



## **OPEN MEETING**

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

**Thursday, November 7, 2024 9:30 a.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 October 10, 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
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. 5217 Landscape Alteration
  - b. 5584-A Tree Removal and Off-Schedule Trimming Request
9. Items for Discussion and Consideration
  - a. Resident Turf Reduction Incentives

- b. Water Conservation Subcommittee Dissolvement
- 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. Slope 2025 Schedules
- 11. Committee Member Comments
- 12. Next Meeting Date: Thursday, December 5, 2024 at 9:30 a.m.
- 13. Recess

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

S.K. Park, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Landscape Administrative Assistant  
Telephone: 949-268-2565



**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
LANDSCAPE COMMITTEE**

**Thursday, October 10, 2024, at 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- S.K. Park, Reza Karimi (left at 11:20 a.m.), Moon Yun

**ADVISORS PRESENT:** Diane Bonar (Zoom), Mark Brenner (left at 11:21 a.m.), Krystal Meier

**ADVISORS ABSENT:** Patricia Bailey

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

**1. Call Meeting to Order**

Chair Park called the meeting to order at 9:32 a.m.

**2. Approval of Agenda**

Director Karimi moved to approve the agenda, Director Yun seconded; it was unanimously approved.

**3. Approval of the September 5, 2024 Report**

Director Karimi moved to approve the meeting report, Director Yun seconded; it was unanimously approved.

**4. Remarks of the Chair**

Chair Park updated the committee on prior meeting items and the PPRP design stages. He asked Mr. Wiemann to update the committee on future agenda items during his department head update.

## **5. Member Comments**

- A member complained about PPRP project moving slowly and Harvest being inconsistent within the work area
- A member questioned when the bag mowers would be fixed and complimented the foreman Juan and his team for their hard work.
- A member had questions regarding protocol with herbicide, slopes, and Kikuyu grass taking over.
- A member commented about an incident of follow-through on tree trimming, a slope being overwatered due to the number of sprinklers on the same valve, and planting too close to the building and fences.
- A member questioned the use of black bait boxes.

## **6. Response to Member Comments**

Mr. Wiemann responded to member comments.

## **7. Department Head Update**

Mr. Wiemann updated the committee on the items for future agenda. The turf reduction incentive report is ready. He wanted to clear certain details with ETWD. The 2025 slope schedule is in the works. We are waiting for slope bids to return before finalizing the schedule. Mr. Wiemann notified the committee about his meeting this month with ETWD and working with Mission on the designs for Gate 14.

### **a. Project Log**

Mr. Wiemann went over the project log for each section in detail. Questions were asked and answered.

### **b. Tree Work Status Report**

None

### **c. Greenius Training Update**

None

### **d. Quality Control Monthly Report**

None

- 8. Consent Calendar** - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*



**a. 5065 Tree Removal Request**

Director Karimi moved to approve the staff recommendation to deny the tree removals, and Director Yun seconded. The residents from 5065 spoke regarding their concerns. A discussion ensued. The directors added to the motion the option for members to pay for the trimming themselves if they wished; staff would contract them with pricing. Hearing no objections, the motion passed unanimously.

**b. 3205-B Off-Schedule Trim Request**

Director Karimi moved to approve and accept the staff's recommendation to deny the off-schedule trimming, and Director Yun seconded. The residents from 3205-B spoke regarding their concerns. Discuss ensued. Hearing no objections, the motion passed unanimously.

**c. 3231-D Tree Removal Request**

Director Karimi moved to approve the staff recommendation to deny the tree removal, and Director Yun seconded. Hearing no objections, the motion passed unanimously.

**d. 5391-A Tree Removal Request**

Director Karimi moved to approve the staff recommendation, and Director Yun seconded. The a representative for the residents from 5391-A spoke on his behalf regarding the concerns. Discuss ensued. Hearing no objections, the motion passed unanimously.

**9. Items for Discussion and Consideration**

**a. Habitat Enhancement Project Report**

Mr. Wiemann stated this is the year-end report for the fire reduction project. The project is going better than expected.

**10. Items for Future Agendas**

- Slope Schedule 2025
- Incentives for members to remove turf at their own cost
- AB1572 update

**11. Committee Member Comments**

One advisor comment was made.

