



**OPEN MEETING**

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

**Thursday, July 2, 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 June 4, 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. Tree Removal Request: 3135-B Via Serena N. (Yang) – One Canary Island Pine tree
10. Discuss Cost of Proposed Turf Reduction Project in Cul-De-Sac 343

**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](mailto: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 – August 6, 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, June 4, 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 9:32 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 May 7, 2020 Report**

Director McCary moved to approve the Report. 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.

Chair Jarrett spoke about that she would like to continue the modernization of the landscaping and reducing turf. Cul-de-sac 343 is a possible site for next year.

The biggest complaint she hears from residents lately is regarding weeding; that the weeds grow back too fast.

**6. Department Head Update**

Mr. Wiemann explained the current weeding process to the committee. He also reported that since the Landscape crews work on weeding four times a year per section; there are periods when the weeds grow unchecked. Also, the weeds grow fast this time of year.

He is working on a long-range plan for more turf reduction and will be reporting on this at a future meeting.

He will also discuss the Landscaping budget at next month's meeting.

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

None.

Items for Discussion and Consideration:

**9. Off Schedule Tree Trimming Request: 3337-1G Punta Alta (Brown) – Two Silk Oaks**

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

**10. Discuss Cost to Replace Existing Mulching Mowers with Bagging Mowers**

The committee discussed Mr. Wiemann's report on this topic and decided to revisit this topic at a future meeting.

Items for Future Agendas:

- Cost of Replacing Mulching Mowers with Bagging Mowers

Concluding Business

**11. Member Comments (Items Not on the Agenda)**

**Email from 5460-A - Lynne Hodgman**

*Recently, during the last month, the landscape crew has done the following around my manor:*

- 1. Cut off the blooming flowers of calla lilies, leaving broken stalks on the patio*
- 2. Destroyed several patches, about a foot tall, of blooming flowers*
- 3. Removed almost all the green leaves from a hedge*
- 4. Cut a vertical hole in another hedge*

*The time for pruning is not spring blooming season!*

*Spring flowering shrubs (those that bloom before mid-June) should be pruned after flowering." This is readily available, standard practice that can be found on any horticultural site, for example, <https://extension.psu.edu/how-and-when-to-prune-flowering-shrubs>.*

*Removing small flowering plants does not make our landscape more attractive!*

*Removing greenery from privacy hedges negates the purpose of the hedges!*

*Please discuss this at your meeting. I am not the only resident who is experiencing the loss of blooming plants. I would like to see the destruction of our floral beauty stopped, with necessary pruning happening at the appropriate season."*

**Email from 969-2E - Wendy Stan**

*"Please do not cut or trim shrubs too short along the wall dividing properties by Wells Fargo and the Library in the summertime for privacy reasons. My neighbors and I would appreciate if you don't cut them too short."*

**12. Response to Member Comments**

(Response to 5460-A) Mr. Wiemann stated that Landscape staff visits each manor four times a year. Staff trims what they can when they can. He realizes a lot of shrubs were let to run wild. Staff is in the process of getting them back under control.

(Response to 969-2E) Mr. Wiemann reported that staff has been working on perimeter landscaping. The tree contractor has been trimming the trees. We are keeping the shrubs as thick as possible along the wall. He will look into this.

**13. Committee Member Comments**

Chair Jarrett stated that she appreciated that Mr. Wiemann was keeping the committee apprised of what is going on in Landscaping.

**14. Date of Next Meeting – July 2, 2020**

**15. Adjournment at 10:10 a.m.**

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

Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565

Third Mutual Landscape Project Log July 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 May 31, 2020, the in-house crew trimmed 453 and removed 39 trees. Contracted tree crews trimmed 2,044 and removed 36 trees.	Annual Program	44%	\$853,812	\$379,573
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	44%	\$470,176	\$206,243
Slope Acacia Renovation	Removal and replacement of dead Acacia.	Work started in May 2020	Annual Program: December 2020	17%	\$235,295	\$39,006
Fire Risk Reduction	Project includes the removal of vegetation; lowering height of shrubs and raising the lower branches on trees on slopes with a high risk of fire.	Work started June 23, 2020	Annual Program: December 2020	0%	\$180,000	





