



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

**Monday, August 26, 2024 – 1:30 p.m.
BOARD ROOM/VIRTUAL
Laguna Woods Village
24351 El Toro Road, Laguna Woods, CA**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions for virtual meetings using one of three options:

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

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

AGENDA

1. Call Meeting to Order
 2. Acknowledgment of Media
 3. Approval of the Agenda
 4. Approval of the Meeting Report for July 22, 2024
 5. Remarks of the Chair
 6. Department Head Update
 - a. Project Log
 - b. Water Use Comparison Graph
 - c. Tree Work Status Report
 7. Member Comments (Items Not on the Agenda)
 8. Response to Member Comments
- Items for Discussion and Consideration:**
9. 471-E Tree Removal Request
 10. 312-A Tree Removal Request
 11. CDS 40 Bench Request
 12. CDS 16 Bench Request
 13. AB1572 Education

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

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – September 23, 2024 at 1:30 p.m.
16. Adjournment

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

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



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

**Monday, July 22, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Anthony Liberatore, Vidya Kale
COMMITTEE MEMBERS ABSENT:	None
OTHERS PRESENT:	Maggie Blackwell, Ellen Leonard
ADVISORS PRESENT:	Ann Beltran, Mary Sinclair
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Kale made a motion to accept today's agenda; Director Liberatore seconded the motion. Hearing no objection, the agenda was approved unanimously.

4. Approval of the Meeting Report for June 24, 2024

The committee unanimously approved the meeting report.

5. Chair's Remarks

Chair Quam gave a brief introduction and explained how member comments work. She also explained AB 1572 and updated everyone on the status of the 2025 business plan.

6. Department Head Update

6a. Project Log

Mr. Wiemann notified the committee that turf reduction is still in progress, and a rebate will be received after the final measurements are complete. All annual scheduled work is on time. He updated the committee that the mapping project is moving quickly and should be complete by August 1.

6b. Water Use Comparison Chart

Mr. Wiemann explained the charts.

6c. Tree Work Status Report

Mr. Wiemann gave a brief overview.

7. Member Comments (Items not on the agenda)

- One member commented regarding revising the report from the last meeting.
- One member commented on a fig tree.
- One member commented on mulch, tree concerns, and herbicides.
- One member commented on turf reduction concerns.
- Three members commented on AB 1572.
- One member commented on the rising water costs and wildlife crossings in turf areas.
- One member commented on the PAC irrigation system.

8. Response to Member Comments

Mr. Wiemann and the Chair responded to member comments.

Items for Discussion and Consideration

9. 257-C Tree Removal Request

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

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

10. 565-A Tree Removal Request

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

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

11. 795-C Tree Removal Request

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

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

12. 251-A Tree Removal Request

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

Director Liberatore moved to accept the staff's recommendation to deny the tree removal request; Director Kale seconded the motion. The motion was called to a vote of 1-2-0; Director Kale and Chair Quam opposed it. The tree will be removed.

13.2038-C Landscape Alteration Request

Mr. Wiemann presented a brief overview of the items. He explained to the committee that his staff misinterpreted the turf reduction completed by 2041-C. Staff had approved the turf reduction but failed to properly document it; the resident at 2041-C had approval to perform the alterations in front of the unit.

After the United Board agenda prep meeting, this item was returned to the committee and requested to be separated into two motions. Discussion ensued on both motions.

Chair Quam moved to accept the staff's recommendation to deny the removal of the trellis; Director Kale seconded the motion. The motion was called to a vote of 2-1-0, with Director Liberatore in opposition.

Chair Quam moved to accept the staff's recommendation to deny the request to remove plant material to place a crushed stone pathway; Director Kale seconded the motion. The motion was called to a vote of 2-1-0, with Director Liberatore in opposition.

14. Clipping Ticket Pilot

Mr. Wiemann presented an overview of the pilot program. A discussion ensued regarding alternatives to purchasing plastic bins for clipping. Chair Quam made a motion to ask staff to provide pricing for alternative containers at the next meeting. Director Liberatore seconded the motion; the motion passed unanimously.

15. Committee Charter

The committee reviewed the redline changes to the charter. Chair Quam made a motion to accept the changes to the committee charter; Director Liberatore seconded the motion. The motion passed unanimously.

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

- AB 1572 Budgeting
- Educating residents on AB 1572
- KPI's


Concluding Business

16. Committee Member Comments

One comment was made.

