



OPEN MEETING

**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**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 14, 2017
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Response to Member Comments
8. Department Head Update

Consent:

None

Reports:

9. Landscape Maintenance Manual Update
10. Species Specific Tree Trimming Program

Items for Discussion and Consideration:

11. Tree Removal Requests
 - a. 943-B Avenida Majorca (Dye) – Aleppo Pine
 - b. 135-C Avenida Majorca (Garsha) – Canary Island Pine
 - c. 360-A Avenida Castilla (Strousse) – Carrotwood
12. Maintenance of Breezeway Understair Planters

****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 Manual Review & Approval

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – April 12, 2018
16. 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, December 14, 2017 – 9:00 a.m.

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

MEMBERS PRESENT: Maggie Blackwell – Chair, Manuel Armendariz, Janey Dorrell
Pamela Grundke (Advisor)

MEMBERS ABSENT: None

OTHER DIRECTORS: Juanita Skillman, Andre Torng, Joan Milliman

STAFF PRESENT: Bruce Hartley, Bob Merget, Mike Swingholm, Kayla Aninzo

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 October 11, 2017

The meeting Report for October 11, 2017, as amended by Director Armendariz, was approved by consensus.

5. Chair's Remarks

Chair Blackwell commented that she hopes that members present are courteous with each other and hopes to abide by Robert's Rules. Although we attempt to comply with resident wishes as applicable, she reminded members that they live in a large mutual and that this is not an individual unit operation. With proper approval, residents have the right to yellow stake their properties if they wish to maintain the common area landscaping immediately adjacent to their manor.

6. Member Comments (Items Not on the Agenda)

a. Letter: 578-Q – Written Request for Tree Inspection

There were no comments on this item.

Roberta Berk (933-B) commented on various landscaping topics.

Benjamin Shavit (318-A) commented on the landscaping around his manor.

Donna Zellers (56-F) commented that her front yard lacks landscaping.

Susan Gorbaty (473-A) commented that the plants by her manor are dangerous to seniors and pets.

Dianne Ryan (640-A) commented that skunks are turning up her landscaping and requests supervisor contact.

Andre Torng (389-Q) commented on the landscaping at Aliso Creek.

Joan Cyr (89-D) inquired about the Yellow Stake Program.

Metche Franke (195-H) commented on leaves not being removed and suggested to communicate proper procedures through the Village Breeze. She commented that she does not feel that it is right that residents are prohibited from speaking to Staff.

7. Response to Member Comments

Chair Blackwell responded that an excess amount of leaves are expected after storms and strong winds. Nature is not under our control and sometimes works against us. She commented that residents outnumber Staff by thousands and that it would be ineffective to allow interaction between the two. She commented that tree trimming is on a 34 month rotation. United Mutual may reconsider the level of service required by the Landscape Department at any time, but a higher level of service will be at the Mutual's expense. She stressed the importance of using the call center to ensure that issues go to the correct departments.

Advisor Grundke asked for clarification on the Yellow Stake Program. She asked for residents to have patience while Staff addresses landscaping issues.

Director Armendariz commented that Staff needs to be given time to perform.

Bob Merget, Landscape Supervisor, commented that leaf pickup services need to be requested through resident services. Work orders are created and go directly to the respective foreman.

Joan Milliman, GRF Director, commented that she will make an effort to put a publication in the Village Breeze to urge residents to use the call center.

8. Department Head Update

Bruce Hartley, General Services Director, gave an update on the activity in his department.

Staff is tracking Landscaping progress and the trend is going in the right direction. In United, about 3,000 work tickets were closed and work tickets in progress are currently less than 200. It is imperative that residents use the Resident Services call center to generate requests because that is how we direct and keep track of work. Workers provide services, but are budgeted by task. The landscape areas in the Village are divided into eight sections and are distributed amongst supervisors. One of two vacant supervisor positions was filled. One supervisor and one manager position remain vacant.

ArborPro tree management software program will be launching in January. The next step is to bring resident access to the information on the Village website; where residents can view trimming schedules and other information.

Reports:

9. Aliso Creek Update

Chair Blackwell commented that although the creek passes through United Mutual territory, the creek is designated as waters of the United States and is regulated by the Federal Government. She commented that all specific requests require thorough review to verify that they are compliant with the law.

Sharon Oneill (581-P) submitted a list of eight items related to the maintenance of the creek.

Roberta Berk (933-B) commented about the creek.

Director Torng commented on the beautification of the creek.

Director Armendariz left the meeting at 10:20 a.m.

Items for Discussion and Consideration:

10. Tree Removal Requests

The Committee tour followed the meeting, and was attended by Chair Blackwell, Director Dorrell, Bruce Hartley, and Bob Merget.

a. 756-D Avenida Majorca (Yoon) – Brazilian Pepper

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was healthy with no visible pests, cavities, or other hazards. Staff will schedule the relining of the sewer and trim the tree as needed during normal trim cycle.

b. 915-D Avenida Majorca (Sloan) – Brazilian Pepper

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was healthy and there was no visible damage to the patio wall. Staff will trim as needed during normal trim cycle.

c. 599-E Avenida Majorca (Myhra) – Canary Island Pine (2)

Recommendation: the Committee unanimously recommended denial of the request to remove the trees. At the time of inspection, the trees were healthy with no visible damage to foundation of the manor. Staff will trim as needed during normal trim cycle.

d. 373-C Avenida Castilla (Mochman) – Crape Myrtle

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection, the tree was healthy with no visible damage to the patio. There was no excessive litter and no root issues. Staff will trim as needed during normal trim cycle.

e. 396-A Avenida Castilla (Hearsum) – Southern Magnolia

Recommendation: the Committee unanimously recommended denial of the request to remove the tree. At the time of inspection there was no damage to the walkway, patio wall, or foundation of the manor. Staff will trim as needed during normal trim cycle.

