



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

**Thursday, November 4, 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](mailto: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 September 29, 2021
5. Chair Remarks
6. Department Head Update
  - a. Project Log
  - b. Tree Work Status Report

**Consent:**

None

**Unfinished Business:**

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

**Items for Discussion and Consideration**

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

9. Tree Removal Request: 3244-3A San Amadeo – One Canary Island Pine tree
10. Tree Removal Request: 5473-C Paseo Del Lago East – One Red Iron Bark tree
11. Member Comments (Items Not on the Agenda)
12. Response to Member Comments

Future Agenda Items

13. Tree Replacement Program
14. Members Converting Turf Campaign

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting – Thursday, December 2, 2021 at 9:30 a.m.
17. 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**

**Wednesday, September 29, 2021 – 9:30 a.m.  
BOARD ROOM AND VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair - Lynn Jarrett, Ralph Engdahl, Annie McCary, Reza Karimi

**COMMITTEE MEMBERS ABSENT:** Donna Rane-Szostak

**OTHERS PRESENT:** Cush Bhada

**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**

The agenda was approved by consensus.

**4. Approval of the September 2, 2021 Report**

The report was approved by consensus.

**5. Committee Chair Remarks**

Chair Jarrett stated that there was an informative article regarding irrigation in the Globe. Also, there is a lot of great information for residents in the Breeze and the Q and A Landscaping section of the Village website.

She asked Mr. Wiemann to update the committee on herbicide testing, the new mowing schedule and the pine trees.

Everyone wants to reduce turf and people always want to do more of that.

Right now, we pay \$81/month for landscaping. In 2014 with a budget of \$514k, there were 182 positions in Landscaping. Now there are only 143 people working on the same amount of land for the same amount of money.

We are getting the insurance costs squared away and it is a lot of money. The additional funding needed for insurance has impacted the budget in so many ways.

Please call in any landscape requests to Resident Services so they may create a ticket for your request and then it will be tracked and addressed rather than contacting the Landscape Director or the Landscape Chair. Tickets need to be tracked so that work is accounted for properly.

## **6. Department Head Update**

Mr. Wiemann reported that the budget for next year is pretty much the same as this year. One person was added to staff in our pest control division for rodent control.

He gave updates on trimming, weeding, and mowing. This time of year, weeds look bad but we don't have enough staff to keep up on both mowing and weeding.

Adding another cycle would cost another \$10 per manor per month in assessments.

We maintain 651 acres, and there are only 85 people to maintain this area.

We should hit all four cycles in all sections this year.

Finale™ herbicide is expensive so we are looking for safe products that are cheaper, will do the job and are nontoxic. Every few years, we conduct herbicide testing to determine possible new products. We are currently conducting testing. We have an agronomic person testing with my staff. Irvine has different type of grass than what we have here.

Pine trees experience seasonal dieback. Canary Island Pines are not native to this area, so when we have a heat wave, the trees shed their excess leaves to survive.

### **6a. Project Log**

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

We have received word that all the necessary legal paperwork has been completed between the O.C. Parks and the Nature Conservancy to clear a hundred-foot swath in the area of the Village that borders the wildlife preserve. The County is finalizing mitigation requirements and will present them to Mr. Wiemann in the next few weeks.



## **6b. Tree Work Status Report**

Mr. Wiemann reviewed this report with the committee.

### Items for Discussion and Consideration

#### **7. Tree Removal Request: 2151-C Rhonda Granada – One Indian Laurel Fig**

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

#### **8. Tree Removal Request: 3316-C San Amadeo – One Carrotwood Tree**

This resident was in attendance. She stated she is just asking for a part of the tree to be trimmed. She asked in the past and staff wouldn't do that. She is willing to pay to have this tree trimmed. She said they did not trim the part of the tree in 2020 she is referring to.

Director Karimi made a motion to accept staff's recommendation and deny the request to remove this tree but to inform this resident of the cost for an off-schedule trim. This resident may decide to pay for this work as a chargeable service depending on the cost. Director McCary seconded. The Committee was in unanimous support.

