



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

Thursday, January 7, 2021 – 9:30 a.m.

VIRTUAL MEETING

**Laguna Woods Village
24351 El Toro Road, Laguna Woods, CA**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name Third Landscape Committee in the subject line of the email. Name and unit number must be included.

2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 3, 2020
5. Chair Remarks
6. Department Head Update

Consent:

None

Reports

7. Project Log
8. Tree Work Status Report

(cont.)

Items for Discussion and Consideration

9. Tree Removal Request: 4010-3D Calle Sonora Oeste (Macomber) – One Carrotwood tree
10. Tree Removal Request: 5003 Duverney (Williams) – One Bottle Brush tree

Future Agenda Items

11. Fruit Tree Maintenance Policy
12. Review and Discuss the Current Tree Removal Policy
13. Review and Discuss the Current Tree Topping Policy
14. Review and Discuss a Revised Tree Policy to Include Removals, Trimming, and Topping of Trees

Concluding Business:

15. Member Comments (Items Not on the Agenda)
16. Response to Member Comments
17. Committee Member Comments
18. Date of Next Meeting – Thursday, February 4, 2021 at 9:30 a.m.
19. Adjournment

Lynn Jarrett, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Coordinator
Telephone: 949-268-2565



OPEN MEETING

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

Thursday, December 3, 2020 – 9:30 a.m.

VIRTUAL MEETING

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair - Lynn Jarrett, Annie McCary, Reza Karimi, Ralph Engdahl, Donna Rane-Szostak

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Director Rane-Szostak made a motion to approve the agenda. The motion passed with a unanimous vote.

4. Approval of the September 3, 2020 Report

Director Engdahl moved to approve the Report. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Jarrett stated that some Members are posting their landscape questions on social media. If a Member has a question or request, please call Resident Services. That way your request will be issued a ticket, tracked, and taken care of.

We haven't had a meeting in a couple of months, so we will talk about several issues today. It will be nice when we can get back to the Board Room.

On the website, you can see the anticipated two-week schedule of where the landscape crews will be in your area.

The Third Landscape Manual is also on the website and has a lot of information in it.

Mr. Wiemann and his team are expected to have received and responded to 5,000 fewer tickets less than two years ago. They have been doing a good job.

6. Department Head Update

Mr. Wiemann reiterated the fact that when people do have landscape requests, to call them in so a ticket is created and landscape staff can make sure the request is addressed. Seeing the ticket data also gives him the tools he needs to assign staff and equipment so he can track when and what is being done with each ticket. It is a much more organized way to address any issues and keep track of requests.

Consent Calendar:

None.

Reports:

7. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

8. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Unfinished

None.

Business

Items for Discussion and Consideration

9. Staff Request: Removal of a Weeping Fig Tree at 5395-A Due to Street Light Obstruction

Director Rane-Szostak made a motion to accept staff's recommendation to remove the Weeping Fig tree due to it obstruction of a street light. Director Engdahl seconded. The committee was in unanimous support.

10. Tree Removal Request: 5503-C Paseo Del Lago W. (Johnston) - One Indian Laurel Fig Tree

Director Rane-Szostak made a motion to accept staff's recommendation and deny the removal of the Indian Laurel Fig tree and instead perform a root trench, as well as a crown reduction and thinning during the next scheduled trim cycle. Director Engdahl seconded. The committee was in unanimous support.

11. Landscape Request: 5333-C Bahia Blanca (Zarrinkelk)

Director Rane-Szostak made a motion to accept staff's recommendation and deny the request to place decomposed granite in the front patio area. Director Engdahl seconded. The committee was in unanimous support.

Director Engdahl made a motion to accept staff's recommendation and approve the request to retain the fruit trees and to direct the owner to trim per direction from staff. Director Rane-Szostak seconded. The committee was in unanimous support.

Chair Jarrett made a motion to accept staff's recommendation and deny the request to retain the grape vine on the trellis in front of the unit and direct the owner to remove it within 30 days. Director Rane-Szostak seconded. The committee was in unanimous support.

