS**

Staff estimates this project will cost approximately \$250,000. The 2018 Business Plan includes \$250,000 in reserve expenditures for landscape renovation identified for this purpose.

**Prepared By:** Mindi Fielding, Management Analyst

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

## **ATTACHMENT(S)**

ATT-1: Plant list

ATT-2: Photographs

ATT-3: Map of Proposed Project Location



## PROPOSED PLANT LIST

### Shrubs:

#### Rhaphiolepis 'Clara'

Typically four feet tall by four feet wide, these shrubs are drought-tolerant and bloom with pink flowers in the late winter. They are low maintenance, make excellent hedges, and can be in either full sun or shade.

#### Euonymus 'Silver Queen'

This shrub eventually grows to five feet tall by four feet wide, but may be easily shaped. The sheen on the leaf brightens an otherwise dull landscape.

### Succulents:

#### Aloe attenuata

These three feet tall by three feet wide plants require little or no maintenance, very little water, and thrive in full sun. They produce a flower spike up to ten feet tall after about ten years.

#### Senecio mandraliscae

This is a very blue succulent that makes an excellent low maintenance groundcover. This plant thrives in full sun or partial shade and produces a yellow flower throughout the year.

### Flowers:

#### Euryops viridis

This flowering shrub produces yellow aster-type flowers all year long. It can be used in mass or stand alone to brighten up a shrub bed.

#### Agapanthus africanus

Also known as Lilly of the Nile, this plant has a wide range of tolerance. Agapanthus flowers in the summer, in blues, purples, and white.

## CDS 14/15 Turf Reduction Areas



**Building 487**



**Building 485**





**Building 470**





**Building 477**





**Building 482**



Start

ATTACHMENT 3  
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CALLE CADIZ

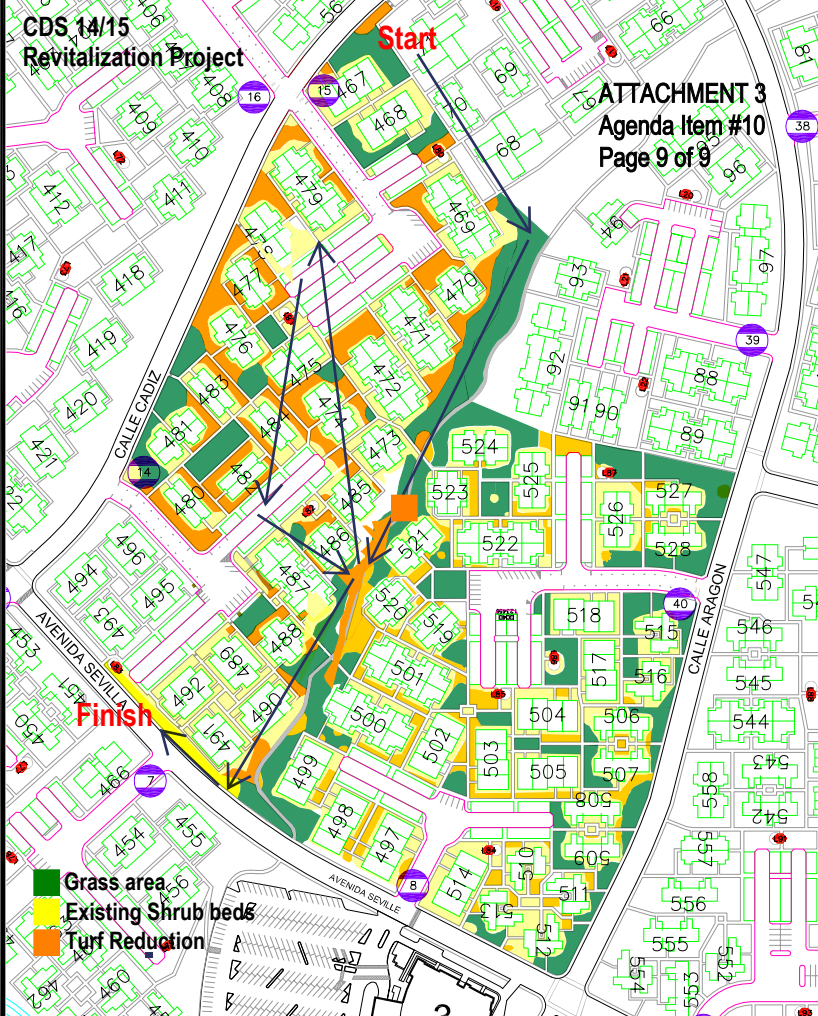
CALLE ARAGON

AVENIDA SEVILLA

AVENIDA SEVILLA

Finish

- Grass area
- Existing Shrub beds
- Turf Reduction



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## STAFF REPORT

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**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Management Policy

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### **RECOMMENDATION**

Approve tree management policies regarding the removal of pine trees and the maintenance practices for trees affecting roof-top solar generating systems in United Mutual.