#### **9. Tree Removal Request: 4007-2G Calle Sonora Oeste – One Rusty Leaf Fig**

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

#### **10. Tree Removal Request: 5348-Q Algarrobo – One Indian Laurel Fig tree**

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

#### **11. Discuss Stepping Stones Approval Process**

Mr. Wiemann discussed his proposal to enact a Stepping Stone Policy along with the guidelines for stepping stones.

The committee asked Mr. Wiemann to add to the proposed resolution that it would be the resident's responsibility for the stepping stone maintenance and safety and that a stepping stone may not be used as a landing in front of any doorway.

Mr. Wiemann reported he will make those updates and show them to the committee before this recommendation is brought to the Board.

#### **12. Member Comments (Items Not on the Agenda)**

A resident commented that around 4008B, a Garden Villa, that trees near the manors are too close to the building.

Central medians, as you enter Gates 10 or Gate 8, get little attention. Please put in seasonal plants in that area. Corner of Santa Maria and Victoria is especially bad. Mr. Wiemann reported that the areas outside the wall belong to the city. He will let them know.

A resident commented on her neighbor's use of the common area.

A resident commented on edging that is not being done near her unit. Also, she was appalled that people pick up their own mulch. Mr. Wiemann explained that the mulch we gave away is for residents who work in their patios and private areas. It's not meant for common areas.

A resident commented that the water heater cabinets are hurting the curb appeal of our buildings, thanked the committee for denying member requests to remove perfectly good trees, asked that West Coast Arborists to not over-trim the trees, to not allow members to plant anything in common area, that a bird bath in a photo in a recent meeting packet is a violation and should be removed, and that Members should not be allowed to put Stepping stones in common area landscape.

Director McCary stated that this committee is ensuring the landscaping is kept to the standards. We do much to make sure people follow the CC&Rs.

Director Karimi stated that the only time we remove a tree is if it is decaying, causing damage to a structure, or is a safety issue. Trees are valuable assets for our community.

Director Engdahl said Mr. Wiemann is charged with the most visible areas of the community. He is doing a great job and is appreciated.

Chair Jarrett thanked the residents for their comments. Many residents want their trees removed because of the berry drops but we can't allow that. She enjoyed today's meeting and thanked everyone for participating.

Mr. Wiemann stated that there are four arborists on his staff and they love trees and work hard to protect them.

Chair Jarrett thanked Mr. Wiemann for all his hard work.

### **13. Response to Member Comments**

Above.

### **Future Agenda Items**

Concluding Business:

**14. Committee Member Comments**

Above.

**15. Date of Next Meeting – Thursday, November 4, 2021 at 9:30 a.m.**

**16. Adjournment at 11:17 a.m.**

A handwritten signature in cursive script, appearing to read "Lynn Jarrett", is written over a horizontal line.

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



2021 Reserve Fund Projects (YTD September 30, 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 2,279 trees, removed 49, and planted 0 trees.	Annual Program	82%	\$402,397	\$329,413	\$72,985
	In-House Tree Crew		As of September 30, 2021, the in-house crew trimmed 1,184 trees, removed 150 trees and planted 12 tree.		56%	\$518,475	\$291,685	\$226,790
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	68%	\$140,697	\$95,762	\$44,935
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, on schedule.	Annual Program	84%	\$473,650	\$396,378	\$77,272
Fire Risk Reduction	Andre Landscaping/Mission Landscaping/Adams/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
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. This contract ends on September 10, 2021.	In September, the contracted crew performed landscape services for buildings 2110-2120, 2126-2129, 2131-2136, 2221-2224, 2226-2229, 2231-2236 and 2242-2244 totaling 39 buildings.	Contract terminated September 10, 2021	58%	\$300,789	\$173,227	\$127,562
	In-House Grounds Maintenance Crew	In-House Grounds Maintenance Crew will provide grounds maintenance and herbicide spraying full time starting September 13, 2021. In the interim, In-House Crew is helping with the Trim Cycle.	In September, the in-house crew mulched buildings 2265-2268, 2289-2291 and 2305-2315 totaling 18 buildings.	Annual	70%	\$64,711	\$45,599	\$19,113

