



OPEN MEETING

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

**Thursday, February 1, 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 January 4, 2018
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update

Consent:

None

Reports

9. 2017 Landscape Work Request Closure Analysis
10. Landscape Modernization Update

Items for Discussion and Consideration:

11. Species Specific Trimming Program
12. Tree Topping Policy
13. Landscape Manual Update
14. Tree Removal Requests
 - a. Request for Tree Removal – 3242-2C (Cosgrove)
 - b. Request for Tree Removal – 5570-A (Kim)
 - c. Appeal of Denied Request to Remove Tree – 5503-C (Johnston/Kang)
 - d. Reconsideration of Tree Removal – 3487-A (Klein)

****Committee Tour – Visitation of various sites corresponding to landscape requests received from Mutual members and/or other Committee interests and/or projects.**

To be conducted after all other business is concluded.

Items for Future Agendas:

15. Tree Removal and Re-landscaping Request – 5152 Ave. Despacio (Kreter) (March)
16. Fire Risk Management (March)



Concluding Business:

- 17. Committee Member Comments
- 18. Date of Next Meeting – March 1, 2018
- 19. Adjournment

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

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

Thursday, January 4, 2018 – 9:00 a.m.

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

MEMBERS PRESENT: James Tung – Chair, Susan Caine – Vice Chair, John Frankel, Jules Zalon, Violet Lawrence (Advisor)

MEMBERS ABSENT: None

OTHER DIRECTORS: Roy Brunninghaus, Rosemarie diLorenzo, Steve Parsons

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

1. Call to Order

Chair Tung called the meeting to order at 9:00 a.m.

2. Acknowledgement of the Media

No press was present.

3. Approval of the Agenda

Discussion of Policy Limits on Yellow Stake Program was added as item 12c.

The agenda was approved as amended.

4. Approval of Meeting Report for December 7, 2017

The Committee report was approved by consensus without objection.

5. Chair's Remarks

Chair Tung commented on the Letters to the Editor portion of the Laguna Woods Globe titled, "Kudos to Tree Trimmers."

6. Member Comments (Items Not on the Agenda)

Linda Ryder (5048) commented on landscaping issues.

Nancy Platka (5061) commented on landscaping issues.

William Brown (5126) requested to have a tree by his manor trimmed.

Ann Rowland (5442) commented on the growth in West Creek.

Barbara Watkin (5232) commented on landscaping topics and fire danger.

Lloyd Silverman (5144) commented on landscape maintenance.

Lynne Corboz (3505-C) inquired about peppermint trees and ficus crown reduction.

Eileen Lazar (5220) commented on communication between staff and residents.

7. Response to Member Comments

Staff and several Directors responded to the comments and answered questions.

Bruce Hartley, General Services Director, commented that contacting Resident Services is the first step to any requests. Work orders are then generated as a means of tracking the request. Verbal promises were made and not tracked, creating a challenge for the Landscape Division. Staff is working diligently to meet commitments and deliver on promises.

Director diLorenzo inquired about staffing.

Mr. Hartley commented that one of two supervisor positions has been filled and that he is still in the hiring process for a second supervisor. The manager position has been filled with the promotion of Larry Hernandez, former Landscape Supervisor. Larry has been with the company for ten years. He knows the level of customer service needed in the Village and has a committed team around him.

Bruce Hartley responded to member comments. Shrub trimming is on a nine week cycle and not on request. Staff is looking at growth regulators to slow the growth of hedges. The maintenance of the West Creek area and water course will be scheduled within the next few weeks. Tree related policies will be discussed at the next meeting. Mr. Hartley will be meeting with neighbors the week of January 8th in Gate 11 to gather input. Staff will follow up with any other customer service issues.

Chair Tung commented that tree trimming cycles will be discussed at the next meeting.

8. Department Head Update

Bruce Hartley announced the promotion of Larry Hernandez to Landscape Manager.

Consent:

None

Reports:

9. UgMO – Soil Sensor Pilot Project Update (Raul, Mindi, Bruce)

Bruce Hartley provided an update on the underground moisture soil sensor test project. These sensors are currently being used to control two turf locations in Third Mutual. The data collected shows a total average savings of 22 percent at the Pina location and 17 percent at the Calle Sonora location in comparison to similar locations under staff control. Despite savings, lower water usage has negatively impacted the visual quality of the turf at the two locations.

Several directors commented on the UgMO report. Chair Tung commented that the quality of landscaping should not be sacrificed. Director Frankel commented that criteria used to measure level of satisfaction should be established with UgMO.

10. 2017 Landscape Division Accomplishments & Vision for 2018 (Bruce)

Bruce Hartley delivered a presentation to the Committee that highlighted the Landscape

Division accomplishments in 2017. Some accomplishments included: effective response to winter storms, completion of turf reduction and water saving projects, achievement of 100 percent green waste recycling, completion of landscape renovation projects and the implementation of the ArborPro tree management software. Mr. Hartley's 2018 vision for the Landscape Division will focus on developing the Landscape leadership team, improving customer service, developing and implementing more efficient approaches to work management, and effective communication of Landscape information through various media platforms.

Chair Tung commented that the total number of tickets in 2017 was higher than all previous years and asked about the number of closed tickets.

Bruce Hartley commented that the high volume of tickets is the result of a combination of factors. Staff will come back to the Committee with the number of closed tickets.

11. 2017 Landscape Work Request Volume Analysis (Larry)

Bruce Hartley urged the Committee to review the 2017 Landscape Work Request Volume Analysis report.

Items for Discussion and Consideration:

12. Tree Removal Requests

The Committee tour followed the meeting and was attended by Chair Tung, Director Frankel, and Advisor Lawrence.

a. 5585-B Via Dicha (Gilad) – Fern Pine

Resident Amikam Gilad commented that the tree is too big for the allotted space. He commented that the roots of the tree are lifting the sidewalk slabs and creating a trip hazard.

Recommendation: the Committee voted 2-1 to approve the request to remove the tree. Director Frankel opposed.

b. 5412 Via Carrizo (Kim) – American Sweet Gum (2)

Resident Harry Kim was not present at the meeting.

Recommendation: the Committee unanimously recommended the denial of the request to remove one American Sweetgum tree (#S-7) directing staff to trim on normal cycle, and approval of the request to remove the second American Sweetgum tree (#S-8) with removal during normal trim cycle.

c. Discussion of Policy Limits on Yellow Stake Program

The Committee discussed the revision of the Yellow Stake program based on staff input to limit the area that could be set aside.

Chair Tung directed staff to draft a revision of the current Yellow Stake program for the Third Mutual Board agenda review on Friday, January 5, 2018.

Items for Future Agendas:

13. Turf Reduction Project Update (February)

14. Tree Management Issues (February)

- Species sensitive Trimming Cycle
- Tree Topping Policy
- Trimming for Street Light Clearance
- Fuel Modification Strategies

15. Landscape Manual Update (February)

16. 5152 Avenida Despacio (Kreter) Tree Removal and Re-landscaping Request (March)

17. Removal of Bluebird Boxes (March)

18. Fire Risk Management Reduction (March)

19. 3487-A Calle Azul (Klein) – Reconsideration of Tree Removal – Spotted Gum (March)

Concluding Business:

20. Committee Member Comments

Director Frankel thanked Bruce Hartley in advance for the draft revision of the Yellow Stake program.

Director Caine thanked the Landscaping team for their hard work and thanked the residents for their patience.

Chair Tung thanked staff for their thorough reports and wished everyone a happy new year.

21. Date of the Next Meeting – February 1, 2018

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, February 1, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

22. Adjournment

Chair Tung adjourned the meeting at 10:44 a.m.



James Tung, Chair
Third Landscape Committee



STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: 2017 Landscape Work Request Closure Analysis

RECOMMENDATION

Receive and file this report.

BACKGROUND

Work orders are generated to track all resident requests and specific tasks for the Landscape Division Work Centers in Grounds Maintenance, Irrigation, Pest Control, and Tree Maintenance. Staff effectiveness is monitored through analysis of information relating to the number of requests submitted and the 'closed' vs. 'open' rate of those requests. Statistics reflecting ticket volumes by month and status of tickets for 2017 have been provided to the Committee for review (ATT-1). This information will be updated and presented to the Committee twice each year.

