



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

**Monday, August 28, 2023 – 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 in-person in the Community Center Board Room*
2. *Join the Zoom meeting at <https://zoom.us/j/93131082872>. Please raise your “Virtual Hand” during the agenda item you wish to speak to.*
  - *If you have a comment regarding a topic that is **not** on the agenda, please raise your “Virtual Hand” during the “Member Comments” agenda item.*
3. *Via email to [meeting@vmsinc.org](mailto: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 June 26, 2023
5. Remarks of the Chair

6. Department Head Update
  - a. Project Log
  - b. Water Use Comparison Graph
  - c. Tree Work Status Report
  - d. Key Performance Indicators
7. Member Comments (Items Not on the Agenda)
8. Response to Member Comments

Items for Discussion and Consideration

9. Tree Removal Request – 135-A Avenida Majorca
10. Tree Removal Request – 396-A Avenida Castilla
11. Tree Removal Request – 692-C Avenida Sevilla
12. Memorial Plaque Request – 701-C Avenida Sevilla
13. Suggested Water Saving Landscape Project Locations
14. No Herbicide Spraying Agreement
15. Unbudgeted Operating Expenditure for Water Saving Landscape

Concluding Business

16. Committee Member Comments
17. Date of Next Meeting – September 25, 2023 at 1:30 p.m.
18. Adjournment

Diane Casey, Chair  
Kurt Wiemann, Staff Officer  
Jayanna Abolmoloki, Landscape Administrative Assistant  
Telephone: 949-268-2565

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



**OPEN MEETING**

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

**Monday, June 26, 2023 – 1:30 P.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Diane Casey, Sue Quam, Anthony Liberatore

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Lenny Ross, Maggie Blackwell, Vu Chu

**ADVISORS PRESENT:** Mary Sinclair, Ann Beltran

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki

**1. Call to Order**

Director Casey called the meeting to order at 1:31 p.m.

**2. Acknowledgment of Media**

This meeting was streamed on Granicus. No other media were present.

**3. Approval of the Agenda**

Director Casey suggested that an item titled "Proposed Addition of Two Full Time Equivalents" be added to the agenda as Item #10b. Director Quam made a motion to approve the agenda with the addition. Director Liberatore seconded. The agenda was approved unanimously.

**4. Approval of the Meeting Report for May 22, 2023**

Director Quam made a motion to approve the report. The committee was in unanimous support.

## **5. Chair's Remarks**

Chair Casey stated that the previous United Special Open Tree Ad Hoc Committee (Working Group) meeting went very well, and that a recommendation was made to the Landscape Committee that was added to the agenda.

## **6. Department Head Update**

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

Mr. Wiemann discussed the provided project log in detail. Members made comments and asked questions.

### **6b. Water Use Comparison Graph**

Mr. Wiemann discussed the provided graph in detail. Members made comments and asked questions.

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

Mr. Wiemann discussed the provided list in detail. Members made comments and asked questions.

### **6d. Key Performance Indicators**

Mr. Wiemann discussed the presentation in detail. Members made comments and asked questions.

## **7. Member Comments (Items not on the agenda)**

Topics included:

- Unit specific requests and complaints
- The possibility of adding an additional Ad Hoc Committee focused on the beautification of United Mutual's Landscaping
- Potential Passive Park locations

## **8. Response to Member Comments**

Mr. Wiemann and members of the committee responded to the member comments.

### **Items for Discussion and Consideration**

## **9. Tree Removal Request – 100-A Via Estrada**

Director Quam made a motion to accept staff recommendation to approve the request for the removal of one Silk Oak tree located at 100-A Via Estrada. Director Liberatore seconded. The motion passed unanimously.

## **10. Tree Removal Request – 559-C Avenida Sevilla**

Director Quam made a motion to accept staff recommendation to approve the request for the removal of one Fern Pine tree located at 559-C Avenida Sevilla. Director Liberatore seconded. The motion passed unanimously.

**10b. Proposed Addition of Two Full Time Equivalents**

Director Liberatore made a motion to recommend to the Board of Directors to add two Full Time Equivalents (FTE) to the Grounds Maintenance Department in the 2024 Budget. Director Quam seconded. The motion passed unanimously.

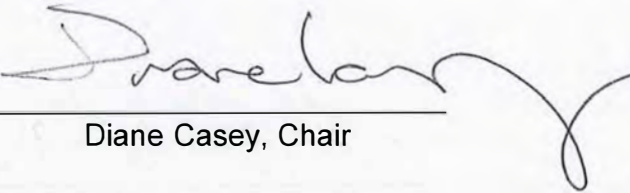
**Concluding Business**

**11. Committee Member Comments**

Various comments were made.

**12. Date of Next Meeting – August 28, 2023 at 1:30 p.m.**

**13. Adjourned at 3:09 p.m.**



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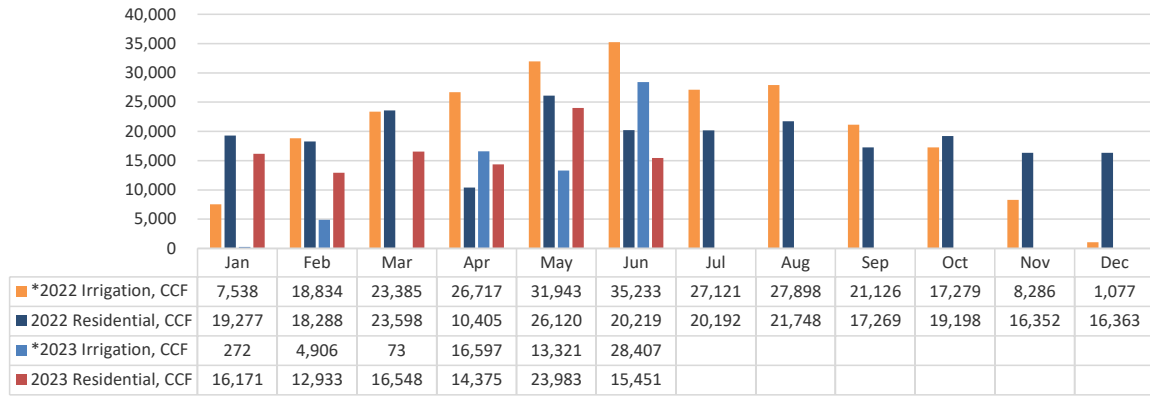
Diane Casey, Chair



