



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

**Monday, May 22, 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 April 24, 2023
5. Remarks of the Chair
6. Department Head Update
  - a. Project Log
  - b. Water Use Comparison Graph
7. Member Comments (Items Not on the Agenda)

8. Response to Member Comments

Items for Discussion and Consideration

9. Tree Removal Request – 118-U Via Estrada

Concluding Business

10. Committee Member Comments

11. Date of Next Meeting – June 26, 2023 at 1:30 p.m.

12. 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, April 24, 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:** Maggie Blackwell, Vu Chu, Juanita Skillman

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

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

**1. Call to Order**

Chair Casey called the meeting to order at 1:30 p.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Quam made a motion to approve the agenda. Director Liberatore seconded. The agenda was approved unanimously.

**4. Approval of the Meeting Report for November 28, 2022**

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

**5. Chair's Remarks**

Chair Casey read a pre-written statement regarding the draft version of the Urban Forest Management Plan. Members made comments and asked questions.

## **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.

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

Topics included:

- Weeds
- Painters damaging landscaping

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

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

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

## **9. Turf Reduction Projects Status Update**

Mr. Wiemann discussed the current status of the passive park project, along with the status of the approved locations list. Members made comments and asked questions.

### **Concluding Business**

## **11. Committee Member Comments**

Various comments were made.

## **12. Date of Next Meeting – May 22, 2023 at 1:30 p.m.**

## **13. Adjourned at 2:10 p.m.**



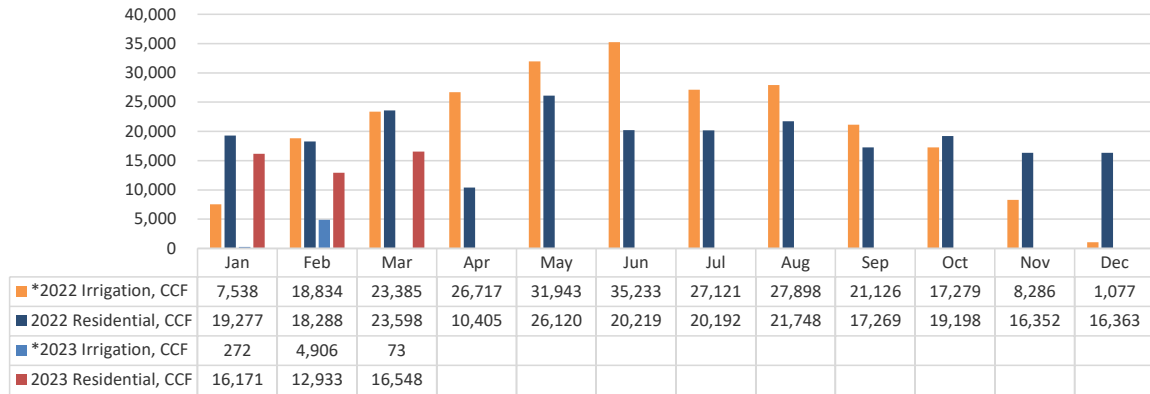
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Diane Casey, Chair

United Mutual Landscape Project Log May 22, 2023 2023 Reserve Fund Projects (As of 03/31/2023)									
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 8/1/23	n/a	Annual	22.45%	\$ 177,744	\$39,898	\$ 137,846
	540-Staff		Work scheduled for Fall 2023	n/a	Annual	16.73%	\$ 24,985	\$ 4,179	\$ 20,806
	Contracted		Work started 5/8/2023; estimated completion 7/26/23	P100011800	7/26/2023	3.69%	\$ 189,480	\$ 7,000	\$ 182,480
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	MIS106-2201-01	Annual	30.24%	\$ 73,913	\$ 22,348	\$ 51,565
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 1,973 trees and removed 5 trees.	P100011261	Annual	83.02%	\$ 531,146	\$ 440,949	\$ 90,197
	In-House Tree Crew		As of March 31, 2023, the in-house crew trimmed 47 trees and removed 20 trees.	n/a		15.32%	\$ 395,240	\$ 60,564	\$ 334,676