17. Date of Next Meeting – August 26, 2024 at 1:30 p.m.

18. Recess at 3:21 p.m.


SueQuam(UJ24 C02 4 1 2 14 P01)
Sue Quam, Chair

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

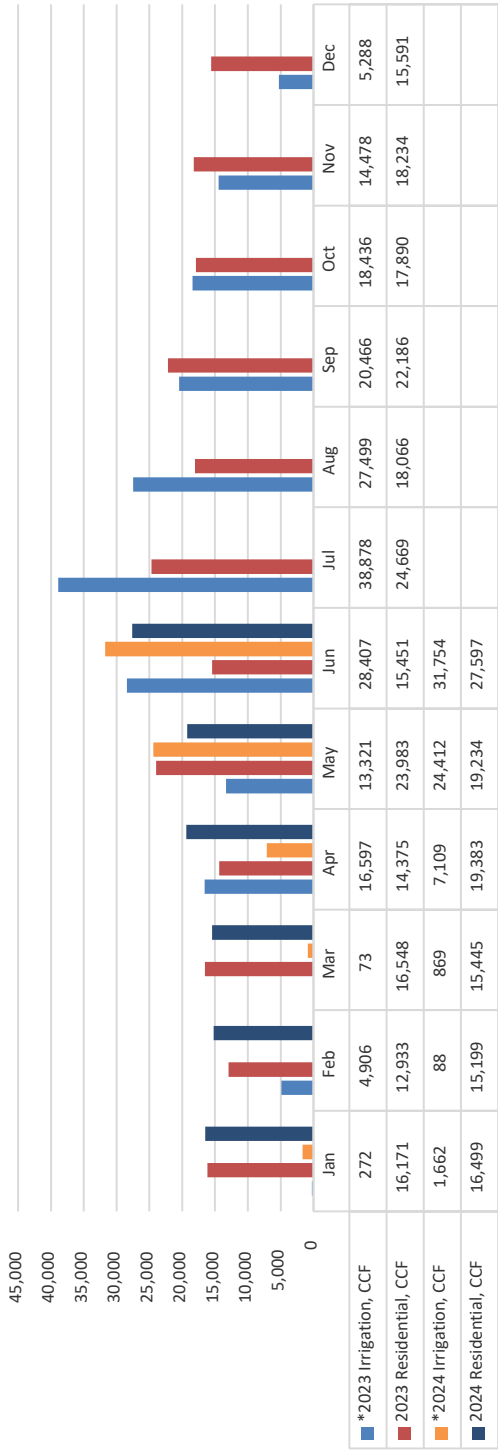
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United Mutual Landscape Project Log August 26, 2024 2024 Reserve Fund Projects (As of 06/30/2024)										
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Work Status	Budget	YTD*	Budget Status	Balance
Landscape Modification/Turf Reduction	510-Staff	Areas to eliminate inefficient maintenance and high water usage; replace with easier to maintain/water efficient landscape with low water use irrigation.	Jan. & Feb. Crew replanting shrubs. Turf Reduction locations approved by Committee 2/26/24. Rebate applications approved, work 100% complete.	n/a	Annual	85%	\$ 195,857	\$ 100,745	51.44%	\$ 95,112
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	Annual	95%	\$ 27,034	\$ 11,733	43.40%	\$ 15,300
	Contracted		CDS 51 Landscape Construction Services (Res. 01-23-08 Funds) Work complete, rebate received.	P100012830	Complete	100%	\$ 35,733	\$ 35,733	100.00%	\$ -
	Contracted		Digital Mapping in progress, 95% complete	P100013430	12/31/2024	95%	\$ 66,120	\$ 56,203	85.00%	\$ 9,917
AB1572 Turf Reduction Design	Contracted	Determine functional/non-functional turf areas and design turf reduction templates	Proposals Received July 1, 2024. Recommended for Board August 13, 2024. Postponed to October Board Meeting	n/a			\$ 137,800			
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Renovation Complete, Maintenance on schedule	MIS106-2201-01	Annual	50%	\$ 82,759	\$ 57,090	68.98%	\$ 25,669
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 6 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 1,140 trees, removed 5 and planted 4 trees.	P100009780	Annual	40%	\$ 663,588	\$ 228,510	34.44%	\$ 435,078
	In-House Tree Crew		As of July 31, 2024, the in-house crew trimmed 404 trees and removed 44 trees.	n/a		50%	\$ 401,693	\$ 187,114	46.58%	\$ 214,579

*Status based upon invoices received to-date; 8/14/2024

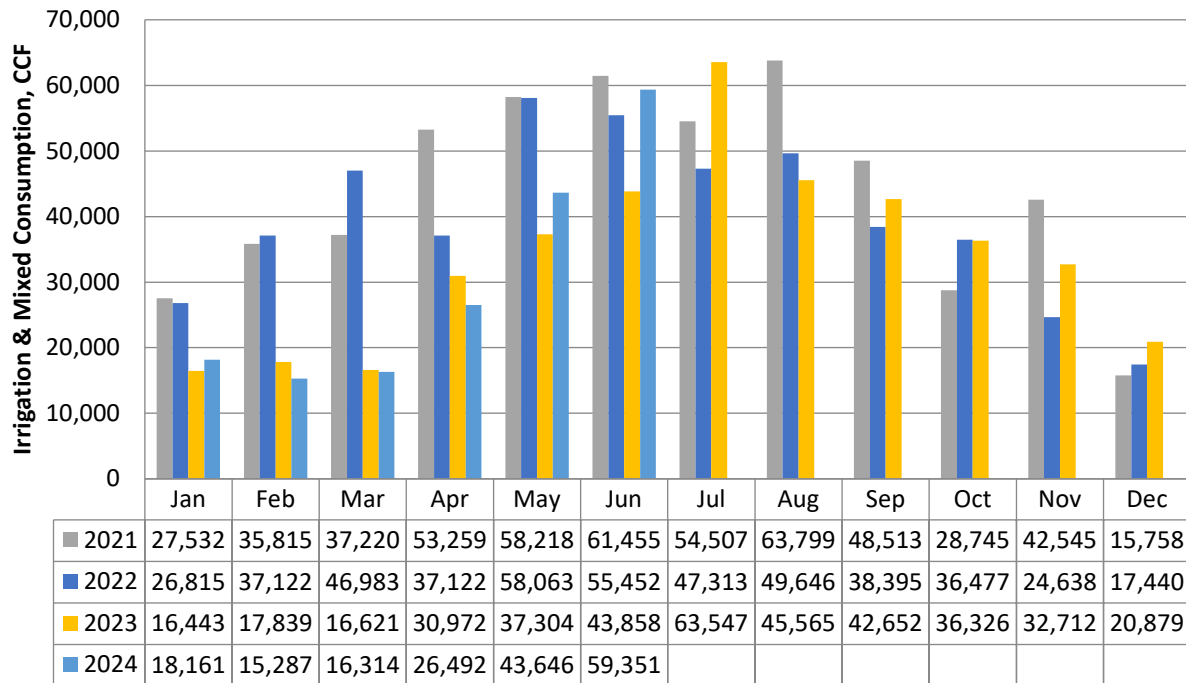
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United Mutual - Water Consumption 2023-2024 Trends