United Mutual Landscape Project Log August 28, 2023 2023 Reserve Fund Projects (As of 07/31/2023)									
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	Budget	YTD*	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.	Work on locations approved by Committee in process; expected completion 9/1/23	n/a	Annual	89.41%	\$ 177,744	\$ 158,917	\$ 18,827
	540-Staff		Work scheduled for Fall 2023	n/a	Annual	32.47%	\$ 24,985	\$ 8,112	\$ 16,873
	Contracted		Work started 5/8/2023; estimated completion 8/25/23	P100011800	7/26/2023	78.21%	\$ 189,480	\$ 148,197	\$ 41,283
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	MIS106-2201-01	Annual	48.88%	\$ 73,913	\$ 36,132	\$ 37,782
Tree Maintenance	Great Scott Tree Services, Inc.	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 2,046 trees, removed 16 and planted 1 tree.	P100011261	Annual	78.06%	\$ 544,266	\$ 424,855	\$ 119,411
	In-House Tree Crew		As of July 31, 2023, the in-house crew trimmed 276 trees, removed 59 and planted 8 trees.	n/a		42.07%	\$ 395,240	\$ 166,288	\$ 228,952

\*Completion based upon invoices received to-date; 08/07/2023

## United Mutual - Water Consumption 2022-2023 Trends



\*Estimated Irrigation Usage

United Mutual Off Schedule tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
5/31/2023	131	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	131	Removal	Myoporum	1	in decline, dead	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Carrotwood	1	clear, end weight	Staff
5/31/2023	131	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Weeping Fig	1	clear, end weight	Staff
5/31/2023	131	Clearance	Carrotwood	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	132	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	132	Clearance	Cajeput tree	1	clear, end weight	Staff
5/31/2023	132	Removal	Myoporum	1	in decline, dead	Staff
5/31/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Carolina Cherry	1	clear, end weight	Staff
5/31/2023	130	Clearance	Myoporum	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Myoporum	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	130	Clearance	Myoporum	1	clear, end weight	Staff
5/31/2023	130	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	130	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
5/31/2023	131	Clearance	Phoenix Cariensis	1	clear, end weight	Staff
5/31/2023	131	Clearance	Brazilian Pepper	1	clear, end weight	Staff
5/31/2023	131	Clearance	Bottle Brush	1	clear, end weight	Staff
6/1/2023	100	Trench	Unknown	1	trench to detect roots	Staff
6/1/2023	169	Clearance	Majestic and Bottle brush	1	clear, end weight	Staff
6/1/2023	169	Clearance	Fern Pine and Carolina Cherry	1	clear, end weight	Staff
6/1/2023	169	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/1/2023	169	Removal	Myoporum	1	in decline, dead	Staff
6/1/2023	169	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/1/2023	169	Clearance	Cajeput tree	1	clear, end weight	Staff
6/1/2023	169	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/1/2023	169	Removal	Myoporum	1	in decline, dead	Staff
6/1/2023	169	Removal	Myoporum	1	in decline, dead	Staff
6/1/2023	169	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/1/2023	169	Clearance	Carrotwood	1	clear, end weight	Staff
6/1/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
6/1/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
6/1/2023	132	Clearance	Glossy Privet	1	clear, end weight	Staff

6/1/2023	132	Clearance	Fern Pine	1	clear, end weight	Staff
6/1/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
6/1/2023	132	Clearance	Fern Pine	1	clear, end weight	Staff
6/1/2023	132	Clearance	Fern Pine	1	clear, end weight	Staff
6/1/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
6/1/2023	132	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	130	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	129	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	129	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	132	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	141	Clearance	Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	141	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	141	Clearance	Fern Pine	1	clear, end weight	Staff
6/2/2023	141	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	143	Clearance	Myoporum and Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	144	Clearance	Bottle Brush	1	clear, end weight	Staff
6/2/2023	144	Clearance	Bottle Brush and Brazilian Pepper	1	clear, end weight	Staff
6/2/2023	131	Trim	Carrotwood	4	full trim	Staff
6/2/2023	135	Trim	Carrotwood	3	full trim	Staff
6/5/2023	802	Hanger	Norfolk Island Pine	3	hanger in canopy	Staff
6/5/2023	904	Removal	Prunus Persica	2	in decline, dead	Staff
6/5/2023	2044	Clearance	Brazilian Pepper	5	clear, end weight	Staff
6/5/2023	140	Trim	Liquid Ambar	5	full trim	Staff
6/5/2023	132	Trim	Carrotwood	5	full trim	Staff
6/5/2023	134	Trim	Carrotwood	5	full trim	Staff
6/5/2023	141	Trim	Carrotwood	5	full trim	Staff
6/5/2023	142	Trim	Carrotwood	5	full trim	Staff
6/5/2023	409	Removal	Eastern Redbud	3	in decline, dead	Staff
6/5/2023	713	Removal	Podocarpus	3	in decline, dead	Staff
6/7/2023	413	Hanger	Silk Oak	2	hanger in canopy	Staff
6/9/2023	354	Removal	Liquid Ambar	12	in decline, dead	Staff
6/9/2023	443	Removal	Catalina Cherry	6	in decline, dead	Staff
6/9/2023	132	Clearance	Brazilian Pepper	3	clear, end weight	Staff
6/13/2023	668	Hanger	Cajeput	2	hanger in canopy	Staff
6/13/2023	895	Trim	Shamel Ash	20	full trim	Staff
6/13/2023	895	Trim	White Alder	4	full trim	Staff
6/14/2023	2173	Clearance	Stone Pine	16	clear, end weight	Staff
6/14/2023	2037	Removal	White Birch	6	in decline, dead	Staff
6/14/2023	2061	Removal	Golden Medallion	5	in decline, dead	Staff
6/14/2023	902	Hanger	Carob tree	2	hanger in canopy	Staff
6/19/2023	310	Removal	Aleppo pine	35	in decline, dead	Staff
6/20/2023	310	Removal	Mexican Fan Palm	8	in decline, dead	Staff
6/20/2023	458	Clearance	Dendar Cedar	4	clear, end weight	Staff
6/20/2023	811	Clearance	Carrotwood	3	clear, end weight	Staff
6/20/2023	823	Hanger	Silk Oak	4	hanger in canopy	Staff
6/20/2023	453	Removal	Loquat Volunteers	8	volunteers	Staff
6/20/2023	237	Clearance	loquat	2	clear, end weight	Staff
6/20/2023	766	Clearance	2 P. Henkelii	3	clear, end weight	Staff
6/21/2023	2073	Removal	Little Gem	2	in decline, dead	Staff
6/21/2023	50	Removal	3 Volunteers	3	volunteers	Staff
6/21/2023	846	Clearance	Paper Bark	2	clear, end weight	Staff
6/21/2023	848	Removal	Leaf Plum	2	in decline, dead	Staff
6/21/2023	731	Clearance	Magnolia	2	clear, end weight	Staff

