



OPEN MEETING

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

Thursday, June 4, 2020 – 9:30 a.m.

VIRTUAL MEETING

**Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for May 7, 2020
5. Chair's Remarks
6. Department Head Update

Consent:

None

Reports:

7. Project Log
8. Tree Work Status Report

Items for Discussion and Consideration:

9. Off Schedule Tree Trimming Request: 3337-1G Punta Alta (Brown) – Two Silk Oaks
10. Discuss Cost to Replace Existing Mulching Mowers with Bagging Mowers

Items for Future Agendas:

None.

Concluding Business

11. Member Comments (Items Not on the Agenda)

The Community Center is closed and this will be a virtual meeting which Members may view on the Village website under Residents>Governance>Board Meeting Videos.

Member comments will be read during the meeting and the committee will respond. Please send your comment to the Committee by either calling (949) 268-2020 within the half hour prior to this meeting and fifteen minutes after the start of the meeting. Or, you may email meeting@vmsinc.org with your comment any time prior to the meeting and up to fifteen minutes after the start of this meeting. You must provide your name, manor number, and the meeting your comment is meant for.

12. Response to Member Comments
13. Committee Member Comments



14. Date of Next Meeting – July 2, 2020

15. Adjournment

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



OPEN MEETING

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

Thursday, May 7, 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, Cush Bhada, Reza Karimi, Jon Pearlstone

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT: Cindy Baker

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Chair Jarrett called the meeting to order at 9:40 a.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Director Bhada made a motion to approve the agenda. The motion passed with a unanimous vote.

4. Approval of the March 5, 2020 Report

Director Bhada moved to approve the Report. Director McCary seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Jarrett stated that this is a virtual Open meeting and indicated that Members are welcome to email or call with a Member Comment during the first 15 minutes of the meeting. Staff is on-hand to take the calls or emails. Any Member Comments will be addressed by the committee towards the end of this meeting.

Chair Jarrett spoke about balconies covered with plants. Some people put many plants and large plants on their balcony. There are rules against doing this. There is also a State-mandated project requiring all balconies in the community to be inspected by the end of the year 2024. In cases where work will be need to be done, all plants and other items will be required to be moved to allow work to be done.

Chair Jarrett reminded Members that they may check the Village website and Globe to see when Landscape crews will be in their area.

She noted that CDS 343 could be a possible location for a future landscape modification project. She requested the Mr. Wiemann inquire to see if this property belongs to Third or GRF.

The committee agreed at the Agenda Prep meeting to take a bus tour of Third Mutual to look at different areas in regards to landscaping. This tour will commence when members will be able to ride the bus together due to the Covid-19 issue.

6. Department Head Update

Mr. Wiemann reported that over the last month he was able to bring 12 furloughed people into Landscaping to help with mulching. He explained there was a buildup of mulch because a tub grinder wasn't available for several months until a new one arrived.

The two-week projected landscaping schedule is posted in the Globe and on the Village website. Soon maps will be posted onto the website so Members may see where crews will be going next. This is to create more transparency.

It was misprinted in the Globe that staff was spraying Roundup® and Termidor SC®. Neither are being used in the Community. The Globe will print a correction about this in the next Globe issue.

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 Business

9. Tree Removal Request: 3306-P Via Carrizo (Chung) - One Lemon Scented Gum tree and one Carrotwood tree

Since this item was tabled at the last meeting, Chair Jarrett made a motion to put this on the table so it may be discussed. The committee was in unanimous support.

Director McCary made a motion to approve staffs recommendation to deny this request. Director Bhada seconded. The committee was in unanimous support.

Items for Discussion and Consideration:

10. Tree Removal Request: 3163-D Alta Vista (Schmieder) - One Rustyleaf Fig tree

Director Bhada made a motion to approve this request at the expense of the Member. Director McCary seconded. The committee was in unanimous support.

11. Tree Removal Request: 5537-B Via La Meza (Carpenter) - One Ornamental Pear tree

Director McCary made a motion to approve staffs recommendation and deny this request. Director Pearlstone seconded. The committee was in unanimous support.

12. Landscape Revision Request: 5598-A Vista Del Mando S. (Ferraro) - Artificial Turf Installation

Director McCary made a motion to approve staffs recommendation and approve this request to allow member to install artificial turf at member's expense. Advisor Baker seconded. The committee was in unanimous support. The committee requested that wording be included in the decision letter to the Member that all workmanship must be approved by Staff first.

