



## **SPECIAL OPEN MEETING**

### **SPECIAL OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE\***

**Monday, June 17, 2024 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA  
Board Room and Virtual with Zoom**

Laguna Woods Village owners/residents can participate in all open committee meetings in-person and virtually. To submit comments or questions virtually for committee meetings, please use one of the following options:

1. Join the committee meeting via Zoom by clicking this link:  
<https://zoom.us/j/92325659805>
2. Email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the committee's name in the email's subject line. Name and unit number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from June 6, 2024
4. Remarks of the Chair
5. Member Comments
6. Response to Member Comments
7. Department Head Update
8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*
  - a. None
9. Items for Discussion and Consideration
  - a. AB 1572 Strategy
  - b. Service Tickets
  - c. Staff Efficiency
  - d. Mulching Status
  - e. Landscape Committee Questions

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
  - a. Ficus Tree Removals
  - b. Quality Control Monthly Report
  - c. Staff Training Chart
  - d. Suggested KPIs from Committee and Board Members
11. Committee Member Comments
12. Next Meeting Date: Thursday, July 11, 2024 at 9:30 a.m.
13. Adjournment

\*A quorum of the Third Board or more may also be present at the meeting.

Mark W. Laws, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Landscape Administrative Assistant  
Telephone: 949-268-2565



**OPEN MEETING**

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

**Thursday, June 6, 2024 at 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Mark Laws, Reza Karimi, S.K. Park, David Veeneman

**COMMITTEE MEMBERS ABSENT:** Brad Rinehart

**OTHERS PRESENT:** None

**STAFF PRESENT:** Kurt Wiemann, Megan Feliz

**1. Call Meeting to Order**

Chair Laws called the meeting to order at 9:31 a.m.

**2. Approval of Agenda**

Director Park moved to approve the agenda, and Director Karimi seconded. Chair Laws requested that item #10j, landscape questions from the committee, be added to the agenda. Hearing no objection, the agenda was unanimously approved.

**3. Approval of the May 2, 2024 Report**

Director Veeneman moved to approve the meeting report, which Director Park seconded. The committee unanimously supports.

**4. Remarks of the Chair**

Chair Laws notified the committee that he is the temporary chair, as Director Lewis has stepped away from the landscape committee.

**5. Department Head Update**

**a. Project Log**

Mr. Wiemann went over the project log in detail for each line item. The tree maintenance is on schedule. Turf Reduction crews are in United at this time; they will be moving to Third in the summer. The Front Yard Design project is in the process of completing the construction drawings, which staff expects to have shortly. The PPRP schedule is provided, and the pre-construction meeting has been completed. The Fire Risk Reduction project is on schedule and in the grow-and-kill process. The Committee members asked questions and received answers.

**b. Slope Schedule**

Mr. Wiemann stated that the slope schedule is on track and ahead of schedule. Chair Laws asked for an in-house slope schedule. Mr. Wiemann told the committee that the staff is working on a schedule and waiting on the mapping project to ensure none are missed; the current plan is that this mapping should be done around September 2024.

**c. Bahia Blanca Schedule**

Mr. Wiemann provided a schedule to the committee. He notified them that this project is going to construction designs and will then be shelved until after AB 1572 efforts have been completed. From this standpoint, stopping the designs does not save enough to stop the process. The design process will be complete by July. Chair Laws asked if this effort should continue and the Committee decided to continue to complete the "construction plans" and then put the results on hold while Landscaping and the Committee address higher-priority activities.

**d. Tree Work Status Report**

Mr. Wiemann stated the tree work is moving along. The staff has not planted any trees as they are waiting to do so with turf reduction locations for AB1572 rebates.

**e. Quarterly KPI's**

Mr. Wiemann presented the quarterly KPIs PowerPoint. He went into detail on each slide, with questions being asked and answered per slide. Chair Laws requested the Committee Members identify any KPIs that they think Landscaping should be tracking and reporting; the intent is to review these during the July Committee Meeting.

**6. Member Comments**

None

**7. Response to Member Comments**

None

**8. Guest Speaker- Matt Davenport, Monarch Environmental, Inc.**

Mr. Wiemann introduced Mr. Davenport, explaining he would perform a landscape operations performance review. Mr. Davenport gave an overview of the company and his background. He explained the scope of work he would be completing and said he would set up a time to meet with the landscape committee. Mr. Davenport answered questions from the committee and will get a schedule to staff shortly.

**9. Consent**

None

**10. Items for Discussion and Consideration**

**a. 2195-C Landscape Alteration Request**

The resident spoke about her concerns and the reasoning behind the request. The committee discussed the request. Director Veeneman moved to accept the staff recommendation to deny the request for stepping stones. He made a second motion to refer this item to the manor and alteration committee; Director Karimi seconded the motion. The motion passed unanimously.

