

#### **OPEN MEETING**

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

#### Wednesday, April 25, 2018 – 1:30 p.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

#### <u>AGENDA</u>

- 1. Call to Order
- 2. Acknowledgment of Media
- 3. Approval of the Agenda
- 4. Approval of Meeting Report for February 8, 2018
- 5. Chair's Remarks
- 6. Member Comments (Items Not on the Agenda)
- 7. Response to Member Comments
- 8. Department Head Update

<u>Consent:</u> None

<u>Reports:</u> None

#### Items for Discussion and Consideration:

- 9. Bluebird Boxes in United Mutual Trees
- 10. Landscape Maintenance Manual Update
- 11. Species Specific Tree Trimming
- 12. Tree Removal Requests
  - a. 2152-B Ronda Granada (Kim) Ash (2), Star Pine, and Weeping Fig
  - b. 25-T Avenida Castilla (Shotwell) Maidenhair Tree
  - c. 594-A Avenida Majorca (Jones) American Sweetgum

\*\*Committee Tour – Visitation of various sites corresponding to landscape requests from Mutual Members and/or other Committee interests and/or projects. *To be conducted after all other business is concluded.* 

Items for Future Agendas:

13. Landscape Revitalization Project (June)

14. "No Tree Topping" Policy (June)

Concluding Business:

15. Committee Member Comments

16. Date of Next Meeting – June 14, 2018



#### 17. Adjournment

Maggie Blackwell, Chair Bruce Hartley, Staff Officer Telephone: 949-597-4650

#### **OPEN MEETING**

#### REPORT OF THE REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE

Thursday, February 8, 2018 - 9:00 a.m.

Laguna Woods Village Community Center Board Room – 24351 El Toro Road

MEMBERS PRESENT:	Maggie Blackwell – Chair, Manuel Armendariz, Janey Dorrell	Î
MEMBERS ABSENT:	Pamela Grundke (Advisor)	
OTHER DIRECTORS:	Juanita Skillman	
STAFF PRESENT:	Brad Hudson, Bruce Hartley, Larry Hernandez, Bob Merget, I Aninzo	Kayla

#### 1. Call to Order

Chair Blackwell called the meeting to order at 9:01 a.m.

#### 2. Acknowledgement of Media

No media was present.

#### 3. Approval of the Agenda

The agenda was approved by consensus.

#### 4. Approval of Meeting Report for December 14, 2017

The meeting Report for December 14, 2017, was approved by consensus without objection.

#### 5. Chair's Remarks

Chair Blackwell commented that the revision of Landscape Maintenance Manual (Manual) is a blessing and long overdue.

#### 6. Member Comments (Items Not on the Agenda)

- Laurie Donahue (578-Q) provided the Committee with a letter requesting additional tree trimming.
- Roberta Berk (933-B) questioned the lack of detail of the meeting minutes and commented on the maintenance of the landscape around her manor and some trees that were stressed due to lack of water near Aliso Creek.
- Janet Balce (800-C) asked about the status of her landscaping request.
- Hue Mullick (799-A) asked about the status of her landscaping request.

#### 7. Response to Member Comments

Chair Blackwell commented that the discussion on Aliso Creek was documented in the report.

Bruce Hartley commented that the report is not verbatim minutes.

Bob Merget commented that the run time on irrigation was increased for trees near Aliso

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Creek. Staff is monitoring the trees on the slope. Staff will follow up with landscape requests.

Bruce Hartley introduced Larry Hernandez, former Landscape Supervisor, as the new Landscape Manager. Mr. Hernandez has been with the company for 10 years and has a great working knowledge of the Village. He is training two new supervisors and is recruiting for one more to become fully staffed. Mr. Hernandez will be taking a more active role in United and Third Landscape Committees.

#### 8. Department Head Update

Bruce Hartley, General Services Director, commented that staff has been focused on customer service since the addition of the Landscape Division to his department. Work requests are declining in number, and the closure rate of requests is improving. Staff is making good progress, but there is still a lot of work to be done. There have been significant staffing changes. Work load has been redistributed amongst Landscape Supervisors in an effort to improve turnaround time to residents.

#### **Reports:**

#### 9. Landscape Maintenance Manual Update

Bruce Hartley commented that the Landscape Maintenance Manual provides information on how staff manages landscaping in the Village. The Manual is intended to educate and assist residents on a variety of landscape topics. The Manual was last updated in 2011. Staff is seeking input and direction from the Committee to make the document current and relevant.

Chair Blackwell reviewed the Manual with the Committee. She commented that the resolution should incorporate operating rules not in the Manual and should address those not conforming to the Manual.

Director Armendariz asked about existing plantings and commented that resolutions should be included in the Manual.

Director Skillman commented on a spelling error in the Manual. She asked to emphasize that pruning by outside contractors is prohibited.

The Committee agreed to use "Members" instead of "Resident/Owner" in the Manual.

Roberta Berk (933-B) commented that renter concerns should be considered.

Chair Blackwell commented that renter concerns are valid, but owners are financially responsible for alterations.

#### 10. Species Specific Tree Trimming Program

Bruce Hartley presented the Species Specific Tree Trimming Program to the Committee.

The ArborPro software program is being used to develop strategies for trim cycles based on the needs of specific trees. ArborPro has the ability to group trees by species and by any userdefined parameters. Trees are currently being trimmed on a 34-month cycle, which is a favorable cycle compared to other communities and cities of similar size to Laguna Woods Village. Staff recommends accelerating the trimming on species with unfavorable fruiting or litter characteristics and those near streetlights; delaying less problematic species to achieve United Mutual Landscape Committee Meeting February 8, 2018 Page 3 of 4

cost neutral results. Staff will come back to the Committee with a list of proposed trees to accelerate and delay. An educational component needs to be included upon implementation of the trimming program so that residents understand why all trees in their neighborhood are not trimmed at the same time.

Chair Blackwell commented that tree trimming information can be made available to residents on the Village website. She thinks that it is an excellent program and looks forward to staff's proposal.

#### Items for Discussion and Consideration:

#### **11. Tree Removal Requests**

The Committee tour followed the meeting and was attended by Chair Blackwell, Director Armendariz, and Director Dorrell.

#### a. 943-B Avenida Majorca (Dye) – Aleppo Pine

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was found to be in good condition with no visible pests or disease. The tree has a self-correcting lean. The tree was last pruned in December 2015 and is scheduled for pruning again in approximately October 2018.

#### b. 135-C Avenida Majorca (Garsha) - Canary Island Pine

Recommendation: the Committee unanimously recommended approval of the request to remove the tree. The tree was last pruned in May 2017 and will be removed before the end of 2018.

#### c. 360-A Avenida Castilla (Strousse) - Carrotwood

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was found to be in fair condition with no visible pests or disease. The tree was last pruned in November 2015 and is scheduled for pruning in approximately September 2018.

#### 12. Maintenance of Breezeway Understair Planters

Chair Blackwell commented that the residents are concerned with the patches of dirt in the area. Plants or decorative items are allowed if residents care for them. If not, it becomes a compliance issue. The residents wish to have pavers or gravel installed. Since it is considered an alteration, it will be billed to the residents involved as a chargeable service.

