



**OPEN MEETING**

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

**Thursday, September 6, 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 August 2, 2018
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update

**Consent:**

9. Supplemental Funding for Tree Trimming

**Reports:**

10. Water Efficient Landscape
11. Project Log

**Items for Discussion and Consideration:**

12. Yellow Stake Program
13. Tree Trimming for Solar Panels
14. Landscape Design Alteration Request 5232 Moya (Watkin)
15. Tree Removal/Off-Schedule Trim Requests
  - a) 3113-D Via Serena South (Erskine)
  - b) 5076 Tero (Asner)
  - c) 3429-O Bahia Blanca West (Kremer)
  - d) 5354-Q (tour visit only)

**Items for Future Agendas:**

16. Irrigation Status Report Update (Oct.)
17. Water Efficient Plant Palette (Oct.)

**Concluding Business:**

18. Committee Member Comments
19. Date of Next Meeting – October 4, 2018
20. Adjournment

James Tung, Chair  
Bruce Hartley, Staff Officer  
Telephone: 949-597-4650

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## OPEN MEETING

### **REPORT OF THE REGULAR MEETING OF THE THIRD LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE**

Thursday, August 2, 2018 – 9:00 a.m.

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

**MEMBERS PRESENT:** James Tung – Chair, John Frankle, Roy Bruninghaus, Jules Zalon

**MEMBER ABSENT:** Violet Lawrence (advisor), Jack Connelly

**OTHER DIRECTORS:** Bill Walsh (in audience)

**STAFF PRESENT:** Bruce Hartley, Larry Hernandez, Robert Merget, Tiffany Rivas, Leslie Cameron

#### **1. Call to Order**

Chair Tung called the meeting to order at 9:02 a.m.

#### **2. Acknowledgement of the Press**

A representative of The Globe was present.

#### **3. Approval of the Agenda**

The Chair added a new Item #13 – “Water Saving Plants” to the agenda. The amended agenda was approved by consensus.

#### **4. Approval of Committee Report for July 5, 2018**

The meeting report of July 5, 2018, was approved by consensus.

#### **5. Chair's Remarks**

Chair Tung commented – The Project Log will be added to the Committee. The high temperature will cause an increase in irrigation water usage.

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

- Kay Havens 5353-B – Spoke about fire concerns in the Village.
- Esther Rosenblueth-Wright 3036-N – Supported finding an alternative for Round Up.
- Doug Gibson 5289 - Due to the high temperatures some loss of vegetation occurred in the common area.
- Leslie Palm 3494-B – Debris in cul-de-sac needs cleaning and fencing needs to be replaced.
- Suzanne Young 3160-C - Does not want Round Up to be used in lawn areas.
- Eileen Lazar 5220 - Landscape is leaving large clumps of grass in her area, it is killing the grass underneath.
- Charlene Lin 3430-A - After Landscape cleaned up, they did not follow up with mulch. The tree in her front lawn is dead.
- Walter Druker 4008 – Stated that Round Up is toxic and needs to be replaced. Suggested installing more artificial turf.
- John Banks 5090 - Mowing and edging of the lawn is not done completely, with poor cleanup.

- Ro Kendall-Lerman 2400 1-C - Supports the use of non-toxic chemicals. Fountain behind her building in bad condition.
- Sonya Chastain 5334-C - Not happy with how the cul-de-sac looks even after they mow; the debris needs to be cleaned up. Some bushes were removed from front lawn and need to be replaced.
- Dr. Lois Rubin 5509-B - Conducted studies at UCI about stress. The Round Up situation is putting residents' and pets' health at risk.
- Joann McFadden 3455-B – Thanked landscape for their service. Requested status on her landscape request.
- Wendy Hager 3494-C - Shrubs near her manor need trimming. The bushes near her Manor are completely dead. Trees and slopes need attention.
- Mariann Soda 2226-D - Flags were not placed when Round Up was used. Suggested ending use of Round Up.
- Phyllis Waite 3458-N - Has set up an email for residents to send their suggestions on how the community could be improved. Suggested putting a section in The Globe of unresolved issues and updates. Does not support artificial turf.
- Susan Smallwood 3456-B - Grass is all different lengths. Rock ground cover behind her manor is hazardous; would like removed and/or replaced with smaller rock.
- Barbara Colter 5352-A – Ms. Colter and her husband rent equipment to hedge all the bushes near her and her neighbors manors to try to get rid of the fire hazards.
- Lorna Seung 5510-3C – Large amount of debris under the tree by her manor. Believes her dog keeps getting sick because of Round Up.

## **7. Response to Member's Comments**

- Mr. Hartley started process with Landscape Committee to explore alternatives for Round Up and will come back at next meeting with specific alternatives. Explained that slopes maintenance about to begin.
- Mr. Hartley - We will replace damaged plants due to the high temperatures in the cooler months.
- Director Zalon - spoke in regards to four year drought and is impressed with what our Landscape is doing within the Village.
- Mr. Hartley to Ms. Palm – Cul-de-sacs should be swept, if there is an issue please put in request through Resident Services.
- Director Tung – Landscape should be cleaning up after landscape work is done.
- Director Tung - Suggested we analyzed the mowing schedule so it does not go past nine days.
- Mr. Hartley to Ms. Smallwood - The supervisor is no longer with us that chose that bigger rock, we will take care of it.
- Mr. Hartley commented - Carrotwood trees are an issue throughout the Community; they are all currently being trimmed.
- Director Zalon - We are fighting an uphill battle with this drought. Staff are trying to keep landscape looking good, but keep in mind it is a difficult battle, so we will have some trees and plants that will show heat damage.
- Director Frankle commented - The yellow stake process will be discussed, so please return next month for meeting.
- Director Tung commented - We have to face the fact that we have not had that much rain this year but we are trying.

