



## **OPEN MEETING**

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

**Thursday, September 5, 2024 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA  
Board Room and Virtual with Zoom**

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

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

## **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from August 1, 2024
4. Remarks of the Chair
5. Member Comments (Items Not on the Agenda)
6. Response to Member Comments
7. Department Head Update
  - a. Project Log
  - b. Tree Work Status Report
  - c. Greenius Training Update
  - d. Quality Control Monthly Report
8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*
  - a. 5450 Tree Removal Request

9. Items for Discussion and Consideration
  - a. 3200-B Tree Removal Request
10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
  - a. Slope 2025 Schedules
  - b. AB 1572 Updates
  - c. Incentives for Members to Remove Turf Ahead of Staff
11. Committee Member Comments
12. Next Meeting Date: Thursday, October 10, 2024 at 9:30 a.m.
13. Recess

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

S.K. Park, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Landscape Administrative Assistant  
Telephone: 949-268-2565



**OPEN MEETING**

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

**Thursday, August 1, 2024, at 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:** Brad Rinehart

**ADVISORS PRESENT:** Diane Bonar, Mark Brenner, Krystal Meier

**ADVISORS ABSENT:** Patricia Bailey

**OTHERS PRESENT:** None

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

**1. Call Meeting to Order**

Chair Park called the meeting to order at 9:37 a.m.

**2. Approval of Agenda**

Chair Park asked to add item #7f clipping update and item #9c to rename as PPRP Methodology and Communication. Hearing no objections, the agenda was approved unanimously.

**3. Approval of the July 11, 2024 Report**

Director Karimi moved to approve the meeting report, Director Veeneman seconded it, and it was unanimously approved.

#### **4. Remarks of the Chair**

Chair Park welcomed everyone and introduced himself as the committee's new chair. He asked for patience and understanding as this is a new endeavor.

#### **5. Member Comments**

- A member commented on a broken irrigation system, the Kurapia protocol for weeds, and residents stealing plants from the common area passive park.
- A member commented on slope weeds and maintenance needs, Clubhouse 5 not looking professional, and asking if the landscape is responsible for picking up dog waste.
- A member commented on saving her bougainvillea plant and wanting to approve an alteration.

#### **6. Response to Member Comments**

Mr. Wiemann responded to member comments.

#### **7. Department Head Update**

##### **a. Project Log**

Mr. Wiemann went over the project log for each section in detail. Questions were asked and answered.

##### **b. Tree Work Status Report**

None

##### **c. Greenius Training Update**

Mr. Wiemann explained that we have 90 gardeners and 10 staff per class, and it takes time to train everyone. He let the committee know this training is in addition to the monthly tailgate training. Questions were asked and answered.

##### **d. Quality Control Monthly Report**

Mr. Wiemann explained the graphs. Questions were asked and answered.

##### **e. KPI's**

Mr. Wiemann presented a PowerPoint presentation on key performance indicators. Questions were asked and answered.



**f. Clippings Update**

Mr. Wiemann presented a burlap-handled bin instead of the plastic one for the Clipping Pilot Program. He explained the cost savings and the upside of this option suggested by United. Director Veeneman made a motion to accept the burlap suggestion for the clipping pilot program instead of the plastic bin.

Director Karimi seconded the motion, and the motion passed unanimously.

- 8. Consent Calendar** - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

**a. 3200-B Tree Removal Request**

Director Karimi moved to approve the staff recommendation to deny the tree removal and approve an off-schedule trim. Director Yun seconded. The Consent Calendar motion was approved by consent.

**9. Items for Discussion and Consideration**

**a. Artificial Turf Guidelines**

Mr. Wiemann presented the Turf Guidelines to the committee. He explained the process residents would follow for possible approval if they desired artificial turf. Discuss ensued. Director Karimi motioned to accept the guidelines, and Director Yun seconded the motion. The motion passed unanimously.

**b. Fruit Tree Policy**

Mr. Wiemann explained the current fruit tree policy and how residents do not understand it and are planting fruit trees. He described the process if crews see newly planted fruit trees while working.

**c. PPRP Methodology and Communication**

Mr. Wiemann explained the current PPRP and communication processes for the new project. He notified the committee that the project was starting shortly, and the first areas were informed of the projects. Questions were asked and answered.