*Estimated Irrigation Usage

United Mutual - Irrigation & Mixed Consumption 2021 - 2024 Trends



United Mutual Off Schedule Tree Work								
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
7/8/2024	409	Trim	African Sumac	8	Full Trim	Staff		
7/8/2024	2188	Trim	Red Bud	8	Full Trim	Staff		
7/8/2024	540	Trim	Magnolia	8	Full Trim	Staff		
7/8/2024	2	Hanger	Silk Tree	2	Hanger in Canopy	Staff		
7/8/2024	2115	Clearance	Weeping Fig	1	Clearance Trim	Staff		
7/8/2024	2115	Clearance	Brazilian Pepper	1	Clearance Trim	Staff		
7/9/2024	123	Hanger	Silk Oak	3	Hanger in Canopy	Staff		
7/11/2024	347	Clearance	King Palm	3	Clearance Trim	Staff		
7/11/2024	629	Trim	2 Silk Oaks	16	Full Trim	Staff		
7/11/2024	629	Trim	Gold Medallion	4	Full Trim	Staff		
7/11/2024	892	Clearance	Rusty Leaf Fig	2	Clear, Endweight	Staff		
7/11/2024	2037	Trim	King Palm	2	Full Trim	Staff		
7/11/2024	2210	Removal	Persimmon	4	Resident Request	Staff	TBD	TBD
7/11/2024	2127	Removal	B. bush	3	In Decline	Staff	TBD	TBD
7/11/2024	119	Trim	Silk Oak	7	Full Trim	Staff		
7/12/2024	119	Trim	Silk Oak	9	Full Trim	Staff		
7/17/2024	542	Trim	Liquid Ambar	12	Full Trim	Staff		
7/17/2024	543	Trim	Liquid Ambar	10	Full Trim	Staff		
7/17/2024	558	Trim	Liquid Ambar	12	Full Trim	Staff		
7/18/2024	55	Removal	Monterrey Pine	12	In Decline	Staff	TBD	TBD
7/18/2024	544	Removal	Liquid Ambar	20	In Decline	Staff	TBD	TBD
7/18/2024	401	Removal	Bottle Tree	6	In Decline	Staff	TBD	TBD
7/18/2024	568	Trim	Holly Tree	2	Full Trim	Staff		
7/18/2024	568	Clearance	Chinese Elm	3	Clear, Endweight	Staff		
7/19/2024	62	Clearance	Rusty Leaf Fig	3	Clear, Endweight	Staff		
7/19/2024	879	Removal	Orchid Tree	4	In Decline	Staff	TBD	TBD
7/19/2024	946	Trim	Patio Tree	2	Full Trim	Staff		
7/23/2024	136	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff		
7/23/2024	579	Hanger	Australian Willow	2	Hanger in Canopy	Staff		
7/25/2024	12	Hanger	Star Pine	2	Hanger in Canopy	Staff		
7/25/2024	273	Hanger	Silk Oak	2	Hanger in Canopy	Staff		
7/29/2024	597	Clearance	C. Myrtle	2	Clear, Endweight	Staff		
7/29/2024	723	Clearance	2 Carrotwood	4	Clear, Endweight	Staff		
7/29/2024	723	Clearance	C. Myrtle	2	Clear, Endweight	Staff		
7/29/2024	764	Clearance	3 Magnolias	5	Clear, Endweight	Staff		
7/29/2024	764	Clearance	Brisbane Box	2	Clear, Endweight	Staff		
7/29/2024	897	Trim	Carrotwood	3	Full Trim	Staff		
7/30/2024	136	Trim	Liquid Ambar	15	Full Trim	Staff		
8/1/2024	2219	Trim	3 Red Bud	7	Full Trim	Staff		
8/1/2024	2161	Removal	Red Bud	2	In Decline	Staff	TBD	TBD
8/1/2024	936	Clearance	3 Poddocarpus	6	Clear, Endweight	Staff		
8/1/2024	862	Trim	2 Torulosas	6	Full Trim	Staff		
8/1/2024	795	Trim	Loquat	4	Full Trim	Staff		
8/1/2024	326	Trim	2 Bottlebrush	6	Full Trim	Staff		
8/2/2024	2019	Trim	Queen Palm	4	Full Trim	Staff		
8/2/2024	2019	Clearance	Carob Tree	3	Clear, Endweight	Staff		
8/2/2024	2082	Removal	Peppermint	16	In Decline	Staff	TBD	TBD
8/5/2024	553	Hanger	Red Bud listed a Magnolia	2	Hanger in Canopy	Staff		
8/5/2024	839	Hanger	Pinus Brutia	4	Hanger in Canopy	Staff		
8/5/2024	727	Hanger	Liquid Ambar	3	Hanger in Canopy	Staff		
8/6/2024	507	Hanger	Liquid Ambar	3	Hanger in Canopy	Staff		
8/6/2024	241	Hanger	Silk Oak	2	Hanger in Canopy	Staff		
8/7/2024	790	Hanger	Silk Oak	3	Hanger in Canopy	Staff		
8/8/2024	23	Removal	Volunteers	4	removed volunteers	Staff	TBD	TBD
8/8/2024	320	Clearance	Carob Tree	2	Clear, Endweight	Staff		
8/8/2024	178	Clearance	Crape Myrtle	2	Clear, Endweight	Staff		
8/8/2024	238	Removal	Orange Tree	2	Resident Request	Staff	TBD	TBD
8/8/2024	928	Removal	Windmill Palms	2	In Decline	Staff	TBD	TBD
8/8/2024	930	Removal	Windmill Palms	2	In Decline	Staff	TBD	TBD
8/8/2024	561	Clearance	Carrotwood	2	Clear, Endweight	Staff		
8/8/2024	689	Clearance	Honey Loquat	2	Clear, Endweight	Staff		
8/8/2024	853	Clearance	Liquid Ambar	2	Clear, Endweight	Staff		
8/8/2024	181	Clearance	Mimosa	2	Clear, Endweight	Staff		
8/9/2024	401	Removal	Brisbane Box	4	In Decline	Staff	TBD	TBD
8/9/2024	290	Removal	Liquid Ambar	8	In Decline	Staff	TBD	TBD
8/9/2024	119	Removal	Spartan Juniper	4	In Decline	Staff	TBD	TBD