6/21/2023	151	Removal	Pink Flame	2	in decline, dead	Staff
6/21/2023	100	Clearance	Cedar and Crape Myrtle	5	clear, end weight	Staff
6/21/2023	2121	Removal	Holly	4	in decline, dead	Staff
6/21/2023	2085	Clearance	Ornamental Pear	2	clear, end weight	Staff
6/21/2023	2045	Removal	Wilson Holly	3	in decline, dead	Staff
6/27/2023	947	Removal	Edible Fig	4	resident request	Staff
7/6/2023	774	Trim	Spotted Gum	7	full trim	Staff
7/6/2023	774	Trim	Spotted Gum	8	full trim	Staff
7/6/2023	774	Removal	Spotted Gum	9	in decline, deceased	Staff
7/7/2023	116	Hanger	Silk Oak	2	hanger in canopy	Staff
7/7/2023	481	Trim	Red Bud	3	full trim	Staff
7/7/2023	775	Clearance	Magnolia	1	clear, end weight	Staff
7/7/2023	951	Trim	Mulberry	5	full trim	Staff
7/7/2023	951	Trim	Ferne Pine	5	full trim	Staff
7/7/2023	951	Trim	Carrotwood	5	full trim	Staff
7/10/2023	956	Trim	Carrotwood	7	full trim	Staff
7/10/2023	956	Trim	Rusty Leaf Fig	14	full trim	Staff
7/11/2023	475	Removal	Orchid Tree	3	in decline, deceased	Staff
7/11/2023	47	Hanger	Fern Pine	2	hanger in canopy	Staff
7/11/2023	497	Trim	Canary Island Pine	12	full trim	Staff
7/11/2023	498	Trim	Canary Island Pine	12	full trim	Staff
7/11/2023	698	Removal	Bottle tree	5	in decline, deceased	Staff
7/12/2023	702	Removal	Crape Myrtle	4	in decline, deceased	Staff
7/12/2023	169	Hanger	Liquid Ambar	3	hanger in canopy	Staff
7/12/2023	122	Trim	Liquid Ambar	12	full trim	Staff
7/13/2023	354	Clearance	Silk Oak	2	clear, end weight	Staff
7/13/2023	847	Removal	Canary Island Pine	19	in decline, deceased	Staff
7/13/2023	377	Removal	Liquid Ambar	8	in decline, deceased	Staff
7/13/2023	540	Clearance	Juniper	2	clear, end weight	Staff
7/13/2023	847	Hanger	Canary Island Pine	4	hanger in canopy	Staff
7/14/2023	895	Trim	Jelescote Pine	12	full trim	Staff
7/17/2023	819	Hanger	Chinese Pistache	2	hanger in canopy	Staff
7/17/2023	109	Hanger	Ornamental Pear	2	hanger in canopy	Staff
7/17/2023	161	Hanger	Liquid Ambar	2	hanger in canopy	Staff
7/18/2023	656	Hanger	Brazilian Pepper	4	hanger in canopy	Staff
7/19/2023	103	Clearance	Paper Bark	2	clear, end weight	Staff
7/19/2023	104	Clearance	Paper Bark	2	clear, end weight	Staff
7/19/2023	62	Removal	Weeping Fig	6	in decline, deceased	Staff
7/19/2023	13	Hanger	Bottlebrush	2	hanger in canopy	Staff
7/19/2023	315	Clearance	Loquat	3	clear, end weight	Staff
7/19/2023	559	Removal	Fern Pine	4	in decline, deceased	Staff
7/19/2023	954	Clearance	3 Brazilian Peppers	6	clear, end weight	Staff
7/19/2023	440	Clearance	Juniper	2	clear, end weight	Staff
7/19/2023	2103	Removal	2 Mediterrean	2	in decline, deceased	Staff
7/19/2023	2103	Trim	2 torulosas	2	full trim	Staff
7/21/2023	761	Clearance	2 Brazilian Peppers	4	clear, end weight	Staff
7/21/2023	761	Clearance	Brazilian Pepper	2	clear, end weight	Staff
7/21/2023	761	Hanger	Sycamore	3	hanger in canopy	Staff
7/21/2023	170	Removal	2 Fern Pines	7	in decline, deceased	Staff
7/21/2023	170	Removal	2 Fern Pines	7	in decline, deceased	Staff
7/24/2023	196	Clearance	Magnolia	3	clear, end weight	Staff
7/24/2023	164	Hanger	Canary Island Pine	2	hanger in canopy	Staff
7/24/2023	167	Trim	2 Bottlebrush	4	full trim	Staff
7/24/2023	182	Clearance	Chitalpa	2	clear, end weight	Staff
7/24/2023	112	Clearance	Mulberry and Schefflera	4	clear, end weight	Staff
7/24/2023	377	Trim	Magnolia	3	full trim	Staff
7/24/2023	126	Hanger	Silk Oak	3	hanger in canopy	Staff

7/25/2023	2029	Removal	3 Juniper Spartan	6	in decline, deceased	Staff
7/25/2023	80	Trim	Red Bud	2	full trim	Staff
7/27/2023	811	Hanger	Chinese Pistache	4	hanger in canopy	Staff
7/28/2023	696	Trim	2 Queen Palms	3	full trim	Staff
7/31/2023	2095	Removal	Fig Tree	3	resident request	Staff
7/31/2023	211	Hanger	Liquid Ambar	2	hanger in canopy	Staff
7/31/2023	2	Removal	Canary Date Palm	1	in decline, deceased	Staff
8/1/2023	6	Clearance	Carolina Cherry	2	clear, end weight	Staff
8/1/2023	129	Trim	2 Silk Oaks	24	full trim	Staff
8/1/2023	154	Clearance	Canary Island Pine	3	clear, end weight	Staff
8/1/2023	23	Trim	Ginko	4	full trim	Staff
8/1/2023	771	Clearance	Evergreen Pear	2	clear, end weight	Staff
8/2/2023	C606	Clearance	Loquats	3	clear, end weight	Staff
8/2/2023	C605	Clearance	Loquats	2	clear, end weight	Staff
8/3/2023	2064	Clearance	2 Crape Myrtles	3	clear, end weight	Staff
8/3/2023	2063	Clearance	Crape Myrtle	2	clear, end weight	Staff
8/3/2023	560	Removal	2 Maleluecas	4	in decline, deceased	Staff
8/7/2023	100	Trim	2 Canary Island Pines	20	full trim	Staff
8/7/2023	802	Trim	Liquid Ambar	5	full trim	Staff
8/8/2023	726	Trim	Liquid Ambar	6	full trim	Staff
8/8/2023	2123	Clearance	Pittosporum Hedge	5	clear, end weight	Staff
8/9/2023	101	Trim	2 Canary Island Pines	18	full trim	Staff
8/9/2023	84	Hanger	Liquid Ambar	2	hanger in canopy	Staff
8/10/2023	755	Removal	White Alder	5	in decline, deceased	Staff



## STAFF REPORT

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**DATE:** August 28, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 135-A Avenida Majorca One Southern Magnolia Tree

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### **RECOMMENDATION**

Approve the request for the removal of one Southern Magnolia tree located at 135-A Avenida Majorca.

