



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

**Thursday, April 1, 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 three options:

1. Join the meeting via Zoom by using 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 Third Landscape Committee in the subject line of the email. Name and unit number must be included.
3. 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 March 4, 2021
5. Chair Remarks
6. Department Head Update
 - a. Project Log
 - b. Tree Work Status Report

Consent:
None

Items for Discussion and Consideration

7. Tree Removal Request: 3422-E (Leung) – One Indian Laurel Fig tree
8. Tree Removal Request: 5509-C (Macke) – One Rusty Leaf Fig tree
9. Member Comments (Items Not on the Agenda)
10. Response to Member Comments

Future Agenda Items

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – Thursday, May 6, 2021 at 9:30 a.m.
13. 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, March 4, 2021 – 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 McCary made a motion to approve the agenda. The motion passed with a unanimous vote.

4. Approval of the February 4, 2021 Report

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

5. Committee Chair Remarks

Chair Jarrett stated that many people are washing their cars and shouldn't be. There is a lot of money spent on water in Third Mutual so please call Security if you see someone washing their car.

We are close to getting the ok from the County to clear preserve area with a fire break.

We have over 1,400 berry trees and some will be injected so they won't drop their berries. Mr. Wiemann will report more on that.

At the Third Board meeting, we approved the Tree Maintenance Policy which combines all policies about trees into one policy.

6. Department Head Update

Mr. Wiemann reported that he is excited about a pilot tree injection program on trees which drop seeds often referred to as "berries." It is a plant growth regulator which prevents the tree from dropping their berries. We will photograph the process and show the committee next month.

At Gate 10 and 11, we are trying to get approval for clearing 100 feet from the wall as a fire fuel reduction measure. It is county property out there and is under a nature conservancy which manages wildland throughout the state. Hopefully, we will perform this clearing in late June. The timing depends on a contract between the county and the nature conservancy.

Consent:

None

Items for Discussion and Consideration

7. Tree Trimming Request: 3076-C Via Serena S. (Serifin) – One Rusty Leaf Fig

Director Karimi made a motion to accept staff recommendation and deny this request. Director McCary seconded. The committee was in unanimous support.

8. Landscape Revision Request: 5589-A Avenida Sosiega

Director Rane-Szostak made a motion to accept staff recommendation and approve this request. Director McCary seconded. The committee was in unanimous support.

9. Staff Request for Tree Removals: Building 5358 – Two Carrotwood trees

Director Rane-Szostak made a motion to accept staff recommendation and approve this request. Director McCary seconded. The committee was in unanimous support.

10. Member Comments (Items Not on the Agenda)

Doug Gibson (5289) *"FYI -- The Landscaping crews working this area, apparently on what is hoped the QTR schedule -- front, side, back. Crew seems to be the same that was here in the Fall which helps with requests and landscaping understanding. I am seeing better results and the general feedback "is nice to see them, hope they are back in June, and the weeds are taken care of this time!!"*

Juan, the supervisor, seems happy and pleased that efforts with his crews and the residents' requests are working. The results are not quite perfect but a big improvement. Several residents (me included) have seen Juan 'working' which is greatly appreciated. Good guy, happy that he is here."

11. Response to Member Comments

None.

Reports

12. Project Log

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

He stated this is the first year in the last five where staff will be fertilizing the turf. We have completed the aeration a year or so ago and this year we have been lowering the mower blades to get down the grass height. So, now we are spraying any weeds in the grass. Then, in the spring we will be fertilizing the turf. Residents should see a big improvement in the turf.

13. Tree Work Status Report

Mr. Wiemann reviewed the Tree Work Status Report with the committee and answered some questions.

14. KPI Report; Shrub Bed Maintenance Cycles

Mr. Wiemann reviewed this informational report with the committee and answered some questions.

15. KPI Report; Resident Requests

Mr. Wiemann reviewed this informational report with the committee and answered some questions.

Future Agenda Items

Concluding Business:

16. Committee Member Comments

Director McCary felt Mr. Wiemann's slides added a lot of value to his reports today. Great meeting.

Director Rane-Szostak also appreciated the slides and hopes cycles continue to improve.

Director Karimi said great meeting. We all know that the first thing people see when they come to this community is the landscaping. We shouldn't nickel and dime when it comes to landscaping. Even with reduced staff, we are still maintaining the landscaping.

