



OPEN MEETING

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

Thursday, June 11, 2020 – 9:30 a.m.

VIRTUAL MEETING

Laguna Woods Village Community Center 24351 El Toro Road

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for February 13, 2020
5. Chair's Remarks
6. Department Head Update

Consent:

None

Reports:

7. Project Log

Unfinished Business:

8. Request for Tree Removal – 126-T Avenida Majorca (Kruce) – One Canary Island Pine tree

Items for Discussion and Consideration:

9. Request for Tree Removal – 119-A Via Estrada (Friesen) – One Carrotwood Tree
10. Request for Tree Removal – 182-A Avenida Majorca (King) – One Cajeput tree
11. Request for Tree Removal – 412-D Avenida Castilla (Conroy) – One Jacaranda Tree
12. Request for Tree Removal – 2189-R Via Mariposa (Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree
13. Approve Final Updates to United Landscape Maintenance Manual

Items for Future Agendas:

Concluding Business:

14. Member Comments (Items Not on the Agenda)

The Community Center is closed and this will be a virtual meeting which Members may view on the Village website under Residents>Governance>Board Meeting Videos. Member comments will be read during the meeting and the committee will respond. Please send your comment to the Committee by either calling (949) 268-2020 within the half hour prior to this meeting and fifteen minutes after the start of the meeting. Or, you may email meeting@vmsinc.org with your comment any time prior



to the meeting and up to fifteen minutes after the start of this meeting. You must provide your name, manor number, and the meeting your comment is meant for.

- 15. Response to Member Comments
- 16. Committee Member Comments
- 17. Date of Next Meeting – August 13, 2020
- 18. Adjournment

Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator 268-2565



OPEN MEETING

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

**Thursday, February 13, 2019 – 9:30 A.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Manuel Armendariz, Anthony Liberatore,
Andre Torng

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT:

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 Torng made a motion to approve the agenda. Director Liberatore seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for December 12, 2019

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

5. Chair's Remarks

Chair Armendariz stated that Mr. Wiemann has taken steps to contract some of the landscape work out. For a couple of years now, we have had a shortage of landscaping staff and this was a solution to that problem

We will be starting to discuss the 2021 Business Plan in May and he has asked Mr. Wiemann to put in cost of mowers with catchers. Staff is now doing more of cleaning up areas after winds.

6. Member Comments

Cass Poole (97-G) She thanked staff for removing some stumps. She still doesn't understand why staff parks on the lawn.

Kathy Schill (2189-A) She has a request in for mulch and some other landscape requests. It usually takes a long time for her requests. She asked that someone please follow up with her on her latest request. She also has splash blocks that were left in the landscape bed. Three Italian Cypress are by her windows and are touching her building. She is worried about termites. She requested staff look at the trees.

Roberta Boyers (592-E) She lives by the creek. When they do the mowing and then use blowers, no leaves are picked up. So if there is a breeze, they blow onto her porch and yard. She pays for her own gardener. She walks her dog and the blowers are being used and they don't stop when she is near. There are two huge pines and they make a mess in the carport. She asked how she can have them removed.

Henryka Poplawski (2218-H) Needs cleanup of the trees by her home.

7. Response to Member Comments

Chair Armendariz stated that stumps don't get removed immediately.

The Landscaping Department has 149 workers. Mr. Wiemann is working on the culture in the landscaping department.

Mr. Wiemann responded that he, or his staff, will get in touch with the people who made comments today.

The mini vans were bought specifically to park on the grass.

8. Department Head Update

Mr. Wiemann reported:

We are contracting out part of Gate 5 maintenance for shrub bed cleaning and trimming.

We are starting a re-planting crew. We are perfecting that process. We will have an irrigator on that crew so we know irrigation will be right when something is replanted. It will take us awhile to catch up. This crew will work on one section each week and there are eight sections.

We are budgeted to do the bushes and shrub bed areas four times a year. Some areas fell short last year. We have added another foreman and two more men to that crew that is behind.

We have been limping along with old equipment. We have ordered new equipment and will replace it every two years.

Consent:
None

Reports:

9. Project Log

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

Items for Discussion and Consideration:

10. Request for Tree Removal – 126-T Avenida Majorca (Kruce) – One Canary Island Pine tree

Mr. Kruce was present and he and all his neighbors would like it removed because they believe it will cause damage to the building or will injure someone.

Chair Armendariz made a motion for the committee members to visit this tree with Mr. Wiemann and Bob Merget, the tree arborist, and to then make a decision. Director Torng seconded. The committee was in unanimous support. Mr. Kruce asked that he be present when they meet to look at the tree.

11. Request for Tree Removal – 2183-P Via Mariposa (Italiano) – One Indian Laurel Fig Tree

Chair Armendariz made a motion to accept staff's recommendation and recommend removal of this tree to the Board. Director Liberatore seconded. The committee was in unanimous support.

Mr. Wiemann reported that the contractor will now do all of the large-scale tree removals. Staff now has the ability to remove committee-approved trees as a chargeable service.

12. Review of Landscaping – Building 895

Mrs. Piso and Mrs. Rubin were present and addressed the committee about the common area garden area by their building and how they feel it should be maintained.

Mr. Wiemann and Chair Armendariz made a recommendation to put up a sign to indicate that the area is open to all Members.

Mrs. Rubin requested that if the area is trimmed, to trim it down more gradually than all at once, to four feet.

Cy Overman (946-A) spoke about how he jogs by the area. He has also spent money to enhance his own area. He also feels this area should be trimmed down gradually to five foot high, not four foot high. It will be destroyed if you trim it down to four feet.

Chair Armendariz made a motion to trim the areas as landscaping staff sees necessary and come up with an appropriate sign so that Members will know that they have access to that area. Director Torng seconded. The committee was in unanimous support.

Items for Future Agendas:

Concluding Business:

13. Committee Member Comments

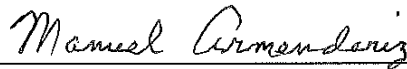
Mr. Torng stated that Mr. Wiemann is doing a good job.

Director Liberatore commended Mr. Wiemann's staff in removing two Canary pines. He was impressed with how they removed them.

Chair Armendariz agreed and stated that the service provided by landscaping department has improved and is continuing to improve. He feels fortunate to have Mr. Wiemann in charge of this department. He has a professional manner.