DISCUSSION

The 2017 total ticket volume by month for the Division was analyzed based on work areas throughout Laguna Woods Village and by Work Center, comparing prior years' response rates to 2017. This data reflected the total tickets for Third Mutual expressed as the number of 'Open' tickets; the number of 'Closed'; and the number of 'New Tickets' generated each month. The highest volume of 'New Tickets' are in the months of July, August, and October; the highest number of 'Open' tickets are in the months of August through October. Staff worked hard in closing tickets in the months of June through November, finishing the year in a downward progression of 'Open' tickets compared to previous months.

Another measure of the level of customer service is the response time to requests. The response rate by Work Center was analyzed, comparing data to previous years. This data represents how quickly staff responded to tickets within one calendar day compared to previous months (ATT-2). Staff continues to take more time to respond to tickets in Trees and Grounds Maintenance as compared to Irrigation and Pest Control requests.

Tree Maintenance response rates declined from a 60 percent 24 hour response rate in 2015; to a 31.5 percent response rate in 2017. Grounds Maintenance declined from a 76 percent response rate in 2015; to 41 percent in 2017.

With the restructuring of the Division, it is anticipated that an improvement in customer service will be reflected in an increase in the number of tickets responded to within 24 hours in 2018. With new staff and a reallocation of the work load, the expectation is that each supervisor will be committed to responding to the resident requests within their area more promptly and will

be able to follow up with service without the extended wait times experienced in the later months of 2017.

FINANCIAL ANALYSIS

None

Prepared By: Mindra Fielding, Landscape Management Analyst

Reviewed By: Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

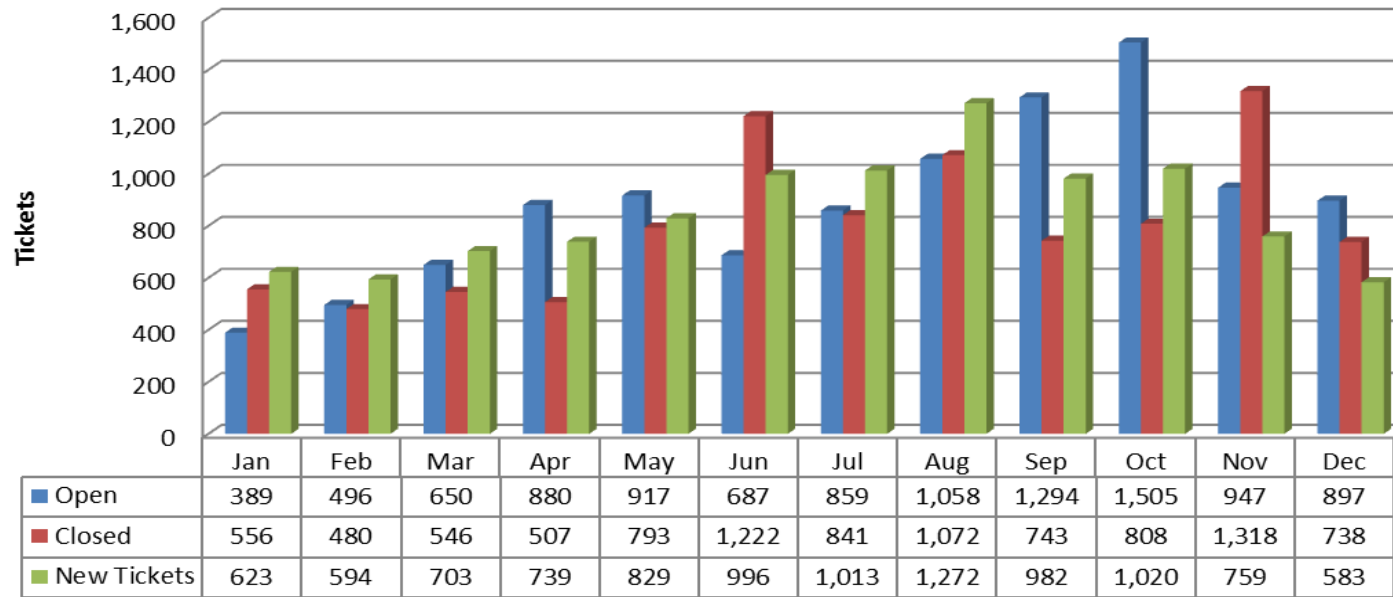
Lori Moss, Community Manager

ATTACHMENT(S)

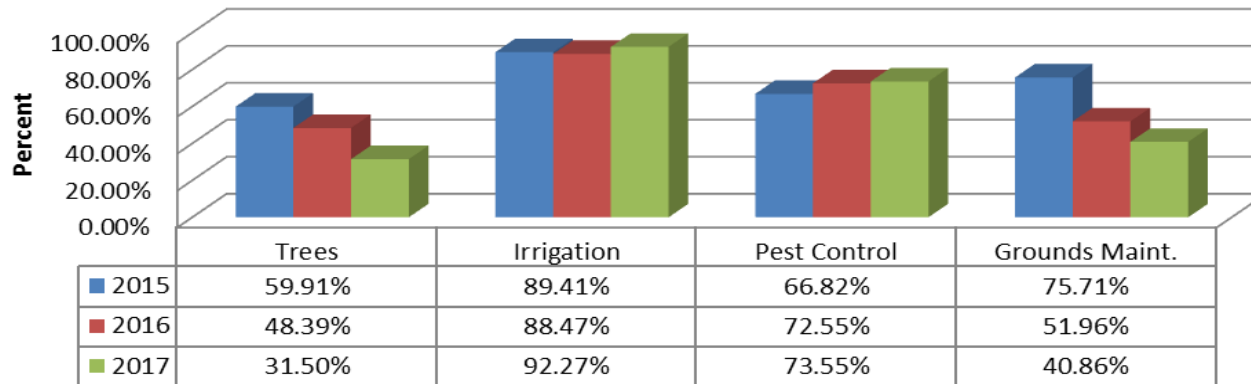
ATT-1: 2017 Landscape Total Ticket Volumes for Third Mutual Graph

ATT-2: 2015-2017 Response Time Comparison Graph

2017 Landscape Total Ticket Volumes for Third Mutual



Landscape Division Percentage Responding to Tickets within 1 Calendar Day 2015-2017 Comparison





STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Landscape Modernization Update

RECOMMENDATION

Approve the use of \$250,000 for Landscape Modernization as identified below.

BACKGROUND

During the business planning process for 2018, \$250,000 was included in the Third Mutual budget for Landscape Modernization. This was added to the Business Plan to provide funding for the renovation of landscaped areas. Staff is recommending that this funding be utilized for projects that primarily focus on the conversion of turf areas to water efficient plants.

DISCUSSION

In 2018, staff will focus primarily on renovating landscaped areas following the painting program (ATT -1). In this process, staff will combine the planned restoration project with any landscape that may be damaged by the painting program. The restoration will include turf reduction, installation of water efficient plants, and irrigation improvements. This is a more efficient and effective use of the funding and staff resources available.

In addition to coordinating turf reduction and landscape renovation with the painting program, staff will be completing some specific projects that were not completed in 2017 and are not associated with the paint program. One such project is the slope on Pina, in the Gate 11 area, that was partially prepared for replanting but needs to be completed. Due to the topography, and the potential for run-off during storm season, staff will complete the planting of the area early in the year. Staff is also requesting Committee input on any specific projects or locations that may be a priority for Third Mutual.

It is anticipated that the restoration/conversion of landscaped areas around manors that are being painted will fully utilize the available funding for Landscape Modification during the 2018 fiscal year. Some funding may be reserved for other high priority projects that come to the attention of staff or the Committee to allow flexibility. Progress reports will be presented throughout the year.

FINANCIAL ANALYSIS

This project will be funded from the existing reserves expenditure plan line item of \$250,000 for Landscape Modernization.