**12. Next Meeting Date:** Thursday, November 7, 2024, at 9:30 a.m.

**13. Adjournment at 11:22 a.m.**

*S.K. Park*

S.K. Park (Oct 14, 2024 13:14 PDT)

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S.K. Park, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

949-268-2565

Third Mutual Landscape Project Log November 2024									
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 1,338 trees, removed 40 and planted 1 tree.	Annual Program	66%	58%	\$578,588	\$335,588	\$243,000
	In-House Tree Crew		As of September 30, 2024, the in-house crew trimmed 415 trees and removed 92 trees.		75%	69%	\$401,600	\$278,927	\$122,673
Landscape Modernization	Staff	Replacing old, end of useful life plant material using drought tolerant where appropriate. Replanting small slopes.	On-going annual project using in-house crews. Replanting small slopes in Gate 9 & 10.	Annual Program	60%	56%	\$200,293	\$112,848	\$87,445
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	100%	100%	\$19,250	\$19,250	\$0
	Mission Landscape Architecture	Gate 14 AB1572 Compliance Project	Consultant is working on concept boards	July 2025	0%		\$50,000	\$0	\$50,000
Digital Mapping Project	David Voliz Design	Bahia Blanca Designs	Construction plans complete	August 2024	100%	91%	\$90,604	\$81,524	\$9,080
	Monarch	ArcGIS Mapping of Turf and Slopes	Completed	December 2024	100%	100%	\$100,000	\$100,000	\$0
Slope Maintenance Outsourced	Mission Landscape	Annual Maintenance	In progress	Annual Program	75%	66%	\$568,152	\$374,033	\$194,119
Paint Program Relandscaping Project	Harvest Landscape	Annual Project	In Design. Contractor currently working at B4001-B4004, B3312-B3325.	Annual Project	18%	10%	\$1,750,000	\$170,072	\$1,579,928
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 growth kills in progress.	5-Year Project	75%	52%	\$86,000	\$44,800	\$41,200
	Mission Landscaping/Staff	Project includes the removal of vegetation with a high risk of fire.	Removing overgrown material from interior slopes.	Annual Program	52%	43%	\$94,000	\$40,191	\$53,809
Operations Contracts									

\*Completion based upon invoices received to-date, 10/30/2024. In-House Expenses as of 09/30/2024

