



OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE

Thursday, October 8, 2020 – 9:30 a.m.

ON-LINE VIRTUAL MEETING

Laguna Woods Village Community Center 24351 El Toro Road

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

NOTICE AND AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for June 11, 2020
5. Chair's Remarks
6. Department Head Update

Consent:

None

Reports:

7. Project Log

Unfinished Business:

Items for Discussion and Consideration:

8. Request for Tree Removal – 201-H Avenida Majorca (Lin) – One Canary Island Pine
9. Request for Tree Removal – 2072-C Rhonda Granada (Covell) – One Weeping Fig
10. Discuss Future Turf Reduction Locations
11. Discuss Procedures to Remove Trees Planted in Groves to Help with Fire Safety and Possible Damage to Underground Pipes
12. Discuss Discontinuing New Plantings Close to Units for Fire Control

Items for Future Agendas:

Concluding Business:

13. Member Comments (Items Not on the Agenda)



- 14. Response to Member Comments
- 15. Committee Member Comments
- 16. Date of Next Meeting – December 10, 2020
- 17. Adjournment

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



OPEN MEETING

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

**Thursday, June 11, 2020 – 9:30 A.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Manuel Armendariz, Anthony Liberatore, Elsie Addington

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT:

STAFF PRESENT: Kurt Wiemann, Eve Morton, Maribel Flores

1. Call to Order

Called to order at 10:04 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for February 13, 2020

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

5. Chair's Remarks

Chair Armendariz stated that getting through this pandemic is tough but it hasn't slowed down Landscaping.

6. Department Head Update

Mr. Wiemann reviewed a proposed re-organization of the Landscape Department; the Committee approved by consensus.

He is currently working on the Landscaping budget. He has the cost for switching over to bagging mowers and will send it to the committee to review. Both Mutuals would need to agree to the cost since the same equipment is used for both Mutuals. Since additional staff would be needed if bagging mowers were used, the service level to visit each section for landscape maintenance could be increased to five cycles per year, instead of four cycles.

Consent:
None

Reports:

7. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

Unfinished Business:

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

A statement emailed to the committee by this Member was read to the committee.

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

Items for Discussion and Consideration:

9. Request for Tree Removal – 119-A Via Estrada (Friesen) – One Carrotwood Tree

Chair Armendariz made a motion to approve staff's recommendation and deny this request and asked staff to remove the seedlings during routine maintenance of the area. The committee was in unanimous support.

10. Request for Tree Removal – 182-A Avenida Majorca (King) – One Cajeput tree

The decision to approve staff's recommendation and approve this request was approved by consensus.

11. Request for Tree Removal – 412-D Avenida Castilla (Conroy) – One Jacaranda Tree

The decision to approve staff's recommendation and approve this request was approved by consensus.

12. Request for Tree Removal – 2189-R Via Mariposa (Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

A statement emailed to the committee by this Member was read to the committee.

Considerable discussion was had between the Committee Chair, all of the committee members, and Kurt Wiemann regarding this request.

Although all expressed empathy for the discomfort suffered by the Member resulting from allergies to certain trees, these two tree species could not be found in the doctor's report of allergy causing trees creating the Member's problem. Therefore, the committee could find no reason to justify the removal of the two trees and, therefore, unanimously agreed with staff's recommendation to deny the Member's request to remove these two trees.

13. Approve Final Updates to United Landscape Maintenance Manual

The updated Manual was discussed. The updated version of the Manual will be sent to the Board to receive and file and will then be posted onto the Village website.

Items for Future Agendas:

- Budget

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.

There were no Member Comments

15. Response to Member Comments

None.

16. Committee Member Comments

Director Addington thanked the committee for having her and said she learned a lot at this meeting. She is looking forward to working with the committee.

Director Liberatore asked about the old Sycamore and who is doing the tree work on El Toro Road. Mr. Wiemann stated that contractors and staff are working in that area.

Chair Armendariz said there is an invasion of critters at Aliso Creek. He said that Mr. Wiemann is on top of the situation and his staff is already applying whatever

pesticide is necessary to eliminate those pesky critters and as usual is doing a good job. Please keep it up.

17. Date of Next Meeting – August 13, 2020

18. Adjournment at 10:50 a.m.


Manuel Armendariz, Chair

United Mutual Landscape Project Log October 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.	Aeration of turf completed. Project awarded to Land Care Logic for Gates 1 & 5.	2020	16.5%	Budget: \$340,000 Year-to-date (August): \$56,197 Balance: \$283,803	
Slope Renovation/ Maintenance	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Slope work began in United on March 1, 2020.	2020	60.0%	Budget \$85,228 Year-to-date (August): \$51,132 Balance: \$34,096	
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 August 31, 2020, the in-house crew trimmed 435, removed 48 and planted 15 new trees. Contracted tree crews trimmed 2,471 and removed 35 trees.	December 2020 Annual	65.8% Contract 70.3% Staff	<u>Contract</u> Budget: \$458,816 Year-to-date (August): \$301,675 Balance: \$157,141 <u>Staff</u> Budget: \$405,936 Year-to-date Estimated (August): \$287,413 Balance: \$118,523	



STAFF REPORT

DATE: October 8, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 201-H Avenida Majorca (Lin) – One Canary Island Pine tree

RECOMMENDATION

Deny the request for the removal of one Canary Island Pine tree located at 201-H and trim on schedule.

