



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

**Thursday, April 14, 2022 – 9:30 a.m.
BOARD ROOM/VIRTUAL
Laguna Woods Village
24351 El Toro Road, Laguna Woods, CA**

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

- 1. Join in-person in the Community Center Board Room*
- 2. Join the Zoom meeting at <https://zoom.us/j/93131082872>. Please raise your “Virtual Hand” during the agenda item you wish to speak to.*
 - If you have a comment regarding a topic that is **not** on the agenda, please raise your “Virtual Hand” during the “Member Comments” agenda item.*
- 3. Via email to meeting@vmsinc.org any time before the meeting is scheduled and before the agenda item you wish to speak to during the meeting. Please use the name United Mutual Landscape Committee in the subject line of the email. Name and unit number must be included.*

FYI: All landscaping rules and regulations may be found in the United Landscape Manual on the Village website:

<https://www.lagunawoodsvillage.com/documents/view/United-Landscape-Maintenance-Manual-Updated-June-2020.pdf?v=1597776227>

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for March 10, 2022
5. Chair Remarks

6. Department Head Update
 - a. Project Log
 - b. Graph Comparing Village Water Usage Over Time
7. Member Comments (Items not on the agenda)
8. Response to Member Comments

Items for Discussion and Consideration

9. Tree Removal Request: 40-C Avenida Majorca – Two Silk Oak Trees
10. Tree Removal Request: 375-A Avenida Castilla – One Queen Palm
11. Discuss a Canary Island Pine Tree Removal Project Ad Hoc Committee

Concluding Business:

12. Committee Member Comments
13. Date of Next Meeting – Thursday, May 12, 2022
14. Adjournment

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



OPEN MEETING

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

**Thursday, March 10, 2022 – 9:30 A.M.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Maggie Blackwell, Lenny Ross

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Juanita Skillman, Anthony Liberatore

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for February 10, 2022

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

5. Chair's Remarks

Chair Casey stated that she has been a Member of the Village for several years.

There are many governing documents that are used to govern the Village.

She read United's Tree Removal Guidelines resolution aloud and stated she didn't agree with a past decision regarding some tree removals.

6. Department Head Update

Mr. Wiemann reviewed the timeline of the committee's directions regarding the proposed Canary Island Pine Tree Grove Reduction Project.

Mr. Wiemann gave an overview of the proposed Canary Island Pine Tree Grove Reduction Project.

At this point, the committee requested to hear Member Comments regarding the proposed Canary Island Pine Tree Grove Reduction Project and any other Member Comments regarding items not included in the agenda.

Multiple Members' made comments which were not in favor of the proposed project.

Multiple Members emailed in comments which were read by Ms. Morton. All were opposed to the proposed project.

There were two additional Member comments which involved a request for sprinkler maintenance, new plants, weeding, and trimmings pickup.

Mr. Wiemann stated that tree maintenance comes out of Reserve funds. It is not additional money; it's money already in the budget.

Mr. Wiemann mentioned that with the number of concerned residents that it may be a good idea to put the project on hold for now

Director Ross wanted to welcome the Members who attended this meeting. Welcome back to the in-person meetings. He suggested that Members that would like to be involved on the committee to study the tree removal project should submit their names to Ms. Morton. He wants Mr. Wiemann to work to resolve and to minimize tree removal.

Mr. Wiemann spoke about instances when a removed tree would be replaced and when it would not be replaced.

Director Blackwell stated that a resident advisory committee for the proposed project is a good idea but the number of people on the committee would need to be limited.

Mr. Wiemann stated that if Members want to be on the Advisory committee, they should contact the CEO's office. Then, this committee will pick the committee members and decide how many members will be on the committee. He also said there is no contract for tree removal at this time.

She stated that the existing Tree Removal Guidelines policy includes reasons for removing a tree.

a. Project Log

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

b. Graph Comparing Village Water Usage Over Time

Mr. Wiemann reviewed this report with the committee.

7. Member Comments (Items not on the agenda)

See above.

8. Response to Member Comments

See above.

Items for Discussion and Consideration

9. Tree and Shrub Removal Request: 916-A Avenida Majorca – One Fern Pine Tree and One Texas Privet Shrub

A neighbor stated that she does not want to see this tree come out. She would like to see more neighbors told when there is request for a tree to be removed.

Director Ross made a motion to reject staff's recommendation to approve this request for the tree removal but allow for the removal of the Texas Privet Shrub. Chair Casey seconded.

Discussion ensued.