Items for Future Agendas:

- Check CDS 343 Bahia Blanca regarding possible Landscape Modernization to replace grass with drought tolerant plants.
- A Landscape Department Re-Org Chart
- Cost of Labor for utilizing Bagging Mowers beginning year 2021.

Concluding Business

13. Member Comments (Items Not on the Agenda)

None.

14. Response to Member Comments

None.

15. Committee Member Comments

Director McCary stated that she lives in Gate 9 and the Landscape crews are doing a great job; kudos to the crews working there.

Director Karimi stated that the West Creek has many cattails. Mr. Wiemann let him know that this is a GRF area. He will look into it.

Director Bhada thanked Mr. Wiemann for running the department well. Then, he asked if the turf aeration will be continuing. Mr. Wiemann stated that it will be completed in mid-May. Director Bhada stated that there was some type of potential water issue that is causing a problem on Paseo del Lago West between cul de sacs 360 and 361 and requested investigation.

Director Pearlstone stated that many people are walking around these days and are commenting to him that they see a lot of improvement in the landscaping. They appreciate it and so do we.

Director Jarrett applauded the wonderful efforts of Mr. Wiemann in the work of Third's landscaping.

Department Head Kurt Wiemann spoke about the efforts they're working on trying to get the weeds under control.

16. Date of Next Meeting – June 4, 2020

17. Adjournment at 10:01 a.m.



Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565

Third Mutual Landscape Project Log June 2020 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 April 30, 2020, the in-house crew trimmed 233 and removed 25 trees. Contracted tree crews trimmed 681 and removed 20 trees.	Annual Program	19%	\$853,812	\$162,379
Landscape Modernization/ Aeration	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Areas in Gate 11 are on hold. Work on Aeration Continues.	December 31, 2020	0%	\$100,000	
Slope Maintenance Outsourced	Annual Maintenance	Work is on going	Annual Program: December 2020	27%	\$470,176	\$127,880
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. Removal and replacement of dead Acacia	Work estimated to start May 2020	Annual Program: December 2020	0%	\$180,000	

Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
1/14/2020	5342	Clearance Trim	Elm	8	Large Elm tree was encroaching onto the roof	Staff
1/14/2020	3451	Clearance Trim	Carrotwood	4	Tree was encroaching onto the roof	Staff
1/21/2019	3162	Removal	Jacaranda	10	There was a street light conflict, trimming was not an option due to proximity to light	Staff
1/23/2020	Assorted locations	Stump Grinding	Assoted Removals	14	Previously removed trees	Staff/Committee approved
1/24/2020	Assorted Locations	Stump Grinding	Assorted Removals	8	Previously removed trees	Staff/Committee approved
2/10/2020	Assorted Locations	Clearance Trim	Assorted tree types (6)	54	Assorted trees were encroaching onto the manors	Staff
2/10/2020	3242-1A	Full trim	Ficus (1)	10	Ficus benjamina was encroaching onto all three manors 1A, 1B, 1C	Staff
2/11/2020	3086	Removal	Ash	20	Large Ash tree was approved for removal due to damage to V ditch	Board Approved
2/11/2020	3074	Removal	Desert Willow	12	Tree had developed a large split between trunk and major branches	Staff
2/11/2020	55537	Removal	Melaleuca	14	The tree was removed at the request of the projects department to add sidewalk	Parking Committee
2/13/2020	3486	Removal	Eucalyptus	10	The tree uprooted due to a wind/storm event	Staff
2/5 thru 2/13/20	Assorted locations	Stump Grinding	Assorted Removals	20.6	Assorted stump grinding. As of 2/13/20 there are no stumps in Third Mutual	Staff
2/20/2020	3086	Stump Grinding	Assorted Removals	6	Additional grinding needed at 3086 for the 936 department	Staff
2/28/2020	3467-A	Removal	Queensland Pittosporum	10	Tree failure at perimeter wall due to undeveloped tree roots	Staff
3/5/2020	Assorted Locations	Stump Grinding	Assorted removals	7	3467-A stump grinding	Staff
3/5/2020	3429	Removal	Sil Oak	19	Large branch failure, staff was unable to restore the tree due to the damage	Staff
3/16/2020	Assorted locations	Trimming	Assorted tree types (4)	13	Storm related trimming and restoration	Staff
3/23/2020	5492	Removal	Ornimental Pear	12	Complete up-rooting of tree due to shallow root system, no damage to manor.	Staff
3/24/2020	5357	Removal	Plum	1	Storm related removal	Staff
3/27/2020	3025	Removal	Orange	2	Citrus tree removal	Staff
3/27/2020	Assorted Locations	Clearance Trim	Assorted trees	14.4	Clearance trim, limbs hanging on roof and major end weight, generated by tickets	Staff
4/13/2020	Assorted Locations	Clearance Trim	Assorted trees	6.4	Clearance trim, limbs hanging on roof and major end weight, generated by tickets	Staff
4/16/2020	2333	Removal	Spartan Junipers (11)	4	Storm related and diseased will replant the whole planter this month	Staff
4/30/2020	3280	Chipper	Grinding of brush	5	Other Department Assist 530	Staff
5/1/2020	3280	Chipper	Grinding of brush	4	Other Department Assist 530	Staff
5/11/2020	5089	Chargeable	Crown Reduction	4.8	Resident paid for the trimming of 3 Pepper trees. Staff has performed the work prior	Staff
5/11/2020	969	Removal	2 Plum, l Pine	6.2	All three trees were in decline, only one will be replaced due to available space	Staff
5/11/2020	5035	Removal	Plum	1.1	Plum tree in decline as are most of them in the community, will replave with red bud	Staff
5/18/2020	3057	Clearance Trim	Pear	1.7	Clearance trim	Staff
Total Trees		12	Total Labor Hours	184.6	Hours Budgeted	1766
Trees YTD		12	Total Labor Hours YTD	184.6	Hours Remaining	1581.4



