



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

**Thursday, July 8, 2021 – 9:30 a.m.
VIRTUAL MEETING
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 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.*
- 2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name United Landscape Committee in the subject line of the email. Name and unit number must be included.*
- 3. 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.*

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 April 8, 2021
5. Chair Remarks

6. Department Head Update
 - a. Project Log
 - b. Off-Schedule Tree Work
 - c. Arbor Pro
7. Member Comments (Items not on the agenda)
8. Response to Member Comments

Items for Discussion and Consideration

9. Tree Removal Request: 3-D Via Castilla (Stein) - One Canary Island Pine tree
10. Tree Removal Request: 64-F Calle Cadiz (Kalb) - One Carolina Laurel Cherry tree
11. Tree Removal Request: 2043-A Via Mariposa E. (Vitakis) - Six Crape Myrtle trees
12. Request to Keep Potted Plants in Common Area (Zhao) – 329-D (Tabled at 2/11/21 meeting and again at 3/11/21 meeting)

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – Thursday, August 12, 2021 at 9:30 a.m.
15. Adjournment

Sue Margolis, 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, April 8, 2021 – 9:30 A.M.

VIRTUAL MEETING

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Andre Torng, Brian Gilmore, Neda Ardani

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Director Armendariz, Siobhan Foster

ADVISORS PRESENT: Theresa Frost, Mike Peters, Annie Zipkin

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

Chair Torng made a motion that two items be added to the agenda; Workload: KPI Review and Landscape Budget Preparation Overview. Director Ardani made a motion to approve the agenda, with these additions. The committee was in unanimous support.

Some discussion ensued.

4. Approval of the Meeting Report for March 11, 2021

Chair Torng made a motion to approve the report. The committee was in unanimous support.

Chair Torng and Advisor Frost requested the Landscape Department Standard Operating Procedures (SOPs) for Landscape staff as well as horticultural training updates.

Mr. Wiemann reported that there is scheduled training every month. There is one-on-one training when we see staff doing anything incorrectly.

Chair Tornig would like to put SOPs onto the website. Mr. Wiemann stated that what is on the website is up to the General Manager.

5. Chair's Remarks

Chair Tornig said he is trying to accomplish things this year while he is the committee chair and he only has one year. That is why he asks for a lot of information.

He requested a cost/benefit comparison of all improvements.

He stated there was a lot of money spent on drought tolerant area. What is the benefit? We still have the same maintenance. Mr. Wiemann stated that customer satisfaction is the purpose of any improvements and the drought tolerant areas do save on water use.

Advisor Frost stated that drought tolerant areas are not getting maintained as often as other areas and debris gets into those areas.

Mr. Wiemann said the drought tolerant areas receive the same maintenance frequency as other areas. He stated that, in the past, there were some poor locations chosen for the drought tolerant areas, such as under pine trees.

He stated that they are in the process of putting in an irrigation system into nursery which will free up man hours. He will apply some of those hours to maintaining newly planted drought tolerant areas.

Weeds are more obvious in drought tolerant areas because everything grows very slowly there. While there are some cost savings in water and labor, sometimes the only benefit is nicer looking landscaping.

Advisor Frost asked who is monitoring rules in the landscape manual. Discussion ensued.

6. Department Head Update

None.

a. Project Log

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

The committee requested to add the contract numbers to the project log.

b. Irrigation Water Usage Report

The committee requested that cost be added to this graph for future meetings.

c. Landscape Staffing Update

Mr. Wiemann said there are no changes to staff.

d. Landscape Website Format Update

Chair Torng said the website can be confusing. Mr. Wiemann stated that he is working on having a dedicated page for the Landscape department.

7. Member Comments (Items not on the agenda)

None.

8. Response to Member Comments

None.

Items for Discussion and Consideration

9. Request to Keep Potted Plants in Common Area (Zhao) – 329-D (Tabled at 2/11/21 meeting and again at 3/11/21 meeting)

Advisor Zipkin reported that she met with the resident. The resident would like to maintain her shrub bed and keep her decorative pots. Ms. Zipkin will help her make the area more visually appealing.