14. Date of Next Meeting – April 9, 2020

15. Adjournment at 10:50 a.m.



Manuel Armendariz, Chair
Kurt Wiemann, Staff Officer

Eve Morton, Landscape Operations Coordinator – 268-2565

**United Mutual Landscape Project Log
June 2020**

2020 Projects

Project	Description	Status	Estimated Completion/ On-Going Date	Completion	Budget vs Actual
Landscape Revitalization Project	Elimination of highest water-using turf areas; replacing with water efficient landscapes. Continue separating mixed stations.	Scheduled to complete CDS 14/15 Irrigation Retro-Fit Project. Final plans are in development for turf reduction project.	2020	0.0%	Budget: \$350,000
Slope Renovation/ Maintenance	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Slope work began in United on March 1, 2020.	2020	8.3%	Budget \$102,274 Year-to-date (April): \$8,522 Balance: \$93,752
Tree Maintenance	This annual program includes the scheduled trimming of all Mutual trees; unscheduled pruning and service requests; dead tree removal and replacement.	As of April 30, 2020, the in-house crew trimmed 338 and removed 21 trees. Contracted tree crews trimmed 524 and removed 1 tree.	December 2020 Annual	14.3% Contract 37.7% Staff	Contract Budget: \$503,120 Year-to-date (April): \$72,188 Balance: \$430,932 Staff Budget: \$457,382 Year-to-date (April): \$172,295 Balance: \$285,087



STAFF REPORT

DATE: June 11, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 126-T Avenida Majorca (Kruce) – One Canary Island Pine tree

RECOMMENDATION

Deny the request for the removal of one Canary Island Pine tree located at 126-T and trim on schedule.

BACKGROUND

Mr. Kruce became a Member in June 2018. He is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis*, located in the shrub bed area behind the unit; this is the shorter of the two Pine trees in the pictures (Attachment 1). The reasons cited by him for the removal are structural damage, overgrown, and the potential for failure causing extreme danger. Six additional residents have signed the Mutual Request Form in favor of the removal. (Attachment 2).

The tree was last trimmed in May 2017, and future scheduled trimming is tentatively scheduled for fiscal year 2022. The tree is approximately 40 feet in height with a trunk diameter of approximately 27 inches and is growing approximately two feet from the walkway and approximately 12 feet from the building and the unit's patio.

At the last Landscape Committee meeting on February 13, 2020, the committee decided to re-visit the tree. After doing so, the committee decided to take Staff's recommendation and deny this request for removal.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with a balanced canopy with a self-adjusting lean, no visible decay, no pests, and no trunk damage. There is no noticeable surface rooting or damage to the concrete walk and the tree has a well-developed trunk flare at ground attachment. The tree has been previously topped due to an infestation of the Poly Shot Hole Borer which has been attacking Pine trees in Southern California. In the past, staff has topped Canary Island Pines three to four feet below the affected areas in an effort to preserve the trees which has been successful with a number of trees, including this one.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,900, cost to trim is estimated at \$400, and the estimated value is \$5,526, based on tree inventory data.

United Laguna Woods Mutual
Request for Tree Removal – 126-T
June 11, 2020

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Director of Landscape Services
Eve Morton, Landscape Coordinator

ATTACHMENT(S)

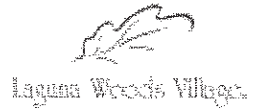
Attachment 1: Photographs

Attachment 2: Mutual Landscape Request Form, Letter

Attachment 1







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.

126 T AVENIDA MAJORCA
Address

Today's Date

RUSSELL KRUCZ
Resident's Name

708 382 0282
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.

THERE'S A LARGE PINE TREE LOCATED AT THE REAR OF BUILDING 126 AVENIDA MAJORCA, NEXT TO THE CARPORT AND IS SLANTED TOWARDS THE BUILDING, WHICH PRESENTS A HAZARDOUS SITUATION OF FALLING ON THE BUILDING, CAUSING EXTREME DAMAGE AND INJURIES OR DEATH TO THE OCCUPANTS OF THE BUILDING. THIS TREE NEEDS TO BE CUT DOWN AS SOON AS POSSIBLE.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
<i>D Salvo</i>	S	✓		
<i>N Young</i>	R	✓		
<i>Benito</i>	F	✓		
<i>Jim & Mary McKinney</i>	U	✓		
<i>Melanie Boatz</i>	G	✓		
<i>Ben</i>	E	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Russell Krue