Items for Future Agendas:

11. ArborPro Update

12. Moisture Sensor Progress (Third Mutual)

Concluding Business:

13. Committee Member Comments

Chair Blackwell reminded residents that calling Resident Services is the first step to service requests. She thanked the fans of the creek for their attendance and input.

Advisor Grundke thanked the fans of the creek for the list of requests and commented that not all requests will be granted. She thanked everyone for their attendance and wished them a happy holiday.

14. Date of the Next Meeting – February 8, 2018

The date of the next meeting of the United Laguna Woods Mutual Landscape Committee is scheduled for Thursday, February 8, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

15. Adjournment

There being no further business, Chair Blackwell adjourned the meeting at 10:34 a.m.



Maggie Blackwell, Chair
United Landscape Committee



STAFF REPORT

DATE: February 8, 2018
FOR: Landscape Committee
SUBJECT: Landscape Maintenance Manual Update

RECOMMENDATION

Provide direction to staff on recommended changes to the Landscape Maintenance Manual and return to the Committee for review.

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 impact the management and quality of the landscape. Turf 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. On-going programs, such as the 'yellow stake' program, need to be updated to address current issues and provide a greater level of detail.

Landscape Division staff have begun reviewing the Manual and have recommended proposed changes (ATT-1). Staff is seeking input from the Committee on improvements or additions that could be included in the Manual. The Committee's input will be incorporated into the document and will be brought back to the Committee for further review.

FINANCIAL ANALYSIS

There are no fiscal impacts associated with this report.

Prepared By: Bruce Hartley, General Services Director

Reviewed By: Lori Moss, Community Manager

ATTACHMENT:

ATT-1 Landscape Maintenance Manual with proposed edits highlighted

LANDSCAPE MAINTENANCE MANUAL

*A Guide for Residents of Laguna Woods Village
Laguna Woods, California*



2011 Revised: January 2018

Updated April

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- [TREE REMOVAL GUIDELINES](#)
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-

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-- THE ROLE OF THE LANDSCAPE DIVISION --

Landscape Division duties include:

1. Periodic mowing of lawns.
2. Periodic trimming and weeding of lawns, slopes, tree basins, and all common areas.
3. Periodic pruning of shrubs and trees.
4. Fertilizing lawn and shrub areas.
5. Controlling pests (with the least toxic materials) including insecticides, herbicides, and fungicides, and rodent and other animal control measures.
6. Treating trees and shrubs that are not growing well. Removing or replacing trees and shrubs as needed.
7. Operating and maintaining the irrigation system.
8. Collecting and processing of yard waste into mulch for the community's use.
9. ~~Recycling (old newspapers, glass & aluminum, and green waste).~~

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In an effort to keep all costs to a reasonable level, the Landscape Division has been directed by your Mutual to not do the following:

1. Substitute, rearrange, or change the basic landscaping at resident's request.¹
2. Change the irrigation system by adding or revising parts at resident's request.¹
3. Set irrigation system schedules to please individual residents.
4. Maintain or help maintain any plantings in a private patio.¹
5. Permit any member of a Landscape Maintenance crew to provide personal gardening services to residents.¹

If you need to request something special, the Landscape Division will be happy to assist you, if possible. ~~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 (949) 597-4600 in order to make that determination. If for some reason the Landscape Division is unable to do so, you may direct your request to the Grounds Committee for special consideration. To direct a request to the Grounds Committee, submit a written~~

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¹ Unless performed as a chargeable service – see page 4.

request to your Mutual through the Landscape Division. For more information call (949) 597-4652.

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-- THE ROLE OF THE RESIDENT --

The community's landscape is common property. This is true of both cooperative and condominium areas. All grounds outside the walls of a building, outside the walls of a contiguous patio, or in the atriums of Garden Villa buildings, are common landscape property and fall under the rules and regulations stated herein.

- DO submit all plans for planting or any altering of any and all common area to the Landscape Division for approval before any changes are made.
- DO receive the approval from all the neighbors directly affected by your request of 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. The yellow stake program is available for residents who wish to participate. Any questions or stake requests should be directed to the Landscape Division's area supervisor at the phone number noted below. (See Section titled "Yellow Stake Program," Page 43.)
- DO NOT plant/alter, or have your gardener plant/alter, on slopes, around trees, or in the lawn of the common area.
- 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) in common areas **which interfere with landscaping operations, or cause a safety hazard**. If desired, these items can be removed by the Landscape Division as a chargeable service.

If you have any questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling -(949) 597-4600 ~~or writing to Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654~~ emailing residentservices@vmsinc.org.

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-- THE YELLOW STAKE PROGRAM --

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some guidelines have been put in place to insure the success of the program.

The option for residents to maintain the planting adjacent to their manor either personally or through hiring of an outside maintenance service¹ is based on the "Yellow Stake" program. These plantings may consist of varied plant types ranging from original foundation shrubs to highly manicured annual color.

The plantings are maintained under the aegis of the manor owner/occupant. However, it will be the responsibility of the Board to intercede when the standard of care of a resident's personally maintained plantings are considered below standard, or if any dispute between residents arises since the landscape of the community is the common property of the residents as a whole.²

To take advantage of the Yellow Stake Program a resident must submit a plan to the Landscape Division that clearly depicts the proposed landscape alterations only in the planting beds immediately adjacent to their manors. In planting these areas, each resident assumes full responsibility³ for the care of their own plantings, consistent with the quality of the environment as a whole. The plan will be reviewed by the Landscape Division and presented to the Landscape Committee of the appropriate Mutual for consideration and approval. No alterations are permitted prior to approval and approved landscape alterations may not be expanded or changed without prior approval.