Third Mutual Off Schedule Tree Work					
Date	Manor	Description	Tree Type	Labor Hours	Reason
1/14/2020	5342	Clearance Trim	Elm	8	Large Elm tree was encroaching onto the roof
1/14/2020	3451	Clearance Trim	Carrotwood	4	Tree was encroaching onto the roof
1/21/2019	3162	Removal	Jacaranda	10	There was a street light conflict, trimming was not an option due to proximity to light
1/23/2020	Assorted locations	Stump Grinding	Assorted Removals	14	Previously removed trees
1/24/2020	Assorted locations	Stump Grinding	Assorted Removals	8	Previously removed trees
2/10/2020	Assorted locations	Clearance Trim	Assorted tree types (6)	54	Assorted trees were encroaching onto the manors
2/10/2020	3242-1A	Full trim	Ficus (1)	10	Ficus benjamina was encroaching onto all three manors 1A, 1B, 1C
2/11/2020	3086	Removal	Ash	20	Large Ash tree was approved for removal due to damage to V ditch
2/11/2020	3074	Removal	Desert Willow	12	Tree had developed a large split between trunk and major branches
2/11/2020	55537	Removal	Melaleuca	14	The tree was removed at the request of the projects department to add sidewalk
2/13/2020	3486	Removal	Eucalyptus	10	The tree uprooted due to a wind/storm event
2/15 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
2/20/2020	3086	Stump Grinding	Assorted Removals	6	Additional grinding needed at 3086 for the 936 department
2/28/2020	3467-A	Removal	Queensland Pittosporum	10	Tree failure at perimeter wall due to undeveloped tree roots
3/5/2020	Assorted locations	Stump Grinding	Assorted removals	7	3467-A stump grinding
3/5/2020	3429	Removal	Sil Oak	19	Large branch failure, staff was unable to restore the tree due to the damage
3/16/2020	Assorted locations	Trimming	Assorted tree types (4)	13	Storm related trimming and restoration
3/23/2020	5492	Removal	Ornamental Pear	12	Complete up-rooting of tree due to shallow root system, no damage to manor.
3/24/2020	5357	Removal	Plum	1	Storm related removal
3/27/2020	3025	Removal	Orange	2	Citrus tree removal
3/27/2020	Assorted locations	Clearance Trim	Assorted trees	14.4	Clearance trim, limbs hanging on roof and major end weight, generated by tickets
4/13/2020	Assorted locations	Clearance Trim	Assorted trees	6.4	Clearance trim, limbs hanging on roof and major end weight, generated by tickets
4/16/2020	2333	Removal	Spartan Junipers (11)	4	Storm related and diseased will replant the whole planter this month
4/20/2020	3280	Chipper	Grinding of brush	5	Other Department Assist 530
5/1/2020	3280	Chipper	Grinding of brush	4	Other Department Assist 530
5/11/2020	5089	Chargeable	Crown Reduction	4.8	Resident paid for the trimming of 3 Pepper trees. Staff has performed the work prior
5/11/2020	969	Removal	2 Plum, 1 Pine	6.2	All three trees were in decline, only one will be replaced due to available space
5/11/2020	5035	Removal	Plum	1.1	Plum tree in decline as are most of them in the community, will replant with red bud
5/18/2020	3057	Clearance Trim	Pear	1.7	Clearance trim
6/15/2020	3470-C	Trim	2 Queen Palms	3.5	Remove hanging branches and fruit pods
6/15/2020	3292-B	Clearance Trim	Malberry	5	Removed branches from roof
6/15/2020	5330-Q	Clearance Trim	Carrotwood	8	Remove branches from roof and hangers in the canopy
6/15/2020	5322-B	Removal	Lemon tree	2.5	Remove lemon tree due to a code enforcement
6/15/2020	3038-D	Trim	New Zealand Christmas tree	10	Trim, thin and crown raise
6/16/2020	3487-B	Trim	Carrotwood	4.5	Clearance trim away from patio
6/16/2020	5363-C	Trim	Elm	13	Restore Elm tree after major limb loss
6/16/2020	3191-D	Trim	Peppermint	3	Street light clearance
6/16/2020	5486-A	Trim	Ficus	9	Trim, thin and crown reduction to eliminate end weight
6/17/2020	4015-1G	Trim	2 Queen Palms	3.5	Remove hanging branches and fruit pods
6/17/2020	4015-1B	Removal	2 Flaxleaf Paper bark	3	Small tree removals due to major dieback, not able to restore
6/17/2020	3350-O	Trim	Carrotwood	3.5	Clearance trim away from patio
6/17/2020	3261-A	Trim	Aleppo Pine	7	Clearance trim away from balcony
6/17/2020	5561-B	Removal	Ficus benjamina	16	Removal due to aggressive root system, stump grinding to follow
Total Trees		12	Total Labor Hours	184.6	Hours Budgeted
Trees YTD		12	Total Labor Hours YTD	184.6	Hours Remaining
					1766
					1581.4





