



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

**Thursday, February 10, 2022 – 9:30 a.m.**

**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 two options:*

1. Join the Zoom meeting at <https://zoom.us/j/93131082872>. Please raise your “Virtual Hand” during the agenda item you wish to speak to.
  - a. 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.
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled and before the “Member Comments” agenda item 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 to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 9, 2021
5. Chair Remarks

6. Department Head Update
  - a. Project Log
  - b. Off-Schedule Tree Work
  - c. Key Performance Index Slides
  - d. Recommended Locations for Turf Reduction
7. Member Comments (Items not on the agenda)
8. Response to Member Comments

Items for Discussion and Consideration

9. Landscape Revision Request: 880-B Via Mendoza

Concluding Business:

10. Committee Member Comments
11. Date of Next Meeting – Thursday, March 10, 2022
12. Adjournment

Diane Casey, Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Landscape Coordinator  
Telephone: 949-268-2565



**OPEN MEETING**

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

**Thursday, December 9, 2021 – 9:30 A.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Diane Casey, Maggie Blackwell, Pearl Lee,

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

Called to order at 9:30 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Blackwell made a motion to approve the agenda. The committee was in unanimous support.

**4. Approval of the Meeting Report for November 12, 2021**

Director Blackwell made a motion to approve the Report. The committee was in unanimous support.

**5. Chair's Remarks**

Chair Casey stated this is her first time chairing a committee.

## **6. Department Head Update**

### **a. Project Log**

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

### **b. Off-Schedule Tree Work**

Mr. Wiemann reviewed this report with the committee.

Mr. Wiemann presented a PowerPoint of the Landscape Department's Key Performance Indicators (KPI) and answered some questions.

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

A member made a short presentation regarding kikuyu grass and that it can cause allergies and irritations to pets who walk on the grass.

Member asked if his request to remove a Canary Island Pine tree would be reconsidered.

Member asked what is the average time to replace a landscaper? Mr. Wiemann said it varies but that he is contracting out for eight employees to fill in for unfilled positions in our landscape crews.

Director Skillman commented that residents should watch the Landscape Department video illustrating how the Village nursery, mulch yard, and equipment shop are run. It is enlightening about all that goes on in landscaping behind the scenes. It is an eye opener. Here is link to that video: <https://www.youtube.com/watch?v=FI7tl0yXCso>

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

Mr. Wiemann stated it is not practical to take all Kikuyu grass away.

Regarding herbicide use: staff leaves flags out for two days which indicate that area was recently sprayed. Staff only sprays edges so when you see flags, keep your dog away from these areas if you are concerned. We have bought nozzle covers to reduce overspray. We have been looking at some areas in United to make them herbicide-free and we will do everything by hand in those areas. He will bring more on that to the committee next month.

As far as pine trees, he has a bid out for removing overplanted Pine trees in United. Our goal is to thin them out and he will propose to remove about 400 pines over a three-year period. He will be bringing more information about this to a future meeting.

He will look to see if the Member's Pine that he requested be removed would be on the list of pines staff is suggesting be removed during the anticipated pine removal project.

Reports:

**9. Alternative Herbicide Trial**

Mr. Wiemann reviewed with the committee the results of his recent herbicide trial and answered some questions. He said the result was to use a new mix of Finale™ and Oroboost™ which involves using only half the amount of Finale™ staff had been using.

Items for Discussion and Consideration

**10. Tree Removal Request: 2061-A Via Mariposa E. – One Canary Island Pine**

Director Blackwell made a motion to accept staff's recommendation and approve this request. The committee was in unanimous support.

Concluding Business:

**11. Committee Member Comments**

Director Blackwell commented that it is interesting that we have new ways to handle the same problems. We try what we can. She is looking forward to see the plan to remove some of the over planted Canary Island Pines.

Director Lee stated that we are always looking at options to address resident concerns.

Mr. Wiemann stated that, in some areas, we are putting in turf alternatives which residents can still walk their dogs on. We are trying to make areas more water efficient and user-friendly.

**12. Date of Next Meeting – Thursday, January 13, 2022**

**13. Adjournment at 10:18 a.m.**

anthony libertore

anthony libertore (Jan 4, 2022 14:07 PST)

Diane Casey, Chair



United Mutual Landscape Project Log December 31, 2021 2021 Reserve Fund Projects (As of December 31, 2021)							
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	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	79.98%	\$ 63,344
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.	In-House crew completed approved Turf Reduction Project for three identified locations which covered 14,960 square feet. The crew removed turf, planted 1,433 of various plant types, mulched and added a blockwall by building 290. In addition, irrigation work was performed by in-house crews.	n/a	9/1/2021	97.29%	\$ 1,872
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Work began in February	P100008220	Annual	95.59%	\$ 4,390
Tree Maintenance	West Coast Arborists	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 1,855 trees, removed 32 trees and planted 1 new trees.	P100008222	Annual	-2.00%	\$ 410,443
	In-House Tree Crew		In 2021, the in-house crew trimmed 494 trees, removed 135 trees, and planted 14 trees.	n/a		71.20%	\$ 153,000

\*Completion based upon invoices recieved to-date; 12/31/2021

United Mutual Landscape Project Log February 10, 2022 2022 Reserve Fund Projects							
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	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	0.00%	\$ 374,958
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 to be presented to Committee on February 10, 2022.	n/a	Annual	0.00%	\$ 26,078
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	P100009820	Annual	0.00%	\$ 85,847
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.	New contracted tree crew in 2022. Scheduled tree work will begin Monday, February 14.	P100009780	Annual	0.00%	\$ 503,120
	In-House Tree Crew		In-House tree crew working on service requests and storm damage.	n/a		0.00%	\$ 444,537