Mr. Wiemann presented a PowerPoint presentation on a PPRP area that the staff is starting to work on; he asked the committee for direction on how they feel best to proceed with expanded unapproved patios. Director Veeneman made a motion to accept the staff recommendation to follow the procedure outlined in notifying residents of the unapproved alteration that needs to be removed for the project to be able to be completed. Director Karimi seconded the motion, and the motion passed unanimously.

**10. Items for Future Agendas**

- Ficus Tree Removals
- Slope Schedule 2025
- Incentives for members to Remove Turf Ahead of Staff
- AB1572 status update

#### **11. Committee Member Comments**

Various comments were made

**12. Next Meeting Date:** Thursday, September 5, 2024, at 9:30 a.m.

**13. Adjourned at 11:39 p.m.**

*S.K. Park*

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**S.K. Park, Chair**  
Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant  
949-268-2565

Third Mutual Landscape Project Log September 2024									
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 6 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 1,087 trees, removed 13 and planted 1 tree.	Annual Program	55%	38%	\$578,588	\$221,449	\$357,139
	In-House Tree Crew		As of July 31, 2024, the in-house crew trimmed 296 trees and removed 73 trees.		66%	61%	\$401,600	\$244,141	\$157,459
Landscape Modernization	Staff	Replacing old, end of useful life plant material using drought tolerant where appropriate. Replanting small slopes.	On-going annual project using in-house crews. Replanting small slopes in Gate 9 & 10.	Annual Program	55%	40%	\$200,293	\$79,844	\$120,449
Turf Reduction	Nuvis	Turf Reduction/Front Yard Designs	Typical Front Yard Concept Plans; work on hold per Committee direction 4/24. Received final concepts.	June 2024	100%	100%	\$19,250	\$19,250	\$0
	In Review	Gate 14 AB1572 Compliance Project	Out to Bid	July 2025	0%		\$0		
Digital Mapping Project	David Voliz Design	Bahia Blanca Designs	Consultant is finalizing construction plans	August 2024	91%	91%	\$90,604	\$81,524	\$9,080
	Monarch	ArcGIS Mapping of Turf and Slopes	In progress	December 2024	66%	66%	\$100,000	\$66,000	\$34,000
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, one month ahead of schedule.	Annual Program	55%	65%	\$568,152	\$372,053	\$196,099
Paint Program Relandscaping Project	Harvest Landscape	Annual Project	In Design. Demo has started	Annual Project	5%	2%	\$1,750,000	\$35,601	\$1,714,400
Fire Risk Reduction	Dudek/HRS	Habitat Restoration Project	Remove high fire risk/non-native plant material in 100' zone outside perimeter walls in open space area. Ongoing - Selective growth kills in progress.	5-Year Project	50%	11%	\$87,000	\$20,000	\$67,000
	Mission Landscaping/Staff	Project includes the removal of vegetation with a high risk of fire.	Removing overgrown material from interior slopes.	Annual Program	25%	22%	\$180,000	\$39,741	\$140,259
Operations Contracts									

\*Completion based upon invoices recieved to-date, 8/27/2024. In-House Expenses as of 07/31/2024

Three Week Projected Schedule

<https://www.lagunaoodsvillage.com/news/category/landscape>

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### Third Mutual Off Schedule Tree Work

Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
7/22/2024	3021	Clearance	Crape Myrtle	2	Clearance Trim	Staff		
7/22/2024	3068	Trim	Kaffir Plum	14	Full Trim	Staff		
7/22/2024	3173	Trim	Magnolia	6	Full Trim	Staff		
7/22/2024	3037	Clearance	Carob	3	Clearance Trim	Staff		
7/22/2024	3141	Clearance	Carrotwood	2	Clearance Trim	Staff		
7/22/2024	3410	Clearance	Melaluca	2	Clearance Trim	Staff		
7/22/2024	3410	Trim	Podocarpus Hedge	4	Full Trim	Staff		
7/23/2024	5149	Trim	Sycamore	7	Full Trim	Staff		
7/23/2024	5109	Trim	2 Sycamore	14	Full Trim	Staff		
7/25/2024	3414	Trim	Peppermint & Ironbark	20	Full Trim	Staff		
7/26/2024	3086	Hanger	B. Pepper	4	Hanger in Canopy	Staff		
7/26/2024	3386	Trim	Spotted Gum	18	Full Trim	Staff		
7/26/2024	5450	Trim	Camphor Tree	6	Full Trim	Staff		
7/26/2024	3384	Trim	Silk Oak	10	Full Trim	Staff		
7/26/2024	3264	Clearance	Chitalpa	2	Clearance Trim	Staff		
7/26/2024	3265	Clearance	Carob Tree	3	Clearance Trim	Staff		
7/31/2024	3119	Clearance	Brazilian Pepper	2	Clear, Enweight	Staff		
7/31/2024	5394	Trim	Carrotwood	4	Full Trim	Staff		
8/1/2024	3499	Hanger	Liquid Ambar	4	Hanger in Canopy	Staff		
8/1/2024	2357	Removal	Torulosa	6	In Decline	Staff	TBD	TBD
8/5/2024	3360	Removal	Evergreen Pear	10	In Decline	Staff	TBD	TBD
8/5/2024	5354	Hanger	Silk Oak	4	Hanger in Canopy	Staff		
8/5/2024	5071	Clearance	Mulberry	3	Clear, Endweight	Staff		
8/5/2024	3345	Removal	2 Citrus	4	Resident Request	Staff	TBD	TBD
8/5/2024	3123	Clearance	Rusty Leaf Fig	2	Clear, Endweight	Staff		
8/6/2024	5207	Trim	C. Pepper	3	Full Trim	Staff		
8/6/2024	5244	Trim	Atlas Ceder	4	Full Trim	Staff		
8/6/2024	5207	Trim	hedge of tecomaria	4	Full Trim	Staff		
8/6/2024	3529	Trim	Sycamore	8	Full Trim	Staff		
8/7/2024	3530	Trim	Sycamore	12	Full Trim	Staff		
8/7/2024	3205	Clearance	Fern Pine	2	Clear, Endweight	Staff		
8/7/2024	3205	Clearance	Peppermint Tree	2	Clear, Endweight	Staff		
8/7/2024	3532	Trim	Olive Tree	4	Full Trim	Staff		
8/7/2024	3532	Hanger	Lemon Scented Gub	3	Hanger in Canopy	Staff		
8/7/2024	2401	Trim	Pink Trumpet	2	Full Trim	Staff		
8/8/2024	3316	Removal	King Palm	3	In Decline	Staff	TBD	TBD
8/8/2024	3315	Removal	Catalina Cherry	3	In Decline	Staff	TBD	TBD
8/8/2024	3312	Trim	King Palm	2	Full Trim	Staff		
8/8/2024	3313	Trim	King Palm	2	Full Trim	Staff		
8/8/2024	3314	Clearance	Paperbark	2	Clear, Endweight	Staff		
8/9/2024	3324	Trim	Carrotwood	4	Full Trim	Staff		
8/9/2024	5387	Removal	Ficus Benjamina	3	In Decline	Staff	TBD	TBD
8/9/2024	5481	Clearance	Chinese Elm	4	Clear, Endweight	Staff		
8/9/2024	5483	Clearance	Bottlebrush	2	Clear, Endweight	Staff		
8/9/2024	5507	Clearance	Rusty Leaf Fig	2	Clear, Endweight	Staff		
8/12/2024	4001	Removal	Purple Leaf Plum	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4002	Removal	Juniper	4	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4001	Removal	Orange Tree	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4001	Removal	Juniper	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4001	Removal	Juniper	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4002	Removal	Juniper	2	Removal fo PTP	Staff	TBD	TBD

8/12/2024	4002	Removal	Juniper	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4002	Removal	Juniper	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4003	Removal	Liquid Ambar	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4003	Removal	Liquid Ambar	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4004	Removal	2 Juniper	2	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4004	Removal	Juniper	3	Removal fo PTP	Staff	TBD	TBD
8/12/2024	4005	Removal	Bottle Tree	3	Removal fo PTP	Staff	TBD	TBD
8/13/2024	3451	Clearance	Carrotwood	2	Clear, Endweight	Staff		
8/13/2024	3451	Clearance	Carrotwood	2	Clear, Endweight	Staff		
8/13/2024	3451	Clearance	Carrotwood	2	Clear, Endweight	Staff		
8/13/2024	3451	Clearance	Bottle Tree	2	In Decline	Staff		
8/13/2024	3448	Clearance	Magnolia	2	Clear, Endweight	Staff		
8/13/2024	5225	Clearance	Carrotwood	2	Clear, Endweight	Staff		
8/13/2024	2387	Trim	African Red Alder	3	Full Trim	Staff		
8/16/2024	2392	Removal	Carolina Cherry	2	In Decline	Staff	TBD	TBD
8/22/2024	3074	Clearance	Aristocrat Pear	2	Clear, Hanger	Staff		