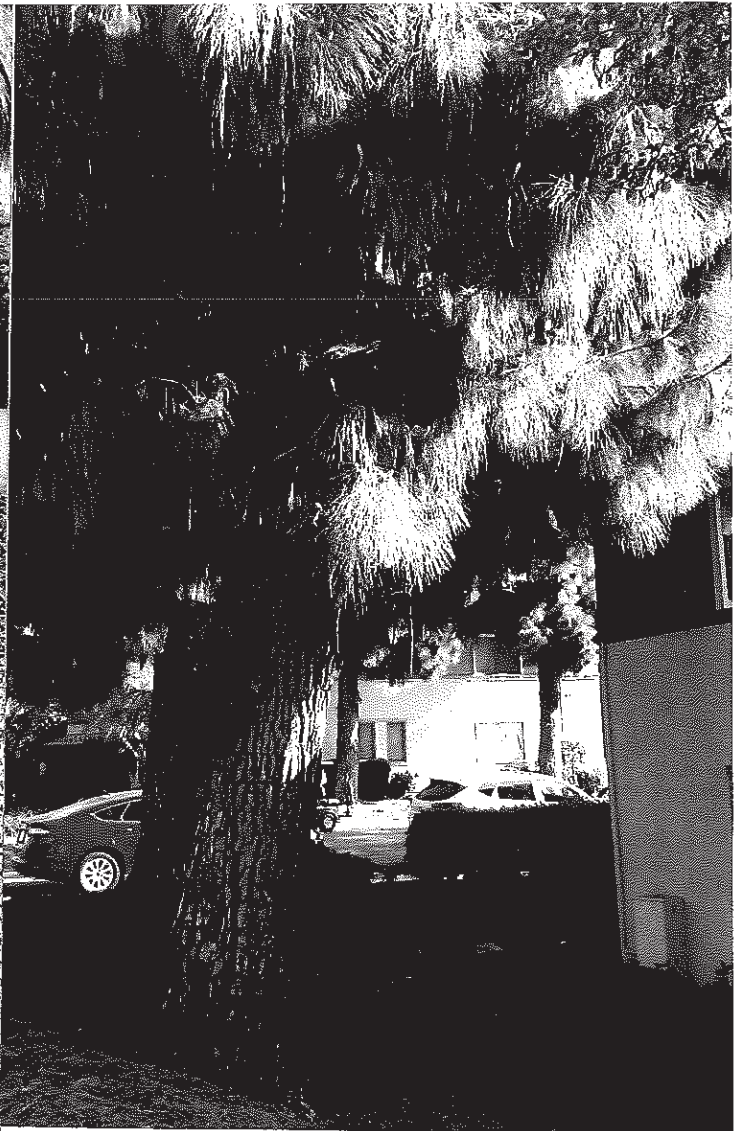
 Owner's Signature

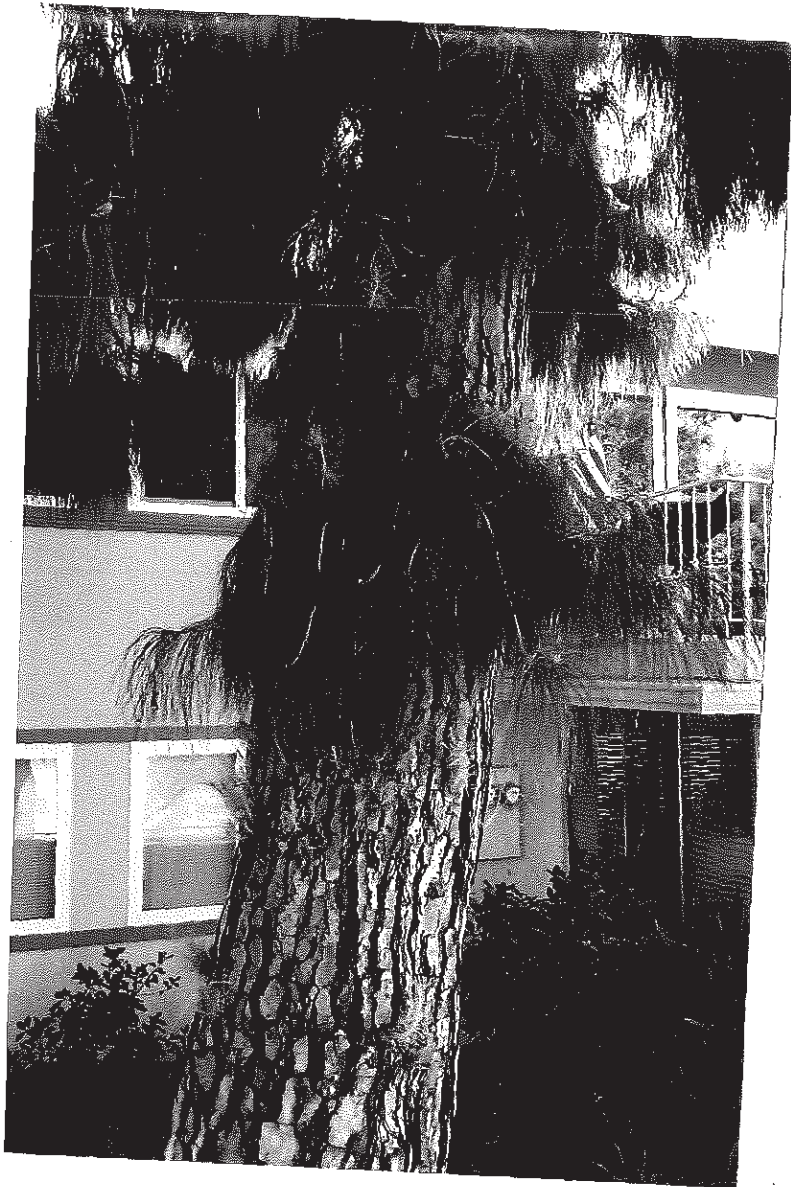
RUSSELL KRUE

 Owner's Name

OFFICE USE ONLY

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







STAFF REPORT

DATE: June 11, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 119-A Via Estrada (Friesen) – One Carrotwood Tree

RECOMMENDATION

Deny the request for the removal of one Carrotwood tree located at 119-A.

BACKGROUND

Ms. Friesen became a Member in May 2018. She is requesting the removal of one Carrotwood tree, *Cupaniopsis; anacardioides* located at the rear of the unit and is growing into the shrub bed area (Attachment 1). The reasons cited by her for the removal are litter/debris and also that seedlings are growing up into the turf and shrub bed areas. Six additional residents have signed the Mutual Request Form in favor of the removal (Attachment 2).

The tree was last trimmed in January 2020, and future scheduled trimming is tentatively scheduled for fiscal year 2022. The tree is approximately 26 feet in height with a trunk diameter of approximately 17 inches and is growing approximately five feet from the building and approximately ten feet from the slope.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with a balanced canopy, a healthy root flare, and no visible decay, pests, or trunk damage. The tree was recently trimmed and currently has sufficient clearance from the unit. Seedling “volunteers” are typical with this species of tree and can be managed by manually removing them from the landscape areas during routine maintenance. The seedlings are not affecting the healthy growth of the surrounding turf or groundcover. The Carrotwood trees are now on a two-year trim cycle which, due to this more frequent trimming, will reduce the amount of annual seed pods thereby reducing the seedlings in years to follow. It is the policy of the United Mutual to not remove trees based on litter/debris. Therefore, there is no justification for the removal of this tree at this time.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,100, cost to trim is estimated at \$100, and the estimated value is \$3,096, based on the tree inventory data.

United Laguna Woods Mutual
Request for Tree Removal – 119-A
June 11, 2020

Prepared By: Bob Merget, Landscape Supervisor
Reviewed By: Kurt Wiemann, Director of Landscape Services
Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form, Letter

ATTACHMENT 1





RECEIVED
FEB 28 2020

ATTACHMENT 2



BY: [Signature]

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.

119 A Via ESTRADA
Address

2-24-2020
Today's Date

GEORGIA FRIESEN
Resident's Name

949-842-3391
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): and dozens of baby trees coming up in Honeysecker 3" to 4"

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.

This Carrotwood tree is about 5' from my back patio wall
loses a massive amount of leaves + makes thousands of buds + seeds.
The seeds grow in the lawn which is now almost dead + there are
hundreds of seedlings under the honeysuckle + more than a dozen that are 4' tall

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
<i>Mary [Signature]</i>	119B	X		
<i>[Signature]</i>	119Q	X		
<i>Kathleen L Gray</i>	119D	X		
<i>Catherine Dodd</i>	119C	X		
<i>Teresa A. Casale</i>	119P	X		
<i>[Signature]</i>	119-0	X		

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

UNIT 119 N IS UNOCCUPIED

Acknowledgement - Owner

By signing, you are acknowledging this request.

[Signature]
 Owner's Signature

GEORGIA FRIESEN
 Owner's Name

OFFICE USE ONLY

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

530 _____ 540 _____ 570 _____ LAST PRUNED: _____

RELANDSCAPED: _____ NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



STAFF REPORT

DATE: February 13, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 182-A Avenida Majorca (King) – One Cajeput tree

RECOMMENDATION

Approve the request for the removal of one Cajeput tree located at 182-A.

BACKGROUND

Mr. King became a Member in November 2010. He is requesting the removal of one Cajeput tree, *Melaleuca, quinquenervia*, located in the turf area at the side of the unit (Attachment 1). The reasons cited by him for the removal are structural damage, litter/debris, and overgrown. No additional residents have signed the Mutual Request Form (Attachment 2).

The tree was last trimmed in March 2017, and future scheduled trimming is tentatively scheduled for fiscal year 2020. The tree is approximately 38 feet in height with a trunk diameter of approximately 16 inches and is growing approximately three feet from the walkways.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with a balanced canopy, no visible decay or pests, and some trunk and surface root damage. There is also poor trunk flair which could indicate poor deep rooting. There is cracking and rising in the sidewalk in multiple areas as well as previous concrete grinding to reduce trip hazards. There was no noticeable structural damage to the unit. The Cajeput tree has been topped in the past which has caused multiple weak branch attachment with poor limb taper. This is not a candidate for root trenching as it would be too close to the trunk which would leave the tree in an unstable condition. Given its improper planting location for such a large tree, along with the necessity to continue to top the tree to avoid the weak attached limbs, it is staff's recommendation to remove the tree.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,300, cost to trim is estimated at \$400, and the estimated value is \$3,621, based on tree inventory data.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Director of Landscape Services
Eve Morton, Landscape Coordinator

United Laguna Woods Mutual
Request for Tree Removal – 182-A
June 11, 2020

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form, Letter

Attachment 1



United Laguna Woods Mutual
Request for Tree Removal – 182-A
June 11, 2020





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.

