



**REGULAR MEETING
UNITED LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE**

**Monday, September 23, 2024 – 1:30 p.m.
BOARD ROOM/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 for virtual meetings using one of three options:

1. Join the Zoom meeting at <https://zoom.us/j/93131082872>.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled and before the agenda item you wish to speak to during the meeting. Please use the name United Mutual Landscape Committee in the subject line of the email. Name and unit number must be included.

FYI: All landscaping rules and regulations may be found in the United Landscape Manual on the Village website: <https://www.lagunawoodsvillage.com/documents/view/United-Landscape-Maintenance-Manual-Updated-June-2020.pdf?v=1597776227>

AGENDA

1. Call Meeting to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Meeting Report for August 26, 2024
5. Remarks of the Chair
6. Department Head Update
 - a. Project Log
 - b. Water Use Comparison Graph
 - c. Tree Work Status Report
 - d. Orange QC Report

7. Member Comments (Items Not on the Agenda)
8. Response to Member Comments

Items for Discussion and Consideration:

9. 14-C Off-Schedule Trim

Future Agenda Items: All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.

Concluding Business:

10. Committee Member Comments
11. Date of Next Meeting – October 28, 2024 at 1:30 p.m.
12. Adjournment

*A quorum of the United Board, or more, may also be present at the meeting.

Sue Quam, Chair
Kurt Wiemann, Staff Officer
Megan Feliz, Department Administrative Assistant
Telephone: 949-268-2565



**REPORT OF THE REGULAR OPEN MEETING OF THE
UNITED LAGUNA WOODS MUTUAL
LANDSCAPE COMMITTEE**

**Monday, August 26, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Anthony Liberatore, Maggie Blackwell
COMMITTEE MEMBERS ABSENT:	Vidya Kale
OTHERS PRESENT:	Ellen Leonard, Georgiana Willis
ADVISORS PRESENT:	Mary Sinclair
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

Chair Quam called the meeting to order at 1:33 p.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Chair Quam asked for the chair's remarks to be moved after the department head update. Director Blackwell made a motion to accept the agenda with changes; Director Liberatore seconded the motion. Hearing no objection, the agenda was approved unanimously.

4. Approval of the Meeting Report for July 22, 2024

The committee unanimously approved the meeting report

5. Department Head Update

6a. Project Log

Mr. Wiemann notified the committee that turf reduction is completed, and waiting for final inspection. He met with Monarch today and the mapping is completed, they are now working on slopes in United. Mr. Wiemann explained that AB1572 plan is on hold at this time until the new board of directors is elected. The slope and tree schedules are both on track.

6b. Water Use Comparison Chart

The committee asked questions and Mr. Wiemann answered.

6c. Tree Work Status Report

None

6. Chair's Remarks

Chair Quam informed everyone about the ETWD mailing list for informational purposes. She also explained AB1572 and how the board has decided to put everything on hold for this item until the new board is voted in. Chair Quam notified everyone she was aware of the tree limbs down this weekend and was in contact with the landscape department regarding this.

7. Member Comments (Items not on the agenda)

- One member suggested reminding the residents of policies as they constantly change.
- One member commented on CH 3 irrigation, asked if the quality control inspector has been announced, and asked about CDS 9 passive park cost and AB 1572 bottom-line savings.
- One member complained about the Crape Myrtle suckers by her unit, no edging of the grass, and asked if picnic tables around the creek are missing.
- One member complained about blowing debris onto the patio after mowing and the tree in their courtyard needing to be trimmed.
- One member commented, asking about the vegetable plants and who is responsible for removing them, asked for a rebate column on the project log, and the blower's constant oversight.
- One member complained about the slope not being maintained around CDS 16.

- One member complained about coyotes and who has control over them.
- One member commented on turf reduction options and a cheaper alternative and asked for the projected cost of the project
- One member announced the corporation meeting being held on September 5 and advised residents to attend the budget meeting if they want an increase in services.
- One member's email was provided to the committee.