Bruce Hartley commented that the estimated cost to use gravel rock or decomposed granite ranges from \$200-\$300, and the estimated cost for concrete ranges from \$500-\$600 and does not include irrigation.

Chair Blackwell commented that concrete is a permanent alteration and would need to be noted in escrow documentation.

#### Items for Future Agendas:

13. Landscape Manual Review & Approval

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#### **Concluding Business:**

#### 14. Committee Member Comments

Director Dorrell commented about a pathway that tends to be muddy near her manor.

#### 15. Date of the Next Meeting – April 12, 2018

The date of the next meeting of the United Laguna Woods Mutual Landscape Committee is scheduled for Thursday, April 12, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

#### 16. Adjournment

There being no further business, Chair Blackwell adjourned the meeting at 10:08 a.m.

Blackroell

Maggie Blackwell, Chair United Landscape Committee



#### **STAFF REPORT**

## DATE:April 25, 2018FOR:Landscape CommitteeSUBJECT:Bluebird Boxes in United Mutual Trees

#### **RECOMMENDATION**

Provide staff direction.

#### BACKGROUND

The United Mutual Landscape Committee has expressed interest in establishing guidelines for the management of bluebird boxes in Mutual trees.

#### **DISCUSSION**

None

FINANCIAL ANALYSIS None	
Prepared By:	Bruce Hartley, General Services Director
Reviewed By:	Brad Hudson, Chief Executive Officer

ATTACHMENT(S) None page intentionally left blank



#### **STAFF REPORT**

DATE: April 25, 2018

FOR: Landscape Committee

#### SUBJECT: Landscape Maintenance Manual

#### **RECOMMENDATION**

Approve the Landscape Maintenance Manual as presented or direct staff to incorporate changes desired by the Committee and return for final approval.

#### BACKGROUND

The Landscape Maintenance Manual (Manual) is a guide for residents of Laguna Woods Village, intended to educate and assist them on a wide variety of landscape topics including maintenance programs, chargeable services, the roles and responsibilities of residents, the 'yellow stake' program and rules specific to the mutual.

#### DISCUSSION

The current version of the Manual was last updated in 2011. Phone numbers, forms and procedures have changed. In addition, new laws regulating how and when irrigation water may be applied have been enacted at the state and local level which directly impacts the management and quality of the landscape. T urf reduction programs, conversion of older landscape to water efficient plants and other programs that have been initiated over the past several years are not addressed in the existing document.

Landscape Division staff reviewed the Manual and have incorporated several changes. The Manual has been reviewed and approved by Third Mutual Landscape Committee. Staff is seeking input from the Committee on improvements or additions that could be included in the Manual to meet any unique needs that United Mutual may have. The Committee's input will be incorporated into the document and will be brought back to the Committee for final approval.

#### **FINANCIAL ANALYSIS**

There are no fiscal impacts associated with this report.

- Prepared By: Bruce Hartley, General Services Director
- Reviewed By: Brad Hudson, Chief Executive Officer

#### **ATTACHMENT:**

ATT-1 Landscape Maintenance Manual

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## Laguna Woods Village®



## Landscape Maintenance Manual

**Revised April 2018** 

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#### VILLAGE LANDSCAPE OVERVIEW

Laguna Woods Village is a 3.8 square mile active senior residential community with over 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees. All landscaped areas are maintained by Village Management Services, Inc. (Managing Agent). Irrigation water for the landscape is provided by El Toro Water District, which delivers both potable and recycled water to the Village irrigation systems.

Maintenance of turf areas is performed on a seasonally adjusted cycle from weekly to every three weeks depending on the time of year. Trees are inspected and trimmed on a 34-month cycle. Computer controlled irrigation systems utilize an on-site weather station to adjust watering to meet plant needs based on current weather conditions. Slopes and shrubs typically are pruned annually, with more frequent light trimming performed on a 9 to 10 week cycle. Clubhouses and other community facilities receive more frequent landscape and grounds maintenance.

Water conservation has become a way of life in the Village, with many turf reduction projects completed each year and high water-using plantings converted to water efficient and/or 'California Friendly' plant choices. Planters and open areas are topped with mulch to improve the soil, reduce moisture loss and to return nutrients back to the environment. All of the green waste generated from the maintenance of Village landscaped areas and trees is composted on site and returned as mulch, resulting in nearly 100% recycling.

This Landscape Manual is an informative guide providing information to residents on how landscape and related programs are managed in the Village. It is a resource to assist residents in understanding how the landscape is managed and what each of the Mutuals permits residents to do around their residences.

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#### THE ROLE OF THE LANDSCAPE DIVISION

#### Common area maintenance responsibilities include the following:

- 1. Communicate schedules for various landscape maintenance activities for each Mutual on the Village website: <u>www.lagunawoodsvillage.org</u>
- 2. Provide periodic mowing and edging of turf, based on seasonal needs.
- 3. Provide periodic pruning of shrubs and trees in planters and on slopes in common areas.
- 4. Fertilize turf and shrub areas.
- 5. Manage pests through Integrated Pest Management techniques and the application of the least toxic materials available to control insects, weeds, diseases, and rodents.
- 6. Address trees, shrubs, or other plant materials that are not growing well. Remove and replace trees and shrubs as needed.
- 7. Schedule and maintain irrigation systems to provide sufficient moisture for plant health; reduce water waste; and meet state and/or local water conservation mandates.
- 8. Collect and process green waste into mulch or compost for use in common area landscape.
- 9. Removal of debris from walkways is provided with the cyclic mowing and landscape maintenance programs.

#### The Landscape Division does not perform the following services:

- 1. Substitute, rearrange, or change the basic landscaping at a resident's request.
- 2. Change the irrigation system by adding or altering equipment at a resident's request.
- 3. Set irrigation system schedules to comply with requests from individual residents.
- 4. Maintain or help maintain any plantings in a private patio or other exclusive use common area; unless performed as a chargeable service (see page 9).
- 5. Permit any member of a Landscape Maintenance crew to provide personal gardening services to residents; unless performed as a chargeable service (see page 9).

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#### THE ROLE OF THE RESIDENT

The landscape throughout the Village is common area. All grounds outside the walls of a building, a contiguous patio, or in the atriums of the Garden Villa buildings, are <u>common landscape property</u> and fall under the rules and regulations stated herein, unless they are an approved alteration.

To assist residents in understanding their role and responsibility in helping to keep the Village landscape looking its best, it is recommended that residents:

- DO submit a Landscape Request Form with a planting plan for any proposed planting or any alteration of any common area to the Landscape Division for review and written approval prior to any changes being made.
- DO obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for all changes to the existing landscape. Common areas belong to everyone.
- DO notify the Landscape Division if you do not wish to have specific plants, shrubs, or small patio trees adjacent to your manor cultivated, pruned, or maintained by the Landscape Division. This is accomplished through the "Yellow Stake Program," which is available for residents who wish to provide non-standard plants and maintenance immediately adjacent to their manor. The program is initiated through Resident Services as a request to meet with a Landscape Supervisor to evaluate the applicability of the Yellow Stake Program. The Mutual's Landscape Committee must approve all Yellow Stake requests prior to implementation (see section titled "Yellow Stake Program," page 4).
- DO NOT plant/alter or have your gardener plant/alter any common area. This
  includes slopes, clear areas around trees, or in the lawn of the common area. These
  areas are not available for the Yellow Stake Program or private maintenance.
  Fencing, aggregate (rocks), art, or other items shall not be placed in common areas
  without written approval.
- DO NOT remove plantings without approval from the Landscape Division.
- DO NOT place materials such as stepping stones, edging materials, potted plants, statuary, or any other item (including hoses, hose reels, patio furniture, etc.) in common areas. These items interfere with landscape maintenance operations and may create a safety hazard. The Landscape Division will remove them as a chargeable service to the member responsible for their unauthorized placement.