182-A Ave Mojave
Address

12/10/19
Today's Date

Jeff King
Resident's Name

704-599-5885
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): large tree to right of the side porch, I have idea green ribbon on it

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): roots are push up side walk

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.

Large tree to right of the side porch
I have tied a green ribbon on
the trunk

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

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

ISA King
Owner's Signature

Jeff King
Owner's Name

OFFICE USE ONLY

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

530 _____ 540 _____ 570 _____ LAST PRUNED: _____

RELANDSCAPED: _____ NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



STAFF REPORT

DATE: June 11, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 412-D Avenida Castilla (Conroy) – One Jacaranda Tree

RECOMMENDATION

Approve the request for the removal of one Jacaranda tree located at 412-D.

BACKGROUND

Ms. Conroy became a Member in February 2003. She is requesting the removal of one Jacaranda tree, *Jacaranda, mimosifolia*, located at the side of the unit and is growing into the turf area (Attachment 1). The reasons cited by her for the removal are litter/debris and the potential of structural damage due to surface roots. There are no additional signatures on the Mutual Request Form (Attachment 2).

The tree was last trimmed in November 2018, and future scheduled trimming is tentatively scheduled for fiscal year 2022. The tree is approximately 18 feet in height with a trunk diameter of approximately 5 inches and is growing approximately eight feet from the building and approximately ten feet from the common sidewalk.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with an unbalanced canopy and a slight lean. There is an excessive amount of surface roots extending nine to ten feet in all directions. This species does typically have this level of surface roots. With this amount of surface rooting, it leads staff to the conclusion that there is not a secure, developed deep root structure to this tree. Also, as seen in one of the photos, there are codominant branches with included bark. This is when two or more stems grow closely together causing a weak attachment with the possibility of limb loss failure in the future. It is staff's opinion that this tree will only get worse with age and will most likely cause structural damage in the future.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$500, cost to trim is estimated at \$100, and the estimated value is \$1,707, based on the tree inventory data.

Prepared By: Bob Merget, Tree Supervisor

Reviewed By: Kurt Wiemann, Director of Landscape Services
Eve Morton, Landscape Coordinator

United Laguna Woods Mutual
Request for Tree Removal – 412-D
June 11, 2020

ATTACHMENT(S)

Attachment 1:	Photographs
Attachment 2:	Mutual Landscape Request Form, Letter

ATTACHMENT 1







To Bob
3/10



MUTUAL LANDSCAPE REQUEST FORM

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PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

412 AVENIDA CASTILLA, UNIT D
Address

03/06/2020
Today's Date

EVELYN M. CONROY
Resident's Name

949-457-3570
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): TREE TOO LARGE FOR AREA, HANGING OVER MY PATIO, YOUNG TREE & PROBLEM WILL GET WORSE AS IT GROWS

Reason for Request

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

Structural Damage Sewer Damage Overgrown Poor Condition

Litter/Debris Personal Preference

Other (explain): ROOTS SPREAD WIDELY & WILL GET WORSE AS IT GROWS.

GUIDELINES:

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

Description & Location of Request

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

TREE ABOUT 4 YRS. OLD. NEVER BEEN PRUNED OR SHAPE PROPERLY.
 ROOTS WILL EVENTUALLY LIFT SIDEWALKS, LEANING OVER MY PATIO
 SHEDDING DEBRIS ALL OVER PATIO. TREE TOO LARGE FOR THE AREA.

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

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


 Owner's Signature

EVELYN M. CONWAY
 Owner's Name

OFFICE USE ONLY

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

530 _____ 540 _____ 570 _____ LAST PRUNED: _____

RELANDSCAPED: _____ NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



STAFF REPORT

DATE: June 11, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 2189-R Via Mariposa (Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

RECOMMENDATION

Deny the requests for the removal of one Jacaranda tree and one New Zealand Christmas tree located at 2189-R and 2190-Q.

BACKGROUND

Ms. Bilewitz became a Member in November 2012. She is requesting the removal of one Jacaranda tree, *Jacaranda; mimosifolia* and one New Zealand Christmas tree, *Metrosideros; excelsa*. The trees are located at the side and front of the unit (Attachment 1). The reasons cited by her for the removal are severe allergy problems and the lifting of the sidewalk due to the New Zealand Christmas tree. Ms. Bilewitz has attached a letter from her doctor stating that allergy testing has revealed her significant allergic response to these two trees growing close to her unit. Two additional residents including 2190-Q, have signed the Mutual Request Form in favor of the removals (Attachment 2).

The Jacaranda tree was last trimmed in April 2020 and future scheduled trimming is tentatively scheduled for fiscal year 2022. The New Zealand Christmas tree was last trimmed in January 2018 and future scheduled trimming is tentatively scheduled for fiscal year 2023.

The Jacaranda tree is approximately 24 feet in height with a trunk diameter of approximately 18 inches and is growing on the slope approximately 21 feet from the building. The New Zealand Christmas tree is approximately 26 feet in height with a trunk diameter of approximately 22 inches and is growing in the planter approximately nine feet from the walkway and approximately 17 feet from the unit's patio.

DISCUSSION

At the time of inspection, the trees was found to be in good condition with balanced canopies, a healthy root flare, and no visible decay, pests, or trunk damage. The New Zealand Christmas tree has some surface roots; however, it is staff's opinion that the crack in the sidewalk is not due to tree roots but soil settlement. In the past, the Landscape Committee has considered the removal of trees due to allergies when a letter is submitted from a doctor specifying the allergy is due to a specific species of tree. An option, rather than the removal of the trees, would be to trim the trees on an annual basis. The Committee could consider this as a chargeable service to the resident.

FINANCIAL ANALYSIS

The combined cost to remove the trees is estimated at \$2,534, cost to trim is estimated at \$100 for the Jacaranda tree and \$400 for the New Zealand Christmas tree. For the New Zealand Christmas tree, the first trim would be to crown reduce and thin out the tree and moving forward with an annual trimming cost of \$100 each year. The estimated combined value of the two trees is \$7,837, based on the tree inventory data.

Prepared By: Bob Merget, Tree Supervisor
Reviewed By: Kurt Wiemann, Director of Landscape Services
Eve Morton, Landscape Coordinator

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form, Letter

ATTACHMENT 1



United Laguna Woods Mutual
Request for Tree Removals – 2189-R
June 11, 2020





ATTACHMENT 2

May 5, 2020

*Attn: Robert Merget
Landscaping Department*

Please find the enclosed information , requested for removal of specific trees in front of my unit at 2189-R Via Maripose E.