STAFF REPORT

DATE: June 4, 2020
FOR: Landscape Committee
SUBJECT: Off-Schedule Tree Trimming Request: 3337-1G Punta Alta (Brown) – Two Silk Oak trees

RECOMMENDATION

Deny the request for the off-schedule trimming of two Silk Oak trees.

BACKGROUND

Ms. Brown purchased the manor in October 2015, and is requesting the off-schedule trimming of two Silk Oak trees, *Grevillea, robusta*. The reasons cited for the trimming are litter/debris and concern that the leaves on the sidewalk are hazardous to pedestrians. There are five additional signatures on the Mutual Request Form in favor of the off-schedule trimming (Attachment 2).

The trees were last pruned in February 2018. Future trimming is tentatively scheduled for fiscal year 2021. The average heights of the trees are approximately 54 feet with an average trunk diameter of approximately 23 inches. One of the trees is approximately four feet from the sidewalk and the other tree is approximately 24 feet from the sidewalk and both trees are approximately 11 feet from the manor (Attachment 1).

DISCUSSION

At the time of inspection, there was no noticeable sidewalk damage. The trees were found to be in fair condition with some surface rooting, no decay, a balanced canopy, and a favorable trunk flare. Over the years, these trees have been regularly trimmed to maintain a clearance from the building; neither tree is currently encroaching upon the building. During this time of the year, Silk Oak trees are in bloom which causes a fair amount of leaf drop. Reducing the foliage of these trees to reduce the leaf drop would damage the overall health of the trees; therefore staff strongly discourages any further trimming of these trees.

FINANCIAL ANALYSIS

The combined estimated value of the trees is \$8,814 based on the tree inventory data. The combined cost to trim both trees to reduce leaf drop is estimated at \$1,100. The combined estimated cost to remove the trees is \$3,304.

Prepared By: Bob Merget, Senior Landscape Supervisor
Reviewed By: Kurt Wiemann, Director of Landscape Services

Third Laguna Hills Mutual
Off-Schedule Tree Trimming Request – 3337-1G
June 4, 2020

ATTACHMENT(S)

Attachment 1:	Photographs
Attachment 2:	Mutual Landscape Request Form

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.

3337 Punta Alta, #1G
Address

5-8-20
Today's Date

Nancy P. Brown
Resident's Name

(847) 280-1302
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): This tree sheds constantly, often leaving 6-8" high of leaves on the walkway at my doorstep & all over my property.

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): This is a hazard! Lots of people use the walkway.

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.

2 trees on the side of my property shed constantly. When the wind blows, the leaves end up all over the sidewalk, our car area & on my front porch causing a hazard for all walking by.

