



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

**Thursday, December 2, 2021 – 9:30 a.m.
BOARD ROOM AND VIRTUAL
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 using one of three options:

1. *Join the meeting in-person in the Community Center Board Room.*
2. *Join the meeting via Zoom by using this link: <https://zoom.us/j/92325659805>*
3. *Send in your comment via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name Third Mutual Landscape Committee in the subject line of the email. Name and unit number must be included.*

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for November 4, 2021
5. Chair Remarks
6. Department Head Update
 - a. Project Log
 - b. Tree Work Status Report

Consent:

None

Unfinished Business

7. Review Proposed Stepping Stones Resolution and Policy

Items for Discussion and Consideration

8. Tree Removal Request: 2394-1F Via Mariposa W. – One Red Bud tree

9. Tree Removal Request: 3421-3H Calle Azul – One Brisbane Box tree
10. Member Comments (Items Not on the Agenda)
11. Response to Member Comments

Future Agenda Items

12. Tree Replacement Program
13. Members Converting Turf Campaign

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – Thursday, January 6, 2021 at 9:30 a.m.
16. Adjournment

Annie McCary, 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, November 4, 2021 – 9:30 a.m.

BOARD ROOM AND VIRTUAL MEETING

Laguna Woods Village Community Center 24351 El Toro Road

REPORT

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

COMMITTEE MEMBERS ABSENT

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Chair McCary called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Chair McCary requested that the Member Comments be moved in the agenda to be heard after the Committee Chair remarks. The modified agenda was approved by consensus.

4. Approval of the September 29, 2021 Report

The report was approved by consensus.

5. Committee Chair Remarks

Chair McCary welcomed Director Lewis to the committee.

6. Member Comments (Items Not on the Agenda)

Member comment that weeds get very high before being cut. He heard that they only weed four times a year. Four times a year is not enough.

When he calls for weeding, they come and zip through everything. They take out flowering areas and now there are dead spaces. Nothing was replanted. He always has to call.

Concrete blocks around flower beds by elevator are askew. And they are full of algae.

Planters were taken out in Clubhouse 6 and now water flows out of beds and onto the driveway...a lot of runoff.

A member commented about the Village Breeze article regarding irrigation. He felt that the overlap of sprinklers uses too much water and there is too much water as is being use. He said he sinks into the ground because it is so soggy. Kikuyu grass doesn't need this much water.

Plant material was changed at Clubhouse 6 and he doesn't know why. He doesn't think the new plants are drought tolerant.

Member asked why her request, from a former committee meeting, to remove Rusty Leaf Fig was denied. Mr. Wiemann stated that the arborist will go out and meet with her.

7. Response to Member Comments

Mr. Wiemann stated that weeding is done four times a year. That is budgeted by Board. Staff does over trim to compensate for the fact that they are only there four times a year. Flowers are sometimes cut because they will be dead by the next time weeding is done. In summer, the weeds grow quickly.

He will look into the runoff and changes at Clubhouse 6.

8. Department Head Update

Mr. Wiemann reported that Landscape staff is now mowing every two weeks, instead of every nine days.

When dealing with bees, if staff is able to save the queen and hive, they relocate the hive out at the mulch yard.

6a. Project Log

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

Member stated that there was no label on truck on who was working on the slopes. They were eating lunch for four hours. No one was supervising. Please check on them.

Member stated that an area underneath a Garden Villa building is a breeding ground for rodents. Mulch that was put down had a lot of thistles in it. Mr. Wiemann stated that he will have someone go out today to look at their area.

6b. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Unfinished Business:

7. Landscape Revision Request: 3428-A Bahia Blanca W.

Director Jarrett made a motion to accept staff recommendation and approve this request. Director Rane-Szostak seconded.

Discussion ensued.

Committee requires that the seven feet from end of the patio includes the border Member will be putting in.

Committee requires that mulch be placed around the base of the tree in front of the patio to avoid any gap there with grass that would be difficult to mow.

Committee requires that any potted plants be put into the ground or removed.

The committee was in unanimous support.

Items for Discussion and Consideration

8. Tree Removal Request: 3143-Q Via Vista – One Carrotwood tree

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

9. Tree Removal Request: 3244-3A San Amadeo – One Canary Island Pine tree

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

10. Tree Removal Request: 5473-C Paseo Del Lago East – One Red Iron Bark tree

This Member was present. She stated there were cracks in the stucco on the entrance to her unit. The drain in her courtyard gets clogged. It was repaired at one point and is working now. She said the litter and branches are year-round. Neighbor is in a wheel chair. The crown of tree is so high, that it sheds into courtyard.