The 'yellow stakes' shall be provided by Mutual and shall be placed around the perimeter of the landscape alteration in conformance with the approved plan. No decorative rock, header boards, broken concrete retaining walls, fences, or other materials that may interfere with the safe access and operation of maintenance equipment are permitted. All proposed plantings shall be 'California Friendly' plant materials, which are considered 'water efficient' or 'drought tolerant'. Plantings shall not increase water use.

¹ If you hire an outside gardener for any authorized work, for your own protection make sure that person or company is insured for Workers' Compensation, liability, and auto insurance, and is reliable and experienced by requesting and checking recent references

² 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 that will be done at the resident's expense.

³ Full responsibility includes, but is not limited to, any extra watering, fertilizing, care, or the removal of debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles.

This responsibility does not end upon transfer of a manor;the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow. If the altered landscape is not accepted by the purchaser, the current owner shall return the landscape to standard landscape acceptable to the Mutual prior to the completion of the sale.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact Resident Services by calling (949) 597-4600 or emailing residentservices@vmsinc.org.

THE YELLOW STAKE PROGRAM—

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some safeguards are in order.

The option for residents to maintain the planting adjacent to their manor either personally or through hiring an outside maintenance service¹ is based on the “Yellow Stake” program. These plantings can consist of varied plant types ranging from original foundation shrubs to highly manicured annual color.

The plantings are maintained under the aegis of the manor owner/occupant. However, it will be the responsibility of the Board to intercede when the standard of care of a resident’s personally maintained plantings are considered below standard, or if any dispute between residents arises since the landscape of the community is the common property of the residents as a whole.²

To take advantage of the Yellow Stake Program a resident must get the Landscape Division’s approval first to plant flowers and shrubs in the foundation planting beds immediately adjacent to their manors. In planting these areas, each resident assumes full responsibility³ for the care of their own plantings, consistent with the quality of the environment as a whole.

Some plantings such as roses, fruit trees and bedding plants are assumed to be personal plantings so they do not require a yellow stake. All other plants, such as shrubs in general do require a yellow stake for clarification purposes.

This responsibility does not end upon transfer of a manor, the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact the Landscape Division by calling (949) 597-4600 or writing to the Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654, emailing residentservices@vmsinc.org.

¹ If you hire an outside gardener for any authorized work, for your own protection make sure that person or company is insured for Workers’ Compensation, liability, and auto insurance, and is reliable and experienced by requesting and checking recent references

² 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 that will be done at the resident’s expense.

³ Full responsibility includes, but is not limited to, any extra watering, fertilizing, care, or the removal of debris. The removal of debris from personal plantings must not be placed in the community’s trash receptacles.

-- CHARGEABLE SERVICE PROGRAM --

The purpose of this program is to provide more services to residents of the community that are of a non-standard request. (See "The Role of the Landscape Division," Page [21](#).)

To request services above and beyond those already listed, residents should call (949) 597-4600 for an area supervisor to review the requested work so a quotation can be given for resident approval. Examples of such services include periodic maintenance of non-standard plantings; non-standard garden design, installation, and maintenance thereof; small gardening jobs; repotting plants; etc.

RESIDENTS SHOULD NOT ASK ANY MEMBER OF A LANDSCAPE MAINTENANCE CREW FOR INDIVIDUAL SERVICE. The staff's time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work after hours for residents.

-- WATER MANAGEMENT --

RESIDENTS SHOULD NOT TAMPER WITH SPRINKLERS OR CONTROLLERS. FOR EMERGENCY SERVICE, CALL THE LANDSCAPE DIVISION AT (949) 597-4600. **For emergency service after 4:30 p.m. or weekends, call the Security Division at (949) 580-1400.**

WHENEVER YOU NOTICE A BROKEN IRRIGATION PIPE AND/OR SPRINKLER HEAD, OR WATER LEAK OF ANY KIND, PLEASE CALL THE LANDSCAPE DIVISION AT (949) 597-4600.

Water pressures vary according to usage and location. Adjusting sprinklers to cover a certain distance is difficult. Residents should not attempt to give messages to or request extra service from the field personnel. Call the Landscape Division at (949) 597-4600 for assistance.

Patios are private areas, but occasionally they are the only sources of water for the crews for use in replacement planting. Crews are instructed to be considerate of residents' needs and property; however, when necessary, crews are to be allowed access to all exterior water sources.

In order to conserve our water that is becoming more scarce and more expensive, all residents are required to use hand held shut-off valves/water nozzles.

-- THE TREE PROGRAM --

This community is very proud of its tree program and the tree pruning procedures it has instituted. ~~Since the early 80's the tree loss due to inclement weather conditions has dropped dramatically (from 2000 per year in 1987 to 35 per year in 1998—the worst El Niño year on record to date). For this reason all~~ All tree maintenance is under the control of the Landscape Division. Trees are essential not only for the reduction of pollutants in the atmosphere, the production of oxygen, and to enhance the parklike appearance of the community, but also to minimize soil erosion. Their removal is not taken lightly.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO WORK WITHIN THE COMMUNITY **MAY NOT PLANT OR PRUNE TREES WITHOUT THE CONSENT OF THE MUTUAL LANDSCAPE COMMITTEE.** Prunning of trees by residents or outside contractors is prohibited.