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>Nancy P. Brown</i>	1G	✓		
<i>Linda Brown</i>	1F	✓		
<i>char</i>	2F	✓		
<i>Betty Shuck</i>	1C	✓		
<i>Linda Brown</i>	1E	✓		
<i>Mrs. [unclear]</i>	2E	✓		

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

Acknowledgement - Owner

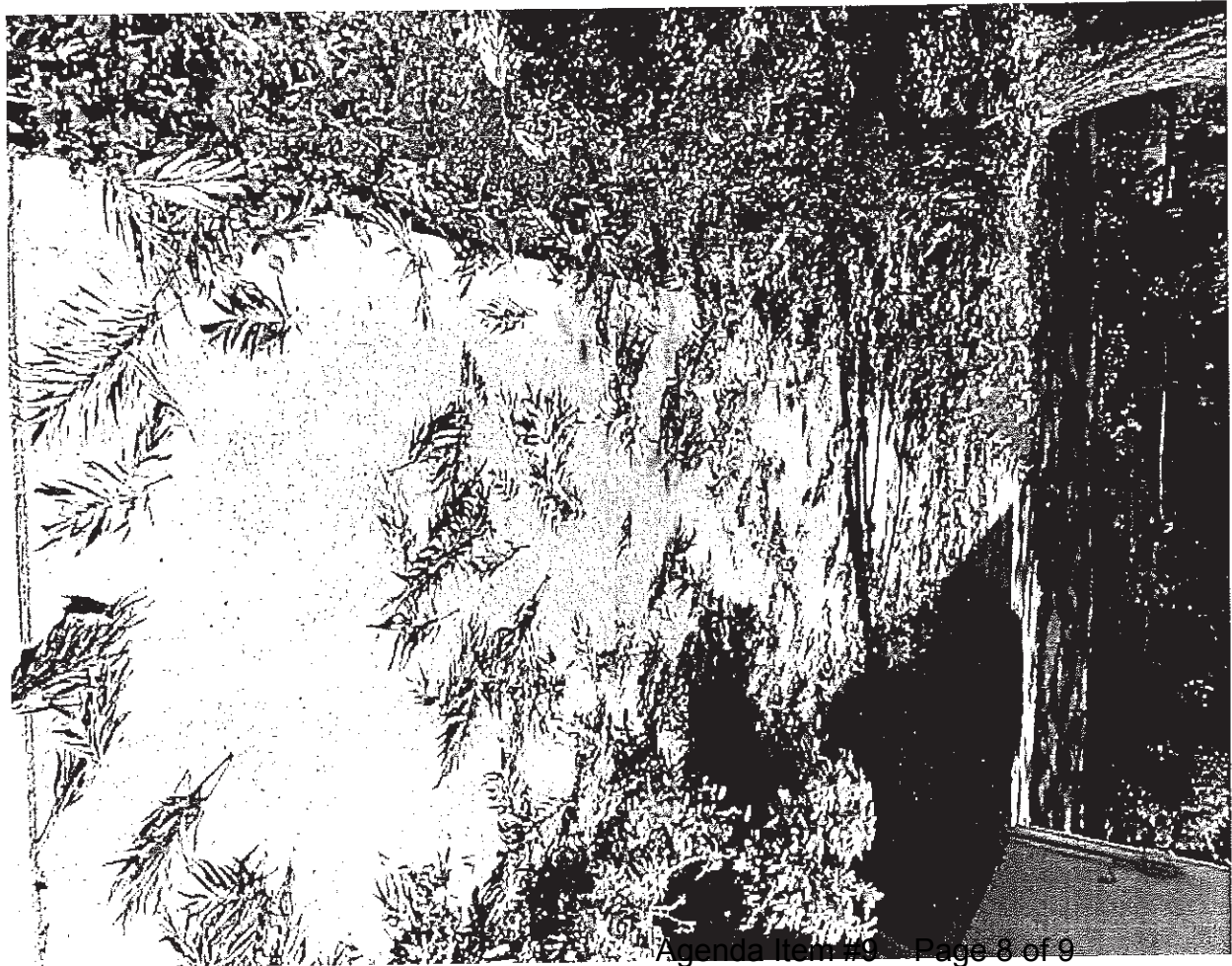
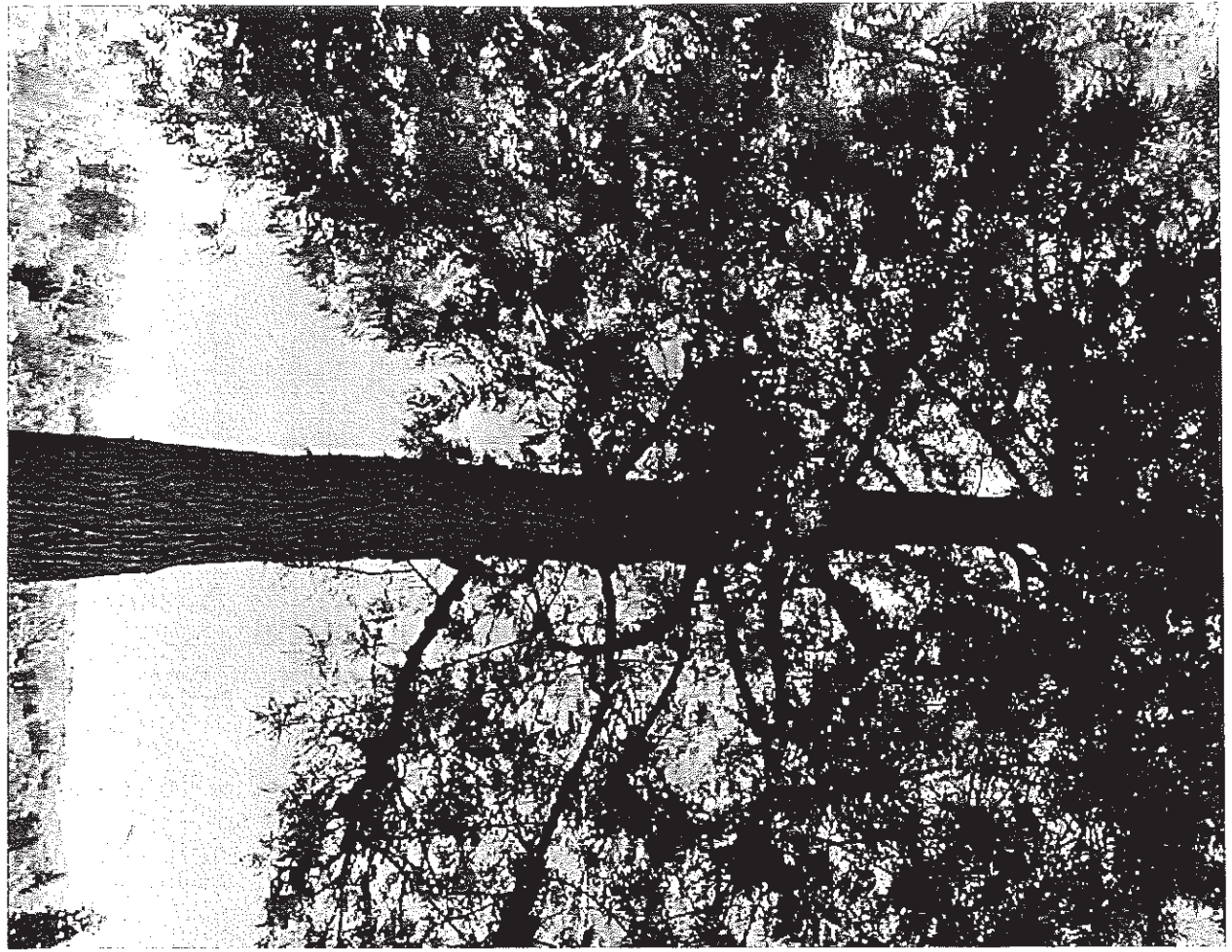
By signing, you are acknowledging this request.