12. Discuss How the Landscape Reorganization will Affect Third's Landscaping

Mr. Wiemann stated that he reorganized the landscape department. He split the department in half and made a manager for each half, with himself in charge of all primary Operations work and support staff. It is working well. Operations is field staff with 85 gardeners. He has shrunk crew sizes and put a foreman in charge of each crew. Now he has more a grasp of what they are doing each day and can manage their work much better. More supervision and more time with residents are what is needed. He is proud of how well they are doing.

Angel is the top person managing Operations and he has a lot of experience. Members should see the quality of the landscaping work improve over the next few months.

In 2018, there was only one landscaping cycle per year and now we are up to four cycles per year.

In 2021, our goal is to increase the quality of the work. Mowers are being held accountable for their mowing. The mulch/compost and nursery departments work together now and GRF has given us some money to update the irrigation system out at the nursery which will cut our hand watering down by three quarters. Also, next year we are bringing power and computers out to the nursery so ordering will be more effective and automated. This will free the crew there to have more time for other tasks. All this will increase our effectiveness and quality.

The Board approved three new positions so we will have a planting crew who remove the older outgrown plants in the Village and replace with more suitable plants which don't require as much maintenance.

Chair Jarrett received a letter from Doug Gibson about how his area is looking much better and he hopes it will continue.

13. Mr. Wiemann's Update on Effectiveness of Chemicals Used Around the Irrigation Boxes, etc.

Mr. Wiemann stated that the way we trim around irrigation boxes and street lights is with a chemical but, over the years, the crews were spraying these areas each time they were out there and so the dead areas kept getting larger and larger. We now use a chemical which takes longer to get down to the roots and turns grass yellow over time. There are 52 miles of edging in the Village and many irrigation boxes.

Future Agenda Items

- 14. Fruit Tree Maintenance Policy**
- 15. Review and Discuss the Current Tree Removal Policy**
- 16. Review and Discuss the Current Tree Topping Policy**
- 17. Review and Discuss a Revised Tree Policy to Include Removals, Trimming, and Topping of Trees**

Concluding Business:

18. Member Comments (Items Not on the Agenda)

None.

19. Response to Member Comments

None.

20. Committee Member Comments

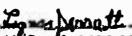
Director Rane-Szostak stated that this was a good meeting and she is glad Mr. Wiemann is now working on the quality of the landscaping.

Director Engdahl is glad Mr. Wiemann reorganized the department.

Chair Jarrett thanked Director Rane-Szostak for joining the committee. Also, she felt that these committee meetings are educational for everyone.

21. Date of Next Meeting – Thursday, January 7, 2021 at 9:30 a.m.

22. Adjournment at 10:28 a.m.



Lynn Jarrett (Dec 8, 2020 09:19 PST)

Lynn Jarrett, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator – 268-2565

Third Mutual Landscape Project Log

January 2021

2020 Reserve Fund Projects

Project	Description	Status	Estimated Completion	Completion*	Budget	YTD*
Tree Maintenance	The annual program will be a combination of contracted work and in-house staff.	As of November 30, 2020, the in-house crew trimmed 1,274, removed 120 trees and planted 9 trees. Contracted tree crews trimmed 3,448 trees, removed 74, and planted 10 trees.	Annual Program	93%	\$864,752	\$805,855
Landscape Modernization/Aeration	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Parking island turf removal project in SCS 343 is complete. Landscaping Aeration is complete. Slope Regrading and Landscape Modernization Project awarded to Brightview.	October 2020	37%	\$100,000	\$36,569
Slope Regrading and Landscape Modernization Project	Remove high water use plant material and overhead irrigation. Regrade slope, construct drainage components, install drip irrigation and drought tolerant plant material	Project awarded to Brightview. Work started November 9, 2020	January 2021	50%	\$75,200	\$0
Slope Maintenance Outsourced	Annual Maintenance	Work complete for 2020.	Annual Program: December 2020	100%	\$470,176	\$470,176
Slope Acacia Renovation	Removal and replacement of dead Acacia.	Work started in May 2020	Annual Program: October 2020	96%	\$284,294	\$272,564
Fire Risk Reduction	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.	Work started June 2020	Annual Program: December 2020	78%	\$180,000	\$140,194

* Completion based upon invoices recieved to-date. YTD Tree and Fire Risk Totals are estimated due to In-house Tree and Irrigation labor expenses.

Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
10/12/2020	5144	Clearance	Ca Pepper	4	Touching roof	Staff
10/12/2020	4007-1A	Clearance	Ficus	4	Touching roof	Staff
10/13/2020	4022-P	Clearance	Carrotwood	3	Touching roof	Staff
10/19/2020	2405-2A	Clearance	Queen Palm	2	On Patio	Staff
10/20/2020	2119-S	Removal	CA Pepper	4	DEAD	Staff
10/20/2020	5487-b	Trim20/20	Queen Palm	3	Seed Pods	Staff
10/20/2020	5358-O	Removal	Volunteer palms	2.5	Volunteers	Staff
10/20/2020	5266	Clearance	Carrotwood	3	On Patio	Staff
10/20/2020	3215-D	Removal	Metrosideros	3.5	Pest/trunk decay	Staff
10/20/2020	3215-D	Trim	Brazilian Peppers	5	Remove end weight	Staff
10/20/2020	5483-C	Trim	Rusty leaf fig	3	Remove end weight and thin	Staff
10/20/2020	3492-B	Trim	Crape Myrtle	2	Remove deadwood	Staff
10/20/2020	3514-C	Trim	Magnolia	2	Remove deadwood	Staff
10/23/2020	3436-A	Trim	Silk Oaks (4)	8	Remove end weight and thin	Staff
11/3/2020	2392	Removal	Liquid Amber	4	Dead	Staff
11/4/2020	2391	Removal	Fern Pine	5	Dead	Staff
11/6/2020	3355	Removal	Sweetshade	4	Decay in root system	Staff
11/20/2020	3355	Removal	Queen Palm	3	Tree uprooted, poor rooting	Staff
11/30/2020	3351	Removal	Carrotwood	5	Dieback due to pest	Staff
12/4/2020	3356	Trim	Peppermint	4.5	End weight, full trim to balance	Staff
12/4/2020	3355	Trim	Red Iron Bark	4	End weight, full trim	Staff
12/7/2020	3491	Clearance	Olive	3	Clearance trim on roof	Staff
12/7/2020	3491	Clearance	Olive	3	Clearance trim on building	Staff
12/7/2020	3491	Clearance	Carrotwood	3	Clearance trim on building	Staff
12/11/2020	5463	Removal	Star Pine	5	Sharp lean growing into other tree	Staff
12/11/2020	5463	Trim	Red Gum Euc	2.5	Dead branch Hanger and end weight	Staff
12/17/2020	2326	Removal	Ca. Pepper	5.5	Dead due to pest/disease	Staff
12/18/2020	4001	Removal	Atlas Cedar	6	Dead, pest, Poly Shot hole bore	Staff

Data prior to Oct. 12 is currently unavailable



STAFF REPORT

DATE: January 7, 2020
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 4010-3D Calle Sonora Oeste (Macomber) – One Carrotwood tree

RECOMMENDATION

Approve the request for the removal of one Carrotwood tree.

BACKGROUND

Mr. Macomber purchased the manor in November 2008, and is requesting the removal of one Carrotwood tree, *Cupaniopsis, anacardioides*. The reasons cited for the removal are overgrown branches contacting with the gutter, roof, and the master bedroom screen. They feel the tree is overgrown; blocking light and ventilation, and causing structural damage. There are no additional signatures on the Mutual Request Form, however, staff contacted five additional residents impacted by the tree and they were all in favor of the removal (Attachment 1).

The tree was last pruned in March 2018. This is a high-maintenance tree with trimming scheduled for every two to three years. The height of the tree is approximately 33 feet with a trunk diameter of approximately 12 inches. The tree trunk is approximately four feet from the manor wall and the upper branches are laying on the roof and gutter (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in poor condition due to multiple codominant branches. These are branches that have grown together creating a 'V' shaped structure. This type of growth causes weak attachment, unlike a favorable 'U' shaped structure.