### **DISCUSSION**

#### **Pine Tree Management:**

There are 950 Canary Island Pine trees growing in United Mutual. These large mature trees add significantly to the ambiance and tranquility of the entire mutual. They provide shade from summer sun and habitat for a wide variety of birds and other creatures. They are beneficial in many ways, but are also the source of problems and complaints. Staff is suggesting the implementation of a policy that would aide in the preservation and management of this particular species of tree.

355 of the pine trees are over 60 feet tall with diameters ranging from 19 inches to 30 inches. In most cases, these trees were originally planted in groups of three, five, seven or more. The trees are nearing mature size and have canopies that have grown together. This has resulted in the trees forming a very dense canopy, making it difficult to grow and maintain landscape underneath. Typically, these large trees also drop a significant amount of pollen, needles and cones, yielding complaints from residents due to allergies, clogged rain gutters, trip hazards from the cones, small limbs dropping, sap on patios, shoes, etc. The close spacing of the trees and the intertwined limbs also makes climbing the trees for maintenance very difficult. See Attachment 1.

Staff recommends the initiation of a program to systematically evaluate each grove of pine trees to determine if there are situations where removing select trees could improve the quality of life of the surrounding residents and increase the maintainability of the remaining trees. Thinning out stands of these trees by targeting every other tree where they are grouped together would allow the trees to develop more naturally and still maintain the look of the urban forest. The additional lighting would help the surrounding turf and shrub bed areas to flourish and would likely reduce the number of work orders generated for raised sidewalks, leaf pick up, debris on sidewalks, lawn repair and all the nuisance complaints associated with the trees.

Staff is suggesting a process where candidates for removal are brought to the Committee for approval. Each removal would be considered on a case-by-case basis with direction provided by the Committee with resident input as appropriate.

### Solar Panel Maintenance:

With the increasing awareness of global warming, rising utility rates and government programs to support the installation of solar generating systems, the need has arisen to address requests for tree trimming or removal. United Mutual has roof-top solar arrays on carports that generate a significant savings in community electrical costs. The arrays consist of 'strings' or groupings of individual solar panels that if partially shaded, stop generating electricity across the entire string. This may also occur with privately owned solar panels, which may be considered an alteration, with no Mutual responsibility for any maintenance or production goals. The Mutual systems are included in a contractual agreement with the installer that requires the mutual trim trees to insure the production goals are met.

Staff is recommending that the Committee authorize staff to either crown reduce or remove trees that adversely affect the productivity of roof-top solar generating systems. Work performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual. Necessary trimming or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member. Staff further recommends that the determination of appropriate trimming and/or removal be made by staff on a case-by-case basis and not agendized for Committee approval.

### **FINANCIAL ANALYSIS**

If pine trees are removed as a result of the proposed program, the estimated cost per tree would be \$2,800 including stump removal. This expense would be funded through the annual tree maintenance budget. It would reduce the number of trees trimmed per year, but could be offset through a species specific trimming program if the Committee directed.

The trimming or removal cost for trees associated with roof-top solar generating systems would vary. Costs could range from \$300 per tree for trimming up to \$2,800 per tree for complete removal. If the work is for a private system, it would be a chargeable service and have not financial impact, as the owner would fund the work.

If this program is approved, staff will present a cost analysis utilizing ArborPro at the next landscape committee meeting.