- 1. Mutual Landscape Request Form*
- 2. Letter from Dr. Lauren Sweetser MD*
- 3. Allergy Test Report from Mark Dyer MD*

*It would be much appreciated if the removal could be done
As soon as possible.*

Thank you for your attention to the matter.

Adele Bilewitz



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.

2189 Via Mariposa E. Unit R
Address

5/5/20
Today's Date

Adele Bilewitz
Resident's Name

(949) 514 1013
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): Due To Severe Allergy Problems
(Please see letter from Doctor)

Reason for Request

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

- Structural Damage Sewer Damage Overgrown Poor Condition
- Litter/Debris Personal Preference
- Other (explain): See above as well as picture of side walk
lifting from roots of New Zealand tree

GUIDELINES:

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

Description & Location of Request

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

all 4 sides of
branch

Jacandra / New Zealand Christmas Tree

Bignoniaceae / Craucarico

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
<u>Amanda Lewis</u>	<u>2189Q</u>	<input checked="" type="checkbox"/>		
<u>Teresita R. Fitzmoris</u>	<u>2190Q</u>	<input checked="" type="checkbox"/>		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

Adele Bilewitz
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: _____

LAUREN SWEETSER M.D.
Hoag Foothill Ranch 104 IM/FP
26672 Portola Parkway, Suite 104
Foothill Ranch, CA 92610
(949) 557-0750

ADELE BILEWITZ
2189 VIA MARIPOSA E UNIT R
LAGUNA WOODS, CA 92637-2285

MRN# 2685827
DOB: 02/22/1947

Date of Service: 04/23/2020

To whom it may concern,

Adele Bilewitz, date of birth February 22, 1947, is a patient under my care. She suffers with multiple environmental allergies. Prominent allergy symptoms including postnasal drip, throat clearing, rhinorrhea, itchy watery eyes, and excessive sneezing. She had recent allergy testing which revealed a significant allergic response to a few particular trees. She has two of these trees growing right outside of her home which cause particularly severe symptoms in the springtime. The symptoms go on for months at a time, so if you would please consider removal of these trees it would be greatly appreciated. If there are any questions please feel free to call my office at 949-557-0750.

Sincerely,

Lauren Sweetser, MD.

Electronically signed by : LAUREN SWEETSER, M.D.; Apr 23 2020 4:12PM PST (Author)



30131 Town Center Dr. Ste. 120
Laguna Niguel, Ca. 92677
(949) 495-2500

665 Camino de Los Mares Ste. 201
San Clemente, Ca. 92673
(949) 661-6606

ALLERGIES, ASTHMA AND IMMUNOLOGY AFFILIATES

	SCREENING SET	PR	I.D.
1	Mites DF		
2	Mites DP		
3	Cat		
4	Dog		
5	Feathers		
6	Mold Mix		
7	Grass Mix		
8	Tree Mix		
9	Weed Mix		
10	Milk		
11	Soy		
12	Egg White		
13	Wheat		
14	Histamine	3	
15	Saline	-	

	Grass	PR	I.D.
1	Bermuda	-	
2	Rye	-	
3	Blue/June	2	
4	Brome	-	
5	Oat	-	
6	Johnson	3	
7	Orchard	-	
8	Redtop	-	
9	Meadow Fescue	-	

	FOODS	PR	I.D.
1	Milk	-	
2	Soy	-	
3	Banana	-	
4	Egg White	-	
5	Egg Yolk	-	
6	Peanut	-	
7	Orange	-	
8	Tomato	-	
9	Tuna	-	
10	Wheat	-	
11	Corn	-	
12	Oat	-	
13	Rice	-	
14	Chicken	-	
15	Pork	-	
16	Walnut	-	
17	Cantaloupe	-	
18	Strawberry	-	
19	Coffee	-	
20	Shrimp	-	
21	Beef	-	

NUTS
22. Almond
23. Cashew
24. Hazelnut
25. Pistachio

SHELL FISH
26. Clam
27. Crab
28. Lobster

FIN FISH
29. Cod
30. Salmon

MISCELLANEOUS
31. Sesame Seed
Guinea Pig

	ENVIRONMENTALS	PR	I.D.
1	Mites DF	-	
2	Mites DP	3	
3	Hamster	3	
4	Cat	2	
5	Dog	-	
6	Feathers	-	
7	Horse	-	
8	Rabbit	-	
9	Cockroach	-	

	TREES	PR	I.D.
1	Olive	2	
2	Oak	3	
3	Elm	3	
4	Walnut	-	
5	Sycamore	3	
6	Eucalyptus	4	
7	Mulberry	-	
8	Birch	3	
9	Maple	3	
10	Alder	-	
11	Acacia	3	
12	Cottonwood	-	
13	Ash	-	
14	Pepper	-	
15	Willow	3	
16	Juniper	4	
17	Cypress	3	
18	Poplar	3	
19	Mesquite	3	
20	Orange	4	
21	Privet	-	

	MOLD	PR	I.D.
1	Alternaria	2	
2	Hormodendrum	-	
3	Helminthsporium	3	
4	Aspergillus	4	

	WEEDS	PR	I.D.
1	Scale	-	
2	Sage	-	
3	Ragweed	-	
4	Pigweed	2	
5	Dock Sorrel	-	
6	Lambsquarter	-	
7	English Plantain	-	
8	Cocklebur	3	
9	Russian Thistle	-	
10	Firebush Kochia	-	
11	Mugwort	-	
12	Mustard	-	

GRADING SCALE
0 = Non Reactive
1 = Insignificant
2 = Slight
3 = Moderate
4 = Severe

POLLEN SEASONS
Grass- All Year
Tree- Spring/Fall
Weed- Summer/Fall
Mold- All Year
Mites- All Year

Patient: Bilewitz Adele

Age:

POS Qty.
Neg Qty.

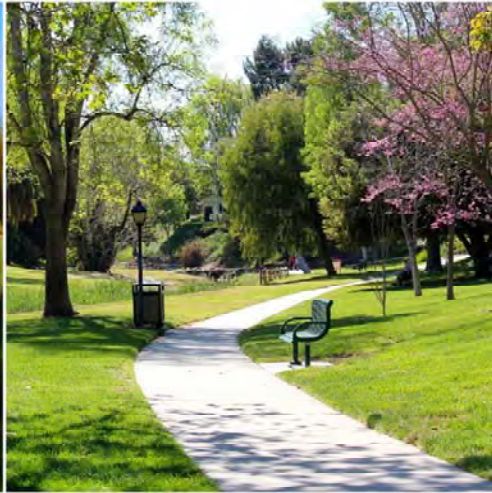
Date: PR 4-11-19
Date: I.D.







Laguna Woods Village®



Landscape Maintenance Manual ***United Laguna Woods Mutual***

Revised June 2020

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VILLAGE LANDSCAPE OVERVIEW

Laguna Woods Village is an active senior residential community of 3.8 square miles with more than 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees, of which more than 30,000 are maintained by the mutual. All landscaped areas are maintained by Village Management Services Inc. (Managing Agent). Irrigation water for the landscape is provided by El Toro Water District, which delivers both potable and recycled water to the Village irrigation systems.

