



## **OPEN MEETING**

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

**Thursday, April 6, 2023 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

Laguna Woods Village owners/residents are welcome to 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. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. 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 March 2, 2023
4. Remarks of the Chair
5. Department Head Update
  - a. Project Log
  - b. Water Use Comparison
6. Member Comments – *(Items Not on the Agenda)*
7. Response to Member Comments
8. Items for Discussion and Consideration
  - a. Alteration Request – 5079
  - b. Alteration Request – 5193
  - c. Tree Removal and Alteration Request - 5241
  - d. Tree Removal Request – 3255-C
  - e. Tree Removal Request – 3282-C
  - f. Tree Removal Request – 3478-B
  - g. Tree Removal Request – 3498-3D
  - h. Tree Removal Request – 5343-B
  - i. Water Saving Landscape Project Locations
  - j. Committee Charter
  - k. Landscape Manual

9. Items for Future Agendas: *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.*
10. Committee Member Comments
11. Date of Next Meeting: Thursday, May 4, 2023 at 9:30 a.m.
12. Adjournment

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

Ira Lewis, Chair  
Kurt Wiemann, Staff Officer  
Telephone: 949-268-2565



**OPEN MEETING**

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

**Friday, March 2, 2023 – 9:30 AM  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Ira Lewis, Mark Laws, Ralph Engdahl, Donna Rane-Szostak, Jules Zalon

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Doug Gibson, Vu Chu, Siobhan Foster, Kay Havens (joined the meeting at 10:01 a.m.)

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki

**1. Call Meeting to Order**

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

**2. Approval of the Agenda**

Director Rane-Szostak made a motion to approve the agenda with the additional item added. Director Laws seconded. The meeting agenda was approved by unanimous consent.

**3. Approval of the February 2, 2023 Report**

Director Laws made a motion to approve the meeting report. Director Rane-Szostak seconded. The committee was in unanimous support.

**4. Remarks of the Chair**

Chair Lewis did not have any comments to share.

**5. Department Head Update**

**5a. Project Log**

Mr. Wiemann discussed the provided Project Log in detail. Members made comments and asked questions.

**5b. Water Use Comparison**

Mr. Wiemann discussed the provided Water Use graph briefly, stating that all the recent rains have enables staff to turn off the irrigation water for most of the month.

## **6. Member Comments**

Multiple members made comments and asked questions regarding specific issues within the mutual.

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

Mr. Wiemann, along with other committee members, responded to each comment individually.

## **8. Items for Discussion and Consideration**

### **8a. Committee Charter**

Members of the committee reviewed a revised version of the charter provided in the agenda packet. Director Laws committed to adding additional revisions, and bringing the charter back as a topic of discussion on the next agenda. The committee was in unanimous support.

### **8b. Landscape Manual**

Members of the committee briefly reviewed the first 12 pages of the Landscape Manual. Chair Lewis suggested that the committee review these pages between meetings, and return ready to discuss at the next meeting. The committee was in unanimous agreement.

## **9. Items for Future Agendas**

- Landscape Charter
- Landscape Manual

## **10. Committee Member Comments**

Several comments were made.

**11. Date of Next Meeting:** Thursday, April 6, 2023 at 9:30 a.m.

**12. Recess at 10:35 a.m. to a Special Closed Session**

*Ira Lewis*

Ira Lewis (Mar 14, 2023 09:55 PDT)

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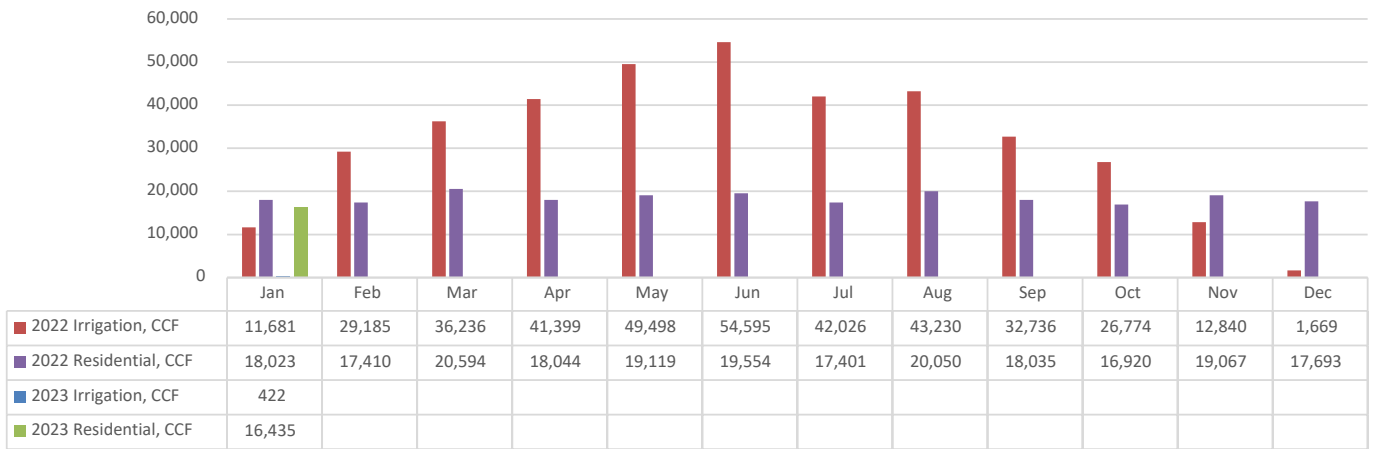
Ira Lewis, Chair  
Kurt Wiemann, Staff Officer  
Jayanna Abolmoloki, Landscape Administrative Assistant | 949-268-2565



Third Mutual Landscape Project Log April 2023									
Project	Contractor	Description	Status	Estimated Completion	Completion	Budget Status	Budget	YTD*	Balance
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program, a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 427 trees and removed 2 trees.	Annual Program	15%	5%	\$503,120	\$27,640	\$475,480
	In-House Tree Crew		As of February 28, 2023, the in-house crew trimmed 41 trees and removed 18 trees.		20%	11%	\$396,694	\$45,162	\$351,532
Landscape Modernization	Staff	Elimination of highest water using turf areas; replacing with water efficient landscapes. Replacing old, end of useful life plant material using drought tolerant where appropriate	On-going annual project using in-house crews.	Annual Program	15%	11%	\$195,650	\$22,119	\$173,531
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, on schedule.	Annual Program	15%	15%	\$523,765	\$79,172	\$444,593
Fire Risk Reduction	Mission Landscaping/FRS/Staff	Project includes the removal of vegetation with a high risk of fire.	Awarded Contract to FRS (Dudek) for Fire Fuel Reduction/Habitat Enhancement	Annual Program	5%	0%	\$180,000	\$0	\$180,000

\*Completion based upon invoices received to-date, 03/20/2023. In-House Expenses as of 02/28/2023.