The committee voted unanimous to table this item and to have the arborist go out to look at this tree and the area again to look at the cracks in the wall and the heaving of the sidewalk. Member said Unit O also has a crack inside garage.

Future Agenda Items

11. Tree Replacement Program

12. Members Converting Turf Campaign

Member stated she is working on getting information out to Members about water reduction; she is behind this idea. Mr. Wiemann let her know to fill out a Landscape Request Form if she would like to replace her turf with drought tolerant plantings.

Concluding Business:

13. Committee Member Comments

Director Rane-Szostak encouraged people to attend the Water Conservation Committee meeting.

Director Jarrett told the Member who was on the Concerned Citizens committee that committee could use her help getting out the word about turf reduction.

Director Lewis stated that they are looking for volunteers to serve on the committees.

14. Date of Next Meeting – Thursday, December 2, 2021 at 9:30 a.m.

15. Adjournment at 11:01 a.m.


Annie McCary (Nov 9, 2021 09:27 PST)

Annie McCary, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Coordinator – 268-2565

Third Mutual Landscape Project Log								
December 2021								
2021 Reserve Fund Projects (YTD October 31, 2021)								
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 2,354 trees, removed 49, and planted 1 trees.	Annual Program	89%	\$402,397	\$357,693	\$44,705
	In-House Tree Crew		As of October 31 2021, the in-house crew trimmed 1,230 trees, removed 165 trees and planted 12 tree.		63%	\$518,475	\$324,858	\$193,617
Landscape Modernization	Staff	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Committee approved locations 2/4/21; Completed 4/20/21, 6,000 SF. Balance of funds to be used for replanting.	Annual Program	71%	\$140,697	\$99,439	\$41,258
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, on schedule.	Annual Program	92%	\$473,650	\$435,014	\$38,636
Fire Risk Reduction	Andre Landscaping/Mission Landscaping/ Staff	Project includes the removal of vegetation with a high risk of fire.	Staff is waiting on word from OC Parks and Nature Preserve for extension of fire fuel reduction. Contract awarded to Andre Landscape for clearing open space. Mission and Staff working on interior slopes.	Annual Program	52%	\$180,000	\$93,025	\$86,975

*Completion based upon invoices received to-date. In-house expenses not included.

Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
9/1/2021	2246	Removal	Lime tree	2	Resident request	Staff
9/1/2021	5389	Removal	Loquat	2	Resident request	Staff
9/1/2021	5389	Removal	Spotted Gum Euc	3	Pest, beetle	Staff
9/1/2021	3288	Removal	Ca Pepper	4	Lost major limb no restoration	Staff
9/1/2021	5591	Removal	Bottlebrush	3	Planted to close to the building	Staff
9/1/2021	5590	Removal	Bottlebrush	3	Lost major limb no restoration	Staff
9/1/2021	3472	Trim	Evergreen Pear	3	Remove deadwood	Staff
9/1/2021	5318	Clearance	Red Ironbarck	3	Low hanging branches	Staff
9/1/2021	5002	Clearance	Cajeput	2.5	Low hanging branches	Staff
9/2/2021	2307	Removal	Crape Myrtle	2	Planted too deep	Staff
9/2/2021	5587	Trim	Canary Island Pine	3	Remove deadwood	Staff
9/2/2021	3446	Trim	Crape Myrtle	3	Remove end weight	Staff
9/2/2021	5526	Trim	Ficus nitida	4	Low hanging branches	Staff
9/2/2021	3421	Trim	Canary Island Pine	3	Branches on the roof	Staff
9/2/2021	3520	Trim	Evergreen Pear	4	Remove deadwood	Staff
9/3/2021	4026	Hanging branch	Liquid Amber	2.5	Hanger in the canopy	Staff
9/3/2021	2120	Removal	Fig	2.5	Resident request	Staff
9/3/2021	2119	Clearance	Ca Pepper	3	Clearance from patio	Staff
9/3/2021	2089	Removal	Brazilian Pepper	4.5	Large amount of decay, in decline	Staff
9/13/2021	5379	Hanging branch	Kaffer plum	2	Hanger in Canopy	Staff
9/13/2021	5268	Trim	Catalina Cherry	2.5	End weight	Staff
9/13/2021	3266	Clearance	Chitalpa	2	End weight	Staff
9/13/2021	3171	Clearance	Rusty leaf fig	3	End weight	Staff
9/16/2021	2233	Hanging branch	Silk Oak	2.5	Hanger in Canopy	Staff
9/16/2021	3317	Trim	Melaluca	2	Deadwood	Staff
9/21/2021	2385	Removal	Queen Palm	3	Dead, decay	Staff
9/21/2021	3318	Trim	Eucalyptus	3.5	Crown raise	Staff
9/21/2021	2231	Clearance	Ficus	2	Trim away from patio	
9/21/2021	2233	Clearance	Ficus	2	Trim away from patio	
9/21/2021	2234	Trim	Carolina Cherry (9)	6	Crown reduce hedge	
9/21/2021	2268	Removal	Brisbane Box	3.5	Pest decay	
9/23/2021	5343	Clearance	Carrotwood	2.5	Trim away from patio	Staff
9/23/2021	3318	Trim	Chinese Elm	4	Restore broken Branch	Staff
9/23/2021	2268	Removal	Victoria Box	3	Dead, decay	Staff
9/23/2021	3499	Clearance	Flame Tree	2	Trim away from patio	Staff