Chair Torng stated that he and Advisor Zipkin will work with the resident to make sure she is following rules about items on common area.

Mr. Wiemann stated that he needs a drawn plan for what area will look like after she make changes and will need to document what she is allowed into a resolution.

Director Armendariz commented to say that she must get the signatures of her neighbors before her plan may be approved.

The committee stated that the resident must confirm her future design and must get neighbors' approval.

There will be a meeting set up to finalize that plans.

This item was tabled until the next meeting.

10. Tree Removal Request: 703-C Calle Aragon (Passehl) - One Bottle Brush tree

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

Budget Preparation

11. Performance Improvement: Increase Service Levels

Mr. Wiemann reviewed this report with the committee and answered questions. Discussion ensued.

Chair Tornig moved to recommend to the Board to approve the supplemental allocation of \$267,480 to increase shrub bed maintenance service levels to five cycles. Chair Ardani voted yes. Director Gilmore did not respond. The motion passed.

Quality & Improvements

12. Repeated issue review and discussion

Chair Tornig requested the top five issues Members call into Resident Services about regarding landscaping. Mr. Wiemann reported that he will include it in his regular quarterly KPI report for the next meeting.

13. Landscape Equipment Update – New Mowers

Chair Tornig stated that he wants to know training planned, the SOPs, etc.

Mr. Wiemann reported that the training budget is used for primarily re-certification.

Chair Tornig inquired as to what is done for quality management. Mr. Wiemann said if that is the direction of the Committee, he would add additional funds to the next budget cycle.

Financial

14. Reserve Expenditure Report

Chair Tornig asked about how the budget is figured. The majority of landscaping budget is labor. Mr. Wiemann said he looks at total labor hours per task and aligns the budgeted hours with the goals of the department.

Discussion ensued.

Manny thinks it would be helpful to come up analysis of ticket by CDS and task for them to see for budgeting. That would give us a lot of good information.

Mr. Wiemann replied that we did do that analysis and we found out 70% were within 30 days of scheduled maintenance. By going to five cycles, we will end some of those tickets.

For the first quarter of this year, we have 25 percent fewer tickets for same quarter last year.

15. Operating Expenditure Report

The committee was adjourned at 11:45; there was insufficient time to discuss this item or any other remaining items on the agenda.

Future Agenda Items

16. Landscape Equipment Review

17. Shrub Bed Maintenance Cycle Report – Quarterly

18. Pine Tree Removal Project

Concluding Business:

19. Committee Member Comments

20. Date of Next Meeting – Thursday, May 13, 2021 at 9:30 a.m.

21. Adjournment at 11:45 a.m.

Susan Margolis for Andre Torng
Susan Margolis for Andre Torng (Apr 21, 2021 15:28 PDT)

Andre Torng, Chair

United Mutual Landscape Project Log July 8, 2021 2021 Reserve Fund Projects (As of May 31, 2021)								
Project	Work Unit	Description	Status	Estimated Completion	Completion	Budget	YTD*	Balance
Improvement and Restoration	Staff	Elimination of highest water using turf areas; replacing with water efficient landscapes.	Locations approved by Committee 3/11/20	TBD	39.50%	\$ 316,330.12	\$ 124,954.00	\$191,376.12
Turf Reduction	Staff	Areas to eliminate inefficient maintenance and high water usage; replace with easier to maintain/water efficient landscape.	In-house Irrigation work.	TBD	10.58%	\$ 69,072.58	\$7,307.00	\$61,765.58
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Work began in February	Annual	30.36%	\$ 99,518.00	\$ 30,215.32	\$69,302.68
Tree Maintenance	West Coast Arborists	The annual program a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 642 trees, removed 7 trees and planted 0 new trees.	Annual	0.00%	\$ 402,397.00	\$ -	\$402,397.00
	In-House Tree Crew		As of May 31, 2021, the in-house crew trimmed 35, removed 27 and planted 3 trees.		33.04%	\$ 531,161.14	\$ 175,488.00	\$355,673.14
Operations Contracts								
Grounds Maintenance Services	Adams Landscape	This annual program includes grounds maintenance services and herbicide spraying for buildings 2001-2108, 2121-2125, 2130, 2137-2165, 2183-2191, and 2209-2220.	In May, the contracted crew performed landscape services for buildings 2001-2070 totaling 70 buildings. As of May 31, 2021, they have completed 265 buildings.	Annual	42.03%	\$ 213,015.24	\$ 89,524.98	\$123,490.26