\*Completion based upon invoices recieved to-date; 02/02/22



United Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
11/1/2021	43	Removal	Fruitless plum	2	Small tree in decline, pest	Staff
11/1/2021	2018	Removal	Australian flame tree	2.5	Major limb loss no restoration possible	Staff
11/2/2021	173	Clearance	Hollywood juniper	1	Touching roof	Staff
11/2/2021	2149	Trim	Brazilian Pepper	3	Remove end weight	Staff
11/2/2021	2012	Hanger	Silk Oak	2	Hanging over the sidewalk	Staff
11/2/2021	2012	Removal	Avocado	3	Resident request non-standard	Staff
11/2/2021	2012	Removal	Ficus Benjamina	4.5	Major limb loss no restoration possible	Staff
11/8/2021	238	Trim	King Palm	2.5	Trim tree	Staff
11/8/2021	123	Removal	Aleppo pine	4.5	Tree was encroaching the building, out grew area	Staff
11/8/2021	632	Removal	Brazilian Pepper	4	Tree was in decline, 60% dieback	Staff
11/8/2021	2151	Removal	Ficus Benjamina	3	Small ficus growing in planter near manor wall	Staff
11/9/2021	2016	Clearance	Rusty leaf	2.5	Patio clearance	Staff
11/9/2021	149	Hanger	King Palm	1	Remove frond from roof	Staff
11/12/2021	2060	Clearance	Ficus Benjamina	3	Touching roof	Staff
11/18/2021	205	Clearance	Bottle tree	2	Touching roof	Staff
11/19/2021	598	Removal	Torulosa (3)	5	Old and woody Junipers at carport location	Staff
12/2/2021	2051	Removal	Black stem pitt	4	Dead, pest, old and woody	Staff
12/2/2021	2056	Removal	New Zealand tree	5	Split limb unable to restore	Staff
12/8/2021	943	Clearance	Crape Myrtle	3	Touching roof	Staff
12/9/2021	124	Hanger	Bottlebrush	2	Hanger in the Canopy	Staff
12/9/2021	541	Clearance	Carrotwood	8	Two Carrotwood and a trumpet tree clearance	Staff
12/15/2021	80	Removal	Chilalpa	3	Uprooted poor structure	Staff
12/15/2021	601	Hanger	Eucalyptus	1	Hanger in the Canopy	Staff
12/15/2021	181	Removal	Chitalpa	3	Uprooted poor structure	Staff
12/15/2021	113	Hanger	Flaxleaf	2	Hanger in the Canopy	Staff
12/15/2021	649	Removal	Evergreen pear	5	Uprooted poor structure	Staff
12/15/2021	649	Removal	Evergreen	2	Dead, pest red spider mite	Staff
12/15/2021	218	Hanger	Sweetgum	2	Hanger in the Canopy	Staff
12/16/2021	718	Hanger	Melaluca	2	Hanger in the Canopy	Staff
12/16/2021	879	Hanger	Bottlebrush	2	Hanger in the Canopy	Staff
12/16/2021	192	Hanger	Carrotwood	2	Hanger in the Canopy	Staff
12/16/2021	817	Hanger	Brazilian Pepper	2	Hanger in the Canopy	Staff
12/16/2021	95	Hanger	Eucalyptus	3	Hanger in the Canopy	Staff
12/16/2021	621	Removal	Jacaranda	5	Storm related	Staff
12/16/2021	952	Hanger	New Zealand tree	2	Hanger in the Canopy	Staff
12/16/2021	817	Hanger	Brazilian Pepper	2	Hanger in the Canopy	Staff
12/16/2021	195	Hanger	Jacaranda	2	Hanger in the Canopy	Staff
12/16/2021	52	Hanger	Brazilian Pepper	2	Hanger in the Canopy	Staff
12/17/2021	541	Clearance	Carrotwood	4	Touching roof	Staff
12/17/2021	95	Clearance	Eucalyptus	3	Touching roof	Staff
12/18/2021	2056	Removal	Cedar	4	Storm related	Staff
12/18/2021	2056	Clearance	Camphor	3	Touching roof	Staff
12/28/2021	129	Hanger	Eucalyptus	2	Hanger in the Canopy	Staff
12/29/2021	621	Removal	Jacaranda	4	Storm related	Staff
12/29/2021	198	Hanger	King palm	1	Dead branch hanging	Staff
12/29/2021	753	Hanger	Eucalyptus	2	Hanger in the Canopy	Staff
12/29/2021	753	Hanger	Carrotwood	2	Hanger in the Canopy	Staff
1/4/2022	2028	Clearance	Ficus Benjamina	4	Other department assist, painters	Staff
1/4/2022	646	Hanger	Bottlebrush	2	Hanger in the Canopy	Staff
1/7/2022	184	Hanger	Canary Island Pine	4	Hanger in the Canopy	Staff
1/14/2022	955	Removal	Edible fig	6	Resident request non-standard	Staff
1/17/2022	915	Removal	Tangerine	3	Resident request non-standard	Staff
1/17/2022	619	Removal	Bottlebrush	4	Split limb unable to restore	Staff
1/17/2022	920	Hanger	Canary Island Pine	2	Hanger in the Canopy	Staff
1/18/2022	2144	Removal	Carrotwood	5	Board approved	Staff
1/18/2022	2144	Trim	Carrotwood	8	Trim 4 Carrotwood end weight	Staff
1/18/2022	601	Trim	Eucalyptus	9	End weight, broken branches, clearance	Staff
1/18/2022	266	Trim	Brisbane box	4	Crown raise	Staff
1/18/2022	266	Removal	Flowering Plum	2	Dead, pest scorce	Staff
1/19/2022	375	Clearance	Crape Myrtle	3	Touching roof	Staff
1/25/2022	2030	Trim	Ficus Benjamina	42	Full Trim	Board Approved
1/25/2022	2142	Removal	Chitalpa	6	Uprooted poor structure	Staff
1/27/2022	134	Hanger	Melaluca	4	Hanger in the Canopy	Staff
1/27/2022	352	Clearance	Brazilian Pepper	4	Touching roof	Staff
1/27/2022	352	Clearance	Fern Pine	4	Touching roof	Staff
1/28/2022	189	Removal	Edible Fig	5	Resident request non-standard	Staff





Village Management Services, Inc.

# Landscaping KPI Overview Cycles Completion and Tickets

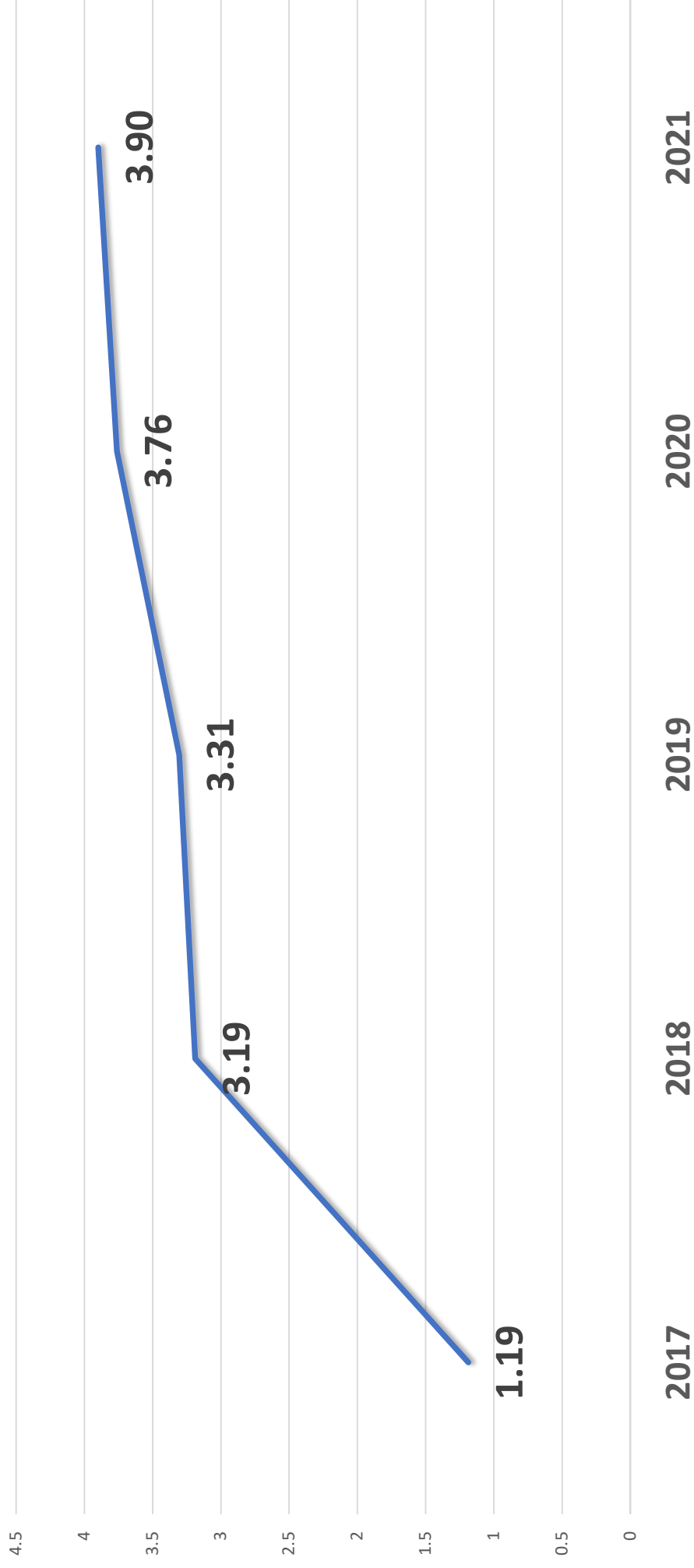
Kurt Wiemann, Director of Landscape Services