9/23/2021	3365	Clearance	Silk Floss	2.5	Trim away from patio	Staff
9/23/2021	3186	Clearance	Carob	3	Trim away from patio	Staff
9/23/2021	3499	Clearance	Flame tree	2	Raise canopy	
9/23/2021	3186	Clearance	Carob	2	Raise canopy	
9/30/2021	2237	Trim	Brazilian Pepper	3	End weight	Staff
9/30/2021	2255	Trim	Canary Island Pine	7	Broken branches	Staff
10/4/2021	3001	Clearance	Ficus Benjamina	2	Trim away from patio	Staff
10/4/2021	3001	Clearance	Carrotwood	2	Trim away from patio	Staff
10/4/2021	2250	Removal	Chinese Elm	10	Damaged by storm no restoration	Staff
10/5/2021	3493	Removal	Chinese Elm	12	Damaged by storm no restoration	Staff
10/6/2021	5217	Hanging branch	Silver Dollar Eucalyptus	2	Hanging branch in canopy	Staff
10/6/2021	5468	Hanging branch	Sweet Gum Eucalyptus	2	Hanging branch in Canopy	Staff
10/11/2021	5353	Clearance	New Zealand Christmas tree	2	Trim away from patio	Staff
10/11/2021	3526	Hanging branch	Eucalyptus	1.5	Hanger in canopy	Staff
10/11/2021	5448	Clearance	Chitalpa	2	Clearance trim traffic view obstruction	Staff
10/15/2021	2337	Removal	Palm	6	Over grown	Staff
10/15/2021	5333	Trim	King Palm	2	Over grown	Staff
10/15/2021	3376	Clearance	Australian willow	2	End weight	Staff
10/18/2021	3386	Hanging branch	Silk Oak	1.5	Hanger in Canopy	Staff
10/19/2021	2384	Removal	Sycamore	4	Pest Poly shot hole bore	Staff
10/22/2021	3308	Clearance	Chinese Elm	2	Trim away from patio	Staff
10/22/2021	3057	Clearance	Ficus nitida	3	Crown Raise	Staff
10/22/2021	3363	Trim	Canary island Pine	3	Remove deadwood	Staff
10/25/2021	3244	Trim	Canary Island Pine	2	Remove deadwood	Staff
10/25/2021	4009	Clearance	Evergreen Pear	2.5	Limbs hanging on stairs stairs	Staff
10/28/2021	2379	Trim	Silk Oak	2	Trim away from patio	Staff
10/28/2021	2321	Removal	King Palm	3	Dead decay at top	Staff
10/28/2021	5511	Hanging branch	Canary Island Pine	2	Hanger in Canopy	Staff
10/28/2021	2173	Trim	Bottle Tree (3)	5	Raise canopy	Staff
10/28/2021	5590	Clearance	Canary Island Pine	3	Trim away from patio	Staff
10/28/2021	2357	Hanging branch	Flame Tree	2	Hanger in Canopy	Staff
10/29/2021	3157	Hanging branch	Silver Dollar Euc	2	Hanger in Canopy	Staff
10/29/2021	3262	Removal	Lime tree	2	Resident request	Staff
10/29/2021	3528	Trim	Bottlebrush	2	Trim away from patio	Staff
10/29/2021	3357	Trim	Carrotwood	2.5	Trim away from patio	Staff
10/29/2021	5160	Clearance	Chinese Elm	2.5	Trim away from patio	Staff
10/29/2021	3003	Removal	Lime tree	2.5	Resident request	Staff