Three Week Projected Schedule

<https://www.lagunaoodsvillage.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
9/23/2024	3003	Removal	Stump Removal	4	Stump Removal	Staff		
9/23/2024	5225	Clearance	Dragon Tree	4	Clear, End Weight	Staff		
9/23/2024	3392	Clearance	Rusty Ficus	4	Clear, End Weight	Staff		
9/23/2024	3367	Hanger	Branches	1	Hanger in Canopy	Staff		
9/23/2024	3312	Trim	Carrotwood	2	Full Trim	Staff		
9/23/2024	3001	Clearance	Carrotwood	2	Clear, End Weight	Staff		
9/23/2024	3001	Clearance	Carrotwood	2	Clear, End Weight	Staff		
9/24/2024	3358	Hanger	Silk Oak	2	Hanger in Canopy	Staff		
9/24/2024	3231	Clearance	Carrotwood	3	Clear, End Weight	Staff		
9/24/2024	3231	Clearance	Ficus Benjamina	2	Clear, End Weight	Staff		
9/24/2024	2348	Clearance	Ficus Rubigionasa	2	Clear, End Weight	Staff		
9/24/2024	2347	Trim	Crape Myrtle	4	Full Trim	Staff		
9/24/2024	2337	Clearance	Rubber Tree	2	Clear, End Weight	Staff		
9/24/2024	2319	Clearance	Yucca	2	Clear, End Weight	Staff		
9/24/2024	2306	Trim	Benjamin Ficus	4	Full Trim	Staff		
9/24/2024	2378	Clearance	Carolina Cherry	2	Clear, End Weight	Staff		
9/24/2024	2378	Clearance	Carolina Cherry	2	Clear, End Weight	Staff		
9/24/2024	2378	Clearance	Carolina Cherry	2	Clear, End Weight	Staff		
9/24/2024	2378	Clearance	Carolina Cherry	3	Clear, End Weight	Staff		
9/24/2024	2378	Clearance	Brazilian Pepper	3	Clear, End Weight	Staff		
9/25/2024	2135	Fertilized	Carrotwood	2	fertilized tree	Staff		
9/25/2024	2297	Clearance	Indian Laurel Fig	2	Clear, End Weight	Staff		
9/26/2024	2305	Removal	Brazilian Pepper	4	In Decline	Staff	TBD	TBD
9/30/2024	3359	Trim	Silver Dollar	14	Full Trim	Staff		
9/30/2024	3359	Trim	Aleppo Pine	14	Full Trim	Staff		
9/30/2024	3048	Clearance	Oleandras and Comfort	2	Clear, End Weight	Staff		
10/1/2024	5559	Removal	Orange Tree	2	Resident Request	Staff	TBD	TBD
10/1/2024	5559	Removal	Orange Tree	2	Resident Request	Staff	TBD	TBD
10/1/2024	5559	Removal	Lemon	2	Resident Request	Staff	TBD	TBD
10/1/2024	5559	Removal	Lemon	2	Resident Request	Staff	TBD	TBD
10/1/2024	5570	Clearance	Crape Myrtle	4	Clear, End Weight	Staff		
10/1/2024	5581	Trim	chitalpa	1	Full Trim	Staff		
10/1/2024	3041	Clearance	Australian Willow	2	Clear, End Weight	Staff		
10/1/2024	3041	Clearance	Australian Willow	1	Clear, End Weight	Staff		
10/1/2024	3041	Clearance	Australian Willow	1	Clear, End Weight	Staff		
10/1/2024	3012	Clearance	Mulberry	1	Clear, End Weight	Staff		
10/1/2024	5323	Trim	Chinese elm	4	Full Trim	Staff		
10/3/2024	3024	Clearance	king palm	2	Clear, End Weight	Staff		
10/4/2024	4004	Removal	star pine	9	In Decline	Staff	TBD	TBD
10/4/2024	3091	Hanger	Chinese elm	4	Hanger in Canopy	Staff		
10/4/2024	3128	Clearance	Carob Tree	3	Clear, End Weight	Staff		
10/4/2024	3310	Clearance	Chinese elm	3	Clear, End Weight	Staff		
10/4/2024	3185	Removal	lemon	4	Resident Request	Staff	TBD	TBD
10/4/2024	3186	Clearance	Carob Tree	4	Clear, End Weight	Staff		
10/4/2024	3381	Removal	podocarpus	4	In Decline	Staff	TBD	TBD
10/4/2024	3148	Clearance	Carob Tree	4	Clear, End Weight	Staff		
10/4/2024	3199	Hanger	Carob Tree	4	Hanger in Canopy	Staff		
10/9/2024	2388	Hanger	Spotted Gum	4	Hanger in Canopy	Staff		
10/9/2024	2301	Clearance	Indian Laurel Fig	2	Clear, End Weight	Staff		
10/9/2024	2301	Clearance	Indian Laurel Fig	2	Clear, End Weight	Staff		
10/9/2024	2368	Hanger	Bottle Tree	2	Hanger in Canopy	Staff		