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STAFF REPORT

DATE: August 26, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 471-E Calle Cadiz - California Sycamore

RECOMMENDATION

Approve the request for the removal of one California Sycamore tree located at 471-E Calle Cadiz.

BACKGROUND

The requestor became a member in April 2012, and is requesting the removal of one California Sycamore tree, *Platanus Racemosa*, located in the shrub bed area at the front of the unit.

The reasons cited for the removal request are tree limb drop and rodent activity. There was hole located at the root crown for the alleged rat intrusion. There are five additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The height of the tree is approximately 45 feet, with a trunk diameter of approximately 21 inches. The tree is growing approximately five feet from the manor (Attachment 2).

DISCUSSION

At the time of the inspection, the tree was found to be in an elevated shrub bed with sufficient space for a tree of this size and its root structure. The tree's trunk was found to be hollow; this means the tree is structurally unsound and should be removed. There were no signs of pests or prior pest activity. There was no deadwood in the canopy yet internal decay was present.

This tree meets the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. It is the recommendation of the staff the tree removal be approved.

FINANCIAL ANALYSIS

The recurring cost to trim the trees is \$185 each. The estimated cost to remove the tree is \$1659. The estimated value of the tree is \$6,080 based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Field Operations

Megan Feliz, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

Laguna Woods 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 Landscape requests.

471 E CALLE CADIZ

Address

7/13/2024

Today's Date

Jeffrey D. Dickey

Resident's Name

[REDACTED]

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): The tree is constantly dropping large branches →**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, this is not an adequate reason to justify removal.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- View Obstruction: Trees will not be off-schedule trimmed or removed due to view obstruction.


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.

The tree is located in the front yard next to the pathway entering the front door.
Approximately 25' from entrance to property.

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
	472 D	✓		
	472 C	✓		
	471 F	✓		
	471 E	✓		
	471 H	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.



Owner's Signature

Janet L. Barney

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: _____

in the front pathway of the unit as we exit & arrive at the property. These branches are large & have also fallen on residents. In addition to the large branches falling throughout the property, rats are also living in the tree trunk at the base of the tree which causes an unhealthy living environment.

Due to the unsafe condition of tree branches falling and rats occupying the front yard area, we request that the tree be cut down. Its location right next to the front door is very hazardous. Please consider our request. Thank you.

ONE OTHER THING I CAN STICK A 6 FT POLE IN THE HOLE ON BOTTOM OF TREE THATS IS THE MOUSE ENTRANCE. AND IT FITS THE HOLE ALL THE WAY DOWN THERE ARE NO ROOTS UNDER THE TREE

Attachment 2

















STAFF REPORT

DATE: August 26, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 312-A Avenida Castilla – Canary Island Pine

RECOMMENDATION

Approve the request for the removal of one Canary Island Pine tree located at 312-A Avenida Castilla.