## STAFF REPORT

---

**DATE:** July 2, 2020  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3135-B Via Serena N. (Yang) – One Canary Island Pine tree

---

### **RECOMMENDATION**

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

### **BACKGROUND**

Mr. Yang purchased the manor in August 2011, and is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis*. The reasons cited for the removal are sewer damage, structural damage, and litter/debris. The resident also stated a slip hazard due to the pine needles, as well as the killing of the turf area by the needles. The resident included a statement with their request that purports to illustrate the dangers of the dropping pine cones. There are five additional signatures on the Mutual Request Form in favor of the tree removal (Attachment 2).

The tree was last pruned in December 2017. Future trimming is tentatively scheduled for fiscal year 2021. The height of the tree is approximately 50 feet with a trunk diameter of approximately 20 inches. The tree is approximately 12 feet from the manor, six feet from the common walkway, 12 feet from the manor's entrance walkway, and 21 feet from the trash enclosure (Attachment 1).

### **DISCUSSION**

At the time of inspection, the tree was found to be in good condition with a well-shaped root flare, some bleeding of sap (which is typical this time of year), no noticeable pests, disease, or damage to the trunk. There are a number of pine cones in the tree (this is seasonal with these types of trees) with accompanying large amounts of new flushing growth. The walkway has been ground down to prevent any offsets and there are several cracks in the walkways near the laundry room. However, staff does not believe the cracks are caused by this tree. There is one noticeable small surface root approximately 15 feet from the tree and five feet from the manor which can be ground down. The turf area surrounding the tree is in a healthy state with no bare areas. Since 2011 there have been 73 assorted tickets generate for this manor including 12 for clippings/leaves pick up and dirty sidewalk. There has been one plumbing ticket for a multi-fixture stoppage in September 2013, with no mention of tree roots.

### **FINANCIAL ANALYSIS**

The cost to remove the tree is estimated at \$1,475. The cost to trim the tree is estimated at \$100 and the estimated value of the tree is \$4,813 based on the tree inventory data.

Third Laguna Hills Mutual  
Tree Removal Request – 3135-B  
July 2, 2020

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

**ATTACHMENT(S)**

**Attachment 1:** Photographs  
**Attachment 2:** Mutual Landscape Request Form

ATTACHMENT 1

















**RECEIVED**  
MAR 13 2020

**MUTUAL LANDSCAPE REQUEST FORM**

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

BY: Supervisor

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.

3135-B Via Serena N  
Address

3/9/2020  
Today's Date

David & Jeany Yang  
Resident's Name

630-719-0889  
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): Each pine cone weighs about 1 pound that a free fall could

- GUIDELINES:** bring concussion-brain damage if residents get hit on head. Also
- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical. See attachme
  - 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.

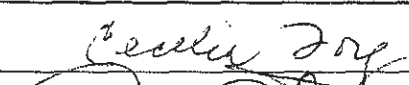

### Description & Location of Request

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.

Besides, the spreading pine roots in front yard of 3135-B Via Serena N. that reach edges of the sidewalk, and sewer. Building has had plumbing problems. Pine cones fall on people. Pine needles are slip risk and Kill grass

### 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
	3134C	✓		
	3134D	✓		
Carol Custer	3134A	✓		
Deborah Carr	3135A	✓		
Eva Cantu	3134B	✓		