10/9/2024	3153	Hanger	Melaluca	4	Hanger in Canopy	Staff		
10/9/2024	3255	Removal	Kumquat	4	In Decline	Staff	<b>TBD</b>	<b>TBD</b>
10/9/2024	3254	Trim	King Palm	4	Full Trim	Staff		
10/9/2024	2374	Clearance	Aleppo Pine	4	Clear, End Weight	Staff		
10/10/2024	3205	Trim	Melaluca	4	Full Trim	Staff		
10/10/2024	3205	Trim	Melaluca	4	Full Trim	Staff		
10/10/2024	3250	Trim	Peppermint Tree	2	Full Trim	Staff		
10/10/2024	3250	Trim	Peppermint Tree	2	Full Trim	Staff		
10/10/2024	3250	Trim	Peppermint Tree	2	Full Trim	Staff		
10/10/2024	3250	Trim	Peppermint Tree	2	Full Trim	Staff		
10/10/2024	3242	Clearance	Benjamin Ficus	2	Clear, End Weight	Staff		
10/10/2024	3242	Clearance	Podocarpus	2	Clear, End Weight	Staff		
10/10/2024	3242	Hanger	Brazilian Pepper	3	Hanger in Canopy	Staff		
10/10/2024	5520	Removal	Surface Roots	8	Remove Roots	Staff	<b>TBD</b>	<b>TBD</b>
10/10/2024	5526	Clearance	Indian Laurel Fig	3	Clear, End Weight	Staff		
10/10/2024	3512	Trim	Rubiginosa Fig	8	Full Trim	Staff		
10/10/2024	3516	Hanger	Spotted Gum	3	Hanger in Canopy	Staff		
10/11/2024	3137	Hanger	California Sycamore	4	Hanger in Canopy	Staff		
10/11/2024	5078	Trim	Melaluca	4	Full Trim	Staff		
10/11/2024	5265	Clearance	Christmas tree	4	Clear, End Weight	Staff		
10/11/2024	5267	Trim	Bottlebrush	4	Full Trim	Staff		
10/11/2024	5140	Clearance	Carrotwood	3	Clear, End Weight	Staff		
10/11/2024	5345	Clearance	Juniper Turolosa	3	Clear, End Weight	Staff		
10/11/2024	5340	Clearance	Melaluca	3	Clear, End Weight	Staff		
10/11/2024	5340	Clearance	Melaluca	3	Clear, End Weight	Staff		
10/14/2024	5323	Clearance	Melaluca	1	Clear, End Weight	Staff		
10/14/2024	3169	Clearance	Aleppo Pine	1	Clear, End Weight	Staff		
10/14/2024	3169	Clearance	Liquid Ambar	1	Clear, End Weight	Staff		
10/14/2024	3044	Removal	Lemon	4	Resident Request	Staff		
10/14/2024	2388	Clearance	Chinese Elm	1	Clear, End Weight	Staff		
10/14/2024	3137	Hanger	Sycamore	1	Hanger in Canopy	Staff		
10/14/2024	2379	Clearance	Brazilian Pepper	1	Clear, End Weight	Staff		
10/14/2024	2360	Clearance	Indian Laurel Fig	1	Clear, End Weight	Staff		
10/17/2024	3307	Clearance	Canary Island Pine	2	Clearance trim	Staff		
10/17/2024	3307	Clearance	Ficus Nitida	2	Clearance trim	Staff		
10/17/2024	3307	Clearance	Christmas Tree	3	Clearance trim	Staff		
10/17/2024	3149	Clearance	Rusty Leaf Fig	3	Clearance trim	Staff		
10/17/2024	3149	Clearance	Carrotwood	3	Clearance trim	Staff		
10/17/2024	3423	Clearance	Carrotwood	3	Clearance trim	Staff		
10/17/2024	3423	Clearance	Carrotwood	3	Clearance trim	Staff		
10/17/2024	3423	Clearance	Carrotwood	3	Clearance trim	Staff		
10/17/2024	3439	Clearance	Camphor Tree	5	Full Trim	Staff		

GREENIUS TRAINING SCHEDULE 2024

	Blower Safety	Edger Safety	Trimmer Safety	Hedge Trimmer	Truck and Trailer Safety	Zero Turn Mower / Stand On Mowers	Heat Stress	Garden Planting Basics / Plant Transportation / Heat Stress (Refresher)	Pruning / Tree Planting / H	Hand Tools	Stump Grinder	Wood Chipper
SCHEDULED	x	x	x	x	x	x	x	x	11/6/2024	11/20/2024	12/2/2024	12/18/2024
COMPLETED	1/8/2024	2/6/2024	3/4/2024	4/8/2024	5/9-5/8/2024	6/6-6/7/2024	7/18, 7/25	8/15/2016	x	x	x	x

\*Schedule is subject to change

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Orange QC Reports  
9/27/24-10/28/24

Inspections

Average Inspection Score	Inspections
98.72%	81

Third Inspections Performed Per Day	
Date	Inspection Count
9/29/2024	33
10/6/2024	18
10/13/2024	21
10/20/2024	9

Location Name	Average Inspection Percentage Score	Inspection Count
Third Mutual / (530) Section 5	98.80%	12
Third Mutual / (530) Section 6	98.45%	39
Third Mutual / Section 7	98.43%	6
Third Mutual / Section 7 - Gate 11	99.37%	9
Third Mutual / Section 8	99.06%	15

Tickets

Third QC Tickets Created Per Day	
Date	Ticket Count
9/29/2024	1
10/6/2024	1

Reason Ticket Created	
9/18/2024	irrigation valve lid missing
9/15/2024	Landscape debris-clipping not called in

Flagged Inspection Tickets Created by Location	
Area	Flagged Inspections
Third Mutual / Section 7	1
Third Mutual / Section 8	1

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## STAFF REPORT

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**DATE:** November 7, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Alteration Request: 5217 Elvira

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### **RECOMMENDATION**

Deny the request for the landscape alteration to plant of several Pepper Trees and Ficus bushes in the rear of 5217 Elvira.

### **BACKGROUND**

The resident purchased the unit in October 2023 and is requesting a landscape alteration in the rear of their unit. The request is to plant three 15-gallon Pepper trees and sixteen 15-gallon Ficus bushes in the common area behind their residence. They are also requesting the lawn under the pine trees be reseeded. The stated reasons include providing a natural barrier to address concerns over the smell and presence of flies from nearby organic waste bins and traffic noise from the adjacent public road (Attachment 1).