If you would like to request services outside the routine maintenance provided, the Landscape Division is here to assist you. If you are unsure whether your request falls into this category, please contact **Resident Services** during working hours at **949-597-4600** or e-mail <u>residentservices@vmsinc.org</u> to initiate the process.

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#### THE YELLOW STAKE PROGRAM

The Yellow Stake Program provides an option for residents to maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. With approval of the Mutual Landscape Committee, these plantings may consist of varied plant types ranging from original foundation shrubs to highly manicured annual color. Plantings may not have a higher irrigation requirement than common area landscape, as all areas are irrigated on the same schedule to ensure proper water management. Art, benches, rocks, aggregate, or other items may be utilized within an approved yellow stake area if they are in conformance with all Mutual Resolutions and are part of the original plan and approval.

To take advantage of the Yellow Stake Program, a resident must contact Resident Services to begin the process of obtaining approval from the Landscape Division, and the subsequent approval by the appropriate Landscape Committee, prior to planting or installation of any improvements. In planting these areas, each resident assumes full responsibility for the care and maintenance of their plantings.

The approved yellow stake plantings are maintained by the unit owner/occupant. However, the Mutual may intercede if the appearance or level of care of the Yellow Stake plantings are considered below standard, or if any dispute between residents arises. The landscape continues to be considered common property and Yellow Stake approval may be revoked by the Committee.

Full responsibility includes, but is not limited to, fertilizing, pruning, and the removal of plant waste/debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles, but may be removed by contacting Resident Services and requesting a 'leaf litter pickup' for items placed in a pile in the common area. No pesticides may be applied to yellow stake areas by residents or private gardeners.

All newly approved personal plantings require a yellow stake to properly delineate the area. Existing plantings previously approved through the Yellow Stake Program may be required to install a yellow stake.

If a resident does not properly maintain the yellow stake plantings, then the Landscape Division may, after notice to the resident, remove these plantings and replace them with standard plantings at the resident's expense.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

4 Agenda Item 10 Page 7 of 30 ATT-1 If you would like to participate in the Yellow Stake Program or have questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling **949-597-4600** or email **residentservices@vmsinc.org**.

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#### USE OF PRIVATE GARDENERS, LANDSCAPERS, AND PEST CONTROL OPERATORS

Members/shareholders may elect to have their exclusive use common area or approved yellow stake area maintained by an outside service provider (gardener, landscaper, etc.). If a member/shareholder hires an outside provider for any authorized work, they must confirm that the person or company is insured for workers' compensation, liability, and auto insurance prior to the initiation of work. They must also have a City of Laguna Woods business license. It is recommended that that residents considering the use of private gardeners check references to insure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent (VMS, Inc.) may access, alter, or operate Mutual owned irrigation systems or any water source that is not metered directly by the affected unit. No gardeners, landscapers, or other vendors hired by the resident may access water sources or make any changes to Mutual owned sprinklers. Unauthorized use of water or alterations made to irrigation systems is prohibited and may result in citation, fines, and financial reimbursement of any costs associated with the repair or restoration of Mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers, pesticides (insectides, snail bait, rodent bait, ant control materials, fungicides, etc.) or treat any area on the exterior portion of a unit, or the landscape around it without written permission from the Managing Agent. All proposed pest control operators and/or gardeners must provide copies of all licenses and insurance required by law when requesting approval, prior to any application of materials.

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#### THE TREE PROGRAM

Laguna Woods Village has a wide variety of large mature trees. These are a tremendous asset to the community and improve the quality of life for all residents. All tree maintenance is performed by the Landscape Division under the direction of a certified arborist.

#### OUTSIDE CONTRACTORS AND PRIVATE GARDENERS THAT PERFORM WORK FOR MEMBERS/SHAREHOLDERS WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE ANY TREE IN COMMON AREA WITHOUT THE PRIOR WRITTEN APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.

The inspection and trimming of Village trees is performed on a regular schedule, typically on a 34-month cycle, per International Society of Arboriculture standards. Trees are pruned, whether they are original plantings or approved resident plantings (non-yellow staked). Yellow Stake Program trees are not pruned or maintained.

Trees are removed by the Landscape Division only if they are dead, diseased, dying, pose a foreseeable risk of damage to property or injury to persons, or are actively causing damage to buildings, structures, or underground utilities, excluding irrigation. Trees will not be removed due to dropping excessive litter (leaves, needles, flowers, fruit, cones, etc.). Trees will not be topped or removed to establish, increase, or preserve views (see Exhibit B – Tree Topping Resolution – page 22).

Members may request the removal of a tree by contacting Resident Services to obtain a Landscape Request Form or through the Laguna Woods Village website (see sample form titled "Mutual Landscape Maintenance Request," page 12). The form must be completed in its entirety, including the signatures of surrounding manor owners affected by the potential removal of the tree. If the removal request does not meet the criteria outlined above, it will be sent to the Mutual Landscape Committee for determination. If a tree removal is approved, it is typically removed when the tree crew is performing normal scheduled maintenance, which may take up to 34 months. Emergency situations are handled on a case-by-case basis.

The Landscape Committees are made up of appointed Directors from the governing Board of the affected Mutual. They will review the resident's request and work to find a solution (see Forms and Appeal Process for more information – page 11).

Frequently asked questions about the Tree Program:

- What is the trimming cycle?
  - Trees are inspected and pruned every 34 months.
- What is the procedure for tree removals?
  - Members/shareholders may request tree removal by submitting a Landscape Request Form.
- Who pays to remove the tree?

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- The Landscape Committee may approve the removal of a tree at the expense of the Mutual or at the expense of the requesting party.
- Will the tree be replaced?
  - Following removal, a tree may be replaced if there is sufficient space and need. The landscape affected by the removal will be repaired and a replacement tree (if appropriate) will be replanted within 90 days of the removal of the tree. The cost would be borne by Mutual or the member/shareholder as determined by the Landscape Committee.
- Do I need to wait 34 months to have the tree by my unit trimmed?
  - 'Off schedule' trimming may be provided if there is an emergency or urgent need; otherwise trees are not trimmed until they are scheduled.
- Can I have the tree by my unit trimmed as a 'chargeable service?'
  - Typically, tree trimming is not provided as a chargeable service. Unique situations will be considered by the arborist and the Landscape Committee on a case-by-case basis.

#### CHARGEABLE SERVICE PROGRAM

The Chargeable Service Program provides additional specialized services to residents of the community upon request that are non-standard in nature and supplement the routine maintenance provided by the Landscape Division (see "The Role of the Landscape Division," page 2).