**Prepared By:** Bob Merget, Tree Supervisor

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

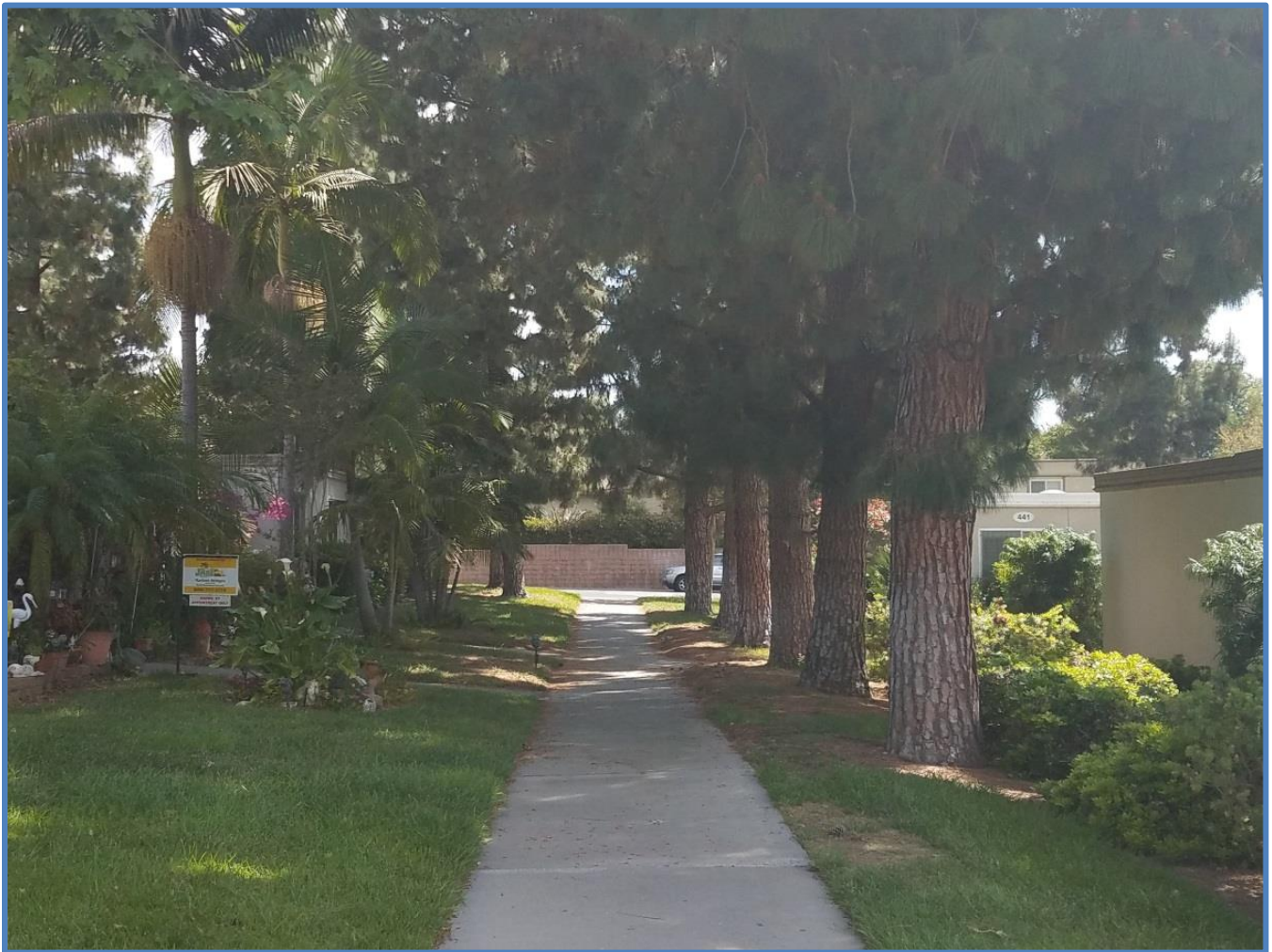
### **ATTACHMENT(S)**

ATT-1: Photographs of pine trees in United Mutual











## STAFF REPORT

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**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Tree Removal – 251-B Calle Aragon (Pitts)

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### **RECOMMENDATION**

Deny the request for the removal of one Jacaranda tree located at 251-B and trim on schedule.

### **BACKGROUND**

Ms. Pitts purchased the manor in August 1990. She is requesting the removal of one Jacaranda tree, *Jacaranda mimosifolia*, located in the turf area at the front of her manor. See Attachment 1. The reasons cited by her for the removal request are: excessive litter/debris; the tree is overgrown; it could be a hazard to pedestrians; and the tree could topple over in bad weather conditions. Several neighbors have signed the request in favor of the removal.

