



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

**Monday, March 27, 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 February 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 – 370-B
10. Supplemental Funds for Turf Reduction

Concluding Business

11. Committee Member Comments
12. Date of Next Meeting – April 24, 2023 at 1:30 p.m.
13. Recess to Closed Session

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**

**Friday, February 24, 2023 – 9:30 A.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Diane Casey, Lenny Ross, Anthony Liberatore

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Maggie Blackwell, Juanita Skillman

**ADVISORS PRESENT:** Ann Beltran (left the meeting at 10:29 a.m.), Mary Sinclair

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

**1. Call to Order**

Chair Casey called the meeting to order at 9:32 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

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

**5. Chair's Remarks**

Director Casey stated that she experienced a great tour of the proposed turf reduction projects with the committee advisors.

## **6. Department Head Update**

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

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

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

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

### **6c. Key Performance Indicators Presentation**

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

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

Topics included:

- Mutual Rules and Regulations
- Member-Specific Requests
- Irrigation
- Pests

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

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

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

## **9. Water Saving Landscape Projects**

Director Ross made a motion to approve Landscaping Services to begin work on all listed locations, excluding the space depicted on Page 5. Director Liberatore seconded. The motion passed unanimously.

### **Concluding Business**

## **14. Committee Member Comments**

Various comments were made. Chair Casey encouraged the audience to complete the Village Tree Survey, which will be taken into consideration for the Urban Forest Management Plan.

## **15. Date of Next Meeting – March 27, 2023 at 1:30 p.m.**

## **16. Adjournment at 3:30 p.m.**

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Diane Casey (1/25/2023 13:34:15)

Diane Casey, Chair

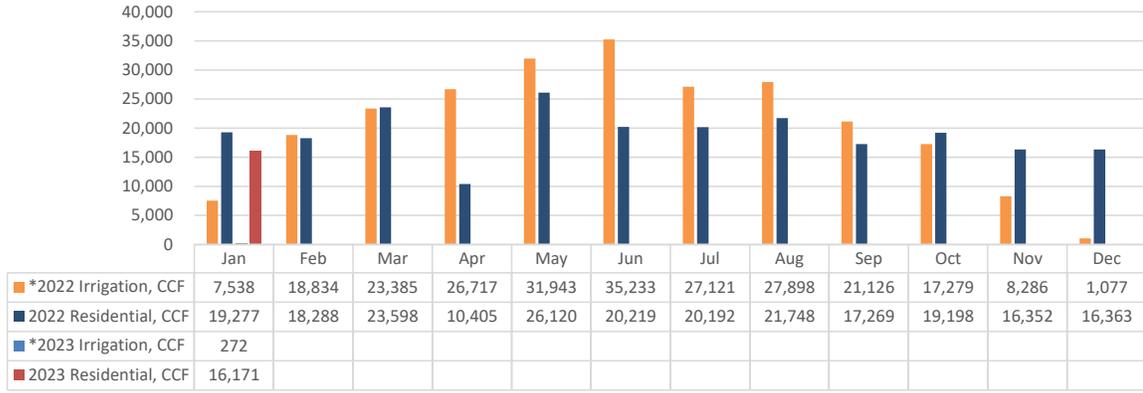
**United Mutual Landscape Project Log**  
**March 27, 2023**

**2023 Reserve Fund Projects (As of 01/31/2023)**

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.	Project locations were presented to Committee and approved on January 27, 2023 Location for Turf Reduction.	n/a	Annual	4.66%	\$ 177,744	\$ 8,285	\$ 169,459
	540-Staff								
	Contracted								
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Supplemental Funds approved 2/14/23	01-23-08	Annual	0.00%	\$ 24,985	\$ 1,546	\$ 23,439
			In progress, on schedule.	MIS106-2201-01	Annual	23.25%	\$ 73,913	\$ 17,186	\$ 56,727
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 firm cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 1,415 trees and removed 2 Trees.	P100011261	Annual	46.33%	\$ 531,146	\$ 246,068	\$ 285,078
	In-House Tree Crew								

\*Completion based upon invoices received to-date; 03/17/2023

## United Mutual - Water Consumption 2022-2023 Trends



\*Estimated Irrigation Usage



## STAFF REPORT

**DATE:** March 27, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 370-B – Two Sweetshade Trees

### **RECOMMENDATION**

Approve the request for the removal of two Sweetshade trees located at 370-B Avenida Castilla.

