



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE*

**Thursday, March 2, 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 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 February 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. Committee Charter
 - b. 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, April 6, 2023 at 9:30 a.m.

12. Recess to Closed Session for the discussion of contractual matters

*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, February 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 (entered the meeting at 11:44 a.m.)

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Kay Havens (left the meeting at 11:35 a.m.)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:30 a.m.

2. Approval of the Agenda

Chair Laws recommended the addition of agenda item 8b. Director Rane-Szostak made a motion to approve the agenda with the additional item added. Chair Engdahl seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the January 13, 2023 Report

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

4. Remarks of the Chair

Chair Lewis explained several reasons as to why artificial turf is not ideal for our community.

5. Department Head Update

5a. Key Performance Indicators

Mr. Wiemann shared a presentation with the committee and the audience. Members made comments and asked questions.

5b. Ticket Process Overview

Mr. Wiemann shared a presentation with the committee and the audience. Members made comments and asked questions.

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 several committee members, responded to each comment individually.

8. Items for Discussion and Consideration

8a. Tree Removal Request – One Flaxleaf Paperbark Tree and Two Volunteer California Pepper Trees – 5064 Avenida Del Sol

Director Engdahl made a motion to approve the staff recommendation listed in the report. Director Laws seconded. The motion passed.

8b. Tree Retainment Request – Five Citrus Trees – 5194 Duenas

Director Laws made a motion to approve the staff recommendation listed in the report. Director Rane-Szostak seconded. The motion passed.

8c. Water Saving Landscape Projects

Members of the committee discussed the report included in the agenda packet in depth. Members of the committee reviewed the locations listed, and agreed to a list of 14 locations for the Landscape crew to begin working on. Mr. Wiemann agreed to meet with the Chair to discuss more potential locations with different criteria.

8d. Landscape Committee Charter

Chair Lewis stated that this would be discussed at the next meeting.

8e. Landscape Manual

Chair Lewis stated that this would be discussed at the next meeting. Staff agreed to re-send word versions of the manual to committee members.

8f. Tree Well Discussion

Members of the Committee discussed the possibility of increasing the circumference of tree wells throughout the Mutual. Members made comments and asked questions.

9. Items for Future Agendas

- Landscape Charter
- Landscape Manual

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, March 2, 2023 at 9:30 a.m.

12. Adjournment at 12:01 p.m.

Ira Lewis

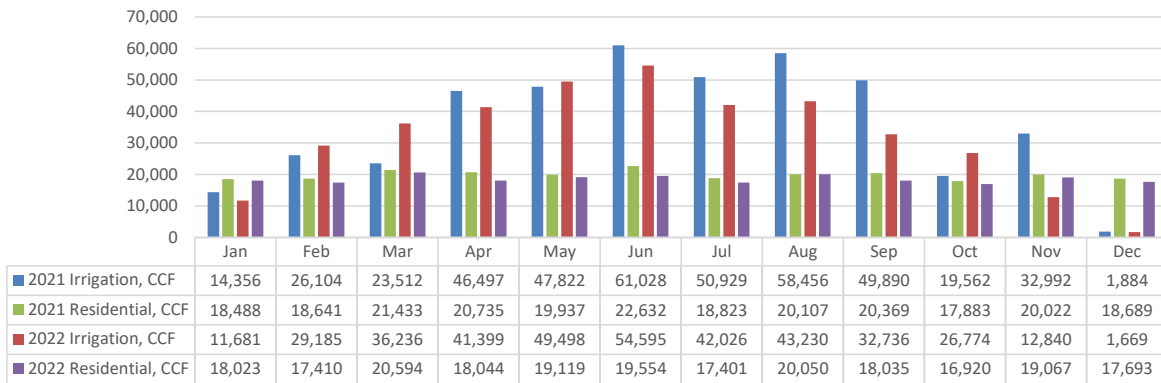
Ira Lewis (Feb 7, 2023 11:13 PST)

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

Third Mutual Landscape Project Log March 2023								
Project	Contractor	Description	Status	Estimated Completion	Completion*	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.		Annual Program	0%	\$481,313	\$0	\$481,313
	In-House Tree Crew		Update pending, on schedule.		0%	\$396,694	\$0	\$396,694
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	0%	\$177,744	\$0	\$177,744
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, on schedule.	Annual Program	8%	\$523,765	\$43,647	\$480,118
Fire Risk Reduction	Mission Landscaping/ Andre Landscape/Staff	Project includes the removal of vegetation with a high risk of fire.	Slope Erosion Scar Evalation at 3420 Calle Azul transferred to M&C (Disaster Fund) ; Completed clearing Non-Native Plants from fire areas.	Annual Program	0%	\$180,000	\$0	\$180,000

*Completion based upon invoices received to-date, 02/22/2023. In-house expenses not post for 01/31/2023.

Third Mutual Water Consumption 2021 - 2022 Trends



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. Insure 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. Insure 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.

**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 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.
5. Work with the landscaping managing agent to:

- 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.
- 6. Function in accordance with the Governing Documents and federal, state, and local laws.
 - 7. 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.
 - ~~8. 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.

The date of adoption of a revision should be included somewhere.