Tree trimming is performed on a regular schedule per International Society of Arboriculture standards. Trees are pruned, whether they are original plantings or approved resident plantings (non-yellow staked).

The Landscape Division also employs a state licensed pesticide operator, under whose guidance, government approved chemicals are applied to various shrubs, trees, and turf areas, for specific problems.

If a tree removal is approved, it will be budgeted when the tree crew is performing normal scheduled maintenance. Emergency situations are handled as they arise.

Landscape Requests may be obtained through ~~a the Landscape Division at (949) 597-4600~~ Resident Services or the Laguna Woods Village website. (See sample form titled "Mutual Landscape Maintenance Request," Page ~~97.~~)

Requests by residents for tree removal should be addressed to their Mutual's Landscape Committee. As a rule, requests for the sole reason of "littering" will not be granted, since almost all trees litter at some time.

The committees, made up of your neighbors who serve on your Boards of Directors, will look at your problem and try to find a solution. (See Forms/Appeals Process for more information, Page ~~76.~~)

-- SAFETY --

As a safety precaution, all residents are requested to sweep up debris from walkways adjacent to their manor. Landscape personnel do not have the time to perform this task frequently and your cooperation would be most helpful and appreciated.

Most trees in the lawn areas have surface roots protruding, please avoid walking in those areas.

If you become aware of any of the following safety hazards, please notify the Landscape Division at [\(949\) 597-4600](tel:9495974600):

- Hanging broken branches;
- Foliage and branches close to fireplace chimneys or brushing against windows, eaves, or roofs;
- Raised sidewalks and driveways;
- Inappropriately placed objects **on sidewalks, balconies, or patio walls**, such as, statuary, pots, hanging plants, or vines.

-- REQUEST FORMS AND APPEAL PROCESS --

If you have a request to change the planting, either shrubbery or trees, first contact your **Landscape Area Supervisor** by calling ~~Customer Service~~ [Resident Services](tel:9495974600) at

(949) 597-4600

Or emailing

residentservices@vmsinc.org

Your area supervisor will either authorize the changes, or advise you that your request must be made to your Mutual's Landscape Committee, in writing, and supply the necessary forms.

The committee will act on your request and present it to your Board of Directors for action. You will be notified in advance of such meetings, so you may appear in person at that time, in case you wish to appeal any decision. Sometimes, a second visit is scheduled, and a final decision by the Board is deferred until then.

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at **597-4600** in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: _____ Address: _____

Requestor Signature: _____ Print Name: _____
(owner signature is required on the line above if the requestor is a lessee or occupant)

Request (please check): _____ REFER TO GUIDELINES ON REVERSE SIDE

☐ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming

☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): **Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).**

☐ Other (explain): _____

Reason (please check): _____ REFER TO GUIDELINES ON REVERSE SIDE

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction ☐ Other (explain): _____

Description & Location: _____

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature _____ Manor # _____ For _____ Undecided _____ Against _____

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

MUTUAL LANDSCAPE REQUEST FORM GUIDELINES

Request

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

- ~~Tree Removal:~~ Trees are essential for the reduction of pollutants in the atmosphere, the prevention of soil erosion, and the enhancement of the park-like appearance of Laguna Woods Village. Their removal is not taken lightly. However, circumstances do arise that potentially warrant tree removal/replacement.
- ~~Off-Schedule Trimming:~~ Trees are trimmed on a cycle that is approximately 32-34 months in length and shrubs are pruned three times per year. If desired, and approved by the managing agent and/or the Mutual's Landscape Committee, trees or shrubs may be trimmed more frequently (off-schedule). This work is typically performed as a chargeable service.
- ~~Plant Replacement:~~ Requests for the replacement of healthy plant material is generally denied. If granted, the work is typically performed as a chargeable service.
- ~~Landscape Design Changes:~~ Any type of alteration to the current landscape layout must include a design plan with description. It is also to include a list of plants and/or materials (stepping stones, blocks, pavers, etc.) that are to be considered (if applicable).

Reason

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

- ~~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

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").

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.

OFFICE USE ONLY

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RELANDSCAPED _____	NEXT TIME _____
TREE SPECIES _____	
COMMENTS: _____	

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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, 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.

Address _____ Today's Date _____

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): _____

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.

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- 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.

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.

<u>Signature</u>	<u>Manor #</u>	<u>For</u>	<u>Undecided</u>	<u>Against</u>
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

(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: _____

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TREE VALUE: _____	TREE REMOVAL COST: _____
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United Laguna Hills Mutual Board Resolutions

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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 – 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.

RESOLUTION - Standard for Stepping Stones (cont'd)

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 PCM Landscape Department must be contacted 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.

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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 Property 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.

RESOLUTION – Fruit Trees

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

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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.

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, atriiums, 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 – 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 – Tree Removal Guidelines

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

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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 – Care & Maintenance of Patios, Balconies, Breezeways & 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.

1. 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.

~~6.~~

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Care & Maintenance of Patios, Balconies, Breezeways & Walkways (cont'd)

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.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES



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Third Laguna Hills Mutual Board Resolutions

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RESOLUTION – Stepping Stones

Third Laguna Hills Mutual

RESOLUTION – Stepping Stones

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

Resolution 03-07-02

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

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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 prior to installation. Please contact the Permits and Inspections office for more information at (949) 597-4616.

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~~NOW THEREFORE BE IT RESOLVED, January 16, 2007, that the Board of Directors of this Corporation hereby authorizes the revocation of Alteration Standard Section 36 – Stepping Stones; 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; and~~

~~RESOLVED FURTHER, that Resolution M3-05-19, adopted September 20, 2005 is hereby superseded and cancelled.~~

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~~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 prior to installation. Please contact the Permits and Inspections office for more information at 949-597-4616.~~

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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:

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- 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 – 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.

