



**OPEN MEETING**

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

**Thursday, February 7, 2019 – 9:00 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**AGENDA**

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for January 3, 2019
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update
  - a) Herbicide Testing Update (Verbal)
  - b) Turf Reduction Update (Verbal)

**Consent:**

None

**Reports:**

9. Project Log

**Items for Discussion and Consideration:**

10. Tree Removal Requests
  - a) 3155-C Alta Vista (Yeager)
  - b) 5560-B Via Portora (Lin)
  - c) 5561-B Via Portora (Yun)

**Items for Future Agendas:**

11. Proposed 2019 Reserve Funded Project Calendar

**Concluding Business**

12. Committee Member Comments
13. Date of Next Meeting – March 7, 2019
14. Adjournment

Lynn Jarrett, Chair  
Kurt Wiemann, Staff Officer  
Lulu Boctor, Administrative Coordinator, 949-597-4650

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**OPEN MEETING**

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

Thursday, January 3, 2019 – 9:00 a.m.  
Laguna Woods Village Community Center Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** James Tung – Chair, Lynn Jarret, Cush Bhada, John Frankel, Jon Pearlstone, Jules Zalon (Non-Voting Advisor)

**MEMBER ABSENT:**

**OTHER DIRECTORS:** Elsie Addington in audience

**STAFF PRESENT:** Kurt Wiemann, Larry Hernandez, Robert Merget, Lulu Bector, Eve Morton, Siobhan Foster, Bruce Hartley

**1. Call to Order**

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

**2. Acknowledgement of the Press**

No media was present.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Committee Report for December 6, 2018**

The meeting report of December 6, 2018, was approved by consensus.

**5. Chair's Remarks**

None

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

Arthur Levy 5578-B - Spoke about tree removal request and notice that was not received.  
Eileen Lazar 5220 - Spoke about the ten week landscape schedule and ivy growing on her wall and her neighbor's.

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

Mr. Hernandez responded to Ms. Lazar and went over the service level with her. He explained the 10 to 12 week weeding and pruning cycle and that we are currently on a 14-day mow and edge cycle. During spring and summer, we go to a 9-day mow and edge cycle. When the crew is on their mow cycle, there is no weeding of the planter beds. The crew will trim back a little more in fall due to the slower growth rate of the plant material.

**8. Department Head Update**

Mr. Wiemann introduced himself as the new head of the Landscape Division.

**Consent:**

**9. Water Efficient Plant Palette – Staff Recommends Approval**

**10. Tree Removal Request – 2233-S – Staff Recommends Denial**

**11. Appeal of Tree Trimming Request – 5076 Tero – Staff Recommends Denial**

The Consent Calendar was approved unanimously.

**Reports**

**12. Project Log**

Mr. Hernandez gave a brief summary of the project log.

Chair Tung had a question on slope renovation.

Mr. Wiemann explained the Landscape Division will re-evaluate all projects and develop an updated report for the committee in the coming months.

**Items for Discussion and Consideration**

**13. Request for Approval to Install Artificial Turf – Kreter (5152)**

The resident spoke about her request.

Mr. Merget spoke about the fact that the original alteration plans were re-designed to include artificial turf.

Mr. Hartley spoke about the requests made by resident.

Director Pearlstone asked Member what motivated her to decide to use artificial turf.

During the field tour at the property site, Director Bhada made a motion to approve the modifications, including artificial turf, to the previously approved landscape alteration with the conditions that the artificial turf is Staff approved and that the Member is responsible for keeping it up at their expense. Director Jarrett seconded. The committee was in unanimous support.

**14. Organic Herbicide Program**

Mr. Hernandez spoke about the herbicide program.

Mr. Hartley spoke about the difference in cost between glyphosate versus non- glyphosate herbicides.

Director Bhada made a motion to direct Staff to continue researching effective materials that are non-glyphosate, stay within annual budget, and report monthly to the Committee on progress and cost. Committee will then make a decision in the next three to four months on how to proceed. The motion was seconded by Director Jarrett. The committee was in unanimous support.

**Items for Future Agendas**

**15. Proposed 2019 Reserve Funded Project Calendar**

**16. Turf Removal Project Update**

**Concluding Business**

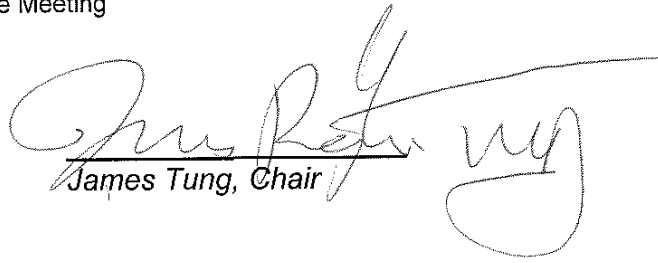
**17. Committee Member Comments**

Jules Zalon thanked everyone for being at the meeting

**18. Date of Next Meeting February 7, 2019**

**19. Adjournment**

Meeting was adjourned at 10:06 a.m.