A vote was taken and Director Ross and Chair Casey voted to approve the motion: Director Blackwell voted to not approve the motion. The motion passed.

Concluding Business:

10. Committee Member Comments

None.

11. Date of Next Meeting – Thursday, April 14, 2022

12. Adjournment

Adjournment at 11:40 a.m. into a Closed session.

Diane Casey

Diane Casey (Apr 5, 2022 09:05 PDT)

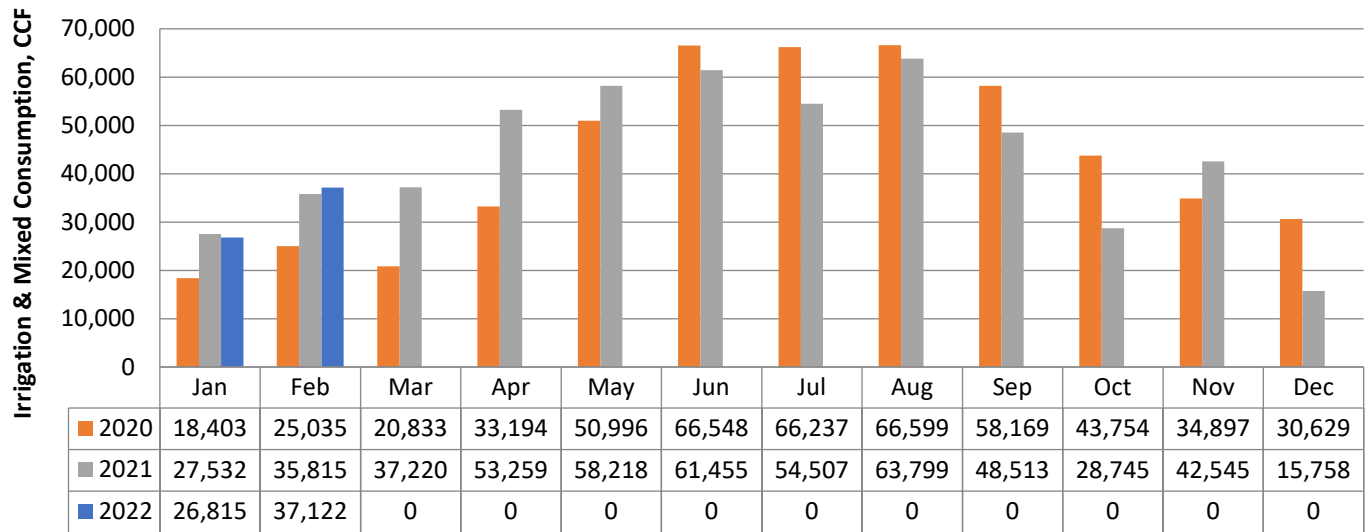
Diane Casey, Chair

United Mutual Landscape Project Log
April 14, 2022
2022 Reserve Fund Projects (As of 02/28/2022 Preliminary)

Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	Budget	YTD*	Balance
Improvement and Restoration	Staff	Replacement of plant material that is beyond it's useful life. Renovation of shrub beds adjacent to buildings.	On-going annual project using in-house crews.	n/a	Annual	5.65%	\$ 374,958	\$ 21,170	\$ 353,788
Landscape Modification/Turf Reduction	Staff	Areas to eliminate inefficient maintenance and high water usage: replace with easier to maintain/water efficient landscape with low water use irrigation.	Project locations were presented to Committee and approved on February 10, 2022.	n/a	Annual	0.00%	\$ 26,078	\$ -	\$ 26,078
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	P100009820	Annual	0.00%	\$ 85,847	\$ -	\$ 85,847
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	New contracted tree contractor in 2022. Scheduled tree work began March 28, 2022.	P100009780	Annual	2.51%	\$ 503,120	\$ 12,646	\$ 490,474
	In-House Tree Crew		In-House tree crew working on service requests and storm damage.	n/a		14.09%	\$ 444,537	\$ 62,625	\$ 381,912

*Completion based upon invoices received to-date; 03/22/2022

United Mutual - Irrigation & Mixed Consumption 2020 - 2022 Trends





STAFF REPORT

DATE: April 14, 2022

FOR: Landscape Committee

SUBJECT: Tree Removal Request: 40-C Avenida Majorca – Two Silk Oak Trees

RECOMMENDATION

Deny the request to remove two Silk Oak Trees.

