



## **OPEN MEETING**

### **REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE\***

**Thursday, July 11, 2024 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA  
Board Room and Virtual with Zoom**

Laguna Woods Village owners/residents can participate in all open committee meetings in-person and virtually. To submit comments or questions virtually for committee meetings, please use one of the following options:

1. Join the committee meeting via Zoom by clicking this link:  
<https://zoom.us/j/92325659805>
2. Email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the committee's name in the email's subject line. Name and unit number must be included.

## **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from June 17, 2024
4. Remarks of the Chair
5. Member Comments (Items Not on the Agenda)
6. Response to Member Comments
7. Department Head Update
  - a. Project Log
  - b. Tree Work Status Report
  - c. Greenius Training Update
  - d. Quality Control Monthly Report
  - e. Performance Review Schedule
8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*
  - a. 5509-A Tree Removal Request
  - b. 3512-A Tree Removal Request
  - c. 3336-2G Tree Removal Request

- d. 3489-B Tree Removal Request
- e. 5493-A Off-Schedule Tree Trimming Request
- 9. Items for Discussion and Consideration
  - a. Incentives for Members to Remove Turf Ahead of Schedule Staff Efforts
  - b. Artificial Turf Guidelines
  - c. Potential Water Saving Gate 14 Turf Reduction
  - d. Thoughts Regarding KPIs Committee would like from Staff
  - e. Review of Ticket Types and Classifications
  - f. Clipping Ticket Pilot Program
- 10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
  - a. Ficus Tree Removals
- 11. Committee Member Comments
- 12. Next Meeting Date: Thursday, August 1, 2024 at 9:30 a.m.
- 13. Adjournment

\*A quorum of the Third Board or more may also be present at the meeting.

Mark W. Laws, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Landscape Administrative Assistant  
Telephone: 949-268-2565



## **SPECIAL OPEN MEETING**

### **SPECIAL OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE**

**Monday, June 17, 2024 at 9:30 a.m.**

**BOARD ROOM/VIRTUAL MEETING**

**Laguna Woods Village Community Center, 24351 El Toro Road**

### **REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Mark Laws, Reza Karimi, S.K. Park, David Veeneman, Brad Rinehart

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** None

**STAFF PRESENT:** Kurt Wiemann, Megan Feliz

**1. Call Meeting to Order**

Chair Laws called the meeting to order at 1:30 p.m.

**2. Approval of Agenda**

Director Veeneman moved to approve the agenda. Director Rinehart seconded, and the agenda was unanimously approved.

**3. Approval of the June 6, 2024 Report**

Director Park moved to approve the meeting report Director Karimi seconded, and the meeting report was unanimously approved.

**4. Remarks of the Chair**

Chair Laws announced that this was a continued meeting from the June 6 agenda to finish the items that were not completed due to time restraint.

**5. Member Comments**

None

**6. Response to Member Comments**

None

**7. Department Head Update**

None

**8. Consent**

None

**9. Items for Discussion and Consideration**

**a. AB 1572 Strategy**

Chair Laws summarized where the item was left after the last meeting. The committee and Mr. Wiemann had a discussion on the topic. The committee asked Mr. Wiemann to bring estimated water and turf savings that could be received after turf reduction is complete. The committee discussed the idea of providing "incentives" to owners who choose to remove turf and install artificial turf; Chair Laws noted that he would place this as a "future agenda topic". Mr. Wiemann confirmed that he will be sharing with the committee the location of areas where "carpet of stars" are planted for viewing.

**b. Service Tickets**

The committee and Mr. Wiemann had a discussion on how staff communicated with residents regarding open and closed tickets. Questions were asked and answered. Mr. Wiemann confirmed that he will be sharing with the committee a description of which tickets tend to be "simple", "medium", and "complex", and confirmed that he'll also be sharing a list of ticket types so the committee can segregate them as "issues" and "requests" for reporting purposes.

**c. Staff Efficiency**

The committee and Mr. Wiemann discussed the department's organization and the work hours of field staff. Questions were asked and answered.

**d. Mulching Status**

Mr. Wiemann notified the committee the goal is to mulch all of Third Mutual once each year and that mulching in Third Mutual was 28% complete for 2024. Staff does not mulch in summer and will resume when fall weather starts. The committee asked questions, and Mr. Wiemann answered them.

**e. Landscape Committee Questions**

The committee asked various questions, and Mr. Wiemann answered them. Chair Laws asked for the types of herbicide used; Mr. Wiemann will email him the information.



## **10. Items for Future Agendas**

- Ficus Tree Removals
- Quality Control Monthly Update
- Training Schedule Chart Monthly
- Suggested KPIs from Committee and Board Members
- Artificial Turf Guidelines

## **11. Committee Member Comments**

Director Karimi asked Mr. Wiemann to bring the key items of the quality control supervisor and Mr. Wiemann's expectations for this position so that it can be discussed further at the next meeting; Chair Laws noted that he'd send to the committee members the QC presentation that Mr. Wiemann shared during the May Landscape Committee Meeting

**12. Next Meeting Date:** Thursday, July 11, 2024, at 9:30 a.m.

**13. Adjourned at 2:51 p.m.**

Mark W. Laws

Mark W. Laws (Item 19, 2024 15:44 PDF)

Mark W. Laws, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Landscape Administrative Assistant  
949-268-2565

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Third Mutual Landscape Project Log July 2024 Reserve Projects									
Project	Contractor	Description	Status	Estimated Completion	Completion	Budget Status	Budget	YTD*	Balance
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program, a combination of contracted work and in-house staff, working on a 6 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 565 trees, removed 11 and planted 1 tree.	Annual Program	25%	19%	\$578,588	\$107,143	\$471,445
	In-House Tree Crew		As of May 31, 2024, the in-house crew trimmed 185 trees and removed 51 trees.		35%	41%	\$401,600	\$164,370	\$237,230
Landscape Modernization	Staff	Replacing old, end of useful life plant material using drought tolerant where appropriate. Replanting small slopes.	Replanting slopes on main streets in Gate 9 & 10 (Sosiega, Bahia Blanca W). YTD planted; 792-1 gal, 40-5 gal, 8-15 gal,	Annual Program	40%	40%	\$200,293	\$79,179	\$121,114
Turf Reduction	Nuvis	Turf Reduction/Front Yard Designs	Typical Front Yard Concept Plans; work on hold per Committee direction 4/24. Received final concepts.	June 2024	10%	4%	\$254,594	\$10,150	\$244,444
	In Review	Gate 14 AB1572 Compliance Project	Out to Bid	October 2024	0%		\$0		
	David Voliz Design	Bahia Blanca Designs	Consultant is finalizing construction plans	August 2024	65%	90%	\$90,604	\$81,524	\$9,080
Digital Mapping Project	Monarch	ArcGIS Mapping of Turf and Slopes	In progress	December 2024	5%				
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress, one month ahead of schedule.	Annual Program	42%	54%	\$568,152	\$304,957	\$263,195
Paint Program Relandscaping Project	Harvest Landscape	Annual Maintenance	In Design	Annual Program	5%	0%	\$1,750,000	\$0	\$1,750,000
Fire Risk Reduction	Dudek/HRS	Habitat Restoration Project	Remove high fire risk/non-native plant material in 100' zone outside perimeter walls in open space area. Ongoing - Selective grow-kills in progress.	5-Year Project	50%	22%	\$87,000	\$20,000	\$67,000
	Mission Landscaping/Staff	Project includes the removal of vegetation with a high risk of fire.	Ongoing - Selective grow-kills in progress.	Annual Program	25%		\$93,000	\$ 28,493.00	\$64,507
Operations Contracts									

\*Completion based upon invoices received to-date, 6/28/2024. In-House Expenses as of 05/31/2024

Three Week Projected Schedule

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

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### Third Mutual Off Schedule Tree Work

Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
5/23/2024	5464	Trim	Camphor Tree	1	Crown Thin	Staff		
5/23/2024	5464	Trim	Camphor Tree	1	Crown Thin	Staff		
5/28/2024	5465	Trim	Ficus Rubigionasa	1	Crown Thin	Staff		
5/28/2024	5465	Trim	Ficus Rubigionasa	1	Crown Thin	Staff		
5/28/2024	5465	Trim	Ficus Rubigionasa	1	Crown Thin	Staff		
5/28/2024	5468	Trim	Bottlebrush	1	Crown Thin	Staff		
5/28/2024	5468	Trim	Bottlebrush	1	Crown Thin	Staff		
5/28/2024	5468	Trim	Bottlebrush	1	Crown Thin	Staff		
5/29/2024	5468	Trim	Malaluca	1	Crown Thin	Staff		
5/29/2024	5468	Trim	Malaluca	1	Crown Thin	Staff		
5/30/2024	5468	Trim	Malaluca	1	Crown Thin	Staff		
5/30/2024	5469	Trim	Bottlebrush	1	Crown Thin	Staff		
5/30/2024	5470	Trim	Bottlebrush	1	Crown Thin	Staff		
5/30/2024	5470	Trim	Bottlebrush	1	Crown Thin	Staff		
5/30/2024	5470	Trim	Bottlebrush	1	Crown Thin	Staff		
5/30/2024	5470	Trim	Camphor Tree	1	Crown Thin	Staff		
5/30/2024	5471	Trim	Podocarpus Gracillor	1	Crown Thin	Staff		
5/31/2024	5471	Trim	Carob	1	Crown Thin	Staff		
5/31/2024	5469	Trim	Camphor Tree	1	Crown Thin	Staff		
5/31/2024	5469	Trim	Camphor Tree	1	Crown Thin	Staff		
5/31/2024	5469	Trim	Camphor Tree	1	Crown Thin	Staff		
5/31/2024	5469	Trim	Camphor Tree	1	Crown Thin	Staff		
5/31/2024	5465	Clearance	Red Ironbark	1	Clear, Endweight	Staff		
5/31/2024	5465	Clearance	Edible Loquat	1	Clear, Endweight	Staff		
5/31/2024	5465	Clearance	Edible Loquat	1	Clear, Endweight	Staff		
5/31/2024	5469	Removal	Liquid Ambar	4	In Decline	Staff	TBD	TBD
6/3/2024	5491	Trim	Camphor Tree	1	Crown Thin	Staff		
6/3/2024	5491	Trim	Camphor Tree	1	Crown Thin	Staff		
6/3/2024	5491	Trim	Camphor Tree	1	Crown Thin	Staff		
6/3/2024	5491	Trim	Camphor Tree	1	Crown Thin	Staff		
6/3/2024	5492	Trim	Podocarpus Gracillor	1	Crown Thin	Staff		
6/6/2024	5493	Trim	Ficus	1	Crown Thin	Staff		
6/6/2024	5495	Trim	Ficus	1	Crown Thin	Staff		
6/6/2024	3089	Clearance	White Mulberry	1	Clear, Endweight	Staff		
6/6/2024	3517	Removal	Schefflera	2	Deceased	Staff	TBD	TBD
6/6/2024	5569	Hanger	Bottlebrush	1	Hanger in Canopy	Staff		
6/7/2024	5492	Trim	Podocarpus Gracillor	1	Crown Thin	Staff		
6/7/2024	5493	Trim	Malaluca	1	Crown Thin	Staff		
6/7/2024	5494	Trim	Malaluca	1	Crown Thin	Staff		
6/7/2024	5494	Trim	Brazilian Pepper	1	Crown Thin	Staff		
6/7/2024	5495	Trim	Malaluca	1	Crown Thin	Staff		
6/7/2024	5495	Trim	Malaluca	1	Crown Thin	Staff		
6/11/2024	2359	Removal	Torulosa	4	In Decline	Staff	TBD	TBD
6/11/2024	2359	Removal	Loquat	3	In Decline	Staff	TBD	TBD
6/11/2024	2359	Trim	Rusty Leaf Fig	4	Full trim	Staff		
6/11/2024	2263	Removal	Japenese Privet	4	In Decline	Staff	TBD	TBD
6/11/2024	3193	Hanger	Brazilian Pepper	2	Hanger in Canopy	Staff		
6/14/2024	5357	Hanger	Red Ironbark	2	Hanger in Canopy	Staff		
6/18/2024	3138	Trim	Catalina Cherry under Weeping Fig	3	Full trim	Staff		
6/18/2024	3306	Removal	Catalina Cherry	3	In Decline	Staff	TBD	TBD

6/18/2024	5055	Clearance	Camphor Tree	2	Clear, Endweight	Staff		
6/18/2024	5056	Removal	Camphor Tree	4	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/18/2024	5056	Clearance	California Pepper	2	Clearance Trim	Staff		
6/18/2024	3331	Trim	Carrotwood under Carolina Cherry	2	Full trim	Staff		
6/18/2024	3498	Removal	Purple Leaf Plum	2	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/18/2024	5391	Removal	Brisbane Box	3	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/19/2024	5495	Trim	Bottlebrush	3	Full trim	Staff		
6/19/2024	5494	Trim	Camphor Tree	1	Full trim	Staff		
6/19/2024	5494	Trim	Camphor Tree	1	Full trim	Staff		
6/19/2024	5494	Trim	Camphor Tree	1	Full trim	Staff		
6/19/2024	5494	Trim	Camphor Tree	1	Full trim	Staff		
6/19/2024	5495	Trim	Malaluca	1	Full trim	Staff		
6/19/2024	5495	Trim	Malaluca	1	Full trim	Staff		
6/19/2024	5495	Trim	Malaluca	1	Full trim	Staff		
6/19/2024	5495	Trim	Malaluca	1	Full trim	Staff		
6/19/2024	5496	Trim	Brazilian Pepper	1	Full trim	Staff		
6/19/2024	5496	Trim	Brazilian Pepper	1	Full trim	Staff		
6/24/2024	2401	Clearance	Shamel Ash	4	Clearance Trim	Staff		
6/24/2024	2401	Hanger	Torulosa	3	Hanger in Canopy	Staff		
6/24/2024	2400	Removal	Redbud	3	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/24/2024	2342	Removal	Mulberry	12	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/24/2024	2256	Removal	Cajeput Tree	8	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/24/2024	2300	Removal	Queen Palm	4	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/24/2024	2519	Removal	California Pepper	10	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/25/2024	2257	Clearance	Carrotwood	2	Clear, Endweight	Staff		
6/25/2024	2369	Clearance	Silk Oak	2	Clear, Endweight	Staff		
6/25/2024	2369	Clearance	Crape Myrtle	2	Clear, Endweight	Staff		
6/25/2024	2354	Trim	King Palm	2	Full trim	Staff		
6/26/2024	2244	Removal	Bottle Tree	15	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/26/2024	5456	Trim	Tecomaria Capensis	16	Full trim	Staff		
6/26/2024	5456	Removal	Brazilian Pepper	5	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/26/2024	5456	Removal	Brazilian Pepper	5	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
6/26/2024	5456	Trim	Bouganbillia	2	Full trim	Staff		
6/27/2024	5457	Trim	Hedge of Tecomaria	20	Full trim	Staff		
6/28/2024	2179	Trim	Pink Trumpet	5	Full trim	Staff		
6/28/2024	5458	Trim	Hedge of Tecomaria	35	Full trim	Staff		

GREENIUS TRAINING SCHEDULE 2024

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Blower Safety		Edger Safety	Trimmer Safety	Hedge Trimmer	Truck and Trailer Safety	Zero Turn Mower / Stand On Mowers	Heat Stress / Foot and Leg Protection	Garden Planting Basics / Plant Transportation / Heat Stress (Refresher)	Pruning / Tree Planting	Hand Tools	Stump Grinder	Wood Chipper
	1/8/2024	2/6/2024	3/4/2024	4/8/2024	5/6/2024 5/9-5/8/2024	6/3/2024 6/6-6/7/2024	7/11-12/2024	8/5/2024	9/2/2024	10/7/2024	11/4/2024	12/2/2024

SCHEDULED  
COMPLETED

\*Schedule is subject to change

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Village Management Services, Inc.