(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

David Chao Yang

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

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

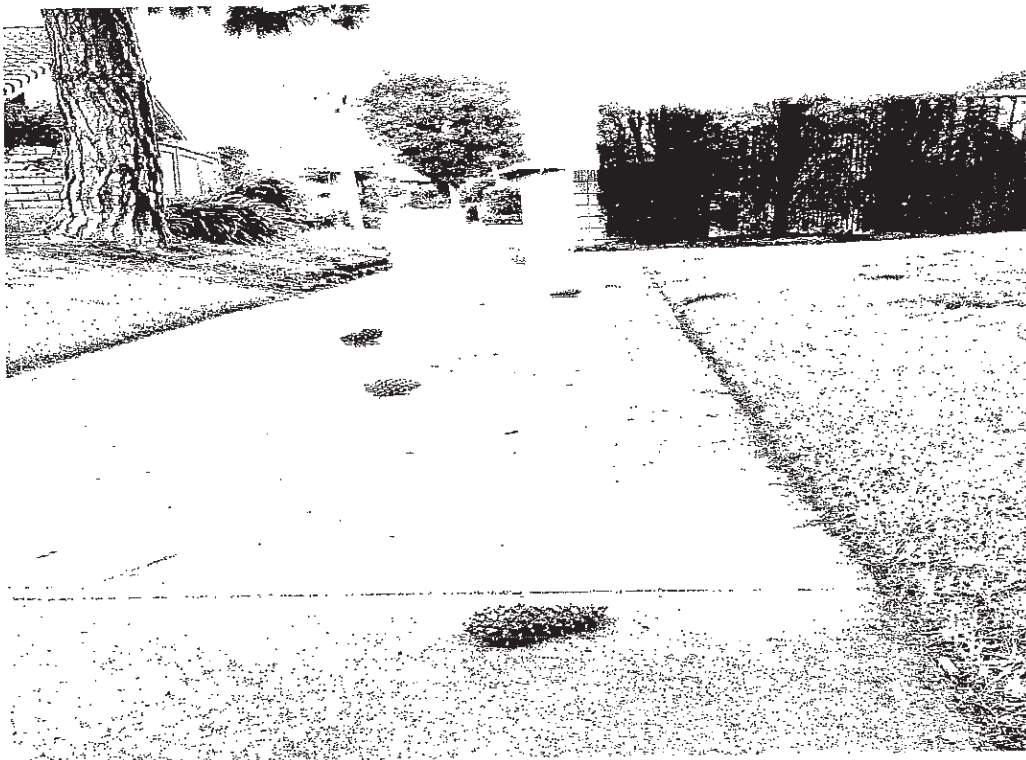
## Endangering Pine Tree

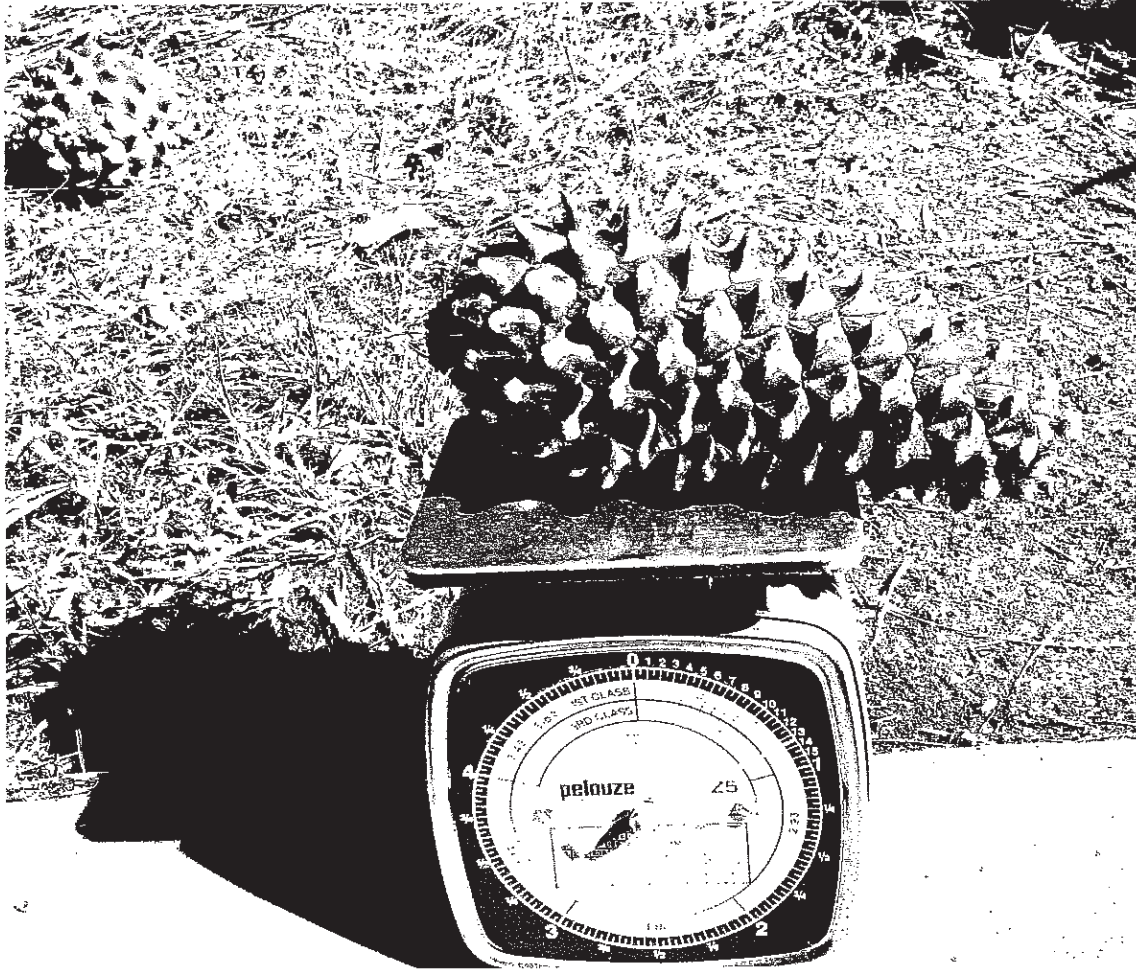
This is an attachment to Mutual Landscape Request Formp.