Prepared By: Bruce Hartley, General Services Director

Third Laguna Hills Mutual
Landscape Modernization Update
February 1, 2018

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Paint Project Schedule

2018 Third Mutual Painting Cycle

CDS Paint Cycle

214
225
223
220
218
216
224
222
221



MAINTENANCE CREW AREA ASSIGNMENTS

SECTION 1

Laguna Woods Village© - Laguna Woods
Projects Department
24351 El Toro Road, Laguna Woods, California 92653
P.O. Box 2220, Laguna Woods, California 92654



STAFF REPORT

DATE: February 1, 2018
FOR: Third Mutual Landscape Committee
SUBJECT: Species Specific Trimming Program

RECOMMENDATION

Direct staff to create the initial species specific trimming programs and place a standing item on the Landscape Committee agenda to update how the program is working.

BACKGROUND

The Golden Rain Foundation entered in to a contract with ArborPro to complete an extensive inventory of the approximately 33,000 trees. The ArborPro software program is currently being used to develop strategies for multiple trim cycles based on the particular needs of each specific species of tree or for other beneficial purposes. This is in addition to the scheduling and day-to-day tracking of tree trimming functions that are routine.

DISCUSSION

Beginning in January 2018, the ArborPro software program was implemented, tracking tree trimming performed by staff. With the initial inventory in place staff is compiling information based on data generated during trimming cycles; this collection will be ongoing to support future decisions related to determining trimming schedules.

Typically, trimming cycles are based primarily on two factors: species and location. With over three hundred species of trees with varying growth rates, trim cycles vary. Currently, all trees are trimmed based on geographical location, with a consistent schedule moving through the Village to achieve an approximate 3-year cycle.

Accelerated Trimming Cycles

The factor of specific location could play an important role in determining the frequency of trimming based on proximity to buildings, street lights, traffic signs, or other facilities. The current ArborPro inventory includes data on trees that are located close to buildings. It does not, however, contain information on trees associated with street lights, signs, or other infrastructure. This data could be collected for any particular parameter that may be determined to be useful in exploring alternative scheduling.

Accelerated trimming of certain species due to fruiting characteristics could be considered. An example of tree species that would be considered for shorter, accelerated trimming cycles due to excessive fruit would be: Carrotwood, Queen Palm, and Weeping Fig. All of these tree/palm species develop heavy fruit load or are very fast growing, which frequently results in multiple

off-schedule trims. The off-schedule trims pull tree crews from the normal rotation and delay the trimming of previously scheduled trees.

Delayed Trimming Cycles

Some trees grow more slowly, have insignificant fruit or otherwise have few problems that necessitate trimming on a fixed 3-year cycle. An example of trees that would be considered for a longer trim cycle would be: Crape Myrtle, Southern Magnolia, Camphor, and Australian Willow. These trees are slower growing, with few problems and are not heavy fruit producers.

Staff is recommending that species specific trimming be implemented in a phased approach. Initially, it is recommended that staff balance the cost of accelerated tree trimming cycles with the savings from delayed trimming cycles, providing a cost neutral initial program for evaluation. If the cost of trimming each tree is assumed to be the same (for ease of establishing a program), staff could ensure that the trees that are accelerated to be trimmed on an annual basis, are balanced by trees that would be trimmed on a delayed program of a 4 or 5 year rotation. Results could be presented to the Committee and any future changes in trimming cycles could be evaluated to determine if there is an additional cost or savings.

Groupings of trees into an accelerated or delayed trimming cycle do not necessarily need to be of the same species. Trees could be grouped as recommended by the arborist or staff, provided there is inventory data to support the creation of a separate group. As an example, trees associated with street lights or solar panels could be grouped together for management purposes, even though they may be of several species. The capabilities of the ArborPro tree management program are only limited by the data that has been collected. The groupings could become more detailed as the need arises. An example of this program would be setting up a program to trim trees blocking street lights on an annual basis. There could be many species of trees involved, but they all share the unique characteristic of affecting a street light. Inventorying these trees and establishing a group for management purposes is an ideal method of applying the features of the ArborPro software to managing tree maintenance.

FINANCIAL ANALYSIS

The 2018 Third Mutual Business Plan provides \$826,476 for tree maintenance. Staff is recommending a cost neutral species specific trimming program that would have no financial impact.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager



STAFF REPORT

DATE: February 1, 2018
FOR: Third Mutual Landscape Committee
SUBJECT: Tree Topping Policy

RECOMMENDATION

Entertain a motion to approve a resolution establishing a “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; and
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; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and selectively remove certain trees within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

BACKGROUND

Topping of trees is a generalized term that refers to making large cuts to the main trunk or structural branches of a tree. Typically, this type of trimming is performed to lower the height of the tree to address impacted views, perception that a tree is overgrown or too tall, or that due to its large size, a tree is inherently hazardous. This trimming method is also used to provide safe clearance for power lines. Traditionally, the management of trees in the Village has not included topping trees other than in an attempt to control boring insects. All trimming performed by VMS crews is in conformance with pruning standards adopted by the International Society of Arboriculture. This organization has developed science based pruning standards that support the growth and development of safe, healthy trees.

DISCUSSION

Trees in Third Mutual that have no conflict issues with adjacent structures have been allowed over the years to grow naturally and have required few staff hours to maintain healthy, well-developed limb structure. Many of these trees, particularly on slopes, have reached the size to where they are now creating view obstructions for slope-top manors. The topping of a tree is a practice which causes significant stress to trees and may create future safety issues. The large pruning wounds are very difficult for trees to heal and may become points of entry for pathogens which could result in extensive decay and structural failure. Removing a large portion of a tree also results in the loss of leaves, which reduces a tree’s ability to photosynthesize and produce food. Over-trimming trees also creates stress on the tree. Combined with the effects of drought, these factors may hasten insect attack and lead to decline or death.

Alternatives to tree topping would be crown reduction and canopy thinning. These pruning techniques allow the tree to maintain its natural shape by selecting certain branches to trim to the point of attachment, resulting in well-attached future growth. However, these practices in most cases will not adequately address the view obstruction issue to the satisfaction of a property owner.

Staff has begun to receive requests to top trees or remove them due to their impact on views. Residents make anecdotal claims of paying premiums for view homes and complain that the trees blocking views diminish their property values. In isolated cases, staff has been contacted to top trees that have previously been topped by unknown tree trimmers without authorization. The additional trimming time required to lower the height of the trees due to view obstruction would be substantial. This would result in fewer trees trimmed each year and a lengthening of the trim cycle. The result would be a reduction in service level without an increase in annual budget.

As discussed above, there are some alternative pruning techniques that provide staff with options that may address some requests. In addition to pruning techniques, selective removal may be another alternative to topping. There are situations where groupings or stands of trees create a visual obstruction. Staff is recommending a policy to evaluate stands of trees in selected areas where view obstruction is an issue, and selectively remove certain trees within the grouping to improve views and preserve the overall look and intent of the grouped plantings. This policy should also be considered for fuel reduction strategies in the future when evaluating alternative methods of managing fire risk. Tree removals would be considered by the Committee on an individual basis.

FINANCIAL ANALYSIS

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager



STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Landscape Manual Update

RECOMMENDATION

Provide direction to staff on recommended changes to the Landscape Maintenance Manual and return to the Committee for review.

BACKGROUND

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 including maintenance programs, chargeable services, the roles and responsibilities of residents, the 'yellow stake' program and rules specific to the mutual.

DISCUSSION

The current version of the Manual was last updated in 2011. Phone numbers, forms, and procedures have changed. In addition, new laws regulating how and when irrigation water may be applied have been enacted at the state and local level which directly impact the management and quality of the landscape. Turf reduction programs, conversion of older landscape to water efficient plants and other programs that have been initiated over the past several years are not addressed in the existing document.

Current programs, such as the yellow stake program have recently been updated to address current issues and provide a greater level of detail. However, at the Third Mutual Board Meeting Closed Session on January 19, 2018 the Board approved a moratorium on any new additions to the yellow stake program and directed staff to work with the Committee on modifications to include recording of any alterations made to common area landscape.

Landscape Division staff have begun reviewing the Manual and have recommended proposed changes (ATT-1). Staff is seeking input from the Committee on improvements or additions that could be included in the Manual. The Committee's input will be incorporated into the document and will be brought back to the Committee for further review.