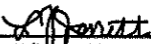
Director Engdahl apologized for arriving late to the meeting. He complimented Mr. Wiemann on the presentation.

Mr. Wiemann stated he couldn't do anything without his dedicated staff.

Chair Jarrett stated that this was an excellent meeting with a lot of information. She told Mr. Wiemann he is doing a wonderful job.

17. Date of Next Meeting – Thursday, April 1, 2021 at 9:30 a.m.

18. Adjournment at 10:40 a.m.


Lynn Jarrett (Mar 9, 2021 14:14 PST)

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

Third Mutual Landscape Project Log April 2021 2021 Reserve Fund Projects								
Project	Contractor	Description	Status	Estimated Completion	Completion*	Budget	YTD*	Balance
Tree Maintenance	West Coast Arborists	The annual program a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 404 trees, removed 5, and planted 0 trees.	Annual Program	8%	\$402,397	\$32,974	\$369,423
	In-House Tree Crew		As of February 28, 2021, the in-house crew trimmed 229 and removed 44 trees.		15%	\$518,972	\$75,819	\$443,153
Landscape Modernization	Staff	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Committee approved locations 2/4/21; Estimated start date Spring 2021	TBD	0%	\$141,121	\$0	\$141,121
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress	Annual Program	24%	\$473,650	\$115,907	\$357,743
Fire Risk Reduction	TBD	Project includes the removal of vegetation with a high risk of fire.	Staff is negotiating with OC Parks and Nature Preserve for extension of fire fuel reduction.	TBD	0%	\$180,000	\$0	\$180,000
Operations Contracts								
Grounds Maintenance Services	Adams Landscape	This annual program includes grounds maintenance services and herbicide spraying for buildings 2109-2120, 2126-2129, 2131-2136, 2166-2182, 2192-2208, and 2221-2405.	In February, the contracted crew performed landscape services for buildings 2058-2271 and 2278-2300 totaling 67 buildings. As of February 28, 2021, they have trimmed 163 buildings.	Annual	8%	\$300,789	\$42,874	\$257,915

*Completion based upon invoices received as of March 19, 2021. Also, as of February 28, 2021, due to labor expensed, the In-House Tree Totals are estimated.

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
12/22/2020	5377	Clearance	Podocarpus	4	Clearance trim of manor	Staff
12/29/2020	3335	Clearance	Cajeput	3	Clearance trim off of roof	Staff
12/29/2020	3335	Clearance	Bottle Brush	2.5	Clearance trim off of manor	Staff
12/30/2020	3114	Clearance	Bottle Brush	2.5	Clearance trim off of manor	Staff
1/4/2021	5395	Removal	Weeping Fig	25	Board Approved Removal	Board
1/4/2021	3275-O	Clearance	Bushy Yate	3	Clearance from manor	Staff
1/4/2021	3224-B	Clearance	Carolina cherry	3.5	Clearance from sunroom	Staff
1/7/2021	5371-3D	Clearance	Bottle Tree	3	Clearance from manor	Staff