To request services in addition to those already listed, residents should call Resident Services at 949-597-4600 for a Landscape Supervisor to review the requested work and develp a cost quotation for resident approval. Examples of such services include: periodic maintenance or pruning of non-standard plantings; non-standard garden installation and maintenance thereof; small gardening tasks; repotting plants; pruning of fruit trees; etc.

RESIDENTS SHOULD <u>NOT</u> ASK ANY MEMBER OF A LANDSCAPE MAINTENANCE CREW FOR INDIVIDUAL SERVICE. All requests shall me made through Resident Services. Staff's time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work during or after hours for individual residents.

#### WATER MANAGEMENT

Water is a limited resource and should be used wisely and sparingly. In the Village, landscaped areas are irrigated with potable water (drinking water quality) or recycled water (not suitable for consumption). Irrigation water should not be consumed or fed to pets. Watering plants by hose or with a watering can is permitted. State law prohibits the use of water to wash patios, sidewaks, or other hard surfaces. Please make sure that you have a nozzle on your hose that automatically shuts off to conserve water.

Residents shall comply with all legal directives from the State of California, El Toro Water District, Laguna Woods Village, or other agencies with authority to impose water conservation mandates or restrictions imposed during periods of drought. Any water use restrictions will be posted on the Village website at <u>www.lagunawoodsvillage.org</u>.

Residents should not tamper with sprinklers, irrigation controllers (timers), or access Mutual water sources. To report dry landscape, water leaks, damaged sprinklers, or other problems with irrigation systems, please contact **Resident Services at 949-597-4600.** 

### For emergency service after 4:30 p.m. weekdays or on weekends, please call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally may be the only source of water for Landscape Division staff to use when installing new plants. Crews are instructed to be considerate of residents' privacy and property. However, when necessary, staff must be allowed access to all exterior water sources, which may include those in exclusive use common areas.

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#### SAFETY

Safety is our number one priority in the Village. Assistance from residents is vital to keeping the areas around manors free of hazards. You can participate in keeping your neighborhood safe by reporting problems such as:

- Raised or broken concrete walkways or driveways.
- Holes in turf areas.
- Low hanging or broken tree branches.
- Foliage or branches close to fireplace chimneys or brushing against windows, eaves, or roofs.
- Inappropriately placed objects on sidewalks, balconies, or patio walls, such as; statuary, pots, hanging plants, or vines.
- Excessively wet areas or persistent ponding water.
- Any item blocking an exit, stairwell, or other pedestrian path of travel.

If you become aware of any potential safety hazard, please notify the Landscape Division at 949-597-4600.

For emergency service after 4:30 p.m. or on weekends, please call Security at 949-580-1400.

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#### **REQUEST FORMS AND APPEAL PROCESS**

If you would like to request a change to the plants around your manor, please request assistance from your landscape supervisor by contacting Resident Services at: **949-597-4600 or emailing** <u>residentservices@vmsinc.org</u>.

Your area supervisor will either authorize the changes, or advise you that your request will require approval from your Mutual's Landscape Committee and supply the necessary forms.

The Committee will visit your unit prior to acting on your request. Followig their decision, it will be presented to the Board of Directors of your Mutual for action. You will be notified in advance of such meetings. You may appear in person at that time, should you wish to speak on your behalf or appeal any decision. Sometimes, a second visit is scheduled, and a final decision by the Board is deferred until then.

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#### 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, please contact **Resident Services at 949-597-4600** for assistance in making that determination.

#### PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Member/Shareholder Information			
You must be an owner to request non-routine Landscape requests.			
Manor Number	Today's Date		
Resident/Member Name	Telephone Number		
Non-Routin	rele		
Please checkmark the item that be descript of	Mest. 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 □ Personal Preference

□ Other (explain):\_

#### **GUIDELINES:**

- <u>Structural/Sewer Damage</u>: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- <u>Overgrown/Crowded</u>: Trees or plants that have outgrown the available space may justify removal.
- <u>Damaged/Declining Health</u>: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- <u>Litter and Debris</u>: 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.
- <u>Personal Preference</u>: 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.

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#### **Description & Location of Request**

Please <u>briefly</u> describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor #1234 are lifting the sidewalk"). Attach pictures if applicable.

#### 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
(Diagon attach a concrete chaot if more aignetures				

(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: 530 540	DATE: 570	INITIALS: LAST TRIMMED:		
RELANDSCAPED:		NEXT TRIM: TREE SPECIES:		
COMMENTS:				
TREE VALUE:	TREE REMOVAL COST	:		

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# UNITED LAGUNA WOODS

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#### **RESOLUTION – Tree Removal Guidelines**

Resolution 01-13-17 – Adopted February 12, 2013 – United Laguna Hills Mutual

This corporation established the following tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

#### **RESOLUTION – Memorials & Tree Signage**

Resolution 01-08-20 – Adopted February 12, 2008 – United Laguna Hills Mutual

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 is prohibited.

Tree signage in such designated areas shall be limited to 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.

The managing agent is authorized to carry out the purpose of this resolution.

#### **RESOLUTION – Privately-Owned Objects**

Resolution 01-05-63 – Adopted June 14, 2005 – United Laguna Hills Mutual

Out of concern over the placement of privately-owned objects upon the buildings and in the common areas and about the possible safety hazards to persons, the structural damage to property and maintenance problems caused by such placement, the placement of these objects (including foundation planters) shall be permitted under the following guidelines:

- It is necessary to contact the Landscape Supervisor through Resident Services before initiating planned changes.
- Residents may not enlarge foundation planters. Plants and shrubs, which members are allowed to plant adjacent to their units (foundation planters) should be well maintained. (See guidelines for the "Yellow Stake" program.)

- Decorative items (hardscape, i.e. garden décor, statuary, potted plants or hanging objects) may be placed in the garden area, as long as they do not interfere with the landscape operations or cause a hazard, either to persons or property. These items should be kept in good repair. Potted plants should be well-maintained and any empty pots removed.
- Upon the sale of the manor, the Mutual member or the estate will be financially responsible for the removal of personal plantings and the re-landscaping of this area, unless the buyer assumes responsibility for the "non-standard" landscaping

If personal plantings and/or decorative items are not maintained in a satisfactory manner, the managing agent is authorized to take action as deemed necessary to carry out the purpose of this resolution.

#### <u>RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways &</u> Walkways

Resolution 01-03-134 – Adopted September 9, 2003 – United Laguna Hills Mutual

The walkway, breezeway, patio and balcony areas are "common areas" or "limited common areas" with by-laws and Occupancy Agreement provisions for their management and care under the direction of the United Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual's multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

- All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- 2. Items, including plants, statues, furniture, etc., may be placed outside a manor's front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).

- 3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
- 4. Potted plants are not to be placed on railings in common or limited common areas. Hanging plants or hanging objects are prohibited in breezeways and walkways.
- 5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.
- 6. A resident's balcony and patio area adjoining a manor, is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the United Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.
- 7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The United Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The United Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

#### **RESOLUTION – Standard for Stepping Stones**

Resolution 01-03-79 – Adopted May 13, 2003 – United Laguna Hills Mutual

In addition to establishing a policy to prohibit the placement of stepping stones as outlined in Resolution #U-85-25, the corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of stepping stones within common areas. The standard is as follows:

#### 1.0 PREPARATIONS

- **1.1** No stepping stones will be allowed that will hinder yard drainage.
- **1.2** In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- **1.3** Stepping stones will be allowed in planter areas adjacent to the manor only. No stepping stones will be permitted to be placed in grass.