10/29/2021	4014	Clearance	Canary Island Pine (2)	5	Branches on roof	Staff
11/2/2021	5340	Clearance	Australian willow	2	Clearance from patio	Staff
11/2/2021	3244	Clearance	Silver Dollar	2	Hanger in Canopy	Staff
11/2/2021	2263	Trim	Juiper	1.5	Clearance from patio	Staff
11/2/2021	4001	Removal	Monterey Pin	4	Pest, Diseased, Poly Short Hole Bore	Staff
11/2/2021	2346	Removal	Weeping Fig	6	Root damage no trenching to save	Staff
11/3/2021	21561	Removal	American Stcamore	3.5	Pest diseased, Poly Shot Hole Bore	Staff
11/3/2021	4012	Removal	Lemon scented gum	4	Major limb loose, decay, no restoration	Staff
11/5/2021	5536	Trim	Ficus Nitida	2	Crown raise	Staff
11/5/2021	5487	Clearance	Iron Bark	2	Touching the roof	Staff
11/5/2021	3369	Removal	Giant Bird of Paradise	2	Deadwood	Staff
11/5/2021	3022	Removal	Silver Dollar Euc	3	Pest, Diseased, conk	Staff
11/8/2021	3293	Hanging branch	Eucalyptus	2	Hanger in Canopy	Staff
11/8/2021	5348	Removal	Indian Laurel	6	Roots damaging foundation	Board Approved
11/10/2021	CH 1	Removal	Bottle Tree	3	Dead 70 % decay	Staff
11/12/2021	2297	Clearance	Ficus	2	Touching the roof	Staff
11/5 5364	5364	Removal	Dead Juniper	4	Old and woody	Staff



STAFF REPORT

DATE: December 2, 2021
FOR: Landscape Committee
SUBJECT: Stepping Stone Approval Process and Guidelines

RECOMMENDATION

Approve the Stepping Stone Resolution and Guidelines.

BACKGROUND

At the September 29, 2021, Landscape Committee meeting, the committee discussed this topic and made a recommendation of approval to the Board. The Board of Directors reviewed this report on November 16, 2021; the Board requested revisions to the attachments and sent it back to Committee.

Stepping stones in common area have long been a contentious subject in Third Mutual. There have been various resolutions adopted and revoked over the years (Attachment 1). The most recent Board action on the subject was Resolution 03-07-02 in which the stepping stone standard was revoked and required an application for a variance from the Alterations Committee.

DISCUSSION

Stepping stones are popular with residents; they enable them to access hose bibs, gardens, and electrical panels.

The most recent Board action requires the time-consuming process of applying for an architectural variance. As the stepping stones are located within the common area landscaping, the issue is better served by review from the Landscape Committee. Additionally, with the proposed process, the member would submit a Landscape Request form which is free to the members; requiring an Architectural Variance is an expensive and time-consuming process.

The proposed resolution (Attachment 2) would change the process to the Landscape Request form.

The proposed resolution makes it clear that stepping stones are not a gift of common area and must be temporary in nature. All existing stepping stones not approved by this process, the variance process, or by Standard, will need to be removed.

FINANCIAL ANALYSIS

There are no funds attributable to this action.

Prepared By: Kurt Wiemann, Director of Landscape Services
Reviewed By: Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1:	Stepping Stone Resolution History
Attachment 2:	Proposed Stepping Stone Resolution
Attachment 3:	Sample Landscape Request Form (Blank and Completed)

ATTACHMENT 1

Stepping Stone Resolution History in Third Mutual

Resolution Number	Topic	Date Approved
M385-7	Prohibition of stepping stones in common area	1/15/85
M396- 28	Approve Third LHM Alteration Standards revised	5/21/96
03-05-19	Approval of New Alteration Standard, Section 36 <i>Stepping Stones</i> (Resolution M3-96-28, adopted May 21, 1996 is amended and Resolution M3-85-7 adopted January 15, 1985 is cancelled)	9/20/05
03-07-02	Approval to revoke Alteration Standard <i>Section 36 – Stepping Stones</i> (Resolution M3-96-28, adopted May 21, 1996 is amended; and Resolution 03-05-19, adopted September 20, 2005 is cancelled.)	1/16/07
03-09-108	Adopt policy to allow for the installation of pavers, gravel, decomposed granite, and stepping stones as part of the re-landscaping program for soil retention in areas not to exceed 300 square feet	09/15/09