BACKGROUND

The requestor became a Member in August 2013, and is requesting the removal of two Silk Oak trees, *Grevillea, robusta*, (located in the turf area at the rear of the unit). The reasons cited for the removal are litter/debris, overgrown, and clogging the drains. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The trees were last pruned in June 2021. Future trimming is tentatively scheduled for fiscal year 2024. This tree species is on a three-year trimming cycle.

The height of the trees are approximately 60 feet with a trunk diameter of approximately 22 and 31 inches. The trees are approximately ten and 13 feet from the unit's wall (Attachment 2).

DISCUSSION

At the time of inspection, the trees were found to be in fair condition. Both trees have some girdling roots which does typically indicate the possibility of poor root structure and there are several large surface roots. The canopies have a good balance and both trees have some pockets of decay where previous limbs have failed. During the next scheduled trimming, some cross branches will be removed, some crown reduction, and a clearance trimming will be repeated which has previously been performed.

In regards to litter/debris, as stated in Resolution 01-13-17 Tree Maintenance Policy,

"...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..."

This request does not meet the requirements of the policy, therefore staff is recommending denying this request.

FINANCIAL ANALYSIS:

The cost to remove both trees is estimated at \$3,967. The cost to trim both trees is \$312 and the estimated combined value of the trees is \$9,840 based on the tree inventory data.

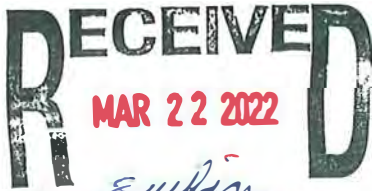
Prepared By: Bob Merget, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

BY: Supra **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.*40 C Calle Aragon
Address3.19.2022
Today's DateDiane McDonald
Resident's Name(775) 762-3324
Telephone Number**Non-Routine Request***Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.*☒ Tree Removal *2☐ New Landscape☐ Off-Schedule Trimming☐ Other (explain):Two Tall Trees behind Manor 40C* Is not removed, please cut/trim aggressively**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 Fallen leaves smothering ivy hedges, grass ect.
② Sidewalk impassable (Bldg 964)**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.

Residents do NOT agree to pay for removal

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.

Directly Behind Manor 40"C" Calle Aragon
The two tall trees shed leaves year around. The leaves are burning & killing the Ivy, Palms, grass & citrus trees.

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
Alba Cruz	40N	X		
Shirley Salazar	40.0	X		
Mary E. Turko	40P	X		
Donna Thompson	40D	X		
Debbie	40B	X		
Ho H	40-A	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Diane MacDonal, 40C
Owner's Signature