### **BACKGROUND**

The requestor became a Member in July 2022, and is requesting the removal of two Sweetshade trees, *Hymemosporum flavum*, located in the shrub bed area at the front of the unit.

The reason cited for the removal request is conflict with shrubs. There are four additional signatures on the Mutual Request Form in favor of the removals, including unit C where the second tree is located (Attachment 1).

The trees were last pruned in October 2019. Future trimming is tentatively scheduled for fiscal year 2024. This tree species is on a five-year trimming cycle.

The height of the trees is approximately 20 feet, with a trunk diameter of approximately 5 inches. The trees are growing approximately five feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the trees were found to be in fair health with unbalanced canopies. There were no signs of pests or prior pest activity. There was some deadwood in both canopies and no decay present.

There was cross limb growth of both trees. This is when limbs are growing over other branches in an opposite direction. This characteristic will cause eventual damage to the limbs. There were no surface roots visible or any damage to the walkways.

The trees are interfering with the growth of the two multi trunk Pygmy Date Palms, *phoenix robillini*. Crown raising the trees to avoid conflict with the palms would eventually result in a heavy canopy with no lower growth on the trunk.

It is Staff's recommendation to remove the two Sweetshade trees now when they are relatively small with a minimal cost of removal.

**FINANCIAL ANALYSIS**

The recurring cost to trim the trees is \$156 each. The estimated cost to remove both trees is \$621. The estimated value of the trees is \$700 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



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.

370B Ave Castilla

Address

2/9/2023

Today's Date

Michael Rumbin

Resident's Name

805-501-9908

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  View Obstruction

Other (explain): \_\_\_\_\_

#### GUIDELINES:

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

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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.

landscaping trees in front of Manor are overgrown, and interfere with canopy of other shrubs. Lots 370 B + 370 C wish to have trees removed for same reason.

**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>Stacy Koenig</i>	370-C	✓		
<i>Jo Eburn</i>	370-A	✓		
<i>Mary Stone</i>	356-C	✓		
<i>Joanne L Sperling</i>	356-B	✓		

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

**Acknowledgement - Owner**

By signing, you are acknowledging this request.

*[Signature]*  
Owner's Signature

*Michael Perkin*  
Owner's Name

**OFFICE USE ONLY**

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

Attachment 2





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## STAFF REPORT

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**DATE:** March 27, 2023  
**FOR:** United Laguna Woods Mutual Landscape Committee  
**SUBJECT:** Supplemental Appropriation for Water Saving Landscaping

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### **RECOMMENDATION**

Approve a supplemental appropriation in the amount of \$86,000 to be funded from the 2022 and \$144,000 from the 2023 Water Expense Account, for water saving landscaping projects within United Mutual.

### **BACKGROUND**

On August 11, 2022, the Board of Directors approved Resolution 01-22-55, directing staff to reduce irrigation water use by 15 percent (Attachment 1).

### **DISCUSSION**

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

These reductions, along with the extended rainy season have lowered 2022 expenditures for water by \$119,215 (Attachment 2). Staff has forecasted these savings to the end of the 2023 fiscal year by comparing actual usage to five-year averages and the budgeted amount for 2023, with an estimated additional savings of \$144,000 for 2023 (Attachment 3).

Turf uses The Landscape Committee has committed to reducing the cost of irrigation water usage in United by reducing non-functional turf areas. Reducing these areas also reduces labor costs by eliminated difficult to maintain and irrigate turf areas. Approving this supplemental appropriation will enable staff to remove approximately 57,000 square feet of turf and replace it with waterwise plantings that are low maintenance.

### **FINANCIAL ANALYSIS**

A supplemental appropriation of \$86,000 to be funded from the 2022 and \$144,000 from the 2023 Water Expense Account for a total of \$263,215, to the Landscape Expense Fund will accomplish the design and installation of water saving landscaping.