8. Response to Member Comments

Mr. Wiemann and the Chair responded to member comments.

Items for Discussion and Consideration

9. 471-E Tree Removal Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the tree removal request.

Director Liberatore moved to accept the staff's recommendation to approve the tree removal request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

10.312-A Tree Removal Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the tree removal request.

Chair Quam moved to accept the staff's recommendation to approve the tree removal request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

11.CDS 40 Bench Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the tree removal request.

Chair Quam moved to accept the staff's recommendation to approve the bench request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

12. CDS 16 Bench Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the tree removal request.

Director Blackwell moved to hold over this item indefinitely until the board decides about AB1572 turf; Chair Quam seconded the motion. Hearing no objections, the motion passed unanimously.

13. AB 1572 Education

None

14. Clipping Ticket Pilot

Mr. Wiemann presented an alternative option to the plastic bin for the clipping pilot program. Questions were asked and answered. Director Blackwell made a motion to approve the pilot program with the grow bags for clipping pick-ups. Chair Quam seconded the motion; the motion passed unanimously.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

Concluding Business

15. Committee Member Comments

Various comments were made.

16. Date of Next Meeting – September 23, 2024 at 1:30 p.m.

17. Adjournment at 3:05 p.m.


Sue Quam (Sep 4, 2024 08:32 PDT)

Sue Quam, Chair

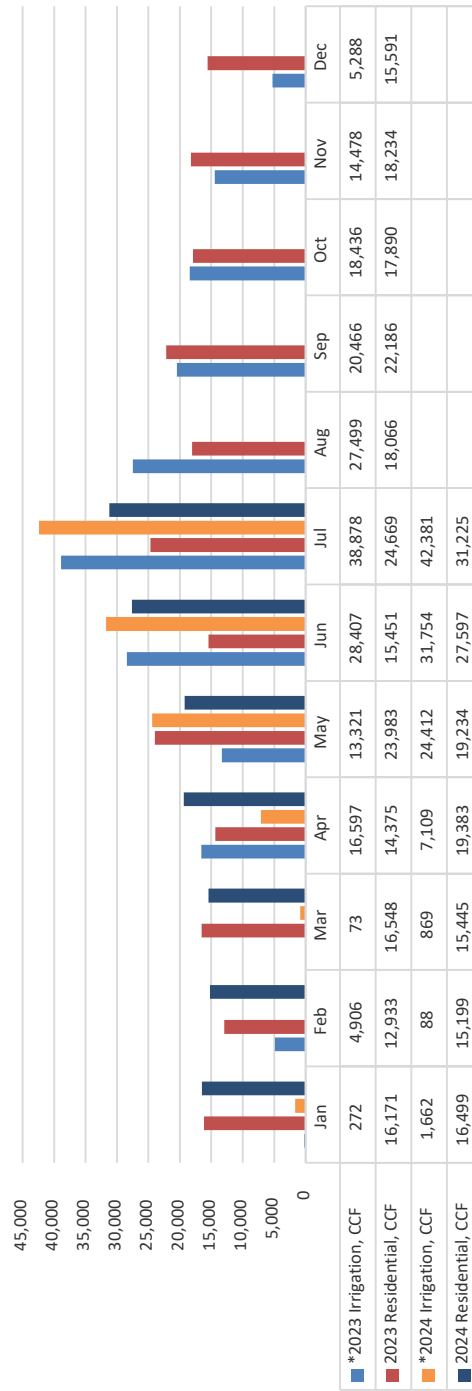
Sue Quam, Chair
Kurt Wiemann, Staff Officer
Telephone: 949-268-2565