\*Completion based upon invoices received to-date; 05/12/2023

## United Mutual - Water Consumption 2022-2023 Trends



\*Estimated Irrigation Usage



## STAFF REPORT

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**DATE:** May 22, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 118-U – One Canary Island Pine Tree (A)  
[Click here to enter subject line 2](#)

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### **RECOMMENDATION**

Deny the request for the removal of one Canary Island Pine tree located at 118-U Via Estrada.

### **BACKGROUND**

The requestor became a Member in January 2018, and is requesting the removal of one Canary Island Pine tree, *Pinus canariensis*, located in the area at the rear of the unit.

The reasons cited for the removal are: overgrown, litter/debris (causing a hazardous situation for residents), needles on the patio, the tree is too close to the unit and it is leaning. There are three additional signatures on the Mutual Request Form in favor of the removals (Attachment 1).

Staff does not have a record of when the tree was last trimmed. However, an estimate based on the growth indicates a clearance trim was performed in the last eight years. Future trimming of Canary Island Pines is tentatively scheduled within the next two to three years based on funding.

The height of the tree is approximately 60 feet, with a trunk diameter of approximately 25 inches. The tree is growing approximately ten feet from the lower patio and upper balcony (Attachment 2).

### **DISCUSSION**

At the time of the inspection, tree (A) was found to be in fair health with an unbalanced canopy due to clearance trimming and the close proximity to another Canary Island Pine tree (B) which is approximately ten feet away. This tree is growing on a slope. Neither trees (A) and (B) displayed signs of decay, or signs of pest or prior pest damage. Both possess healthy trunk attachments.

There are six Canary Island Pines (B-G) growing adjacent to building 118, two at the rear and five at the side of the building along the street (Attachment 3). The average height of these trees is 60 feet with an average trunk diameter of 25 inches. These trees are growing in the turf area between 12 and 20 feet from the building. All five trees need corrective trimming; it is staff's recommendation to address clusters of pines for efficiency.

Staff is recommending Trees (A) and (B) be trimmed of deadwood and cross branches. Staff is also recommending both trees be thinned out and maintained in the future as such.

Trees (C-G) are recommended for individual trimming, with a 25-30 percent needle reduction through thinning and select branch removal. Three out of the five trees will need the 30 percent while the other two would require 25 percent or less.

The five trees along the street (C-G) would be considered to have normal access while trees (A-B) would be considered to have difficult/technical access. Normal accessibility typically means the tree can be trimmed with the use of the bucket truck while difficult/technical means the tree has to be climbed. These two classifications of accessibility have two different prices shown below.

### **FINANCIAL ANALYSIS**

The cost to trim the five Canary Island Pines with normal access is \$550 per tree (\$2,750). The cost to trim the two Canary Island Pines with difficult/technical access is \$950 (\$1,900). The estimated cost to remove tree (A) is approximately \$1,975. The estimated average value of these trees is \$10,327 each based on the tree inventory data.

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

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

**Committee Routing:** None

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



BY: [Signature]**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.*1180 Via Estrada

Address

3/29/23

Today's Date

Laura Hanson

Resident's Name

(949) 338-2045

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): Dangerous pine needles in considerable amount causing hazardous situations for residents.**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.

Extremely Slippery pine needles, debris cones  
Constantly falling on patios + breezeways. Tree  
Leaning and close to structures as well.

### Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Don Dama</i>	118R	<input checked="" type="checkbox"/>		
<i>James F. Versader</i>	118E	<input checked="" type="checkbox"/>		
<i>C. Hoffman</i>	118H	<input checked="" type="checkbox"/>		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Lance Hanson*

Owner's Signature

*Lance Hanson*

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: \_\_\_\_\_



