*Completion based upon invoices received to-date; 6/25/2021

United Mutual Off Schedule Tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
2/8/2021	218	Trim	Queen Palm (2)	4	Hanging on roof	Staff
2/8/2021	124	Remove	Bottlebrush (3)	6	Dead along perimeter wall	Staff
2/8/2021	738	Trim	Carrotwood	2	Hanger in the Canopy	Staff
3/12/2021	11	Trim	Rusty Leaf Fig	3	Clearance trim from manor	Staff
3/12/2021	430	Trim	Ca Pepper	2.5	Hanger in the Canopy	Staff
3/12/2021	2038	Removal	Weeping Fig	6	Diseased w/damaging roots	Staff
3/19/2021	2188	Trim	Silk Oak	3	Hanger in the Canopy	Staff
3/25/2021	2154	Trim	Jacaranda	4	Crown reduce	Staff
3/25/2021	2051	Trim	Black Stem Pittosporum	4	Clearance trim from manor	Staff
3/25/2021	276	Removal	Bottlebrush	2.5	In decline	Staff
4/5/2021	533	Removal	Torulosa	7	Out grew the area sidewalk damage	Board Approved
4/5/2021	540	Trim	Brazilian pepper	4	Clearance trim from manor	Staff
4/5/2021	2024	Trim	Brazilian pepper	3	Clearance trim from manor	Staff
4/5/2021	4010	Trim	Canary Island Pine	4	Clearance trim from manor	Staff
4/9/2021	2342	Trim	Carrotwood	4	Clearance trim from manor	Staff
4/12/2021	198	Trim	Carrotwood	3	Owergrown end weight	Staff
4/12/2021	328	Remove	Small Ficus	2	Will out grow the area	Staff
4/13/2021	143	Stump grind	Weeping fig	3	Previously removed due to pest	Staff
4/23/2021	2038	Stump grind	Weeping Fig	4	Previously removed due to over grown	Staff
4/13/2021	2188	Trim	Silk Oak	2	Hanging Branch	Staff
4/13/2021	945	Trim	Camphor	4	End weight unbalanced canopy	Staff
4/13/2021	398	Trim	Magnolia	1	Hanging Branch	Staff
4/19/2021	321	Removal	Edible Fig	2	Dead along horse trail United side	Staff
4/19/2021	398	Removal	Magnolia	3	Dead due to pest	Staff
4/19/2021	2289	Removal	Crape Myrtle (3)	6	Dead due to mildew	Staff
4/19/2021	945	Trim	Camphor	2	Crown raise	Staff
4/19/2021	2139	Remove	Cypress	3	Uprooted, poor root dtructure	Staff
4/20/2021	217	Clearance	Aleppo Pine	5	Clearance trim from manor	Staff
4/20/2021	396	Removal	Holly	3	Out grew area damage to planter wall	Staff
4/20/2021	2141	Clearance	Carrotwood	2.5	Clearance trim from manor	Staff
4/20/2021	3	Trim	Carrotwood	2	Hanging Branch	Staff
4/20/2021	3311	Trim	Scented Gum	2	Hanging Branch	Staff
4/26/2021	100	Trim	Cedar	2	Clearance trim from manor	Staff
4/26/2021	2087	Trim	Magnolia	3	Clearance trim from manor	Staff
4/26/2021	2087	Trim	King Palm	1	Clearance trim from manor	Staff
4/26/2021	2087	Removal	Holly	3	Decay/Diseased	Staff
4/26/2021	238	Trim	Canary Island Pine	3	Clearance trim from manor	Staff
4/26/2021	2158	Trim	Carrotwood	4	Clearance trim from manor	Staff
5/17/2021	551	Remove	Queen Palm	3	Dead Palm	Staff
5/17/2021	551	Trim	Malaleuca	3	Crown raise for clearance at walk	Staff
5/17/2021	2102	Trim	Bottlebrush	4	Trim end weight off of large hedge	Staff
5/17/2021	15	Trim	Ginko	3	Clearance trim from manor	Staff
5/24/2021	487	Trim	New Zealand Christmas	2	Clearance trim from manor	Staff
5/24/2021	754	Removal	Magnolia	4	Decline/diseased	Staff
5/24/2021	407	Removal	Purple leaf plum	2	Pest, scale	Staff
5/24/2021	169	Remove	Edible Fig	3	Uprooted, poor root structure	Staff
6/14/2021	737	Trim	Red Bud	1.5	Clearance trim from manor	Staff
6/14/2021	737	Trim	African Sumac	2.5	Clearance trim from manor	Staff
6/14/2021	939	Trim	Carrotwood	2	Hanger in the Canopy	Staff
6/14/2021	844	Trim	Liquid Amber	2.5	Deadwood	Staff
6/14/2021	895	Trim	Alder	2	Deadwood	Staff
6/14/2021	45	Trim	Schefflera	3	Crown reduce	Staff
6/14/2021	13	Trim	Canary Island Pine	3	Hanger in the Canopy	Staff
6/14/2021	2057	Trim	Edible loquat	1.5	Crown reduce	Staff
6/15/2021	2129	Trim	Quadalupe Palms (4)	4	Hanging branches	Staff
6/18/2021	887	Remove	Junipers (4)	5	Pest, red spider mite	Staff
6/21/2021	366	Remove	Purple leaf plum	2.5	Pest, fire blight	Staff
6/21/2021	401	Trim	Purple leaf plum	1.5	Remove dead wood/restore	Staff
6/23/2021	922	Trim	Carob	3	Clearance trim from manor	Staff
6/23/2021	269	Remove	Red Bud	2	Poor root structure/in decline	Staff
6/23/2021	267	Trim	Jacaranda	2.5	Clearance trim from manor	Staff