Manor #: 3135-B

This pine tree produces *Life* endangeous pine cones which are extra heavy and solid, just above the sidewalk.

Below shows that the pine cones drop area on the sidewalk where residents might get hit by them. Our neighbor, Debbie, told us that one pine cones suddenly fell in front of her when she walked.





Each pine cone weights about 1 pound that such a free fall could bring concussion-brain damage if people get hit on head.

The sidewalk is commonly used by neighbors, residents, dog walkers, variety of workers, mailman, visitors, and delivery men.

We also concern about the structural and sewer damages from its spreading roots.





#### Conclusion

We, as neighbors, raise the safety issue and sincerely request removing the pine tree for a safe piece of mind.





## STAFF REPORT

---

**DATE:** July 2, 2020  
**FOR:** Landscape Committee  
**SUBJECT:** Proposed Turf Reduction Project in CDS 343

---

### **RECOMMENDATION**

Direct staff to proceed with the construction of the project.

### **BACKGROUND**

The Third Mutual Board of Directors has determined that reducing costs related to water consumption is a priority. Turf reduction has been identified as a viable way to reduce irrigation water use. In 2019, Third Mutual successfully completed a turf reduction project in Gate 14 with \$4,800 in anticipated annual savings in water use and maintenance.

### **DISCUSSION**

Staff has been directed by the Landscape Committee to determine areas within Third Mutual that are good candidates for turf removal projects. The parking island in CDS 343 is a good candidate for one of these projects (Attachment 1). Additionally, with the reorganization of the Landscape Department, staff will be able to complete this project using in-house crews.