## **8. Department Head Update**

Mr. Hartley commented the Yellow Stake Program will be back next month. Will be starting the fire safety issues very soon. Ridge Route Brush Clearing Program should start on Monday.

### **Consent:**

None

### **Reports**

#### **9. Irrigation Status Report**

- Mr. Hartley gave an overview of the irrigation status report  
Director Frankle asked - What is Evapo-Transpiration (Et)?  
Mr. Hartley explained that Et is the combined amount of water a plant uses for metabolic processes and transpires through their leaves. It is a calculated number that allows irrigation controllers to apply only the water that is needed base on weather.  
Director Tung - So when the humidity is higher, does that mean that affects the evapotranspiration?  
Mr. Hartley to Mr. Tung – Humidity has a very minimal impact on plants, but high humidity does lower plant needs for water slightly.

#### **10. Project Log**

- Mr. Hartley stated that the projects on the log are funded by reserve funding. This format for providing updates was requested by the Committee.  
Director Tung commented - We have the money to start the fire risk reduction.  
Mr. Hartley to Mr. Tung - Once we get the permit we will start.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

#### **11. Landscape Alteration Request – 5202 Avenida Despacio**

- Mr. Hartley provided background on the landscape alteration request to remove turf and replace it with artificial turf at Member's expense. Motion made by Director Frankle to 'Approve the alteration request to remove turf and replace it with artificial turf. Director Zalon amended motion to include that nothing will be installed until standard is approved and will meet the standards. Approved by Committee unanimously.

#### **12. Tree Removal Request**

- a) 4007-2G Calle Sonora (Lai) – request to remove an Evergreen Pear tree. Motion made by Director Bruninghaus to approve the removal of the tree. Second by Director Zalon. Approved by Committee unanimously.
- b) 3138-C Via Vista (Hurst) – Request denied by consensus.  
Ms. Hurst spoke supporting her removal request.
- c) 3166-B Alta Vista (Hirsen) – Mr. Hirsen spoke in regard to his request. Motion made by Director Bruninghaus, second by Director Zalon. Approved by Committee unanimously.
- d) 5567-A Via Portora (Ho) – Motion made by Director Bruninghaus to approve removal. Second by Director Frankel. Approved by Committee unanimously.

#### **13. (item added by Chair)**

Chair Tung presented slide show of water efficient plants used in the Great Park neighborhoods in Irvine as an example of successful attractive plant choices for Third Mutual landscape renovation projects.

**Items for Future Agendas**

- 14. Tree Trimming Policy for Solar Panels
- 15. 'Yellow Stake' Program

**Concluding Business**

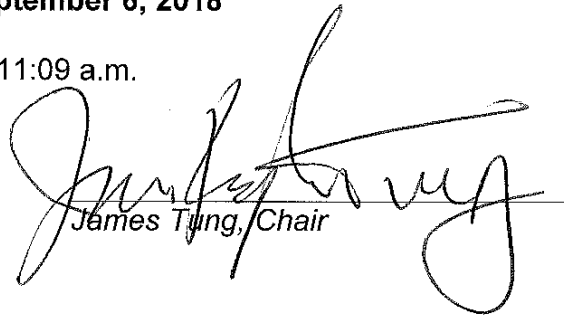
- 16. Committee Member Comments

None

- 17. Date of Next Meeting September 6, 2018

- 18. Adjournment

Meeting was adjourned at 11:09 a.m.



James Tung, Chair



## STAFF REPORT

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**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Supplemental Funding for Tree Trimming

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### **RECOMMENDATION**

Recommend to the Board of Directors approval of a supplemental appropriation in the amount of \$150,000, to be funded from the Replacement Reserve Fund, to complete scheduled trimming through September 2018 and un-scheduled tree trimming and palm trimming through December 2018 in Third Mutual.

### **BACKGROUND**

In the 2018 Budget, Staff projected seven months of work would be necessary to complete the scheduled tree trimming in Third Mutual with a budget of \$826,475 approved in the Reserves Plan – Tree Maintenance. To date, 10,764 trees have been inspected and/or trimmed. The tree crew is projected to fully utilize the 2018 funding at the end of August, with additional trees yet to be trimmed and insufficient funding to complete annual palm trimming or un-scheduled work.

### **DISCUSSION**

The accelerated growth of the trees following the wet winter of 2017 and the emphasis on performing increased thinning of the trees has slowed the trimming cycle. Staff recommends completing the scheduled trimming through September in Third Mutual. In 2019 the tree crews will be trimming primarily in United Mutual, with the exception of off-scheduled tree trimming, street light clearance, and annual species specific trimming (palm, carrotwood, etc.).

### **FINANCIAL ANALYSIS**

Completion of the 2018 tree trimming cycle through September requires supplemental funding of \$150,000 from reserves.