FINANCIAL ANALYSIS

None

Prepared By: Bruce Hartley, General Services Director

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Landscape Maintenance Manual with proposed edits highlighted

LANDSCAPE MAINTENANCE MANUAL

*A Guide for Residents of Laguna Woods Village
Laguna Woods, California*



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2011 Revised: January 2018

Updated April

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- [TREE REMOVAL GUIDELINES](#)
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GRF (Golden Rain Foundation) Resolution[2722](#)

- [TREE SIGNAGE](#)

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-- THE ROLE OF THE LANDSCAPE DIVISION --

Landscape Division duties include:

1. Periodic mowing of lawns.
2. Periodic trimming and weeding of lawns, slopes, tree basins, and all common areas.
3. Periodic pruning of shrubs and trees.
4. Fertilizing lawn and shrub areas.
5. Controlling pests (with the least toxic materials) including insecticides, herbicides, and fungicides, and rodent and other animal control measures.
6. Treating trees and shrubs that are not growing well. Removing or replacing trees and shrubs as needed.
7. Operating and maintaining the irrigation system.
8. Collecting and processing of yard waste into mulch for the community's use.
9. ~~Recycling (old newspapers, glass & aluminum, and green waste).~~

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In an effort to keep all costs to a reasonable level, the Landscape Division has been directed by your Mutual to not do the following:

1. Substitute, rearrange, or change the basic landscaping at resident's request.¹
2. Change the irrigation system by adding or revising parts at resident's request.¹
3. Set irrigation system schedules to please individual residents.
4. Maintain or help maintain any plantings in a private patio.¹
5. Permit any member of a Landscape Maintenance crew to provide personal gardening services to residents.¹

If you need to request something special, the Landscape Division will be happy to assist you, if possible. ~~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 (949) 597-4600 in order to make that determination. If for some reason the Landscape Division is unable to do so, you may direct your request to the Grounds Committee for special consideration. To direct a request to the Grounds Committee, submit a written~~

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¹ Unless performed as a chargeable service – see page 4.

request to your Mutual through the Landscape Division. For more information call (949) 597-4652.

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-- THE ROLE OF THE RESIDENT --

The community's landscape is common property. This is true of both cooperative and condominium areas. All grounds outside the walls of a building, outside the walls of a contiguous patio, or in the atriums of Garden Villa buildings, are common landscape property and fall under the rules and regulations stated herein.

- DO submit all plans for planting or any altering of any and all common area to the Landscape Division for approval before any changes are made.
- DO receive the approval from all the neighbors directly affected by your request of all changes to the existing landscape. Common areas belong to everyone.
- DO notify the Landscape Division if you do not wish to have specific plants, shrubs or small patio trees adjacent to your manor cultivated, pruned, or maintained by the Landscape Division. The yellow stake program is available for residents who wish to participate. Any questions or stake requests should be directed to the Landscape Division's area supervisor at the phone number noted below. (See Section titled "Yellow Stake Program," Page 43.)
- DO NOT plant/alter, or have your gardener plant/alter, on slopes, around trees, or in the lawn of the common area.
- DO NOT remove plantings without approval from the Landscape Division.
- DO NOT place materials such as stepping stones, edging materials, potted plants, statuary, or any other item (including hoses, hose reels, patio furniture) in common areas **which interfere with landscaping operations, or cause a safety hazard**. If desired, these items can be removed by the Landscape Division as a chargeable service.

If you have any questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling -(949) 597-4600 ~~or writing to Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654~~ emailing residentservices@vmsinc.org.

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-- THE YELLOW STAKE PROGRAM --

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some guidelines have been put in place to insure the success of the program.

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

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

To take advantage of the Yellow Stake Program a resident must submit a plan to the Landscape Division that clearly depicts the proposed landscape alterations only in the planting beds immediately adjacent to their manors. In planting these areas, each resident assumes full responsibility³ for the care of their own plantings, consistent with the quality of the environment as a whole. The plan will be reviewed by the Landscape Division and presented to the Landscape Committee of the appropriate Mutual for consideration and approval. No alterations are permitted prior to approval and approved landscape alterations may not be expanded or changed without prior approval.

The 'yellow stakes' shall be provided by Mutual and shall be placed around the perimeter of the landscape alteration in conformance with the approved plan. No decorative rock, header boards, broken concrete retaining walls, fences, or other materials that may interfere with the safe access and operation of maintenance equipment are permitted. All proposed plantings shall be 'California Friendly' plant materials, which are considered 'water efficient' or 'drought tolerant'. Plantings shall not increase water use.

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

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

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

This responsibility does not end upon transfer of a manor;the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow. If the altered landscape is not accepted by the purchaser, the current owner shall return the landscape to standard landscape acceptable to the Mutual prior to the completion of the sale.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact Resident Services by calling (949) 597-4600 or emailing residentservices@vmsinc.org.

THE YELLOW STAKE PROGRAM—

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

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

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

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

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

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

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

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

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

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

-- CHARGEABLE SERVICE PROGRAM --

The purpose of this program is to provide more services to residents of the community that are of a non-standard request. (See "The Role of the Landscape Division," Page [21](#).)

To request services above and beyond those already listed, residents should call (949) 597-4600 for an area supervisor to review the requested work so a quotation can be given for resident approval. Examples of such services include periodic maintenance of non-standard plantings; non-standard garden design, installation, and maintenance thereof; small gardening jobs; repotting plants; etc.

RESIDENTS SHOULD NOT ASK ANY MEMBER OF A LANDSCAPE MAINTENANCE CREW FOR INDIVIDUAL SERVICE. The staff's time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work after hours for residents.

-- WATER MANAGEMENT --

RESIDENTS SHOULD NOT TAMPER WITH SPRINKLERS OR CONTROLLERS. FOR EMERGENCY SERVICE, CALL THE LANDSCAPE DIVISION AT (949) 597-4600. **For emergency service after 4:30 p.m. or weekends, call the Security Division at [\(949\) 580-1400](#).**

WHENEVER YOU NOTICE A BROKEN IRRIGATION PIPE AND/OR SPRINKLER HEAD, OR WATER LEAK OF ANY KIND, PLEASE CALL THE LANDSCAPE DIVISION AT (949) 597-4600.

Water pressures vary according to usage and location. Adjusting sprinklers to cover a certain distance is difficult. Residents should not attempt to give messages to or request extra service from the field personnel. Call the Landscape Division at (949) 597-4600 for assistance.

Patios are private areas, but occasionally they are the only sources of water for the crews for use in replacement planting. Crews are instructed to be considerate of residents' needs and property; however, when necessary, crews are to be allowed access to all exterior water sources.

In order to conserve our water that is becoming more scarce and more expensive, all residents are required to use hand held shut-off valves/water nozzles.

-- THE TREE PROGRAM --

This community is very proud of its tree program and the tree pruning procedures it has instituted. ~~Since the early 80's the tree loss due to inclement weather conditions has dropped dramatically (from 2000 per year in 1987 to 35 per year in 1998—the worst El Niño year on record to date). For this reason all~~ All tree maintenance is under the control of the Landscape Division. Trees are essential not only for the reduction of pollutants in the atmosphere, the production of oxygen, and to enhance the parklike appearance of the community, but also to minimize soil erosion. Their removal is not taken lightly.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO WORK WITHIN THE COMMUNITY **MAY NOT PLANT OR PRUNE TREES WITHOUT THE CONSENT OF THE MUTUAL LANDSCAPE COMMITTEE.** Prunning of trees by residents or outside contractors is prohibited.

Tree trimming is performed on a regular schedule per International Society of Arboriculture standards. Trees are pruned, whether they are original plantings or approved resident plantings (non-yellow staked).

The Landscape Division also employs a state licensed pesticide operator, under whose guidance, government approved chemicals are applied to various shrubs, trees, and turf areas, for specific problems.

If a tree removal is approved, it will be budgeted when the tree crew is performing normal scheduled maintenance. Emergency situations are handled as they arise.

Landscape Requests may be obtained through ~~a the Landscape Division at (949) 597-4600~~ Resident Services or the Laguna Woods Village website. (See sample form titled "Mutual Landscape Maintenance Request," Page ~~97.~~)

Requests by residents for tree removal should be addressed to their Mutual's Landscape Committee. As a rule, requests for the sole reason of "littering" will not be granted, since almost all trees litter at some time.