# Cycle Completion 2021

## Budget = 4 cycles



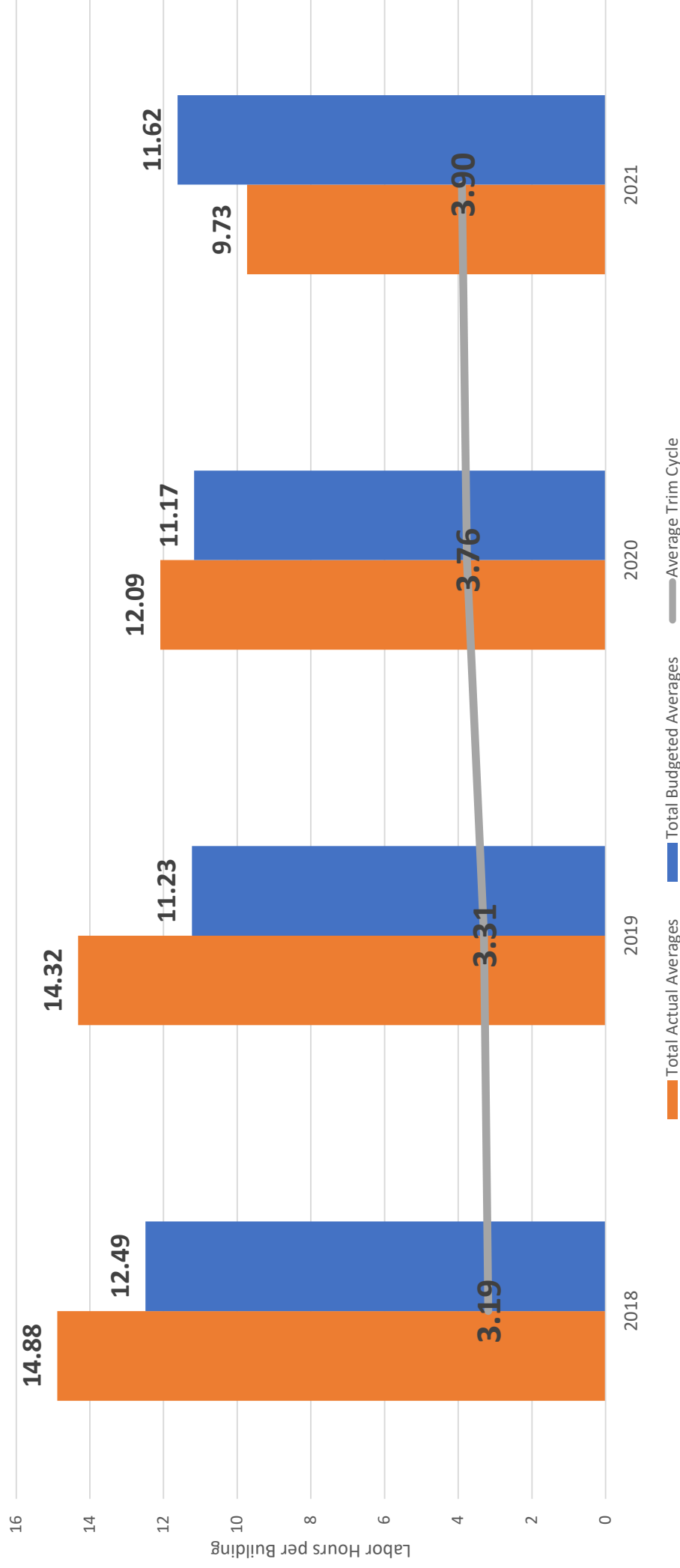


# 2021 Number of Buildings Completed



# 2018-2021 Labor Hours per Building vs. Trim Cycles

530 Grounds Maintenance  
2018-2021 Labor Hours per Building Comparisons



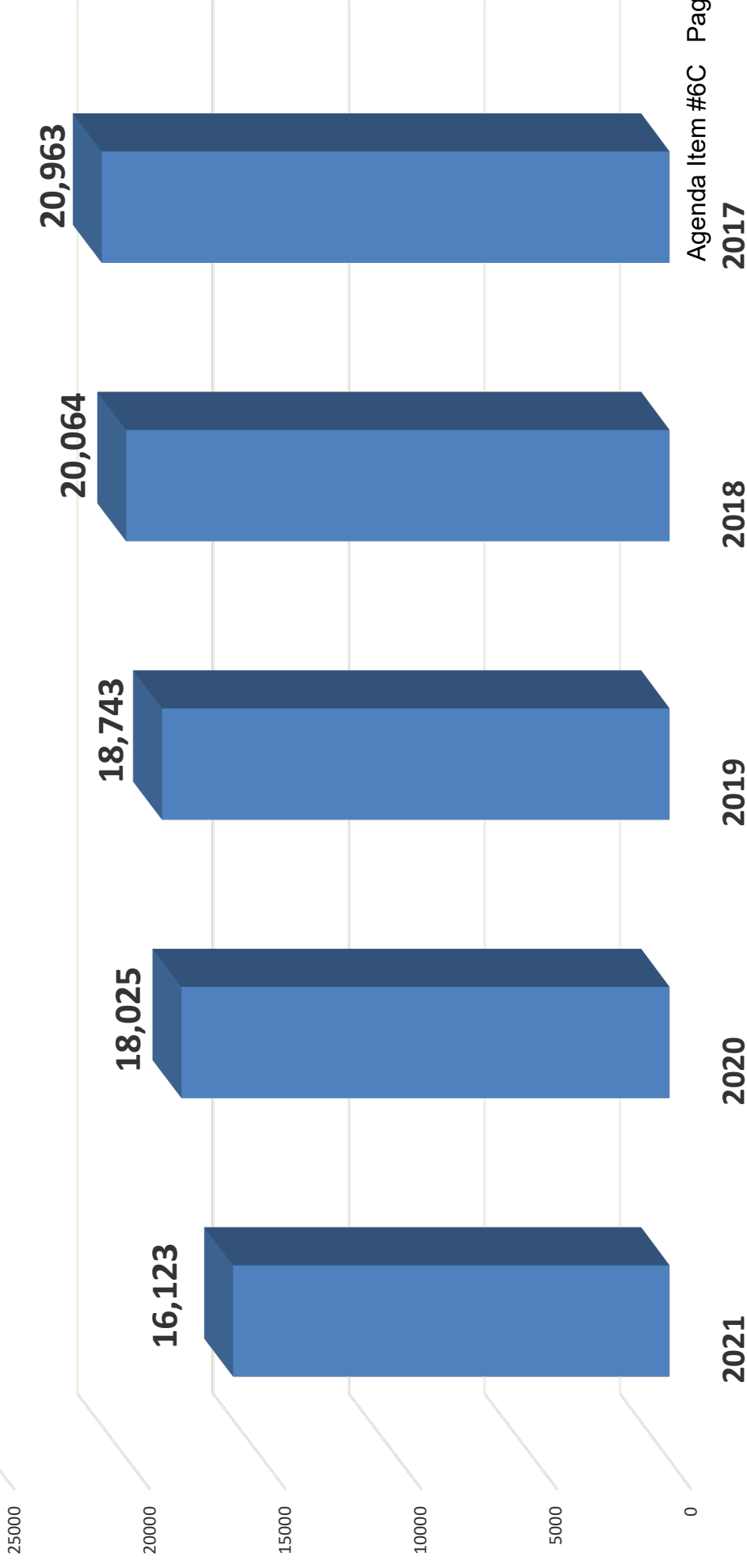
# Where is my Section?