## Third Mutual Water Consumption 2022 - 2023 Trends





## STAFF REPORT

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**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Alteration Request: 5079

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### **RECOMMENDATION**

Approve the request to alter the common area landscape at 5079 Ovalo.

### **BACKGROUND**

The requesting resident purchased the unit in December of 2021, and is requesting permission to plant drought tolerant non-standard landscape material in the common area landscape adjacent to the subject unit (Attachment 1).

### **DISCUSSION**

The requesting resident is seeking permission to remove the existing landscape plant material and replant new drought tolerant plant material along the front of the residence. The submitted plan also shows exclusive use common area planting (Attachment 2), which does not need committee approval.

Staff has reviewed the proposed plant material (Attachment 3), and found it acceptable and similar to plant material currently being planted within the community by staff. Staff recommends the approval of this request.

The resident understands that the area shall remain common area, subject to the use and passage of all Members.

### **FINANCIAL ANALYSIS**

No cost to the Mutual.

**Prepared By:** Kurt Wiemann, Director of Landscape Services  
**Reviewed By:** Jayanna Abolmoloki, Landscape Administrative Assistant

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Proposed Plan  
**Attachment 3:** Proposed Plant Material  
**Attachment 4:** Photos



Attachment 1

BY: Surfman



Laguna Woods Village

**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.*

5079 OVALO

Address

3.2.2023

Today's Date

SHARON YONASHIRO

Resident's Name

626.840.1308

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

☒ Other (explain): NON-STANDARD LANDSCAPING

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



### Description & Location of Request

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

FRONT GATE + LANDSCAPE STRIP ADJACENT  
TO FRONT ENTRANCE (PICTURE OF FRONT  
ATTACHED. PLAN INCLUDES HOMEOWNER INSTALL  
OF NEW PLANTS IN COMMON AREA. NEED INFO. ON RULES.

### 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
Carol Tanner	5080	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Sharon Yonashiro  
Owner's Signature

SHARON YONASHIRO  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

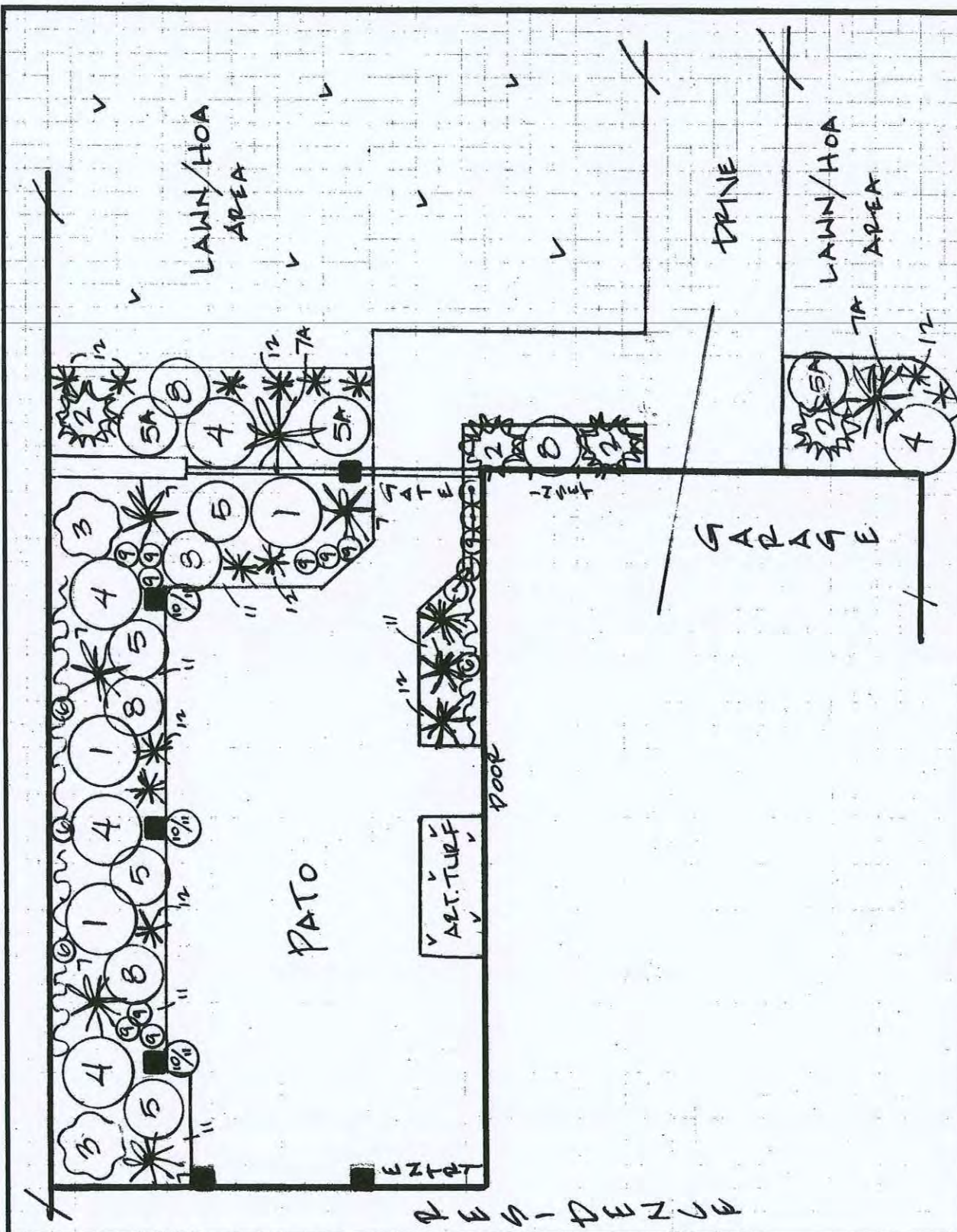
TREE SPECIES: \_\_\_\_\_

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

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







**Landscape Design  
Customer Information**

Name SHARON YONAKHIRO

Address 5079 ONALO

City LAGUNA WOODS, CA State CA Zip 92653

Phone 949-840-1308

Cell phone SHARON.YONAKHIRO@YONAKHIRO.COM

Designer K. PALISKA Employee Number LN 713

Store LN 713 Phone Number 949-840-1308

Date 2/20/23 ☒ 1/4 inch = 1'-0" feet

- COURTYARD PLANTERS
- FRONT PLANTERS





# Attachment 3

Customer Name Sharon Yonashiro  
 Address 5079 Ovalo  
 City, Zip Laguna Woods, CA  
 Phone 626-840-1308  
 Store Number LN 713