STAFF REPORT

DATE: July 8, 2021

FOR: Landscape Committee

SUBJECT: Tree Removal Request: 3-D Via Castilla (Stein) - One Canary Island Pine tree

RECOMMENDATION

Approve the request to remove one Canary Island Pine tree.

BACKGROUND

Ms. Stein became a Member in March 2016, and is requesting the removal of one Canary Island Pine tree, *Pinus, canariensis*. The reasons cited by the resident for the removal are litter/debris, overgrown, and a perceived hazardous situation of a potential slip and fall when pine needles become wet. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in October 2018. Future trimming is tentatively scheduled for fiscal year 2023.

The height of the tree is approximately 50 feet with a trunk diameter of approximately 22 inches. The tree is approximately one foot from the walk way, approximately eight feet from the patio, and is growing in the turf area (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with no trunk damage and no visible pests or previous pest damage. There are a number of surface roots with some previous grinding of the sidewalk to eliminate an off-set lip. There is approximately eight feet of overhang onto the manor's roof and gutters.

Staff is preparing a report on the Canary Island Pines in United Mutual citing locations of trees that are recommended for removal based on potential moisture intrusion from Pine needles, overcrowding, and infrastructure damage. This tree would be on the report as a recommendation for removal due to the proximity to the manor's roof.

It would be impossible to trim enough branches away from the building to eliminate the dropping of Pine needles onto the roof and gutters. The accumulation of Pine needles does have the potential for future damage due to clogged gutters and improper run off of

rain water on the roof due to the accumulation of the Pine needles. Also, there are 14 Canary Island Pines around this building which are causing an overcrowded situation.