United Mutual Landscape Project Log September 23, 2024 2024 Reserve Fund Projects (As of 07/31/2024)											
Project	Work Unit	Description	Status	Rebate Status/Amount	Contract Number	Estimated Completion	Work Status	Budget	YTD*	Budget Status	Balance
Landscape Modification/Turf Reduction	510-Staff	Areas to eliminate inefficient maintenance and high water usage; replace with easier to maintain/water efficient landscape with low water use irrigation.	Jan. & Feb. Crew replanting shrubs. Turf Reduction locations approved by Committee 2/26/24. Rebate applications approved, work 100% complete.	\$77,785	n/a	Annual	85%	\$ 195,857	\$ 131,280	67.03%	\$ 64,577
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	n/a	Annual	95%	\$ 27,034	\$ 13,693	50.65%	\$ 13,341
	Contracted		CDS 511 Landscape Construction Services (Res. 01-23-08 Funds) Work complete, rebate received.	\$7,928	P100012830	Complete	100%	\$ 35,733	\$ 35,733	100.00%	\$ -
	Contracted		Digital Mapping in progress, 95% complete	n/a	P100013430	12/31/2024	95%	\$ 66,120	\$ 56,203	85.00%	\$ 9,917
AB1572 Turf Reduction Design	Contracted	Determine functional/non-functional turf areas and design turf reduction templates	Proposals Received July 1, 2024. Recommended for Board August 13, 2024. Postponed to October Board Meeting	On Hold	n/a			\$ 137,800			
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Renovation Complete, Maintenance on schedule	n/a	MIS106-2201-01	Annual	50%	\$ 82,759	\$ 57,090	68.98%	\$ 25,669
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 6 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 1,140 trees, removed 5 and planted 4 trees.	n/a	P100009780	Annual	40%	\$ 663,588	\$ 228,510	34.44%	\$ 435,078
	In-House Tree Crew		As of July 31, 2024, the in-house crew trimmed 404 trees and removed 44 trees.	n/a	n/a		50%	\$ 401,693	\$ 209,600	52.18%	\$ 192,093

*Status based upon invoices received to-date: 8/27/2024

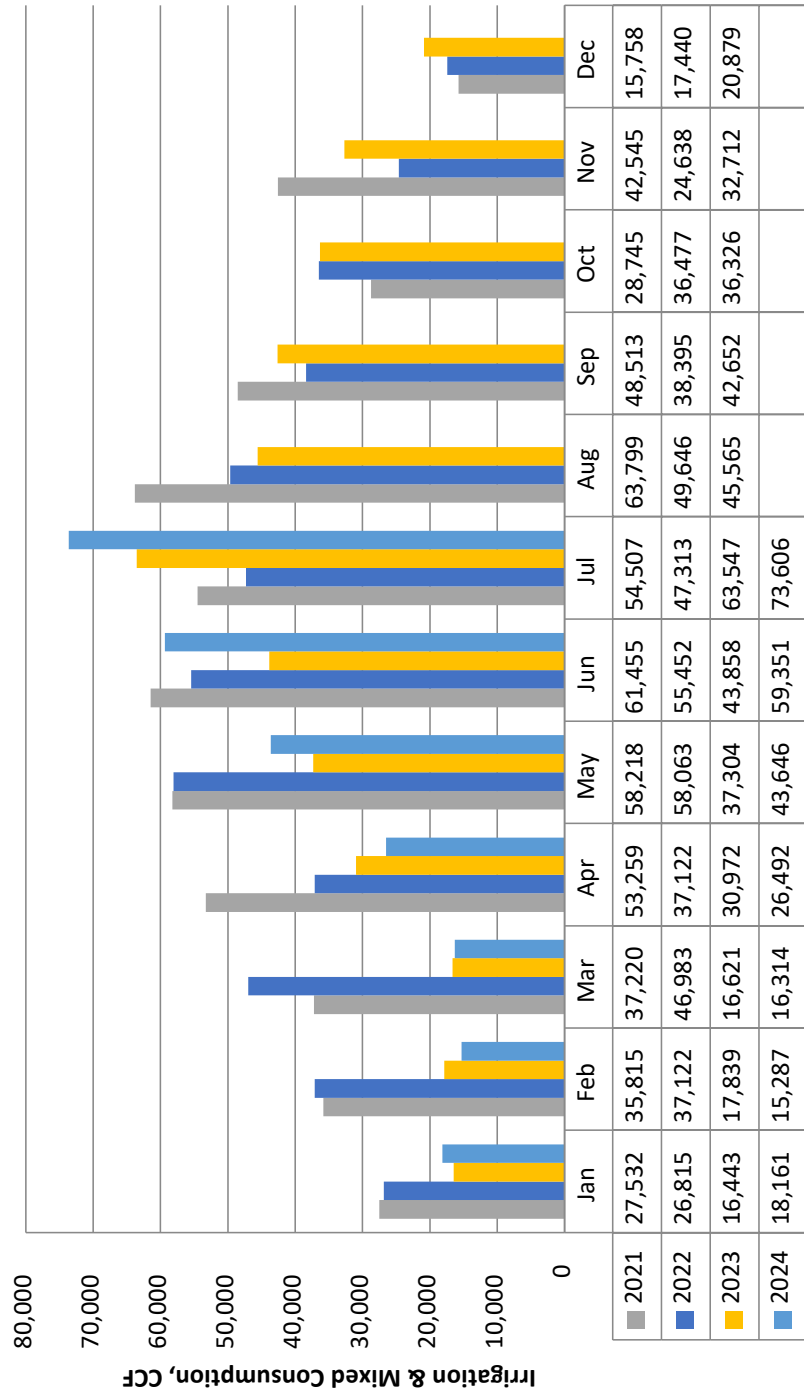
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United Mutual - Water Consumption 2023-2024 Trends