### **FINANCIAL ANALYSIS**

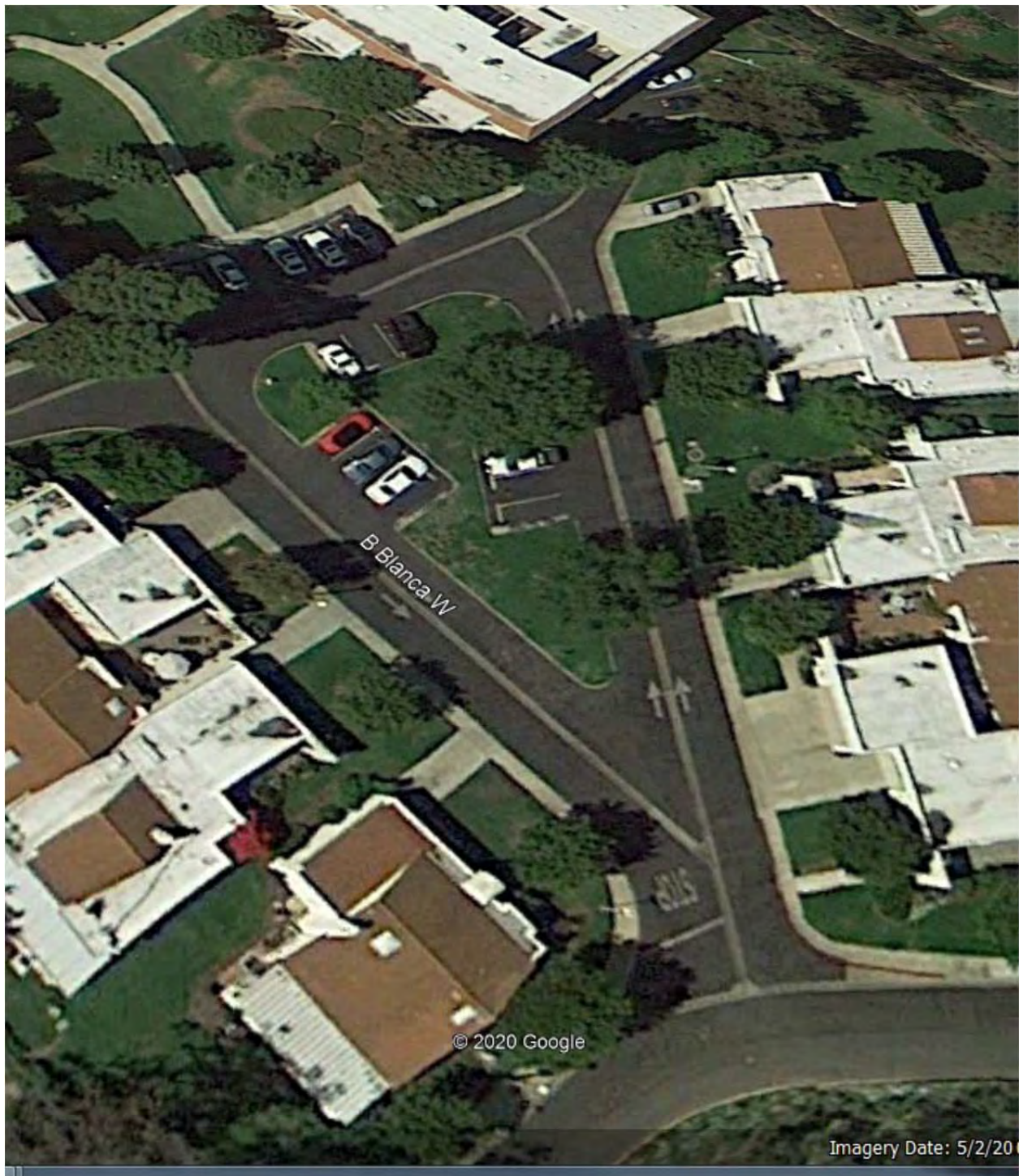
The estimated cost for the project is \$9,650 (Attachment 2).

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

### **ATTACHMENT(S)**

**Attachment 1:** Photographs  
**Attachment 2:** Cost Analysis

ATTACHMENT 1















LANDSCAPE COST  
THIRD LAGUNA HILLS MUTUAL  
Cul-De-Sac 343 Turf Reduction for Center Island

Tasks	Estimated Labor		Estimated Mat'l Cost	Total Costs	
	Hours	Costs		Estimated	Actual
Site Prep Total:	26.00	\$ 1,208.74	\$ -	\$ 1,209	\$ -
Irrigation & Drainage Prep Total:	38.00	\$ 2,422.88	\$ 1,500.00	\$ 3,923	\$ -
Planting Total:	72.00	\$ 3,347.28	\$ 1,173.25	\$ 4,521	\$ -
Hardscape Total:	0.00	\$ -	\$ -	\$ -	\$ -
Totals:	136.00	\$ 6,978.90	\$ 2,673.25	\$ 9,652	\$ -
Project:	2,500 SF		Cost per SF	\$ 3.86	\$ -

**Notes:**  
Irrigation will be converted to drip.