BACKGROUND

Mr. Lin became a Member in January 2014. He is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis*, located in the lawn area in front of the unit (Attachment 1). The reasons cited by him for the removal are the pine needles block the gutter, the roots might cause damage to the foundation of the house, and his wife is allergic to pine trees. One additional resident has 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 65 feet in height with a trunk diameter of approximately 23 inches and is growing approximately three feet from the main walkway, approximately five feet from the entrance walkway, and approximately ten feet from the building and the unit's patio.

DISCUSSION

At the time of inspection, the tree was found to be in good condition with a balanced canopy with a slight self-adjusted lean, no visible decay, no pests, and no trunk damage. There are a few small noticeable surface roots with no apparent damage to the walkways.

When a removal request is received regarding an allergy, staff requests the resident to supply a note from a doctor referencing the exact tree in question. Staff has left a message for Mr. Lin asking him to supply such a letter; nothing has been received as of the writing of this report.

There is a service level for gutter cleaning throughout the year and the resident can call Resident Services to set up a cleaning.

There is no indication that there are any roots causing damage to the foundation, nor any damage to the sidewalk or walkways.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$1,500, cost to trim is estimated at \$400, and the estimated value is \$4,421, based on tree inventory data.

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

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form

Attachment 1







ATTACHMENT 2



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.

201 Avenida Majorca, Unit H

Address

7/15/2020

Today's Date

Wen-Jung Lin

Resident's Name

(415)385-8225

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): pine tree

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): 1. my wife has allergic with this pine tree, 2. pine needles blocked gutter,

3. root might damage the foundation of the house

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.

see above under "other"

My neighbors around 201 H, 202 A & H all got allergic with these pine trees and don't like this mess of pine needles

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>Donald H. Brooks</i>	<i>202 H</i>	<i>X</i>		
<i>Tan Brooks</i>	<i>202 H</i>	<i>X</i>		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Wen-Jung Lin
Owner's Signature *Mei-Li Yang*

WEN-JUNG LIN
Owner's Name *MEI-LI YANG*

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



STAFF REPORT

DATE: October 8, 2020
FOR: Landscape Committee
SUBJECT: Request for Tree Removal – 2072-C Rhonda Granada (Covell) – One Weeping Fig tree

RECOMMENDATION

Approve the request for the removal of one Weeping Fig tree located at 2072-C.

BACKGROUND

Ms. Covell became a Member in July 2019. She is requesting the removal of one Weeping Fig tree, *Ficus, benjamina*, located in the shrub bed at the front of the unit. The reasons cited by the resident for the removal is; structural damage and overgrowth. No additional residents have signed the Mutual Request Form (Attachment 2).

The tree was last trimmed in May 2020, and future scheduled trimming is tentatively scheduled for fiscal year 2022. The tree is approximately 20 feet in height with a trunk diameter of approximately 15 inches and is growing approximately three feet from the walkway and approximately five feet from the building and the unit's patio.

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with a balanced canopy, no visible decay, no pests, and no trunk damage. The tree has co-dominant leaders with included bark which puts the tree in risk of potential limb failure. There are noticeable surface roots and there has been damage to the irrigation line. A portion of the sidewalk has recently been replaced due to the aggressive root system. Given the location of the tree in relationship to the unit, performing a root trench is not an option. Therefore, the removal of the tree, before it gets any larger, would be the best course of action.

FINANCIAL ANALYSIS

The cost to remove the tree is estimated at \$900, cost to trim is estimated at \$100, and the estimated value is \$1,707, based on tree inventory data.

Prepared By: Bob Merget, Tree Manager

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

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form

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.

2072 Ronda Granada Unit C
Address

9/14/2020
Today's Date

Karen Covell + Dana Ennis
Resident's Name

714-287-9559
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
☐ 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 & 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.

Ficus tree next to the private patio of Unit C. The sidewalk outside our patio gate already had to be replaced as it was lifted by a large root. That same root is pressing against the wall of the patio and has lifted the piping for the spigot out of the ground. We would prefer the tree be removed before any

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>no neighbors will be affected by this request.</i>				

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Karen M. Covell
Dana C. Ennis

Owner's Signature

Karen M. Covell
Dana C. Ennis

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: _____

significant damage is done to the patio wall and floor.

Possible Areas for Turf Reduction in United Mutual

Area 1 – Green Belt across from Buildings 956, 250, 251 Calle Aragon. Area 910 sq. ft.



Area 2 – On the side of building 960. Area is 800 square feet



Area 3 – in back of Building 277. Area is 2,380 square ft.



Area 4 – In front of Building 174. Area is 3,701 square ft.