*Estimated Irrigation Usage

United Mutual - Irrigation & Mixed Consumption 2021 - 2024 Trends



United Mutual Off Schedule Tree Work								
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
8/13/2024	2025	Clearance	Brazilian Pepper	1	Clean, End Weight	Staff		
8/13/2024	2020	Trim	Guadalupe Palm	2	Full Trim	Staff		
8/13/2024	2020	Trim	Guadalupe Palm	1	Full Trim	Staff		
8/13/2024	465	Hanger	Brazilian Pepper	1	Hanger in Canopy	Staff		
8/13/2024	2021	Trim	Queen Palm	2	Full Trim	Staff		
8/13/2024	2021	Trim	Queen Palm	1	Full Trim	Staff		
8/15/2024	945	Removal	Camphor Tree	6	In Decline	Staff	TBD	TBD
8/15/2024	323	Removal	Leyland Cypress	6	In Decline	Staff	TBD	TBD
8/15/2024	592	Clearance	Crape Myrtle	2	Clean, End Weight	Staff		
8/15/2024	540	Removal	Juniper	6	In Decline	Staff	TBD	TBD
8/15/2024	135	Removal	Dracaena	5	In Decline	Staff	TBD	TBD
8/15/2024	135	Removal	Dracaena	5	In Decline	Staff	TBD	TBD
8/16/2024	2215	Removal	Pittosporum	2	In Decline	Staff	TBD	TBD
8/16/2024	2094	Trim	Juniper	2	Full Trim	Staff		
8/16/2024	2094	Clearance	Juniper	2	Clean, End Weight	Staff		
8/16/2024	2094	Clearance	Juniper	2	Clean, End Weight	Staff		
8/16/2024	2094	Clearance	Juniper	2	Clean, End Weight	Staff		
8/16/2024	450	Removal	Spartan Juniper	2	In Decline	Staff	TBD	TBD
8/16/2024	450	Removal	Spartan Juniper	2	In Decline	Staff	TBD	TBD
8/16/2024	450	Removal	Spartan Juniper	2	In Decline	Staff	TBD	TBD
8/16/2024	450	Removal	Spartan Juniper	2	In Decline	Staff	TBD	TBD
8/16/2024	2189	Trim	Ficus Benjamina	2	Full Trim	Staff		
8/16/2024	451	Removal	Mexican Fan Palm	2	In Decline	Staff	TBD	TBD
8/16/2024	313	Removal	Loquat	2	In Decline	Staff	TBD	TBD
8/16/2024	693	Clearance	Carob Tree	2	Clean, End Weight	Staff		
8/16/2024	100	Clearance	Sycamore	2	Deadwood	Staff		
8/16/2024	953	Clearance	Loquat	2	Crown Reduction	Staff		
8/19/2024	507	Trim	Stone Pine	30	Full Trim	Staff		
8/20/2024	394	Removal	2 Ficus Tree	15	In Decline	Staff	TBD	TBD
8/20/2024	394	Removal	Laurel Ficus tree	15	In Decline	Staff	TBD	TBD