# Quality Control Software

## Kurt Wiemann, Director of Field Operations

June 11, 2024



# Quality Control

- Time is split equally in Third and United
- 10-15 Inspection Reports are completed per day
- 3-5 cul-de-sacs completed per day
- Inspection of four main areas per cul-de-sac: Tree Maintenance, Shrub-Bed Maintenance, Lawn Maintenance, and In-house Slope Maintenance
- There can be up to 4 inspection sheets depending on what is viewed per cul-de-sac
- When an area has a significant deficiency, a ticket is created within Orange QC and sent to that supervisor

# Quality Control- Management Report

## Your weekly summary from Monday, June 24, 2024 to Sunday, June 30, 2024

Activity performed last week for Village Management Services

### Inspections

<u>Avg. Inspection Score</u>	<u>Inspections</u>	<u>Flagged Inspections</u>	<u>Deficient Inspections</u>
98%	45	1	0

[View inspections online](#)

### Tickets

Tickets Opened

1

[View tickets online](#)

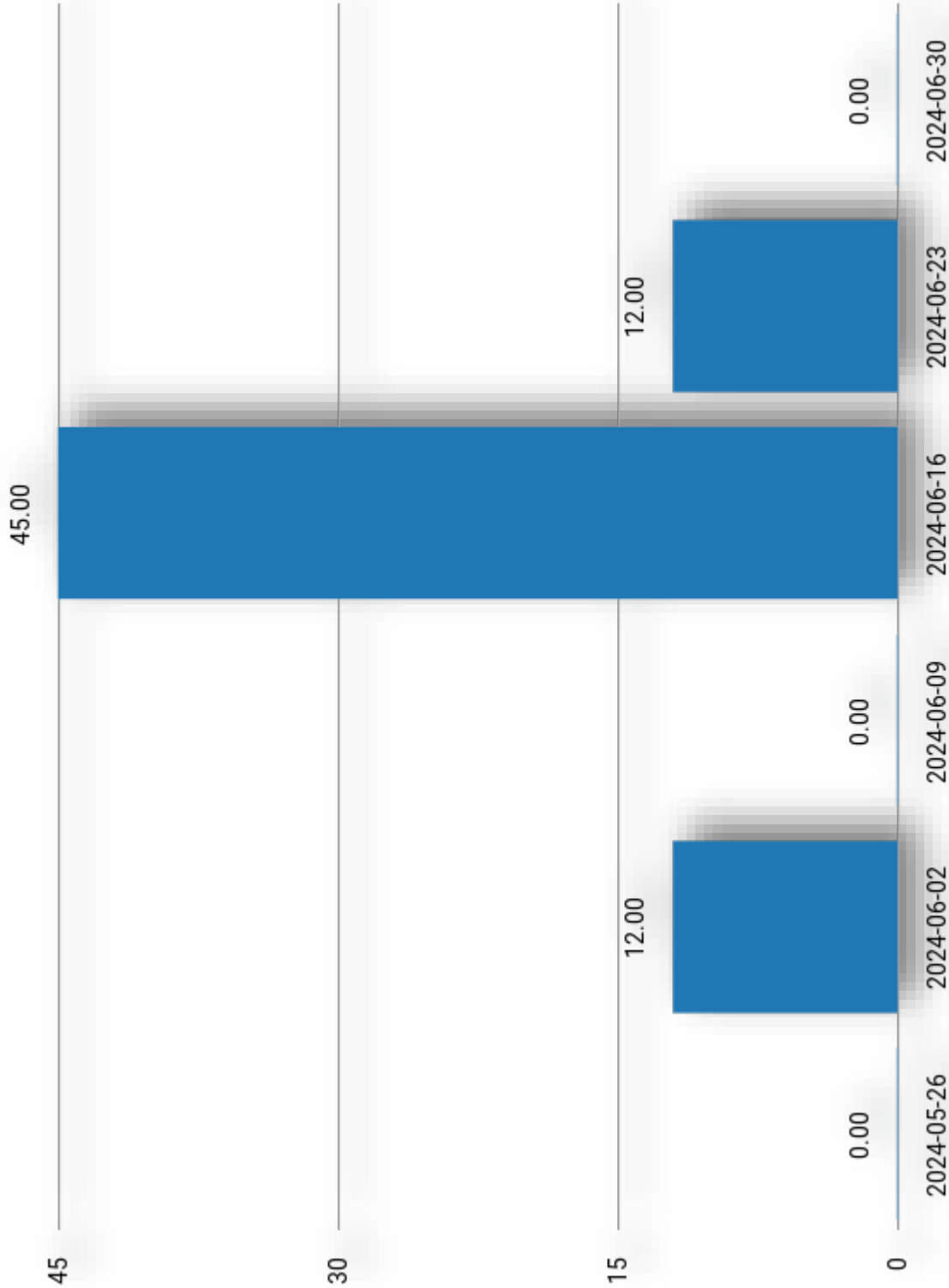
- Weekly reports are sent to Kurt, and both managers of all inspections completed the previous week
- This report details how many inspections were completed, the average inspection score, and flagged inspections
- This report details how many tickets were opened

# Reports- Overall Report

Overall Report Jun 1, 2024 - Jul 2, 2024				
Reports / Overall / Third Mutual				
Average Inspection Score	Inspections	Flagged Inspections	Deficient Inspections	Deficient Line Items
98.51%	69	1	0	0

- Reports are tailored to what we need to see
- Data can be pulled per Mutual, Cul-de-sac, inspection form type, and specific time frames, and by inspector

# Reports- Inspections Performed



# Reports- Inspections Performed by Section

Location Name	Average Inspection Percentage Score	Inspection Count	Flagged Inspection Count
Third Mutual / (530) Garden Villas		0	0
Third Mutual / (530) Section 1		0	0
Third Mutual / (530) Section 3		0	0
Third Mutual / (530) Section 5	98.67	30	0
Third Mutual / (530) Section 6	98.22	30	1
Third Mutual / Section 7		0	0
Third Mutual / Section 7 - Gate 11		0	0
Third Mutual / Section 8	98.96	9	0

- Report for June 1 to July 2

# Reports- High/Low Line Items



## Lowest scoring deficient line items

No deficient line items!

## Highest scoring line items

Item name	Occurrences	Average Score
blocked lighting &/or signage	46	100%
Rutting or tire damage to lawn	23	100%
Uniform & consistent healthy color	23	100%
clumps of clipping	23	100%
mowing debris on walks	23	100%
Obvious Weed growth	23	100%
mower damage to trees/obstacles	23	100%
Uniform & consistent trimming/edging	23	100%
Damaged areas are properly treated	23	100%
appropriate techniques used (no skirting, skeletonizing, shearing, etc)	23	100%

- Supervisors, Managers, Administrators, and the Director can see what areas scored high or low
- These reports help staff understand where gardeners might need additional training
- These reports help staff understand possible areas to streamline a process
- For example, if many bare areas on the turf are being found, it might be a good time to shift tasks around

# Tickets

- Staff has recently been trained on ticketing within Orange QC
- This will be utilized to be able to track flagged inspections that need correction within the department
- The ticket allows for photos, comments, priority to be set, deferred or due date to be picked, and tasks to be created
- This way, managers can track it to make sure it has been completed, how long it took
- This helps supervisors see their specific areas



# Ticket Queue

Status	Details	Location	Category	Activity	Priority
Open	#9 Irrigation From Damian Gonzalez Assigned to: Rigo Arceo Due: 2024-07-14	Village Management Services	Flagged Inspections	Jul 01	10
Open	#8 Debris pickup From Damian Gonzalez Assigned to: Sharon Hong Due: 2024-07-14	Village Management Services	Flagged Inspections	Jul 01	7
Open	#7 Irrigation From Damian Gonzalez Assigned to: Rigo Arceo Due: 2024-07-14	Village Management Services	Flagged Inspections	Jul 01	10
Open	#5 🌳 Flagged Shrub-Bed Maintenance From Angel De La Torres Assigned to: John Cox	Third Mutual / Section 7 - Gate 11 / 5173-5178	Flagged Inspections	Jun 24	4
Pending	#6 🌳 Flagged Tree Maintenance From Megan Feliz Assigned to: John Cox	United Mutual / (530) Section 4 / 92	Flagged Inspections	Jun 27	4

# PPRP

- Orange QC will be utilized by staff for PPRP
- There are currently three inspection forms, which will be a work in progress as the project progresses
- This is where before, during, and after photos will be documented
- We can create a report when the contractor has an area of deficiency and send it to them for corrections.
- The report will show photos and have geolocation for the contractor
- This is a great tool to use with residents and personal items around buildings to note what needs to be moved and replaced or special requests/accommodations
- These reports will be used with the 3-month maintenance period post-project to document how the area is maintained and handed off to in-house crews



Village Management Services, Inc.