The tree was last pruned in September 2016 and is scheduled for pruning again in approximately September 2019. It is approximately 38 feet in height with a trunk diameter of approximately 19 inches and is growing approximately eight to ten feet from the sidewalk and building.

### **DISCUSSION**

At the time of inspection, the tree was found to be in fair condition with no visible decay, pests or trunk damage. There is noticeable raising and cracking of the sidewalk adjacent to the tree and visible surface roots. Jacaranda trees, as species, drop a moderate to heavy amount of flowers and leaf debris on a seasonal cycle. The litter observed is typical for this species of tree. Per the Mutual's Tree Removal Guidelines, trees are not removed solely due to litter and debris.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$1,600. The cost to trim the tree is estimated to be \$450; with an estimated value of \$3,494, based on ArborPro tree inventory.

**Prepared By:** Bob Merget, Tree Supervisor

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

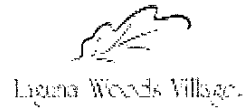
ATT-1: Photographs and Mutual Landscape Request Form with Letters







RECEIVED  
APR 10 2018  
LANDSCAPE DIVISION



## 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.

251 B Calle Aragon  
Address

4-10-18  
Today's Date

Lorraine Pitts  
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): Extremely dangerous w/ all the debris that drops

#### **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.

Front YARD - Debris could be a hazard when walking on the sidewalk. If <sup>are</sup> bad weather conditions it could topple on top of at least 1 house or more! Very dangerous

### 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 |
|-----------------------|---------|-----|-----------|---------|
| Mary A Packard        | 250 E   | ✓   |           |         |
| Lorraine Pitts        | 251 B   | ✓   |           |         |
| R. Sundahl            | 250 G   | ✓   |           |         |
| Cornell Gould         | 250 F   | ✓   |           |         |
| Rose Mary Tricomielli | 252 C   | ✓   |           |         |
| Judy McShogor         | 251 A   | ✓   |           |         |

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Lorraine Pitts  
Owner's Signature

Lorraine Pitts  
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: \_\_\_\_\_

April 18, 2018

250-F 613-0411

ATTACHMENT 1

Mr. Robert Merget, Supervisor - Trees  
Laguna Woods Properties

This is a landscape request - one very large tree

Dear Mr. Merget:

We six residents are being impacted by an aging tree in extremely poor condition at 251 B Calle Aragon.

On April 10, 2018 we requested that the tree on Lorraine Pitts property at 251 B Calle Aragon be removed.

The tree is DANGEROUS. Not only does it drop daily debris onto our sidewalks, roof, atrium, porches and grounds but has even had tree limbs break off and lands other residents yards.



Please remove the tree at 251 B Calle Aragon immediately before tree limb kills a resident or causes a resident to break something. The tree drops needles and hard pods all over the sidewalks causing us to trip, lose our balance and fall.

Manor #. Remove Tree NOW

1. Connie Gayle 613-0411 250F ✓
2. Ferraine Pitts 949-859-359 251B ✓
3. Rose Mary Friesenelle 749-743-4670 ✓
4. Mary Roebey 661-977-3226 ✓
5. Judy McGehee (310) 650-0714 ✓
6. R. Gundahl (949) 455-2525 ✓

Thank you

cc: Bradley Hudson, CEO Village Management  
cc: Pamela Basheline

May 15, 2018

Mr. Robert Merget, Landscape Supervisor

RECEIVED  
MAY 16 2018  
LANDSCAPE DIVISION

Dear Mr. Merget:

This is the second request for the removal of the EXTREMELY large and DANGEROUS tree located at 251 B Calle Aragon.

You came to take pictures of this tree and hope you will make them available to the board members at the June Board Meeting.

There are enormous branches, large pods and debris that fall onto our sidewalks and property and this adds to a dangerous situation.

Many residents that have signed this petition use a cane or walker so hence their balance is in more danger. Why should someone be injured seriously before action is taken. I know of several people who have twisted their or worst because of dangerous debris from this tree.

I emphasis immediate action so everyone can be safe and have a good life on Laguna Woods.

Mr. Merget please add my name and Judy McGregor to speak at June Board Meeting.

Thank you.