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



Third Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
7/1/2021	3024	Hanging branch	Carrotwood	2	Hanger in canopy	Staff
7/1/2021	3024	Hanging branch	Carrotwood	2	Hanger in canopy	Staff
7/1/2021	3022	Hanging branch	Carrotwood	3	Hanger in canopy	Staff
7/1/2021	5307	Hanging branch	White Birch	2	Hanger in canopy	Staff
7/2/2021	5369	Clearance	Loquate	2	Branches on building	Staff
7/2/2021	2363	Removal	Red Bub	2.5	Dead due to pest/disease	Staff
7/2/2021	2128	Removal	Torulosa	3.5	Obstruction of light	Staff
7/6/2021	2227	Removal	2 Ficus	4	Volunteers	Staff
7/6/2021	3144	Hanging branch	Carrotwood	2	Hanger in Canopy	Staff
7/6/2021	3141	Hanging branch	Carrotwood	2	Hanger in Canopy	Staff
7/8/2021	5371	Trim	Flaxleaf	3	Branches on building	Staff
7/8/2021	5029	Clearance	Queensland	2	Branches on building	Staff
7/9/2021	2314	Removal	King Palm	2	Uprooted, poor rootstructure	Staff
7/9/2021	2333	Removal	Torulosa	3	Dead due to pest/disease, red spider mite	Staff
7/9/2021	5476	Hanging branch	Carrotwood	2	Hanger in canopy	Staff
7/12/2021	2355	Clearance	Tipu	2	Branches on building	Staff
7/19/2021	5523	Hanging branch	Liquid Amber	1.5	Hanger in Canopy	Staff
7/19/2021	3262	Clearance	Aleppo pine	2	Branches on building	Staff
7/19/2021	3025	Clearance	White Mulberry	2	Branches on building	Staff
7/19/2021	3024	Clearance	Grape Myrtle	1	Branches on building	Staff
7/19/2021	3512	Clearance	Ficus	2	Low hanging branches	Staff
7/19/2021	5511	Clearance	Canary Island Pine 2	3	Branches touching windows	Staff
7/19/2021	3492	Clearance	Grape Myrtle	1.5	Branches on building	Staff
7/20/2021	2379	Hanging branch	Silk Oaks	2	Hanger in Canopy	Staff
7/20/2021	2393	Clearance	Australian willow	1.5	Branches on building	Staff
7/20/2021	2255	Clearance	Canary Island Pine	2	Branches on building	Staff
7/20/2021	2384	Clearance	Grape Myrtle	2	Branches on building	Staff
7/21/2021	2385	Hanging branch	Bottle Brush	1	Hanger in Canopy	Staff
7/21/2021	2317	Clearance	Yucca	1	Branch growing under eve	Staff
7/21/2021	2201	Removal	Carrotwood	3	Decay due to pest	Staff
7/22/2021	5523	Trim	Liquid Amber	2	Remove end weight	Staff
7/22/2021	5210	Trim	Australian Willow	2.5	Remove deadwood	Staff
7/28/2021	2290	Trim	Yucca	1.75	Crown reduce	Staff
7/29/2021	3002	Removal	Hollywood Juniper	2	Out growm the area	Staff
8/2/2021	3299	Hanging branch	Silver Dollar Euc	2	Hanger in Canopy	Staff
8/2/2021	5527	Clearance	Chinese Elm	3	Hanging on Roof	Staff
8/3/2021	3022	Clearance	White Mulberry	2	Hanging on Roof	Staff