With the elimination of this Canary Island Pine, the nearby Silk tree would be allowed to develop a better-balanced canopy in the future. Currently the Silk tree has to be trimmed for clearance and separation from the Canary Island Pine.

FINANCIAL ANALYSIS:

The cost to remove the tree is estimated at \$931. The cost to trim the tree is estimated at \$100 and the estimated value of the tree is \$4,890 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.*

3 Via Castilla Unit D.
Address

5-18-2021
Today's Date

Dorothy R. Stein
Resident's Name

949 699-2838
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.

Tree is 5 inches from sidewalk &
5 ft. from building. pine needles
are slippery when wet. Please remove
other request in 2011.

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
Sally Herreck	3H	X		
Shirley Jack	3F	X		
Mary Lou Bompert	3C	X		
Moddie Alderman	3N	✓		
Joan Schectel	2C	✓		
Eckie Dando	3A	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Dorothy L. Stein
Owner's Signature

DOROTHY L. STEIN
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: July 8, 2021

FOR: Landscape Committee

SUBJECT: Tree Removal Request: 64-F Calle Cadiz (Kalb) - One Carolina Laurel Cherry tree

RECOMMENDATION

Approve the request to remove one Carolina Laurel Cherry tree.

BACKGROUND

Mr. Kalb became a Member in November 2020, and is requesting the removal of one Carolina Laurel Cherry tree, *Prunus, caroliniana*. The reasons cited by the resident for the removal are litter/debris, personal preference, overgrown, and poor condition. Mr. Kalb also states he would like to redo the patio and cannot due to debris and bees. There is one additional signature on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in November 2019. Future trimming is tentatively scheduled for fiscal year 2022.

The height of the tree is approximately 23 feet with a trunk diameter of approximately 12 inches. The tree is approximately two feet from the entrance walk way and approximately six feet from the patio and is growing in the small turf area. There is seven feet of canopy hanging over the patio (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with no trunk damage with no visible pests or previous pest damage. The tree has a full canopy with some end weight branches. There are a number of large surface roots very close to the sidewalk and the sidewalk has been recently replaced. There is no record of the cost of the replacement in our database. There was bee activity in the tree during the inspection, but no signs of a hive.

There is damage to the patio wall footing causing the wall to lean. This is due to the tree roots of this tree and most likely from the small Ficus tree in the patio as well. Staff will recommend to the resident to remove the Ficus tree and stump since the Ficus tree is the responsibility of the owner.

With the combination of the large surface roots near the walkways and the damage to the patio, it is staffs' recommendation to remove the tree to eliminate any future infrastructure damage.

FINANCIAL ANALYSIS:

The cost to remove the tree is estimated at \$588. The cost to trim the tree is estimated at \$100 and the estimated value of the tree is \$1,380 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.

64 F CALLE CADIZ

Address

RODWAY KALB

Resident's Name

3-29-21

Today's Date

949-500-1305

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): I am trying to redo my patio deck but I have massive overhang from a tree I rather see removed

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): I cant put floors down unless I hire a crew just to maintain the falling debris from the 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.

*In front of door plus hanging over my patio
It is making my patio unusable*

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>Direct neighbor for the same problem</i>		<input checked="" type="checkbox"/>		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

[Signature]
Owner's Signature

Rooney Laub
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: July 8, 2021

FOR: Landscape Committee

SUBJECT: Tree Removal Request: 2043-A Via Mariposa E. (Vitakis) - Six Crape Myrtle trees

RECOMMENDATION

Deny the request to remove six Crape Myrtle trees.

BACKGROUND

Ms. Vitakis became a Member in August 2018, and is requesting the removal of six Crape Myrtle trees, *Lagerstroemia, indica*. The reason cited by the resident for the removal is litter/debris. There are three additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The trees were last pruned in September 2020. Future trimming is tentatively scheduled for fiscal year 2025.