### **BACKGROUND**

The requestor (132-D) became a Member in March 2012, and is requesting the removal of one Southern Magnolia tree, *Magnolia grandiflora*, located at the side of the unit.

The reasons cited for the removal are overgrown and litter/debris. The resident also stated the tree was planted by the previous resident at 135-A. There are four additional signatures on the Mutual Request Form and staff contacted the resident at 135-A. They are in favor of the removal (Attachment 1).

The tree was last pruned in October 2020. Future trimming is tentatively scheduled for fiscal year 2025. This tree species is on a five-year trimming cycle.

The height of the tree is approximately 25 feet, with a trunk diameter of approximately 10 inches. The tree is growing approximately seven feet from the common walkway and block wall, and approximately 18 feet from the unit (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in fair health with no pests or previous pest damage, no noticeable surface roots and no trunk damage. The tree has an unbalanced canopy and misshapen branch structure due to a conflict with a Brazilian Pepper tree located at 132-D. There are noticeable cracks and separation in the block wall, although no surface roots were found at the time of the inspection. As stated by the resident requesting the removal, it appears the tree was most likely planted by the previous resident as staff would not have planted this tree so close to the Pepper tree.

Given the location of the Magnolia tree to the nearby Pepper tree it is staff's recommendation to remove the Magnolia tree and avoid additional clearance trimming costs.

**FINANCIAL ANALYSIS**

The cost to remove the Magnolia tree is approximately \$690, the cost to trim between cycles is approximately \$300 and the value of the Magnolia tree is \$2,070 based on the tree inventory data.

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

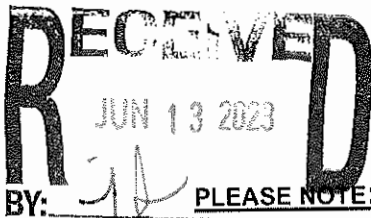
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Jayanna Abolmoloki, Landscape Administrative Assistant

**Committee Routing:** None

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



# MUTUAL LANDSCAPE REQUEST FORM

BY: JA 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.

132 D

Address

6/2/23

Today's Date

MICHAEL DORRIS

Resident's Name

949-422-1698

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):

MAGNOLIA IN COMMON AREA by 135A

DEBRIS ON 132 D AND 132C, 131B AND 135B, 131C

## 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.

NEW OWNER ABSENT\* PRIOR OWNER PLANTED THIS MAGNOLIA ON COMMON AREA PROPERTY WHEN IT WAS 4 FT TALL. NOW WELL OVER 30 FT. LARGE LEAVE DROP CONTINUOUSLY. NEVER MAINTAINED. DEBRIS EVERYWHERE. PLEASE REMOVE

### 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.

THANK YOU!

Signature	Manor #	For	Undecided	Against
Michael Dorris	132D	✓		
Albert DeSantos	135B	✓		
Angela M. Bulmer	131C	✓		
Ching's Choy	131B	✓		
GINA GENIS	132C	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Michael Dorris  
Owner's Signature  
132D

MICHAEL DORRIS  
Owner's Name

### OFFICE USE ONLY

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

530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

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

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

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

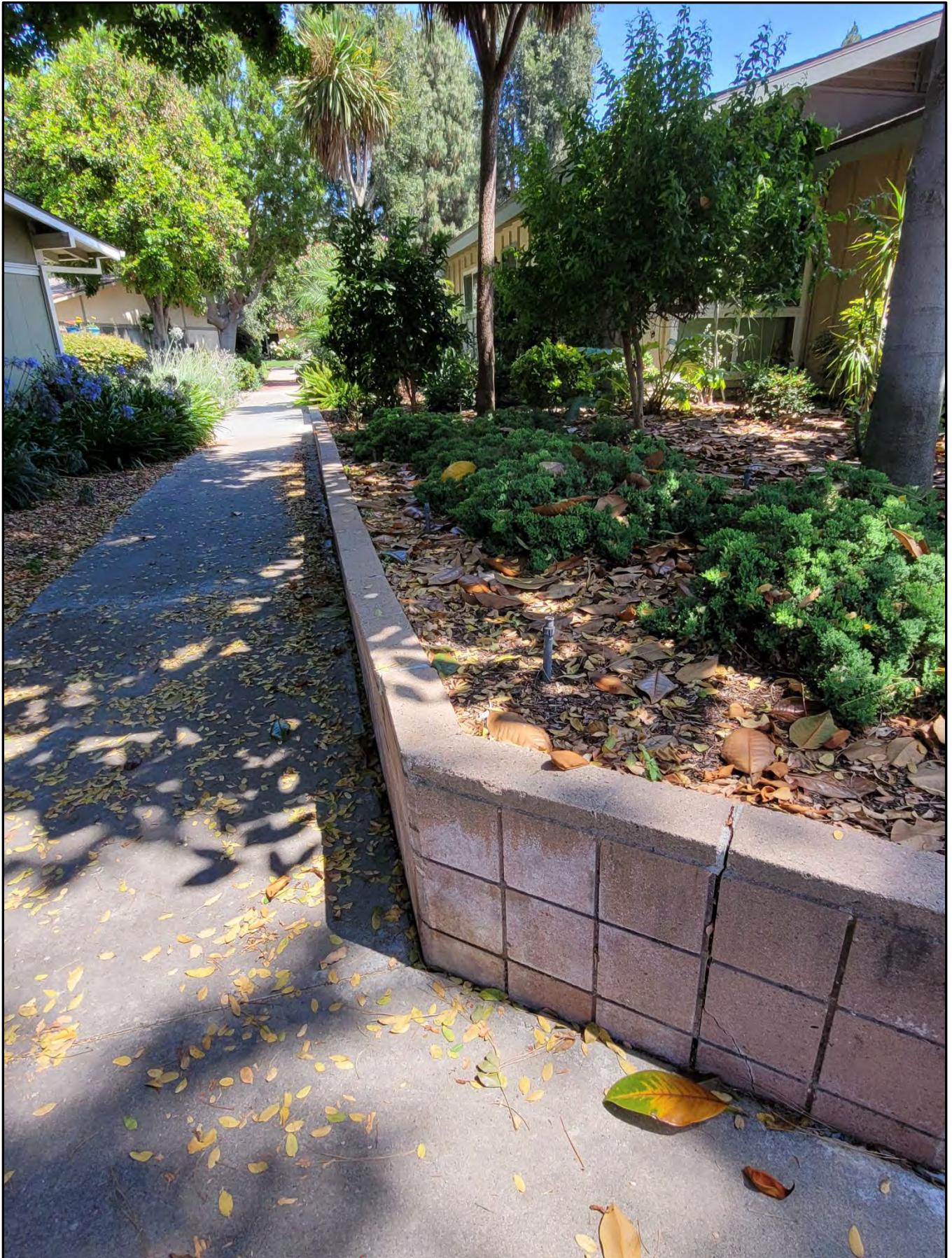
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