# Questions

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Task	Status	Start date	End date	Time Duration (days)
Scope Approval and Completion Dates	Not started	4/17/2024	10/17/2024	183
Conduct Performance Evaluation	In progress	6/24/2024	8/24/2024	61
Review Current Procedures and Systems	Blocked	6/24/2024	7/30/2024	36
Identify Strengths and Weaknesses	Completed	6/24/2024	8/24/2024	61
Benchmarking with Industry Standards	Not started	7/1/2024	8/30/2024	60
Identify and Evaluate Existing Policies	In progress	5/1/2024	7/1/2024	61
Identify Areas for Outsourcing	In progress	6/1/2024	7/30/2024	59
Stakeholder Interviews and Engagement	In progress	5/20/2024	7/1/2024	42
Written Evaluation Report	In progress	4/17/2024	8/16/2024	121
Monthly Status Updates	Not started	6/28/2024	10/17/2024	111
Forecasting Future Staffing Needs	In progress	4/17/2024	8/16/2024	121
Recommendations for VMS Departments	In progress	4/17/2024	8/16/2024	121
Engagement with Stakeholders	Not started			
Presentations to VMS Board and Committees	In progress	4/17/2024	10/17/2024	183

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## STAFF REPORT

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**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 5509-A Paseo Del Lago West – Two Chinese Elm Trees

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### **RECOMMENDATION**

Deny the request for the removal of two Chinese Elm trees located at 5509-A Paseo Del Lago West.

### **BACKGROUND**

The resident purchased the unit in March 2014, and is requesting the removal of two Chinese Elm trees, *Ulmus Parvifolia*, located at the front and side of the unit in the turf. The reasons cited for the removal are the proximity of the tree to the home, fear of structural damage, and leaf debris. There are four signatures on the request form in favor of the removal (Attachment 1).

The Elm trees were last pruned in September 2021 and clearance pruned in July 2023. Future trimming is tentatively scheduled for this fiscal year. This tree is on a three-year trim cycle. It is approximately 40 feet tall and has a trunk diameter of approximately 19 inches. The trees are growing on the turf in the front and side of the manor. The tree is approximately 20 feet front (tree A) and 10 feet side (tree B) from the manor.

### **DISCUSSION**

At the time of inspection, the Chinese Elm trees were found to be in good condition. There were no signs of pests or previous pest damage. No decay, dead, or broken branches were in the canopy. There was a slight overhang of limbs over the roof of the side-located tree only. No surface roots were growing towards the unit. Root pruning was performed during the 2023 concrete work.

The trees' proximity does not jeopardize its stability. The roots looked stable without any structural damage to the unit. Leaf debris was minimal and is not considered a reason for removal.

This tree does not meet the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff the tree removal be denied.

### **FINANCIAL ANALYSIS**

The cost of removing the Chinese Elm trees is approximately \$1,501 each. The cost of trimming the tree at scheduled trimming is \$185 each. Based on the tree inventory data, the estimated value of the trees is \$6,080 each.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photographs





Laguna Woods Village

**MUTUAL LANDSCAPE REQUEST FORM****PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.****Resident/Owner Information***You must be an owner to request non-routine Landscape requests.*

5509-A Paseo Del Lago West  
Address

6/17/24  
Today's Date

Meredith Zeigler  
Resident's Name

[REDACTED]  
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): Trees Removal, side yard and front  
yard Chinese Willows (giant w/ Huge Roots / 30-40' High)

**Reason for Request**

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

☒ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition☐ Litter/Debris ☐ Personal Preference ☐ View Obstruction☐ Other (explain): \_\_\_\_\_**GUIDELINES:**

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

See attached ~~photos~~ + detailed request typed copy

### 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.

- Roots potentially damage foundation side yard Chinese willow  
I caused structural damage to roof tiles - causing leak into house
- Root damage to front driveway + side lifted driveway + sidewalk up  
will happen again. Damaging roof Front yard Chinese willow

### 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
Beverly Moore	5509 #C	✓		
John K. Rubin	5509B	✓		
S. Cunn	5512A	✓		
G. Kram	5512B	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature \_\_\_\_\_

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: \_\_\_\_\_

Meredith Zeigler

5509-A Paseo Del Lago West

[REDACTED]

Request for Tree(s) Removal

June 16, 2024

#### **REQUEST FOR REMOVAL OF SIDE YARD CHINESE WILLOW TREE**

##### **Causing structural damage:**

- My sloping tile roof tiles had to be replaced because huge branches and leaf debris collected around my skylight and caused water damage through my ceiling light fixture onto my wood floor on Jan 22, 2024. Roof tiles had to be replaced
- Tree continues to grow at a very fast pace and is now covering half of my roof which will potentially cause more damage for Letner roof company to repair.
- Tree is only seven feet away from my foundation of my condo wall and roots have grown into Foundation. This will cause potential building structural problems and leaks.
- Tree leaves continually clog my air conditioner unit.

#### **REQUEST FOR REMOVAL OF FRONT YARD CHINESE WILLOW TREE.**

##### **Causing structural damage:**

- My entire driveway and sidewalk had to be replaced due to massive tree roots invading ground underneath on April 15<sup>th</sup> through April 19 2024. Some of the roof (see Photos) were 8-10 feet In length. This same problem will happen again unless tree is removed.
- Tree continues to grow at a very fast pace and is growing onto my front patio roof which will also cause damage to roof and increase possibility of water intrusion
- The tree has overtaken the entire front yard.



Tree A

































**Tree B**













## STAFF REPORT

---

**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3512-A Bahia Blanca West – One Rusty Leaf Fig Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Rusty Leaf Fig tree located rear of the unit on top of the slope at 3512-A Bahia Blanca West.

### **BACKGROUND**

The resident purchased the unit in July 2019, and is requesting the removal of a Rusty Leaf Fig tree, *Ficus Rubiginosa*, located at the rear of the unit on top of the slope. The reason cited for the removal is leaf debris. There are no signatures on the request form in favor of the removal (Attachment 1).

The Fig tree was last pruned in May 2023, and its crown was also thinned. Future trimming is tentatively scheduled for fiscal year, 2026. This tree is on a three-year trim cycle. It is approximately 40 feet tall and has a trunk diameter of approximately 21 inches. The tree is growing on the top of the slope at the rear of the manor, approximately 20 feet from the alteration patio border.

### **DISCUSSION**

At the time of inspection, the Fig tree was found to be in fair condition. There were no signs of pests or previous pest damage. No decay, dead, or broken branches were in the canopy. There was no overhang of limbs over the alteration patio roof or the side adjacent to the tree. Surface roots showed no sign of causing structural damage.

The proximity of this tree did not jeopardize its stability. The roots appear stable without any structural damage to the unit. The tree is well maintained per Resolution 03-21-10, Tree Maintenance Policy. Leaf debris is seasonal and is not considered a reason for removal.

This tree does not meet the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff that the tree removal be denied.