**Prepared By:** Mindra Fielding, Landscape Management Analyst

**Reviewed By:** Larry Hernandez, Landscape Manager  
Bruce Hartley, General Services Director  
Betty Parker, CFO

### **ATTACHMENT(S)**

ATT-1: Landscape Division 2018 Third Mutual Tree Work

**Attachment 1**

**Landscape Division  
 2018 Third Mutual Tree Work**

**Option 1**

Tree Work	2018 Budget	2018 Actual thru July	2018 Projected Additional Hours	2018 Projected Cost	2018 Projected YTD
Scheduled Trimming (Through September)	\$826,475	\$669,512	3,931	\$245,700	\$915,212
Off-Schedule Trimming			980	\$61,250	\$61,250
Projected Total for 2018:			4,911	\$306,950	\$976,462
Projected Funds Needed:					\$149,987



**Water Efficient Landscape**  
**By**  
**Director Jules Zalon**  
**Verbal Presentation**

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## Third Mutual Landscape Project Log

### September 2018

Project	Description	Status	Estimated Completion/ On-going Date	Budget vs Actual
<b>Tree Maintenance</b>	This annual program includes the scheduled trimming of all Mutual trees; un-scheduled pruning and service requests; dead tree removal and replacement.	As of July 31, 2018, approximately 10,764 trees have been inspected/trimmed; 165 trees removed and approximately 100 un-scheduled service requests completed.	December 2018 Annual	Budget: \$826,476 Year-to-date (July): \$663,654 Balance: \$162,822
<b>2018 Modernization Project</b>				
<b>Slope Renovation</b>	Gate 9 - Entrance slope replanting		Completed July 2018	Budget: \$66,222 Cost: \$15,325 Balance: \$50,898
<b>Slope Renovation</b>	Gate 11 - Pina Slope	Not started. Anticipated start October 2018	December 2018 Annual	Budget: \$92,443 Cost: \$0 Balance: \$92,443
<b>Slope Renovation</b>	Gate 14 - Calle Oeste - Renovation of bare areas of slope	Not started. Anticipated start November 2018	December 2018 Annual	Budget: \$30,442 Cost: \$0 Balance: \$30,442
<b>Slope Renovation</b>	Punta Alta - Renovation of bare areas of slope	Not started. Anticipated start December 2018	December 2018 Annual	Budget: \$60,450 Cost: \$0 Balance: \$60,450
<b>2018 Miscellaneous Projects</b>				
<b>Ridge Route Brush Clearing</b>	Clearing of brush, trees and debris from the public right-of-way along Ridge Route Drive along Third Mutual perimeter wall.		Completed August 31, 2018	Budget: \$68,000 Invoiced: \$0 Balance: \$68,000
<b>Fire Risk Reduction</b>	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Board approved \$200,000 in current year funding. Encroachment permit received from OC Parks. Contract awarded to Brightview Landscape. Work started August 16, 2018. Work began in the Bahia Blanca/Barbara's Lake area.	2018	Budget: \$200,000 Invoiced: \$0 Balance: \$200,000
<b>2019 Projected Projects</b>				
<b>Turf Reduction</b>	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Not started	2019	Budget: \$105,536
<b>Slope Renovation</b>	Locations To Be Determined by Landscape Committee	Not started	2019	Budget: \$250,000
<b>Slope Maintenance Outsourced</b>	Annual cutting back and removal of vegetation on slopes	Not started	2019	Budget: \$464,422
<b>Fire Risk Reduction</b>	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Not started	2019	Budget: \$180,000
<b>Tree Maintenance</b>	For 2019 this annual program only includes street light clearing, un-scheduled pruning, service requests and dead tree removal.	Not started	2019	Budget: \$213,630

**Note:**

Green = Complete

Blue = In-Progress

Black = Not Started

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## STAFF REPORT

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**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Yellow Stake Program

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### **RECOMMENDATION**

Provide staff direction.

### **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. Typically, without any approval from Landscape Division staff or the Landscape Committee, these plantings were installed by residents throughout the Village. 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.

In the past, to take participate in the 'yellow stake' program, a resident would contact Resident Services to obtain yellow-painted stakes and then 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, the area would be maintained by the unit owner/occupant. However, the Mutual retained 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 continue to be Common Area and 'yellow stake' approval may be revoked by the Committee. There has been no oversight or tracking of the manors with yellow stakes and the responsible party.

Due to issues arising out of the unmanaged expansion of yellow staked areas and the concern that these areas are becoming viewed as an expansion into Common Area, on February 20, 2018, the Third Mutual Board of Directors suspended the 'yellow stake' program.

### **DISCUSSION**

The 'yellow stake' program has now been well-defined in the Laguna Woods Village Landscape Manual, which was approved by the Landscape Committee in April 2018. The process for establishing a 'yellow stake' area now requires a formal request, supported by a planting plan. The member contacts Resident Services to begin the approval process, which includes a follow up visit by a Landscape Supervisor to review the request and the application.

Third Laguna Hills Mutual  
Yellow Stake Program  
September 6, 2018

Upon approval by the supervisor, the request would then be submitted to the Landscape Committee for consideration and approval.

There is no tracking or historical record of the established 'yellow stake' areas. To address this lack of inventory, staff recommends that all existing yellow stake areas go through the application and review process. Although a daunting task for staff and the Committee, this is viewed as the only way to establish documented approval and tracking of all of the current 'yellow stake' areas. This would also provide an opportunity to insure that all such areas meet the current Mutual rules for what is permitted.

#### **FINANCIAL ANALYSIS**

There would be no additional financial costs associated with the recommended action. Supervisory staff time would be diverted from other tasks as needed to support the application and approval process.