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RESOLUTION – Fruit Trees

Third Laguna Hills Mutual

Resolution 03-11-30

RESOLVED, March 15, 2011 that the planting of fruit trees in common areas managed by this corporation shall be permitted under the following conditions:

1. Any fruit tree henceforth planted in a common area must be of the dwarf variety;
2. Any dwarf fruit tree planted must be planted either within the courtyard or directly adjacent to the manor or patio slab;
3. Any fruit tree presently planted in the common area 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 same procedure shall apply to all dwarf fruit trees planted pursuant to this resolution;

RESOLVED FURTHER, that the managing agent is hereby authorized to remove any fruit tree located in a common area owned by this Corporation if the previously stated conditions are not met and the compliance process has been followed; and

RESOLVED FURTHER, that this resolution shall become in full force and effect on March 15, 2011; and

RESOLVED FURTHER, that the the Resolution M3-84-121 adopted on September 18, 1984, is hereby superseded and canceled; 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.

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RESOLUTION – Dry Rot

Third Laguna Hills Mutual

Resolution M3-87-13

~~WHEREAS, that the Covenants, Conditions and Restrictions for the various original Mutuals now comprising Third Laguna Hills Mutual designate the Mutual corporation as the entity responsible for maintaining and repairing the common and limited common areas as identified in each original Mutual "Plan;" and~~

~~WHEREAS, this corporation has become aware that plants and other moisture retaining objects placed directly on the deck, breezeway or balcony surfaces of buildings managed by this corporation have contributed to dry rot damage of said buildings;~~

~~NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation, in accordance with Article VII, Section 1 (a) (v), of the By-laws of this corporation hereby prohibits the placement of any potted plant or other moisture retaining object on the deck, breezeway or balcony surfaces of buildings managed by this corporation unless the following requirement is met:~~

~~All potted plants shall be placed on a water-resistant surface designed to prevent moisture from such potted plants from reaching the decking, breezeway or balcony surface on which it is placed.~~

~~RESOLVED FURTHER, that any member of this corporation found to be in violation of the above stated requirements shall be subject to such disciplinary action as provided in Article IV, Section 8, of the By laws of this corporation, and as deemed appropriate by the board of directors; and~~

~~RESOLVED FURTHER, that the policy enunciated herein shall go into effect April 1, 1987; and~~

~~RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to take such action as they may deem appropriate to carry out the purpose of this resolution.~~

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RESOLUTION – Vegetable Plantings

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Third Laguna Hills Mutual

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Resolution M3-84-122

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~~WHEREAS, certain chemical sprays used by the Landscaping 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; and~~

~~WHEREAS, t~~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;

~~NOW THEREFORE BE IT RESOLVED, that the planting and growing of tomatoes, or other vegetables, in the common areas owned by the corporation is prohibited;~~

~~RESOLVED FURTHER, that the managing agent is hereby authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation;~~

~~RESOLVED FURTHER, that the resolution shall become in full force and effect on November 15, 1984; and~~

~~RESOLVED FURTHER, that the resolution No. 810 adopted on October 28, 1977 is hereby cancelled.~~

RESOLUTION – Tree Removal Guidelines

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

This corporation established the following tree removal guidelines:

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RESOLUTION – Placement of Trash Containers**Third Laguna Hills Mutual****Resolution 03-03-36**

~~WHEREAS, a concern has been expressed with trash containers being left on the curbside after trash pick-up; and~~

~~WHEREAS, trash and/or containers littering the streets before and after trash pick up causes a visual nuisance and attracts pests and vectors; and~~

~~WHEREAS, this Corporation recognizes the need to establish a policy limiting the time trash and/or containers are allowed on the streets before and after trash pick up;~~

~~NOW THEREFORE BE IT RESOLVED, April 15, 2003, that the Board of Directors of this Corporation hereby adopts the following policy for curbside pick up:~~

~~Trash and/or containers shall be put at curbside no sooner than 5 PM the day before trash collection and must be removed from the street no later than 7 PM the day of trash collection.~~

~~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.~~

- 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.

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CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS

Resolution 03-10-138 – Revised September 21, 2010

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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.

1. 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 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.

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CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS (cont'd)

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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.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES

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Golden Rain Foundation
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.

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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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RESOLUTION – Tree Signage

Golden Rain Foundation

Resolution 90-06-97

~~WHEREAS, 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;~~

~~NOW THEREFORE BE IT RESOLVED, November 7, 2006 that the Board of Directors of this Corporation hereby adopts the policy of limiting any tree signage to a 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; 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.~~

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STAFF REPORT

DATE: February 8, 2018
FOR: Landscape Committee
SUBJECT: Species Specific Tree Trimming Program

RECOMMENDATION

Receive and file report.

BACKGROUND

The Golden Rain Foundation entered in to a contract with ArborPro to complete an extensive inventory of the approximately 33,000 trees in the Village, including all of the trees in the United Mutual. The ArborPro software program is currently being used to develop strategies for multiple trim cycles based on the particular needs of several specific species of trees or for other beneficial purposes. This is in addition to the scheduling and day-to-day tracking of tree trimming functions that are routine.

DISCUSSION

Beginning in January 2018, field use of the ArborPro software program was implemented to schedule and track tree trimming performed by staff. With the initial inventory in place, staff is compiling information based on data generated during trimming cycles; this collection will be ongoing to support future decisions related to determining trimming schedules.