**1.4** Stepping stone paths will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening, and/or personal plants.

#### 2.0 APPLICATIONS

- **2.1** Stepping stones may be constructed of concrete only.
- **2.2** All stepping stones must have a non-slip/non-skid surface.
- **2.3** All stepping stones must have a minimum diameter or width of 12 inches.
- **2.4** Stepping stones will be spaced no more than four inches apart.
- **2.5** The path created with the stepping stones will be no greater than three feet wide.
- **2.6** No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, mulch, etc.)

#### 3.0 INSTALLATION REQUIREMENTS

- **3.1** Prior to installation, the Resident Services must be contacted to schedule the Landscape Division to clear away plants, adjust irrigation, and make any other landscaping changes necessary to accommodate the area. This work will only be performed by the Landscape Department, and will be performed as a service chargeable to the requesting Mutual member.
- **3.2** Outline each stepping stone and dig out the marked area so that it is one and a half inches deeper than the thickness of the stepping stone. Make sure that dug out space is level. Line bottom of hole for stepping stone with a base of one and a half inches of damp sand. Tamp the sand base to compact sand. Level the sand layer. Set stepping stone in the space and make level with surrounding soil grade.
- **3.3** Installed stepping stones must be stable and level to the surrounding soil grade. Any loose or non-level stones will not be permitted and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.
- **3.4** Ongoing maintenance to ensure the stability and level grade of the stepping stones is the sole responsibility of the Mutual member. Improperly maintained stepping stones will be identified as a safety hazard and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

The officers and agents of this Corporation are authorized on behalf of the Corporation to carry out the purpose of this resolution.

#### **RESOLUTION – Dry Rot**

Resolution U-90-74 – Adopted September 1, 1990 – United Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

Additionally, the placement of indoor/outdoor carpeting is also prohibited on any surface which is supported by wood (such as; patios, atriums, decks, entryways, elevated and regular breezeways.

Any member found in violation of the above requirements shall be subject to disciplinary action in accordance to the Bylaws of this corporation and as deemed appropriate by the board of directors.

#### **RESOLUTION – Stepping Stones**

Resolution U-85-25 – Adopted February 1, 1985 – United Laguna Hills Mutual

In order to create and maintain a safe, hazard-free and well groomed community it is important that all walkways and other avenues of pedestrian traffic be properly established, constructed and maintained only by the managing agent of this corporation.

It is important that no unauthorized or hazardous walkways or other avenues of pedestrian traffic be established, either through the placement of stepping stones or otherwise, that may interfere with the landscape maintenance operations for the community or may pose a threat to the health, safety or well-being of the residents, guests or employees of the community. The existence of stepping stones under these conditions is prohibited.

The managing agent is authorized to remove any stepping stones existing in the common area which meet this criteria.

#### **RESOLUTION – Fruit Trees**

Resolution U-84-129 – Adopted November 15, 1984 – United Laguna Hills Mutual

The planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident's dwelling unit;
- Must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation;

The managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

#### **RESOLUTION – Vegetable Plantings**

Resolution U-84-130 – Adopted November 15,1984 – United Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

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#### **RESOLUTION – Tree Topping**

Resolution 03-18-xxx – Adopted April 16, 2018 – Third Laguna Hills Mutual

This corporation established the following "No Tree Topping" Policy for trees in Third Mutual, with the following exceptions:

- 1. Staff would be authorized to 'top' a tree to treat or eliminate an insect or disease infestation.
- 2. Staff would be authorized to 'top' a tree that has already been topped and is deemed to not be a candidate for restoration trimming.
- 3. Staff would be authorized to evaluate stands of trees in selected areas and recommend to the Landscape Committee for consideration, the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings.

#### **RESOLUTION – Tree Removal Guidelines**

Resolution 03-11-149 – Adopted September 20, 2011 – Third Laguna Hills Mutual

This corporation established the following tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

#### **RESOLUTION – Fruit Trees**

Resolution 03-11-30 – Revised March 15, 2011 – Third Laguna Hills Mutual

The planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

• Fruit trees must be of the dwarf variety;

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- Must be directly adjacent to the installing resident's dwelling unit;
- Must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation;

The managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

#### <u>RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways &</u> Walkways

Resolution 03-10-138 – Revised September 21, 2010 – Third Laguna Hills Mutual

The walkway, breezeway, patio and balcony areas are "common areas" or "limited common areas" with by-laws and CC&R provisions for their management and care under the direction of the Third Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual's multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

- All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- 2. Items, including plants, statues, furniture, etc., may be placed outside a manor's front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
- 3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
- 4. Potted plants are not to be placed on railings in common or limited common areas.
- 5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract

Agenda Item 10 Page 26 of 30 ATT-1 birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.

- 6. A resident's balcony and patio area adjoining a manor, is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.
- 7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The Third Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The Third Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

#### **RESOLUTION – Stepping Stones**

Resolution 03-07-02 – Revised January 16, 2007 – Third Laguna Hills Mutual

The Maintenance & Construction Committee of this Corporation desires to provide Members more opportunity to enhance the property surrounding their manor.

As a result of this resolution, it is now required that the installation of stepping stones must be approved by the Mutual's Board of Directors through the Variance Request process <u>prior to installation</u>. Please contact the Permits and Inspections office for more information at (949) 597-4616.

#### **RESOLUTION – Dry Rot**

Resolution M3-87-13 – Adopted April 1, 1987 – Third Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

#### **RESOLUTION – Vegetable Plantings**

Resolution M3-84-122 – Revised November 15,1984 – Third Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape Division of the managing

agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

Two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops.

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# GOLDEN RAIN FOUNDATION of LAGUNA WOODS Board Resolutions

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# **RESOLUTION – Tree Signage**

Resolution 90-06-97 – Adopted November 7, 2006 – Golden Rain Foundation

Tree signs throughout the Community vary in different shapes, sizes & colors, and the GRF Landscape Committee has found it necessary to establish one sign standard.

Tree signage in such designated areas shall be limited to 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.

The managing agent is authorized to carry out the purpose of this resolution.

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# **STAFF REPORT**

# DATE: April 25, 2018 FOR: Landscape Committee SUBJECT: Species Specific Tree Trimming Program

# **RECOMMENDATION**

Direct staff to implement an initial phase of species specific tree trimming to include proactive annual trimming of all trees in United Mutual that are growing adjacent to street lights.

# BACKGROUND

The United Mutual Landscape Committee, at the meeting of February 8, 2018, received a report from staff outlining the potential applications and benefits of a Species Specific Tree Trimming Program. The Committee directed staff to return with more detailed information on how the program could be implemented.

# DISCUSSION

Staff is recommending the initial implementation of a limited Species Specific Trimming program to evaluate its success and allow for a managed expansion of the program in the future. By offsetting the accelerated trimming of certain tree species with the delayed trimming of other slower growing species that are currently on the traditional 34 month cycle, it would allow tree maintenance crews to accommodate the annual trimming cycle desired for streetlight clearance trimming without affecting the annual budget for tree maintenance.