\* LIVES ELSEWHERE

## Attachment 2











## STAFF REPORT

---

**DATE:** August 28, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 396-A Avenida Castilla One Southern Magnolia Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Southern Magnolia tree located at 396-A Avenida Castilla.

### **BACKGROUND**

The requestor became a Member in April 2008, and is requesting the removal of one Southern Magnolia tree, *Magnolia grandiflora*, located at the front of the unit.

The reasons cited for the removal are overgrown, litter/debris and sewer damage. There are two additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in September 2021. This tree species is on a five-year trimming cycle and future trimming is tentatively scheduled for fiscal year 2026.

The height of the tree is approximately 30 feet, with a trunk diameter of approximately 15 inches. The tree is growing approximately four feet from the common walkway and unit (Attachment 2).

### **DISCUSSION**

At the time of the inspection the tree was found to be in good health, with no pests or previous pest damage, a minimum amount of surface roots and no trunk damage. The tree has a balanced canopy with approximately three by twenty foot of canopy overhanging the building. There are irrigation valves, the mainline to the manors, and the sewer line within four feet of the tree. There has been a recent concrete walkway replacement however, staff was unable find work history in the data base.

There have been four internal plumbing line stoppages with a report of roots in the line. Epoxy coating the line could be feasible however, with the rest of the irrigation and domestic water lines in this small crowded space staff is recommending the removal of the Southern Magnolia tree to prevent any future infrastructure damage. Over the years the roots will continue to grow in size and, given the location to the water lines, there most likely will be future issues.

**FINANCIAL ANALYSIS**

The cost to remove the Magnolia tree is approximately \$1,035, and the cost to trim the tree every five years is \$176. The value of the Magnolia tree is \$2,070 based on the tree inventory data.

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

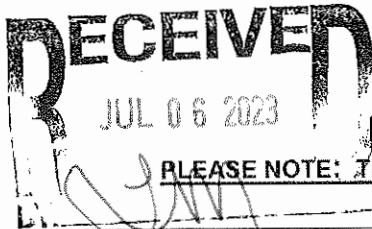
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Jayanna Abolmoloki, Landscape Administrative Assistant

**Committee Routing:** None

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs

**MUTUAL LANDSCAPE REQUEST FORM****PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

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

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.****Resident/Owner Information**

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

396 A Avenida Castilla  
Address

7-1-23  
Today's Date

Grace Hearsom  
Resident's Name

949-416-4049  
Telephone Number

**Non-Routine Request**

*Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.*

- ☒ Tree Removal      ☐ New Landscape      ☐ Off-Schedule Trimming
- ☐ Other (explain): This huge magnolia Tree is very close to walkway.

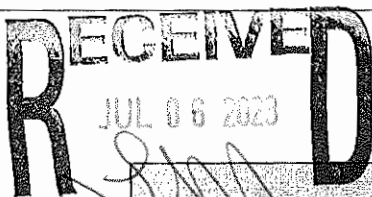
**Reason for Request**

*Please checkmark the item(s) that best explain the reason for your request.*

- ☐ Structural Damage    ☒ Sewer Damage    ☒ Overgrown    ☐ Poor Condition
- ☒ Litter/Debris    ☐ Personal Preference    ☐ View Obstruction
- ☐ Other (explain): \_\_\_\_\_

**GUIDELINES:**

- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- View Blockage: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.



### Description & Location of Request

BY:

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.

There is a huge magnolia tree<sup>in front</sup> that has is  
terribly overgrown and creates the sewer  
blockage. Within last 30 days, plumbers were out  
three times. I feel it can be dangerous with pile of leaves  
and nuts

### Signatures of All Neighbors Affected By This Request

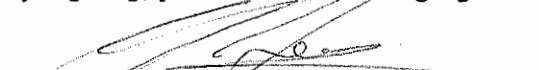
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.


Signature	Manor #	For	Undecided	Against
Grace Heavum	396 A	✓		
Robert Weldon	396-B	✓		
John Ahn	397B	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_  
RELANDSCAPED: \_\_\_\_\_ NEXT TIME: \_\_\_\_\_  
TREE SPECIES: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

**Attachment 2**











## STAFF REPORT

---

**DATE:** August 28, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 692-C Avenida Sevilla One Bronze Loquat Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Bronze Loquat tree located at 692-C Avenida Sevilla.

### **BACKGROUND**

The requestor became a Member in January 2001, and is requesting the removal of one Bronze Loquat tree, *Eriobotrya deflexa*, located at the front of the unit.

The reasons cited for the removal are overgrown, litter/debris and lack of sunlight. There are six additional signatures on the Mutual Request Form in favor of the removal. Unit P (trustee) was contacted and they are not in favor of the removal (Attachment 1).

The tree was last pruned in May 2022. Future trimming is tentatively scheduled for fiscal year 2026. This tree species is on a four-year trimming cycle.

The height of the tree is approximately 32 feet with a trunk diameter of approximately 24 inches. The tree is growing approximately two feet from the common walkway and approximately six inches from the patio wall (Attachment 2).

### **DISCUSSION**

At the time of the inspection the tree was found to be in fair health with no pests or previous pest damage. The tree does have some decay at the base of the tree trunk and on the trunk at a location of a previous limb removal. There was no infrastructure damage at the time of inspection. However, as the tree continues to grow there is potential for future damage.