**b. Gate 11 & 14 Advisors**

The advisors present spoke about their interests. The item was discussed amongst the committee and staff. The Committee agreed to consider the four residents living in Gate 11 or 14 as Committee Advisors. The chair will follow up with the candidates.

**c. PPRP Schedule/Oversight**

Mr. Wiemann explained the scope of work to the committee, along with the plan and schedule. Chair Laws requested for a documented "scope of work" that the Committee can refer to as this project progresses; Mr. Wiemann agreed to provide such a document. He notified them we are hiring a part-time employee to manage this contact. The committee asked questions and discussed. For design plan approval, Mr. Wiemann asked for the committee's direction on how they would like to proceed to make this as efficient as possible. The committee discussed and agreed to have all building designs emailed to them; they will have three business days to respond with any comments or changes. After that, any decision-making is at the staff's discretion.

**d. Slope Failure Plant Material**

No discussion was had; the request was from the previous chair. Chair Laws directed staff to leave it for the next meeting.

**e. Front Yard Design Project**

The designs were presented, and discussion ensued. Nothing was required from the committee on the project.

**f. AB1572 Strategy**

Mr. Wiemann explained the information on the graph. He asked the committee for direction on whether they would like to keep the area of turf or remove all. Mr. Wiemann explained that he suggested sending out an RFP to get the design cost and noted areas where turf could remain. The committee discussed the options. They advised staff to send out an RFP to a designer for gathering areas, stating where to locate and what to design. Due to the time constraints of the attendees, further discussion on this topic was tabled until the next meeting.

**g. Service Tickets**

Item tabled until next meeting.

**h. Staff Efficiency**

Item tabled until next meeting.

**i. Mulching Status**

Item tabled until next meeting.

**j. Landscape Committee Questions**

Item tabled until next meeting.

**11. Items for Future Agendas**

- Ficus Tree Removals
- Quality Control Monthly Update
- Training Schedule Chart Monthly
- Suggested KPIs from Committee and Board Members

**12. Committee Member Comments**

None

**13. Next Meeting Date:** Thursday, July 11, 2024, at 9:30 a.m.

**14. Adjourned at 12:57 p.m.**

Mark W. Laws

Mark W. Laws (Jun 10, 2024 16:37 PDT)

Mark W. Laws, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

949-268-2565

### Cost Estimate for Turf Removal

<b>Gate 11</b>			
<b>SF</b>	<b>900,654</b>	<b>Acres</b>	<b>20.68</b>
Potential Rebates		\$2,701,962	
	\$/SF*	\$/Acre	Total Cost
*Cost range from PPRP Bid	\$7.22	\$314,503	\$6,502,722
	\$10.12	\$440,827	\$9,114,618
<b>Gate 14</b>			
<b>SF</b>	<b>488,371</b>	<b>Acres</b>	<b>11.21</b>
Potential Rebates		\$1,465,113	
	\$/SF*	\$/Acre	Total Cost
*Cost range from PPRP Bid	\$7.22	\$314,503	\$3,526,039
	\$10.12	\$440,827	\$4,942,315
Range Totals			
		\$10,028,761	*no design
		\$14,056,933	*design incl.

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**530 Grounds Maintenance**  
**Third Mutual - Open/Closed Tickets**  
**Received January 1, 2024 - May 24, 2024**

<b>Ticket Type</b>	<b>Total Closed Tickets</b>	<b>Total Open Tickets</b>	<b>Total Tickets</b>	<b>Service Level %</b>
<b>Simple (1-7 Days)</b>	<b>932</b>	<b>6</b>	<b>938</b>	
Within Service Level	910		910	98%
Outside of Service Level	22		22	2%
<b>Medium (Within 21 Days)</b>	<b>431</b>	<b>67</b>	<b>498</b>	
Within Service Level	408		408	95%
Outside of Service Level	23		23	5%
<b>Complex (Within 35 Days)</b>	<b>320</b>	<b>170</b>	<b>490</b>	
Within Service Level	297		297	93%
Outside of Service Level	23		23	7%
<b>Total Tickets</b>	<b>1,683</b>	<b>243</b>	<b>1,926</b>	
<b>Within Service Level</b>	<b>1,615</b>			<b>96%</b>
<b>Outside of Service Level</b>	<b>68</b>			<b>4%</b>
<b>Closed/Open %</b>	<b>87%</b>	<b>13%</b>		

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2024 Landscape (w/c 500 Level)