8/3/2021	3128	Clearance	Carob	2	Remove end weight	Staff
8/3/2021	3053	Clearance	Crape Myrtle	2	Branches on building	Staff
8/4/2021	4014	Removal	Evergreen Pear	3	Dead due to pest	Staff
8/5/2021	3075	Removal	Lemon tree	1.5	Resident request	Mutual Policy
8/5/2021	3103	Trim	Aleppo pine	8	Full trim, end weight	Staff
8/6/2021	3279	Hanging branch	Spotted Gum Euc	2.5	Hanger in Canopy	Staff
8/11/2021	3022	Trim	Silver Dollar Euc	7	Full trim, end weight	Staff
8/12/2021	2197	Clearance	Willow	3	Branches on building	Staff
8/12/2021	3017	Removal	Fruit trees (2)	4	Resale inspection removal	Mutual Policy
8/13/2021	5259	Trim	Carolina Cherry (4)	4.5	Clearance trim traffic view obstruction	Staff
8/13/2021	3324	Trim	Aleppo pine	7	Full trim, end weight	Staff
8/13/2021	3325	Trim	Silk Oak	3	Remove dead braches and end weight	Staff
8/13/2021	5264	Clearance	New Zealand Christmas tree	2	Hanging on Roof	Staff
8/16/2021	2169	Clearance	Magnolia	2	Trim away from patio	Staff
8/16/2021	2403	Hanging branch	Bottlebrush	1.5	Hanger in Canopy	Staff
8/16/2021	3100	Trim	Aleppo pine (2)	8	Full trim, end weight	Staff
8/17/2021	5471	Hanging branch	Eucalyptus	2.5	Hanger in Canopy	Staff
8/18/2021	3401	Hanging branch	Liquid Amber	2	Hanger in canopy	Staff
8/19/2021	3506	Trim	Rusty leaf fig	3	End weight	Staff
8/19/2021	3302	Removal	Purple Leaf Plum	2	Pest, scorch	Staff
8/20/2021	3015	Trim	Dragon Tree	2	Low hanging branches	Staff
8/20/2021	3292	Removal	Jacaranda	3.5	Major limb loss could not restore	Staff
8/20/2021	3023	Removal	Magnolia	2.5	Pest, bore	Staff
8/20/2021	2230	Removal	White sapote	2.5	Safety issue too close to walk	Staff
8/20/2021	2230	Trim	Elm	3	Low hanging branches	Staff
8/23/2021	4014	Removal	Bushy Yate	4	Pest	Staff
8/23/2021	4001	Removal	Myaporum	3	Old and woody	Staff
8/24/2021	4007	Hanging branch	Rusty leaf fig	2	Hanger in Canopy	Staff
8/24/2021	5268	Trim	Carolina Cherry	2	Low hanging branches	Staff
8/24/2021	3364	Removal	Sycamore	3	Pest, bores	Staff
8/26/2021	3242	Hanging branch	Ca Pepper	2	Hanger in Canopy	Staff
8/26/2021	3266	Trim	Chitalpa	2	Low hanging branches	Staff
8/27/2021	2113	Clearance	Rusty leaf fig	2.5	Low hanging branches	Staff
8/27/2021	3427	Clearance	Canary Island Pine	3	Branches on building	Staff
8/27/2021	5318	Trim	Ca Pepper	3	Remove dieback	Staff
8/27/2021	5002	Trim	Melaluca	3	End weight	Staff
9/1/2021	2246	Removal	Lime tree	2	Resident request	Staff
9/1/2021	5389	Removal	Loquate	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 Islan 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
9/23/2021	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
9/30/2021	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 Eusalyptus	2	Hanging branch in Canopy	Staff





## STAFF REPORT

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**DATE:** November 4, 2021  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Revision Request: 3428-A Bahia Blanca W.

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### **RECOMMENDATION**

Approve the revised request for revisions to the landscaping adjacent to 3428-A with the conditions of; all costs for design, construction, and maintenance of the improvement are the responsibility of the Property's Member Owner at 3428-A, all materials and installation shall be approved by the Landscape Department prior to start of work, and the requesting Member understands that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

### **BACKGROUND**

The requesting resident purchased the unit in April of 2021, and is requesting permission revise the landscape area adjacent to the subject manor. She had previously installed landscape material which includes a birdbath, two Adirondack chairs, decorative pebbles, and potted plants.

This issue was originally brought before this Committee on September 2, 2021. The Committee tabled the item and directed the member to produce a conceptual drawing or plan to illustrate her proposal for the revisions for the common area landscape adjacent to her unit.

The resident has removed all personal property from the common area and has revised her original request (Attachment 1).

### **DISCUSSION**

The requesting resident originally sought permission to retain non-standard landscape for resident preferences. Per Third Mutual policy, these items she had in her original request are not permitted in the common area.

The subject area is approximately 200 square feet and encompasses the Common Area adjacent to the rear of the residence.

The resident has provided a revised plan (Attachment 1) which shows a seven by thirty foot (210 SF) area and includes decorative pebbles in a scalloped shape for small potted plants directly adjacent to her patio. The remaining area calls for in-ground plant material and mulch to match adjacent common area shrub beds.