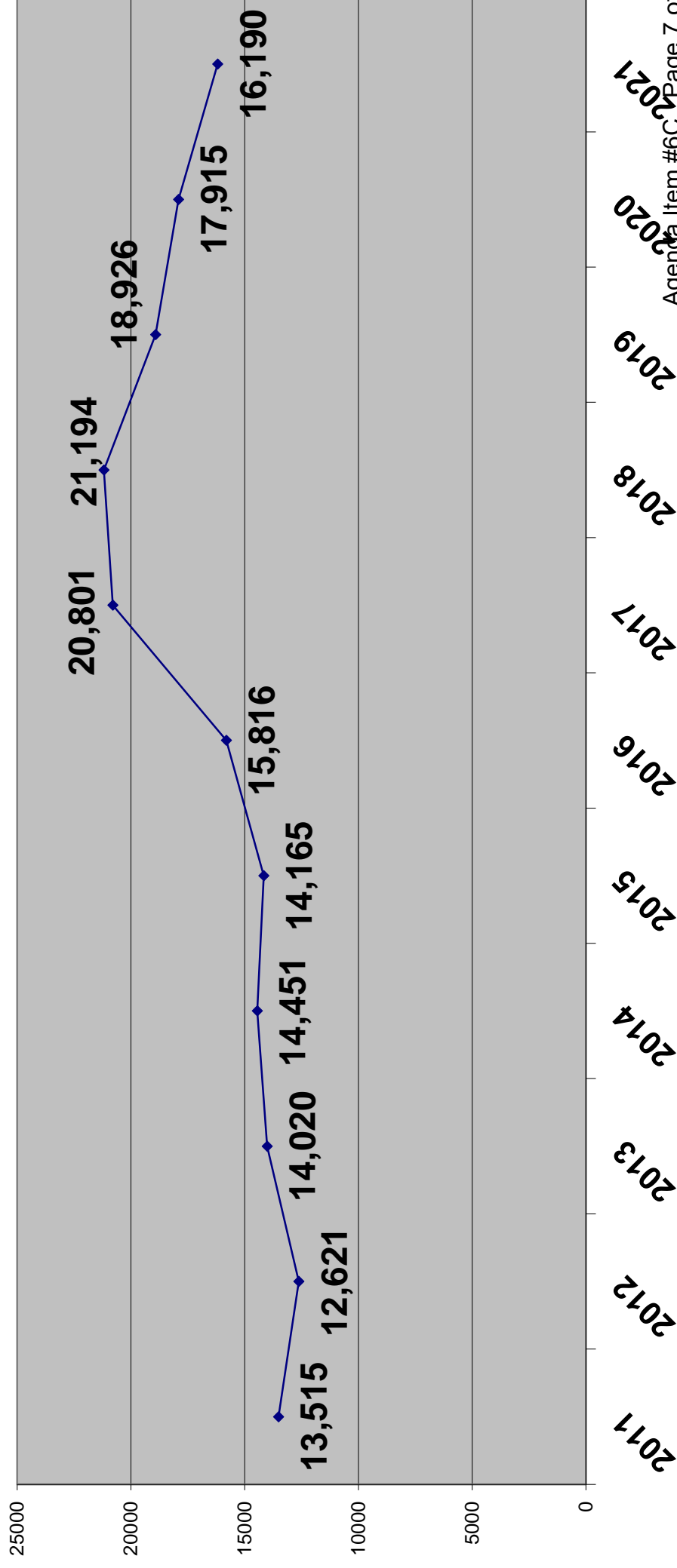
# Total Tickets 2021

Landscape Division New Tickets  
2021-2017 Comparison

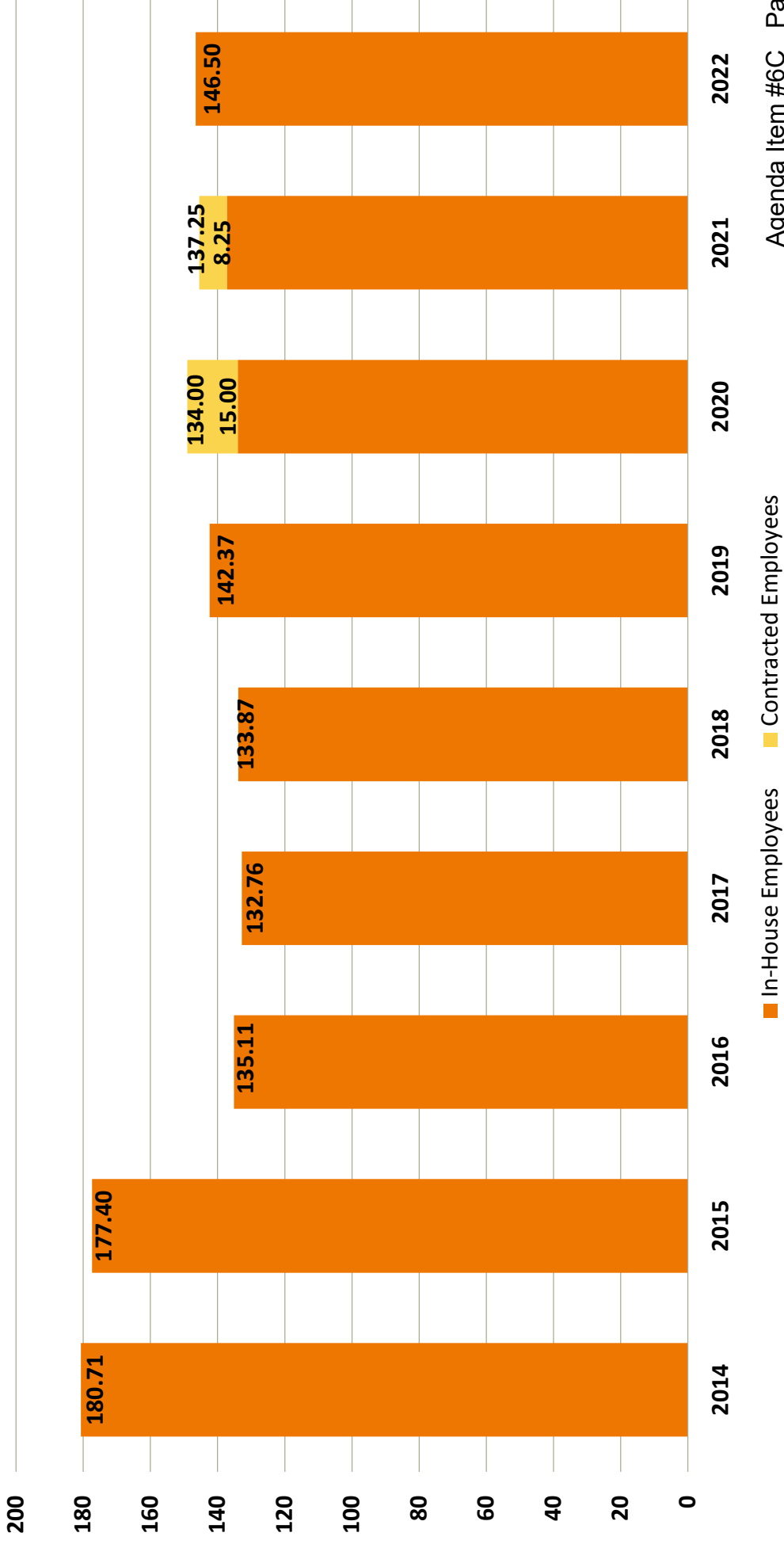




# Total Landscape Tickets 2011- 2021

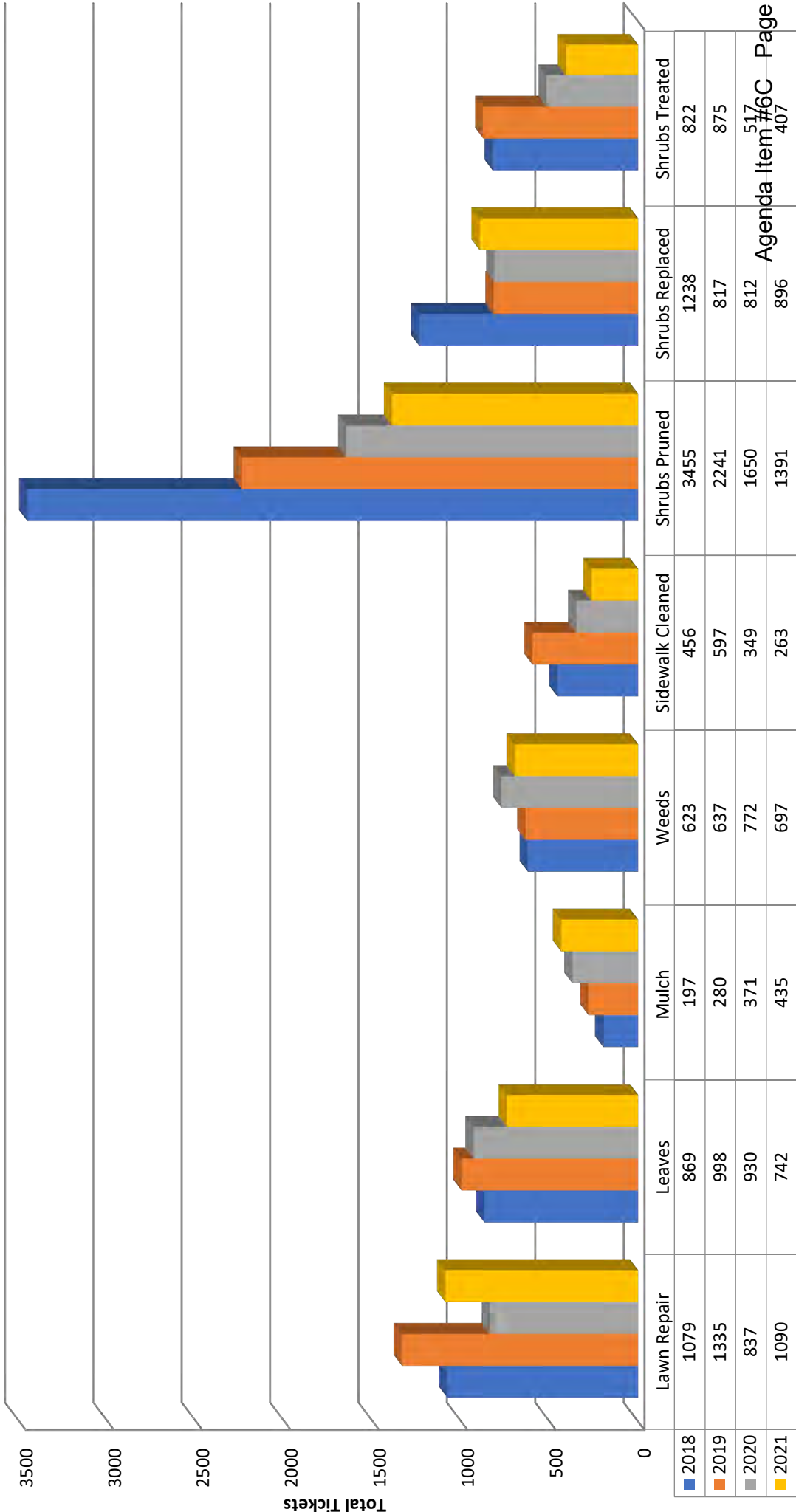


# Budgeted Employees



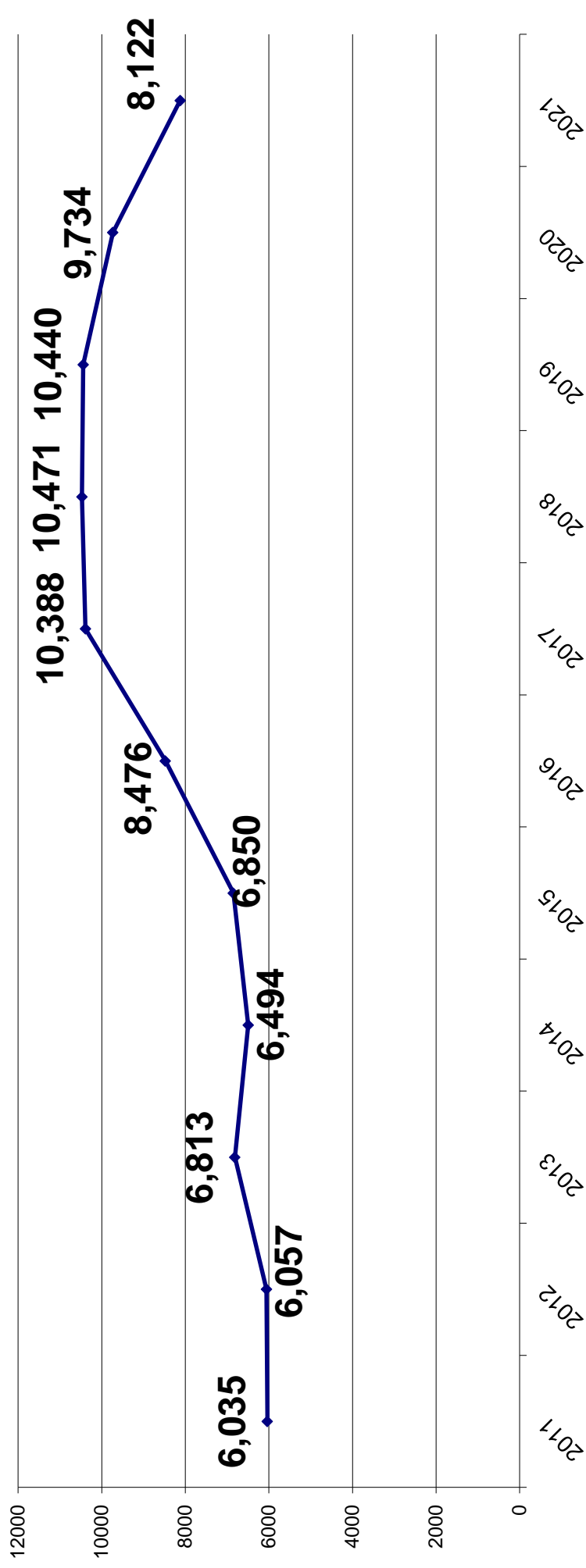
# 530 Grounds Maintenance Key Tickets

## 2018-2021



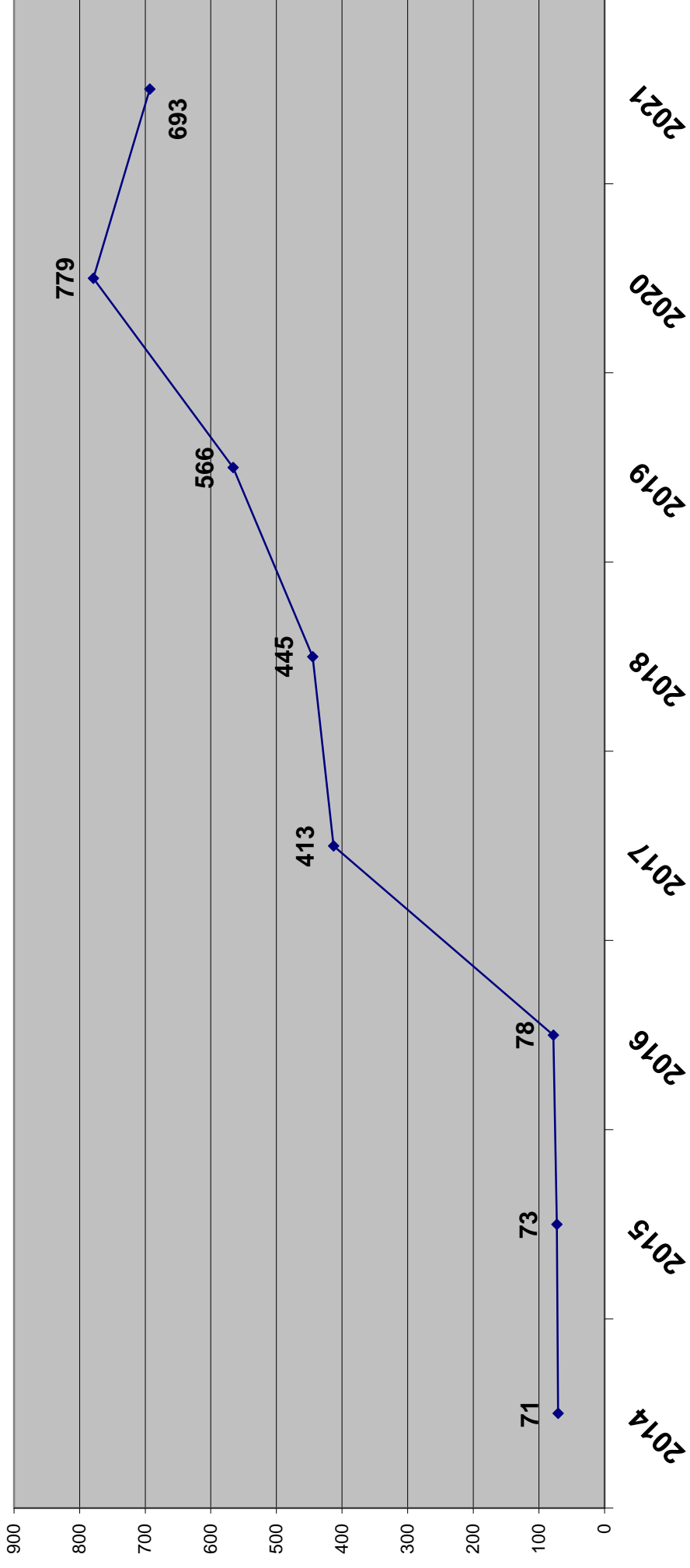
# Total Grounds Related Tickets

Total Grounds Tickets - All

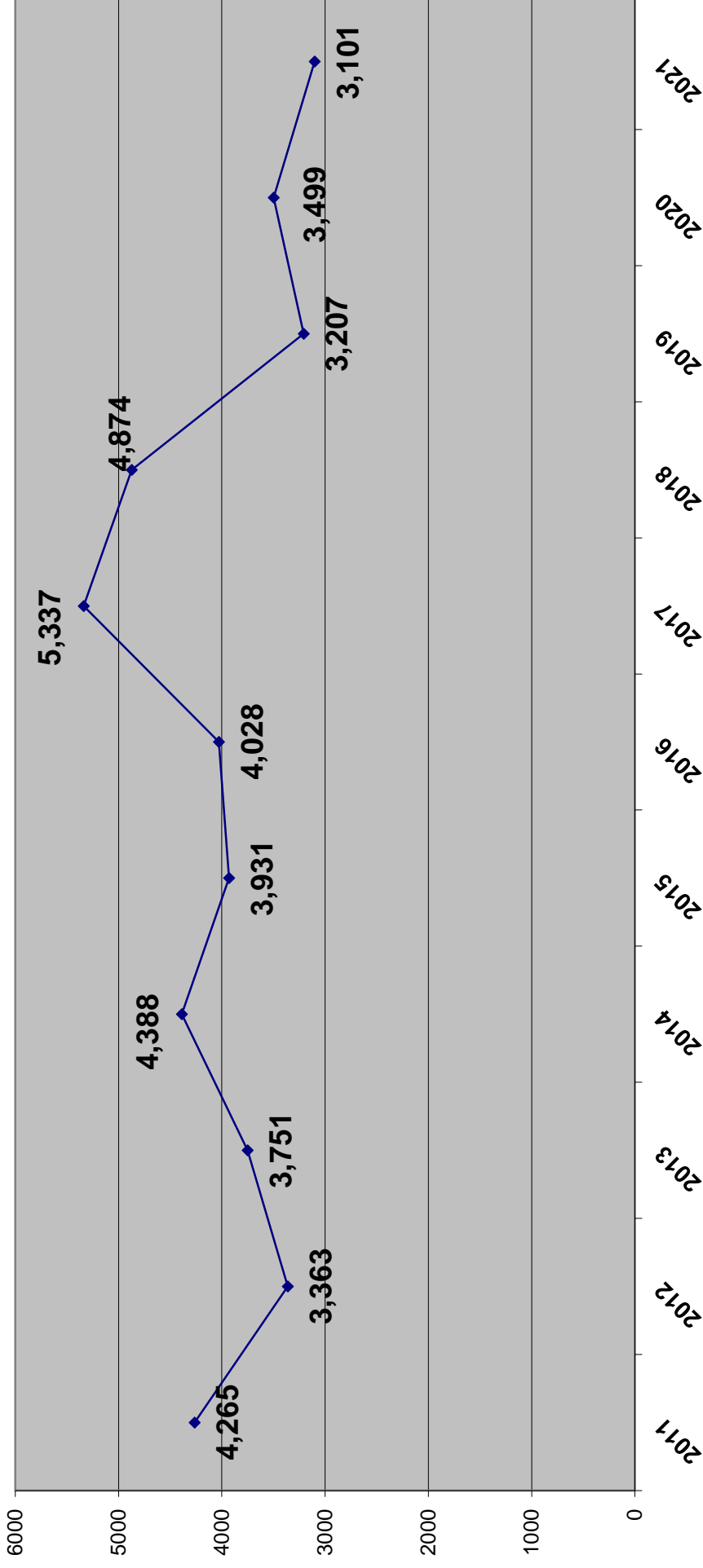


# Weeds!

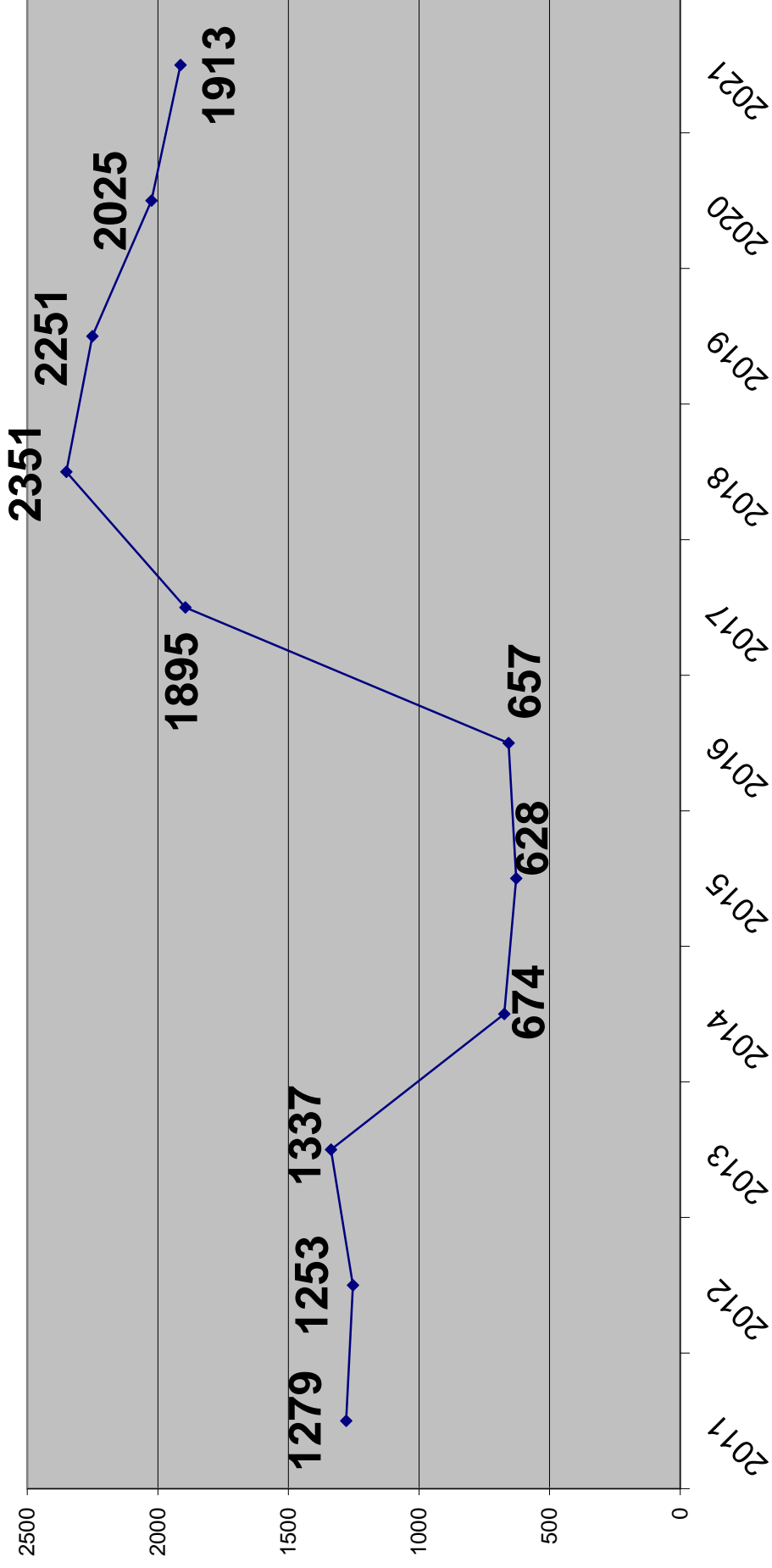
Weed Tickets - Totals



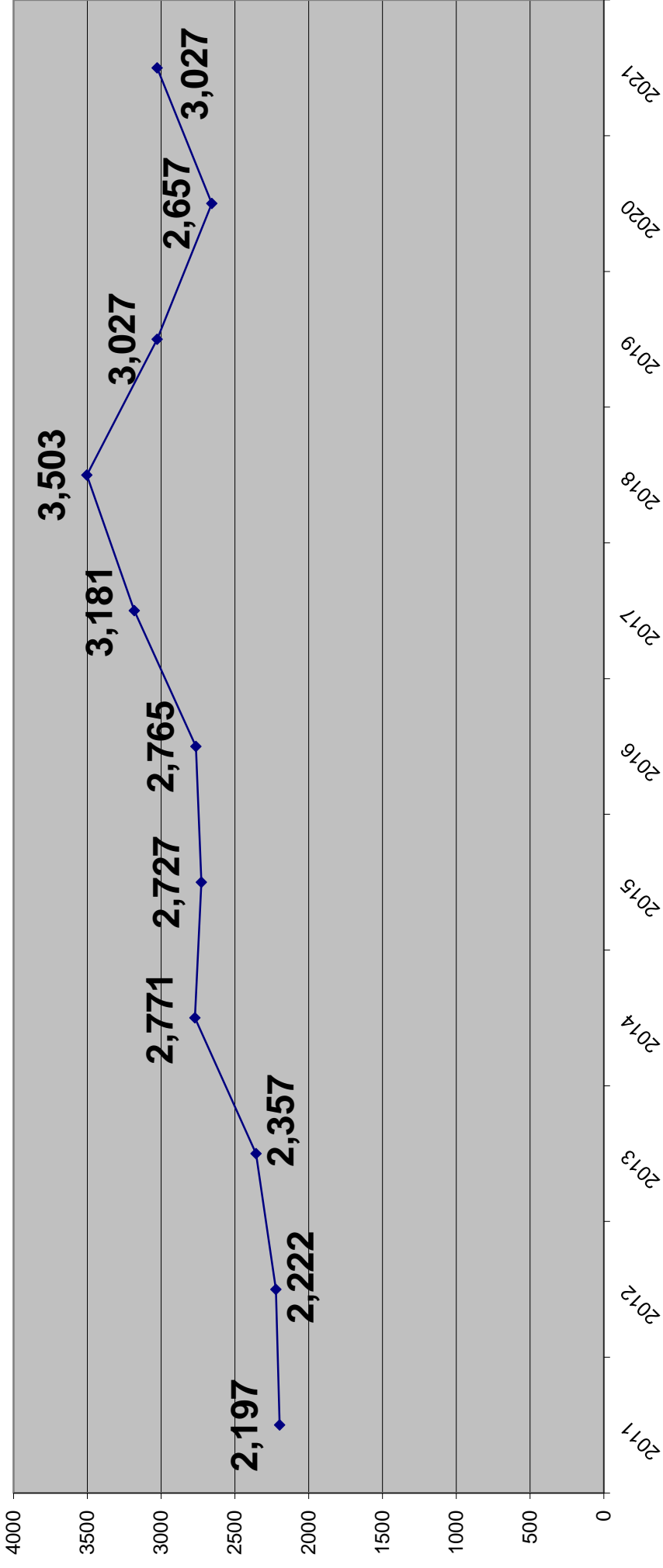
# Pest Control Tickets



# Tree Tickets



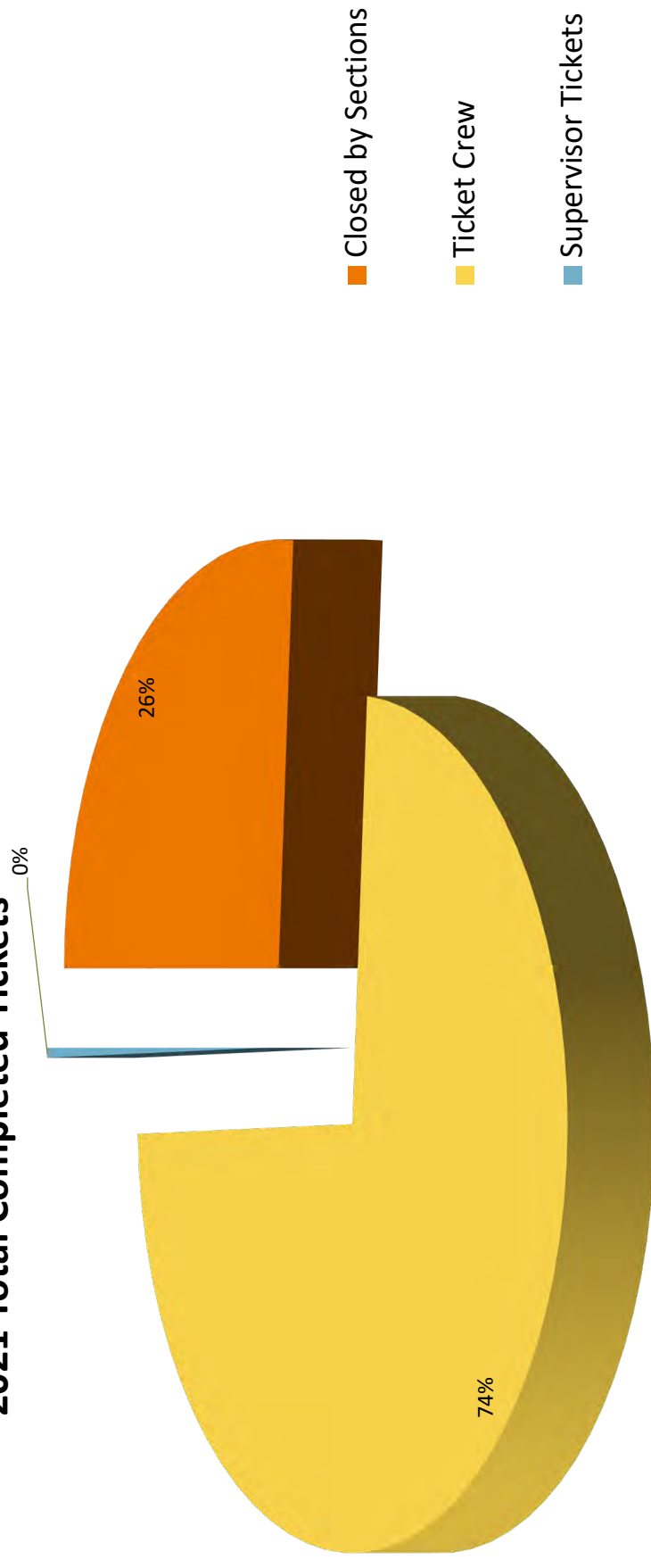
# Irrigation Tickets





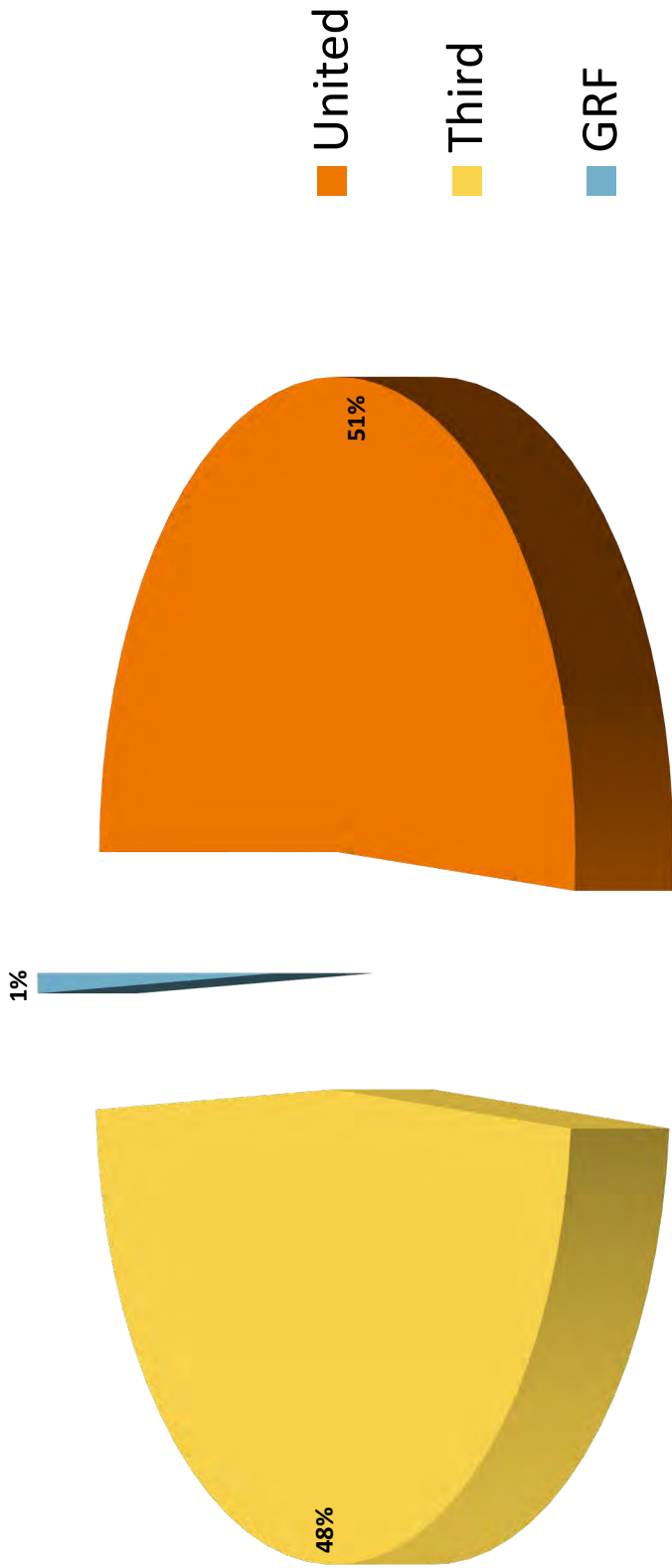
# Supervisor Tickets vs. Ticket Crew

**530 Grounds Maintenance  
2021 Total Completed Tickets**

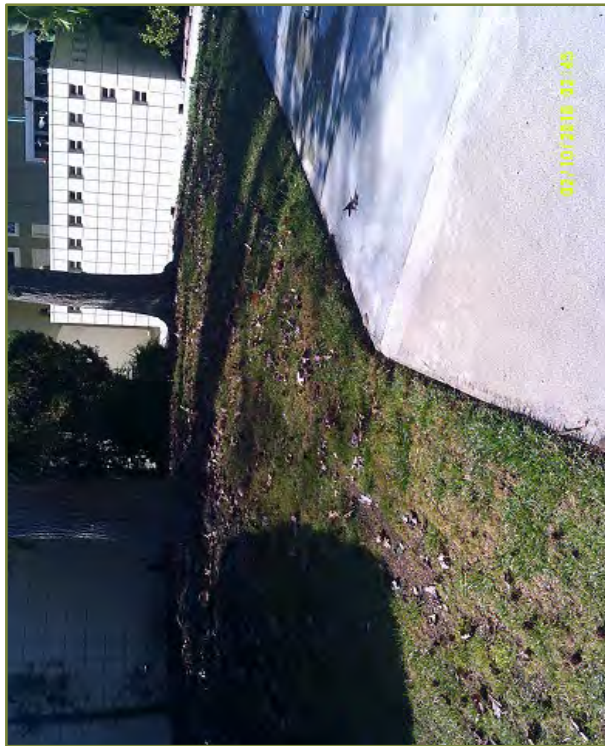


# Ticket Contest

**Landscape Division  
2021 Total Ticket Volume (16,190)**