As stated, the tree is on a four-year trim cycle however, its growth and closeness to the building will require additional trimming in between cycles. Additionally, the adjacent wall will begin to show structural damage at some point in the near future. The planting area is small and the tree has outgrown the available space. Staff is recommending the removal of the Bronze Loquat tree, in lieu of waiting for it to become a bigger problem.

**FINANCIAL ANALYSIS**

The cost to remove the Bronze Loquat tree is approximately \$1,896, the cost to trim between cycles is approximately \$300, the four-year cycle trim is \$175 and the value of the Bronze Loquat tree is \$1,380 based on the tree inventory data.

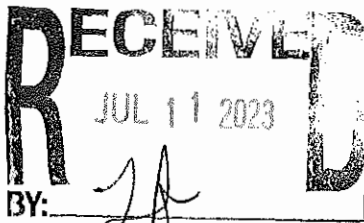
**Prepared By:** Bob Merget, Landscape Manager

**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Jayanna Abolmoloki, Landscape Administrative Assistant

**Committee Routing:** None

**ATTACHMENT(S)**

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



BY: JA

## 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.*

692 C AVENIDA SEVILLA

Address

7-10-23

Today's Date

KATHLEEN LAFEE

Resident's Name

928 910 3321

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.

I HAVE ZERO SUNLIGHT ON PATIO DUE TO  
OVERGROWN. BERRIES/LEAVES/BLOSSOMS VERY DIRTY  
CONSTANTLY SWEEPING. CAN'T GROW PLANTS.  
DEAD LEAVES AT BASE OF TREE 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
Nancy Ineas	B	✓		
Heraldine Romy	N	✓		
Joe Frey	Q	✓		
Kathy Demura	A	✓		
M. Hu	O	✓		
Barbara Ciolik	D	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Kathleen LaFee  
Owner's Signature

KATHLEEN/WM LAFEE  
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

---

**DATE:** August 28, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Memorial Plaque Request: United Passive Park Next to Building 695

---

### **RECOMMENDATION**

Deny the request for a memorial plaque to be placed in the passive park located adjacent to Building 695 on Avenida Sevilla.

### **BACKGROUND**

The requestor, residing at 701-C, became a member in July of 2015, and is requesting permission to place a memorial plaque in the referenced area (Attachment 1).

### **DISCUSSION**

The requestor is seeking approval to place a plaque, potentially mounted to a matching boulder, in the newly constructed passive park adjacent to Building 695. The proposed plaque is to be similar to ones currently located at the Performing Arts Center (Attachment 2), the requestor has provided a mockup of the proposed plaque.

United Mutual Resolution 01-08-20, dated February 12, 2008, "...prohibits the placement of memorials of any sort...anywhere on United Mutual property except in areas especially designated by the Board of Directors." Staff could not find any records of areas designated for such memorials and therefore recommends denial of this request (Attachment 3).

### **FINANCIAL ANALYSIS**

There is no cost to the Mutual involved in this request.

**Prepared By:** Kurt Wiemann, Director of Field Operations  
**Reviewed By:** Jayanna Abolmoloki, Landscape Administrative Assistant

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Plaque Photographs and Mockup  
**Attachment 3:** Resolution 01-08-20



**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.

701 C  
 Address  
 IRWIN A. BRAUDE  
 Resident's Name

July 10, 2023  
 Today's Date  
 949.505.3494  
 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): Memorial plaque at GASSIVE PARK

**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): PLEASE SEE ATTACHED ADDENDUM

**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.

PLEASE SEE ATTACHED ADDENDUM

### Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

Owner's Name

### OFFICE USE ONLY

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

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

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

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

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

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

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

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

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

# Request to Install a Memorial Plaque at a Passive Park

## Description and location of request

I am requesting permission to install a plaque in the passive park located between buildings 695 and 697, in my wife's, Candyce B Cottier, memory.

The plaque's size and style would conform to the three located in front of the Performing Arts Center. The dimensions are: Hamrick - 10 X 4", all caps lettering 0.5 inches; McGaw - 12 X 6, with the name lettering 5/8" high, the others 0.5" and Griffith - 10 X 4", the name lettering 1/2", others, 3/8".

Photos of the plaques are attached.

The proposed plaque would be; 10 X 4", with 1/2" tall lettering. It would be made by The Plaque Center - <https://www.theplaquecenter.com/>

Mockup photos of the proposed plaque are attached.

The location of the plaque can be of the Board's choosing.

I would be delighted to incur any and all costs.

The dates and times are at the board's discretion.

I thank the board for their time and consideration.

Please know that, during her lifetime, Candy lived in 22 cities located throughout Canada, the USA, Europe and Israel. She was never happier than the nearly five years she lived in the Village.



Attachment 2







A

IN MEMORY OF  
CANDACE B COTTIER  
2021

B

IN MEMORY OF  
CANDACE B COTTIER  
2021

**10x4" Raised Bronze Casting - \$310.00**  
**Free Shipping & Lifetime Warranty**  
**Matching Color Screws Provided**

**RESOLUTION 01-08-20**

**RESOLVED**, February 12, 2008 that the Board of Directors of this Corporation hereby prohibits the placement of memorials of any sort on trees, benches or anywhere on United Mutual property except in areas especially designated by the Board of Directors; and

**RESOLVED FURTHER**, that any tree signage in such designated areas shall be limited to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin; and

**RESOLVED FURTHER**, that Resolution 01-07-61, adopted June 12, 2007 is hereby superseded and cancelled; and

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



## Water Saving Landscape Project Suggestions - United Mutual - August 2023

Page	Unit	Street	Sq. Footage	Estimated Cost	Running Total	Notes	LRF?
1	471-A	Calle Cadiz	150	\$750	\$750	Non-functional turf.	Yes
2	687-C	Avenida Sevilla	150	\$750	\$1,500	Too narrow to mow, too small to irrigate. Difficult due to incline of slope.	Yes
3	438-C	Avenida Sevilla	200	\$1,000	\$2,500	Recommend converting to a planter due to size.	Yes
4	438-D	Avenida Sevilla	200	\$1,000	\$3,500	Recommend converting to a planter due to size.	Yes
5	815-A	Via Alhambra	400	\$2,000	\$5,500	Too narrow to mow, too small to irrigate.	Yes
6	2165-D	Via Mariposa E	550	\$2,750	\$8,250	Non-functional turf.	Yes
7	687-D	Avenida Sevilla	600	\$3,000	\$11,250	Too narrow to mow, too small to irrigate. Difficult due to incline of slope.	Yes
8	2023-A	Via Mariposa E	700	\$3,500	\$14,750	Non-functional turf.	Yes





## Landscape Turf Reduction Candidate

Address: 471-A Calle Cadiz Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 150

Estimated Cost: \$750

Notes: Non-functional turf.