\*B339Q



## Plant List - Courtyard and Front Planters #2

Symbol	Common Name	Botanical Name / Material	Qty Recommended	Size of Pot
1	Varigated Mock Orange	Pittosporum 'Crème de Mint'	3	5 Gallon
2	Cone Bush	Leucodendron 'Safari Gold Strike'	4	5 Gallon
3	Sweet Olive	Osmanthus fragrans	2	5 Gallon
4	Breath of Heaven	Coleonema pulchellum 'Sunset'	5	5 Gallon
5	Heavenly Bamboo	Nandina domestica 'Firepower' (M)	4	5 Gallon
5A	Dwarf Bottlebrush	Callistemon 'Little John' (M)	3	5 Gallon
6	Pink Powder Puff	Calliandra haematocephala Espalier	4	15 Gallon
7	Blue Lily Turf	Liriope muscari 'Majestic'	4	5 Gallon
7A	New Zealand Flax	Phormium 'Tri-Color'	2	5 Gallon
8	August Sage	Salvia greggii 'Radio Red'	5	1 Gallon
9	Coral Bells	Heuchera 'Marmalade'	16	1 Gallon
10	Fern	Asplenium 'Austris Gem'	1	5 Gallon

10	Fern	Asplenium bulbiferum	1	5 Gallon
10	Fern	Pteris variegata	1	5 Gallon
11	Annuals	Coleus - mixed colors	32	4"
12	Dwarf Lily Turf	Liriope muscari 'Silvery Sunproof' (M)	17	1 Gallon



## Attachment 4















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**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Revision Request: 5193

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### **RECOMMENDATION**

Approve the modified request to alter the common area landscape at 5193 Duenas.

### **BACKGROUND**

The requesting resident purchased the unit in December of 2017, and is requesting to remove the turf at the front of the unit and replace it with artificial turf (Attachment 1). The resident is also requesting the Mutual share in the expense.

### **DISCUSSION**

The requesting resident is seeking permission to remove the turf in the front of the residence adjacent to the right side of the driveway. The turf has been damaged by gophers and grubs. Staff investigated the concerns and concurs that the turf should be replaced (Attachment 2).

Staff does not recommend replacing the natural turf with artificial turf and recommends replacing with grass-like drought tolerant groundcover, such as, Carpet of Stars.

### **FINANCIAL ANALYSIS**

No cost to the Mutual.

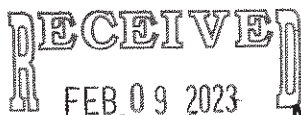
**Prepared By:** Kurt Wiemann, Director of Landscape Services  
**Reviewed By:** Jayanna Abolmoloki, Landscape Administrative Assistant

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photos







## MUTUAL LANDSCAPE REQUEST FORM

BY: *[Signature]*

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.

5193 DUEÑAS

Address

2-7-23

Today's Date

SUSAN WEISS

Resident's Name

714-345-8474

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): I wish to have turf removal and the addition of artificial grass.

## 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☒ Other (explain): Grubs

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

### Description & Location of Request

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

The grassy area to the immediate right of my driveway. It's unsightly due to grubs. I am requesting that the board underwrite part of this expense as it behooves you as well as me. There will be a reduction of water + maintenance

### 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
Stand Alone				

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

SB Weiss  
Owner's Signature

SUSAN WEISS  
Owner's Name

and it will encourage other owners to do the same with that incentive.

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
 530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_  
 RELANDSCAPED: \_\_\_\_\_ NEXT TIME: \_\_\_\_\_  
 TREE SPECIES: \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_  
 TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_









## Attachment 2



















## STAFF REPORT

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**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request & Alteration Request: 5241 – Two Silver Dollar Eucalyptus Trees and One Stone Pine Tree

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### **RECOMMENDATION**

- Deny the request for the removal one Eucalyptus tree (A).
- Approve the request for the removal of one Eucalyptus tree (B) and one Stone Pine tree (C) located at 5241 Elvira.
- Approve the modified request to alter the common area landscape at 5241.

### **BACKGROUND**

The resident purchased the unit in March 2015, and is requesting the removal of two Silver Dollar Eucalyptus trees, *Eucalyptus, polyanthemos* and one Stone Pine tree, *Pinus, pinea*. The reasons cited for the removals are; structural damage, overgrown, poor condition, trees are too tall, and branches are hanging over the roof. There is one additional signature on the Mutual Request Form in favor of the removals (Attachment 1).

Tree (A) was last pruned in February of 2023. Future trimming is tentatively scheduled for fiscal year 2027, as this tree is on a four-year trimming cycle. The height of the tree is approximately 50 feet with a trunk diameter of approximately 24 inches and is growing on the slope area approximately six feet from the garage.

Tree (B) had a hanging branch removed in January 2023 and was last pruned March of 2020. Future trimming is tentatively scheduled for fiscal year 2024, as this tree is on a four-year trimming cycle. The height of the tree is approximately 50 feet with a trunk diameter of approximately 24 inches. The tree is growing on the slope in the shrub bed area approximately ten feet from the unit.

Tree (C) was last pruned in March of 2020. Future trimming is tentatively scheduled for fiscal year 2024, as this tree is on a four-year trimming cycle. The height of the tree is approximately 61 feet with a trunk diameter of approximately 29 inches. The tree is growing on the top of the slope in the shrub bed approximately three feet from the walkway and three feet from an irrigation box that has been lifted (Attachment 2).

The resident provided plans for the requested alteration (Attachment 3) and is requesting permission to alter the landscape by removing the turf and replacing with artificial turf, replace existing shrubs with succulents and remove turf and place pavers four feet wide, adjacent to the driveway to facilitate wheelchair access (Approximately 50 SF).

## **DISCUSSION**

### **Tree Removal Requests:**

- 1) At the time of inspection, tree (A) was found to be in good condition. There were no signs of pests or past pest damage. There was no decay, broken branches or deadwood in the canopy. It has recently been trimmed and has a balanced canopy that has been thinned out. There were small visible roots that had been cut previously for the installation of a block wall, and there were no signs of damage to the wall from other roots. The cut roots appeared to be stable.

Staff's recommendation is to deny the removal of this Silver Dollar Eucalyptus tree (A) located at the front of the unit near the garage.

- 2) At the time of inspection, tree (B) was found to be in fair condition. There were no signs of pests or past pest damage. There was some minor decay and deadwood in the canopy. The tree has a full canopy and needs thinning and opening up, which would be at a crew rental cost due to additional work needed for the thinning of the canopy. There were large roots present on the slope that were previously cut for the addition of a block wall. Despite the root trimming, there is major damage to the alteration patio wall and walkway. The observation of staff was that there are sizable roots running down the slope, under the walkway and the patio wall.