**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer

#### **ATTACHMENT(S)**

ATT-1: Yellow Stake Program Description from the Landscape Manual

ATT-2: Resolution 03-18-23 - Suspension of Yellow Stake Program

## THE YELLOW STAKE PROGRAM

The Yellow Stake Program provides an option for residents to maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. With approval of the Mutual Landscape Committee, these plantings may consist of varied plant types ranging from original foundation shrubs to highly manicured annual color. Plantings may not 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 may be utilized within an approved yellow stake area if they are in conformance with all Mutual Resolutions and are part of the original plan and approval.

To take advantage of the Yellow Stake Program a resident must contact Resident Services to begin the process of obtaining approval from the Landscape Division and the subsequent approval by the appropriate Landscape Committee prior to planting or installation of any improvements. In planting these areas, each resident assumes full responsibility for the care and maintenance of their plantings.

The approved yellow stake plantings are maintained by the unit owner/occupant. However, the Mutual may intercede if the appearance or level of care of the yellow stake plantings are considered below standard, or if any dispute between residents arises. The landscape continues to be considered common property and yellow stake approval may be revoked by the Committee.

Full responsibility includes, but is not limited to, fertilizing, pruning, and the removal of plant waste/debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles, but may be removed by contacting Resident Services and requesting a Leaf Litter Pickup for items placed in a pile in the common area. No pesticides may be applied to yellow stake areas by residents.

All newly approved personal plantings require a yellow stake to properly delineate the area. Existing plantings previously approved through the yellow stake program may be required to install a yellow stake.

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 at the resident's expense.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

If you would like to participate in the yellow stake program or have any questions regarding the care of or changes to the landscape please contact the Landscape Division by calling 949-597-4600 or e-mailing [residentservices@vmsinc.org](mailto:residentservices@vmsinc.org).

**13k.** Introduce a Resolution for a Moratorium of the “Yellow Stake” Program  
Director Baum read the following resolution:

**RESOLUTION 03-18-23**  
**Suspension of Yellow Stake Program**

**WHEREAS**, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on February 20, 2018, at which a quorum of the Board was present;

**WHEREAS**, pursuant to the Mutual’s Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual’s common areas, including the landscaping and plantings thereon;

**WHEREAS**, pursuant to prior Resolutions and policies adopted by the Mutual, owners of individual manors were permitted in certain circumstances to maintain their own landscaping and plantings in general common areas otherwise maintained by the Mutual under the “yellow stake” program, wherein owners could place a yellow planted stake next to such landscaping and plants that said owners had planted and were maintaining;

**WHEREAS**, the Board has revisited this “yellow stake” program given information provided to the Board regarding overwatering of landscaping in such “yellow stake” areas and excessive utility charges to the Mutual associated with such program, as well as the apparent widespread abuse of the program by Mutual members and residents, and determined that such considerations necessitate a more thorough investigation by the Board into the merits of the program and whether it should be continued on a going forward basis;

**WHEREAS**, upon reviewing with the Mutual’s legal counsel, the Board has also determined that such “yellow stake” program raises the potential issue of an implicit grant of exclusive use of general common area to individual owners that may require approval of the membership and otherwise create an administrative burden for the Board and the Mutual;

**WHEREAS**, the Board has determined that it would be in the best interests of the Mutual to suspend the “yellow stake” program at this time while an investigation is performed to evaluate the apparent waste, abuse, and administrative burden on the Mutual, as well as to further evaluate the concerns over exclusive use of general common area by individual owners and the requirements for such use under statute and the Mutual’s Governing Documents;



**NOW, THEREFORE BE IT RESOLVED**, February 20, 2018, that the Board of the Mutual hereby immediately suspends until further written notice the “yellow stake” program allowing for individual owners to maintain private landscaping and plantings in the Mutual’s general common area otherwise under the maintenance obligations of the Mutual pursuant to the Mutual’s Governing Documents; and

**RESOLVED FURTHER**, that prior Resolutions of the Mutual Board permitting authorizing such “yellow stake” program are hereby superseded by this Resolution suspending such program; and

**RESOLVED FURTHER**, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution effective immediately.

Director Baum made a motion to introduce a resolution for a moratorium of the “Yellow Stake” Program. The motion was seconded by Director Bruninghaus and passed unanimously.

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## STAFF REPORT

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**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Trimming Policy for Solar Panels

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### **RECOMMENDATION**

Approve tree management policies for the maintenance of trees affecting roof-top solar generating systems in Third Mutual:

1. Trimming and/or removal of trees performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual.
2. Trimming and/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 unless routine scheduled trimming would achieve the desired results without any special consideration.
3. Determination of appropriate trimming and/or removal to be made by Staff on a case-by-case basis and would not be agendized for Committee approval.

### **DISCUSSION**

With the increasing awareness of global warming, rising utility rates and government programs to support the installation of roof-top solar generating systems, the need has arisen to address requests for tree trimming or removal when the trees adversely affect the output of these systems. Third Mutual has roof-top solar arrays on multi-story buildings 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 owned systems were installed with Return on Investment calculations figured into the cost of the systems and the recovery period for the funds invested in the improvements. Trimming, crown reducing or removal of trees may be necessary to insure that energy 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. 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 unless routine scheduled trimming would achieve the desired results without any special consideration. Staff further recommends that the determination of appropriate trimming and/or removal would be made by staff on a case-by-case basis and not agendized for Committee approval.

### **FINANCIAL ANALYSIS**

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 to \$2,800 per tree for complete removal, depending on the size of the tree and the circumstances. Mutual tree trimming and removal is included in the annual budget for the Mutual. If the work is to the benefit of a private solar system, it would be a chargeable service and have no financial impact, as the owner would fund the work.