ATTACHMENT 2

RESOLUTION 03-21-XX

Stepping Stone Policy and Guidelines

WHEREAS, on January 16, 2007, that the Board of Directors adopted Resolution 03-07-02 Approval to Revoke Alteration Standard Section 36 – Stepping Stones;

WHEREAS, Resolution 03-07-02, revoked the standard for stepping stones and required a variance application to the Architectural Committee;

WHEREAS, the Landscape Committee determined that stepping stones are temporary in nature and are placed within common area landscaping;

WHEREAS, the Landscape Committee determined that requiring a variance application is unduly burdensome for Members and the process could be simplified by use of the Landscape Request form.

NOW THEREFORE BE IT RESOLVED, January 18, 2021, the Board of Directors introduces the change from variance request to landscape request form and consideration thereof shall be performed by the Landscape Committee;

RESOLVED FURTHER, all new stepping stone installations shall be performed following the attached Stepping Stone Guidelines and all existing stepping stone installations not previously approved by Variance or Standard, shall be removed through the Compliance process or at Resale, whichever occurs first;

RESOLVED FURTHER, Resolution 03-07-02, adopted January 16, 2007, is hereby superseded in their entirety and no longer in effect;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

THIRD LAGUNA HILLS MUTUAL

Stepping Stone Guidelines

PLANS: The Member applying for a Landscape Variance shall provide to the Landscape Department a Landscape Request Form with detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.

2.0 PREPARATIONS

- 2.1 Stepping stones shall not be used to create a new path across common area for access to exclusive use patios, courtyards or parking areas.
- 2.2 No stepping stones will be allowed that will hinder yard drainage.
- 2.3 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 2.4 Stepping stones may not hinder access by maintenance crews.
- 2.5 Stepping stones will not be allowed farther than four feet from the walls of the manor. No stepping stones will be permitted in the grass.
- 2.6 Stepping stone layout will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening and/or personal plants.

3.0 APPLICATIONS

- 3.1 Stepping stones should be constructed of concrete. No wood or degradable products.
- 3.2 All stepping stones must have a non-slip/non-skid surface.
- 3.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 3.4 Stepping stones should be spaced no more than eight inches apart.
- 3.5 The layout created with the stepping stones should be no greater than two feet wide.
- 3.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, pebbles, etc.)

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.

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

☐ 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.

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

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: _____

EXAMPLE



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.

5599 Ronda Granada
Address

11-15-2021
Today's Date

Elizabeth Smith
Resident's Name

949-777-0234
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): would like to place stepping stones to access
my hose bib

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.
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- 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.

I would like to place 12 inch, round, concrete stepping stones from my front walkway to the hose bib located at the side of my manor.

Signatures of All Neighbors Affected By This Request

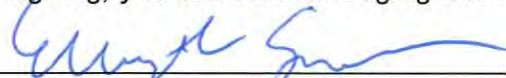
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	5598	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

Elizabeth Smith
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: December 2, 2021
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 2394-1F Via Mariposa W. – One Red Bud tree

RECOMMENDATION

Deny the request for the removal of one Red Bud tree.

BACKGROUND

The resident at 2394-1F purchased the manor in August 2020, and is requesting the removal of one Red Bud tree, *Cercis, canadensis texensis*, located at the front of the manor. The reasons cited for the removal are overgrown and view obstruction. There is one additional signature on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in May of 2020. Future trimming is tentatively scheduled for fiscal year 2025. The height of the tree is approximately 25 feet with a trunk diameter of approximately eight inches. The tree is growing in the turf area approximately 20 feet from the manor and eight feet from the sidewalk (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in good condition with some signs of previous pest damage from the red hump caterpillar. These caterpillars tend to show up on these trees in the spring, after a wet winter. They eat the leaves of the trees, but this does not cause long term damage to the tree.

There are several surface roots surrounding the tree which is typical with this species. There has been some sidewalk grinding to eliminate an offset lip and there is a crack in the nearby walkway, however, staff believes this is probably due to settlement rather than the tree roots. The tree has an open, balanced, thinned out canopy.