Nancy P. Brown
Owner's Signature

Nancy P. Brown
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

DATE: June 4, 2020
FOR: Landscape Committee
SUBJECT: Cost to Replace Existing Mulching Mowers with Bagging Mowers

RECOMMENDATION

Receive and File.

BACKGROUND

Over two decades ago, in an effort to decrease costs associated with turf management, the decision was made to cease using mowers which collect the grass clippings (bagging mowers) and procure mowers that cut the grass finer and leave the clippings in place (mulching mowers). The Landscape Department currently has 38 mowers in inventory, 9 of which have bagging capabilities.

DISCUSSION

After receiving several comments from residents indicating that they would like to see Staff once again use bagging mowers, Landscape Committee directed staff to develop a cost analyses of using the different types of mowers used to maintain the turf.

Mulching mowers have many redeeming qualities that make them effective for use in large scale turf maintenance operations. Mulching mowers have a unique blade that has two cutting surfaces, one that cuts and lifts the grass inside the mower; the other cuts it again, into tiny pieces which are then dropped into the turf to decompose. The use of mulching mowers reduces the number of staff required to maintain the turf, as no one is needed to pick up and haul off the bags of cut grass. Staff is currently maintaining 318 acres of turf, therefore, it would require eight additional staff members to handle, load, and process the clippings created weekly by the mowing crews.

Mulching the grass clippings and leaving them on the lawn provides additional benefits to the health of the grass. Mulching grass clippings provides more nutrients for the soil. As they break down, the clippings will release nitrogen, potassium, and phosphorus. These are essential nutrients that turf needs to stay healthy. By using mulching mowers, the Landscape Department needs to fertilize the turf less frequently and save thousands on fertilizing. Additionally, bagging mowers have blower systems that require more maintenance.

During seasons of heavy turf growth or leaf and needle drop, mulching mowers are not ideal. There is a limit to how much material they can process. After that limit is reached, they tend to leave debris behind.

As mentioned above, the Landscape Department maintains an inventory of 38 mowers, 29 of which are mulching mowers. These mowers are used throughout the community and cannot be retrofit effectively to bag the clippings. The current mower inventory is replaced on a six

year rotation. To effectively switch processes to bagging, it would be most effective to replace all of the mowers in the first year and have savings for the following five years.

FINANCIAL ANALYSIS

To replace the mulching mowers with bagging capability would be an estimated initial year cost of approximately \$344,640 and an approximate \$559,695 in staff costs. At the current allocation rate for turf management, the additional cost to Third Mutual would be \$474,063 in the initial year and approximately \$272,500 for the following four years (Attachment 1). Furthermore, an estimated \$20,000 annually in additional fertilizer costs would be incurred to maintain the health of the turf.

Prepared By: Kurt Wiemann, Director of Landscape Services

Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Cost estimates for bagging mowers

**LANDSCAPE COST ESTIMATE REPORT
LAWN MOWERS MULCHED VS BAGGED
CAPITAL EXPENSE OVER 5 YEARS**

Equipment	Count	2020 Cost per Mower	Equipment Cost Per Year					Cost over 5 Years
			2021	2022	2023	2024	2025	
New Mowers								
60" Mower with Bagging System	2	\$ 16,670	\$ 33,340	\$ -	\$ -	\$ -	\$ -	\$ 33,340
48" Mower with Bagging System	27	\$ 13,900	\$ 375,300	\$ -	\$ -	\$ -	\$ -	\$ 375,300
Navigator Mowers	2	\$ 16,670	\$ 33,340	\$ -	\$ -	\$ -	\$ -	\$ 33,340
Total Equipment Cost:		\$ 47,240	\$ 441,980	\$ -	\$ -	\$ -	\$ -	\$ 441,980
Annual Mower Replacement Allocation			\$ (74,000)	\$ (61,800)	\$ (63,654)	\$ (97,814)	\$ (82,931)	\$ (380,198)
Additional Capital:			\$ 367,980	\$ (61,800)	\$ (63,654)	\$ (97,814)	\$ (82,931)	\$ 61,782
Additional Staff Costs (see staff breakdown)	8		\$ 559,695	\$ 576,485	\$ 593,780	\$ 611,593	\$ 629,941	\$ 2,971,494
Total Additional Cost (All Mutuals)			\$ 927,675	\$ 514,685	\$ 530,126	\$ 513,780	\$ 547,011	\$ 3,033,276
Cost Allocation by Total Turf Acres:								
GRF	2.65%		\$ 24,610	\$ (1,639)	\$ (1,689)	\$ (2,595)	\$ (2,200)	\$ 16,487
Third	53.01%		\$ 195,056	\$ (32,759)	\$ (33,741)	\$ (51,848)	\$ (43,959)	\$ 32,749
United	44.34%		\$ 163,161	\$ (27,402)	\$ (28,224)	\$ (43,370)	\$ (36,771)	\$ 27,394
Total:	100.00%							\$ 76,630

Mower Inventory	Count
Exmark LZR 48" Mulching Deck Mowers	27
Exmark LZR 60" Mulching Deck Mowers	2
Walker Mowers	7
Exmark Navigator Mowers	2