Typically, trimming cycles are based primarily on two factors: species and location. With over 300 species of trees with varying growth rates, trim cycles could vary. Currently, all trees are trimmed based on geographical location, with a consistent schedule moving through the Village to achieve an approximate three year cycle. There are, however, opportunities to evaluate accelerating or delaying trim cycles to improve service and/or reduce costs.

Accelerated Trimming Cycles

The factor of specific location could play an important role in determining the frequency of trimming based on proximity to buildings, street lights, traffic signs, or other facilities. The current ArborPro inventory includes data on trees that are located close to buildings. It does not, however, contain information on trees associated with street lights, signs, or other infrastructure. This data could be collected for any particular parameter that may be determined to be useful in exploring alternative scheduling.

Accelerated trimming of certain species due to fruiting characteristics could be considered. An example of tree species that would be considered for shorter, accelerated trimming cycles due to excessive fruit would be: Carrotwood, Queen Palm, and Weeping Fig. All of these tree/palm

species develop heavy fruit load or are very fast growing, which frequently results in requests for multiple off-schedule trims. Canary Island Pine trees, which generate numerous requests for off-schedule trimming or removal due to the pine needles, cones, and sap they generate, could also be considered for accelerated trimming. The off-schedule trims pull tree crews from the normal rotation and delay the trimming of previously scheduled trees.

Delayed Trimming Cycles

Some trees grow more slowly, have insignificant fruit, or otherwise have few problems that necessitate trimming on a fixed three year cycle. An example of trees that would be considered for a longer trim cycle would be: Crape Myrtle, Southern Magnolia, Camphor, and Australian Willow. These trees are slower growing, with few problems and are not heavy fruit producers.

Staff is recommending that species specific trimming be implemented in a phased approach. Initially, it is recommended that staff balance the cost of accelerated tree trimming cycles with the savings from delayed trimming cycles, providing a cost neutral initial program for evaluation. If the cost of trimming each tree is assumed to be the same (for ease of establishing a program), staff could ensure that the trees that are accelerated to be trimmed on an annual basis, are balanced by trees that would be trimmed on a delayed program of a four or five year rotation. Results could be presented to the Committee and any future changes in trimming cycles could be evaluated to determine if there is an additional cost or savings.

Groupings of trees into an accelerated or delayed trimming cycle do not necessarily need to be of the same species. Trees could be grouped as recommended by the arborist on staff, provided there is inventory data to support the creation of a separate group. As an example, trees associated with street lights or solar panels could be grouped together for management purposes, even though they may be of several species. The capabilities of the ArborPro tree management program are limited by the data that has been collected. The groupings could become more detailed as the need arises. An example of this program would be setting up a program to trim trees blocking street lights on an annual basis. There could be many species of trees involved, but they all share the unique characteristic of affecting a street light. Inventorying these trees and establishing a group for management purposes is an ideal method of applying the features of the ArborPro software to managing tree maintenance.

FINANCIAL ANALYSIS

None

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

None



STAFF REPORT

DATE: February 8, 2018
FOR: Landscape Committee
SUBJECT: Request for Tree Removal by 943-B (Dye)

RECOMMENDATION

Deny the request for removal of the tree and trim as needed during normal trim cycle.

BACKGROUND

Ms. Dye purchased the manor in August 2013. She is requesting the removal of an Aleppo Pine, *Pinus halepensis*, tree located across the walkway from her manor in the turf area at 944-C (ATT-1). The reason cited for the removal request is her belief that the tree poses a danger to residents due to falling pine cones. She states that a pine cone fell and hit her on the head requiring medical treatment. Surrounding residents have signed the Landscape Request Form in support of removal.

The tree was last pruned in December 2015 and is scheduled for pruning again in approximately October 2018. It is approximately 48 feet in height with a trunk diameter of approximately 32 inches. It is growing approximately 10 to 15 feet from the sidewalk and building. There is one minor crack in the walkway with no lifted concrete.

DISCUSSION

At the time of inspection, the tree was found to be in good condition. There are no visible pests, disease or missing areas of bark. The tree has a self-correcting lean. The United Mutual policy is to not remove trees due to litter or debris; this would include pine cones.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,500, cost to trim is estimated at \$600, and the estimated value is \$7,155 based on ArborPro tree inventory.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Photograph

ATT-2: Mutual Landscape Request Form



RECEIVED

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MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS! LANDSCAPE DIVISION

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at 597-4600 in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: 10/26/17 Address: 943-B Avenida Majora

Requestor Signature: [Signature] Print Name: Margaret Dye
(owner signature is required on the line above if the requestor is a lessee or occupant)

Request (please check): REFER TO GUIDELINES ON REVERSE SIDE Vanessa 949-472-11

- ☒ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming 942-B 1192
- ☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).

☐ Other (explain): _____

Location Across Fr. 943-B

Reason (please check): REFER TO GUIDELINES ON REVERSE SIDE

- ☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition
☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction ☒ Other (explain):

Danger to Residents, tree drops pine cones on sidewalk!
I fell and hit my head which required hospitalization and

Description & Location: Brain Surgery after stepping on pine cones (see
Attached). Pine tree should be removed for neighbor safety
This sidewalk is used to access the garages!