The committees, made up of your neighbors who serve on your Boards of Directors, will look at your problem and try to find a solution. (See Forms/Appeals Process for more information, Page ~~76.~~)

-- SAFETY --

As a safety precaution, all residents are requested to sweep up debris from walkways adjacent to their manor. Landscape personnel do not have the time to perform this task frequently and your cooperation would be most helpful and appreciated.

Most trees in the lawn areas have surface roots protruding, please avoid walking in those areas.

If you become aware of any of the following safety hazards, please notify the Landscape Division at [\(949\) 597-4600](tel:9495974600):

- Hanging broken branches;
- Foliage and branches close to fireplace chimneys or brushing against windows, eaves, or roofs;
- Raised sidewalks and driveways;
- Inappropriately placed objects **on sidewalks, balconies, or patio walls**, such as, statuary, pots, hanging plants, or vines.

-- REQUEST FORMS AND APPEAL PROCESS --

If you have a request to change the planting, either shrubbery or trees, first contact your **Landscape Area Supervisor** by calling ~~Customer Service~~ [Resident Services](tel:9495974600) at

(949) 597-4600

Or emailing

residentservices@vmsinc.org

Your area supervisor will either authorize the changes, or advise you that your request must be made to your Mutual's Landscape Committee, in writing, and supply the necessary forms.

The committee will act on your request and present it to your Board of Directors for action. You will be notified in advance of such meetings, so you may appear in person at that time, in case you wish to appeal any decision. Sometimes, a second visit is scheduled, and a final decision by the Board is deferred until then.



MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at **597-4600** in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: _____ Address: _____

Requestor Signature: _____ Print Name: _____
(owner signature is required on the line above if the requestor is a lessee or occupant)

Request (please check): _____ REFER TO GUIDELINES ON REVERSE SIDE

☐ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming

☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): **Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).**

☐ Other (explain): _____

Reason (please check): _____ REFER TO GUIDELINES ON REVERSE SIDE

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction ☐ Other (explain): _____

Description & Location: _____

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature _____ Manor # _____ For _____ Undecided _____ Against _____

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

MUTUAL LANDSCAPE REQUEST FORM GUIDELINES

Request

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

- ~~Tree Removal:~~ Trees are essential for the reduction of pollutants in the atmosphere, the prevention of soil erosion, and the enhancement of the park-like appearance of Laguna Woods Village. Their removal is not taken lightly. However, circumstances do arise that potentially warrant tree removal/replacement.
- ~~Off-Schedule Trimming:~~ Trees are trimmed on a cycle that is approximately 32-34 months in length and shrubs are pruned three times per year. If desired, and approved by the managing agent and/or the Mutual's Landscape Committee, trees or shrubs may be trimmed more frequently (off-schedule). This work is typically performed as a chargeable service.
- ~~Plant Replacement:~~ Requests for the replacement of healthy plant material is generally denied. If granted, the work is typically performed as a chargeable service.
- ~~Landscape Design Changes:~~ Any type of alteration to the current landscape layout must include a design plan with description. It is also to include a list of plants and/or materials (stepping stones, blocks, pavers, etc.) that are to be considered (if applicable).

Reason

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

- ~~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

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").

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.

OFFICE USE ONLY

510 _____ 530 _____ 540 _____ 570 _____ LAST PRUNED _____

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RELANDSCAPED _____	NEXT TIME _____
TREE SPECIES _____	
COMMENTS: _____	

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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.

Address _____ Today's Date _____

Resident's Name _____ Telephone Number _____

Sample

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.

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- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

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

Signatures of All Neighbors Affected By This Request

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

<u>Signature</u>	<u>Manor #</u>	<u>For</u>	<u>Undecided</u>	<u>Against</u>
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

(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: _____

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TREE VALUE: _____ TREE REMOVAL COST: _____
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United Laguna Hills Mutual Board Resolutions

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RESOLUTION – Stepping Stones

Resolution #U-85-25 – Adopted February 1, 1985 – United Laguna Hills Mutual

In order to create and maintain a safe, hazard-free and well groomed community it is important that all walkways and other avenues of pedestrian traffic be properly established, constructed and maintained only by the managing agent of this corporation.

It is important that no unauthorized or hazardous walkways or other avenues of pedestrian traffic be established, either through the placement of stepping stones or otherwise, that may interfere with the landscape maintenance operations for the community or may pose a threat to the health, safety or well-being of the residents, guests or employees of the community. The existence of stepping stones under these conditions is prohibited.

The managing agent is authorized to remove any stepping stones existing in the common area which meet this criteria.

RESOLUTION – Standard for Stepping Stones

Resolution #01-03-79 – Adopted May 13, 2003 – United Laguna Hills Mutual

In addition to establishing a policy to prohibit the placement of stepping stones as outlined in Resolution #U-85-25, the corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of stepping stones within common areas. The standard is as follows:

1.0 PREPARATIONS

- 1.1 No stepping stones will be allowed that will hinder yard drainage.
- 1.2 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 1.3 Stepping stones will be allowed in planter areas adjacent to the manor only. No stepping stones will be permitted to be placed in grass.
- 1.4 Stepping stone paths will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening, and/or personal plants.

2.0 APPLICATIONS

- 2.1 Stepping stones may be constructed of concrete only.
- 2.2 All stepping stones must have a non-slip/non-skid surface.
- 2.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 2.4 Stepping stones will be spaced no more than four inches apart.

RESOLUTION - Standard for Stepping Stones (cont'd)

2.5 The path created with the stepping stones will be no greater than three feet wide.

2.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, mulch, etc.)

3.0 INSTALLATION REQUIREMENTS

3.1 Prior to installation, the PCM Landscape Department must be contacted to clear away plants, adjust irrigation, and make any other landscaping changes necessary to accommodate the area. This work will only be performed by the Landscape Department, and will be performed as a service chargeable to the requesting Mutual member.

3.2 Outline each stepping stone and dig out the marked area so that it is one and a half inches deeper than the thickness of the stepping stone. Make sure that dug out space is level. Line bottom of hole for stepping stone with a base of one and a half inches of damp sand. Tamp the sand base to compact sand. Level the sand layer. Set stepping stone in the space and make level with surrounding soil grade.

3.3 Installed stepping stones must be stable and level to the surrounding soil grade. Any loose or non-level stones will not be permitted and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

3.4 Ongoing maintenance to ensure the stability and level grade of the stepping stones is the sole responsibility of the Mutual member. Improperly maintained stepping stones will be identified as a safety hazard and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

The officers and agents of this Corporation are authorized on behalf of the Corporation to carry out the purpose of this resolution.

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RESOLUTION – Privately-Owned Objects

Resolution #01-05-63 – Adopted June 14, 2005 – United Laguna Hills Mutual

Out of concern over the placement of privately-owned objects upon the buildings and in the common areas and about the possible safety hazards to persons, the structural damage to property and maintenance problems caused by such placement, the placement of these objects (including foundation planters) shall be permitted under the following guidelines:

- It is necessary to contact the Landscape Supervisor through Property Resident Services before initiating planned changes.
- Residents may not enlarge foundation planters. Plants and shrubs, which members are allowed to plant adjacent to their units (foundation planters) should be well maintained. (See guidelines for the "Yellow Stake" program.)
- Decorative items (hardscape, i.e. garden décor, statuary, potted plants or hanging objects) may be placed in the garden area, as long as they do not interfere with the landscape operations or cause a hazard, either to persons or property. These items should be kept in good repair. Potted plants should be well-maintained and any empty pots removed.
- Upon the sale of the manor, the Mutual member or the estate will be financially responsible for the removal of personal plantings and the re-landscaping of this area, unless the buyer assumes responsibility for the "non-standard" landscaping

If personal plantings and/or decorative items are not maintained in a satisfactory manner, the managing agent is authorized to take action as deemed necessary to carry out the purpose of this resolution.