  
James Tung, Chair

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Third Mutual Landscape Project Log February 2019				
Project	Description	Status	Estimated Completion/ On-going Date	Budget vs Actual
<b>Tree Maintenance</b>	This annual program includes the scheduled trimming of all Mutual trees; un-scheduled pruning and service requests; dead tree removal and replacement.	As of December 31, 2018, approximately <u>3,255</u> scheduled trees were trimmed and <u>246</u> trees removed along with an estimated <u>252</u> un-scheduled service requests completed. Trimming around street lights, palm pruning and emergency work funded thru year's end.	Completed December 2018	Budget: \$826,476 Supplemental Funds: \$150,000 Year End Estimated Cost: \$930,810 Estimated Balance: \$45,666
<b>2018 Modernization Project</b>				
<b>Slope Renovation</b>	Gate 9 - Entrance slope replanting		Completed July 2018	Budget: \$66,222 Cost: \$15,325 Balance: \$50,898
<b>Slope Renovation</b>	Gate 11 - Pina Slope		Completed October 2018	Budget: \$92,443 Cost: \$6,979 Balance: \$85,464
<b>Slope Renovation</b>	Gate 14 - Calle Oeste - Renovation of bare areas of slope	Soil testing started week of January 28, 2019. Project moved to 2019 Budget	2019	Budget: \$23,880 Cost: \$0 Balance: \$23,880
<b>Slope Renovation</b>	Punta Alta - Renovation of bare areas of slope	Project moved to 2019 Budget	2019	Budget: \$24,831 Cost: \$0 Balance: \$24,831
<b>Fire Risk Reduction (In-house labor)</b>	This unbudgeted project utilized Slope Renovation Funding to prepare Punta Alta, Bahia Blanca, Calle Azul and other slopes for hydroseeding with in-house labor.	Complete.	Completed December 2018	Budget: \$0 Year-to-date (12/31/18) Cost: \$117,898.22 Funding from remaining Slope Renovation Funds will be utilized for this work.
<b>2018 Miscellaneous Projects</b>				
<b>Ridge Route Brush Clearing</b>	Clearing of brush, trees and debris from the public right-of-way along Ridge Route Drive along Third Mutual perimeter wall.	Brighview Landscape planted five 24" box size Eastern Redbud trees to provide screening as requested by residents.	Completed December 2018	Budget: \$68,640 Invoiced: \$64,400 Balance: \$4,240
<b>Fire Risk Reduction</b>	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Board approved \$200,000 in funding. Contract awarded to Brightview Landscape. Work started August 16, 2018. Fuel cleared in the Bahia Blanca/Barbara's Lake area, along open space boundary, Santa Maria and along Bahia Blanca West interior slopes. Hydroseeding was completed in December.	Completed December 2018	Budget: \$200,000 Invoiced: \$98,820 Balance: \$101,180
<b>2019 Reserve Fund Projects</b>				
<b>Turf Reduction</b>	Elimination of highest water using turf areas; replacing with water efficient landscapes.	RFP for design/evaluation released January 17, 2019	2019	Budget: \$105,536
<b>Slope Renovation</b>	Locations To Be Determined by Landscape Committee	Staff is reviewing slopes Mutual wide. Specification Development in progress.	2019	Budget: \$250,000
<b>Slope Maintenance Outsourced</b>	Annual cutting back and removal of vegetation on slopes	Staff is reviewing slopes Mutual wide. Specification Development in progress.	2019	Budget: \$464,422
<b>Fire Risk Reduction</b>	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Staff is reviewing slopes Mutual wide. Specification Development in progress.	2019	Budget: \$180,000
<b>Tree Maintenance</b>	For 2019 this annual program only includes street light clearing, un-scheduled pruning, service requests and dead tree removal.	Tree Program is under review.	2019	Budget: \$213,630

**Note:**

**Green** = Complete

**Blue** = In-Progress

**Black** = Not Started

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## STAFF REPORT

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**DATE:** February 7, 2019  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request – 3155-C (Yeager) – Edible Loquat tree

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### **RECOMMENDATION**

Approve the request for the removal of one Edible Loquat tree at Manor 3155-C, at Mr. Yeager's expense.