### **FINANCIAL ANALYSIS**

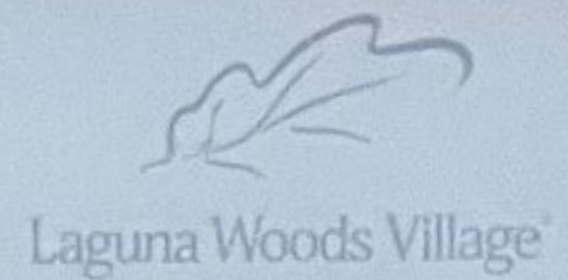
The cost to remove the Fig tree is approximately \$1,659. The cost of trimming the tree at scheduled trimming is \$185 each. Based on the tree inventory data, the estimated value of the trees is \$6,080.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**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.*

3512 A Bahia Blanca West  
Address

5-6-2024  
Today's Date

Susan & Joel Lesser  
Resident's Name

[REDACTED]  
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.

Behind Manor - Tree to RIGHT

Tree is dropping round <sup>hard</sup> balls and leaves all the time, hitting outside patio & roof: creating leaks in back room, Gutters need to be cleaned constantly & HOA's will not clean the gutters constantly! Removal is only solution, unless HOA's agree to trimming tree all the way back whenever it is necessary!!

## 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 #
Doesn't affect any	
neighbors, we are end	
unit & tree doesn't go	
near next door unit!	

(Please attach a separate sheet if more signatures are needed)

## Acknowledgement - Owner

By signing, you are acknowledging this request.

Susan Lesser

Owner's Signature

**The Toll Roads**

TheTollRoads.com | @TheTollRoads

Round hard balls constantly are falling off this tree, sounds like a bomb hitting the roof! With the winds back there, concerned about a window breaking, they are hard as Rocks!

**The Toll Roads**

TheTollRoads.com | @TheTollRoads

MC

53

RE

at

TH

Hi Sharon,  
Can you please confirm with me, by text is fine or email that you got this paper!  
Thx so much, Sue Lesser  
(415) 686-1163  
suelesser@yahoo.com

**The Toll Roads**

TheTollRoads.com | @TheTollRoads

I also called Leaf Gutters & they quoted me \$11,000+ to put a covering over the gutters to keep the round rock balls & branches & leaves out of the gutters!



**Attachment 2**



















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## STAFF REPORT

---

**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3336-2G Punta Alta – One Silk Oak Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Silk Oak tree located on the side slope at 3336 Punta Alta.

### **BACKGROUND**

The resident purchased the unit in July 2019, and is requesting the removal of one Silk Oak tree, *Grevillea Robusta*, located at the side of the unit on the slope. The reason cited for the removal is the tree's proximity to the home, which causes the fear of structural damage and leaf debris. There are five signatures on the request form in favor of the removal (Attachment 1).

The Silk Oak tree was last pruned in July 2023. Future trimming is tentatively scheduled for fiscal year 2026; this tree is on a three-year trim cycle. The tree is approximately 50 feet high and has a trunk diameter of approximately 19 inches. The tree is growing on the slope at the side of the unit. It is approximately 60 feet from the front and 60 feet from the side of the manor; the building has an exterior stairwell; the tree is approximately 20 feet from the stairwell.

### **DISCUSSION**

At the time of inspection, the Silk Oak tree was in good condition. There were no signs of pests or previous pest damage. No decay, dead, or broken branches were in the canopy. There was no overhang of limbs over the roof of the side-located tree only. Surface roots were confined to the slope.

The tree's proximity to the slope does not jeopardize its stability. The roots looked stable without any structural damage to the unit. Leaf debris is seasonal and is not considered a reason for removal.

This tree does not meet the parameters set forth in §3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff that the tree removal be denied.

### **FINANCIAL ANALYSIS**

The cost to remove the Silk Oak tree is approximately \$1,501. The cost of trimming the tree at scheduled trimming is \$185 each. The tree's estimated value is \$3,040 based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photographs



Laguna Woods Village

RECEIVED  
JUN 05 2024

Attachment 1

## MUTUAL LANDSCAPE REQUEST FORM BY: [Signature]

**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.

3336 Punta Alta Unit 24  
Address

6/6/24  
Today's Date

Edward Kim  
Resident's Name

[Redacted]  
Telephone Number

### Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

- ☒ Tree Removal      ☐ New Landscape      ☐ Off-Schedule Trimming  
☐ Other (explain): \_\_\_\_\_

### Reason for Request

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

- ☒ Structural Damage    ☒ Sewer Damage    ☐ Overgrown    ☒ Poor Condition  
☒ Litter/Debris    ☐ Personal Preference    ☐ View Obstruction  
☐ Other (explain): \_\_\_\_\_

#### **GUIDELINES:**

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

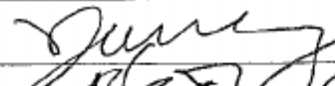
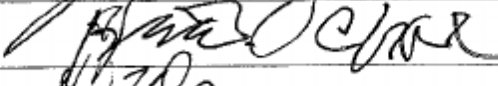
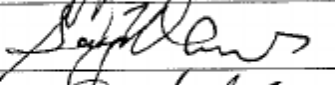
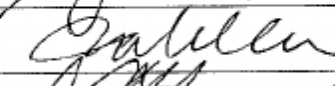
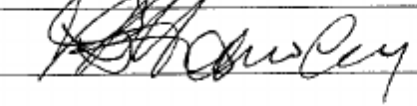
### Description & Location of Request

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

This tree is leaning toward building 3336 Funita Alta Unit 19.29 39. Shedding so much of this clogging main sewage line from yard. Unit 19 had water problem ruined whole floor last year. Last big storm huge branch fell down, but no damage done luckily. We don't feel safe. This is not healthy tree.

### 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
	4209881	✓		
	206966	✓		
	203538	✓		
	203539	✓		
	1E	✓		

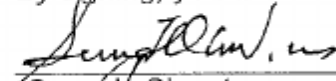
(Please attach a separate sheet if more signatures are necessary.)

RECEIVED  
JUN 05 2024

BY: 

### Acknowledgement - Owner

By signing, you are acknowledging this request.