Staff believes the attempt to remove these roots will leave the tree in an unfavorable condition, therefore staff is recommending the removal of this Silver Dollar Eucalyptus tree (B) located at the rear of the unit.

- 3) At the time of inspection, tree (C) was found to be in fair condition. There were no signs of pests or past pest damage. There was some deadwood in the canopy with no visible decay. The tree is growing on a slight angle away from the unit toward the street. There is an unbalanced, heavy end weight canopy that would require major trimming. This would involve large cuts and these would result in the possibility of a pest infestation moving forward. There are noticeable surface roots and some small girdling roots. There is an irrigation valve box near the tree that appears to have been raised by root growth. Having a valve box in this location tells staff there is a water mainline running along the sidewalk near all of the root activity. There is noticeable lifting of the sidewalk causing an offset lip that would be considered a trip hazard right in front of the entrance to the unit.

Due to the tree's proximity to the sidewalk, it is the opinion of staff that a root trench would not be prudent as it would leave the tree in an unstable condition. The roots that would be severed are probably the anchoring roots for the tree due to its current lean.

Staff's recommendation is to remove the Stone Pine tree (C) located at the front of the entrance to the unit.

### **Alteration Request:**

Staff has spoken to the resident regarding the request and offered the following modifications to the request; removal of the turf on the front and left side of the residence and replace with a turf like drought tolerant ground cover in lieu of the requested artificial turf, removal of standard

shrubs in the rear and replace with succulents, remove a portion of the turf directly adjacent to the left side of the driveway and replace with removable pavers four feet wide for a total not to exceed 50 square feet.

Staff is proposing to perform the turf and shrub removal and plant the groundcover. The resident desires to plant the succulents with guidance from staff as to types of succulents appropriate for the area. The resident will hire a contractor to place the pavers.

### **FINANCIAL ANALYSIS**

**Trees:** The cost to remove tree (A) is estimated at \$2,133. The cost to trim the tree is \$156 and the estimated value of the tree is \$6,080 based on the tree inventory data. The cost to remove tree (B) (recommended) is estimated at \$2,133. The cost to trim the tree at a crew rental cost is estimated at \$800 and the estimated value of the tree is \$6,080 based on the tree inventory data. The cost to remove tree (C) (recommended) is estimated at \$2,291. The cost to trim the tree at a crew rental cost is \$1,100 and the estimated value of the tree is \$9,830 based on the tree inventory data.

**Alteration:** The cost to remove the turf and replace with groundcover is approximately \$2,200. The cost to remove the shrubs is minimal and can be performed during regular maintenance. The remainder of the work would be the responsibility of the requesting resident.

<b>Prepared By:</b>	Kurt Wiemann, Director of Field Operations Robert Merget, Landscape Manager
<b>Reviewed By:</b>	Jayanna Abolmoloki, Landscape Administrative Assistant
<b>Committee Routing:</b>	None

### **ATTACHMENT(S)**

<b>Attachment1:</b>	Mutual Landscape Request Form
<b>Attachment 2:</b>	Photographs
<b>Attachment 3:</b>	Alteration Plans





Laguna Woods Village

**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.

5241 Elvira  
Address

(5/18/2022) (3/2/2023)  
Today's Date Today's Date  
Original

Barbara Jean Bennett  
Resident's Name

949-633-2925  
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 (plan) ☐ Off-Schedule Trimming

☒ Other (explain): New sidewalk will be installed in July. Tree must be removed before to avoid damage to new concrete. I was asked to wait!

**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

☒ Other (explain): handicapped persons needing wheelchair access! sidewalk damage. lifted photos, available (roots blocking)

**GUIDELINES:**

• Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical (Video available)

• Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal leaning over roof. Pests, mold + debris entering attic.

• Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered. Roots cut for walkway!

• 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.

Petition to remove trees at 5241 -  
continued:

Name	Manor #	For	Undecided	Against
James Shum	5218	X		
Winifred Strong	5216	X		
Rosemary Stockey	5213	X		
Carol Fodor	5211	X		
Norine Cusick	5215	X		
Barbara Rutkowski	5205	X		
Loren Stovel	2353	X		
Martha Sims	2388	X		
Ingrid Cornu	3277	X		
Jim Thorpe	140B	X		
Doreen ?	3365	X		
Ronald Valoff	5233	X		
Nethy Steensen	5547-B	X		
Tom Burns	5323P	X		
David G. Perry	3046	X		
Cedric King	5242	X		
René Mathieu	5157	X		
Virginia Prestemon	5228	X		
Clark King	5207			
Jacky King	5208			

# Plan to remove trees at 5241 Continued:

Name	Manor <sup>#</sup>	For	Undecided	Again
Rich Adams	2118	✓		
Jenni Karp	3334-B	✓		
Donald Fleming	5240	✓		
Jerry Cantone	3001C	✓		
W. Hughes	5272	✓		
Bong T. FOWN	5273	✓		
Bea Bennett	5268	✓		
JOE	5234	✓		
Desmond Pollard	5281	✓		
Robert Scott	5300	✓		
Elizabeth McAdams	848P	✓		