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against
<u>[Signature]</u>	<u>943-C</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	<u>941-C</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	<u>944-C</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u>	<u>945-A</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Landscape Division
P. O. Box 2220, Laguna Hills, CA 92654-2220

Revised Nov 2011

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against
<u>Inna Ericson</u>	<u>944D</u>	<u>✓</u>	<u>—</u>	<u>—</u>
<u>Becky Kleiman</u>	<u>945-C</u>	<u>✓</u>	<u>—</u>	<u>—</u>
<u>Elysa Konrad</u>	<u>944 D</u>	<u>✓</u>	<u>—</u>	<u>—</u>
<u>Catherine Masco</u>	<u>945 A</u>	<u>✓</u>	<u>—</u>	<u>—</u>
<u>Larry Walters</u>	<u>934 B</u>	<u>X</u>		
<u>Leo Sawyer</u>	<u>928 B</u>	<u>X</u>		
<u>Margaret Helos</u>	<u>944-Q</u>	<u>✓</u>		
<u>Tashiro Hughes</u>	<u>944-A</u>	<u>✓</u>		
<u>N. Marilyn Spunell</u>	<u>942 A</u>	<u>✓</u>		
<u>Mickey Maguire</u>	<u>942 C</u>	<u>✓</u>		
<u>Janet W. Hansen</u>	<u>942-B</u>	<u>✓</u>		

949-472-1192



STAFF REPORT

DATE: February 8, 2018
FOR: Landscape Committee
SUBJECT: Request for Tree Removal by 135-C (Garsha)

RECOMMENDATION

Deny the request for removal of the tree and trim as needed during normal trim cycle.

BACKGROUND

Ms. Garsha purchased the manor in 2010. She is requesting the removal of a Canary Island Pine, *Pinus canariensis*, tree located at 135-A, across the courtyard from her manor in the planter area at 135-A (ATT-1). The reasons cited for the removal are: falling branches, clogging of rain gutters with needles, overgrown, and poor condition. She also states that the former staff arborist said the tree was to be removed in 2015. The surrounding residents including the owner of 135-A (location of the tree) have all signed the Landscape Request Form in support of removal.

The tree was last pruned in May 2017 and is scheduled for pruning again in approximately March 2020. It is approximately 55 feet in height with a trunk diameter of approximately 21 inches. It is growing approximately two to three feet from the sidewalk and patio. At time of inspection, there was no visible damage to the sidewalk or patio wall.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition. There are no visible pests, disease, or missing areas of bark. There is no record of a previous discussion or promise of removal by Village staff to residents regarding this tree. The United Mutual policy is to not remove trees due to litter or debris; this would include branches and pine cones.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$2,500, cost to trim is estimated at \$600, and the estimated value is \$3,935 based on a comparable size tree in the ArborPro tree inventory.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Photograph

ATT-2: Mutual Landscape Request Form



135-A 470-4806
C 328-0472

11-6-17



Laguna Woods Village.

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at 597-4600 in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: 10/5/17 Address: 133-D, 135-C

Requestor Signature: [Signature] Print Name: MARLENA GARDNER
(owner signature is required on the line above if the requestor is a lessee or occupant) ORIT Heilbrunn

Request (please check): REFER TO GUIDELINES ON REVERSE SIDE

- ☒ Tree Removal ☐ Plant Replacement ☐ Off-Schedule Trimming
- ☐ Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).

☐ Other (explain): Ishmael - Laguna Woods Arborist spoke to us on 7/24/14
Bldgs 132, 133, 135 said trees to be removed b/t Jan-June 2015 shms 11-30-17

Reason (please check): REFER TO GUIDELINES ON REVERSE SIDE

- ☐ Structural Damage ☐ Sewer Damage ☒ Overgrown ☒ Poor Condition
- ☒ Litter/Debris ☐ Personal Preference ☐ View Obstruction ☒ Other (explain):

per Ishmael - Arborist, spoke to Bldg owners 135, 132, 133, said was on removal list b/t Jan 2015 - June 2015 -

Description & Location: newly removed to date, clogs rain gutters w/ debris, pine needles, twigs, branches fall on sidewalk breezeway, ORIT Heilbrunn-133D - branches fell on head as walked breezeway to 133D -

Signatures of All Neighbors Affected by this Request (owner signature is required below for lessees and occupants of neighboring residences):

Signature	Manor #	For	Undecided	Against	(see attached pages)
<u>ORIT Heilbrunn</u>	<u>133-D</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>(2)</u>
<u>*Liyla Ivanjor</u>	<u>135-A</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>1-132C</u>
<u>Jacqueline Reed</u>	<u>132-C</u>	<u>✓</u>	<u>—</u>	<u>—</u>	<u>2-133D</u>
<u>Marlena Gardner</u>	<u>135-C</u>	<u>✓</u>	<u>—</u>	<u>—</u>	

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

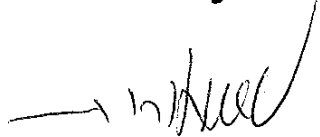
PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Landscape Division
P. O. Box 2220, Laguna Hills, CA 92654-2220

Orit Heilbrunn
133-D

October 5, 2017

I have had branches fall on my head shoulders from pine tree as walking on sidewalk to my home from my carport. It has been difficult walking through that tree droppings, branches, pine cones fallen on sidewalk all the time. I was present with my 3 other neighbors when Ishmael directed us over to that pine tree, said that decaying Pine tree was to be removed in year 2015.