The average height of the trees are approximately 20 feet with an average trunk diameter of approximately eight inches. The trees are approximately 16 feet from the manor and patios and approximately eight feet from the walkways (Attachment 2).

DISCUSSION

At the time of inspection, five of the six trees were found to be in good condition with one having some powdery mildew and scale. This is seasonal, with the upcoming hotter temperatures, should self-correct.

The trees all have full balanced canopies with no branches currently hanging over the patio areas. There was no noticeable trunk damage or die back branches. The trees have been trimmed away from the patios and were thinned out during the last trim.

Resolution 01-13-17 dated February 12, 2013, states, "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." At this time there is no just cause for removal.

FINANCIAL ANALYSIS:

The cost to remove the trees is estimated at \$2,352. The cost to trim the trees is estimated at \$600 and the combined estimated value of the trees is \$8,280 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.*2043-A VIA MARIPOSA EAST

Address

4/14/21

Today's Date

ARGIRO VITAKIS

Resident's Name

949-689-1002

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):

CREPE MYRTLE
SIX TREES WERE PLANTED BY HOME OWNER MANY
YEARS AGO. NOW OVERGROWN & A TERRIBLE NUISANCE. HUGE AMOUNT OF
DEBRIS
ALL THE
TIME

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):

BOTH OF MY PATIOS REQUIRE CONSTANT REMOVAL
OF TREE DEBRIS.

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.

SIX TREES SURROUNDING MP UNIT. LITTER BOTH
PATIOS AND SIDEWALKS AND ENTRY.

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
Linda Kaye	2041 B	✓		
Jeanne August	2042 D	✓		
Patty Floner	2041 A	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