DIANE MAC DONALD
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

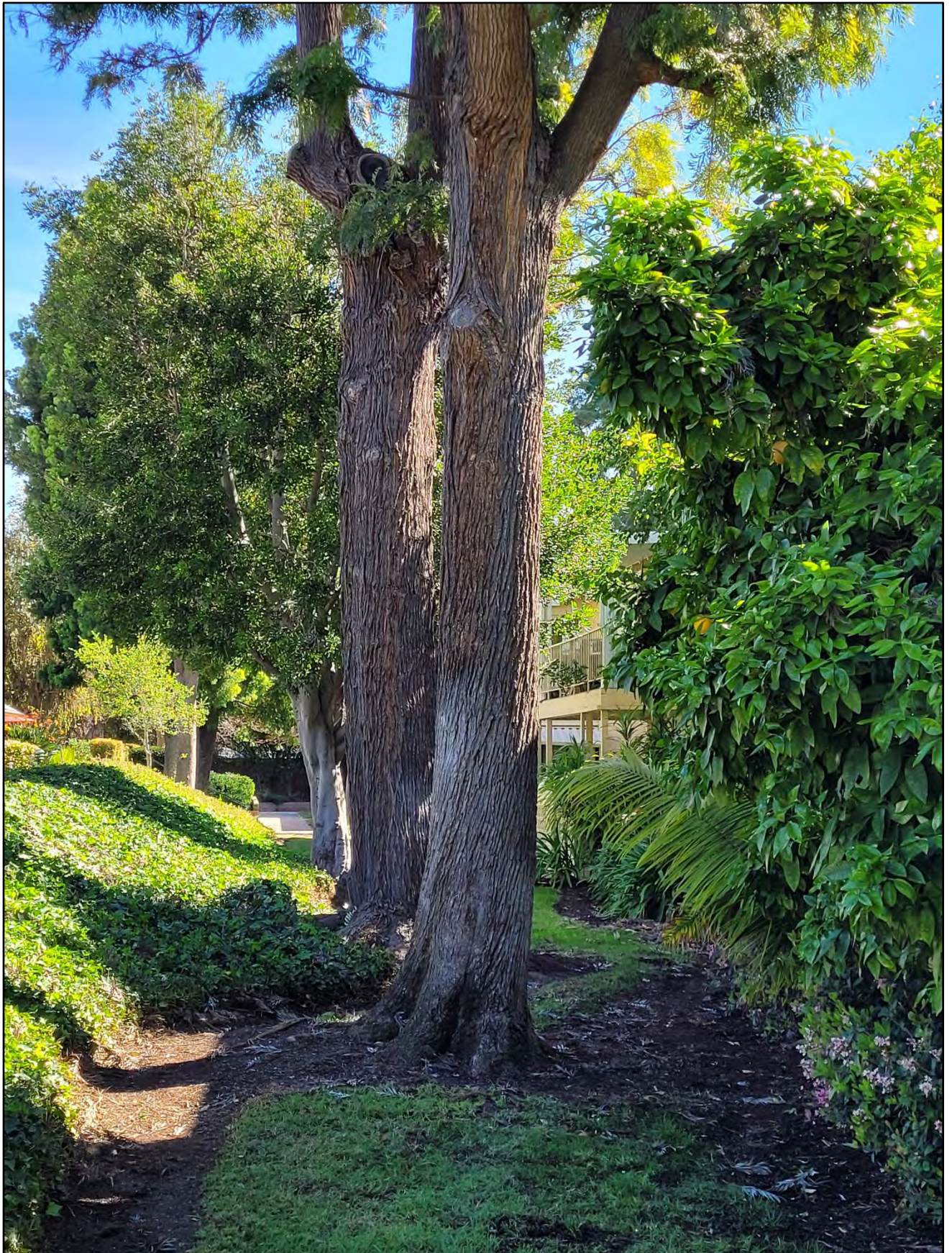
RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____













STAFF REPORT

DATE: April 14, 2022

FOR: Landscape Committee

SUBJECT: Tree Removal Request: 375-A Avenida Castilla – One Queen Palm

RECOMMENDATION

Approve the request to remove one Queen Palm.

BACKGROUND

The requestor became a Member in November 2021, and is seeking the removal of one Queen Palm, *Syargus, romanzoffia*, (located in the shrub bed at the front of the unit). The reasons cited are overgrown and structural damage. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in June 2021. Future trimming is tentatively scheduled for fiscal year 2022. This tree species is on a yearly trimming cycle.

The height of the tree is approximately 60 feet with a trunk diameter of approximately 11 inches. The tree is approximately 18 inches from the unit's patio wall, gutters and the roof and two feet from the irrigation anti-siphon valves (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in good condition, with some dead and hanging fronds. Queen Palms are trimmed once a year between the months of May and June.

Due to the close proximity to the building's roof line, the tree is capable of hitting the roof during high winds. This tree needs to be removed before it causes damage to the roof; over time the trunk will grow against the roof line.

A smaller, slower growing tree can be planted in the turf area near the location of this tree. This area is also an excellent candidate for turf removal.

FINANCIAL ANALYSIS:

The cost to remove the tree is estimated at \$759. The cost to trim the tree annually is estimated at \$57, an off-schedule trimming is estimated at \$150, and the estimated value of the tree is \$3,260 based on the tree inventory data.

Prepared By: Bob Merget, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

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.

375 AVENIDA CASTILLA UNIT A
Address

3/2/2022
Today's Date

ROSE K. KONG
Resident's Name

(312) 912-2886
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): palm tree get grow tall and bigger, and too close to my patio and bedroom, it's dangerous . . . -011

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): it's dangerous when there's an earthquake!

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.


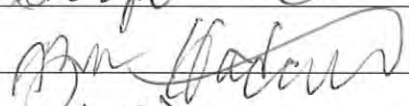
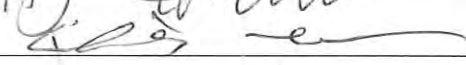
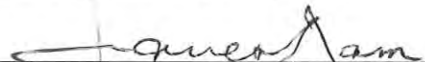
Description & Location of Request

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.

375 A, ~~patio & bedrooms~~, ⁱⁿ corner of patio.
palm tree too close to my patio and bedroom,
it's dangerous when there's an earthquake!