This tree is healthy and, in the spring, provides the community with pink and red blossoms. There is another Red Bud on the other side of the walkway which provides a nice, balanced look to the landscape while approaching this Garden Villa.

FINANCIAL ANALYSIS

The cost to remove the tree would be approximately \$392. The cost to trim the tree would be \$100 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



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.

2394 W. Via Mariposa IF
Address

9-28-21
Today's Date

YONG KIM
Resident's Name

310 739-4522
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.

*Tree is in front of these units
right of the sidewalk - From street
side*

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>Yong Kim</i>	<i>1F</i>	<input checked="" type="checkbox"/>		
<i>Helene Rosenbaum</i>	<i>3F</i>	<input checked="" type="checkbox"/>		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Yong Kim

Owner's Signature

YONG KIM

Owner's Name

*see
above
owners*

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: December 2, 2021
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 3421-3H Calle Azul – One Brisbane Box tree

RECOMMENDATION

Approve the request for the removal of one Brisbane Box tree.

BACKGROUND

The resident at 3421-3H purchased the manor in December 2013, and is requesting the removal of one Brisbane Box tree, *Lophostemon, confertus*, located at the side of the manor. The reasons cited for the removal are structural damage, personal preference, and quality of life due to the lack of sunlight. The resident does state, depending on the cost, she would be willing to pay for the removal. There are two additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in May of 2021. Future trimming is tentatively scheduled for fiscal year 2025. The height of the tree is approximately 25 feet with a trunk diameter of approximately 9 inches. The tree is growing in the planter area approximately two feet from the split rail fence and approximately eight from the manor (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with no signs of pests or previous pest damage. The tree does have damage on the trunk which is not healing properly. Also, there are large cracks in the trunk at this same location. The tree has been topped previously which has caused weak branch attachment which leads to limb failure.

Having been previously topped, the tree needs to be trimmed every year rather than the current four-year trim cycle. Given the state of the wound on the trunk not properly healing and the weak branch attachment, staff recommends the Mutual remove the tree.

FINANCIAL ANALYSIS

The cost to remove the tree would be approximately \$441. The cost to crown reduce the tree annually would be \$200 and the estimated value of the tree is \$2,070 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



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.

3421 Calle Azul 3H
Address

11/1/2021
Today's Date

Janyce InField
Resident's Name

944-887-5116
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):

or hard trimming that will last more than just a few months

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):

Quality of life restored as we can again have light and bright restored. Property value needs to be retained.

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.

OK by me depending on cost. I have already paid to have it trimmed twice.

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.

I am requesting tree removal of tree at our North West Corner. when we came here 5 years ago it was tiny, now it is huge and does of course block out a big amount of our light source from our patio as well as inside living space. I am championing this cause not only for myself but for the only 2 others negatively affected by this overgrown tree.

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Sera LaKondelle</i>	2 H	X		
<i>P. A. Rayney</i>	1 H	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Janice R. Infield
Owner's Signature

Janice R. Infield
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: _____

Jim Infield
3421 3H
Tree Removal

I'm here today to request a tree removal.

When we came here 5 years ago we walked into the front door of our perspective new home and said Wow this is so light, bright and airy. So, we ended up purchasing it for half million dollars. Yes, that was high at the time for this property but again, it had that great open vibe.

Now we have barely any light coming into our home. This makes for a dreary, sad setting, especially in Winter. Here are some photos of the trees that encompass about 50% of our window space. As you can see they are right up to the windows. Also, check out the root system. Just a few feet from the building. Every year or so I have had to petition to have them cut back. Yes, finally they get cut but I am told they will just grow back as that is what this type of tree does to protect itself. I get that but a homeowner should not be responsible for a purchase of this specie of tree incorrectly purchased about 40 years ago. Alas, I cannot afford to have this tree removed so I just keep petitioning the hard cutting every year.