GREENIUS TRAINING SCHEDULE 2024

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Blower Safety	Edger Safety	Trimmer Safety	Hedge Trimmer	Truck and Trailer Safety	Zero Turn Mower / Stand On Mowers	Heat Stress	Garden Planting Basics / Plant Transporation / Heat Stress (Refresher)	Pruning / Tree Planting /	Hand Tools	Stump Grinder	Wood Chipper	
1/8/2024	2/6/2024	3/4/2024	4/8/2024	5/9-5/8/2024	6/6-6/7/2024	9/2024-12/2024 7/1, 7/25	8/5/2024	9/2/2024	10/7/2024	11/4/2024	12/2/2024	

SCHEDULED  
COMPLETED

\*Schedule is subject to change

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**Orange QC Reports**  
**7/25/24-8/28/24**

**Inspections**

Average Inspection Score	Inspections
99.13%	72

Third Inspections Performed Per Day	
Date	Inspection Count
7/21/2024	9
7/28/2024	18
8/4/2024	12
8/11/2024	9
8/18/2024	24

Location Name	Average Inspection Percentage Score	Inspection Count
Third Mutual / (530) Section 5	98.33	6
Third Mutual / (530) Section 6	98.12	3
Third Mutual / Section 7	98.97	18
Third Mutual / Section 7 - Gate 11	99.69	33
Third Mutual/ Section 8	98.52	12

**Tickets**

Third QC Tickets Created Per Day	
Date	Ticket Count
7/28/2024	3
8/4/2024	3
8/11/2024	1
8/18/2024	1

Flagged Inspection Tickets Created by Location	
Area	Flagged Inspections
Third Mutual / Section 7	1
Third Mutual / Section 7 - Gate 11	4
Third Mutual / Section 8	3

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## STAFF REPORT

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**DATE:** September 5, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 5450 Calle Pico – One Cinnamon Camphor Tree

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### **RECOMMENDATION**

Deny the request for the removal of one Cinnamon Camphor tree located at 5450 Calle Pico.

### **BACKGROUND**

The resident purchased the unit in April 2014, and is requesting the removal of one Cinnamon Camphor tree, *Cinnamomum Camphora*, located at the front of the manor in the turf area. The reason cited for the removal is tree litter and cracks in the concrete driveway. There are four additional signatures on the request form in favor of the removal (Attachment 1).

The Cinnamon Camphor tree was last pruned in August 2024. Future trimming is tentatively scheduled for fiscal year 2029 as this tree is on a five-year trim cycle. The tree is approximately 50 feet tall and has a trunk diameter of approximately 15 inches. It is growing on the turf approximately 20 feet from the building.

### **DISCUSSION**

At the time of inspection, the Cinnamon Camphor tree was found to be in good condition. There were no signs of pests or previous pest damage, no decay, and no dead branches in the canopy. There were no surface roots growing towards the manor.

Due to the proximity of the tree to the manor, there is more than sufficient room between the manor and the tree. The concrete cracks were reported in 2018 to Work Center 936 and concrete grinding and filling was performed on the cracks. Tree root pruning was not deemed necessary. Leaf litter is not a cause for tree removal.

This tree does not meet the parameters set forth in §3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff the tree removal be denied

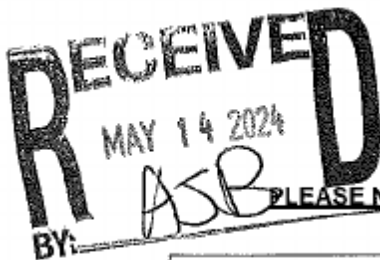
### **FINANCIAL ANALYSIS**

The cost to remove the Cinnamon Camphor tree is approximately \$1,035. The cost to trim the tree at a crew rental is approximately \$450, and scheduled trimming is \$185. Based on the tree inventory data, the estimated value of the tree is \$3,260.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**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.*

5450 CALLE PICO, LAGUNA WOODS May 12, 2024  
Address Today's Date

Resident's Name

Telephone Number

### Non-Routine Request

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

☒ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain):