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

**ATTACHMENT(S)**

**Attachment 1:** Resolution 01-22-55  
**Attachment 2:** Water Saving Comparison 2022  
**Attachment 3:** Water Saving Comparison 2023  
**Attachment 4:** Resolution 01-23-XX



**RESOLUTION 01-22-55**

**Irrigation Water Mandate**

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

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

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

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

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

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

## UNITED ESTIMATED IRRIGATION CONSUMPTION, CCF

	2018	2019	2020	2021	2022	5 Year Average	Variance	% Savings
April	\$81,988	\$70,949	\$29,861	\$84,036	\$76,705	\$68,708	\$7,997	
May	\$74,390	\$51,519	\$81,351	\$86,681	\$93,418	\$77,472	\$15,946	
June	\$102,775	\$83,471	\$104,861	\$109,927	\$102,696	\$100,746	\$1,950	
<b>July</b>	\$129,966	\$137,028	\$117,140	\$96,677	\$78,745	\$111,911	(\$33,166)	42.1%
<b>August</b>	\$134,194	\$129,966	\$108,092	\$112,584	\$82,726	\$113,512	(\$30,786)	37.2%
<b>September</b>	\$82,508	\$89,913	\$99,237	\$94,337	\$62,385	\$85,676	(\$23,291)	37.3%
<b>October</b>	\$53,310	\$99,946	\$66,953	\$35,369	\$50,694	\$61,254	(\$10,561)	20.8%
<b>November</b>	\$31,842	\$38,265	\$42,223	\$62,271	\$24,116	\$39,743	(\$15,628)	64.8%
<b>December</b>	\$6,616	\$3,613	\$28,110	\$3,327	\$3,189	\$8,971	(\$5,782)	181.3%
							<b>Irrigation Savings: (\$119,215)</b>	<b>63.9%</b>

## UNITED ESTIMATED IRRIGATION CONSUMPTION, CCF

	2018	2019	2020	2021	2022	2023 (Projected Feb-Dec)	5 Year Average	Variance	% Savings
January	\$30,375	\$3,463	\$7,558	\$24,649	\$21,098	\$814	\$17,429	(\$16,615)	2041.2%
February	\$38,867	\$1,680	\$19,462	\$45,638	\$54,074	\$26,354	\$31,944	(\$5,590)	21.2%
March	\$23,326	\$13,432	\$4,917	\$40,557	\$67,783	\$24,752	\$30,003	(\$5,250)	21.2%
April	\$81,988	\$70,949	\$29,861	\$84,036	\$76,705	\$56,684	\$68,708	(\$12,024)	21.2%
May	\$74,390	\$51,519	\$81,351	\$86,681	\$93,418	\$63,914	\$77,472	(\$13,558)	21.2%
June	\$102,775	\$83,471	\$104,861	\$109,927	\$102,696	\$83,115	\$100,746	(\$17,631)	21.2%
July	\$129,966	\$137,028	\$117,140	\$96,677	\$78,745	\$92,327	\$111,911	(\$19,584)	21.2%
August	\$134,194	\$129,966	\$108,092	\$112,584	\$82,726	\$93,648	\$113,512	(\$19,865)	21.2%
September	\$82,508	\$89,913	\$99,237	\$94,337	\$62,385	\$70,683	\$85,676	(\$14,993)	21.2%
October	\$53,310	\$99,946	\$66,953	\$35,369	\$50,694	\$50,535	\$61,254	(\$10,719)	21.2%
November	\$31,842	\$38,265	\$42,223	\$62,271	\$24,116	\$32,788	\$39,743	(\$6,955)	21.2%
December	\$6,616	\$3,613	\$28,110	\$3,327	\$3,189	\$7,401	\$8,971	(\$1,570)	21.2%
								<b>(\$144,354)</b>	

2023 Estimated Irrigation Savings: (\$144,354)



**Resolution 01-23-XX**

**Supplemental Funding for Turf Reduction  
Projects**

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

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

**WHEREAS**, March 27, 2023, the United Mutual Landscape Committee endorsed the recommendation;

**NOW THEREFORE BE IT RESOLVED**, on May 9, 2023, that a supplemental appropriation of \$86,000 to be funded from the 2022 and \$144,000 from the 2023 Water Expense Account has been approved to be used for water saving landscaping projects within United Mutual; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on May 9, 2023; and

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