The plan shows the existing irrigation as remaining in place.

Staff recommends the seven-foot-deep area because anything smaller, with the proximity of a Mutual-owned tree, will become a mowing issue.

Staff is recommending approval of this request and to admonish the resident to keep personal property from the common area.

### **FINANCIAL ANALYSIS**

No cost to the Mutual.

**Prepared By:** Kurt Wiemann, Director of Landscape Services

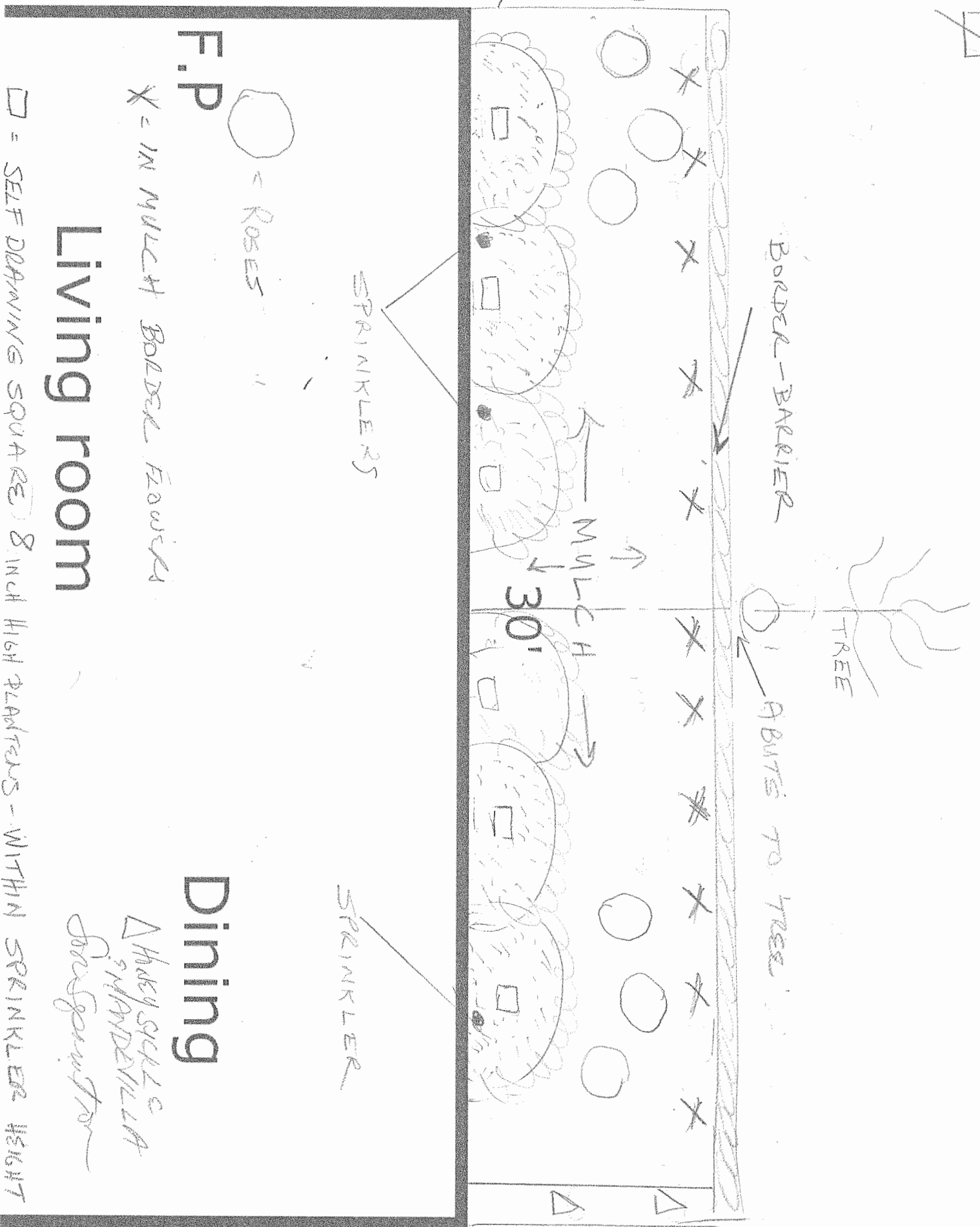
**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Proposed Plan

**Attachment 2:** Photographs

**Attachment 3:** Mutual Landscape Request Form



## **3428 A      Landscape Detail**

7 X 30 area

Plan: Water retention, conservation and elements of unity, scale, balance, simplicity, variety.