  
Owner's Signature

Edward Kim  
Owner's Name

### OFFICE USE ONLY

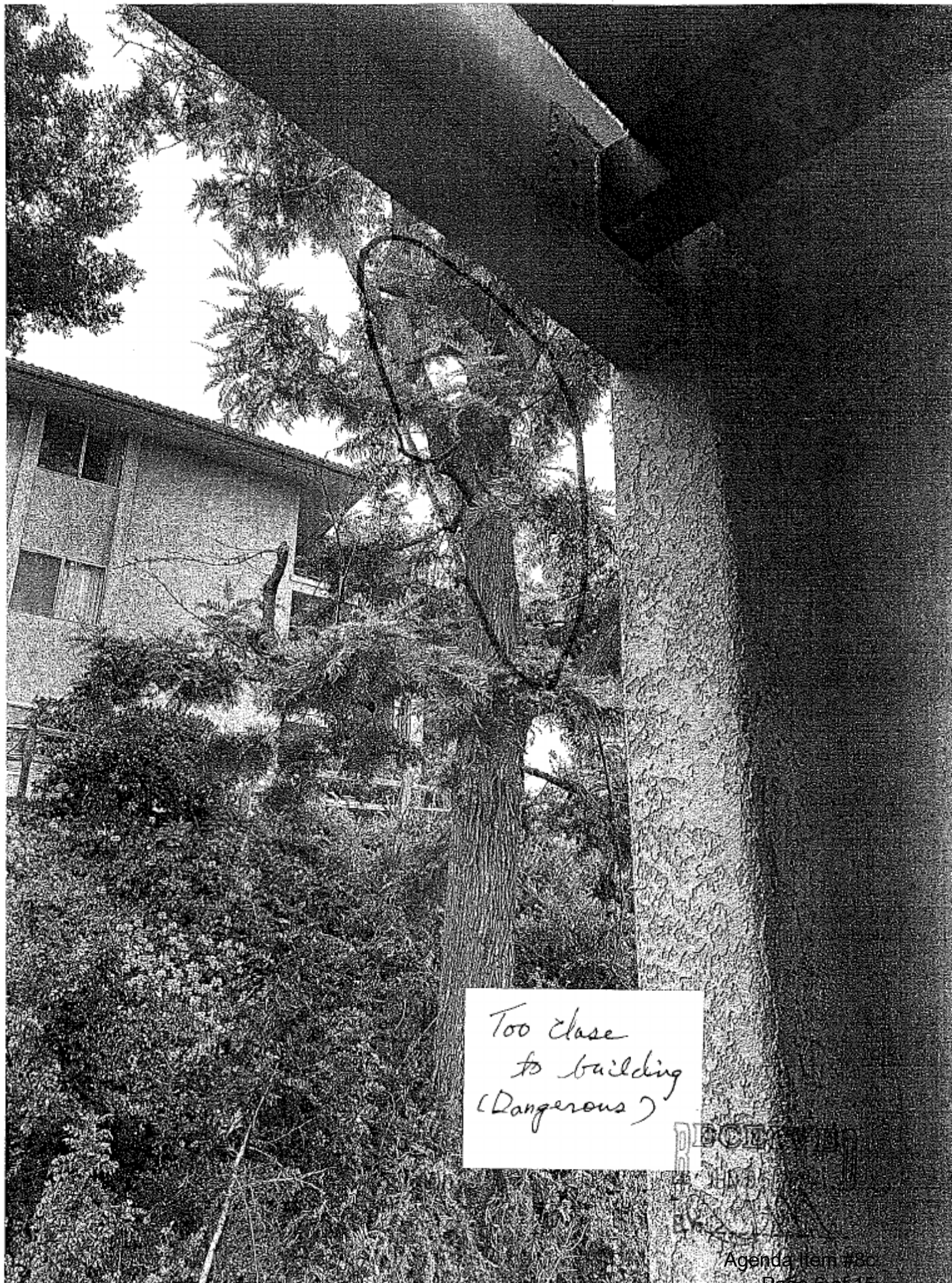
MOVE-IN DATE: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
 530: \_\_\_\_\_ 540: \_\_\_\_\_ 570: \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_  
 RELANDSCAPED: \_\_\_\_\_ NEXT TIME: \_\_\_\_\_  
 TREE SPECIES: \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_  
 TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_






Broken  
branch is  
Exposed root  
(unhealthy)





Too close  
to building  
(Dangerous)





Clogged  
Sewerage  
(plumbing  
problems)



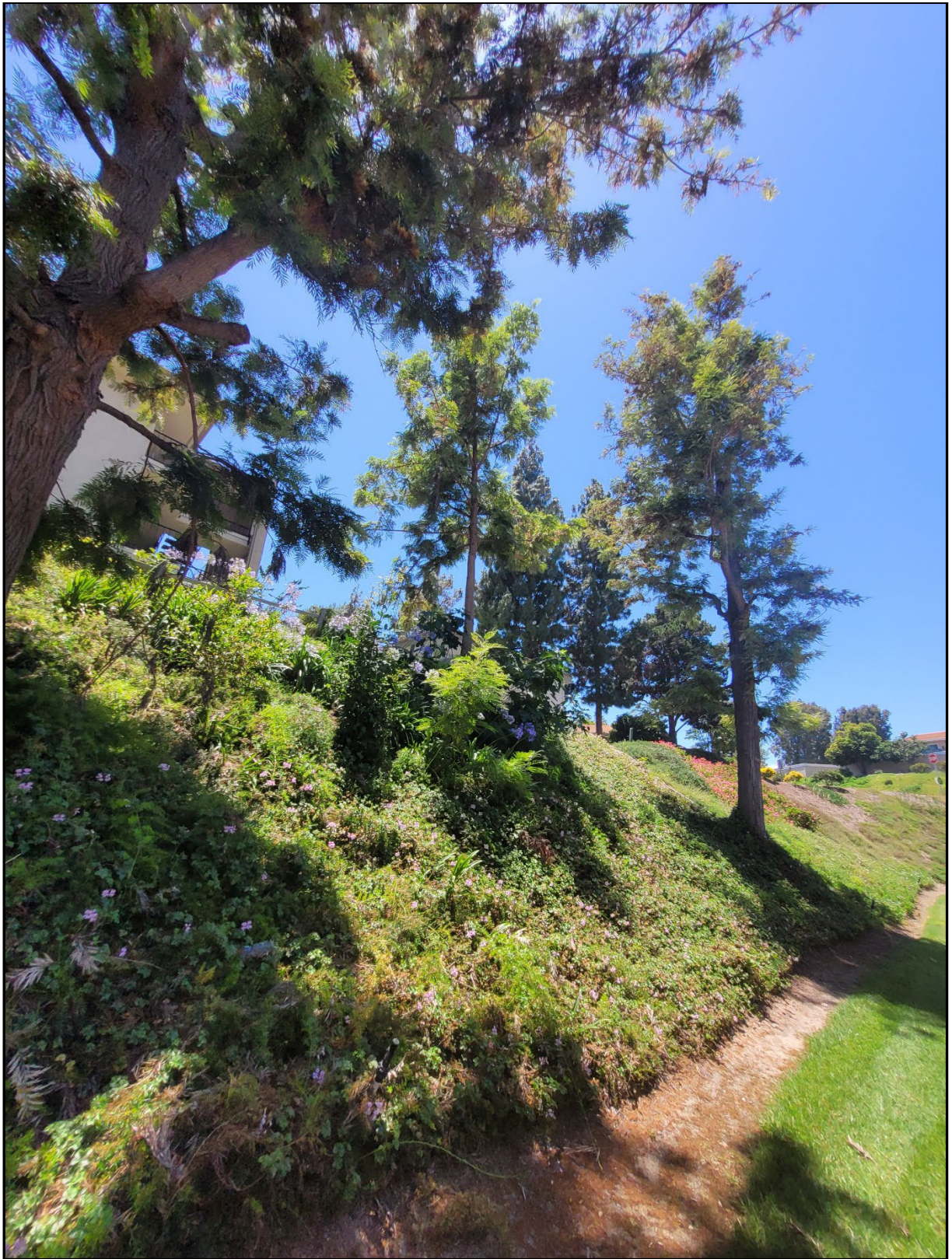
**Attachment 2**

































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## STAFF REPORT

---

**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 3489-B Calle Azul – One Melaleuca Tree

---

### **RECOMMENDATION**

Deny the request for the removal of one Melaleuca tree located at 3489-B Calle Azul.

### **BACKGROUND**

The resident purchased the unit in June 2022 and is requesting the removal of one Melaleuca tree, Melaleuca Linariifolia, located at the rear of the unit in the turf area.

The reasons cited for the removal are tree leaning towards the manor, root intrusion, and tree health. There are no additional signatures on the request form in favor of the removal (Attachment 1).

The Melaleuca tree was last pruned in September of 2022. Future trimming is tentatively scheduled for fiscal year 2025 as this tree is on a three-year trim cycle.

The tree is approximately 40 feet high and has a trunk diameter of approximately 20 inches. It is growing in the turf area approximately 10 feet from the building.

On February 1, 2024, the Third Landscape Committee tabled this item to give the resident time to provide a doctor's note for allergies associated with the tree. No note as received by resident. The committee directed staff to bring this item back in the spring to see dormancy in the canopy branches bloom; the tree is in bloom (Attachment 2).

### **DISCUSSION**

At the time of inspection, the Melaleuca tree was found to be in fair condition. There were no signs of pests or previous pest damage. No decay and no exceptional lean toward the building were observed. There is some dormancy in the canopy branches, which is normal for this species. No surface roots were growing towards the manor. There is sufficient space between the manor and the tree for further canopy growth.