### **DISCUSSION**

Upon review, the requested Pepper trees and Ficus bushes are unsuitable for this specific location due to Pepper Tree being known for rapid and extensive root systems; Pepper trees are typically recommended only for larger spaces. When mature, these trees can reach 25–40 feet in height with a broad canopy. There are already several mature trees in the area, is not sufficient room in this area to add any additional trees.

The Ficus bushes species are also known for rapid growth and require substantial space to spread. When planted in confined spaces, they become overgrown, creating maintenance challenges and potential damage to nearby structures. The Ficus would necessitate regular and costly trimming to prevent interference with surrounding walkways and infrastructure. There are currently well-manicured shrubs as a barrier to the area. No additional bushes will help; they will just cause overcrowding.

Reseeding the lawn under the Pine tree will be completed; however, we cannot guarantee the longevity or success of this effort due to the inherent challenges of turf growth beneath Pine trees. Pine trees create a dense canopy that limits sunlight, which is essential for healthy grass development. Additionally, the soil beneath Pine trees tends to be more acidic due to needle drop, creating an environment less conducive to most turf species. The tree's extensive root system competes with the grass for water and nutrients, further impacting turf establishment and persistence. While reseeding can temporarily improve coverage, the unique conditions under the pine tree may limit lasting success.

The organic waste bins, which are approximately 60 feet from the resident's location, are already obscured by landscaping and a brick wall. Adding dense and large vegetation will not

yield a noticeable improvement in odor or fly presence at this distance. Organic waste bins are also routinely monitored and maintained to minimize odors and pests.

Based on the area's size limitations and the growth characteristics of Pepper trees and Ficus bushes, staff recommends denying the request. The proposed plants are not suitable for the intended space, as they will create long-term maintenance challenges and risk damage to nearby infrastructure. The turf can be reseeded by in-house crews due to the location of the turf underneath the pine trees.

### **FINANCIAL ANALYSIS**

There is no cost to the mutual associated with staff's recommendation. The cost to plant three Pepper trees and sixteen 15-gallon Ficus bushes is \$3,650.

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

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photographs  
**Attachment 3:** Maps



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.

5217 ELVIRA LAGUNA WOODS

Address

9-11-24

Today's Date

SANG PARK

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):A) ORGANIC DUMPSTER IS ON DEL SAL (FLIES & MOSQUITOS)  
B) TRAFFIC ON VICTORIA DRIVE (NOISE ON WALLS)

## 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):

NEED 3 TO 5 PEPPER TREES ON NORTH SIDE HILL

GUIDELINES: AND 16 TO 20 FICUS NITIDA PLANT ON EAST HILLSIDE.

- 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.

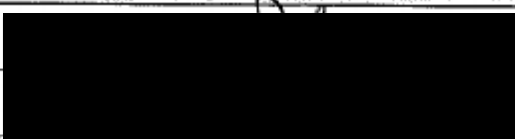

### Description & Location of Request

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.

- A) ORGANIC DUMPSTER ON DEL SOL CAUSES FLIES AND SMELL.
- B) HILLSIDE OF VITTORIA STREET CAUSES TRAFFIC NOISES.
- C) GRASS SEEDING AROUND PINE TREE.
- D) GRASS LEVELING (ROOTS) ON EAST SIDE LAWN.

### 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
	5217			
	5218			

(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: \_\_\_\_\_



10:43

5217 Elvira, Laguna Wo...

# 5217 ELVIRA, LAGUNA WOODS

**NOTE:**

THE SITE PLAN HAS BEEN PREPARED WITHOUT BENEFIT OF BOUNDARY SURVEY.  
NO TREES ARE BEING REMOVED OR DAMAGED FROM THE SITE DURING CONSTRUCTION.

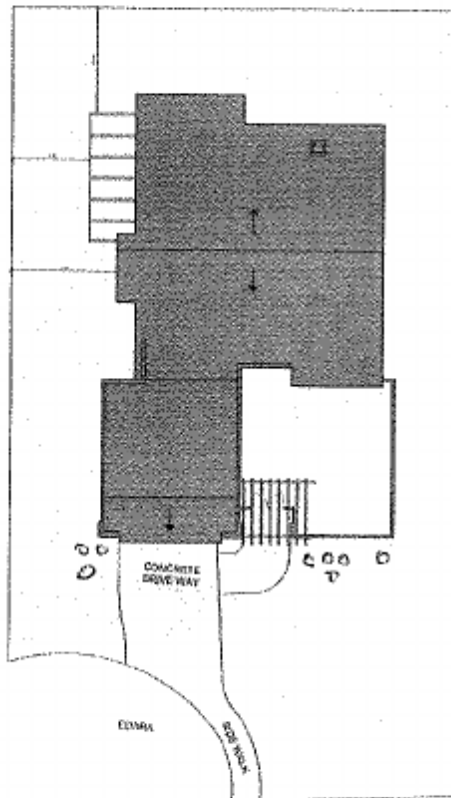
CONTRACTOR TO VERIFY CONDITIONS IN FIELD AND NOTIFY ENGINEER OR DESIGNER OF  
ANY DISCREPANCIES.