1/15/2021	3498-2B	Clearance	Rusty leaf fig	4	Clearance from manor	Staff
1/21/2021	5323-Q	Clearance	Red Iron Bark	3	Clearance from manor	Staff
1/25/2021	5518	Remove Branch	Carob	2	Storm related branch down	Staff
1/26/2021	5356	Remove Branch	Lemon scented gum	3	Storm related branch down	Staff
1/26/2021	3384	Remove Tree	Queen Palm	2	Storm related removal	Staff
1/26/2021	3143	Hanging branch	Bazilian pepper	2	Storm related	Staff
1/26/2021	3487	Hanging branch	Spotted gum	3	Storm related	Staff
1/26/2021	3487	Removal	Carrotwood	5	Storm related	Staff
1/26/2021	3488	Removal	Carrotwood	4	Storm related	Staff
1/26/2021	5479	Removal	Bottle brush	4	Storm related	Staff
1/26/2021	3064	Hanging branch	Cajeput tree	3	Storm related	Staff
1/26/2021	3057	Removal	Aleppo pine	4	Storm related	Staff
1/26/2021	5547	Removal	Ca Pepper	3	Storm related	Staff
1/26/2021	5111	Hanging branch	Ca Pepper	2	Storm Related	Staff
1/27/2021	2377	Removal	Australian willow	4	Storm Related	Staff
1/27/2021	430	Hanging branch	Brazilian pepper	3	Storm Related	Staff
1/27/2021	3104	Hanging branch	Silver Dollar Gum	3	Storm Related	Staff
1/28/2021	5329	Removal	Austrailian Willow	5	Storm Related	Staff
1/29/2021	5517	Hanging branch	Fern pine	3	Storm Related	Staff
1/29/2021	3150	Lean/uprooting	Austrailian Willow	3	Storm Related	Staff
2/8/2021	3215	Clearance	Little Gem	1	Touching window	Staff
2/8/2021	3465	Hanging branch	Silver Dollar Gum	3	End weight	Staff
2/8/2021	5348	Clearance	Camphor	3	Touching Roof	Staff
2/8/2021	5348	Clearance	Camphor	2.5	Touching roof	Staff
2/9/2021	5350	Hanging branch	Camphor	3	End Weight	Staff
2/16/2021	5003	Removal	Bottlebrush	2	Uprooted	Staff
2/16/2021	2383	Removal	Holy	2.5	Out grown the area	Staff
2/22/2021	2395	Removal	2 Pink Trumpet	4	Failed due to poor root structure	Staff
2/22/2021	2337	Removal	Sapota	2	Dead	Staff
2/22/2021	5222	Removal	Edible Loquat	3	Fruit tree removal request	Resolution
2/22/2021	5509	Removal	Magnolia	3	Pest/trunk decay	Staff
2/22/2021	3044	Hanging branch	Aleppo Pine	4	End weight	Staff
2/24/2021	5557	Clearance	Canary Island Pine	3	Touching roof	Staff
2/24/2021	5558	Clearance	Sothern Magnolia	1.5	Tounching Eve	Staff
2/26/2021	3027	Hanging branch	Stone Pine	3	End weight	Staff
3/1/2021	2294	Removal	Avacado	2.5	Fruit tree removal request	Resolution
3/1/2021	2295	Removal	Carrotwood	3.5	Pest/trunk decay	Staff
3/1/2021	2303	Removal	Carolina Cherry	2.5	Pest/trunk decay	Staff

3/1/2021	2264	Hanging branch	Canary Island Pine	4	End weight	Staff
3/1/2021	3026	Removal	New Zealand Christmas tree	2.5	Decay in root system, termites	Landscape Director
3/2/2021	5359	Clearance	3 Southern Magnolia	4	Touching building	Staff
3/12/2021	2255	Removal	2 Ficus	4	Uprooted	Staff
3/12/2021	2297	Removal	Queen Palm	2	Dead	Staff
3/12/2021	5393	Clearance	Carrotwood	3	Touching roof	Staff

STAFF REPORT

DATE: April 1, 2021
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 3422-E (Leung) – One Indian Laurel Fig tree

RECOMMENDATION

Approve the request for the removal of one Indian Laurel Fig tree.

BACKGROUND

Mr. Leung purchased the manor in November 2018, and is requesting the removal of one Indian Laurel Fig tree, *Ficus, microcarpa* 'Nitida' located at the side of the manor. The reason cited for the removal is the potential for structural damage. There are twelve additional signatures on the Mutual Request Form (Attachment 1).

The tree was last pruned in August 2020. Future trimming is tentatively scheduled for fiscal year 2022. The height of the tree is approximately 38 feet with a trunk diameter of approximately 29 inches. The tree is approximately seven feet from the sidewalk, six feet from the manor, and six feet from the air conditioning unit and electrical junction box (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in good condition with a well-balanced canopy.

There was no noticeable trunk damage with multiple surface rooting which is typical for this species. There is some damage to the larger surface roots due to lawn mowing operations. A number of surface roots are evident along the exterior wall of the manor, as well as under the electrical conduit. There was no noticeable infrastructure damage at this time.

There are two additional Ficus trees in close proximity to this one. One is approximately 15 feet to the right and one approximately 20 feet to the left. There isn't sufficient room between the trunk and the manor to safely perform a root trench. Given the surface rooting that is already at the manor's outer wall, it would only be a matter of time before structural damage would occur.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,711, the cost to trim the tree is estimated at \$100, and estimated value of the tree is \$ 6,080 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

ATTACHMENT 1



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.