**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Siobhan Foster, Chief Operating Officer

### **ATTACHMENT(S)**

None



## STAFF REPORT

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**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Landscape Alteration 5232 (Watkin)

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### **RECOMMENDATION**

Approve the plant list and installation of a non-standard water efficient landscape in the Common Area between manors 5232 and 5231 at the Member's expense with the conditions listed below.

### **BACKGROUND**

Dr. and Mrs. Watkin purchased the manor in November 2015. They are requesting approval to remove the front area turf and to install water efficient plants immediately adjacent to their manor located at 5232 Moya. See Attachment 1. On July 9, 2018, Ms. Watkin met with Landscape Division staff to discuss the proposed landscape alteration. Staff informed Ms. Watkin that a Mutual Landscape Request Form would have to be submitted to the Mutual Landscape Committee for approval. Staff also informed Ms. Watkin that any irrigation alterations would have to be made by VMS staff as a chargeable service.

### **DISCUSSION**

The Watkins submitted a landscape plan and proposed plant list for the project. See Attachment 2. No detailed planting plan was provided. Signatures were obtained from their neighbor at manor 5231 supporting the landscape changes. The proposed alterations and plant list have been reviewed by Staff who recommends the following conditions of approval for the project:

- Delete perimeter border of stepping stones.
- Mulch shall be natural in color; no stained or colored material.
- The requesting member shall be responsible for all future landscape maintenance and repair consistent with an alteration.
- Area may water on the same schedule as other areas if the irrigation system cannot be modified to provide specific control for the new landscape.
- All landscape & irrigation work will be performed at the member's expense.

### **FINANCIAL ANALYSIS**

There would be no cost to the Mutual for this member funded alteration. All work performed by VMS, Inc. staff would be as chargeable services.

**Prepared By:** Jay Niemczak, Landscape Supervisor

Third Laguna Hills Mutual  
Request for Landscape Alteration 5232 (Watkin)  
September 6, 2018

**Reviewed By:** Larry Hernandez, Landscape Manager  
Bruce Hartley, General Services Director

**ATTACHMENT(S)**

ATT-1: Photograph of Area to be Re-landscaped

ATT-2: Mutual Landscape Request Form, Plant List and Plot Plan



SEE ATTACHED

ATT-2

## MUTUAL LANDSCAPE REQUEST FORM

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

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

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

### Resident/Owner Information

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

5232 MOYA  
Address

JULY 10/18  
Today's Date

DR. GEORGE + BARBARA WATKIN  
Resident's Name

949-315-1663 / 970-948-3506  
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): landscape revision

### 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): \_\_\_\_\_

RECEIVED  
JUL 11 2018  
BY: AA

#### **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. ✓



see attached sheet

### Description & Location of Request

ATT-2

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.

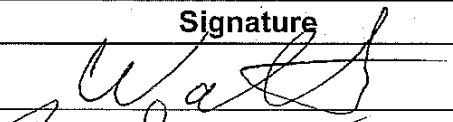
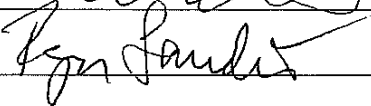
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### Signatures of All Neighbors Affected By This Request

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
	5232	✓		
	5231	✓		

(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: \_\_\_\_\_

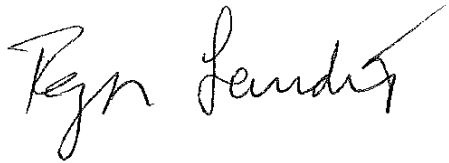
COMMENTS: \_\_\_\_\_

\_\_\_\_\_

TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

There is a 15 ft.sq. grassy area in front of our house and our neighbors house .Half of the footprint is In front of our house and half is in front of his footprint. ATT-2

We would like to replace the high water usage grass with a more attractive low-water usage ,drought resistant ,succulent garden with 16"stepping stone border ,at our expense for construction and upkeep. Our neighbor is in agreement





# OC LANDSCAPING AND HAULING

Lic #: 918209

Two websites: oclandscapesandhauling.com and gklandscape.biz Contact number: (949) 344-4490