Constance Gould

cc: Mr. Brad Hudson CEO Village Management  
Pamela Basheline

Bob, please call me so I know you  
got my letter. I intend to go to  
the Board Meeting June 5 @ 9:30  
and hopefully you will have  
the photos to show the board.

Thank you. Connie

6/3-0411

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intentionally blank.**





## STAFF REPORT

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**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Tree Removal – 26-D Avenida Castilla (Han)

---

### **RECOMMENDATION**

Deny the request for the removal of one Shamel Ash tree located at 26-D and trim on schedule.

### **BACKGROUND**

Mr. Han purchased the manor in July 1999. He is requesting the removal of a Shamel Ash tree, *Fraxinus uhdei*, located at the side of his manor in the shrub bed area. See Attachment 1. The reasons cited by him for the removal are: sewer damage; the tree is overgrown; excessive litter/debris; damage to the air conditioning unit from falling leaves and dangerously close to building with many roots above the ground. Surrounding neighbors have signed in favor of the removal.

The tree was last pruned in September 2015. It is scheduled for pruning again in September 2018. It is approximately 46 feet in height with a trunk diameter of approximately 32 inches and is growing approximately five to six feet from the sidewalk and building.

### **DISCUSSION**

At the time of inspection, the tree was found to be in fair condition with some noticeable deadwood and decay. No damage to the manor was observed. Previous sidewalk replacement was evident. To date there is no record of any mainline stoppages associated with this manor or tree.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$2,600. The cost to trim the tree is estimated at \$650 and the estimated value is \$7,155 based on ArborPro tree inventory.

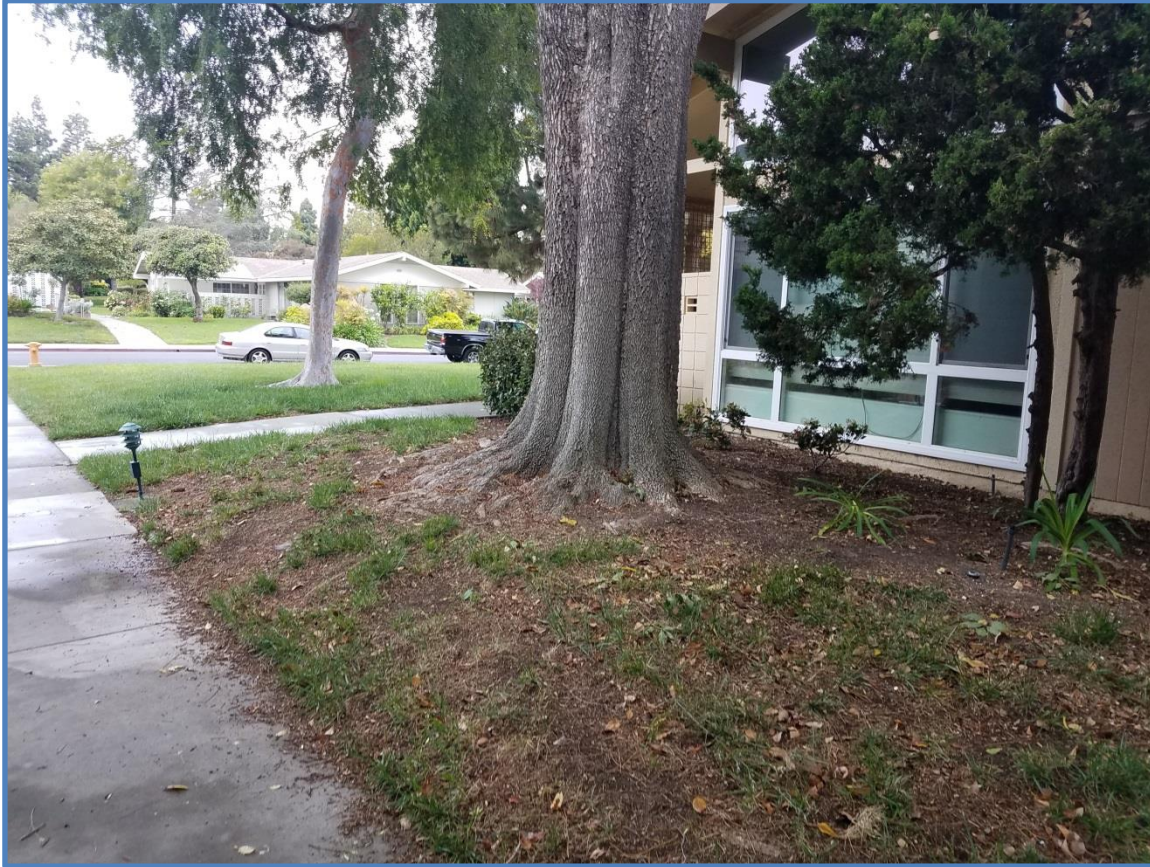
**Prepared By:** Bob Merget, Tree Supervisor