Staff was unable to determine whether the branches on the roof were causing damage to the gutter or the window screen. Given the proximity to the manor's roof, there would be annual clearance trimming required to prevent possible damage to the manor.

This tree will never be able to develop a well-balanced canopy. There are two very large established trees very close to this tree; a Rusty Leaf Fig and a Crape Myrtle. The removal of the Carrotwood tree would not impact the areas aesthetics but would allow the two remaining trees to fill in without conflict from overcrowding.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$588, the cost to trim the tree is estimated at \$100 annually and the estimated value of the tree is \$1,380 based on the tree inventory data.

Prepared By: Bob Merget, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

To Bm
12/11/2020

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.

4010 Calle Sonora Oeste unit 3D

Address

November 19, 2020
Today's DateMarilyn Gutwill / William Macomber

Resident's Name

949 322-6162 / 0196
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.

Overgrown branches contacting gutter, roof and master bedroom screen blocking light and ventilation.

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
Neighbors are unaffected				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Marilyn Gutwill / William Macomb Marilyn Gutwill / William Macomb
Owner's Signature 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: January 7, 2020
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 5003 Duverney (Williams) – One Bottle Brush tree

RECOMMENDATION

Approve the request for the removal of one Bottle Brush tree.

BACKGROUND

The Williams purchased the manor in October 2004, and are requesting the removal of one Bottle Brush tree, *Callistemon, spp.* The reasons cited for the removal are that the tree trunk leans toward the driveway and make it difficult to safely drive into the garage. Also, they stated that the tree is very unattractive and dirty. There are two additional signatures on the Mutual Request Form in favor of the tree removal (Attachment 1).

The tree was last pruned, off-schedule, in May 2020. Future trimming is tentatively scheduled for fiscal year 2024. The height of the trees is approximately 22 feet with a trunk diameter of approximately 10 inches. The tree is approximately five feet from the sidewalk and driveway and is growing in a small turf area (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in poor condition with signs of pests and disease which is causing bleeding of the trunk in two locations and also dieback in the branches. This could be caused by *Verticillium Wilt* which is a fungal disease in the soil. Once this disease is present, it is nearly impossible to control. In most cases, it is suggested to remove the tree and relocate it to another area. Given the size and age of this tree that method has a low probability for success.

The tree has an extreme lean with an unbalanced canopy and multiple surface rooting with some trunk damage. Due to the proximity of the tree to the driveway, staff has had to perform off-schedule trimming. The lean has increased over the years which is causing the canopy to become even closer to the driveway and garage, requiring additional trimming on an annual basis.

There has been some concrete grinding on the driveway to eliminate an off-set lip. However, staff doesn't believe that the grinding was due to the trees root system based upon this species and the distance of the tree from the driveway.

Staff does not recommend a replacement tree in this area due to the possible presence of the fungal disease.

FINANCIAL ANALYSIS

The cost to remove the trees is estimated at \$500, the estimated cost to trim annually is \$100 and the estimated value of the tree is \$700 based on the tree inventory data.

Prepared By: Bob Merget, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

To Bob
12/11/2020

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.*5003 Duverney
Address11/14/2020
Today's DateGerald & Jane Williams
Resident's Name949-614-3370
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): Safety**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.

Tree Location: Half way up LEFT side of driveway

Situation: Tree trunk slants into driveway plus branches grow so it is difficult to safely drive car into garage. Tree is also very unattractive and dirty.

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>Bob Lawson</i> - see copy of his mail as Bob is out of town	5002	✓		
<i>Ben Kim</i>	5004	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Gerald D. Williams
Jane M. Williams
Owner's Signature

Gerald D. Williams
Jane M. Williams
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: _____

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.

Tree Location: Half way up LEFT side of driveway

Situation: Tree trunk slants into driveway plus branches grow so it is difficult to safely drive car into garage. Tree is also very unattractive and dirty.

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
<u>Bob Lawson</u> - see copy of his email as Bob is out of town	5002	✓		
<u>Ben Kim</u> Ben Kim	5004	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Gerald D. Williams
Jane M. Williams
 Owner's Signature

Gerald D. Williams
Jane M. Williams
 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