# Turf Reduction Option Location #1





# Turf Reduction Option Location #2





# Turf Reduction Option Location #3





# Turf Reduction Option Location #4







## STAFF REPORT

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**DATE:** February 10, 2022  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Revision Request: 880-B Via Mendoza

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### **RECOMMENDATION**

Deny the request for revisions to the landscaping adjacent to 880-B.

### **BACKGROUND**

The resident is requesting permission to revise the landscape area adjacent to the subject unit.

### **DISCUSSION**

The requesting resident seeks permission to install stepping stone/pavers in lieu of the existing landscape; installation of pavers or stepping stones to create an open area to place chairs to sit outside.

The subject area is in the rear of the residence immediately adjacent to an alteration sunroom. It encompasses the Common Area at the rear and side of the residence (Attachment 2).

The proposed alteration is essentially adding common area for personal use and violates United Mutual common area rules and policies. There are five signatures on the Landscape Request form in favor of this request (Attachment 3).

### **FINANCIAL ANALYSIS**

There is no cost to the Mutual involved in this request.

**Prepared By:** Kurt Wiemann, Director of Landscape Services

**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Photographs

**Attachment 2:** Proposed Plan

**Attachment 3:** Mutual Landscape Request Form

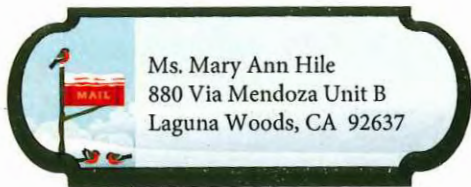
**Attachment 4:** Additional Photos from Member of Neighbor's Yards

ATTACHMENT 1









ATTACHMENT 2





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.

880 Via Mendoza Unit B  
Address

11/20/21  
Today's Date

MaryAnn Hile  
Resident's Name

949-412-9042  
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): Put <sup>temporary</sup> stepping stones / paver squares on area outside slider (from enclosed sunroom) so we can sit outside -