Mulch base

Next to patio slab: Decorative pebble design with self-draining (into soil) 8-inch-high planters – receiving water from the existing sprinklers that are located adjacent to slab

Mulch base with 3 rose bushes on each side – watered by zoned greenbelt sprinklers

Plant border abutting to tree and grass with mix of perennial and annual flowering plants such as gardenia, impatiens, primrose, ornamental kale, vinca - watered by zoned greenbelt sprinklers

In ground honeysuckle and mandevilla trellised privacy border between patios. (Unit B approves)



ATTACHMENT 2







3428-A















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.*

3428 A

Address

7-19-21

Today's Date

BRIGITTE ARCHER

Resident's Name

714-469-9511

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): *See attached.***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.

*see attached.*

### 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>Judith A. Hasen</i>	<i>B</i>	<i>X</i>		
<i>Barbara Baker</i>	<i>B</i>			<i>X</i>
<i>Annette Isabel Soule</i>	<i>C</i>	<i>X</i>		
<i>Michael Thompson</i>	<i>P</i>	<i>X</i>		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Brigitte Archer*  
Owner's Signature

*BRIGITTE ARCHER*  
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: \_\_\_\_\_

7-19-2021

Non-Routine Request

Closed Escrow on 4/19/2021 and the area in question was only dirt and thus in *poor condition*. The dirt has been covered for *personal preference* with highest quality pebbles and an underlayment to prevent weeds from coming through. All existing sprinklers remain in place.

Description and Location

Adjacent to back patio slab: Coral Sea Buff pebbles which match the building exterior and small plants in coordinating pots and planters. One birdbath with a small, small battery charged fountain to prevent standing water. It empties and is refilled frequently during days, and it is always dry at night. Additionally, I have bath drops that prevent mosquitos without harming birds, butterflies, and wildlife. There are about 8 potted flowering plants. There are 2 Adirondack chairs tucked underneath the juniper trees in the corner at the recommendation of the now complaining neighbor, Phyllis Waite. This section is in alignment with the extended patios areas of my next-door neighbors into common area and does not extend beyond anyone of the 2 downstairs condos .

Initially Phyllis offered unsolicited compliments about the groundcover choice, and she let me know her preference about placement of the Adirondack chairs which I followed. In fact, I've received lots of compliments from everyone in this structure and other neighbors in the next building as well It's my understanding from the landscape crew there's no problem with the maintenance because the area in question is the exact same footprint as prior owner's usage.

I apologize for not properly getting advance approval for this. I'm certain all including Phyllis and Barbara would have signed. Now the 2 ladies have decided to make it difficult for me to the dismay of everyone else.

Thank you in advance for your consideration and I look forward to your direction on how best to satisfy community requirements and come to a fair resolution.

A handwritten signature in black ink, appearing to read "Elizabeth Carter". The signature is fluid and cursive, with a large loop at the end.

Page 3 of 3



## STAFF REPORT

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**DATE:** November 4, 2021  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3143-Q Via Vista – One Carrotwood tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Carrotwood tree.

### **BACKGROUND**

The resident at 3143-Q purchased the manor in August 2020, and is requesting the removal of one Carrotwood tree, *Cupaniopsis, anacardioides* located at the front of the manor. The reasons cited for the removal are overgrown and litter/debris. There are two additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in June of 2020. Future trimming is tentatively scheduled for fiscal year 2022. The height of the tree is approximately 30 feet with a trunk diameter of approximately 15 inches. The tree is growing in the turf area approximately six feet from the manor and six feet from the sidewalk (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 signs of damage and decay in the trunk and some minor surface rooting. One of the pictures shows a large cavity at the base of the trunk at ground level.