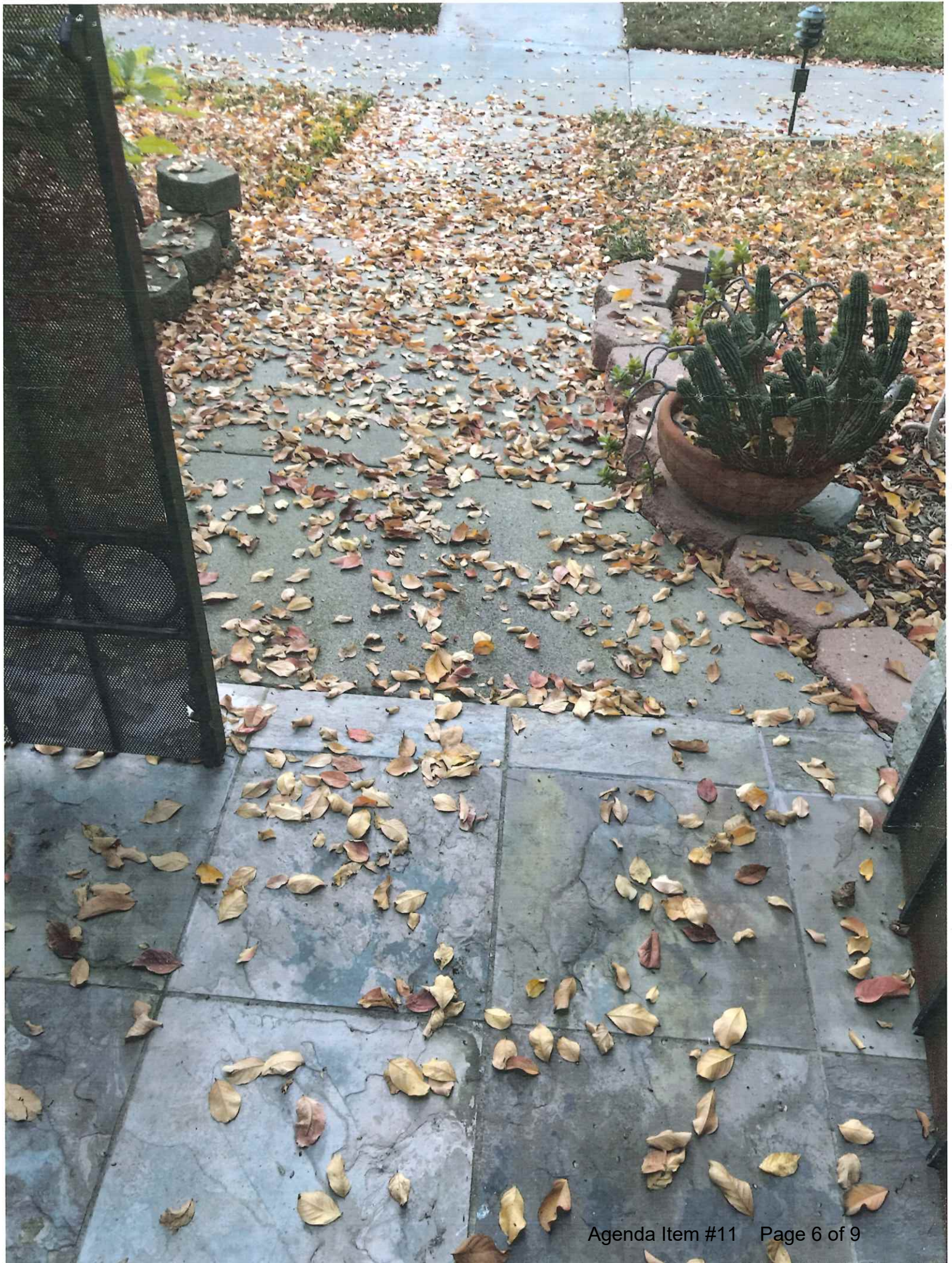
Argiro Vitakis
Owner's Signature

ARGIRO VITAKIS
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____ DATE: _____ INITIALS: _____
S30: _____ S40: _____ S70: _____ LAST FILED: _____
RELANDSCAPED: _____ NEXT TIME: _____
TREE SPECIES: _____
COMMENTS: _____
TREE VALUE: _____ TREE REMOVAL COST: _____





ATTACHMENT 2









STAFF REPORT

DATE: July 8, 2021

FOR: Landscape Committee

SUBJECT: Request to Keep Potted Plants in Common Area (Zhao) – 329-D

RECOMMENDATION

- Deny the request to keep potted plants in common area.
- Direct staff to replant the bare areas in the shrub bed adjacent to 329-D.

BACKGROUND

This item was tabled at the committee meeting on 2/11/21, again at the 3/11/21 meeting, and on the 4/8/21 meeting.

Ms. Zhao became a Member in August 2020. In October 2020, the member was cited by Compliance for clutter, having excessive potted plants and also other items in the common area around her unit (Attachment 1). She has removed some of the items and is requesting to retain the balance left in the common area (Attachment 2).

DISCUSSION

The multiple items which have been placed in the common area include potted plants, shelves, lights etc., and are a violation of the Clutter Policy (Attachment 3). The clutter impedes the landscape staff from maintaining the area, and also interferes with the proper function of the irrigation system.

Staff recommends removal of the items remaining in the common area and replanting the area with new shrub material to match adjacent plantings.

FINANCIAL ANALYSIS:

The cost to replant the area is estimated to be \$250.

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

ATTACHMENT(S)

Attachment 1: Photographs
Attachment 2: Mutual Landscape Request Form
Attachment 3: Clutter Policy

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.*

329 D

Address

12-28-2020

Today's Date

Helen Zhao

Resident's Name

949-228-6551

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): please allow me to put 30 plant pots (blue + white flower porcelain, cost \$2000, very pretty) in my garden, as new resident.

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): please see attached letter.

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.

in my Garden, see attached letter.

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
Helen Zhao	329D			

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Helen Zhao

Owner's Signature

Helen zhao

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: _____

Dear Mr. Jacob,
Thanks for the quick reply.



1. I have removed the storage chest from my garden
 2. I have removed 12 and 10= 22 red pots from my garden
- And Will only keep ~~30~~ beautiful pots in the garden (blue and white porcelain, cost \$2000),
Please allow me to ~~keep them~~.