How did you hear of us? \_\_\_\_\_

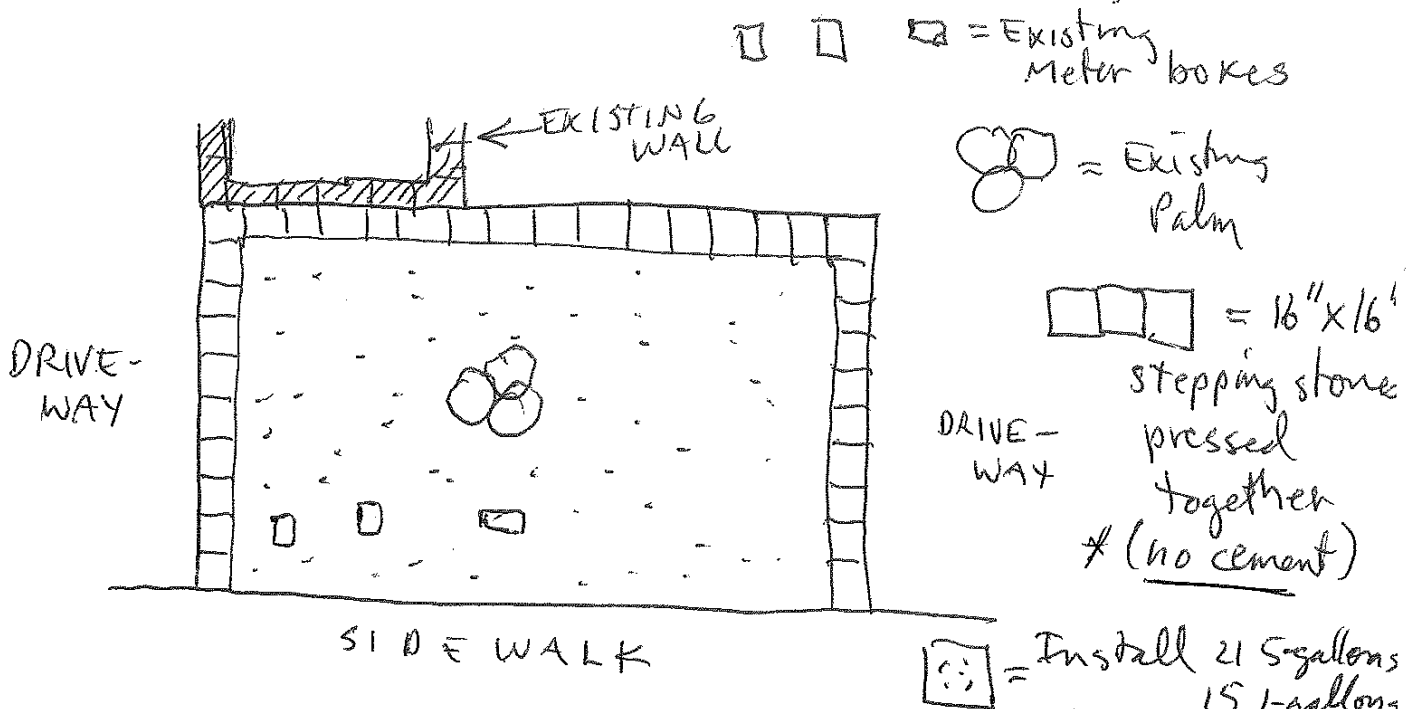
Date of estimate: \_\_\_\_\_

Policies and FAQ Sheet Attached? \_\_\_\_\_ yes

OCLH Information Sheet Attached? \_\_\_\_\_ yes

Customer Name, Address, Phone #, E-mail: \_\_\_\_\_

## DESCRIPTION OF WORK:



**NOTES:** 1. Weeds and grasses will grow back with or without weed control measures, especially if area continues to be watered. Be prepared to manage or spray/remove weeds in the upcoming days/weeks. 2. OCLH does not do maintenance. Be prepared to hire a gardening or maintenance service to stay on top of weeds, sprinklers, automatic timer, and all other maintenance issues. 3. We will continue to provide free, written estimates for jobs big and small when you, the customer, call us.

Total Job Price includes labor, pick up and delivery, taxes, and dump fee/s: \_\_\_\_\_  
 \_\_\_\_\_ Includes cost of materials. \_\_\_\_\_ Materials to be paid for by customer.

### Schedule of Payments:

\_\_\_\_\_ 10% deposit \_\_\_\_\_;  
 \_\_\_\_\_ % upon arrival \_\_\_\_\_; \_\_\_\_\_ % after \_\_\_\_\_ work day \_\_\_\_\_;  
 \_\_\_\_\_ % upon completion \_\_\_\_\_.

Note: There is a \$50.00 Late Fee Per Day late.

Estimate by: **Greg Kinney (949) 344-4490**  
 Owner/Manager

I agree to the above price and terms and I agree to the two attachments:  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_

DATE \_\_\_\_\_

PURPOSE \_\_\_\_\_

CUE COLUMN

NOTES

- 1-gallons
  - lantanas
  - sticks of fire
  - hobit jade
  - lavender
- 5-gallons
  - durantas (2 white, 1 purple)
  - golden Euonymus
  - purple broom
  - mediopictas ~~MY~~
  - Kangaroo paws
  - salvia (tall and purplish)

SUMMARY



## STAFF REPORT

---

**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request – Erskine (3113-D) – Weeping Fig

---

### **RECOMMENDATION**

Approve the request for the removal of one Weeping Fig tree at Manor 3113-D and direct staff to schedule the work to be performed in the next 60-90 days.

### **BACKGROUND**

Ms. Erskine purchased the manor in June 2018. She is requesting the removal of a Weeping Fig tree, *Ficus benjamina*, located in the front of the manor. The reasons cited by her for the request are: the tree is overgrown, drops heavy litter/debris and the small round fruit creates a hazard to residents walking by. Seven additional residents have signed the Mutual Landscape Request Form supporting the removal. See Attachment 2.

### **DISCUSSION**

The tree was last trimmed in November 2017 and is scheduled for inspection/pruning in approximately November 2020. It is approximately 50 feet in height with a trunk diameter of approximately 27 inches. It is growing in the planter area approximately six to eight feet from the sidewalk and manor. The surrounding sidewalks have newer concrete with some lifting and minor cracking. See Attachment 1.

At the time of inspection the tree was found to be in good condition with no visible trunk damage or decay. Given the available space and proximity to the manor, this tree has outgrown the area. These species of trees are known for aggressive root systems and there are a number of large surface roots present in the planter area. Staff does not recommend any root pruning along the sidewalks due to the short distance from the main trunk which may cause the tree to become unstable. No records of any mainline stoppages were found.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$2,400. The cost to trim the tree is estimated to be \$450. The estimated value is \$7,539 based on the ArborPro tree inventory.