## Attachment 2

























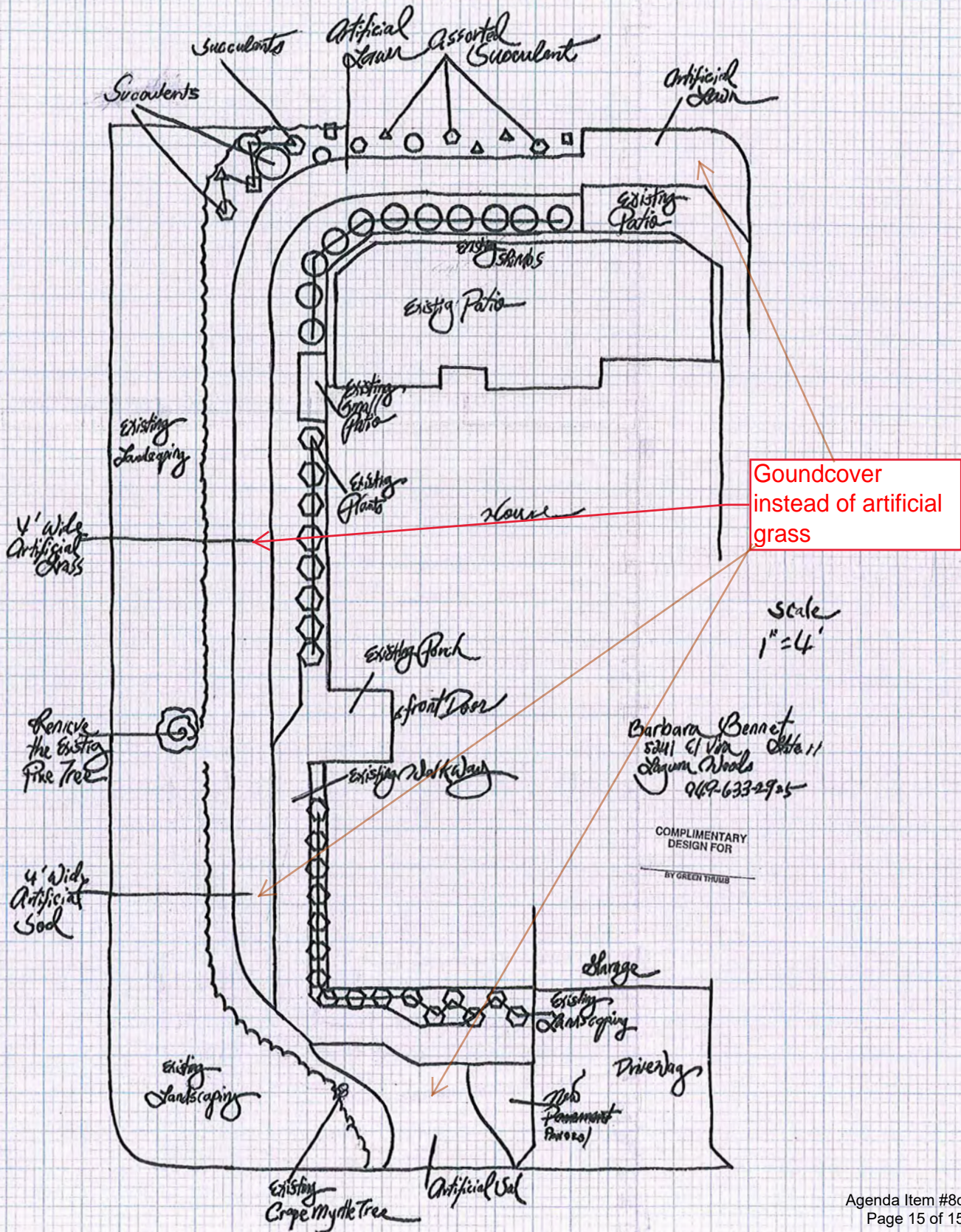








# Attachment 3









## STAFF REPORT

---

**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3255-C San Amadeo – One Magnolia Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Magnolia tree located at 3255-C San Amadeo.

### **BACKGROUND**

The resident purchased the unit in March 2021, and is requesting the removal of one Magnolia tree, *Magnolia grandiflora*. The reasons cited for the removal are a potential trip hazard from fallen seed pods. There is one additional signature on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in March of 2023. Future trimming is tentatively scheduled for fiscal year 2028, as this tree is on a five-year trimming cycle. The height of the tree is approximately 30 feet with a trunk diameter of approximately 12 inches. The tree is growing in the turf area approximately six feet from the driveway and 12 feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in fair condition with a balanced, open canopy. There was no pest activity or signs of past pest damage. The tree has no deadwood in the canopy as the tree was trimmed this month. There were minimal surface roots present and a couple of small girdling roots. Given the age of this tree and the very small sized girdling roots, it appears that these are not continuing to grow larger so at this time there is no concern.

This landscape request was submitted on February 1, 2023. Since then, the tree has been trimmed and thinned out by approximately 25 percent. This will have a considerable effect on the amount of seed pod developed in the upcoming growing seasons.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is approximately \$828. The cost to trim the tree at an annual trim cost is \$156 and the estimated value of the tree is \$2,070 based on the tree inventory data.

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

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**Committee Routing:** None



Third Laguna Hills Mutual Landscape Committee  
April 6, 2023  
Tree Removal Request: 3255-C San Amadeo – One Magnolia Tree

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photographs



Laguna Woods Village

**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.*

3255 San Amadeo Unit C  
Address

2/1/23  
Today's Date

Keiko Tsuyuki  
Resident's Name

949-290-6263  
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): The pinecones <sup>tripping</sup> are hazardous when fallen on the driveway. There are many that fall every day, everywhere.

**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.

Mutual Landscape Request Form

Page 1 of 2

Revised: October 2017

OVER →

**RECEIVED**  
FEB 03 2023  
*DM*


### Description & Location of Request

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

The Pine cones that fall from the tree lands all over the driveway and the grass area. It is an absolute tripping hazard especially for an 80yr old.

### 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
	3256A	✓		

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

### Acknowledgement - Owner

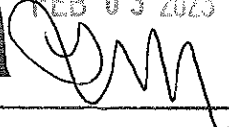
By signing, you are acknowledging this request.

Keiko Tsuyuki  
Owner's Signature

Keiko Tsuyuki  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_  
RELANDSCAPED: \_\_\_\_\_ NEXT TIME: \_\_\_\_\_  
TREE SPECIES: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

RECEIVED  
FEB 03 2023  
BY: 

Page 2 of 2









## Attachment 2



















## STAFF REPORT

---

**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3282-C San Amadeo – One Aleppo Pine Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Aleppo Pine tree located at 3282-C San Amadeo.

### **BACKGROUND**

The resident purchased the unit in July 2009, and is requesting the removal of one Aleppo Pine tree, *Pinus halepensis*. The reasons cited for the removal are; choking out two other trees, needle drop prevents ground cover growth, sap on parked cars and the possibility of tree failure.

Staff met with resident onsite and she added that the needles plugged up the drain during a rain event. There are four additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in May of 2019. Future trimming is tentatively scheduled for fiscal year 2023, as this tree is on a four-year trimming cycle. The height of the tree is approximately 55 feet with a trunk diameter of approximately 30 inches. The tree is growing in the shrub bed area approximately five feet from a common parking spot and approximately 30 feet from the unit (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in good condition with a slight lean. No pest activity or signs of previous pest damage were observed. There was a favorable trunk flare with no visible surface roots and no noticeable damage to the asphalt parking area. The tree does have a full canopy with very little deadwood and no decay. At this time there was no indication the tree was in immediate danger of failure.

Staff is recommending a crown reduction and thinning of the canopy during the next scheduled trimming this year. With the reduction of needle mass and additional sunlight the ground cover will grow at a better rate and there will be less needle accumulation at the nearby drain.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is approximately \$2,370. The cost to trim the tree at an annual trim cost is \$156 plus additional crew rental rate for crown reduction would be an approximate total of \$890, and the estimated value of the tree is \$9,830 based on the tree inventory data.