**ARCHITECTURAL**

T-1 COVER P.  
T-1.1 PROPOSE  
T-2 2022 CALI  
T-2.1 2022 CALI

A-1 EXISTING  
A-1.1 PROPOSE  
A-2 EXISTING  
A-2.1 EXISTING  
A-2.2 EXISTING  
A-2.3 EXISTING

- ① 3. 15' G Pepper Tree  
② 2. 15' G Ficus Bush  
16



②

**SCOPE OF WORK:**

PORCH AREA F

BUILDING COD  
NUMBER OF S1  
USE: SINGLE F.  
BUILDING TYP  
AREA OF EXIS  
AREA OF EXIS

PROPOSED AD  
LOT COVERAG  
APN: 932-79-21  
ZONE: R-1-600X

**PROJECT TEAM:**

OWNER'S NAM  
PHONE: (619) 9  
EMAIL:

DESIGNER: JE/  
110 NEWPORT  
657-527-7588  
EMAIL: INFO@JE  
ENGINEERING



MULTIPLE ARROWS INDICATE DRAINAGE AWAY FROM  
BUILDING. A 5% GRADE AWAY FROM BUILDING FOR A  
MINIMUM DISTANCE OF 10 FT. ALTERNATELY,  
SWALES WITH SLOPE 2% GRADE SHALL BE LOCATED  
WITHIN 10 FT. OF THE BUILDING FOUNDATION.

EXISTING SITE PLAN



11:14

Moy

DEL SOL

ORGANIC DUMPSTER

- ① 15G PEPPER TREES 3
- ② 15G FIGS BUSH ~~20~~ 16

SEEDLING

B5217

LEVELING  
(REDS)