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
	N	<input type="radio"/>		
Angel Villani	Q	<input checked="" type="radio"/>		
Scopi h	D	<input type="radio"/>		
	B	<input type="radio"/>		
	P	<input type="radio"/>		
	O	<input type="radio"/>		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

ROSE K. KONG
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: _____

ATTACHMENT 2











STAFF REPORT

DATE: April 14, 2022
FOR: Landscape Committee
SUBJECT: Proposed Canary Island Pine Tree Removal Project Ad Hoc Committee

RECOMMENDATION

Recommend to the Board to create a Canary Island Pine Tree Reduction Project Ad Hoc Committee.

BACKGROUND

In the fall of 2020, the United Board and Landscape Committee requested that staff investigate the possibility and cost of removing mature pine trees that exhibit at least one of the following characteristics; groves of trees, health decline, building conflict with roofs and gutters, dense canopies causing poor turf growth, dense canopies causing an abundance of leaf pick up tickets, and infrastructure damage.

In March of 2021, staff brought preliminary findings to the Landscape Committee, which subsequently directed staff to develop a project and seek proposals for the work. Staff arborists subsequently visited every Canary Island Pine in the community and evaluated them based on the above-mentioned characteristics. These site visits determined that 393 of the trees fell into at least one of the categories and many fell into more than one.

The density of the canopies has caused other concerns; the quantity of needles, cones, and branches falling onto nearby roofs of buildings and carports. This debris has blocked gutters, roof drains, courtyard drains, and down spouts, costing the Mutual vast sums in repairs to structures.

Due to the proximity to infrastructure, many of these trees have caused damage to sidewalks, foundations, pipes, and walls. Eliminating trees in these groves will allow the remaining trees to develop full, healthy canopies without causing a detrimental effect on the overall aesthetics of the area.

There are approximately 18,640 trees in United Mutual, effectively 79 trees per acre. In comparison, Third Mutual has 39 trees per acre. As a result of the proposed project, the tree density will be almost unchanged, at 77 trees per acre. These trees represent 2% of the trees in the Village.

DISCUSSION

When a contract for this proposed project was brought to the United Landscape Committee at the March 10, 2022, meeting, some Members and residents expressed concerns regarding the proposed project. The committee directed staff to put the award of the project on hold. Staff was directed to form an Ad Hoc Committee to involve Members in the tree selection process; Ad

Hoc committees are temporary committees established by the board of directors to address a specific issue. Staff was further directed to perform further research including an environmental evaluation and a second opinion about the proposed project from a third-party arborist.

A resolution for the formation of this proposed Canary Island Pine Tree Reduction Project Ad Hoc committee is necessary to specify duties and responsibilities of the committee (Attachment 1).

FINANCIAL ANALYSIS

There are staff costs involved in the administration of the Ad Hoc Committee. These costs are in the 2022 Business Plan for Landscape Administration.

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

ATTACHMENT(S)

Attachment 1: Resolution 01-22-XX - United Laguna Woods Mutual Canary Island Pine Tree Reduction Project Ad Hoc Committee Charter

ATTACHMENT 1

Resolution 01-22-XX

United Laguna Woods Mutual Canary Island Pine Tree Reduction Project Ad Hoc Committee Charter

WHEREAS, the Canary Island Pine Tree Reduction Project Ad Hoc Committee is hereby established pursuant to Article VII, Section I of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, May 10, 2022, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Canary Island Pine Tree Reduction Project Ad Hoc Committee as follows:

1. Serve as collaboration between the United Laguna Woods Mutual (“United”) Board and the Village Management Services (“VMS”) Landscape Department regarding the proposed Canary Island Pine Tree Reduction Project.
 - a. Ensure that all trees in the final selection meet the criteria set forth in Resolution 01-13-17, Tree Removal Guidelines.
 - b. Confer with experts e.g. arborists, environmentalists, etc. to recommend potential alternative solutions to the overcrowding of Canary Island Pine trees.
 - c. Report findings and alternatives to the United Mutual Landscape Committee
2. The Committee shall consist of eight resident owners (Members), one Committee Member, and a staff officer.
 - a. The Committee shall meet as necessary, no more often than every three weeks, and be dissolved three months from the date of the Resolution or as directed by the United Landscape Committee.
 - b. Members shall be in good standing and resident owners in the community for a minimum of three years.
3. Make recommendations to the United Mutual Landscape Committee, or to the United Board of Directors on matters related to areas of responsibility in this charter.
4. Perform such other duties related to areas of responsibility in this charter as may be assigned by the United President or United Board.

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