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RESOLUTION – Fruit Trees

Resolution #U-84-129 – Adopted November 15, 1984 – United Laguna Hills Mutual

The planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident's dwelling unit;
- Must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation;

The managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

RESOLUTION – Vegetable Plantings

Resolution #U-84-130 - Adopted November 15, 1984 – United Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

RESOLUTION – Dry Rot

Resolution #U-90-74 - Adopted September 1, 1990 – United Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

Additionally, the placement of indoor/outdoor carpeting is also prohibited on any surface which is supported by wood (such as; patios, atriiums, decks, entryways, elevated and regular breezeways.

Any member found in violation of the above requirements shall be subject to disciplinary action in accordance to the Bylaws of this corporation and as deemed appropriate by the board of directors.

RESOLUTION – Memorials & Tree Signage

Resolution #01-08-20 – Adopted February 12, 2008 – United Laguna Hills Mutual

The placement of memorials of any sort on trees, benches or anywhere on United Mutual property except in areas especially designated by the Board of Directors is prohibited.

Tree signage in such designated areas shall be limited to 3" x 5" size with white lettering on a black background using only the botanical and common names of the tree and the country of origin.

The managing agent is authorized to carry out the purpose of this resolution.

RESOLUTION – Tree Removal Guidelines

Resolution #01-13-17 – Adopted February 12, 2013 – United Laguna Hills Mutual

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This corporation established the following tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways & Walkways *Resolution 01-03-134 – Adopted September 9, 2003 – United Laguna Hills Mutual*

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and Occupancy Agreement provisions for their management and care under the direction of the United Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
4. Potted plants are not to be placed on railings in common or limited common areas. Hanging plants or hanging objects are prohibited in breezeways and walkways.
5. Items that constitute a nuisance to one’s neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.

6. A resident’s balcony and patio area adjoining a manor, is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the United Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.

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Care & Maintenance of Patios, Balconies, Breezeways & Walkways (cont'd)

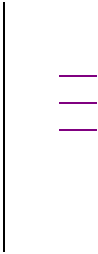
7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The United Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The United Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES



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Third Laguna Hills Mutual Board Resolutions

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RESOLUTION – Stepping Stones

Third Laguna Hills Mutual

RESOLUTION – Stepping Stones

Resolution #03-07-02 – Revised January 16, 2007 – Third Laguna Hills Mutual

Resolution 03-07-02

~~WHEREAS, the~~ The Maintenance & Construction Committee of this Corporation desires to provide Members more opportunity to enhance the property surrounding their manor.

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As a result of this resolution, it is now required that the installation of stepping stones must be approved by the Mutual's Board of Directors through the Variance Request process prior to installation. Please contact the Permits and Inspections office for more information at (949) 597-4616.

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~~NOW THEREFORE BE IT RESOLVED, January 16, 2007, that the Board of Directors of this Corporation hereby authorizes the revocation of Alteration Standard Section 36 – Stepping Stones; and~~

~~RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution; and~~

~~RESOLVED FURTHER, that Resolution M3-05-19, adopted September 20, 2005 is hereby superseded and cancelled.~~

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~~As a result of this resolution, it is now required that the installation of stepping stones must be approved by the Mutual's Board of Directors through the Variance Request process prior to installation. Please contact the Permits and Inspections office for more information at 949-597-4616.~~

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RESOLUTION – Fruit Trees

Resolution #03-11-30 – Revised March 15, 2011 – Third Laguna Hills Mutual

The planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

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- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident's dwelling unit;
- Must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation;

The managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

RESOLUTION – Dry Rot

Resolution #M3-87-13 - Adopted April 1, 1987 – Third Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

RESOLUTION – Vegetable Plantings

Resolution #M3-84-122 - Revised November 15, 1984 – Third Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

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RESOLUTION – Fruit Trees

Third Laguna Hills Mutual

Resolution 03-11-30

RESOLVED, March 15, 2011 that the planting of fruit trees in common areas managed by this corporation shall be permitted under the following conditions:

1. Any fruit tree henceforth planted in a common area must be of the dwarf variety;
2. Any dwarf fruit tree planted must be planted either within the courtyard or directly adjacent to the manor or patio slab;
3. Any fruit tree presently planted in the common area must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation; the same procedure shall apply to all dwarf fruit trees planted pursuant to this resolution;

RESOLVED FURTHER, that the managing agent is hereby authorized to remove any fruit tree located in a common area owned by this Corporation if the previously stated conditions are not met and the compliance process has been followed; and

RESOLVED FURTHER, that this resolution shall become in full force and effect on March 15, 2011; and

RESOLVED FURTHER, that the the Resolution M3-84-121 adopted on September 18, 1984, is hereby superseded and canceled; and

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

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RESOLUTION – Dry Rot

Third Laguna Hills Mutual

Resolution M3-87-13

~~WHEREAS, that the Covenants, Conditions and Restrictions for the various original Mutuals now comprising Third Laguna Hills Mutual designate the Mutual corporation as the entity responsible for maintaining and repairing the common and limited common areas as identified in each original Mutual "Plan;" and~~

~~WHEREAS, this corporation has become aware that plants and other moisture retaining objects placed directly on the deck, breezeway or balcony surfaces of buildings managed by this corporation have contributed to dry rot damage of said buildings;~~

~~NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation, in accordance with Article VII, Section 1 (a) (v), of the By-laws of this corporation hereby prohibits the placement of any potted plant or other moisture retaining object on the deck, breezeway or balcony surfaces of buildings managed by this corporation unless the following requirement is met:~~

~~All potted plants shall be placed on a water-resistant surface designed to prevent moisture from such potted plants from reaching the decking, breezeway or balcony surface on which it is placed.~~

~~RESOLVED FURTHER, that any member of this corporation found to be in violation of the above stated requirements shall be subject to such disciplinary action as provided in Article IV, Section 8, of the By laws of this corporation, and as deemed appropriate by the board of directors; and~~

~~RESOLVED FURTHER, that the policy enunciated herein shall go into effect April 1, 1987; and~~

~~RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to take such action as they may deem appropriate to carry out the purpose of this resolution.~~

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RESOLUTION – Vegetable Plantings

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Third Laguna Hills Mutual

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Resolution M3-84-122

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~~WHEREAS, certain chemical sprays used by the Landscaping Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption; and~~

~~WHEREAS, t~~Two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops;

~~NOW THEREFORE BE IT RESOLVED, that the planting and growing of tomatoes, or other vegetables, in the common areas owned by the corporation is prohibited;~~

~~RESOLVED FURTHER, that the managing agent is hereby authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation;~~

~~RESOLVED FURTHER, that the resolution shall become in full force and effect on November 15, 1984; and~~

~~RESOLVED FURTHER, that the resolution No. 810 adopted on October 28, 1977 is hereby cancelled.~~

RESOLUTION – Tree Removal Guidelines

Resolution #03-11-149 – Adopted September 20, 2011 – Third Laguna Hills Mutual

This corporation established the following tree removal guidelines:

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RESOLUTION – Placement of Trash Containers**Third Laguna Hills Mutual****Resolution 03-03-36**

~~WHEREAS, a concern has been expressed with trash containers being left on the curbside after trash pick-up; and~~

~~WHEREAS, trash and/or containers littering the streets before and after trash pick up causes a visual nuisance and attracts pests and vectors; and~~

~~WHEREAS, this Corporation recognizes the need to establish a policy limiting the time trash and/or containers are allowed on the streets before and after trash pick up;~~

~~NOW THEREFORE BE IT RESOLVED, April 15, 2003, that the Board of Directors of this Corporation hereby adopts the following policy for curbside pick up:~~

~~Trash and/or containers shall be put at curbside no sooner than 5 PM the day before trash collection and must be removed from the street no later than 7 PM the day of trash collection.~~

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

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

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CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS

Resolution 03-10-138 – Revised September 21, 2010

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The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and CC&R provisions for their management and care under the direction of the Third Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual's multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Items, including plants, statues, furniture, etc., may be placed outside a manor's front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
4. Potted plants are not to be placed on railings in common or limited common areas.
5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident's balcony and patio area adjoining a manor, is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.