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

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

Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

ATT-1: Photographs

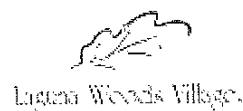
ATT-2: Mutual Landscape Request Form











## 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.

3113 Via Serena S. Unit D  
Address

07-27-18  
Today's Date

Cheryl Erskine  
Resident's Name

909-519-3558  
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): dropped pods are a hazard to everyone walking by. It's like walking on marbles.

#### **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.

Facing my unit, the tree is to the left. It's too close to my roofline, & the layers of pods that continuously drop make our sidewalks dangerous. Several people have slipped & fell. <sup>7</sup> back page

### 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
Tush Black	3112-P	X		
Linda L. Penrice	3112-O	X		
Maria P.	3105 A	X		
Jan Dagnese	3104 A	X		
Ruth De Voge	3104 Q	X		
Sheryl Kinte	3115 D	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Cheryl Erskine  
Owner's Signature

Cheryl Erskine  
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  
R. B. B.

Manor #  
3113 B

\* Additionally, as the homeowner, I'm very concerned about this huge tree's root line going under my condo foundation.



## STAFF REPORT

---

**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Request for Off-Schedule Tree Trimming – Asner (5076-Tero) – One Brazilian Pepper and Two Lemon-Scented Gum

---

### **RECOMMENDATION**

Deny the request for the off-schedule trimming of one Brazilian Pepper and two Lemon-Scented Gum trees and inspect/trim on normal maintenance cycle.

### **BACKGROUND**

Ms. Asner purchased the manor in December 2015. She is requesting the off-schedule trimming of three trees; one Brazilian Pepper, *Schinus terebinthefolius*, located at the rear of manor 5127 Brazo and two Lemon-Scented Gum, *Corymbia citriodora*, located at the rear of manor 5303 Cantante (in West Creek.) The reasons cited by her for requesting the off-schedule trimming are: the trees is overgrown and are causing a view obstruction. No additional residents have signed the Mutual Landscape Request Form. See Attachment 2.

### **DISCUSSION**

The trees were last trimmed in May 2018 and are scheduled for inspection/trimming in approximately May 2021. The Brazilian Pepper tree is approximately 33 feet in height with a trunk diameter of approximately 43 inches. It is growing in the lawn area approximately six to eight feet from the manor. The two Lemon-Scented Gum trees are approximately 60 feet in height with trunk diameters of approximately 23 inches. They are growing in the West Creek area on the slope approximately 60 feet from the rear of manor 5303 Cantante; these trees are approximately 4-5 blocks from Ms. Asner's manor at 5076 Tero. See Attachment 1.

At the time of inspection, the Brazilian Pepper tree was found to be in fair condition with minor decay and visible surface rooting, with no apparent damage to any infrastructure. The two Lemon-Scented Gum trees were found to be in good condition with no decay, bark damage or pests. In order to address the request for trimming due to a view obstruction, staff would have to 'top' the trees. Third Mutual has a tree topping policy adopted by Resolution #03-18-58, on April 16, 2018, which states:

*This corporation established the following "No Tree Topping" Policy for trees in Third Mutual, with the following exceptions:*

- 1. Staff would be authorized to 'top' a tree to treat or eliminate an insect or disease infestation.*
- 2. Staff would be authorized to 'top' a tree that has already been topped and is deemed to not be a candidate for restoration trimming.*

September 6, 2018

3. *Staff would be authorized to evaluate stands of trees in selected areas and recommend to the Landscape Committee for consideration, the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings.*

The three trees in question do not meet any of those criteria.

### **FINANCIAL ANALYSIS**

The cost to trim the Brazilian Pepper tree is estimated at \$350 with an estimated value of \$7,505 based on the ArborPro tree inventory. The costs to trim the two Lemon-Scented Gums are estimated at \$800 each. The combined estimated value is \$5,881 based on the ArborPro tree inventory.

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

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

Bruce Hartley, General Services Director

### **ATTACHMENT(S)**

ATT-1: Photographs

ATT-2: Mutual Landscape Request Form







RECEIVED  
JUL 06 2018



BY: CH

## 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.*

5076 Tero

Address

Nadine Asner

Resident's Name

7/6/18

Today's Date

949-525-0358

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): Trim trees obscuring my view

### 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.

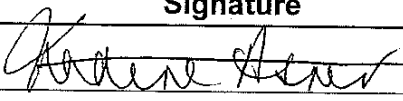
### Description & Location of Request

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.

Trees visible from the rear of my manor are overgrown and obstructing my view

### Signatures of All Neighbors Affected By This Request

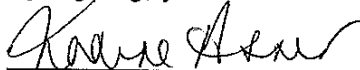
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	5076			

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

NADINE ASNER  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

530 \_\_\_\_\_ 540 \_\_\_\_\_

570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

RELANDSCAPED: \_\_\_\_\_

NEXT TIME: \_\_\_\_\_

TREE SPECIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_





## STAFF REPORT

---

**DATE:** September 6, 2018  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request – Kremer (3429-O) – Aleppo Pine

---

### **RECOMMENDATION**

Approve the request for the removal of one Aleppo Pine tree at Manor 3429-O and direct staff to schedule the work to be performed in the next 60-90 days.

### **BACKGROUND**

Ms. Kremer purchased the manor in October 2010. She is requesting the removal of an Aleppo Pine tree, *Pinus halepensis*, located in front of the manor in the turf area. The reasons cited by her for the removal request are: the tree is causing structural damage; it is overgrown; drops excessive litter/debris and has caused sewer damage. Four neighboring residents have signed the Mutual Landscape Request Form supporting removal. See Attachment 2.