BACKGROUND

The requestor became a member in September 2019, and is requesting the removal of one Canary Island Pine tree, *Pinus Canariensis*, located in the shrub bed at the rear of the unit.

The reason cited for the removal request is structural damage. A root bulge adjacent to the structure indicates root impaction against the foundation. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The height of the tree is approximately 45 feet, with a trunk diameter of approximately 21 inches. The tree is growing approximately five feet from the manor (Attachment 2).

DISCUSSION

At the time of the inspection, the tree was found to be in a poor location in an elevated shrub bed with insufficient space for a tree of this size and its root structure. The database shows a long history of sewer blockage dating back to 2020. The tree's trunk was flared in its attempt to balance itself, the tree looked to have been topped in a past trim cycle. This practice was adopted to combat a previous community-wide beetle infestation. There were no signs of active pests. There was no deadwood in the canopy and no decay present.

This tree meets the parameters set forth in §3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. It is the recommendation of staff the tree removal be approved.

FINANCIAL ANALYSIS

The recurring cost to trim the trees is \$395 each. The estimated cost to remove the tree is \$1,659. The estimated value of the tree is \$9,110 based on the tree inventory data.

United Laguna Woods Mutual
Landscape Committee
August 26, 2024
Page 2

Prepared By: John Cox, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Field Operations

Megan Feliz, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs



Laguna Woods 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 Landscape requests.

312 Avenida Castilla unit A Laguna Woods

Address

CA 92637

Today's Date

James Lee

Resident's Name

Telephone Number

Non-Routine Request

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

☒ Tree Removal☐ New Landscape☐ Off-Schedule Trimming☐ Other (explain):

STOP UP THE
LITTER & DEBRIS CLOUDED THE ROOF & DRAINAGE
TREE ROOTS DAMAGED THE FOUNDATIONS.

Reason for Request

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

☒ Structural Damage☐ Sewer Damage☒ Overgrown☐ Poor Condition☐ Litter/Debris☐ Personal Preference☐ Other (explain):**GUIDELINES:**

☒ **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.

• **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.

• **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.

• **Litter and Debris:** Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.

• **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

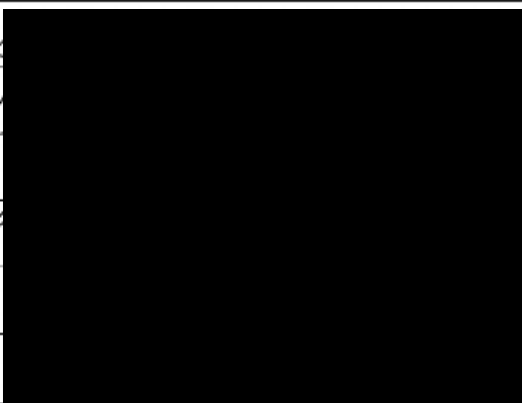
Description & Location of Request

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

The tree in east side of house is too close to wall, roots damaged the foundations. all the litters, debris piled on roof & stuffed the drainage, even for neighbours roof & gutters.

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
	Yes ^{311A}	✓		
	310A	✓		
	312A	✓		
	312B	✓		
	310E	✓		
	311B	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____















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STAFF REPORT

DATE: August 26, 2024
FOR: Landscape Committee
SUBJECT: Bench Request: 519-A Calle Aragon

RECOMMENDATION

Approve the request for one bench at CDS 40.

BACKGROUND

On July 19, 2024, the resident submitted a Landscape Request Form requested two benches be placed adjacent to a recent turf reduction project (Attachment 1). According to the request, the benches would provide a resting area for residents with health issues who cannot walk far and a place for residents to gather for conversation.

On March 12, 2024, the United Board of Directors approved Resolution 01-24-27, Bench Policy (Attachment 2). There are 11 signatures in favor of the bench placement.

DISCUSSION

The request is for two benches to be placed. This area is small and just underwent turf reduction. Due to the limited funds available, staff recommends approving only one bench. Staff recommends the bench be placed across from the turf reduction area under the existing mature tree, facing the newly landscape area.

The original request for the turf reduction included a request for benches, the bench policy was not in effect when the turf reduction was approved by the Committee, so the bench portion of the request was put on hold.

FINANCIAL ANALYSIS

The cost to purchase the bench and install is \$1,748.40. The placement and install would be accomplished with Landscape Services staff (Attachment 4). There are sufficient funds remaining in the supplemental funds approved in Resolution 01-24-35 to fund this request.

Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

- Attachment 1:** LRF Request
- Attachment 2:** Resolution 01-24-27
- Attachment 3:** Recommended Bench Location
- Attachment 4:** Cost Estimate

MUTUAL LANDSCAPE REQUEST FORM

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.

519 CALLE ARAGON, UNIT A

Address

JULY 19, 2024

Today's Date

TOM & DEE ANN WALLACE

Resident's Name

[REDACTED]
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): INSTALL TWO (2) BENCHES AT NEWLY LANDSCAPED
COMMON AREA IN CDS-410.

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): TO PROVIDE COMMUNITY SITTING/RESTING PLACE FOR RESIDENTS WITH
HEALTH ISSUES WHEN WALKING AND A SITTING PLACE FOR CONVERSATION.