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CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS (cont'd)

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7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The Third Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The Third Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES

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Golden Rain Foundation
Board Resolutions

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RESOLUTION – Tree Signage

Resolution #90-06-97 – Adopted November 7, 2006 – Golden Rain Foundation

Tree signs throughout the Community vary in different shapes, sizes & colors, and the GRF Landscape Committee has found it necessary to establish one sign standard.

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Tree signage in such designated areas shall be limited to 3" x 5" size with white lettering on a black background using only the botanical and common names of the tree and the country of origin.

The managing agent is authorized to carry out the purpose of this resolution.

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RESOLUTION – Tree Signage

Golden Rain Foundation

Resolution 90-06-97

~~WHEREAS, tree signs throughout the Community vary in different shapes, sizes & colors, and the GRF Landscape Committee has found it necessary to establish one sign standard;~~

~~NOW THEREFORE BE IT RESOLVED, November 7, 2006 that the Board of Directors of this Corporation hereby adopts the policy of limiting any tree signage to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin; and~~

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

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STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 3242-2C (Cosgrove)

RECOMMENDATION

Deny the request for the tree removal and trim on schedule during normal trim cycle.

BACKGROUND

Ms. Cosgrove purchased the manor in June 2008. She is requesting the removal of an Olive tree, *Olea europaea*, growing in the common area landscape at the front of the manor. The reasons cited by her for the removal are view obstruction and lack of sunshine. The neighbor at 3242-3C is against removal and the neighbor at 3242-1C could not be reached for comment (ATT-1).

The tree is approximately twenty-three feet in height with a trunk diameter of twenty-six inches. It was last pruned in December 2017 and is scheduled for pruning again in approximately October 2020. It is growing in a space well-clear of the building and is causing no visible damage to any adjacent infrastructure or buildings.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition and well placed with no visible pests, disease, missing areas of bark. Small cavities were observed in the trunk, which is typical for aging olive trees. The tree appeared to be structurally sound with no observable hazards. The tree is growing in front of a three-story building. It affects the view and natural lighting into several units. It provides shade to those same units.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$500, cost to trim is estimated at \$150, and the estimated value is \$5,233 based on the ArborPro tree inventory.

Prepared By: Bob Merget, Landscape Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Photograph

ATT-2: Mutual Landscape Request Form



DEC 22 2017



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.

3247 San Amadeo 2-c
Address

12/20/17
Today's Date

J. Jean Casagrove
Resident's Name

(949) 951-3474
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.

See attached - I couldn't be brief.

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
STAFF CALLED 1-10-18	3C			X
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(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

A. Jean Cosgrove
Owner's Signature

A. JEAN COSGROVE
Owner's Name

12/20

Prior to buying this unit 9 1/2 years ago, I looked at many locations and chose this one for the view, which was the basis of my search. The tree (which is right in front of my unit) topped just over my balcony railing at the time. It has been "trimmed" to a degree over the years so that for a while I could see over it. It has now almost reached the 3rd floor! When the trimmers worked on it yesterday, they removed some inner branches below my level, leaving me with the same problem. Bob Mergel came up and saw the situation, but said they could not "top" it. (He can explain.) He said removing the tree was the only solution.

Not only is there no view but I can't even see the street below me; now am I getting any sunlight.

I have been desperately asking for help for several years now. I believe it was April of 2016 through Brad Hudson's instructions, they topped it a little. That was the last time.

Please come & see why this is necessary for me to enjoy living here.

P. Jean Cosgrove
3242 (2-C)



STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 5570-A (Kim)

RECOMMENDATION

Deny the request for the tree removal and trim on schedule during normal trim cycle.

BACKGROUND

Mr. Kim purchased the manor in October 2012. He is requesting the removal a Fern Pine, *Afrocarpus gracilior*, growing in the common area at the rear of the manor (ATT-1). The reasons cited by him for the removal are that the tree is overgrown, is too close to the bedroom and he is concerned about it falling during a wind storm. No other neighbors are affected.

The tree was pruned in June 2015 and is scheduled for pruning again in April 2018.

DISCUSSION

At time of inspection the tree was found to be in good condition and well placed, with no visible pests, diseases, missing areas of bark, cavities, cankers, or cracks in the trunk. The tree shows no signs of being unstable or a hazard. It is approximately twenty-seven feet in height with a trunk diameter of twenty inches. It has not yet reached its mature height of 50-60'.

The tree is located near the top of a slope, with adequate space from a nearby concrete patio slab. The tree is not in contact with the manor. No property damage was observed.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$700, cost to trim is estimated at \$250, and the estimated value is \$5,881 based on the ArborPro tree inventory.

Prepared By: Bob Merget, Landscape Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Photograph

ATT-2: Mutual Landscape Request Form



RECEIVED

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.

5570 142 del Sol - A

Address

1/5/18

Today's Date

Yoon S. Kim

Resident's Name

614-519-9261

Telephone Number

Non-Routine Request

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

☒ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): tree over grown. too close to

Bed Rm. I'm scared of tree falling down when there

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):

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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.

Requests a
written
notification

I send a written notification after decision is made

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.

Thank you,

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
NONE affected				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Yom A. Kim
Owner's Signature

Yom S. Kim
Owner's Name



STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Appeal of Denied Request to Remove Tree – 5503-C (Johnston/Kang)

RECOMMENDATION

Deny the appeal for the removal of the Rusty Leaf Fig growing at 5503-C.

BACKGROUND

Seyonne Kang's original request was considered by the Landscape Committee at the December 7, 2017 meeting (ATT-1). The Committee recommended that the Board deny the request; which the Board did at the December 19, 2017 meeting (ATT-2).

Seyonne Kang and Scott Johnston, the manor owners, are appealing the Board's decision for denial of the tree removal request, stating they disagree with the Committee's findings. They have informed staff that Colin and Virginia Johnston will speak on their behalf at the meeting.

At this time no new information has been submitted supporting the reversal of the Board's decision to deny.

DISCUSSION

Currently the tree is in good condition and well placed with no visible pests or diseases. Minor damage to the bark on the tree trunk, possibly due to lawn mowers was observed. Surface rooting, typical of Ficus species was evident, with visible grinding of the concrete walkway performed in the past to alleviate a raised section of concrete. The tree is within five of a fire hydrant, water meter and an irrigation valve box. However, at the time of inspection there was no indication of any damage to those items.

FINANCIAL ANALYSIS

None

Prepared By: Bob Merget, Landscape Supervisor

Reviewed By: Lori Moss, Community Manager

Bruce Hartley, General Services Director

ATTACHMENT(S)

ATT-1: Staff Report – Third Mutual Landscape Committee Meeting December 7, 2017

ATT-2: Appeal e-mail, Mutual Request Form, Board Denial Letter





STAFF REPORT

DATE: December 7, 2017
FOR: Landscape Committee
SUBJECT: Request for Tree Removal by 5503-C (Kang)

RECOMMENDATION

Deny the request for removal of the tree located at 5503-C and trim as needed during next scheduled cycle.

BACKGROUND

Mr. Kang purchased the manor in April 2015. He is requesting the removal of one Rusty Leaf Fig tree, *Ficus rubignosa*, located at the front of the manor (Attachment 1). The reasons cited for the removal are structural damage, heavy litter/debris, overgrowth, and view obstruction.

The tree was last pruned in June 2015 and is scheduled for pruning again in approximately June 2018.

DISCUSSION

Currently the tree is in good condition and well placed, with no visible pests or disease, some trunk damage possibly due to the lawn mowers. There is some surface rooting and the adjacent concrete sidewalk has been ground for trip hazard prevention. Tree is within 5' of a fire hydrant, water meter, and irrigation valve box with no visible damage to any of the utilities at the time of inspection.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated to be \$350, cost to trim is estimated at \$500, and the estimated value is \$5,153 based on the ArborPro tree inventory.

Prepared By: Bob Merget, Landscape Supervisor

Reviewed By: Lori Moss, Community Manager

Bruce Hartley, General Services Director

ATTACHMENT(S)

Attachment 1: Photograph

Attachment 2: Mutual Landscape Request Form



Virginia B. Johnston <ginnyjohnston@gmail.com>

Golden Rain Home Owners' Association Board: appeal denial of tree removal request

1 message

Scott Johnston <scott.johnston@gmail.com>
To: Virginia Johnston <ginnyjohnston@gmail.com>

Wed, Jan 10, 2018 at 7:34 PM

Golden Rain Home Owners' Association Board,

With this email we, the owners of 5503 Paseo Del Lago W Apt C, are requesting an opportunity to appeal at the Board's next meeting the Association's denial of our request to remove a tree from our front yard. Colin and Virginia Johnston will represent our interests at the Board meeting.