Safe night time travel through the community is a priority. There are approximately 200 streetlights in United Mutual. It is currently unknown how many of those lights have conflicts with trees. Staff is exploring various alternative methods for conducting a survey to gather that information and add it to the ArborPro database.

In order to improve visibility at night, timely trimming of trees near streetlights could be accomplished through the proposed Species Specific Trimming program. Streetlight clearance trimming could be managed by two different methods. The first method would ensure that all trees affecting streetlights would be 'clearance trimmed' annually. This method would entail only trimming branches that have potential for blocking light and would not be a full 'maintenance pruning'. The trees would continue to remain on a 34 month cycle for pruning. By performing the 'clearance trimming' annually, two tree trimmers would be reassigned from the trimming crews for two to three weeks to complete the work. This would result in delaying the trimming cycle of a number of trees (to be determined after the inventory is collected) each year from 34 months to 60 months to recoup the added cost. The trees associated with streetlights would continue to be inspected and fully pruned on a 34 month cycle.

The second option is to fully prune all trees associated with streetlights each year. This would be a more costly option, with full crews having to spend more time and possibly requiring the

United Laguna Woods Mutual Species Specific Tree Trimming Program April 25, 2018

transporting of additional equipment (man-lifts, ground equipment, etc.) to complete the work. This method would likely raise costs significantly due to the trees not all being in a central location.

Staff is recommending delaying the trimming of Crape Myrtle trees to achieve a cost neutral outcome. Utilizing the ArborPro tree inventory, staff can create a report of the locations for all of the Crape Myrtle trees, a slow-growing species of which there are 2,742 in the Village. A portion of those could be removed from the current 34 month trim cycle to offset the cost of the accelerated streetlight clearance trimming. There are several other species of trees that are slow growing and are not fruit producing that could also be considered for a 'delayed trim cycle'. These include: Southern Magnolia, Camphor, and Australian Willow.

Once an inventory is completed and tree crews have generated some costs and production numbers, staff will be able to develop a larger database that will have more information available to fine tune the trimming cycles and the numbers of trees that would need to be delayed to keep the program cost neutral. At this time, staff recommends that an initial phase be implemented to address the more immediate need for a streetlight clearing program. Once an inventory has been completed and some trimming history has been generated, staff will update the Committee.

# FINANCIAL ANALYSIS

There would be no increase in tree trimming costs or overall budget as a result of the implementation of a Species Specific Tree Trimming program, as the trees trimmed more frequently would be balanced by a reduction in numbers of trees trimmed each year.

Prepared By:	Bob Merget, Tree Supervisor
Reviewed By:	Bruce Hartley, General Services Director

ATTACHMENT(S) None



# **STAFF REPORT**

DATE: April 25, 2018

# FOR: Landscape Committee

# SUBJECT: Request for Tree Removals at 2152 by Mr. Kim – Two Shamel Ash, and by Staff – One Star Pine and One Weeping Fig

# RECOMMENDATION

- 1. Approve the request for the removal of two Shamel Ash trees in front of Units 2152-A and 2152-B.
- 2. Approve the removal of one Star Pine and one Weeping Fig tree located in front of 2152-B.

# BACKGROUND

Mr. Kim moved in to his unit in October 2017. He is requesting the removal of two Shamel Ash, *Fraxinus uhdei,* trees located at the front of Building 2152 in the lawn area. The reasons cited for the removals are: trees are too close to the building and are overgrown. (ATT-1)

The trees were pruned last in January 2018. They are scheduled for pruning again in approximately November 2020. Both Ash trees are approximately 55 feet in height with trunk diameters of approximately 25 inches. They are growing approximately four to six feet from the sidewalk and eight to ten feet from the patio walls. The roots of the trees extend several feet from the base of the trees causing damage to nearby sidewalks; creating drainage issues; making the establishment and sustainability of turf very difficult and in the future, potentially damaging the patio at 2152-B.

The shareholders of Units O, P and Q have signed a Landscape Request Form against the removal of the two Ash trees. The shareholder of Unit N has supplied a letter for the Committee's review. (ATT-2)

# DISCUSSION

During the most recent trimming and inspection performed in January 2018, staff found the Ash tree at 2152-B to be in poor condition with observable decay and a large amount of surface rooting. During the ArborPro inspection in 2016 it was noted that the tree was in decline and it was recommended at that time to be a Priority Two removal, which means it should be removed at the next maintenance opportunity. The Ash tree at 2152- A was found to be in fair condition with minor decay and a large amount of surface rooting. The concrete sidewalk to this multi-unit building was recently replaced, therefore there is currently no damaged concrete attributable to the either of the trees. (ATT-3)

United Laguna Woods Mutual Request for Tree Removals at 2152 April 25, 2018

During the inspection, staff noticed two trees at Unit A, one Star Pine, *Araucaria columnaris*, and one Weeping Fig, *Ficus benjamina* located near the front of the manor that have begun to cause damage. These two trees are approximately one to two feet from the patio wall; they have already begun to cause damage. Staff is recommending the removal of both of these trees.

# **FINANCIAL ANALYSIS**

The cost to remove the Ash tree at Unit A is estimated to be \$1,500. The estimated value is \$4,421 based on ArborPro tree inventory. The cost to remove the Ash tree at Unit B is estimated to be \$1,300. The estimated value is \$3,665. The cost to remove the Star Pine and the Weeping Fig are estimated to be \$300 each.

Prepared By:	Bob Merget, Tree Supervisor
Reviewed By:	Larry Hernandez, Landscape Manager
	Bruce Hartley, General Services Director

# ATTACHMENT(S)

ATT-1: Landscape Request Form Requesting Removal ATT-2: Landscape Request Form and Resident Letter opposed to removal ATT-3: Photographs

Linuna Wexels Village:

# MUTUAL LANDSCAPE REQUEST FORM

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

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

# PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner	Information
You must be an owner to request non-routine Lands	cape requests.
2152 RONDA GRANADA Address	<u>3 - 28 - 18</u> Today's Date
Address	Today's Date
FRED KIM	<u>(714)</u> 402 - 2737 Telephone Number
Resident's Name	Telephone Number
Non-Routine F	
Please checkmark the item that best describes your r "Other" and explain.	
Tree Removal 🛛 New Landscape	
□ Other (explain): TREE'S TOD CLOSE	to MANNE & OVER GIROWN
Reason for R Please checkmark the item(s) that best explain the r	eason for your request.
□ Structural Damage □ Sewer Damage □ Overg	grown 🛛 Poor Condition
□ Litter/Debris □ Personal Preference □ View O	bstruction
□ Other (explain):	
<ul> <li>GUIDELINES:</li> <li><u>Structural/Sewer Damage</u>: Damage to buildings, may justify removal if corrective measures are not overgrown/Crowded: Trees or plants that have or removal.</li> <li><u>Damaged/Declining Health</u>: Trees or plants that corrective action before removal/replacement is a view Blockage: By nature, view blockage must be appropriate course of action.</li> <li><u>Litter and Debris</u>: Because all trees shed litter sere reason to justify removal. However, if granted, reexpense.</li> <li><u>Personal Preference</u>: Because one does not like the tree or plant generally does not justify its removal/replacement is usually at the resident's or removal/replacement is usually at the removal/replacement is usually at the resident's or r</li></ul>	ot practical. butgrown the available space may justify are declining in health will be evaluated for considered. be reviewed case by case to determine the basonally, generally this is not an adequate emoval/replacement may be at the resident's the appearance or other characteristics of loval. However, if granted,
Mutual Landscape Request Form Revised: October 2017	Page 1 of 2 OVER $\rightarrow$