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, this is not an adequate reason to justify removal.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- View Obstruction: Trees will not be off-schedule trimmed or removed due to view obstruction.

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.

REQUESTING BENCHES ALONGSIDE NEW LANDSCAPING (SEE ATTACHMENT)

BENCH #1 OPPOSITE 521D (FIRST CHOICE)

BENCH #2 OPPOSITE 519A

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
SEE ATTACHED				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

[Redacted Signature]

Owner's Signature

THOMAS D. WALLACE

Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____ DATE: _____ INITIALS: _____

530 _____ 540 _____ 570 _____ LAST PRUNED: _____

RELANDSCAPED: _____ NEXT TIME: _____

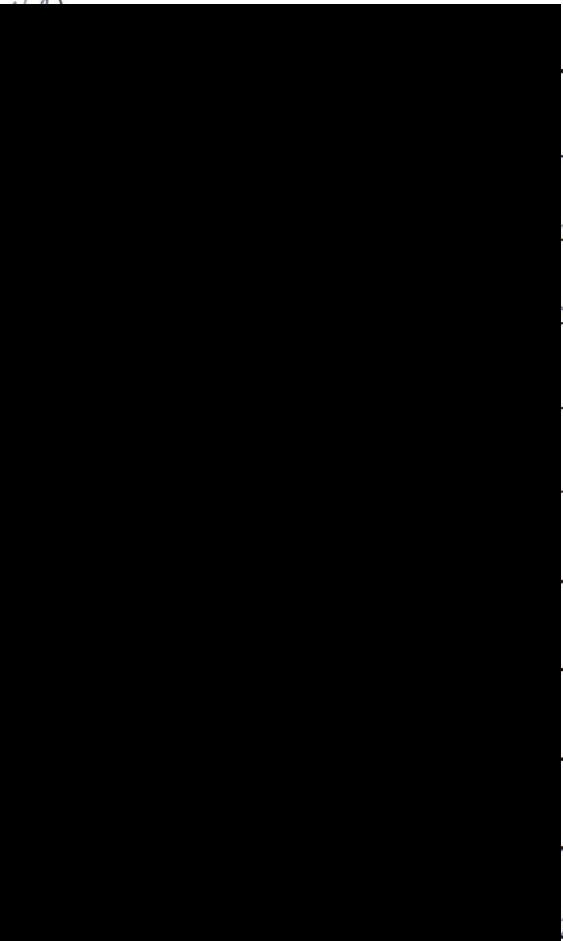
TREE SPECIES: _____

COMMENTS: _____

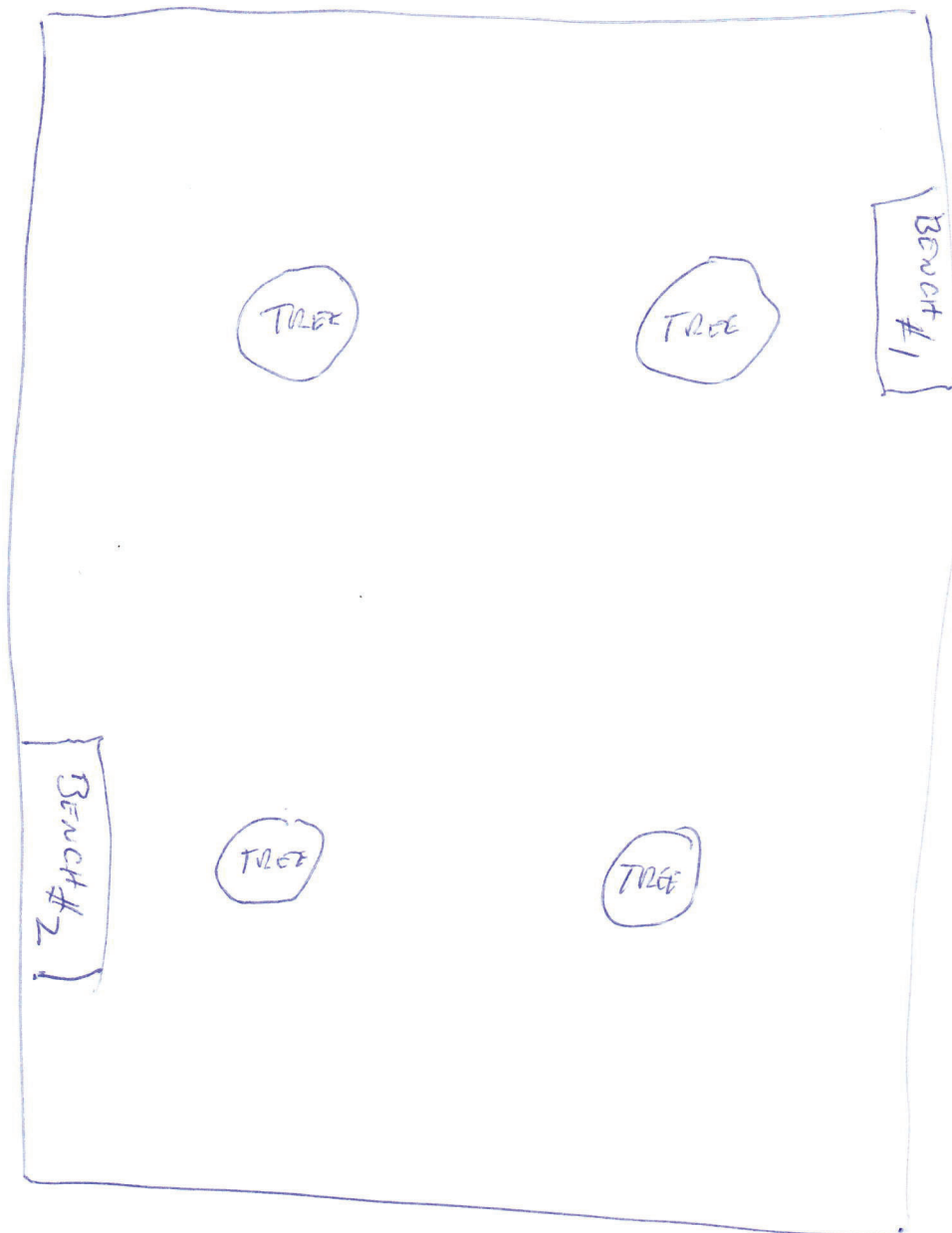
TREE VALUE: _____ TREE REMOVAL COST: _____

Signatures of All Neighbors Affected By This Request - additional

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
	522F	X		
	521Q	X		
	521B	✓		
	521P	✓		
	521N	✓		
	520A	✓		
	519C	✓		
	519D	✓		
	501-A	✓		
	522-6	✓		
	501B	✓		

519A



521D

PARKING



RESOLUTION 01-24-27

Bench Policy