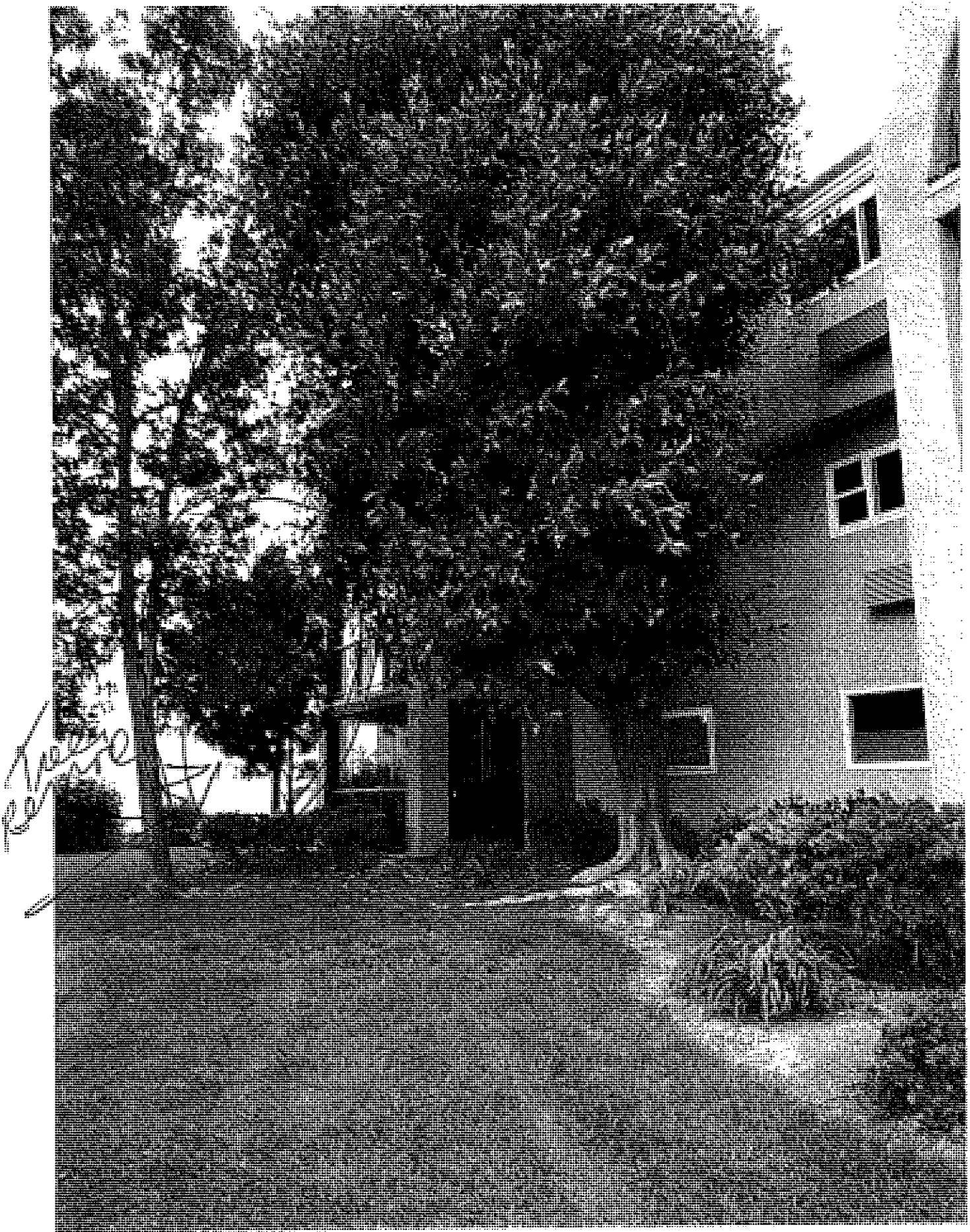
The tree I do think I can afford to remove pertains to the one on the Northwest corner of the building and is now almost entirely encompassing that window! I am here before it gets any bigger. Also, representing my neighbor on the second floor below me and the ground floor neighbor who is not affected by the tree as they have no window there. (that additional window was added homowner's expense to let the light in) the tree on this corner almost totally blocks ability to see out for me as well as 2H. Our patio space which is enclosed and represents additional living space is negatively affected by this tree as well as that is all one see's instead of wide open space. Same for 2H. As a side note I have paid for two prunings of this tree; each time it grows back with a vengeance in a very short time.

Here are some photos. Please allow this request so I can restore the same calm, peaceful, open and bright atmosphere of 5 years ago.

Lastly a couple years ago our roof was changed to a white material to deflect heat in the summer. This has been great BUT in winter we only can get heat from sun streaming in windows which as I've shown are covered by trees. Would love to be able to save energy in the winter as we do in summer.

1











ATTACHMENT 2