This tree does not meet the parameters set forth in §3.3.3, Infrastructure Conflicts, of the Third Mutual Urban Forest Management Plan. It is the recommendation of the staff that the tree removal be denied.

### **FINANCIAL ANALYSIS**

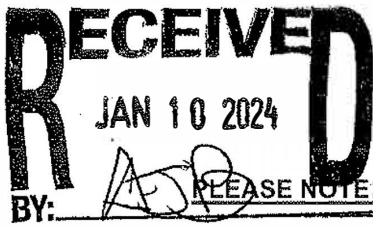
The cost to remove the Melaleuca tree is approximately \$1,580. The cost to trim the tree at a crew rental is approximately \$450, and scheduled trimming is \$186. Based on the tree inventory data, the estimated value of the tree is \$9,830.

**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations  
Megan Feliz, Department Administrative Assistant

**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

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**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**

### Resident/Owner Information

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

3489-B Calle Azul

Address

1/10/24

Today's Date

Kelly Noh & Jason Noh

Resident's Name

Telephone Number

### Non-Routine Request

*Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.*

- ☒ Tree Removal      ☐ New Landscape      ☐ Off-Schedule Trimming  
☐ Other (explain): \_\_\_\_\_

### Reason for Request

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

- ☒ Structural Damage      ☐ Sewer Damage      ☐ Overgrown      ☒ Poor Condition  
☐ 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.

Location - Back of the property - Close to the property

### 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.

The tree is too close to the property and begin to leaning toward the property. The tree is half dead in the middle and looks ugly. We are concerned about structural damage by overgrown root. The ground has risen up compare to other area.

### Signatures of All Neighbors Affected By This Request

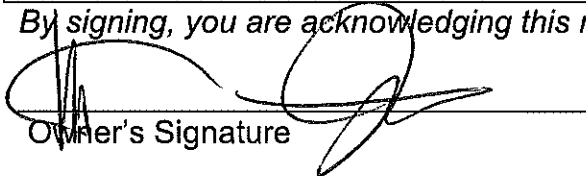
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

Kelly & Jason Noh  
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**

**Before**













**After**















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## STAFF REPORT

---

**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Off-Schedule Tree Trimming Request: 5493-A Paseo Del Lago East– Two Magnolia Trees

---

### **RECOMMENDATION**

Deny the request for the off-schedule trimming of two Magnolia trees located in front of 5493-A Paseo Del Lago East.

### **BACKGROUND**

The resident purchased the unit in June 2015 and is requesting the off-schedule trimming of the two Magnolia trees, *Magnolia Grandiflora*, located at the front of the unit in the turf. The reason cited is severe allergies brought on by the Magnolia flowers. There are no signatures on the request form in favor of this trimming (Attachment 1).

The Magnolia trees were last pruned in September 2022. Future trimming is tentatively scheduled for this fiscal year, 2027. This tree is on a five-year trim cycle. It is approximately 20 feet tall and has a trunk diameter of approximately 11 inches. The trees are growing at the front of the manor, approximately 20 feet from the manor.

### **DISCUSSION**

At the time of inspection, one of the Magnolia trees was found to be in good condition, the other is in fair condition. There were no signs of pests or previous pest damage. No decay, dead, or broken branches were in the canopy. There was no overhang of limbs over the roof of the side-located tree. Previous removal requests for the trees were denied, and trimming was recommended.

The proximity of this tree does not jeopardize its stability. The roots appear stable without any structural damage to the unit. Leaf debris is seasonal and is not considered a reason for removal.

The tree does not meet the parameters set forth in §3.2.2.1, Tree Pruning Recommendations, of the Third Mutual Urban Forest Management Plan. It is the recommendation of staff the off-schedule trimming be denied.

### **FINANCIAL ANALYSIS**

The cost of trimming the tree at scheduled trimming is \$185 each. The tree's estimated value is \$2,070 based on the tree inventory data.

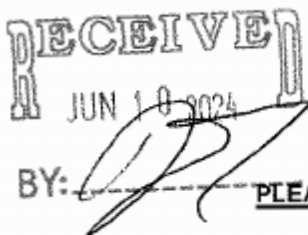
**Prepared By:** John Cox, Landscape Manager  
**Reviewed By:** Kurt Wiemann, Director of Field Operations

Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

<b>Attachment 1:</b>	Mutual Landscape Request Form
<b>Attachment 2:</b>	Photographs





Laguna Woods Village

**MUTUAL LANDSCAPE REQUEST FORM****PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.****Resident/Owner Information**

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

5493-A Paseo Del Lago E.  
Address

6/10/2024  
Today's Date

HAN SOHN  
Resident's Name

[REDACTED]  
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):

Current situation is terrible, tree tops are out grown and the flowers are all over spreaded. the

**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.

tree across my neighbor worked the same day and year! But they worked a lot of days ago.

### 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.

My Wife, HOWON, having serious Alergy from flower of magnolia tree. once longtime ago we had requested trees down. unfortunately our request has been denied. Instead, even her doctor's request for her health your meeting decided

### Signatures of All Neighbors Affected By This Request

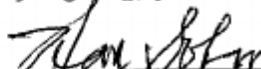
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request. *Thimmig,*

Signature	Manor #	For	Undecided	Against

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

HAN SOHN  
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**



















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Water Use & Potential Savings Gate 14 Turf					
Irrigation Only					
	Tier II*	Annual Cost	Gallons	CCF	
Current Cost (water only)	\$3.63	\$34,390	7,086,906	9,474	
Estimated Potential Cost	\$3.63	\$23,729	4,889,965	6,537	
Estimated Annual Savings**		\$10,661	2,196,941	2,937	
Kurapia and Carpet of Stars					
	Tier II*	Annual Cost	Gallons	CCF	
Estimated Cost After Irrigation Modification	\$3.63	\$23,729	4,889,965	6,537	
Estimated Potential Cost with Plant Material***	\$3.63	\$11,865	2,444,983	3,268	
Total Estimated Annual Savings <sup>†</sup>	65.5%	\$11,865	2,444,983	3,268	

\*Rates effective 7/1/2024

\*\*Based on manufacturer's data for Hunter Rotator Heads

\*\*\*Based on grower's data for Kurapia and Carpet of Stars

<sup>†</sup> Combined irrigation and plant material over standard spray heads and turf

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## **Ticket Type for Landscape**

Clipping Pick Up  
Tree Needs Stake  
Lawn Repair  
Sidewalk Dirty  
Weeds  
Leaves  
Supervisor Contract Request  
Chargeable Service  
Nonchargeable Service  
Resale-Grounds Service  
Shrub Addition  
Shrub Replacement  
Shrub Prune  
Shrub Sick/Dying  
Snail Bait Request  
Relandscaping Request  
Landscape Hazard Notification  
Landscape Thank You  
Mulch Request  
Sewer Lining Project – Grounds Work  
Dog Waste Bag Refill Request  
Christmas Tree Removal  
Resale Grounds Remove Fruit Tree(s)

**530 Grounds Maintenance**  
**Third Mutual - Open/Closed Tickets**  
**Received January 1, 2024 - May 24, 2024**

<b>Ticket Type</b>	<b>Total Closed Tickets</b>	<b>Total Open Tickets</b>	<b>Total Tickets</b>	<b>Service Level %</b>
<b>Simple (1-7 Days)</b>	<b>932</b>	<b>6</b>	<b>938</b>	
Within Service Level	910		910	98%
Outside of Service Level	22		22	2%
<b>Medium (Within 21 Days)</b>	<b>431</b>	<b>67</b>	<b>498</b>	
Within Service Level	408		408	95%
Outside of Service Level	23		23	5%
<b>Complex (Within 35 Days)</b>	<b>320</b>	<b>170</b>	<b>490</b>	
Within Service Level	297		297	93%
Outside of Service Level	23		23	7%
<b>Total Tickets</b>	<b>1,683</b>	<b>243</b>	<b>1,926</b>	
<b>Within Service Level</b>	<b>1,615</b>			<b>96%</b>
<b>Outside of Service Level</b>	<b>68</b>			<b>4%</b>
<b>Closed/Open %</b>	<b>87%</b>	<b>13%</b>		

**Event Descriptions**

**Ticket Type**

Clippings Pick Up	S
Sidewalk Dirty	S
Leaves	S
Landscape Thank You	S
Christmas Tree Removal	S
Tree / Limb Down	S
Service Department Assistance	M
Tree Needs Stake	M
Tree Problem	M
Lawn Repair	M
Weeds	M
Supervisor Contact Request	M
Shrub Replacement	M
Shrub Prune	M
Shrub Sick / Dying	M
Mulch Request	M
Tree Sick or Dying	M



Tree Pruning	M
Landscape Nonchargeable Service	C
Shrub Addition	C
Landscape Information Request	C
Shrubs Too Dry	C
No Herbicide	C

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## STAFF REPORT

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**DATE:** July 11, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Clippings Ticket Pilot Program

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### **RECOMMENDATION**

Approve a pilot program to provide green waste recycling bins for residents to use for clippings pick-ups.