8/21/2024	523	Trim	Canary Island Pine	13	Full Trim	Staff		
8/21/2024	523	Trim	Canary Island Pine	13	Full Trim	Staff		
8/21/2024	172	Clearance	Chitalpa	3	Clearance Trim	Staff		
8/21/2024	172	Clearance	Chitalpa	3	Clearance Trim	Staff		
8/21/2024	523	Clearance	Red Cedar	2	Clearance Trim	Staff		
8/22/2024	211	Trim	Liquid Ambar	7	Full Trim	Staff		
8/22/2024	212	Removal	Mexican Fan Palm	2	In Decline	Staff	TBD	TBD
8/22/2024	727	Trim	American Sweetgum	7	Full Trim	Staff		
8/22/2024	13	Clearance	Crape Myrtle	2	Clearance Trim	Staff		
8/22/2024	732	Clearance	Crape Myrtle	3	Clearance Trim	Staff		
8/23/2024	871	Trim	Chinese Elm	15	Full Trim	Staff		
8/23/2024	15	Trim	Peppermint	15	Full Trim	Staff		
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/26/2024	933	Removal	Brazilian Pepper	7	In Decline	Staff	TBD	TBD
8/27/2024	933	Removal	Myoporum	4	In Decline	Staff	TBD	TBD
8/27/2024	933	Removal	Myoporum	4	In Decline	Staff	TBD	TBD
8/27/2024	933	Removal	Myoporum	4	In Decline	Staff	TBD	TBD
8/27/2024	933	Removal	Mexican Fan Palm	4	In Decline	Staff	TBD	TBD
8/27/2024	933	Removal	Mexican Fan Palm	4	In Decline	Staff	TBD	TBD
8/27/2024	914	Trim	Podocarpus	3	Full Trim	Staff		
8/27/2024	914	Trim	Podocarpus	3	Full Trim	Staff		
8/27/2024	914	Trim	Blue Potato	2	Full Trim	Staff		
8/27/2024	224	Hanger	Brazilian Pepper	2.5	Hanger in Canopy	Staff		
8/27/2024	900	Removal	Patio Tree	2	In Decline	Staff	TBD	TBD
8/28/2024	20	Clearance	Aleppo Pine	3.6	Clear, End Weight	Staff		
8/29/2024	92	Clearance	Canary Island Pine	2	Clear, End Weight	Staff		
9/5/2024	949	Trim	Canary Island Pine	15	Full Trim	Staff		
9/5/2024	949	Trim	Canary Island Pine	15	Full Trim	Staff		
9/6/2024	949	Trim	Canary Island Pine	8	Full Trim	Staff		
9/6/2024	913	Hanger	Liquid Ambar	4	Hanger in Canopy	Staff		
9/6/2024	118	Removal	Juniper	4	In Decline	Staff	TBD	TBD
9/6/2024	118	Removal	Juniper	4	In Decline	Staff	TBD	TBD
9/6/2024	118	Removal	Juniper	4	In Decline	Staff	TBD	TBD

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**United Mutual
Orange QC Reports
4/1/24 - 9/13/24**