WHEREAS, Resolution 01-12-34 adopted February 14, 2012 states the type of bench, color, and model of bench; and

WHEREAS, the landscape committee recognizes it does not address location, placement, adjacent surfaces or other safety considerations; and

NOW THEREFORE BE IT RESOLVED, March 12, 2024, that the Board of Directors of this Corporation introduces the revised Bench Policy which gives guidance and direction on the type of bench, color, and model of bench, request procedure, placement, and safety considerations; and

RESOLVED FURTHER, Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. Benches should have the following requirements:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests; and

RESOLVED FURTHER, for benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and thirty inches on at least one side to permit a wheelchair to sit beside the bench; and

RESOLVED FURTHER, in unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway. If there is more than one bench in a given area, at least one shall be accessible by wheelchairs; and

RESOLVED FURTHER, seating areas should be shaded, if possible and benches should be anchored to prevent unauthorized movement or theft; and

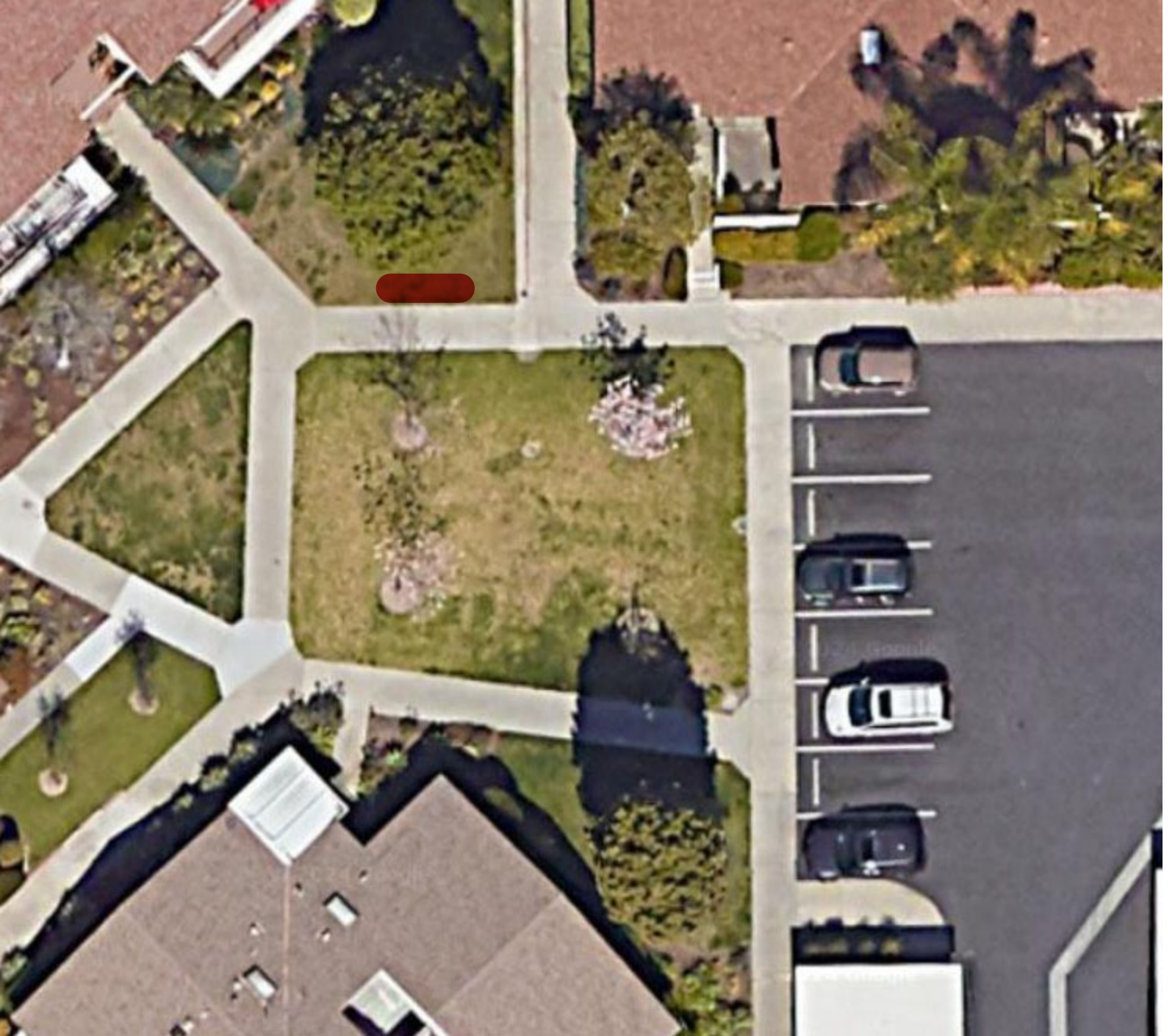
RESOLVED FURTHER, no benches can be donated as a memorial and no plaque maybe placed on them; and