This landscape manual is an informative guide meant to provide information to residents on how landscape and related programs are managed in the Village. It is a resource to assist residents in understanding how the landscape is managed and what each of the mutuals permits residents to do around their residences. Schedules, scope of work and maintenance methods are subject to change.

Maintenance of turf areas is performed on a seasonally adjusted cycle, which varies from once every week to once every two to three weeks, depending on the weather for that time of year. Slopes and shrubs typically are pruned annually, with more frequent light trimming performed on a quarterly cycle. During summer months, crews focus on turf maintenance with only light maintenance of shrub beds being performed. In the cooler months, the focus returns to shrub beds with crews visiting the residential buildings more often.

Clubhouses and other community facilities receive more frequent landscape and grounds maintenance to maintain the appearance of these high-use facilities.

Trees are inspected and trimmed on a five-year species-based cycle. Some tree species require more frequent trimming than others, e.g. Carrotwood and mulberry are trimmed every two years and magnolias and some pines every five.

Computer-controlled irrigation systems use an on-site weather station to adjust watering to meet plant needs based on current weather conditions. Water conservation has become a way of life in the Village, with many turf reduction projects completed each year and high water-using plantings converted to water-efficient and/or California-friendly plant choices. Planters and open areas are topped with mulch to improve the soil, reduce moisture loss and to return nutrients back to the environment.

All of the green waste generated from the maintenance of Village landscaped areas and trees is composted on-site and returned as mulch, resulting in nearly 100% recycling.

Landscape Division Contact Information

For landscape requests or concerns, or to contact a member of staff:

949-597-4600 or e-mail residentservices@vmsinc.org

For scheduling information go to:

<https://www.lagunawoodsvillage.com/news/category/landscape>

THE ROLE OF THE LANDSCAPE DIVISION

Common area maintenance responsibilities include the following:

1. Communicate schedules for various landscape maintenance activities for each mutual on the Village website: <https://www.lagunawoodsvillage.com/news/category/landscape>
2. Provide periodic mowing and edging of turf, based on seasonal needs.
3. Provide periodic pruning of shrubs and trees in planters and on slopes in common areas.
4. Fertilize turf and shrub areas.
5. Manage pests through Integrated Pest Management techniques and the application of the least toxic materials available to control insects, weeds, diseases and rodents.
6. Address trees, shrubs or other plant materials that are not performing well. Remove and replace trees and shrubs as needed.
7. Schedule and maintain irrigation systems to provide sufficient moisture for plant health, reduce water waste and meet state and/or local water conservation mandates.
8. Collect and process green waste into mulch or compost for use in common-area landscape.
9. Removal of debris from walkways, cyclic mowing and landscape maintenance programs.

The Landscape Division does not perform the following services:

1. Substitute, rearrange or change the basic landscaping at a resident's request.
2. Change the irrigation system by adding or altering equipment at a resident's request.
3. Set irrigation system schedules to comply with requests from individual residents.
4. Maintain or help maintain any plantings in a private patio or other exclusive-use common area.
5. Permit any member of a landscape maintenance crew to provide personal gardening services to residents.

LANDSCAPE MAINTENANCE PROGRAM

TURF MAINTENANCE

Turf maintenance responsibilities consist of approximately 138 acres in United Mutual, 165 acres in Third Mutual and 8.8 acres in GRF.

Turf maintenance consists of the following:

- Grass is cut using mulching mowers, which cuts the grass into fine particles and leaves them in place.
- Grass mulching reduces fertilizer requirements by recycling the nutrients stored within the clippings, reducing labor and materials costs. Grass mulching also greatly reduces costs by eliminating the need to bag and dispose of waste.
- Mowing all turf areas, scheduled per seasonal growth requirements.
- Edging sidewalks and trimming turf edges every other mowing cycle.
- Blowing debris off of hardscape that is generated by mowing operation.
- Turf repair, reseed as needed and/or requested and perform mostly in cooler months due to water requirements of new plantings.
- Responding to non-chargeable resident requests pertaining to turf maintenance such as leaf clean up, reseeding, etc.

The mowing cycle follows a schedule that is adjusted seasonally throughout the year to respond to growing conditions. During summer growing months, the mowing cycle may be completed every seven to nine days. During spring and fall, slower turf growth allows for a cycle approximately every nine to 14 days. During winter, intervals of 14 to 21 days are common. During periods that mowing cycles are extended, staff time is directed to other tasks that are more appropriate for that season, such as planting and turf repairs, or tasks that may not be seasonally driven, such as mulch application. Turf repair is slowed in the summer months and usually done only in emergency situations due to the increased water and care that is needed to establish new growth during the heat of summer.

SHRUB-BED MAINTENANCE

The shrub-bed maintenance cycle is performed on approximately 75 shrub-bed acres in United Mutual, 83 shrub-bed acres in Third Mutual, and 10.7 shrub-bed acres in GRF.

Shrub-bed maintenance consists of:

- Pruning; selective pruning is practiced, rather than shearing, on most woody perennials, which leaves the plant with more blossoms and a more natural appearance with less new growth.
- Raking and removal of trimming debris and dead plant material.
- Weeding, both chemically and mechanically, using mutual-approved safe herbicides. No Roundup is used in the community.
- Mulching; using mulch made on site with green waste produced within the community. Using mulch produced from waste generated onsite, in addition to the big cost savings in waste hauling and mulch purchases, reduces the introduction of new weeds and pests into the community.
- Replanting of unhealthy and dead plant material with plant stock grown in our own on-site nursery.

- Edging of the turf adjacent to the planters is done in alternate weeks coinciding with the turf maintenance program.

The landscape crews are scheduled to visit each building four times a year. The service level for the maintenance cycle performed by grounds maintenance is based as closely as possible to seasonal requirements; less shrub-bed maintenance is done during the summer months while staff focuses on the turf maintenance. Shrub-bed maintenance frequency increases during the cooler months, especially for tasks such as replanting and reseeding.

Grounds maintenance staff is responsible for the installation of replacement plantings due to failure of the existing material, overgrowth of existing plants or damage to plants during painting or building repair work.

IRRIGATION

The irrigation work center oversees 10,449 community watering zones controlled by 163 irrigation controllers in United Mutual, 223 in Third Mutual and 21 in GRF. These controllers are managed by a central irrigation computer that determines and transmits all of the necessary scheduling information to the irrigation controllers in the community through the use of radio and telephone communication transmission technologies. The system is weather sensitized and adjusts watering schedules based on daily fluctuations in plant evapotranspiration rates. Adjustments are also made to accommodate water conservation and water supply shortage ordinances, and grounds maintenance work.

System checks of the entire community are performed regularly to evaluate the operation of the system and to troubleshoot and repair any damaged or failed irrigation equipment discovered. Residents are encouraged to call Resident Services during working hours at 949-597-4600 or e-mail residentservices@vmsinc.org to report irrigation leaks or dry spots.