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# Description & Location of Request

Please <u>briefly</u> describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

# Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
hul ben	B	X		
Realpo Peletere	A-	$\chi$		
OFF SHE RESIDENT	N	1		$\boldsymbol{X}$
STAFF SPOKE to owner	$\bigcirc$			$\times$

(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

Agenda Item 12a Page 4 of 11 ATT-1 Laguna Woods Re: 2152-N Ronda Granada Tree removal

To Whom it may concern:

I am writing you in regards to your consideration of tree removal in front of my home located at 2152-N Ronda Granada.

First of all Laguna Woods is long admired for the beautiful landscaping. It is truly a horticulture gem. Those that planned the community built a first class park environment. We are competing with communities that are newer construction and have little to no beauty in landscaping.

Only when a tree matures is its value maximized. They then become valuable and irreplaceable features. Especially in built up areas such as ours. Many association management companies are eager to cut trees down based on possible damage to nearby buildings. The buildings in this area are 40 plus years old. The mature trees along Ronda Granada are 11-20 Ft away from the buildings. There are mature trees which are similar distance to buildings all over Laguna Woods. There appears to be no damage to these buildings that we as homeowners have been informed of. The Ash trees located in front of 2152 also require lower water and the soil structure is highly impacted and mostly clay material which lowers oxygen in the soil prohibiting root extension. The trees add shade which keeps the building cooler and help to reduce noise.

If cutting the trees here is approved it would be an open door to removing all trees in Laguna Woods and destroying the hallmark beauty of the community. A thoughtful decision must be made. A few feel the trees should be cut due to leaves falling and extra care to clean up. I do not feel that this is justification to cut down these beautiful trees.

2152 Ronda Granada lies right next to the wall and next to the busy roads of Avenida de Carlotta and the 5 Freeway. Removal of the trees will cause a reduction of the value of my home due to increase noise and lessening of the general beauty of the corner. This is not acceptable to me and as a homeowner I would think it would not be acceptable to you either.

I appreciate your consideration to save these trees. I think the community as a whole would agree that it would be the best decision.

Sincerely,

Lucille Akers

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ATT-2

	D	escription &	Locatior	n of Requ	Jest			
Please <u>bri</u>	efly describe the s	ituation and the	exact loca	tion of the	subject o	f the re	eques	t (e.g.,
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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
v	Ronald Drouben	2152-0	r		
V	Sharon & moon Duckworth	2152-P			
V	for guckworth	2152-P	$\checkmark$		
~	Diane E. Hurt	2152-8			
	Eddie Hunt JR.	2152-02	1		

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

Acknowledgement - Owner

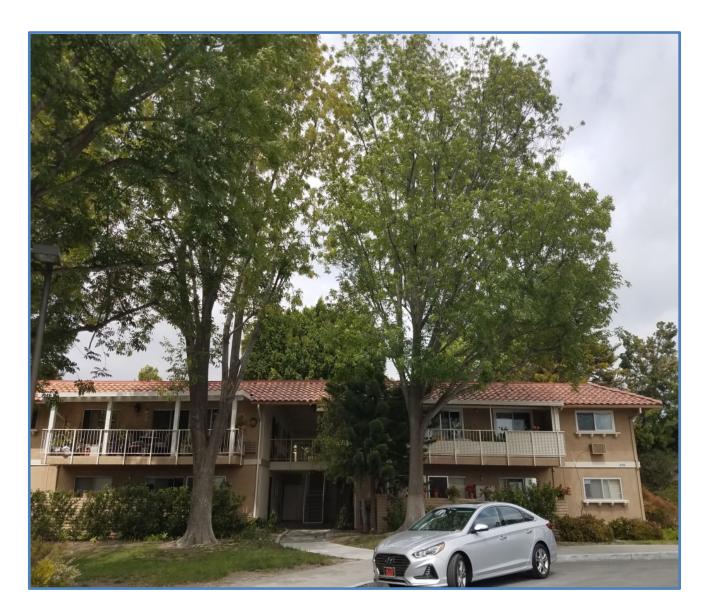
By signing, you are acknowledging this request.

Rouge Drouden Owner's Signature

RONALD DRAUDEN Owner's Name

Agenda Item 12a Page 7 of 11 ATT-2

United Laguna Woods Mutual Request for Tree Removals at 2152 April 25, 2018



**Shamel Ash Trees** 

2152-A: Left Side

2152-B: Right Side

Agenda Item 12a Page 8 of 11 ATT-3

# United Laguna Woods Mutual Request for Tree Removals at 2152 April 25, 2018





# **ROOTS OF ASH TREE AT 2152-A**

Agenda Item 12a Page 9 of 11 ATT-3





# **ROOTS OF ASH TREE AT 2152-B**

Agenda Item 12a Page 10 of 11 ATT-3 United Laguna Woods Mutual Request for Tree Removals at 2152 April 25, 2018

# Star Pine and Weeping Fig Trees



Agenda Item 12a Page 11 of 11 ATT-3 page intentionally left blank



# **STAFF REPORT**

# DATE: April 25, 2018 FOR: Landscape Committee SUBJECT: Request for Tree Removal by – 25 T Avenida Castilla (Shotwell) – Maidenhair Tree

# RECOMMENDATION

Deny the request for the removal of one Maidenhair Tree and trim as needed during the next trim cycle.

# BACKGROUND

Ms. Shotwell purchased the unit in January 2007. She is requesting the removal of a Maidenhair Tree, *Ginkgo biloba*, located in the turf area along the side of her unit. The reasons cited by her for the request are: excessive litter/debris, intense offensive odor and the staining being brought into the house on her shoes due to walking on fallen berries. (ATT-2)

The tree was last pruned in September 2015. It is scheduled for pruning again in approximately September 2018. It is approximately 40 feet in height with a trunk diameter of 19 inches. It is growing approximately five to six feet from the sidewalk and approximately 15 feet from the building (ATT-1).

Maidenhair Trees are typically a slow growing tree with very distinctive leaves, bright fall color and very few negative characteristics. This species is unique in that it has a male and female plant type; with the female plant producing a fruit with a very distinct pungent odor. For that reason, the female plant is not usually planted in residential landscape settings. Apparently, the tree being requested for removal is female and is producing fruit. Due to the size and maturity of this particular tree, the negative impacts of the fruit are significant.

# DISCUSSION

At the time of inspection, the tree was found to be in fair condition with no visible decay, pests or trunk damage and well placed.

# FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$500. The cost to trim is estimated at \$150 and the estimated value is \$3,494 based on ArborPro tree inventory.