Third Laguna Hills Mutual Landscape Committee  
Tree Removal Request: 3282-C  
April 6, 2023

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

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**Committee Routing:** None

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs

RECEIVED  
JAN 26 2023

## MUTUAL LANDSCAPE REQUEST FORM

BY: [Signature]

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

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**

## Resident/Owner Information

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

3282 C SAN ANAEO  
Address

18 JULY 22  
Today's Date

MARY BOEHM  
Resident's Name

(949) 413-8212 (AFTER 11am)  
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    ☒ CHOKING OUT 2 TREES; PINE NEEDLES PREVENTS  
☒ Other (explain): GROUND COVER GROWTH; SAP DROPS ON PARKED CAR; ~~WATER ALREADY ON THE DRIVE~~  
POSSIBLE STRUCTURE DAMAGE IF TREE FALLS, TREE ALREADY LEANING!

## 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.
- 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.

PINE TREE AT END OF CUL-DE-SAC # 332, ADJACENT TO PARKING STALL  
(SEE ATTACHED PICTURE)

### Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Heidi S. Pichal</i>	3282 A	✓		
<i>John R. Pichal</i>	3282A	✓		
<i>Sara D. Nims</i>	3283 B	✓		
<i>Mark W. Hochberg</i>	3283 A	✓		
VACANT	3282 B			

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Mary Boeth*  
 Owner's Signature

*MARY BOETH*  
 Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

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

## Attachment 2

















## STAFF REPORT

---

**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3478-B Bahia Blanca – One Silk Oak Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Silk Oak tree located at 3478-B Bahia Blanca.

### **BACKGROUND**

The resident purchased the unit in July 2020, and is requesting the removal of one Silk Oak tree, *Grevillea, robusta*. The reasons cited for the removal are: overgrown, exposed roots, and the potential of damage to the unit should the tree suffer a complete failure during a weather system. There is one additional signature on the Mutual Request Form in favor of the removal (Attachment 1).

In February of 2022, this tree had work done to remove a large branch failure. This tree is on a three-year trimming cycle and was last trimmed in 2021; future trimming is tentatively scheduled for fiscal year 2024. The height of the tree is approximately 60 feet with a trunk diameter of approximately 18 inches. The tree is growing in the turf area approximately ten feet from the patio and approximately five feet from the top of the slope (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in fair condition with an unbalanced canopy. There was no pest activity or signs of past pest damage. The tree has some deadwood and small pockets of decay. There are many surface roots present which is typical for this species. However, there are multiple areas of damaged roots possibly from lawn mowers. Two of these surface roots are very large and one is outreaching approximately 18 feet from the trunk, which is not typical.

Staff is recommending the removal of this tree given the size of the outreaching root and the amount of surface roots, which may be a sign of a poor deep root structure. Poor deep root structure is the leading cause of tree failure during storms.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is approximately \$1,242. The cost to trim the tree on a cycle trim cost is \$156 and the estimated value of the tree is \$1,630 based on the tree inventory data.

**Prepared By:** Bob Merget, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Landscape Services  
**Committee Routing:** None



Third Laguna Hills Mutual Landscape Committee  
April 6, 2023  
Tree Removal Request: 3478-B Bahia Blanca – One Silk Oak Tree

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photographs

Bob

Laguna Woods Village

**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.*

3478 BAHIA BLANCA W #B

Address

1-9-2023

Today's Date

CAROL CHARLTON

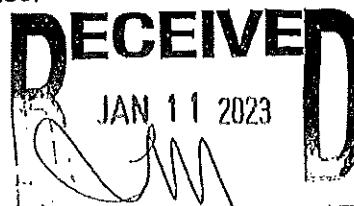
Resident's Name

949-246-1723

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☐ 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.
- 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.

Subject tree is in the rear of our manor, and the exposed roots have taken up the entire back yard. The potential danger during a windstorm would land it right onto two rooms of our manor, and could possibly affect our neighbor's manor, as well. It is approximately 60-70 feet high.

### Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Paul K. Byrd</i>	3478-A	X		
<i>Carol Charlton</i>	3478-B	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Carol Charlton*  
Owner's Signature

CAROL CHARLTON  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

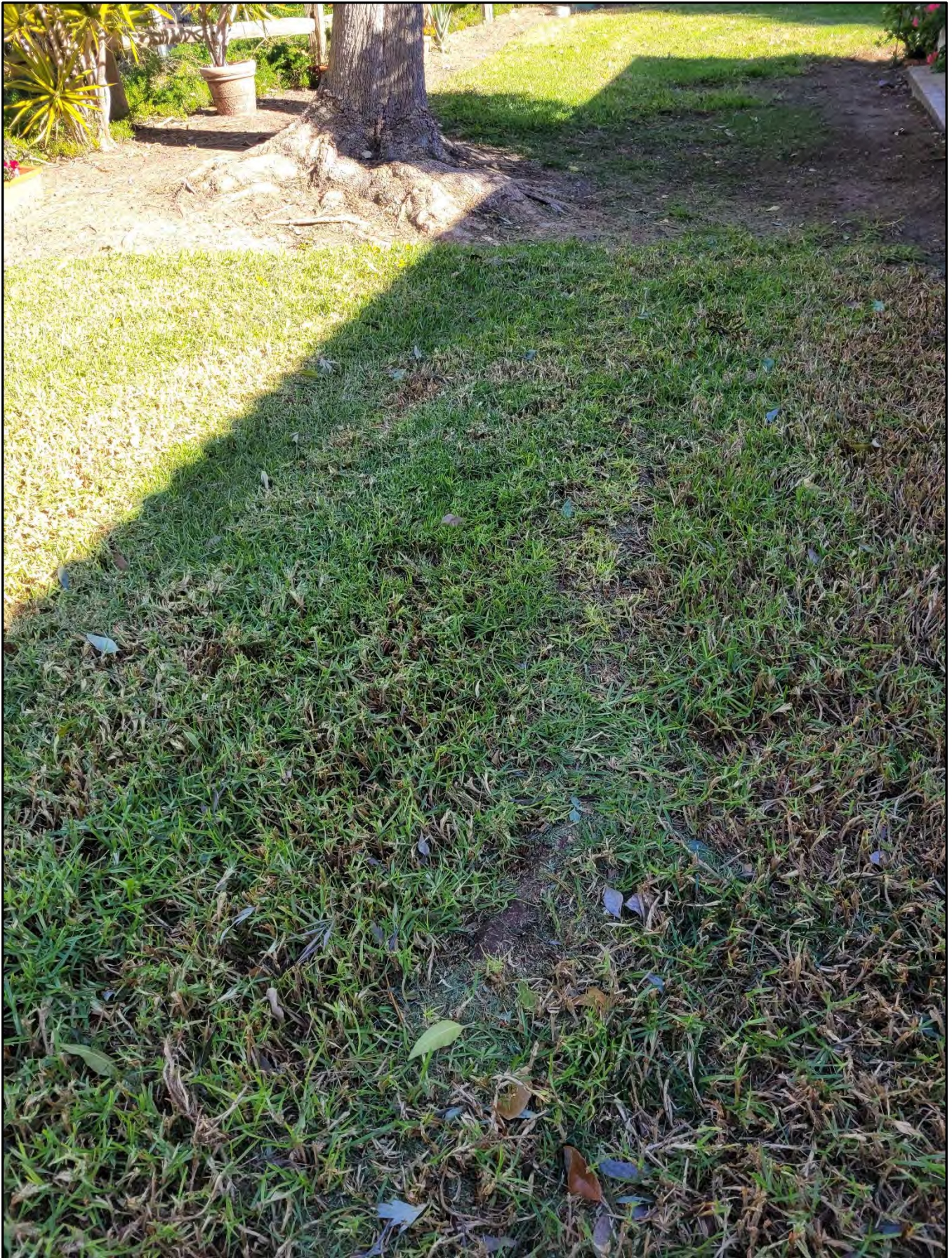
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_