### Reason for Request

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

☒ Structural Damage ☐ Sewer Damage ☒ Overgrown ☐ Poor Condition

☒ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☐ Other (explain):

#### GUIDELINES:

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

### Description & Location of Request

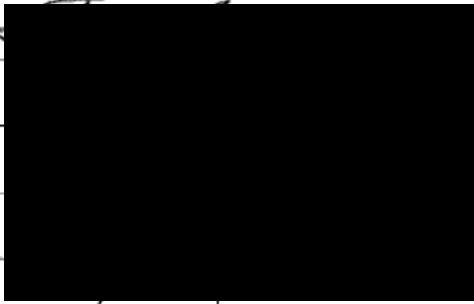
Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Too OVER GROWN CAMPHOR tree caused 3 big cracks and smaller cracks on the driveway.

The tree makes too much litter and debris on our front porch and on the driveway. Trashies come all the way to our front door + into the garage,

### Signatures of All Neighbors Affected By This Request

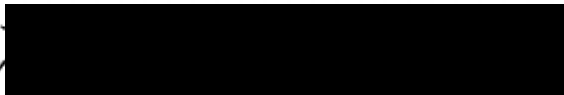
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	5452	✓		
	5449	✓		
	5451	✓		
	5459	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.



HOWARD KAWAMOTO  
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**





































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## STAFF REPORT

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**DATE:** September 5, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: Carob Tree

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### **RECOMMENDATION**

Approve the request for the removal of one Carob tree located in the rear of the unit on top of the slope at 3200-B Via Buena Vista and approve the replanting of a new tree in its place.

### **BACKGROUND**

The resident purchased the unit in December 2018 and is requesting the removal of a Carob tree, *Ceratonia siliqua*, located at the rear of the unit at the top of the slope. The reason cited for the removal is the tree is structural issues and size. There are two additional signatures on the request form in favor of the removal (Attachment 1).

The Carob tree was last pruned in February 2023 and its crown was thinned at that time. Future trimming is tentatively scheduled for this fiscal year. This tree is on a three-year trim cycle. It is approximately 30 feet tall and has a trunk diameter of approximately 29 inches. The tree is growing on the top of the slope at the rear of the manor, approximately 20 feet from the manor patio border.

On August 1, 2024, the Third Landscape Committee voted unanimously to accept staff recommendations to deny the tree removal. Subsequent to the Committee meeting, staff received a letter from the member offering to pay for the removal if the committee would approve the request. Staff pulled the item from the board agenda, and let the member know the request would go back to the committee in September.

### **DISCUSSION**

At the time of inspection, the Carob tree was found to be in good condition. There were no signs of pests or previous pest damage. No decay, dead, or broken branches were in the canopy. There was no overhang of limbs on the roof. No surface roots and no sign of structural damage. Additionally, there have been previous requests for trimming. No records of plumbing issues related to root intrusion were present.

The proximity of this tree did not jeopardize the stability of the tree. The roots looked stable without any structural damage to the unit. Leaf debris is seasonal and is not considered a reason for removal.

Although this tree does not meet the parameters set forth in §3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff the tree removal should be denied. However, the tree is large and does completely engulf the entire back yard in deep shade, reducing the ability for any other plant material or ground cover to flourish.

In line with the recommendations of the Third Mutual Urban Forest Management Plan, staff can support of the removal of the Carob tree if another, smaller tree is planted in its place. The estimated cost of removal of the tree is \$2,001 and the cost to plant another tree is \$399.

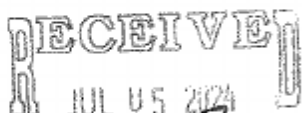
**FINANCIAL ANALYSIS**

The cost to remove the Carob tree is approximately \$2,001. The cost to trim the tree at scheduled trimming is \$185 each. The estimated value of the trees is \$9,830 based on the tree inventory. Cost of the removal would be assumed by the resident.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

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



## MUTUAL LANDSCAPE REQUEST FORM

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

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.