My seller did not do anything in the garden,
it looks like a bare land with a lot of weeds.
I hired 2 people , and worked very hard to make it beautiful.
My neighbor said that "you ~~increased the value of the house~~
for the neighborhood.

40

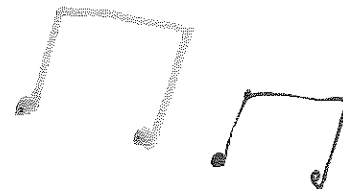
One of my neighbor got ~~50~~ big pots, and I only have ~~30~~ small one now,
Hope I will be treated ~~equally~~ with others, no matter I am Asia or white woman.

Thanks for your understanding and help

Happy New Year !

Helen zhao
329-D
949-228-6551

Helen Zhao





Clutter Policy
Resolution 01-18-104; Adopted September 26, 2018

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) for the safety and prevention of damage from items placed by the residents in “Exclusive Use Common Area” and “Common Area.”

Please note that this list is **not** exhaustive and **any** item that is placed within the Mutual property, including but not limited to, the balcony, breezeway, carport, patio, interior and common area is subject to the aforementioned rules and regulations of the Mutual.

II. Definitions

- a. Exclusive Use Common Area – a portion of the common area designated by the declaration for the exclusive use of one or more, but fewer than all, of the owners of the separate interests and which is or will be appurtenant to the separate interest or interests. Unless the declaration otherwise provides, any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, exterior doors, doorframes, and hardware incident thereto, screens and windows or other fixtures designed to serve a single separate interest, but located outside the boundaries of the separate interest, are exclusive use common area allocated exclusively to that separate interest (i.e. patios, balconies, carport and interior of a Unit). (Civil Code §4145)
- b. Clutter - to fill or litter with things in a disorderly manner; a collection of things lying about in an untidy mass. (cluttered. (n.d.) *Burton's Legal Thesaurus, 4E.* (2007)) In addition, anything positioned within the Mutual property in a manner which is obstructing the free use of the area, creating a health and safety risk to the community, and/or consequently causing property damage within the Mutual. See further details under Conditions.
- c. Common Area - the entire common interest development except the separate interests therein (i.e. walkways, breezeways, and open space). (Civil Code §4095)
- d. Community – Laguna Woods Village.
- e. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- f. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.

- g. Interior Clutter – any items that are hazardous or may be of fire or safety danger, and/or potential damage to the inside of the Unit or surrounding Units.
- h. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- i. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- k. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions Clutter

Common areas are for the use and enjoyment of all residents and it is essential that all residents be aware of the need for the safety and prevention of damage to the buildings by items placed by the residents in or on the common areas of the Mutual's multi-story buildings and where applicable to other residential buildings.

The following rules for residents address the safety and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their unit. 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 castor or sturdy platforms. 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 adjacent to a Unit'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 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 areas. Hanging plants or hanging objects are prohibited in breezeway and walkways.
5. Items that constitute a nuisance to one's neighbors should not be placed in common areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident's balcony and patio area adjoining a unit is Exclusive Use Common Area. This area needs the same care & protection as the 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 are allowed. 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 the Customer Service Department 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. United shall resolve any disputes or misunderstandings relating to Exclusive Use Common Areas and Common Areas.

Governing Documents: "The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon." (Occupancy Agreement, Article 5, Use of Premises)

IV. Enforcement

United is authorized to take disciplinary action against a Member(s) whose dwelling may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org.

Investigating clutter: a Security Inspector patrols the Community and should Staff identify objective evidence of clutter a Notice of Clutter Violation is issued. The Compliance Division will send a follow up notice advising the Member of the rules and requesting compliance.

For interior clutter: Staff will schedule an interior inspection to obtain photographs and determine the severity of the clutter, potential hazard, and damage to the property. Staff works closely with the Social Services Division and outside agencies on interior clutter violations.