Portions of the irrigation system are still the original design that was installed when the community was developed. Due to the age of those portions of the original system, areas of poor coverage and low water pressure still exist. The purpose of spot retrofitting is to replace and improve areas of the original irrigation system by redesigning and replacing irrigation system hardware, including piping, sprinklers and valves. Shrub-bed maintenance spot-retrofit work is most often completed after old plants are removed and before new plants are planted in areas where the renovation program has not been completed or to prevent irrigation run off to storm drains.

THE ROLE OF THE RESIDENT

Landscape throughout the Village is common area. All grounds outside the walls of a building, a contiguous patio or in the atriums of the Garden Villa buildings are common area landscape property and fall under the rules and regulations stated herein, unless they are an approved alteration.

To assist residents in understanding their role and responsibility in helping to keep the Village landscape looking its best, it is required that residents:

- Submit a Landscape Request Form with a planting plan, including plant species, for any proposed planting or any alteration of any common area to the Landscape Division for review and written approval prior to any changes being made. Failure to do so may result in citation, fines and financial reimbursement of any costs associated with the restoration of mutual landscaping. Do not submit a Landscape Request Form for maintenance requests or plant replacement. Contact Resident Services during normal business hours at 949-597-4600 or e-mail residentservices@vmsinc.org.
- Obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for all proposed changes to the existing landscape. Common areas belong to everyone.
- Maintain any plantings that have been accepted as nonstandard landscape, including fruit trees. Residents are responsible to maintain all such landscape materials.
- Notify the Landscape Division if you cannot or do not wish to continue to maintain nonstandard landscape. The nonstandard landscaping may be removed and replaced as a chargeable service.
- Notify the Landscape Division if you cannot maintain any fruit trees for which you are responsible. These can be removed at no cost to the member.
- 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 program is initiated through Resident Services as a request to meet with a landscape supervisor to evaluate the practicality of the request.
- Do not plant/alter or have your gardener plant/alter any common area. This includes slopes, clear areas around trees or in the turf of the common area. These areas are not available for private maintenance. Fencing, rocks, art or other items shall not be placed in common areas without written approval.
- 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, etc.) in common areas. These items interfere with landscape maintenance operations and may create a safety hazard. The Landscape Division will remove them as a chargeable service to the member responsible for their unauthorized placement. Please note: Stepping stones may be allowed if a written request is made to the Landscape Division which meets the required Standard for Stepping Stones and the Installation Requirements. Also, if the Landscape Division approves the request, such request will also need the approval of the Landscape Committee and the Board of Directors.

If you would like to request services outside the routine maintenance provided, the Landscape Division may be able assist you. If you are unsure whether your request falls into this category, please contact Resident Services during working hours at 949-597-4600 or e-mail residentservices@vmsinc.org to initiate the process.

THE YELLOW STAKE PROGRAM

The former Yellow Stake Program has ended and provided an option for residents to install and maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. Although the program has ended, residents are still required to maintain the plantings. Full responsibility includes, but is not limited to, fertilizing, pruning and the removal of plant waste/debris.

The mutual may intercede if the appearance or level of care of the private plantings is considered below standard, or if any dispute between residents arises. The landscape continues to be considered common property and yellow stake approval may be revoked by the committee. Failure to maintain private plantings will be subject to removal and replanting with standard landscape material. This work will be accomplished after notice to the member and will be completed as a chargeable service.

All new requests for approval of personal plantings require approval by staff or the landscape committee via the Landscape Request Form.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake or private plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

If you have questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling 949-597-4600 or email residentservices@vmsinc.org.

USE OF PRIVATE GARDENERS, LANDSCAPERS AND PEST CONTROL OPERATORS

Members/shareholders are responsible to maintain the landscaping within their exclusive-use common area. Members/shareholders may elect to have their exclusive use common area cared for by an outside service provider (gardener, landscaper, etc.). If a member/shareholder hires an outside provider for any authorized work, they must confirm that the person or company is insured for workers' compensation, liability, and auto insurance prior to the initiation of work. They must also have a City of Laguna Woods business license. It is recommended that residents considering the use of private gardeners check references to insure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent may access, alter or operate the mutual-owned irrigation systems or any water source that is not metered directly by the affected unit. No gardeners, landscapers or other vendors hired by the resident may access water sources or make any changes to mutual owned sprinklers. Unauthorized use of water or alterations made to irrigation systems is prohibited and may result in citation, fines and financial reimbursement of any costs associated with the repair or restoration of mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers or pesticides (insecticides, snail bait, rodent bait, ant control materials, fungicides, etc.), or treat any area on the exterior portion of a unit, or the landscape around it without written permission from the Managing Agent. All proposed pest control operators and/or gardeners must provide copies of all licenses and insurance required by law when requesting approval, prior to any application of materials.

THE TREE PROGRAM

Laguna Woods Village has a wide variety of large mature trees. These are a tremendous asset to the community and improve the quality of life for all residents. All tree maintenance is performed by the Landscape Division under the direction of a certified arborist.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO PERFORM WORK FOR MEMBERS/SHAREHOLDERS WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE ANY TREE IN COMMON AREAS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.

The inspection and trimming of Village trees are performed on a regular five-year species-based schedule, per International Society of Arboriculture standards. Trees are pruned whether they are original plantings or approved resident plantings. Former Yellow Stake Program trees are not pruned or maintained.

Trees are removed by the Landscape Division only if they are dead, diseased, dying, pose a foreseeable risk of damage to property or injury to persons or are actively causing damage to buildings, structures or underground utilities, excluding irrigation. Trees will not be removed due to dropping excessive litter (leaves, needles, flowers, fruit, cones, etc.). Trees will not be topped or removed to establish, increase or preserve views (see Tree Removal Guidelines Resolution on page 16).

Members may request the removal of a tree by contacting Resident Services to obtain a Landscape Request Form or through the Laguna Woods Village website (see sample form, Mutual Landscape Request Form, Page 14). The form must be completed in its entirety, including the signatures of surrounding manor owners affected by the potential removal of the tree. If the removal request does not meet the criteria outlined above, it will be sent to the mutual landscape committee for determination. If a tree removal is approved, it is typically removed within 60 days. Emergency situations are handled on a case-by-case basis.

The landscape committees are made up of appointed directors from the governing board of the affected mutual. They will review the resident's request and work to find a solution.

FAQs

Frequently asked questions about the Tree Program:

- What is the trimming cycle?
 - *Beginning in 2020, all trees will be trimmed on a rotating five-year species-based protocol. This protocol is in place to properly maintain both the beauty and health of the tree stock in the community. It is designed to initially reduce the size of the trees by 25%, thereby reducing off schedule trimming requests and reducing storm damage to overgrown trees.*
- What is the procedure for tree removals?
 - *Members/shareholders may request tree removal by submitting a Landscape Request Form. Keep in mind, per the 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."*

- Who pays to remove the tree?
 - *The landscape committee may approve the removal of a tree at the expense of the Mutual or at the expense of the requesting party.*
- Will the tree be replaced?
 - *Following removal, a tree may be replaced if there is sufficient space and need. The landscape affected by the removal will be repaired and a replacement tree (if appropriate) will be replanted within 90 days of the removal of the tree. The cost would be borne by mutual or the member/shareholder as determined by the landscape committee.*
- Do I need to wait five years to have the tree by my unit trimmed?
 - *Although the program is referred to as a five-year program, the majority of the trees are trimmed every two to three years. Off-schedule trimming may be provided if there is an emergency or urgent need; otherwise trees are not trimmed until they are scheduled.*
- Can I have the tree by my unit trimmed as a chargeable service?
 - *Typically, tree trimming is not provided as a chargeable service. Unique situations will be considered by the arborist and the landscape committee on a case-by-case basis.*

CHARGEABLE SERVICE PROGRAM

The Chargeable Service Program provides very limited additional specialized services to residents of the community upon request that are nonstandard in nature and supplement the routine maintenance provided by the Landscape Division (see “The Role of the Landscape Division” on page 4).