### **BACKGROUND**

Mr. Yeager purchased the manor in August 2014. He is requesting the removal of an Edible Loquat tree, *Eriobotrya japonica*, located at the rear of the manor. The reasons cited by him for the removal are litter/debris and his wife's allergy to the tree. Mr. Yeager has supplied the Landscape Committee with a letter from their doctor stating Mrs. Yeager's allergy to the Loquat tree. See Attachment 2. There are no additional signatures listed on the Mutual Landscape Request Form.

### **DISCUSSION**

The tree was last trimmed in January 2018 and is scheduled for inspection/pruning in approximately November 2020. It is approximately 15 feet in height with a trunk diameter of approximately 10 inches. It is growing in the shrub bed area approximately 3 feet from the patio and approximately 1 foot from an irrigation valve. See Attachment 1.

At the time of inspection, the tree was found to be in good condition with no trunk damage or visible pests, a small amount of decay, and an overall well-balanced canopy. There was no noticeable damage to the nearby irrigation valve. In the past, the Landscape Committee in the past has taken into consideration the removal of a tree based on an allergy only when a doctor's note is specific to that species of tree.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$625. The cost to trim the tree is estimated to be \$175. The estimated value of the tree is \$2,328 based on the ArborPro tree inventory.

**Prepared By:** Bob Merget, Landscape Supervisor  
**Reviewed By:** Larry Hernandez, Landscape Manager  
Kurt Wiemann, Senior Field Services Manager

### **ATTACHMENT(S)**

ATT-1: Photographs  
ATT-2: Mutual Landscape Request Form, Letter

ATTACHMENT 1





Laguna Woods Village

**MUTUAL LANDSCAPE REQUEST FORM****PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS**

RECEIVED

NOV 13 2018

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

Date: 10-30-18 Address: 3155-C Alta Vista

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

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

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

☐ Other (explain): \_\_\_\_\_

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

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

Allergy - year round litter/debris, ~~allergies~~

**Description & Location:** Logan, west of manor (20 ft)

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

Signature	Manor #	For	Undecided	Against
<u>CLYDE GICOTTE</u>	<u>5458</u>	<u>X</u>	_____	_____
<u>[Signature]</u>	<u>3153 A</u>	<u>X</u>	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

**PLEASE FORWARD COMPLETED REQUEST FORM TO:**

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

Revised Nov 2011



## Laguna Woods Village **MUTUAL LANDSCAPE REQUEST FORM GUIDELINES**

### Request

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

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

### Reason

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

- **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.
- **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- **View Blockage:** By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- **Litter and Debris:** Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

### Description & Location

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

### Signatures of All Neighbors Affected By This Request

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

OFFICE USE ONLY			
510 _____ 530 _____ 540 _____	570 _____	LAST PRUNED _____	
RELANDSCAPED _____		NEXT TIME _____	
TREE SPECIES _____			
COMMENTS: _____			
_____			
_____			
_____			
_____			



12/13/2018

To whom it may concern -

Ingrid Yeager states per allergy testing in past that she is allergic to nut/loquat trees. Patient notes increased allergy symptoms due to exposure to those trees currently. Please take this into consideration and contact my clinic if any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark P. Foster", with a stylized flourish at the end.

Mark P Foster MD Family Medicine  
24411 Health Center Dr Ste 460, Laguna Hills, CA 92653-3692  
Phone: (949) 373-7799 Fax: (949) 259-2372  
Encounter Number: 2162563

Provider: Mark P Foster 12/13/2018 12:14 PM  
Document generated by: Mark Foster 12/13/2018

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## STAFF REPORT

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**DATE:** February 7, 2019  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request – 5560-B Via Portora (Lin) – Camphor tree

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### **RECOMMENDATION**

Deny the request for the removal of one Camphor tree at Manor 5560-B and trim/inspect on schedule.

### **BACKGROUND**

Mr. Lin purchased the manor in December 2013. He is requesting the removal of a Camphor tree, *Cinnamomum, camphora*, located at the front of the manor. The reason cited by him for the removal is litter/debris (people have slipped on the berries). Six additional residents have signed the Mutual Landscape Request Form in favor of the removal. See Attachment 2.

### **DISCUSSION**

The tree was last trimmed in August 2015 and the next scheduled inspection/pruning is yet to be determined. It is approximately 34 feet in height with a trunk diameter of approximately 19 inches. It is growing in the turf area approximately 3-4 feet from the common sidewalk and irrigation valve box and 5-6 feet from the cable TV pull box. There is noticeable minimum sidewalk raising and concrete grinding has been previously performed. See Attachment 1.

At the time of inspection, the tree was found to be in good condition with no trunk damage, decay, or pests present. There are a number of visible surface roots. Based on Third Mutual's tree removal policies, there is no justification to remove this tree based on litter/debris.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$1,500. The cost to trim the tree is estimated to be \$350. The estimated value of the tree is \$3,493 based on the ArborPro tree inventory.

