



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

**Monday, October 24, 2022 – 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 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 September 26, 2022
5. Remarks of the Chair
 - a. Report of the Tree Ad Hoc Committee

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. Turf Reduction Update
10. Gate 1 Planting Renovation Update
11. Tree Removal Request – 82-A Calle Aragon – One Canary Island Pine Tree
12. Tree Removal Request – 463-N Avenida Sevilla – One Brazilian Pepper Tree

Concluding Business

13. Committee Member Comments
14. Date of Next Meeting – November 28, 2022 at 1:30 p.m.
15. 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, September 26, 2022 – 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, Maggie Blackwell, Lenny Ross

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Anthony Liberatore, Cynthia Rupert

ADVISORS PRESENT: Ann Beltran, Mary Sinclair

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 Blackwell made a motion to approve the agenda. Director Ross seconded. The agenda was approved unanimously.

4. Approval of the Meeting Report for July 14, 2022

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

5. Chair's Remarks

Director Casey stated that it is good to be on the Board.

6. Department Head Update

Mr. Wiemann informed the audience that the Board approved the Urban Forest Management plan. Mr. Wiemann also shared that Great Scott will now be cleaning off roofs as they trim the Canary Island Pine Trees.

Mr. Wiemann reviewed the Project Log provided in detail, along with the Water Use Comparison Graph. He also shared that the new irrigation system is being installed, and the first staff training will be held during the third week of October.

7. Member Comments (Items not on the agenda)

Topics included:

- Canary Island Pine Tree trimming
- Trimming practice suggestion
- Removal of non-native trees
- Drought

8. Response to Member Comments

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

9. Turf Reduction Update

A section of non-functional turf adjacent to building 695 was approved by the Committee last month; that area is currently being designed by a landscape architect. The plan is to create a passive park, with pathways and benches with shade trees.

10. Uniting with the Third Mutual Water Conservation Committee

Chair Casey discussed the possibility of United joining forces with the Third Mutual Water Conservation Committee. She also stated that she has not yet been in contact with the chair of that committee. Members made comments and asked questions.

11. Tree Removal Request: 74-E Calle Aragon – One Brazilian Pepper Tree

Director Blackwell made a motion to accept staff recommendation to deny the request for the removal of one Brazilian Pepper tree. Director Ross seconded. The committee was in unanimous support.

Members made comments and asked questions.

Concluding Business:

12. Committee Member Comments

Various comments were made.

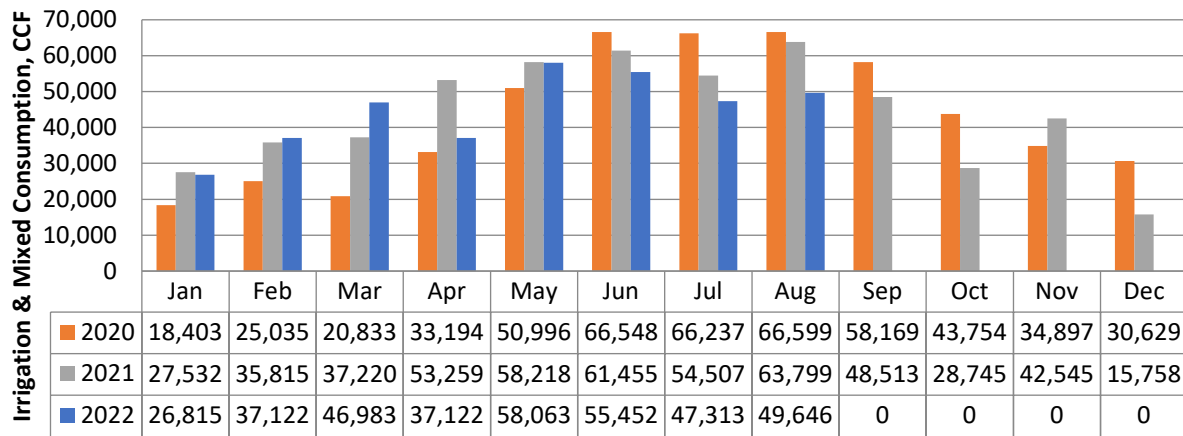
13. Date of Next Meeting – Monday, October 24, 2022 at 1:30 p.m.

14. Adjournment at 2:24 p.m.

United Mutual Landscape Project Log October 24, 2022 2022 Reserve Fund Projects (As of 09/30/2022)									
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	Budget	YTD*	Balance
Improvement and Restoration	Staff	Replacement of plant material that is beyond it's useful life. Renovation of shrub beds adjacent to buildings.	On-going annual project using in-house crews.	n/a	Annual	27.16%	\$ 374,958	\$ 101,831	\$ 273,127
Landscape Modification/Turf Reduction	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 February 10, 2022. Location under design.	n/a	Annual	25.05%	\$ 26,078	\$ 6,533	\$ 19,544
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	MIS106-2201-00	Annual	77.16%	\$ 85,847	\$ 66,242	\$ 19,605
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 1,767 trees, removed 21, and planted 14 trees.	P1000009780	Annual	75.45%	\$ 590,000	\$ 445,132	\$ 144,868
	In-House Tree Crew		As of August 31, 2022, the in-house crew trimmed 354 trees, removed 56 and planted 5 trees.	n/a		58.86%	\$ 357,657	\$ 210,503	\$ 147,154

*Completion based upon invoices received to-date; 9/30/2022

United Mutual - Irrigation & Mixed Consumption 2020 - 2022 Trends





STAFF REPORT

DATE: October 24, 2022
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 82-A Calle Aragon – One Canary Island Pine Tree

RECOMMENDATION

Approve the request for the removal of one Canary Island Pine tree.