RESOLVED FURTHER, requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible locations and prepare a recommendation for consideration by the Landscape Committee; and

RESOLVED FURTHER, that Resolution 01-12-34, adopted February 14, 2012 is hereby superseded and cancelled; and

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





Landscape Services Department
Cost Estimate

<u>Labor:</u>	<u>Work Ctr</u>	<u>Description</u>	<u>Hours</u>	<u>Labor Rate</u>	<u>Ext. Labor \$</u>
	510	Bench Installation into Sidewalk	8	\$ 50.80	\$406.40
					\$ -
		TOTAL LABOR			\$406.40

<u>Materials:</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Ext. Cost \$</u>
	Recycled Plastic Heritage Park Bench			
	6' Length Frame: Black Slat; Brown	1	\$1,142.00	\$1,142.00
	DG and concrete material	1	\$200.00	\$ 200.00
	TOTAL MATERIALS			\$1,342.00

TOTAL ESTIMATED COST \$1,748.40

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STAFF REPORT

DATE: August 26, 2024
FOR: Landscape Committee
SUBJECT: Bench Request: 60-Q Calle Aragon

RECOMMENDATION

Deny the request for a bench at CDS 16.

BACKGROUND

On August 5, 2024, the resident requested a bench to be placed (Attachment 1). According to the request, it provides a gathering area for residents to visit. These residents must stand just to visit and have nowhere to sit. Many residents in the area use walkers and cannot stand for long periods of time.

On March 12, 2024 the United Board of Directors approved an updated bench policy (Attachment 2). There are six signatures in favor of the bench placement. On April 22, 2024, the United Landscape Committee recommended to the Board of Directors approval of a bench in request from 60-Q in CDS 16 for residents to use while waiting for the bus. On May 14, 2024, the Board of Directors approved the installation of the bench; the bench was installed in August of 2024.

DISCUSSION

Staff recommends denying the bench request at this time. The areas in CDS 16 are large turf areas with trees. These will be among the areas under consideration for turf reduction as part of AB1572. As community gathering area definitions, descriptions, and appurtenances are still in flux, staff recommends waiting until the planning process is further along before moving forward with more work of this nature.

FINANCIAL ANALYSIS

The cost to purchase the benches and install is \$1,748.40. The placement and install would be accomplished with Landscape Services staff (Attachment 3).

Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

- Attachment 1:** LRF Request
Attachment 2: Resolution 01-24-27
Attachment 3: Cost Estimate



Laguna Woods 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 Landscape requests.

60-Q Calle Cadiz
Address

8-5-24
Today's Date

Florence Friedman

Telephone Number

Resident's Name

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): Bench Request in the grass area outside B60 as community gathering

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: Would like an area for friends and neighbors to sit under tree

GUIDELINES:

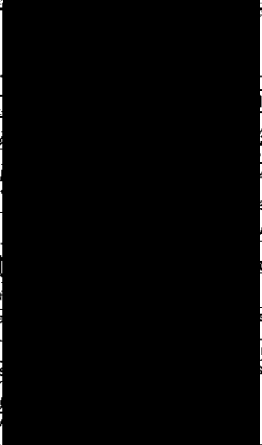
- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
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Description & Location of Request

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.

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
	602	<input checked="" type="checkbox"/>		

Manor #	For	Undecided	Against
602	YES		
603	YES		
604	YES		
605	YES		
606	YES		
607	YES		

(Please attach pictures as necessary.)

By _____
Owner's Name: RODOLFO FRIEDMAN

are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.



MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

COMMENTS: _____



RESOLUTION 01-24-27

Bench Policy

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RESOLVED FURTHER, that Resolution 01-12-34, adopted February 14, 2012 is hereby superseded and cancelled; and

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

Landscape Services Department
Cost Estimate

<u>Labor:</u>	<u>Work Ctr</u>	<u>Description</u>	<u>Hours</u>	<u>Labor Rate</u>	<u>Ext. Labor \$</u>
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