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

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

Kurt Wiemann, Senior Field Services Manager

### **ATTACHMENT(S)**

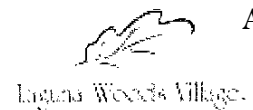
ATT-1: Photographs

ATT-2: Mutual Landscape Request Form

ATTACHMENT 1







RECEIVED  
DEC 13 2018  
LANDSCAPE DIVISION

## 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.

5560 B Via Portora  
Address

12/10/2018  
Today's Date

Si-shun Lin  
Resident's Name  
Mei phoun Lin

949 331 9962  
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): Tree grow berry which fall down to pavement. passenger sleep & fall down

#### **GUIDELINES:**

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

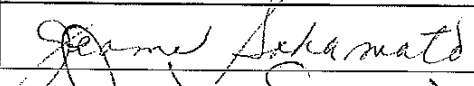
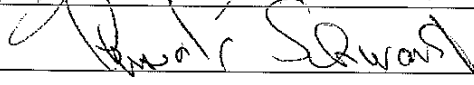
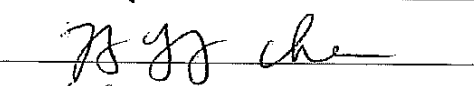
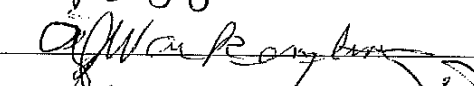
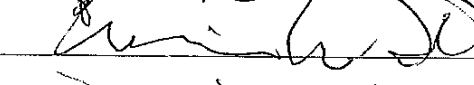

### Description & Location of Request

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

The Big Tree grow a lot Berry which drop to pavement (walk way), and causing passenger slip and mixed up the ground.

### Signatures of All Neighbors Affected By This Request

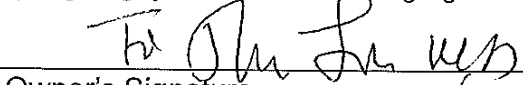
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	5525B	✓		
	5555B	✓		
	5546 B	✓		
	5560-A	✓		
	5561A	✓		
	5563A	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

Si-Shun Lin  
Mei phoun Lin  
Owner's Name

### OFFICE USE ONLY

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



## STAFF REPORT

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**DATE:** February 7, 2019  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request – 5561-B Via Portora (Yun) – Weeping Fig tree

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### **RECOMMENDATION**

Deny the request for the removal of one Weeping Fig tree at Manor 5561-B and inspect/trim on schedule.

### **BACKGROUND**

Mr. Yun purchased the manor in May 2013. He is requesting the removal of a Weeping Fig tree, *Ficus, benjamina*, located at the front of the manor. The reasons cited by him for the removal is sewer damage. No additional residents have signed the Mutual Landscape Request Form. See Attachment 2.

### **DISCUSSION**

The tree was last trimmed in August 2015 and the next scheduled inspection/pruning is yet to be determined. It is approximately 27 feet in height with a trunk diameter of approximately 16 inches. It is growing in the turf area approximately 2-3 feet from the common sidewalk, 1-2 feet from the manor's sidewalk and 6-8 feet from the main line sewer clean out. See Attachment 1.

At the time of inspection, the tree was found to be in good condition with no trunk damage, decay, or pests present. There have been three mainline stoppages reported in the last two years all mentioning the removal of Ficus tree roots. The 914-Plumbing department has scheduled the mainline to have epoxy installed which will prevent any further root intrusion.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$1,200. The cost to trim the tree is estimated to be \$350. The estimated value of the tree is \$3,620, based on the ArborPro tree inventory.

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

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

Kurt Wiemann, Senior Field Services Manager

### **ATTACHMENT(S)**

ATT-1: Photographs

ATT-2: Mutual Landscape Request Form



ATTACHMENT 1



RECEIVED  
DEC 21 2018

## MUTUAL LANDSCAPE REQUEST FORM

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

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

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

### Resident/Owner Information

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

5561 Via portora Unit B  
Address

Dec 20, 2018  
Today's Date

Kab Yun  
Resident's Name

757-515-6822  
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):

clogging main drain pipe. Causing all waste  
roots backing up into bath tub. this is third time

### Reason for Request

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

☐ Structural Damage ☒ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☐ Other (explain):

### GUIDELINES:

- **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.
- **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- **View Blockage:** By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- **Litter and Debris:** Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

### Description & Location of Request

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

This is Third incident clogging main drain by Ficus Tree root in front of manor. I requested to remove that tree. But you denied & no apparent reason. Please remove that tree. Core the problem, not Band Aid management. all waste backing up in the own sunken bathtub. again get rid of the tree

### 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

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

Lab Yun  
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: \_\_\_\_\_