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

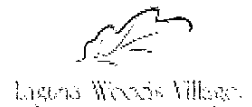
ATT-1: Photographs and Mutual Landscape Request Form with Letters











RECEIVED

APR 24 2018

LANDSCAPE DIVISION

**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.

26 AVENIDA CASTILLO # D

Address

APRIL 5, 2018

Today's Date

SOUNG I HAN

Resident's Name

714) 388-6763

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): TREE IS DANGEROUSLY CLOSE TO BLDG 26 WITH MANY ROOTS ABOVE GROUND.

**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.

DID SO AT BOTTOM OF OTHER SIDE  
 TREE SITS JUST A FEW FEET FROM WALL OF A 26  
 UNIT. STORM OF WIND COULD BRING IT DOWN ONTO BLDG  
 25 OR 26-

### 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 |
|----------------|---------|-----|-----------|---------|
| Carmen Trunkel | 25-P    | ✓   |           |         |
| Randall Harlow | 25-C    | ✓   |           |         |
| Steve S. Wang  | 26-C    | ✓   |           |         |
| Lucas M. Badi  | 26-B    | ✓   |           |         |
|                |         |     |           |         |
|                |         |     |           |         |

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

### Acknowledgement - Owner

By signing, you are acknowledging this request. *PRINT.*

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: \_\_\_\_\_

April 19, 2018

Hello,

This letter is to serve as a request to either significantly trim down or remove a tree adjacent to my residence. I am personally requesting the latter option:

Soung I. Han

26 Avenida Castilla – Unit D.

I have gained support from surrounding neighbors, including gathering resident-signatures. At this time I would like to list several reasons for tree removal request:

- Sewer damage
- Overgrown
- Debris (from small leaves)
- Roots exposed above ground
- Branches spread out and growing extremely close to my building
- Attracts unwanted birds (specifically crows), creating noise pollution
- Attracts unwanted insects that lead into my residence, creating the need to purchase insect spray
- Will either need to repair or replace my A/C unit due to damage from falling leaves:  
\$450 = repair fee  
\$1500 = replacement

I ask that you carefully review the above reasons and consider removing said tree. Should you have any questions please contact me at the below numbers:

Cell 714-858-4763

Hm 714-389-6763

Thank you for your time,

Soung I. Han

P 2-2





## STAFF REPORT

---

**DATE:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Tree Removal – 408-A Avenida Castilla (Theodore)

---

### **RECOMMENDATION**

Approve the request for the removal of one Carrotwood tree located at 408-A, at Mutual expense, to be scheduled during the normal trim cycle.

### **BACKGROUND**

Ms. Theodore purchased the manor in March 2013. She is requesting the removal of a Carrotwood tree, *Cupaniopsis anacardioides*, located in the turf area at the front of her manor. See Attachment 1. The reason cited by her for the removal is: excessive litter/debris. Surrounding neighbors have signed in favor of the removal.

The tree was last pruned in November 2015 and is scheduled for pruning again in November 2018. It is approximately 12 feet in height with a trunk diameter of approximately seven inches and is growing approximately five to six feet from the sidewalk and building.

### **DISCUSSION**

At the time of inspection, the tree was found to be in poor condition with noticeable fruiting bodies present, indicating active internal fungus and decay. Removal of a large limb had been performed previously on this tree following a branch failure farther up in the canopy. The tree is unbalanced following the limb removal, with a high likelihood of future failure.

### **FINANCIAL ANALYSIS**

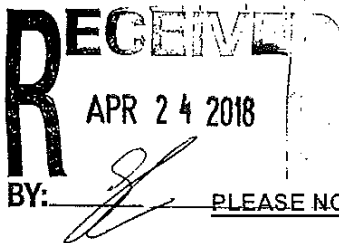
The cost to remove the tree is estimated at \$600, cost to trim is estimated at \$150 and the estimated value is \$1,906 based on ArborPro tree inventory.