### **Landscape Turf Reduction Candidate**

Address: 687-C Avenida Sevilla Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 150

Estimated Cost: \$750

Notes: Too narrow to mow, too small to irrigate. Difficult due to incline of slope.



### **Landscape Turf Reduction Candidate**

Address: 438-C Avenida Sevilla Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 200

Estimated Cost: \$1,000

Notes: Recommend converting to a planter due to size.





### **Landscape Turf Reduction Candidate**

Address: 438-D Avenida Sevilla Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 200

Estimated Cost: \$1,000

Notes: Recommend converting to a planter due to size.





## **Landscape Turf Reduction Candidate**

Address: 815-A Via Alhambra Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 400

Estimated Cost: \$2,000

Notes: Too narrow to mow, too small to irrigate.





### **Landscape Turf Reduction Candidate**

Address: 2165-D Via Mariposa E Laguna Woods, CA, 92637

Landscape Request Form on File (Circle one): **Yes**

Square Feet: 550

Estimated Cost: \$2,750

Notes: Non-functional turf.





## **Landscape Turf Reduction Candidate**

Address: 687-D Avenida Sevilla Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 600

Estimated Cost: \$3,000

Notes: Too narrow to mow, too small to irrigate. Difficult due to incline of slope.





## **Landscape Turf Reduction Candidate**

Address: 2023-A Via Mariposa E Laguna Woods, CA, 92637

Landscape Request Form on File: **Yes**

Square Feet: 700

Estimated Cost: \$3,500

Notes: Non-functional turf.





## STAFF REPORT

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**DATE:** August 28, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Requests to Stop Herbicide Spray

---

### **RECOMMENDATION**

Approve the Resolution for Herbicide Spray Guidelines and Acknowledgement Form.

### **BACKGROUND**

In recent years, herbicide use has become an issue for some residents. In 2019, due to news reports on the potential dangers of herbicides containing glyphosate, such as RoundUp®, United Mutual ceased the use of these herbicides and began using herbicides that are considered safer, for the control of weeds in the shrub beds.

### **DISCUSSION**

In United Mutual there are 135 acres of turf, 75 acres of shrub beds, and 84 miles of turf edges that are maintained by 36 budgeted Gardener positions. Controlling the weeds in the shrub beds and adjacent turf edges is labor intensive; with the existing turf having a high concentration of the highly invasive kikuyu grass, the only way to control the weeds with current staffing levels is through the use of herbicides.

Although staff uses alternative herbicides and regularly tests for newer, safer herbicides, there remains concern with some residents in the Mutual. Staff occasionally receives requests from residents to stop spraying herbicides in the vicinity of their respective units. While it is possible to not spray herbicides in selected areas, it makes weed control much more labor intensive. There are not sufficient labor hours in the budgeted staffing levels to hand weed the shrub beds or adequately maintain the edges of the turf adjacent to the shrub beds.

Staff proposes that if a member requests herbicide not be applied adjacent to the member's residence, the member must take on the responsibility to perform necessary weeding and edging. Staff has developed a form to be completed and signed by the resident acknowledging responsibility for the mentioned activities (Attachment 1).

Upon receiving a request, staff would meet with the resident and determine the common area that is directly adjacent to the unit that would be affected by the request. Staff would then deploy marking flags to delineate the area (Attachment 2). Photos of the area would be taken and filed along with the completed form. Staff would then cease all herbicide spraying in the shrub bed areas. This program would not be feasible to include turf areas as they are often contiguous and difficult to discern different areas. This would also not apply to insecticides used to control ants and other pests that affect the entire building.

### **FINANCIAL ANALYSIS**

The costs associated with implementing this program would be offset by the associated reduction in herbicides and their application.

**Prepared By:** Kurt Wiemann, Director of Field Operations  
**Reviewed By:** Jayanna Abolmoloki, Department Administrative Assistant

### **ATTACHMENT(S)**

**Attachment 1:** No Herbicide Form  
**Attachment 2:** No Spray Flag Photo  
**Attachment 3:** Proposed Resolution 03-23-XX



### No Herbicide Agreement

Members of the Village are entitled to request that herbicide is not sprayed in the common area shrub beds (planters) adjacent to their unit by Landscaping Services staff. However, this request prevents staff from the ability to perform regular landscape maintenance as scheduled at the unit. By signing the agreement below, you are acknowledging that you do not want VMS, Inc. staff to spray herbicides in the designated area adjacent your unit, and that you will maintain the turf edging and weeding in the designated area adjacent to your unit going forward. This agreement applies only to herbicides used for the control of weeds and grasses in the shrub beds. The Village reserves the right to revoke this agreement if landscape maintenance standards are not being met by the undersigned member.

I, \_\_\_\_\_, certify that I have read and understand the agreement above. I also understand that due to my request, I am now responsible for the routine landscape weeding in the shrub beds adjacent to my unit in the common area. If I do not maintain the landscaping up to the current standards, the Mutual maintains the right to void this agreement at any time and VMS, Inc. will regain routine maintenance responsibilities at my unit, including the right to spray herbicides.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Date



Attachment 2





## ATTACHMENT 3

### **RESOLUTION 03-23-XX**

#### **Herbicide Spray Cessation Guidelines**

**WHEREAS**, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

**WHEREAS**, some members of United Mutual have requested that staff not use herbicides in the shrub beds adjacent to their respective units; and

**WHEREAS**, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

**WHEREAS**, said members of United Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds;

**WHEREAS**, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary.

**NOW THEREFORE BE IT RESOLVED**, September 19, the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

**RESOLVED FURTHER**, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

**RESOLVED FURTHER**, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; and

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





## STAFF REPORT

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**DATE:** August 28, 2023  
**FOR:** United Laguna Woods Mutual Landscape Committee  
**SUBJECT:** Unbudgeted Operating Expenditure for Water Saving Landscaping

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### **RECOMMENDATION**

Approve an unbudgeted operating expenditure in the amount of \$212,000 for water saving landscaping projects within United Mutual.

### **BACKGROUND**

On August 11, 2022, the Board of Directors approved Resolution 01-22-55, directing staff to reduce irrigation water use by 15 percent (Attachment 1); staff continues to follow this protocol, producing significant water savings.

### **DISCUSSION**

In response to the ongoing drought conditions, the California Governor's mandate to reduce water usage and direction from the Landscape Committee, staff began reducing irrigation water usage in early July by decreasing run times on shrub beds and reducing watering days for turf from three days to two. Additionally, during the process of preparing for the new Irrigation Master Control System project, staff was able to identify additional measures to further increase water savings.