3422 Calle Azul Unit E
Address

Feb. 15, 2021
Today's Date

Henry Leung
CECILIA LEUNG
Resident's Name

972-817-2720
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.

There are three large ficus trees on our side yard. The root of the middle tree is encroaching on our unit. The root is growing along the side wall of the foundation (see attached photo), potentially causing damage to the foundation and the nearby power line.

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>Veronika Beck</i>	3412A	✓		
<i>Flora E. Finkbe</i>	3408A	✓		
<i>Mary Jo Brown</i>	3422-D	✓		
<i>Jean-Maria Tong</i>	3420 IF	✓		
<i>Ing W. H.</i>	3420-ID	✓		
<i>Binghua Anst</i>	342-C	✓		

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

Herta Umann 3419-B ✓

Acknowledgement - Owner

By signing, you are acknowledging this request.

Cecilia Leung *Henry Leung* HENRY LEUNG
 Owner's Signature Owner's Name
 CECILIA LEUNG

OFFICE USE ONLY

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

Laguna Woods Village Mutual - Landscape Request Form

Signature (continued)

Resident: Cecilia Leung
 Manor: 3422E Calle Azul
 Date: 2/12/2021

Signatures of All Neighbors Affected by This Request (continued from P.2)

Signature	Manor (#)	For	Against	Undecided
<i>Jill D. Giffa</i>	<i>3478A</i>	<i>✓</i>		
<i>Sheila Korman</i>	<i>3418A</i>	<i>✓</i>		
<i>Diana Fish</i>	<i>3418A</i>	<i>✓</i>		
<i>Donald Torres</i>	<i>3418A</i>	<i>✓</i>		
<i>Christine Kins</i>	<i>3422A</i>	<i>✓</i>		

3422 Calle Azul, Unit E, Laguna Woods



Laguna Woods Village
3422 E Calle Azul
CA 92637



ATTACHMENT 2







STAFF REPORT

DATE: April 1, 2021
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 5509-C (Macke) – One Rusty Leaf Fig tree

RECOMMENDATION

Approve the request for the removal of one Rusty Leaf Fig tree.

BACKGROUND

Ms. Macke purchased the manor in March 2021, and is requesting the removal of one Rusty Leaf Fig tree, *Ficus, rubiginosa* located at the side of the manor. The reasons cited for the removal are structural damage and sewer damage. There are no additional signatures on the Mutual Request Form (Attachment 1).

The tree was last pruned in September of 2020. Future trimming is tentatively scheduled for fiscal year 2022. The height of the tree is approximately 42 feet with a trunk diameter of approximately 28 inches. The tree is growing approximately six feet from the patio area (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with a well-balanced canopy, no pests were present, no prior pest damage, or trunk damage.

There are multiple surface roots with damage to several or the larger ones due to lawn mowers. The surface roots have reached into the Member's patio area; however, no visible damage was found during the inspection.

There are four additional trees in this area including two private fruit trees, one Desert Gum, *Eucalyptus, rudis*, and one Camphor Tree, *Cinnamomum, camphora*. These trees are approximately 12 feet from either side of the Rusty Leaf Fig tree, *Ficus, rubiginosa*.

There is a sewer clean-out approximately six feet from the tree with a number of surface roots in the general area. There have been two leak investigations and one mainline stoppage reported.

Due to the proximity to the manor, root trenching is not an option as the trench would be close to the main trunk and could cause potential failure in the future. With the removal of the tree, the other two large trees would fill the area and develop fuller canopies.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,652, the cost to trim the tree is estimated at \$100. The estimated value of the tree is \$ 6,080 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

ATTACHMENT 1



MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

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: 9/21/2021 Address: 5509 PASEO DEL LAGO WEST

Requestor Signature: Beverly Macke Print Name BEVERLY MACKE
(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): _____

Description & Location: _____

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>[Signature]</u>	<u>5509-B</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	<u>5509-A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(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

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").

5509 Tree Roots are lifting, cracking driveway #

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 _____
RELANDSCAPED _____			LAST PRUNED _____
			NEXT TIME _____
			TREE SPECIES _____
COMMENTS: _____			

ATTACHMENT 2