### **BACKGROUND**

Beginning in 2022, SB 1383- Organic Waste Reductions requires every jurisdiction to provide organic waste collection services to all residents and businesses. Typically, this service is provided along with waste collection services. Per the law, jurisdictions can select from various organic waste collection services to match their unique communities and local infrastructure while producing clean streams of organic feedstock that can be recycled into high-quality, marketable recycled products, including compost, renewable natural gas, electricity, and paper.

Third Laguna Hills Mutual has historically collected all the green waste created by residents in the Mutual, using the clippings pick-up ticket process. Since the passage of the law, clippings ticket requests have increased by 373% (Attachment 1) over the previous high of 2021 (2020 was an anomaly due to Covid19). This green waste is ground up and turned into mulch on-site for use in the village.

### **DISCUSSION**

Third Mutual offers clippings ticket services for residents who garden in their exclusive use areas or common areas. The service is unavailable for those who use outside gardeners, who are required to haul off any green waste they produce. Although residents are regularly instructed to place clippings piles "in a single pile, by the curb," this doesn't always happen (Attachment 2). Residents often leave more than one pile, leaving staff to search for the pile(s). Once located, staff transfers the pile to a burlap or trash can, rakes or sweeps the pile area, dumps the waste into a truck or trailer, and then moves to the next location.

In 2023, Third Mutual received 2,203 clippings pick-up tickets from 626 units, with 157 units submitting requests five or more times. Time spent on the tickets, including travel time, varies considerably throughout the year. When there are more tickets in the warmer growing months, they tend to be closer together, and staff spends less time traveling between stops. Including travel time, staff spends an average of 12-15 minutes per location. With an average cost of \$20.80 per ticket, the total annual cost for the clippings ticket service is \$45,813.

When it comes to trash pickup with the City's contractor, CR&R, there are two scenarios for trash: single-family residences (Gate 11) and multi-family (all other gates). Providing green waste bins to residents in Gate 11 would cost \$4.00 per bin per month. According to CR&R, if an organics cart program is offered in Gate 11, it must be highly publicized to all residents in

Gate 11. If all or most Gate 11 residents participate, the total annual cost would be \$15,168 (based on 2024 rates). The remaining gates have multi-family bins (dumpsters), and Third Mutual has 147 organic carts in multi-use enclosures at \$10,530 per month or \$126,360 per year. Adding organic cart service to Third Mutual instead of clippings pickups would cost an additional \$71.63 per month (\$859.56 per year) for each location (based on 2024 rates). Not all enclosures accommodate an organics cart (not enough room, block walkway, etc.).

To reduce the overall time per ticket, staff proposes a pilot program using green waste bins (Attachment 3) supplied by the Mutual. The bins are sufficient to hold 3.7 cubic feet of green waste. The estimated cost per bin is \$20.00 each. Staff estimates a five-minute per ticket savings, equaling a total annual savings of \$9,960. Staff proposes a pilot program with the 157 units that call in at least five times yearly. The estimated cost of the pilot would be \$3,140.

### **FINANCIAL ANALYSIS**

The cost of the pilot program would be \$3,140. The cost to implement the program with all units that use the clippings service would be \$12,520. There are sufficient funds in the 2024 budget to fund the pilot program. Additional funds would be necessary to incorporate the program Mutual wide.

**Prepared By:** Kurt Wiemann, Director of Field Operations

**Reviewed By:** Megan Feliz, Department Administrative Assistant

### **ATTACHMENT(S)**

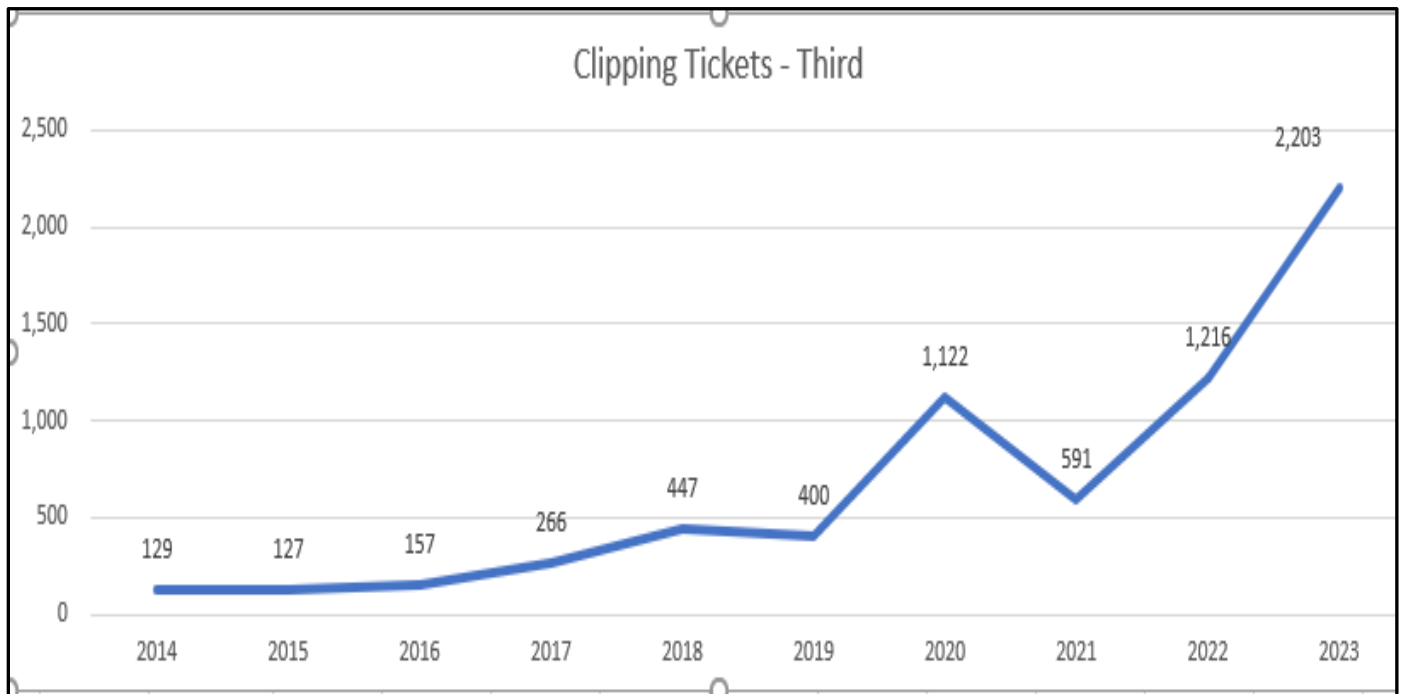
**Attachment 1:** Ticket Quantity Graph

**Attachment 2:** Clippings Requests

**Attachment 3:** Bin Photo



**Attachment 1**



**Attachment 2**

















**Attachment 3**



**19.0" L x 16.0" W x  
21.0" Hgt. Recycling  
Bin**

**Actual bins will be green**