etessanta Vittoria Dr

Google

**Attachment 2**





















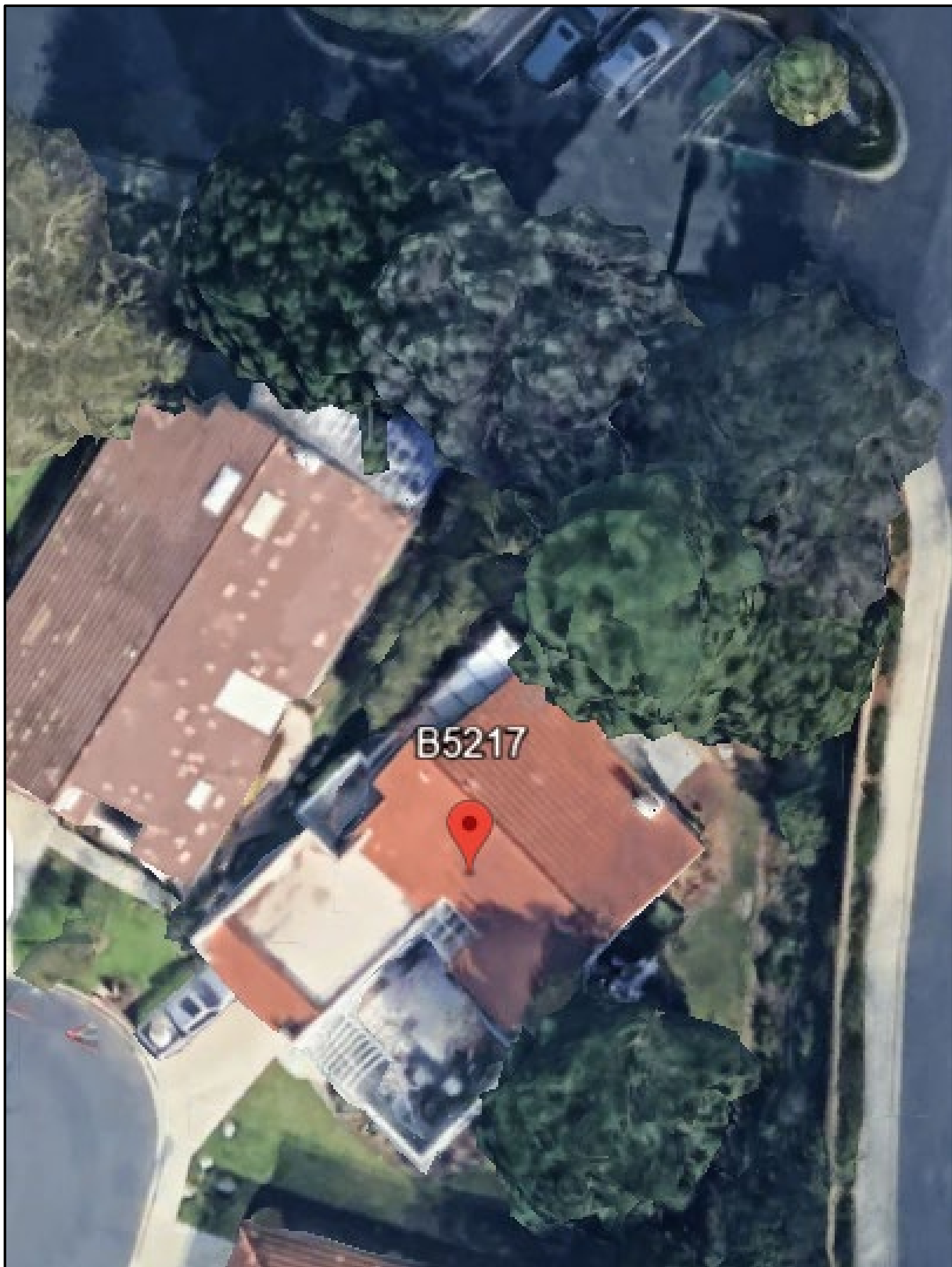


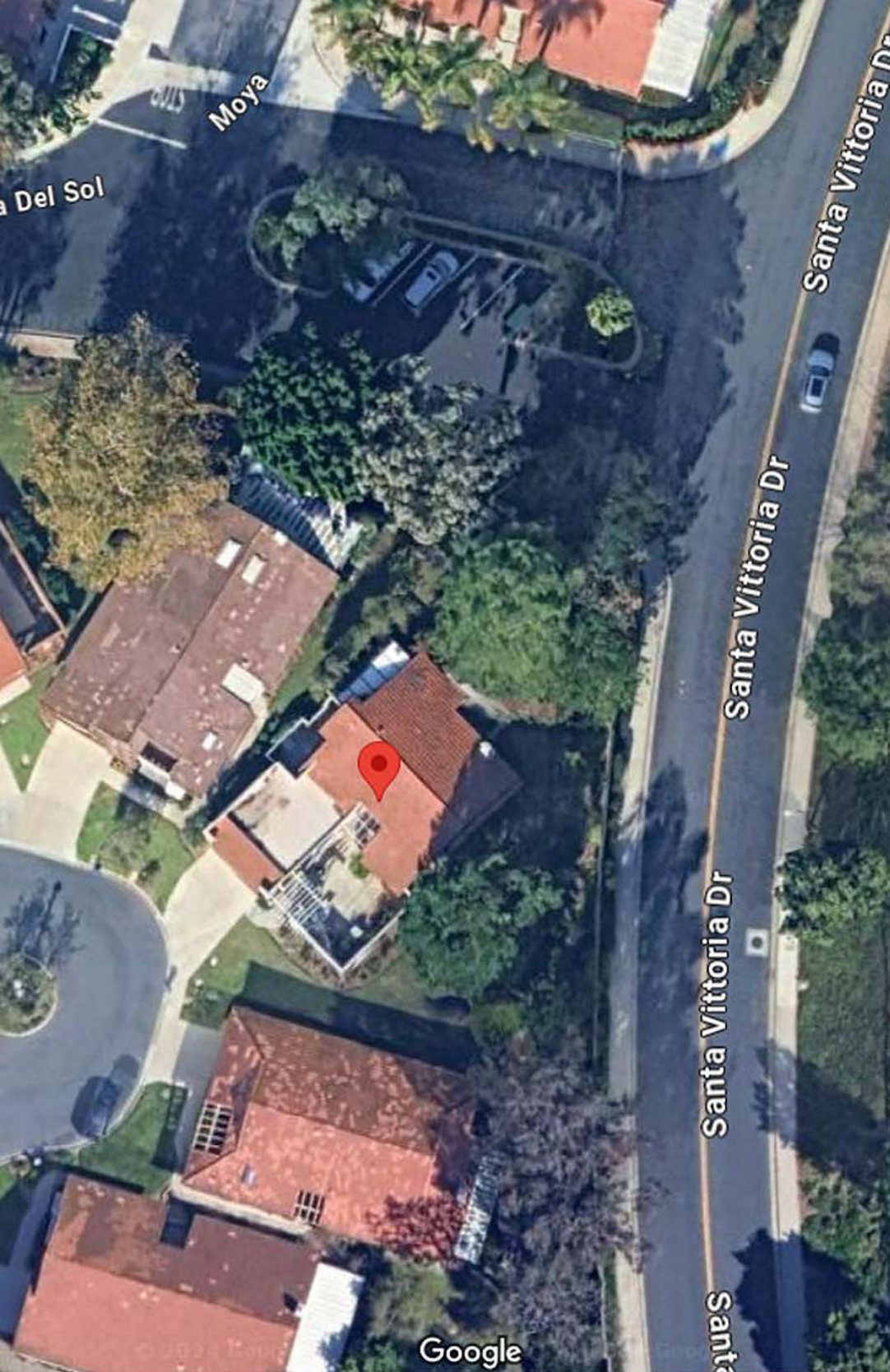


**Attachment 3**















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## STAFF REPORT

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**DATE:** November 7, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 5584-A Via Dicha – One Canary Pine Tree and One Magnolia tree

---

### **RECOMMENDATION**

- Deny the request for the removal of one Canary Pine tree located at 5584-A Via Dicha.
- Approve the request for the removal of one Magnolia tree located at 5584-A Via Dicha.

### **BACKGROUND**

The resident purchased the unit in April 2022, and is requesting the removal of one Canary Island Pine tree, *Pinus Canariensis* and one Magnolia tree, *Magnolia grandiflora*, located at the back of the unit on the slope. The reason cited for the removal is potential for slipping on pine needles and magnolia leaf shed. There is one additional signature on the request form in favor of the removal (Attachment 1).

On May 2, 2024 the Third Landscape Committee voted unanimously to place this item on hold until the resident returns from their trip.

### **DISCUSSION**

At the time of inspection, the Canary Pine tree was found to be in good condition. There were no signs of pests or previous pest damage with no decay; there is a slight counter-balancing tree curvature towards the building due to the slope. There were no surface roots impacting the manor.

Trimming of the Canary Pine tree is scheduled for fiscal year 2024. This tree is on a six-year trim cycle. The height of the tree is approximately 60 feet with a trunk diameter of approximately 22 inches. The tree is growing on the slope approximately 30 feet from the building.