Attachment 2



















## STAFF REPORT

---

**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3498-3D Bahia Blanca – One Monterey Pine Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Monterey Pine tree located at 3498-3D Bahia Blanca.

### **BACKGROUND**

The resident purchased the unit in June 2022, and is requesting the removal of one Monterey Pine tree, *Pinus, radiata*. The reasons cited for the removal are view obstruction and debris. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in March of 2022 as a clearance trim. Future trimming is tentatively scheduled for fiscal year 2027, as this tree is on a five-year trimming cycle. The height of the tree is approximately 45 feet with a trunk diameter of approximately 16 inches. The tree is growing in the shrub bed area approximately six feet from the unit (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in fair condition. There was no pest activity or signs of past pest damage. The tree had minor deadwood in the canopy, and at the time there was adequate clearance from the building. There were minimal surface roots present, and no structural damage was observed. There was no decay found in the trunk or branches of the tree. Staff will ensure the canopy is balanced in the next trim cycle.

Resolution 03-21-10, Tree Maintenance Policy, states "...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..."

### **FINANCIAL ANALYSIS**

The cost to remove the tree is approximately \$1,104. The cost to trim the tree at an annual trim cost is \$156 and the estimated value of the tree is \$1,630 based on the tree inventory data.

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

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**Committee Routing:** None



Third Laguna Hills Mutual Landscape Committee

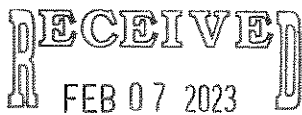
April 6, 2023

Tree Removal Request: 3498-3D Bahia Blanca – One Monterey Pine Tree

## **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



## Attachment 1



BY: [Signature]

Laguna Woods Village

### 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.*

3498 Bahia Blanca W3D  
Address

2/7. 2023  
Today's Date

YOUNG HEE CHANG  
Resident's Name

213-500-8255  
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

☐ 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.
- 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.



I am "Young Hee Chang" live in 3498 Bahia

### 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.

Blanca<sup>w</sup> 3D Laguna Woods There is a pine tree in the back of my house so when the wind blows the leaves come into the house and pine trees are unsightly and dangerous because they are close to the house and they are also covered so that you cannot see

### 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.

the outside so please remove them

Signature	Manor #	For	Undecided	Against
Michelle Beth	1D	✓		
J. Beals	1E	✓		
Patricia Holmes	2D	✓		
Karen Zimmer	3F	✓		
Young Lee	3E	✓		
Dan Lim	2G	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Yousher cheng  
Owner's Signature

Young Hee Chang  
Owner's Name  
Tel: 213-393-7255

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_  
RELANDSCAPED: \_\_\_\_\_ NEXT TIME: \_\_\_\_\_  
TREE SPECIES: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

3498 Bahia Blanca w  
3D Laguna Woods

" 2023 2/4 "









Attachment 2

















## STAFF REPORT

---

**DATE:** April 6, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 5343-B Bahia Blanca – One Carrotwood Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Carrotwood tree located at 5343-B Bahia Blanca.

### **BACKGROUND**

The resident purchased the unit in August 1998, and is requesting the removal of one Carrotwood tree, *Cupaniopsis, anacardioides*. The reasons cited for the removal are: structural damage, sewer damage, multiple main line stoppages and the tree is not trimmed often enough. There are no additional signatures on the Mutual Request Form (Attachment 1).

The tree was last pruned in October of 2022. Future trimming is tentatively scheduled for fiscal year 2024, as this tree is on a two-year trimming cycle. The height of the tree is approximately 32 feet with a trunk diameter of approximately 20 inches. The tree is growing in the shrub bed area approximately five feet from the sewer cleanout, the unit and the street (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in poor condition. There was no pest activity or signs of previous pest damage. The trunk had visible surface roots with one large girdling root. There were noticeable areas on the trunk that have not healed properly from previous large cuts. The tree had multiple large limbs growing together causing unfavorable attachments which are referred to as codominant limbs. When this occurs, the tree develops included bark to help support the weight at these multiple connects. This condition often results in major limb failure.

There have been a number of mainline stoppages with roots being the cause. There were also repairs needed as a result of the flooding in the unit due to the stoppages. The sewer line pipe is running parallel to the tree approximately two feet away.

Staff is recommending the removal of the Carrotwood tree based on its condition and potential for future failure. There is a planter wall alteration that has been damaged by the tree roots. The resident has been notified that the wall must be removed and all costs associated with the removal/repair is the sole responsibility of the owner.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is approximately \$1,380. The cost to trim the tree at an annual trim cost is \$156 and the estimated value of the tree is \$6,080 based on the tree inventory data.



Third Laguna Hills Mutual Landscape Committee

April 6, 2023

Tree Removal Request: 5343-B Bahia Blanca – One Carrotwood Tree

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

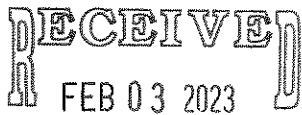
**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**Committee Routing:** None

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

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs

**MUTUAL LANDSCAPE REQUEST FORM**BY: SF 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.*

5343-B Bahia Blanca

Address

02/03/2023

Today's Date

Samuel T. Davey

Resident's Name

949-378-5089

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



### Description & Location of Request

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

The roots have blocked the main drain twice in the last 6 years, causing backup in the toilets and water damage.

Tree is very close to manor and has caused roof tile damage.

Tree should be trimmed every year, but is only done every 2 years.

### 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.

Please  
turn  
over  
for  
more

Signature	Manor #	For	Undecided	Against

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Samuel T. Davy  
Owner's Signature

Samuel T. Davy  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

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

Tree is 2.5 feet from main drain.

Tree is 3 feet from roof + branches  
hang over roof.