**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): To create close outdoor space to sit reducing water usage by not having plants only dirt/landscape (temporary)

**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.

stepping  
stones/  
pavers!

### 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.

When home bought in June '21, it included a closed in patio with lots of windows and 2 sliding doors @ each end. One end not usable for access, the other has a concrete step/ platform with 2 hand rails, hose bib and some stepping stones. I would like to utilize the space so my dad and I can sit out side among the greenery and get fresh air, and enjoy the beauty of the area - He uses a walker so he can't go far to

### 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.

achieve that surround

Signature	Manor #	For	Undecided	Against
Janet J. Bedoy	880-Q	X		
Cynedi Pedersen	880-O	X		
Lynda Kim	880-N	X		
Ray P...	880-P	X		
John Smith	880-A	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Mary Ann Hile  
Owner's Signature

Mary Ann Hile  
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: \_\_\_\_\_



Monday Dec. 13,2021

To: The United Laguna Woods Mutual Landscape Committee

My request for outdoor stepping stones off my sliding door is in your queue to review and hopefully approve.

I bought this particular home because of the closed in patio with sliding doors at either end. One side I do not use for access but the other had a concrete landing/step and handrails and some open space so I looked forward to sitting outdoors.

I have attached some photos taken recently of other homes with similar outdoor spaces for sitting and enjoying our mostly beautiful weather and fresh air with sunshining in the mornings !

I hope you consider my request and allow me to make my side area more accessible, water conserving and enriching .

Thank you all for your consideration,



Mary Ann Hile

880 Via Mendoza Unit A

949-412-9042

\* See attached photos

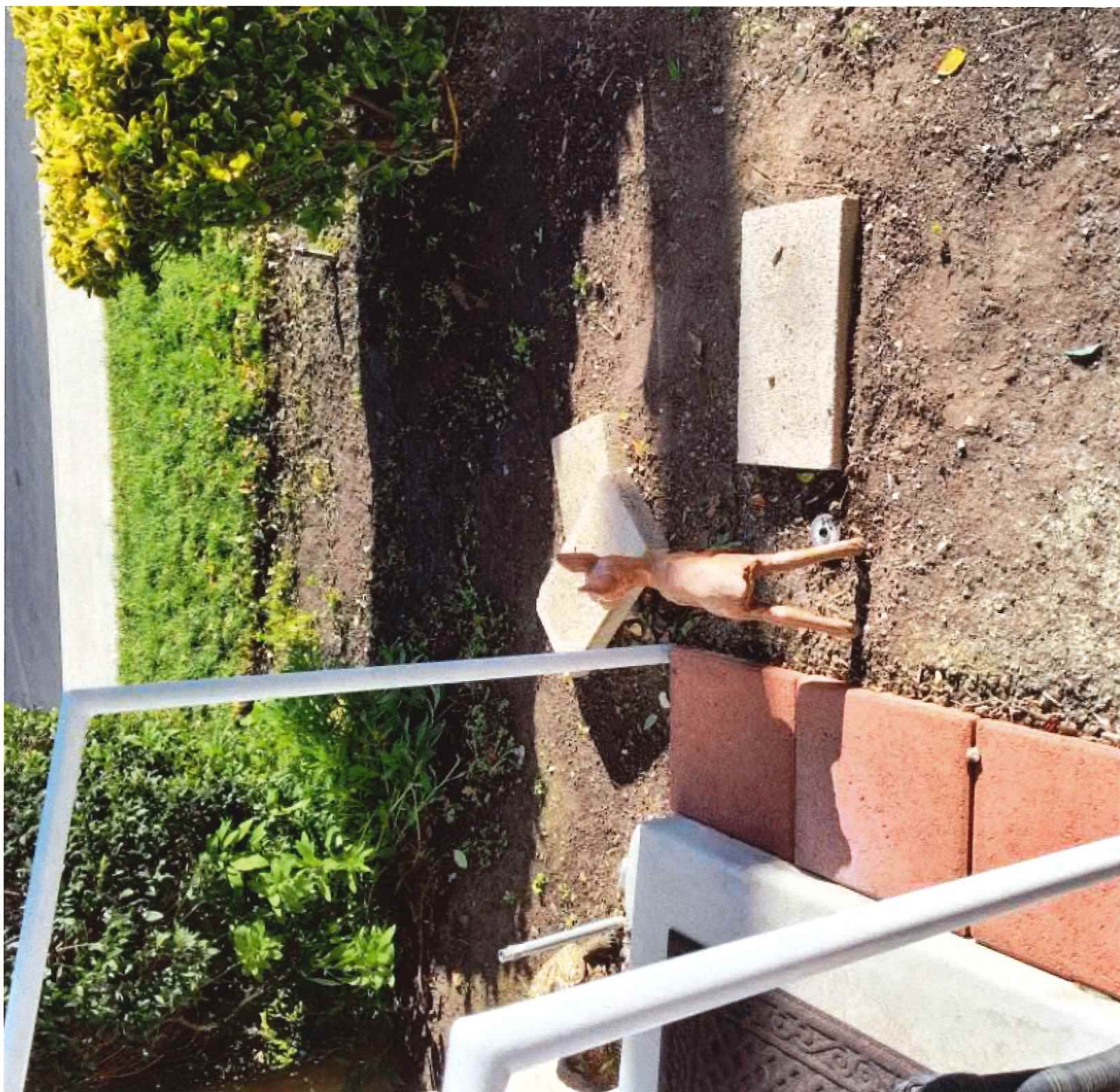
















ATTACHMENT 4