### **DISCUSSION**

The tree was last trimmed in May 2018 and is scheduled for inspection/trimming in approximately May 2021. It is approximately 61 feet in height with a trunk diameter of approximately 24 inches. It is growing in the lawn area approximately six to seven feet from the sidewalk and driveway. There are two utility boxes, one for SCE and another for TV cable that are approximately six feet from the tree. See Attachment 1. Although there have been multiple occurrences of kitchen sink drain issues, no main drain stoppages have been reported from this manor.

At the time of inspection the tree was found to be in fair condition with no visible trunk damage pests, or decay. There is noticeable surface rooting with some cracks in the adjacent sidewalk and driveway. Staff does not recommend any root pruning as there is not sufficient distance between the walkway and the tree, potentially causing the tree to become unstable. The concrete walks and driveway were replaced in October 2017 at the cost of over \$10,000. Crown reduction and thinning out of the canopy will not prevent the continual growth of the root system. Given the proximity of the tree to the sidewalks, driveway and underground utilities it is the opinion of staff that the tree has outgrown the available space and will continue to grow larger.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$2,800. The cost to trim the tree is estimated to be \$500. The estimated value is \$4,680 based on the ArborPro tree inventory.

Third Laguna Hills Mutual  
Tree Removal Request – 3429-O (Kremer) – Aleppo Pine  
September 6, 2018

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

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

Bruce Hartley, General Services Director

**ATTACHMENT(S)**

ATT-1: Photographs

ATT-2: Mutual Landscape Request Form









RECEIVED  
JUL 2 2018

## 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.

3429 "D" BAHIA BLANCA, W.  
Address

7-26-18  
Today's Date

JEANNINE KREMER  
Resident's Name

949-540-9174  
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.

roots of pine tree in front of my manor are raising the sidewalk - Roots full of acid are preventing grass to grow underneath - Health hazard & great liability - pine needles very slippery - Driveway has been replaced twice because of the roots

### 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
see attached				

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Jeanne Kremer  
Owner's Signature

JEANNINE KREMER  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

530 \_\_\_\_\_ 540 \_\_\_\_\_

570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

RELANDSCAPED: \_\_\_\_\_

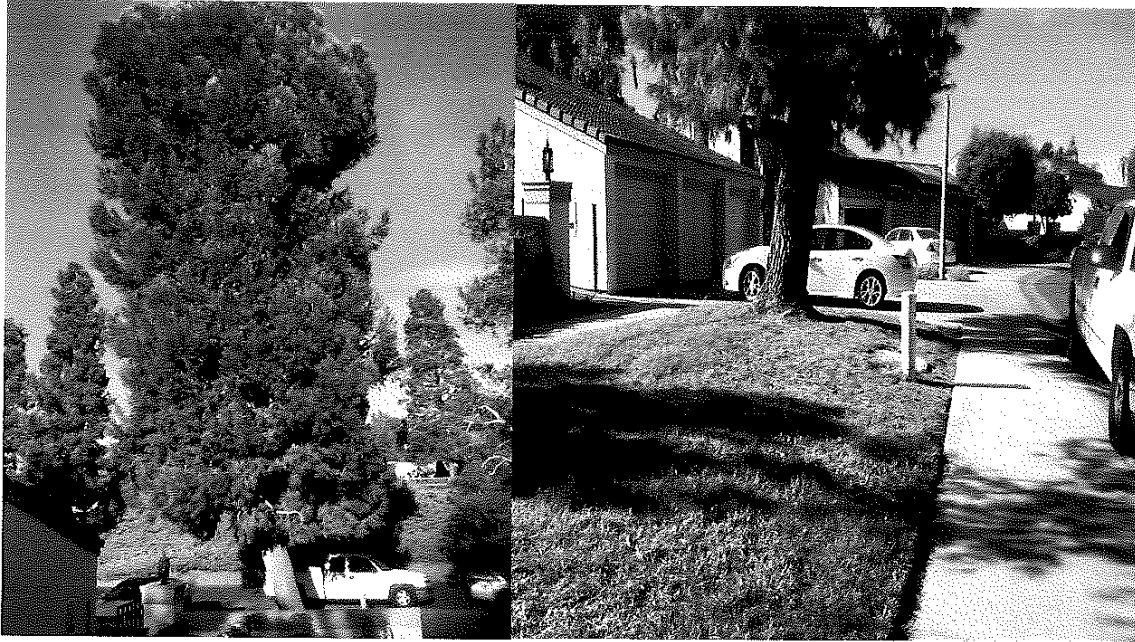
NEXT TIME: \_\_\_\_\_

TREE SPECIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

# REQUEST FOR REMOVAL OF TREE – 3429 BAHIA BLANCA



**We the undersigned are requesting this tree to be removed.**

Since this Tree is not being topped on a regular basis it is creating danger to residents/guests of possibly slipping on the needles. It is also messy and has lifted the sidewalk. (Which has been repaired) The tree seems to be shallow rooted and could cause severe damage.

Thank you

Jammi Kumer

San Steener

Eva C. Stahl

Randi Rybny

gh

3429 Bahia Blanca Unit 'D'

3429 Bahia Blanca Unit 'N'

3429 Bahia Blanca Unit 'P'

3429 Bahia Blanca Unit B

3429 Bahia Blanca Unit C

3429 Bahia Blanca Unit \_\_\_\_\_

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