Inspections

Average Inspection Score	Inspections
97.80%	372

Inspections Performed Per Month	
Month	Inspection Count
4/1/2024	15
5/1/2024	60
6/1/2024	99
7/1/2024	102
8/1/2024	81
9/1/2024	15

Location Name	Average Inspection Percentage Score	Inspection Count
United Mutual / (530) Section 1	96.49%	66
United Mutual / (530) Section 2	96.96%	105
United Mutual / (530) Section 3	98.51%	117
United Mutual / (530) Section 4	98.90%	84

**Tickets
Started end of June**

QC Tickets Created Per Day	
Month	Ticket Count
6/1/2024	1
7/1/2024	13
8/1/2024	4
9/1/2024	1

Flagged Inspection Tickets Created by Location	
Area	Flagged Inspections
United Mutual / (530) Section 1	9
United Mutual / (530) Section 2	4
United Mutual / (530) Section 3	1
United Mutual / (530) Section 4	5

Top 2 Tickets	
Type of Ticket	Reason
Debris	Clippings resident left without calling in to resident services
Irrigation Pest	Leaking Sprinkler Ant mound or Damaged bait box

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STAFF REPORT

DATE: September 23, 2024
FOR: Landscape Committee
SUBJECT: Off-Schedule Tree Trimming Request: 14-C Via Castilla – Aleppo Pine and Pittosporum Trees

RECOMMENDATION

Approve the request for the off-schedule trimming of one Aleppo Pine and one Pittosporum tree located at 14-C Via Castilla.

BACKGROUND

The requestor became a Member in September 2020, and is requesting the off-schedule trimming of one Aleppo Pine tree, *Pinus halepensis*, and one Pittosporum tree, *Pittosporum viridiflorum*, located in the sloped shrub bed area at the front of the unit.

The reason cited for the trimming request is a tree litter. (Attachment 1).

Trimming is tentatively scheduled for fiscal year 2024 for the Aleppo Pine. This tree species is on a six-year trimming cycle. Trimming is tentatively scheduled for fiscal year 2026 for the Pittosporum tree. This tree species is on a four-year trimming cycle.

The height of the Aleppo pine tree is approximately 40-50 feet, with a trunk diameter of approximately 30 inches and 15 inches respectively. The trees are growing approximately five feet from the common sidewalk (Attachment 2).

DISCUSSION

At the time of the inspection, the trees were found to be in fair health with balanced canopies. There were no signs of pests or prior pest activity. There was small amount of deadwood in both canopies and no decay present. There were no surface roots visible.

While investigating the litter concerns, staff noticed that the Aleppo pine tree extends out over the roof, but with no tree canopy contact with the roof. Crown thinning of the trees to avoid conflict with the roof and rebalancing the canopy shape would effectively reduce potential future tree-related liabilities.

While leaf litter alone would not constitute an off-schedule trimming, the Aleppo pine in question has some dead limbs, and in conjunction with the need to trim both trees to prevent tree crown competition, it would be prudent to trim both trees concurrently.

The Pittosporum tree meets the parameters set forth in §3.2.2.1, Tree Pruning Recommendations, of the United Mutual Urban Forest Management Plan. Staff recommends that the off-schedule trimming be approved.

FINANCIAL ANALYSIS

The recurring cost to trim the Pittosporum tree is \$800. The estimated value of the trees is \$3,260 based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Field Operations

Megan Feliz, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

RECEIVED
AUG 28 2024

Laguna Woods Village

BY: *JB*

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.

14 C Via castilla 8/28/24
Address Today's Date
ESTELITA BEALS
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): 2 trees needed to be trim.

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): 2 trees needed to be trim

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 needles litter every day. I request for it for 4 years
nothing was done.

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
	14 B	✓		
	14 D	✓		
	14 A	✓		
	14 C	✓		

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

Acknowledgement - Owner

By signing your name, you acknowledge this request.

Owner's Signature

ESTELITA BEALS

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: _____