United Laguna Woods Mutual Request for Tree Removal by – 25 T Avenida Castilla (Shotwell) – Maidenhair Tree April 25, 2018

Prepared By: Bob Merget, Tree Supervisor

**Reviewed By:** Larry Hernandez, Landscape Manager

Bruce Hartley, General Services Director

# ATTACHMENT(S)

ATT-1: Photographs ATT-2: Mutual Landscape Request Form United Laguna Woods Mutual Request for Tree Removal by – 25 T Avenida Castilla (Shotwell) – Maidenhair Tree April 25, 2018



Agenda Item 12b Page 3 of 6 ATT-1

Laguna Woods Village.

# RECEIVED MAR 13 2018 MUTUAL LANDSCAPE REQUEST FORM MAR 13 DIVISION MUTUAL LANDSCAPE REQUEST FORM MAR 13 DIVISION PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUE

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 Inform	ation
You must be an owner to request non-routine Landscape re	quests.
25 Ave Castilla anit T)	
Address / //	Today's Date
Helene Shotwell	949-683-4550
Resident's Name	Telephone Number
Non-Routine Reque	st
Please checkmark the item that best describes your request. "Other" and explain.	If none apply, please checkmark
Tree Removal  New Landscape	Off-Schedule Trimming
□ Other (explain):	
Reason for Reques	
Please checkmark the item(s) that best explain the reason f	
Structural Damage     Sewer Damage     Overgrown	Poor Condition
X Litter/Debris	or; stains
č /	
<ul> <li>GUIDELINES:</li> <li><u>Structural/Sewer Damage</u>: Damage to buildings, sidewa may justify removal if corrective measures are not practi</li> </ul>	
<ul> <li><u>Overgrown/Crowded</u>: Trees or plants that have outgrown removal.</li> </ul>	n the available space may justify
<ul> <li><u>Damaged/Declining Health</u>: Trees or plants that are dec corrective action before removal/replacement is conside</li> </ul>	lining in health will be evaluated for
<u>View Blockage</u> : By nature, view blockage must be review	wed case by case to determine the
<ul> <li>appropriate course of action.</li> <li><u>Litter and Debris</u>: Because all trees shed litter seasonall</li> </ul>	y, generally this is not an adequate
reason to justify removal. However, if granted, removal/ expense.	replacement may be at the resident's
· Personal Preference: Because one does not like the app	pearance or other characteristics of
the tree or plant generally does not justify its removal. Fremoval/replacement is usually at the resident's expension	lowever, if granted,
Mutual Landscape Request Form Revised: October 2017	Page 1 of 2 OVER $\rightarrow$

Agenda Item 12b Page 4 of 6 ATT-2

E **Description & Location of Request** MAR describe the situation and the exact location of the subject of the request ( oine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary. B ANINA 19 nomes. l 0 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
Heine/In	25T	$\boldsymbol{X}$		
Jandrey J. Chan	25F	X		
Aloria Silenspon	ZSA	$\mathbf{X}$	, · · ·	
Bernard Frenkel	257	$\mathbf{\dot{\times}}$		a, duama ar
Marianne Foss	25N	V		
Bessi Borker	25D			

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

Acknowledgement - Owner
By sighing, you are acknowledging this request.

Owner's Signatúre

**Owner's Name** 

Signature Manorfor UD Q9 John H. Hagge 25-4 Mutral Harmenter 25-E X

Agenda Item 12b Page 6 of 6 ATT-2



# **STAFF REPORT**

# DATE: April 25, 2018 FOR: Landscape Committee SUBJECT: Request for Tree Removal at 594-A Avenida Majorca (Jones) – American Sweetgum

# RECOMMENDATION

Approve the request for the removal of one American Sweetgum tree located at 594-A.

# BACKGROUND

Mr. Jones purchased the unit in August 1997. He is requesting the removal of one American Sweetgum tree, *Liquidambar styraciflua*, located at the front of his unit in the shrub bed. The reasons cited by him for the request are: structural damage, overgrown and roots growing under the slab. (ATT-2) The tree was last pruned in December 2015 and is scheduled for pruning again in December 2018. It is approximately 31 feet in height with a trunk diameter of 11 inches. It is growing approximately five feet from the sidewalk and building. (ATT-1)

# DISCUSSION

At the time of inspection, the tree was found to be in fair condition with noticeable topping from a previous trimming due to the presence of a bacterial disease called xylella, which is transmitted by the Polyphagous Shot-hole Borer. This untreatable disease is manifested by continual dieback of branches over time, leading to the eventual death of the tree.

The tree is growing in close proximity to the foundation of the building and is a species with a tendency to have an aggressive root system, which will likely lead to damage to the unit in the foreseeable future, unless it dies from disease or is removed prior to that occurring. Therefore, staff recommends that the tree be removed.

# FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$600; with an estimated value of \$2,168.

Prepared By:	Bob Merget, Tree Supervisor
Reviewed By:	Larry Hernandez, Landscape Manager
	Bruce Hartley, General Services Director

ATTACHMENT(S) ATT-1: Photographs ATT-2: Mutual Landscape Request Form United Laguna Woods Mutual Request for Tree Removal by - 594-A Avenida Majorca (Jones) – American Sweet Gum) April 25, 2018





Agenda Item 12c Page 2 of 4 ATT-1

lagaa Woods Villago.

# 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 Inform	ation
You must be an owner to request non-routine Landscape re	equests.
594-A AVENIDA MADORCA	<u>3/5/20/8</u> Today's Date
Address	Todaý's Date
M.L. JONES	<u>949 · 58/ · 686/</u> Telephone Number
Resident's Name	Telephone Number
Non-Routine Reque	
Please checkmark the item that best describes your request. "Other" and explain.	. If none apply, please checkmark
🖉 Tree Removal 🤺 🗆 New Landscape	Off-Schedule Trimming
□ Other (explain):	
	· · · · · · · · · · · · · · · · · · ·
Reason for Reques	
Please checkmark the item(s) that best explain the reason t	for your request.
É Structural Damage □ Sewer Damage DrOvergrown	Poor Condition
□ Litter/Debris □ Personal Preference □ View Obstruct	ion

□ Other (explain):

### **GUIDELINES:**

- <u>Structural/Sewer Damage</u>: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- <u>Overgrown/Crowded</u>: Trees or plants that have outgrown the available space may justify removal.
- <u>Damaged/Declining Health</u>: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- <u>View Blockage</u>: By nature, view blockage must be reviewed case by case to determine the appropriate course of action.
- <u>Litter and Debris</u>: 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.
- <u>Personal Preference</u>: 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.

Mutual Landscape Request Form Revised: October 2017 • Page 1 of 2 OVER  $\rightarrow$ 

> Agenda Item 12c Page 3 of 4 ATT-2

**Description & Location of Request** 

Please <u>briefly</u> describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

TREE AT SUN CORNER OF MANOR 594 A WAS PLANTED TO CLOSE

TO UNIT AND HAS OUTGROWN ITS SPACE. ROOTS ARE GROWING UNDER

MANOR 594. A JUAN AND LOALKWAY BETWEEN MANORS 594. A AND

595.C, AT WALK WAY LIGHT. THESE ROOTS WILL DANAGE ABOVE AREAS. 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

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Owner's Name

Agenda Item 12c Page 4 of 4 ATT-2