Orit Heilbrunn

Phone contact (619) 454-6974

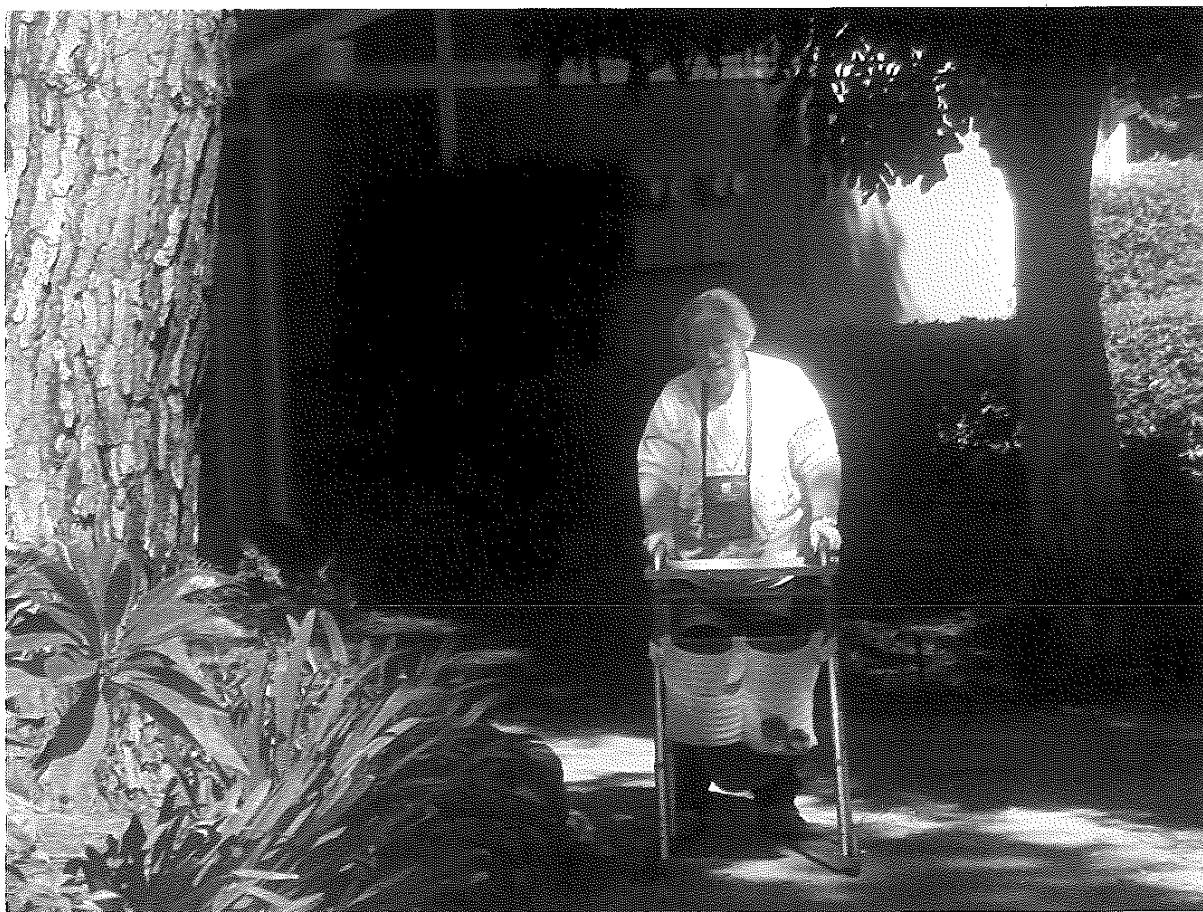


photo of Jacqueline Reed-132-C
 Son assists her to walk-pine tree to left of picture
 branches, debris are problem with walker-and
 wheels, balance.

Jacqueline Reed

Info 132C

Jackie Reed

Add a description *Son Michael John took picture*

Albums

2 items

Shared · Oct 18

Details

Oct 18

Today, 10:19 AM

Jackie Reed 132 C Laguna Woods.jpg

3.3MP 1581 x 2108 651.7 KB



STAFF REPORT

DATE: February 8, 2018
FOR: Landscape Committee
SUBJECT: Request for Tree Removal by 360-A (Strousse)

RECOMMENDATION

Deny the request for removal of the tree and trim as needed during normal trim cycle.

BACKGROUND

Ms. Strousse purchased the manor in June 2017. She is requesting the removal of a Carrotwood, *Cupaniopsis anacardioides* tree located in the turf area at the front of her manor (ATT-1). The reason cited for the removal is that roots have raised the sidewalk (walk has recently been replaced) and the tree is too large. When talking with Ms. Strousse, she added that there have been plumbing issues in the past that she attributes to the roots of the tree. There was a sewer line clearing performed on November 2, 2017 and a sewer line investigation completed on November 30, 2017 with no mention of tree roots in either report.

The tree was last pruned in November 2015 and is scheduled for pruning again in approximately September of 2018. It is approximately 28' in height with a trunk diameter of approximately 17". It is growing approximately 5-10' from the sidewalk and building. Adjoining neighbors have signed the Landscape Request Form in support of removal (ATT-1).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition. There are no visible pests, disease or missing areas of bark. Surface roots were observed, which is a characteristic of this tree species.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated to be \$500. The cost to trim is estimated to be \$250. The estimated value is \$3,096 based on the ArborPro tree inventory.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Bruce Hartley, General Services Director

Lori Moss, Community Manager

ATTACHMENT(S)

ATT-1: Photograph

ATT-2: Mutual Landscape Request Form



RECEIVED
DEC 26 2017



BY: JA **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.

360 A
Address

12/1/17
Today's Date

TRACY STROUSSE
Resident's Name

206 349-2515
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.

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 to the right of the sidewalk as you face the entrance to 360A has lifted the sidewalk in 2 places. The sidewalk was replaced, but the roots & tree are too large. The neighbors agree.

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
Maurice Stiles	318 C	MS		
Madonna Chasmod	359 C	MVC		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.



Owner's Signature

TRACY STROUSSE

Owner's Name