Thank you for your consideration.

Scott Johnston
Seyonne Kang
1566 Hamilton Ave
Palo Alto, CA 94303
415-269-2856

Agenda Item 14c
Page 4 of 6
ATT-2

SAVE

"my copy"

Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at 597-4600 in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: 10-23-17

Address: 5503 Paseo del Lago W Unit C

Requestor Signature:

Print Name SCOTT JOHNSTON & SEYONNE KANG

(owner signature is required on the line above if the requestor is a lessee or occupant)

Request (please check): REFER TO GUIDELINES ON REVERSE SIDE

☒ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming

☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).

☐ Other (explain):


Reason (please check): REFER TO GUIDELINES ON REVERSE SIDE

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

fear of tree falling on house under any adverse conditions! seed pod

Description & Location: Lg tree w/ continuous droppings risk by fire hydrant in our front yard

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against
	5502A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Landscape Division
P. O. Box 2220, Laguna Hills, CA 92654-2220



December 21, 2017
Mr. Scott Johnston & Mrs. Seyonne Kang
5503 Paseo Del Lago West Unit C
Laguna Woods, CA 92637

Dear Mr. Scott Johnston & Mrs. Seyonne Kang,

Your request for the removal of one Rusty Leaf Fig tree was considered at the December 19, 2017, Regular Meeting of the Third Laguna Hills Mutual Board of Directors.

Please be advised that the Board of Directors denied your request to have the tree removed in Third at this time.

In accordance with Resolution 03-13-105, you may appeal the Board's decision to the Landscape Committee within 30 days of the decision made on December 19, 2017. The Board will make a final decision upon review of a recommendation from the Landscape Committee.

The Landscape Department can be reached at (949) 597-4637, should you require further assistance.

Sincerely,

Bruce Hartley
General Services Director



STAFF REPORT

DATE: February 1, 2018
FOR: Landscape Committee
SUBJECT: Reconsideration of Tree Removal – 3487-A (Klein)

RECOMMENDATION

Deny the request for removal of a tree located on the slope to the rear of the manor at 3487-A, and schedule trimming as needed during normal trim cycle.

BACKGROUND

The original request was based on a desire to restore the view from the manor, which had become obstructed over time by the growth of the tree. At the meeting of December 7, 2017 the Landscape Committee unanimously denied the request to remove a Spotted Gum Eucalyptus tree growing on the common area slope to the rear of the manor (ATT-1 & 2).

DISCUSSION

Trees are not currently removed to establish or preserve views. As part of the decision making process, the Committee conducted a site visit. The Committee members evaluated the tree and the view from the manor. The tree requested to be removed was one of four similar trees growing on the slope to the rear of the manor. It impacted views for a small portion of the panorama visible from the manor. The tree is in good condition with no other justification for removal identified.

Staff forwarded the Committee's recommendation for denial, in the form of a resolution, to the Third Mutual Board of Directors. The Board referred the request back to the Landscape Committee for reconsideration.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,200, cost to trim is estimated at \$500, and the estimated value is \$8,955 based on the ArborPro tree inventory.

Prepared By: Bruce Hartley, General Services Director

Reviewed By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Excerpt from Landscape Committee Meeting Report for December 7, 2017

ATT-2: Staff Report – Third Mutual Landscape Committee Meeting of December 7, 2017

opposed).

11. Tree Removal Requests

Marianne Kreter (5152 Despacio) commented on the landscaping around her manor.

Lynne Corboz (3505-C) commented on a tree removal request.

The Committee tour followed the meeting and was attended by Chair Tung, Director Caine, Director Frankel, and Director Zalon.

a. 3162-C Alta Vista (Walsh) Request for Tree Removal – Carob

Recommendation: the Committee unanimously recommended approval of the request to remove the tree.

b. 5493-A Paseo Del Lago East (Sohn) – Request for Tree Removal – Southern Magnolia (2)

Recommendation: the Committee unanimously recommended denial of the request to remove the trees. At the time of inspection, the trees were in good health and were properly placed. The Committee would reconsider if provided with a doctor's note stating allergies to specific tree.

c. 5503-C Paseo Del Lago West (Kang) – Request for Tree Removal – Rusty Leaf Fig

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, there was no visible structural damage, and the tree was not overgrown. Staff will root prune the tree to prevent damage to sidewalk.

d. 5272 Avenida Del Sol (Lee) – Request for Tree Removal – California Sycamore

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was in good condition and well placed. Staff will trim on schedule.

e. 3487-A Calle Azul (Klein) – Request for Tree Removal – Spotted Gum

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. Trees should not be removed because of view obstruction, as stated in the Mutual's Tree Removal Guidelines.

f. 5561-B Via Portora (Yun) – Request for Tree Removal – Weeping Fig

Recommendation: the Committee unanimously recommended the denial of the request to remove the tree with the following direction to Staff: reline the sewer at the Mutual's expense and trim on regular trim cycle.

Items for Future Agendas:

- 12. UgMO – Soil Sensor Pilot Project (January 2018)**
- 13. Review of 2017 Landscape Division Accomplishments (January 2018)**
- 14. 2018 Vision for Landscape Division (January 2018)**
- 15. Species Sensitive Trimming Cycle (February 2018)**
- 16. Tree Topping Policy (February 2018)**
- 17. Landscape Manual Update (February 2018)**



STAFF REPORT

DATE: December 7, 2017
FOR: Landscape Committee
SUBJECT: Request for Tree Removal by 3487-A (Klein)

RECOMMENDATION

Deny the request for removal of the tree located at 3487-A, and schedule trimming as needed during normal trim cycle.

BACKGROUND

Ms. Klein purchased the manor in September 2009, and is requesting the removal of a Spotted Gum, *Corymbia maculata* tree located on the slope at the rear of the manor (ATT-1). The reasons cited by her for the removal are overgrown, view obstruction and three trees were removed from the slope located in front of her manor without any signatures from lower residents.

The tree was last pruned in May of 2015 and is scheduled for pruning again in approximately May of 2018.

DISCUSSION

Currently the tree is in good condition and well placed with no visible pests or disease, no missing areas of bark, no cavities, cankers or cracks in the trunk. Crown reduction on this species is usually not recommended as the tree doesn't respond well, future attachments are weak. ArborPro at time of inspection recommended a priority 2 trimming to relieve end weight (per definition priority 2's can wait until scheduled cycle trim.)

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,200, cost to trim is estimated at \$500 and the estimated value is \$8,955 based on the ArborPro tree inventory.

Prepared By: Bob Merget, Landscape Supervisor

Reviewed By: Lori Moss, Community Manager

Bruce Hartley, General Services Director

ATTACHMENT(S)

ATT-1: Photographs



11/2 9:00 AM Board Room



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Date: 10/30 Address: 3487-A Calle Azul

Requestor Signature: Margaret R. Klein Print Name Margaret Klein
(owner signature is required on the line above if the requestor is a lessee or occupant)

Request (please check): REFER TO GUIDELINES ON REVERSE SIDE

☒ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming

☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).

☐ Other (explain): 1 line below where resident was allowed to remove 3 trees. No resident below were asked for signatures

Reason (please check): REFER TO GUIDELINES ON REVERSE SIDE

☐ Structural Damage ☐ Sewer Damage ☒ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☒ View Obstruction ☐ Other (explain):

I bought this place with a view of the City Lights & the Mountains
Today all I see is 3 overgrown trees. Want one removed

Description & Location: 3rd Middle Tree of 3 on Calle Azul Slope

3rd from left
Center tree as seen from my backyard.

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against
<u>Margaret Klein</u>	<u>3488C</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Aileen Brownstein</u>	<u>3488A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>William Reeves</u>	<u>3487-B</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Margaret Klein</u>	<u>3487-A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Revised Nov 2011