To request services in addition to those already listed, residents should call Resident Services at 949-597-4600 for a landscape supervisor to review the requested work and develop a cost quotation for resident approval.

Residents should not ask any member of a landscape maintenance crew for individual service. All requests shall be made through Resident Services. Staff time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work during or after hours for individual residents.

WATER MANAGEMENT

Water is a limited resource and should be used wisely and sparingly. In the Village, landscaped areas are irrigated with potable water (drinking water quality) or recycled water (not suitable for consumption). Irrigation water should not be consumed or fed to pets. Watering plants by hose is discouraged; use of a watering can is permitted. State law prohibits the use of water to wash patios, sidewalks or other hard surfaces. Please make sure that you have a nozzle on your hose that automatically shuts off to conserve water.

Residents shall comply with all legal directives from the State of California, El Toro Water District, Laguna Woods Village or other agencies with authority to impose water conservation mandates or restrictions imposed during periods of drought. Any water use restrictions will be posted on the Village website at www.lagunawoodsvillage.org.

Residents should not tamper with sprinklers, irrigation controllers (timers), or access mutual water sources. To report dry landscape, water leaks, damaged sprinklers or other problems with irrigation systems, please contact Resident Services at 949-597-4600. For emergency service after 4:30 p.m. on weekdays or on weekends, call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally may be the only source of water for Landscape Division staff to use when installing new plants. Crews are instructed to be considerate of residents' privacy and property. However, when necessary, staff must be allowed access to all exterior water sources, which may include those in exclusive use common areas.

SAFETY

Safety is our number-one priority in the Village. Assistance from residents is vital to keeping the areas around manors free of hazards. Participate in keeping your neighborhood safe by reporting problems such as:

- Raised or broken concrete walkways or driveways
- Holes in turf areas
- Low-hanging or broken tree branches
- Foliage or branches close to fireplace chimneys or brushing against windows, eaves or roofs
- Inappropriately placed objects on sidewalks, balconies or patio walls, such as statuary, pots, hanging plants or vines
- Excessively wet areas or persistent ponding water
- Any item blocking an exit, stairwell or other pedestrian path of travel

If you become aware of any potential safety hazard, please notify the Landscape Division at 949-597-4600.

For emergency service after 4:30 p.m. or on weekends, call Security at 949-580-1400.

REQUEST FORMS AND APPEAL PROCESS

If you would like to request a change to the plants around your manor, please request assistance from your landscape supervisor by contacting Resident Services at 949-597-4600 or emailing residentservices@vmsinc.org.

Your area supervisor will either authorize the changes, or advise you that your request will require approval from your Mutual's landscape committee and supply the necessary forms.

The committee may visit your unit prior to making a decision on your request. Following their decision, it will be presented to the board of directors of your mutual for action. You will be notified in advance of such meetings. You may appear in person at that time, should you wish to speak on your behalf. Appeal of a decision is based on Resolution 01-13-182 (page 22).

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all nonroutine 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, please contact Resident Services at 949-597-4600 for assistance in making that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Member/Shareholder Information

You must be an owner to request nonroutine Landscape requests.

Manor Number

Today's Date

Resident/Member 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 Personal preference

Other (explain): _____

GUIDELINES:

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

Description and Location of Request

Briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of Unit #1234 are lifting the sidewalk"). Attach pictures if applicable.

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	Unit No.	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner Signature

Owner Name

OFFICE USE ONLY

MOVE-IN DATE _____ **DATE** _____ **INITIALS** _____
 530 _____ 540 _____ 570 _____ **LAST TRIMMED** _____
RELANDSCAPED _____ **NEXT TRIM** _____
TREE SPECIES _____
COMMENTS

TREE VALUE _____ **TREE REMOVAL COST** _____

Exhibit A



UNITED LAGUNA WOODS
— M U T U A L —

BOARD RESOLUTIONS

Please note: Any changes to landscaping must be approved by the board prior to the start of any work.

The first step is to fill out a Landscape Request Form which may be obtained from Resident Services at 949-597-4600 or e-mail residentservices@vmsinc.org.

RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

RESOLUTION – Tree Removal Guidelines

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

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 – Memorials & Tree Signage

Resolution 01-08-20 – Adopted February 12, 2008 – United Laguna Woods 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 – Privately-Owned Objects

Resolution 01-05-63 – Adopted June 14, 2005 – United Laguna Woods 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 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 – Care & Maintenance of Patios, Balconies, Breezeways & Walkways

Resolution 01-03-134 – Adopted September 9, 2003 – United Laguna Woods 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.
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.

RESOLUTION – Stepping Stones

Resolution U-85-25 – Adopted January 22, 1985 – United Laguna Woods 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 these criteria.

RESOLUTION – Standard for Stepping Stones

Resolution 01-03-79 – Adopted May 13, 2003 – United Laguna Woods 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.
- 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 Resident Services must be contacted to schedule the Landscape Division 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.

RESOLUTION – Placement of Potted Plants in Common Area

Resolution U-90-74 – Adopted August 28, 1990 – United Laguna Woods 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, atriums, 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 – Fruit Trees

Resolution U-84-129 – Adopted August 28, 1984 – United Laguna Woods Mutual

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 August 28, 1984 – United Laguna Woods 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 - Appeal Policy

Resolution 01-13-182 – Adopted October 28, 2013 – United Laguna Woods Mutual

WHEREAS, United Mutual’s governing documents require a Member to seek approval from the Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members’ requests to the United Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the United Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED; October 28, 2013, that the Board of Directors of this Corporation hereby establishes the following appeals policy for alterations and surrounding area improvement requests, and other matters of corporate business, for this Corporation:

Within 30 days of the Board’s decision, made at an open Board Meeting, a requesting Member may appeal the Board’s decision by requesting another review by the appropriate United committee; and

The appropriate United committee will perform a review of the appeal; and

Upon receipt and review of the recommendation from the committee, the Board of Directors will make a final decision; and

No further appeals on the same matter (brought forth by the Member or subsequent Member) will be reconsidered by the Board of Directors.

RESOLVED FURTHER, that Resolution 01-09-101 adopted May 12, 2009 is hereby superseded and cancelled; and

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

For more information:

<https://www.lagunawoodsvillage.com/residents/united-laguna-woods-mutual/documents>