**Prepared By:** Bob Merget, Tree Supervisor  
**Reviewed By:** Larry Hernandez, Landscape Manager  
Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

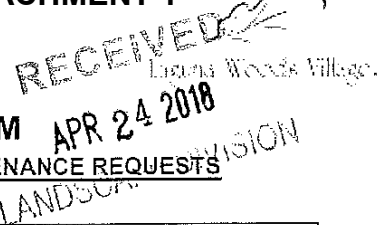
ATT-1: Pictures; Mutual Landscape Request Form





CARR + WOOD  
OUT

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.

408 Avenida Costilla unit A 4-23-18  
Address Today's Date

CHAE HUI THEODORE 949-433-0022  
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):

#### **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.

Berry's & debris always falling. Also, dead tree blocks any light.

### Signatures of All Neighbors Affected By This Request

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

| Signature             | Manor # | For | Undecided | Against |
|-----------------------|---------|-----|-----------|---------|
| <i>Chris Thompson</i> | 4071    | X   |           |         |
| <i>HEC</i>            | 407B    |     |           |         |
| <i>Louise Hoff</i>    | 406C    |     |           |         |
| <i>Edna Lester</i>    | 407A    |     |           |         |
|                       |         |     |           |         |
|                       |         |     |           |         |

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Chae Hui Theodore*  
Owner's Signature

*CHAE HUI THEODORE*  
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:** June 14, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Off-Schedule Trimming – 645-C Avenida Sevilla (Rodriguez)

---

### **RECOMMENDATION**

Deny the request for off-schedule trimming of a Brush Cherry and a Fern Pine tree located at 594-A. Approve staff to crown reduce the trees as a chargeable service to the resident and schedule during normal trim cycle.

### **BACKGROUND**

Ms. Rodriguez purchased the manor in August 2014. She is requesting the off-schedule trimming of a Brush Cherry, *Syzygium paniculatum*, and a Fern Pine, *Podocarpus gracilior*, tree located in the shrub bed area at the rear of her manor. See Attachment 1. The reason for the request is that the trees are blocking the sun, resulting in a reduction in the productivity of the solar panels. No other neighbors have signed the request.

The trees were last pruned in January 2016 and are scheduled for pruning in January 2019. They are approximately 28 feet in height with a trunk diameter of nine inches. They are growing approximately five feet from the rear of the building.

### **DISCUSSION**

At the time of inspection, the trees were found to be in good condition with no visible decay, pests or trunk damage. The manor has solar panels on the roof installed by the property owner or a previous owner, as an alteration. Staff supports pruning or crown reduction to limit any loss of electrical generation that the trees may cause; at Member expense. Work would be performed on the regular pruning cycle unless otherwise directed by the Committee.

### **FINANCIAL ANALYSIS**

There would be no cost to the Mutual if the request to trim the trees is denied, or approved at Member's expense. The cost to trim the trees is estimated to be \$400.

**Prepared By:** Bob Merget, Tree Supervisor

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

ATT-1: Photographs and Mutual Landscape Request Form







Laguna Woods Village  
5-15-18

**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.*

645-C Avenida Sevilla 5/11/18  
 Address Today's Date  
 Elizabeth Rodriguez 714-305-4418  
 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): Shade on solar Panels - Blocking the sun and preventing energy production

**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.

As can be seen in photos, trees are shading <sup>block</sup> solar panels and reducing the production of energy. Trimming them down will increase productivity.

### 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.

Elizabeth Rodriguez  
Owner's Signature

Elizabeth Rodriguez  
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: \_\_\_\_\_

From: Juan Corrales juancorrales8@yahoo.com  
Subject: Solar shading issue  
Date: March 13, 2018 at 9:47 AM  
To: erodrig51@gmail.com

Elizabeth Rodriguez  
645-C  
Avenida Sevilla  
714-305-4418

JC

Hello Mrs. Rodriguez,

We have been monitoring your system for the past 2 months regarding production. We have notice that there's some shading issues affecting the panels on the back row.

We sent a technician to check out the system and take a few pictures.

Attached you will find pictures from your roof and readings from our website where we can monitor each panels production.

May you have any questions, feel free to call us.

Thank you