There is approximately five feet by ten feet of canopy overhang above the patio area. The tree has previously been drastically cut back as a clearance measure. Due to this type of trimming, the new growth of the tree at these cuts have developed a poor taper which causes weak attachment. The best practice after making these types of cuts is to trim the tree more often and maintain the tree at that height and width.

Carrotwood trees are on a two-year trim cycle and to maintain this one properly would require yearly trimming. Due to the cost to maintain the tree annually, staff recommends the removal rather than prolonged annual trimming.

### **FINANCIAL ANALYSIS**

The cost to remove the tree would be approximately \$735. The cost to annually trim the tree would be \$169 and the estimated value of the tree is \$3,260 based on the tree inventory data.

**Prepared By:** Bob Merget, Landscape Manager

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**ATTACHMENT(S)**

<b>Attachment 1:</b>	Mutual Landscape Request Form
<b>Attachment 2:</b>	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.*

3143-Q Via Vista

9/15/2021

Address

Today's Date

Ki Jong Kim

(661) 899-5571

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.

While we are normally not advocates for removing plants that help the environment, the tree in front of our manor is very close to our patio and sheds leaves and other debris on to our patio and the front yard and sidewalk. We are constantly raking the lawn and sweeping the patio and sidewalk to remove its debris/nuts/seeds.etc. Would it be possible to remove this tree? If it can't be removed, can it be trimmed back more? The board's consideration is greatly appreciated.

### 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.

Ki Jong Kim  
Owner's Signature

Ki Jong Kim  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

ATTACHMENT 2

















## STAFF REPORT

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**DATE:** November 4, 2021  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3244-3A San Amadeo – One Canary Island Pine tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Canary Island Pine tree.

### **BACKGROUND**

The requesting resident purchased the manor in July 2007, and is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis* located at the rear of the manor. The reasons cited for the removal are litter/debris, overgrown, and a fire hazard.

There are three additional signatures on the Mutual Request Form in favor of the removal (Attachment 1). Manor 2A was contacted by staff on October 11 as there was no signature from that manor on the Landscape Request Form and the tree does affect this unit. The resident stated she does not want the tree to be removed.

The tree was last pruned in April of 2017. Future trimming is tentatively scheduled for fiscal year 2022. The height of the Canary Island Pine tree is approximately 60 feet with a trunk diameter of approximately 28 inches. The tree is approximately 12 feet from the building and slightly closer at the third-floor level (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the Canary Island Pine tree was found to be in good condition with no signs of pests or previous pest damage. The tree had no signs of damage or decay in the trunk or canopy.

There was die back on some of the needles and needle drop which is typical for pine trees this time of the year. Typically, with cooling temperatures, rains, and Santa Ana winds, the die back needles fall off of the Pine trees.

When the tree crew(s) are scheduled to be in the area for the next trim cycle in 2022, they will perform a clearance trim away from the roof line and manor patios.

### **FINANCIAL ANALYSIS**

The cost to remove the Pine tree would be approximately \$1,652 and the cost to trim the tree would be \$349. The estimated value of the tree is \$9,110 based on the tree inventory data.

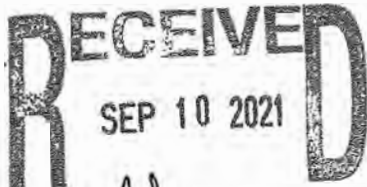
**Prepared By:** Bob Merget, Landscape Manager

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**ATTACHMENT(S)**

<b>Attachment 1:</b>	Mutual Landscape Request Form
<b>Attachment 2:</b>	Photographs





## ATTACHMENT 1

Laguna Woods Village

BY: AS**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.*3244 San Amadeo, CA

Address

Barbara Chummas

Resident's Name

8/17/21

Today's Date

949.683.1397

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): Trimming of tree obstructing view from patio but a significant fire hazard

**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): FIRE HAZARD!**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.

Pine tree directly outside of patio/balcony at 3244 San Amadeo, units 1, 2, & 3A touching building, shedding dry needles and has become a significant **FIRE HAZARD!**

### 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
+ Bx Chammas	3244 3A	✓		
+ Jacqueline Herch	1A	✓		
+ Susan Cole	1H	✓		
+ Karen Dodson	1D	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Bx Chammas  
Owner's Signature

Barbara Chammas  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

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

ATTACHMENT 2



















## STAFF REPORT

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**DATE:** November 4, 2021  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 5473-C Paseo Del Lago East – One Red Iron Bark tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Red Iron Bark tree.