BACKGROUND

The requestor became a Member in March 2021, and is requesting the removal of one Canary Island Pine tree, *Pinus, Canariensis*, located in the shrub bed area at the front of the unit.

The reasons cited for the removal are overgrown, poor condition, structural damage to roof, view obstruction and litter and debris. There are six additional signatures on the Mutual Request Form in favor of the removal. (Attachment 1)

The tree was last pruned in October 2019; future trimming is tentatively scheduled for fiscal year 2023. This tree species is on a four-year trimming cycle.

The height of the tree is approximately 60 feet, with a trunk diameter of approximately 22 inches. The tree is growing approximately eight feet from the common walkway, approximately five feet from the manor and approximately three feet from the roof's eaves. (Attachment 2)

DISCUSSION

At the time of the inspection, the tree was found to be in fair health with a large number of dead needles and an off balanced canopy due to previous clearance trimming. There were no pests present or signs of previous pest damage. The trunk has a favorable flare with no visible surface roots. There has been grinding to the common area walkway to avoid an off-set lip and there is one crack in the sidewalk.

A portion of the trees canopy is resting on the roof, (at time staff was unable to inspect the roof for damage) and there is approximately ten feet by 45 feet of overhang of the roof. Given the close proximity of the tree to the roof and the amount of overhang, more than half the canopy would need trimming to develop a favorable opening of the canopy. This would require a large amount of limb removal which may put the tree into decline which could cause a favorable environment for a pest infestation and tree failure.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,518. The recurring cost every four years to trim the tree is \$156 and the crew rental cost for an off-schedule clearance and canopy reduction is estimated at \$1,050. The estimated value of the tree is \$9,110 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

RECEIVED
SEP 13 2022
BY: AJB



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.

82A Calle Aragon
Address

9/7/2022
Today's Date

KINGS LEE
Resident's Name

972-365-8881
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 ^{Roof} ☐ Sewer Damage ☒ Overgrown ☒ Poor Condition
☒ Litter/Debris ☐ Personal Preference ☒ View Obstruction
☐ Other (explain): _____

GUIDELINES:

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

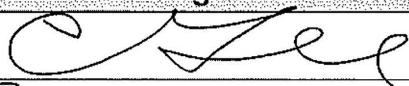


Description & Location of Request

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.

Tall pine tree, overgrown, hitting roof, un kept,
drop pine needles, pine needles could clog up sewage

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
	82D	✓		
Penelope L. Shuchelford	82 B	✓		
	82C	✓		
	82N	✓		
Diane Lukko	82N	✓		
Joseph Sklaroff	82Q	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.



Owner's Signature

KINGS W. LEE

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: _____













STAFF REPORT

DATE: October 24, 2022
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 463-N Avenida Sevilla – One Brazilian Pepper Tree

RECOMMENDATION

Approve the request for the removal of one Brazilian Pepper tree.

BACKGROUND

The requestor became a Member in February 2014, and is requesting the removal of one Brazilian Pepper tree, *Schinus, terebinthifolium*, located in the shrub bed area at the front of the unit.

The reason cited for the removal is it makes the manor dark. There are five additional signatures on the Mutual Request Form in favor of the removal. (Attachment 1)

The tree was last pruned in April 2021, again trim in March 2022, as a clearance trim. Future trimming is tentatively scheduled for fiscal year 2024. This tree species is on a two-year trimming cycle.

The height of the tree is approximately 32 feet, with a trunk diameter of approximately 17 inches. The tree is growing approximately five feet from the common walkway, the block wall, and the manor and approximately four feet from the roof's eaves. (Attachment 2)

DISCUSSION

At the time of the inspection, the tree was found to be in poor health with an unbalanced canopy due to frequent clearance trimming. The tree has a ten foot by 15-foot overhang on to the roof. The tree lost a major limb approximately six years ago. The tree is located approximately eight feet from a Canary Island tree and its canopy is growing into the Pine tree canopy, causing a conflict between the trees for nutrients and sunlight.

This tree requires more than a every two year trim due to the proximity to the building. Based on the extra trim cycles required, as well as the canopy interference with the Pine tree, it is staff's recommendation to remove the tree before it gets any larger to avoid additional costs to trim the tree off schedule and potential infrastructure damage.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,173. The recurring cost every two years to trim the tree is \$156 and the crew rental cost for an off-schedule clearance trim is estimated at \$475. The estimated value of the tree is \$6,080 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.

463 Avenida Sevilla Unit N
Address

9/28/22
Today's Date

Nelson S. Kwon
Resident's Name

(714) 842-8397
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.
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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.

Pepper Tree Closed Window make it Dark Room

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
<u>VACANT</u>	<u>463-A</u>			
<u>PC Lugo</u>	<u>463-O</u>			
<u>Carrie Webb</u>	<u>463-P</u>			
<u>David Cooper</u>	<u>463-B</u>			
<u>Leine Hankman</u>	<u>463-D</u>			

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Nelson D. Kwan
Owner's Signature

Nelson Kwan
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: _____