3200 Via Buena Vista B

Address

*[Redacted]*

Resident's Name

7/5/24

Today's Date

*[Redacted]*

Telephone Number

### Non-Routine Request

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

☒ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): \_\_\_\_\_

### Reason for Request

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

☒ Structural Damage ☒ Sewer Damage ☒ Overgrown ☒ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction

☐ Other (explain): \_\_\_\_\_

#### GUIDELINES:

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

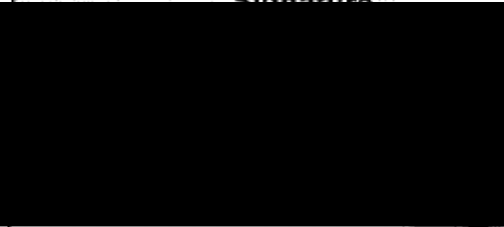
### Description & Location of Request

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

The big tree shown in the picture must be Removed as it is threatening the house and foundation, also causes water accumulation when it rains.

### 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
	3200-A	✓		
	3200 C	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

MARGARAT HUANG  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

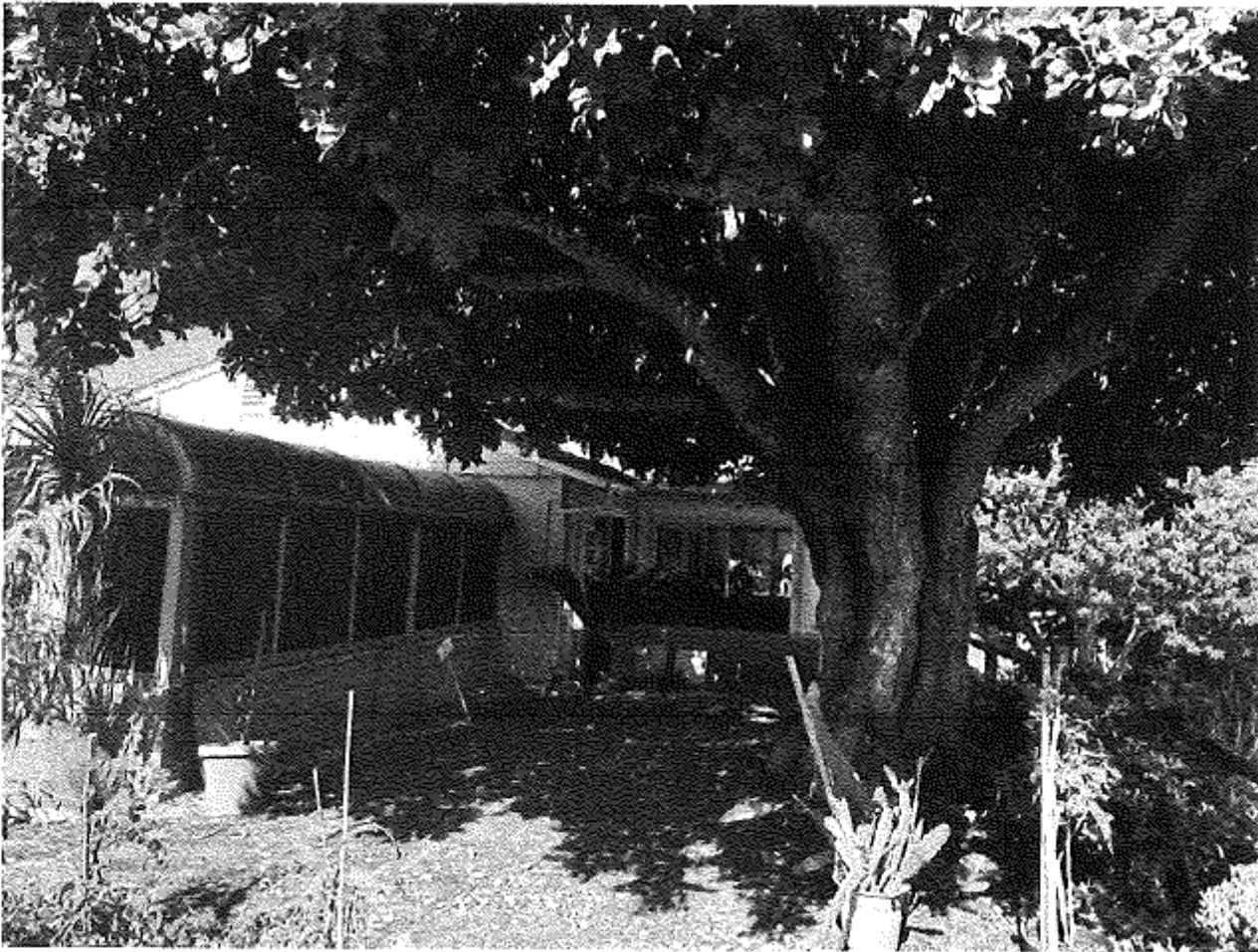
NEXT TIME: \_\_\_\_\_

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

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

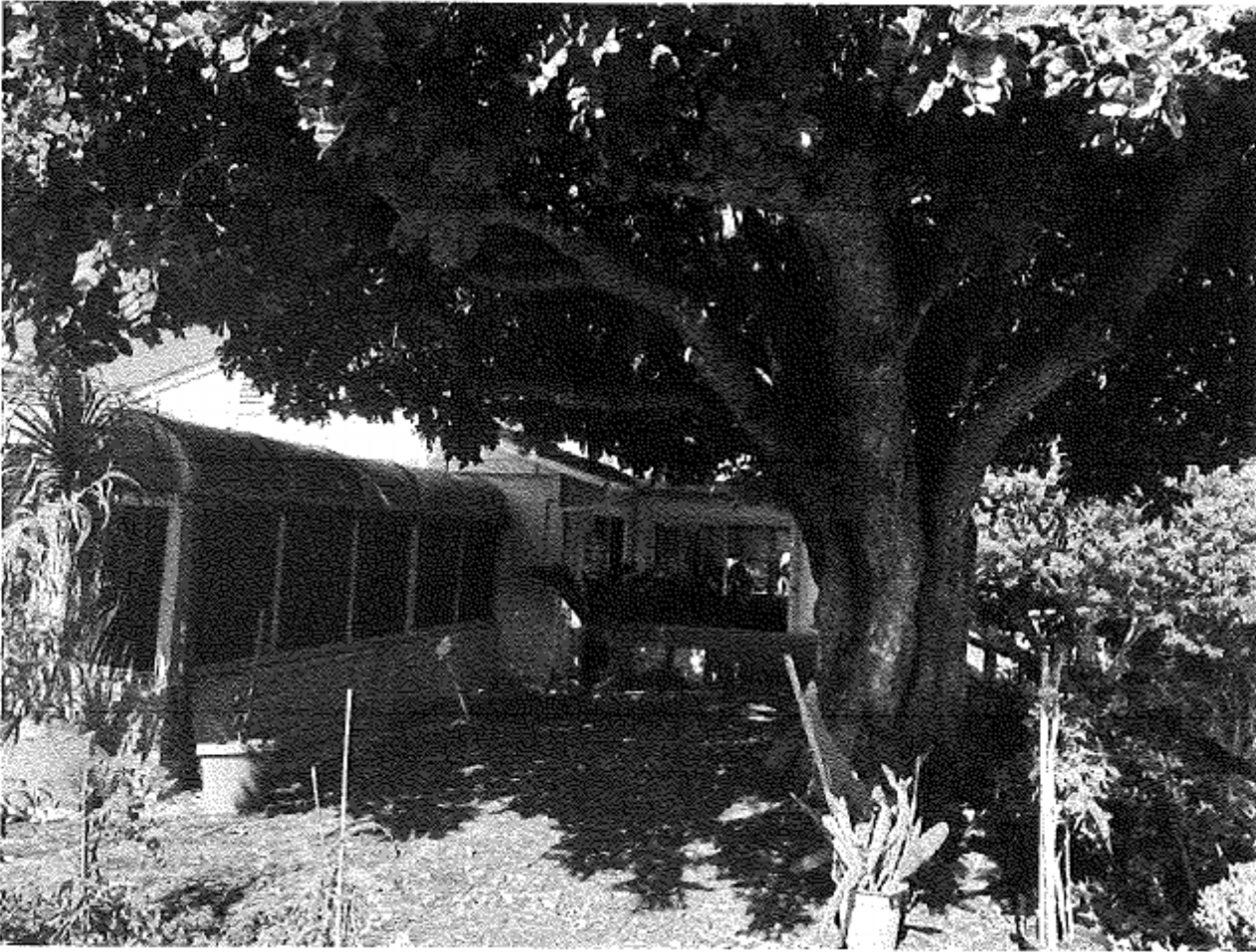
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_