### **BACKGROUND**

The resident at 5473-C purchased the manor in September 2019, and is requesting the removal of one Red Iron Bark tree, *Eucalyptus, sideroxylon* located at the front of the manor. The reasons cited for the removal are structural damage, litter/debris, and a potential slip and fall situation. There are three additional signatures on the Mutual Request Form in favor of the removal and one resident stated they it didn't matter to them one way or the other (Attachment 1).

The tree was last pruned in July of 2021. Future trimming is tentatively scheduled for fiscal year 2025. The height of the tree is approximately 45 feet with a trunk diameter of approximately 25 inches. The tree is growing in the turf area approximately three feet from the sidewalks and driveway (Attachment 2).

### **DISCUSSION**

At the time of inspection, the tree was found to be in good condition with no signs of pests or previous pest damage. The tree had no signs of damage or decay in the trunk or canopy and there is one medium-sized surface root. During the last trimming, end weight branches were trimmed back and some thinning was performed.

The driveway has cracks in the concrete and there are two areas in the sidewalk that have had previous grinding for offset lips. There was no record in the data base of costs associated with the grinding. If the driveway and sidewalk(s) are replaced in the future, root prune and installation of root barrier material would prevent any future infrastructure damage.

Regarding the litter and debris, because all trees shed litter seasonally, this is not an adequate reason to justify removal.

### **FINANCIAL ANALYSIS**

The cost to remove the tree would be approximately \$1,475. The cost to trim the tree would be \$349 and 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)**

<b>Attachment 1:</b>	Mutual Landscape Request Form
<b>Attachment 2:</b>	Photographs



RECEIVED  
OCT 05 2021

ATTACHMENT 1

Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

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

BY: [Signature]

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

5473 C

Oct 3, 2021

Address

Today's Date

Winifred Jacob

949 699 3621

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): slip n fall hazard on driveway Sidewalks  
trip n fall

**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.

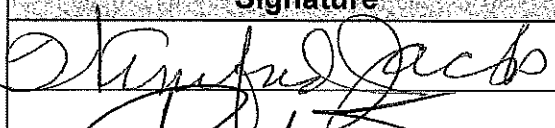
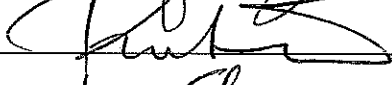
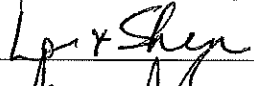
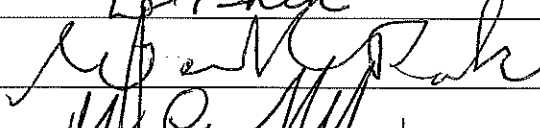
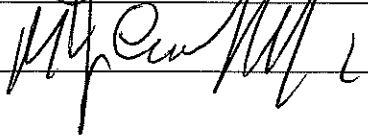
### Description & Location of Request

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.

Red bark eucalyptus - front grass near driveway  
constant litter/debris even after recent major trimming  
debris is slippery; sidewalks raised - trip/slip  
hazard

### 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.

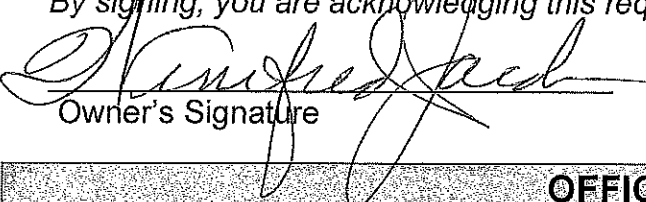
Signature	Manor #	For	Undecided	Against
	5473C	X		
	54730	X		
	5473 P	X	I don't care	
	5473B	X		
	5473A	X		

Paul  
Le & Shen  
Will Park  
John Caulfield

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

WINIFRED JACOB  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

570 \_\_\_\_\_

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

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

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

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

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

TREE VALUE: \_\_\_\_\_

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



ATTACHMENT 2