These reductions, along with the extended rainy season, have lowered the forecasted 2023 expenditures for water by \$212,000 (Attachment 2).

Turf is estimated to use about 40% to 60% of landscape irrigation in California. The Landscape Committee has committed to reducing the cost of irrigation water usage in United by reducing non-functional turf areas. Reducing these areas also reduces labor costs by eliminating difficult to maintain and irrigate turf areas. Approving this unbudgeted expenditure will enable staff to remove approximately 50,000 square feet of turf and replace it with low maintenance waterwise plantings and irrigation.

### **FINANCIAL ANALYSIS**

An unbudgeted operating expenditure of \$212,000 will accomplish the design and installation of water saving landscaping.

**Prepared By:** Kurt Wiemann, Director of Field Operations  
**Reviewed By:** Jayanna Abolmoloki, Landscape Administrative Assistant  
Jose Campos, Assistant Director of Financial Services

**ATTACHMENT(S)**

**Attachment 1:** Resolution 01-22-55  
**Attachment 2:** Water Saving Comparison 2023  
**Attachment 3:** Resolution 01-23-XX



**RESOLUTION 01-22-55**  
**Irrigation Water Mandate**

**WHEREAS**, July 14, 2022, the Landscape Committee recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use; and

**WHEREAS**, the current water restriction mandates request a voluntary reduction in potable water use of 15 percent and irrigation water sources in United Mutual are mostly potable water; and

**WHEREAS**, the Landscape Committee determined that a 15 percent reduction of landscape irrigation is a prudent and proactive approach to the ongoing drought conditions in the region;

**NOW THEREFORE BE IT RESOLVED**, on August 9, 2022, that a 15 percent reduction in irrigation water use shall be applied to all irrigation within United Mutual; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on August 9, 2022; and

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



**UNITED IRRIGATION & MIXED CONSUMPTION (Based on Consumption Month)**

	2018	2019	2020	2021	2022	2023 (Projected Jul-Dec)	5 Year Average	Variance	% Savings
January	\$77,122	\$44,529	\$48,698	\$73,252	\$75,049	\$49,147	\$63,730	(\$14,583)	29.7%
February	\$79,700	\$40,373	\$65,862	\$97,026	\$106,578	\$53,306	\$77,908	(\$24,602)	46.2%
March	\$66,841	\$58,562	\$54,300	\$99,484	\$136,184	\$48,635	\$83,074	(\$34,440)	70.8%
April	\$127,607	\$131,329	\$88,731	\$149,156	\$106,578	\$90,319	\$120,680	(\$30,361)	33.6%
May	\$134,839	\$103,185	\$141,400	\$163,517	\$169,804	\$108,844	\$142,549	(\$33,705)	31.0%
June	\$179,506	\$157,715	\$188,311	\$171,530	\$161,632	\$130,886	\$171,739	(\$40,852)	31.2%
July	\$178,609	\$188,639	\$188,500	\$160,331	\$137,370	\$140,819	\$170,690	(\$29,871)	21.2%
August	\$189,809	\$183,733	\$192,625	\$190,401	\$147,213	\$149,124	\$180,756	(\$31,632)	21.2%
September	\$114,484	\$133,150	\$162,158	\$142,146	\$113,379	\$109,777	\$133,063	(\$23,286)	21.2%
October	\$100,938	\$161,069	\$120,471	\$80,533	\$107,020	\$94,055	\$114,006	(\$19,951)	21.2%
November	\$73,807	\$73,165	\$93,658	\$124,433	\$71,704	\$72,067	\$87,353	(\$15,287)	21.2%
December	\$51,890	\$47,937	\$81,403	\$43,119	\$51,628	\$45,536	\$55,196	(\$9,659)	21.2%

**2023 Estimated Irrigation & Mixed Savings: (\$308,230)****UNITED ESTIMATED IRRIGATION CONSUMPTION (Based on Consumption Month)**

	2018	2019	2020	2021	2022	2023 (Projected Jul-Dec)	5 Year Average	Variance	% Savings
January	\$30,375	\$3,463	\$7,558	\$24,649	\$21,098	\$814	\$17,429	(\$16,615)	95.3%
February	\$38,867	\$1,680	\$19,462	\$45,638	\$54,074	\$14,660	\$31,944	(\$17,284)	54.1%
March	\$23,326	\$13,432	\$4,917	\$40,557	\$67,783	\$213	\$30,003	(\$29,789)	99.3%
April	\$81,988	\$70,949	\$29,861	\$84,036	\$76,705	\$48,400	\$68,708	(\$20,308)	29.6%
May	\$74,390	\$51,519	\$81,351	\$86,681	\$93,418	\$38,866	\$77,472	(\$38,606)	49.8%
June	\$102,775	\$83,471	\$104,861	\$109,927	\$102,696	\$84,775	\$100,746	(\$15,971)	15.9%
July	\$129,966	\$137,028	\$117,140	\$96,677	\$78,745	\$92,327	\$111,911	(\$19,584)	17.5%
August	\$134,194	\$129,966	\$108,092	\$112,584	\$82,726	\$93,648	\$113,512	(\$19,865)	17.5%
September	\$82,508	\$89,913	\$99,237	\$94,337	\$62,385	\$70,683	\$85,676	(\$14,993)	17.5%
October	\$53,310	\$99,946	\$66,953	\$35,369	\$50,694	\$50,535	\$61,254	(\$10,719)	17.5%
November	\$31,842	\$38,265	\$42,223	\$62,271	\$24,116	\$32,788	\$39,743	(\$6,955)	17.5%
December	\$6,616	\$3,613	\$28,110	\$3,327	\$3,189	\$7,401	\$8,971	(\$1,570)	17.5%

**2023 Estimated Irrigation Savings: (\$212,260)**





**Resolution 01-23-XX**

**Unbudgeted Operating Expenditure for  
Turf Reduction Projects**

**WHEREAS**, August 11, 2022, the United Board of Directors recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use and directed staff to reduce irrigation by 15 percent; and

**WHEREAS**, the United Mutual Landscape Committee determined that funding for turf reduction projects should be appropriated from savings to the Water Expense account based on savings from these reductions; and

**WHEREAS**, August 28, 2023, the United Mutual Landscape Committee endorsed the recommendation; and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2023, that a Unbudgeted Operating Expenditure of \$212,000 to be funded from the 2022 Water Expense Account has been approved to be used for water saving landscaping projects within United Mutual; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on November 14, 2023; and

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