When tree is not trimmed, it blocks the  
view from two windows





Attachment 2























**RESOLUTION 03-12-146**

**WHEREAS**, the Landscape Committee has been established pursuant to Article VII, Section 1 of the bylaws of this Corporation;

**NOW THEREFORE BE IT RESOLVED**, December 18, 2012, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Ensure that the level of service provided by the Landscaping Division, and the funds needed to accomplish this, are adequate to maintain Third Mutual landscaping in an aesthetically pleasing, environmentally appropriate and cost-effective manner.
2. Determine service levels and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
3. Ensure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout Third Laguna Hills Mutual.
4. Work with the Golden Rain Foundation (GRF) Landscape Committee to:
  - a. Help them determine (as accurately as possible) the water needed for varying types of landscape developments that would maintain the beauty of the grounds throughout the Community and to help them set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
  - b. Promote the optimum and most efficient use of water in the Third Laguna Hills Mutual.
5. Work with the United Laguna Woods Mutual Landscape Committee, the Golden Rain Foundation Landscape Committee and our managing agent to:
  - a. Update the rules and regulations in the Community's Landscape Manual.
  - b. Develop policies with regard to control of pests such as ants, rodents, etc.
  - c. Promote and oversee recycling programs and provide for optimum trash pickup and disposal services at reasonable and customary costs.



6. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
7. Perform such tasks as may be assigned or referred to this committee by the Third Laguna Hills Mutual Board of Directors.

**RESOLVED FURTHER**, that Resolution 03-08-19, adopted March 18, 2008 is hereby superseded and cancelled.

## Suggested Changes

### THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE CHARTER RESOLUTION XX-XX-XXX

**RESOLVED**, that pursuant to Bylaws, Article 7, Section 7.1, the Landscape Committee (Committee) has been established as a standing committee of this Corporation for the purpose of reviewing the governing documents (~~Governing Documents~~) for Third Laguna Hills Mutual (Third Mutual) for clarity, legality and current applicability, and overseeing the processes **and procedures** used to manage discipline with this Corporation; and **used to develop and maintain the Landscape features of this Corporation in an aesthetically pleasing, environmentally appropriate and cost effective manner.**

**RESOLVED FURTHER**, **on this date**, that the Board of Directors (Board) of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

#### I. Committee Members

1. The Board shall appoint the Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. The Committee may include Resident Advisors, all who will be non-voting members appointed by the Board upon recommendation of the Committee Chair.
4. **This Committee shall serve at the direction of and at the pleasure of the Board.**
5. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

#### II. Responsibilities

~~This Committee shall serve at the direction of and at the pleasure of the Board.~~ The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. Ensure that the level of service provided by the landscaping managing agent, and the funds needed to accomplish this, are adequate to **appropriately provide landscaping services and** maintain Third Mutual landscaping. ~~in an aesthetically pleasing, environmentally appropriate and cost effective manner.~~
2. ~~Determine service levels and capital and operating budget requirements for Third Mutual, and to~~ **Review annual landscape budgets prepared by the managing agent and make recommendations to the Board and Managing Agent regarding the annual budget. Periodically review expenditures to assure conformance within budget**
3. Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document **revision and changes/implementation. and Coordinate as appropriate with these matters** ~~with other standing committees. having related concerns.~~
4. Ensure that the rules and regulations as listed in the Third Mutual Landscape Maintenance Manual ~~are enforced uniformly throughout Third Mutual~~ **and other landscape-related policies and resolutions are clear, complete, and relevant.**
5. Work with the landscaping managing agent to **develop, adopt, and implement long-range plans to transition Third Mutual's plant palette to vibrant, water-wise, low-maintenance plants.**



- a. ~~Help determine (as accurately as possible) the irrigation water needed for varying types of landscape developments that would maintain the beauty of the grounds throughout Third Mutual.~~
  - b. ~~Set up **Establish** long-range plans for future landscape developments and practices that would **adapt to** work best with the anticipated future water supplies available for irrigation uses in Third Mutual.~~
  - c. ~~Promote the optimum and most efficient use of water in Third Mutual by developing and maintaining a geographically appropriate dynamic plant palette, maintain **a coordinated** irrigation system (hardware and software) as a whole, and **recommend** change **to** the type of irrigation to drip or other low water use systems.~~
  - d. ~~Update the rules and regulations in the Third Mutual's Landscape Maintenance Manual.~~
  - e. ~~Develop policies with regard to control of pests such as ants, rodents, etc.~~
6. Review each **member** petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary, and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
  7. Function in accordance with the Governing Documents and federal, state, and local laws.
  8. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.
  9. ~~Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document **revision and** changes/implementation and coordinate **as appropriate with** these matters with other standing committees. having related concerns.~~

**RESOLVED FURTHER**, that Resolution 03-12-146, adopted December 18, 2012 is hereby superseded and cancelled.

**RESOLVED FURTHER**, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

**THIRD LAGUNA HILLS MUTUAL  
LANDSCAPE COMMITTEE CHARTER  
RESOLUTION XX-XX-XXX**

**RESOLVED**, that pursuant to Bylaws, Article 7, Section 7.1, the Landscape Committee (Committee) has been established as a standing committee of this Corporation for the purpose of overseeing the processes and procedures used to develop and maintain the Landscape features of this Corporation in an aesthetically pleasing, environmentally appropriate and cost-effective manner.

**RESOLVED FURTHER**, **on this date**, that the Board of Directors (Board) of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

**I. Committee Members**

1. The Board shall appoint the Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. The Committee may include Resident Advisors, all who will be non-voting members appointed by the Board upon recommendation of the Committee Chair.
4. This Committee shall serve at the direction of and at the pleasure of the Board.
5. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

**II. Responsibilities**

The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. Ensure that the level of service provided by the landscaping managing agent, and the funds needed to accomplish this, are adequate to appropriately provide landscaping services and maintain Third Mutual landscaping.
2. Review annual landscape budgets prepared by the managing agent and make recommendations to the Board and Managing Agent regarding the annual budget. Periodically review expenditures to assure conformance within budget.
3. Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document revision and implementation. Coordinate as appropriate with other standing committees.
4. Ensure that the rules and regulations as listed in the Third Mutual Landscape Maintenance Manual and other landscape-related policies and resolutions are clear, complete, and relevant.
5. Work with the landscaping managing agent to develop, adopt, and implement long-range plans to transition Third Mutual's plant palette to vibrant, water-wise, low-maintenance plants.



6. Review each member petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary, and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
7. Function in accordance with the Governing Documents and federal, state, and local laws.
8. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

**RESOLVED FURTHER**, that Resolution 03-12-146, adopted December 18, 2012 is hereby superseded and cancelled.

**RESOLVED FURTHER**, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.