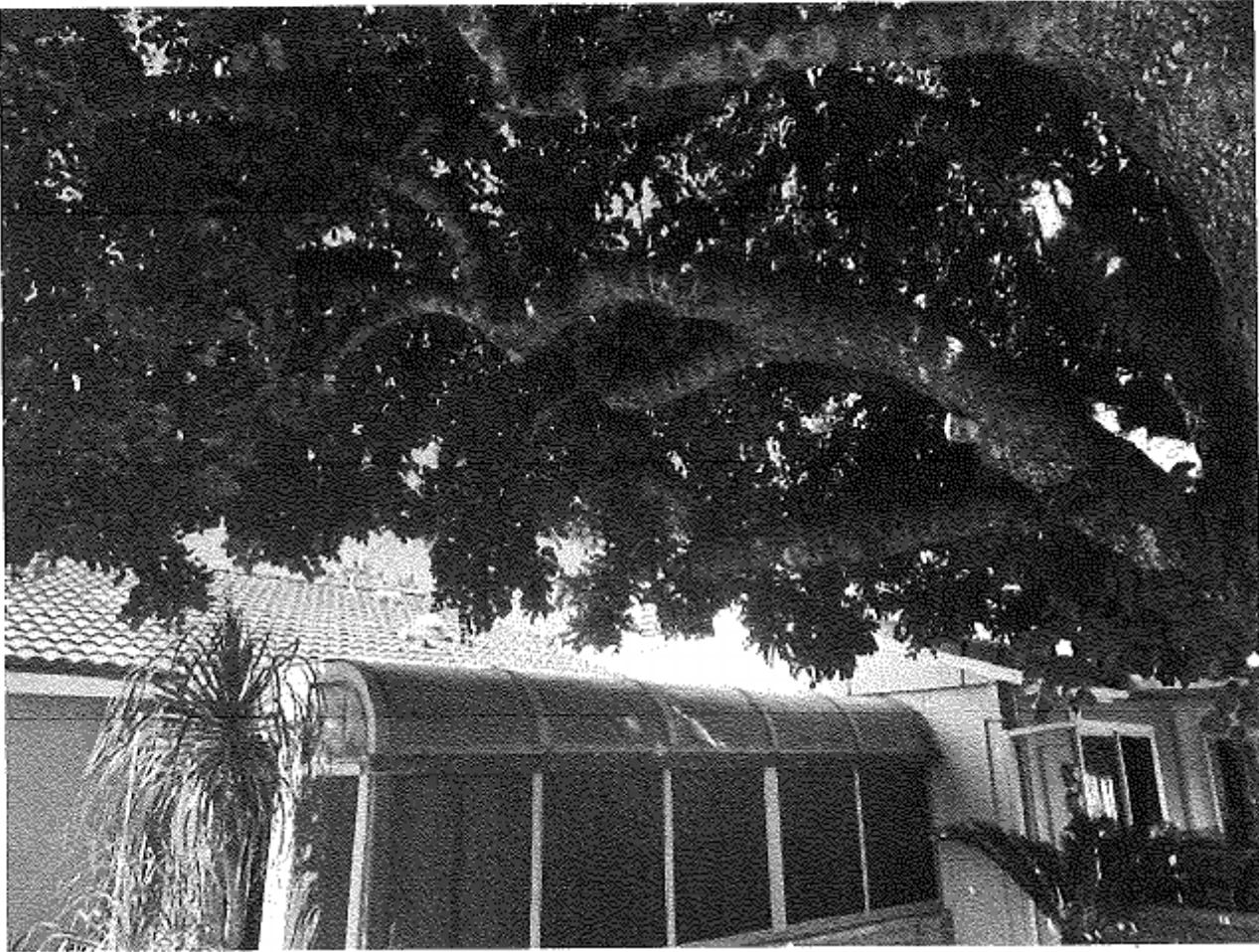






~~Water~~ The tree shown is too big





July 28, 2024

Third Laguna Hills Mutual  
Landscape Committee

Attention: John Cox, Landscape Manager  
Kurt Wiemann, Director of Field Operation  
Megan Feliz, Department Administrative Assistant

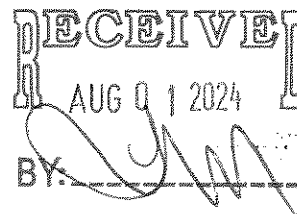
From: Margreat Huang  
3200 Via Buena Vista Unit B  
Laguna Woods, CA 92637

Dear Megan,

The Staff Report was received and studied. But that tree is very depressing to me and my tenant, so I want it removed. I am willing to pay for the cost of removal. Please advise.

Sincerely,

  
Margaret Huang



**Attachment 2**

