The Magnolia is not in the tree inventory and is growing approximately 20 feet from the residence. The tree is competing for space and resources with the Canary Island pine. In due time the tree will need regular clearance pruning from the residence increasing maintenance costs to the Mutual. Staff recommends removal of the tree before it grows bigger and becomes a maintenance issue.

The street below is lined with Canary Island Pines at similar distances from several adjacent units. 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 Pine tree removal be denied.

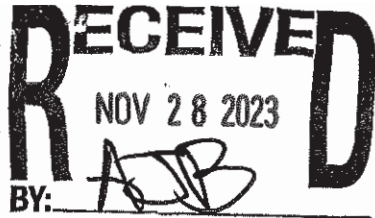
**FINANCIAL ANALYSIS**

The cost to remove the Canary Pine tree is approximately \$1,580. The cost to trim the tree at a crew rental cost is approximately \$450 and scheduled trimming is \$185. The estimated value of the tree is \$9,110 based on the tree inventory data. The Magnolia tree is \$690 to remove.

**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.*5584 UNIT A  
Address /Nov 13, 2023  
Today's DateDAYA GUPTA / CHANDER GUPTA  
Resident's Name

## Non-Routine Request

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

①

☒ 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):LOT OF PINE NEEDLES, HEALTH HAZARD  
CAUSES SLIPPERY CONDITIONS & USE WALKERS due to PARKING ISS.

## 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.

Mutual Landscape Request Form

Revised: October 2017

Page 1 of 2

OVER →

Agenda Item #8b

Page 3 of 10

### 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.

① The needles from pine tree are covering the side walk and verandah which is the only area for me to walk with my walker. I fall frequently. Hence there is a health hazard. ② Pine Tree should be removed.

### 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
[Redacted]	5584B	✓		

11/28/2023

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's

[Redacted Signature]

Owner's Name

DAYA GUPTA

### 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**



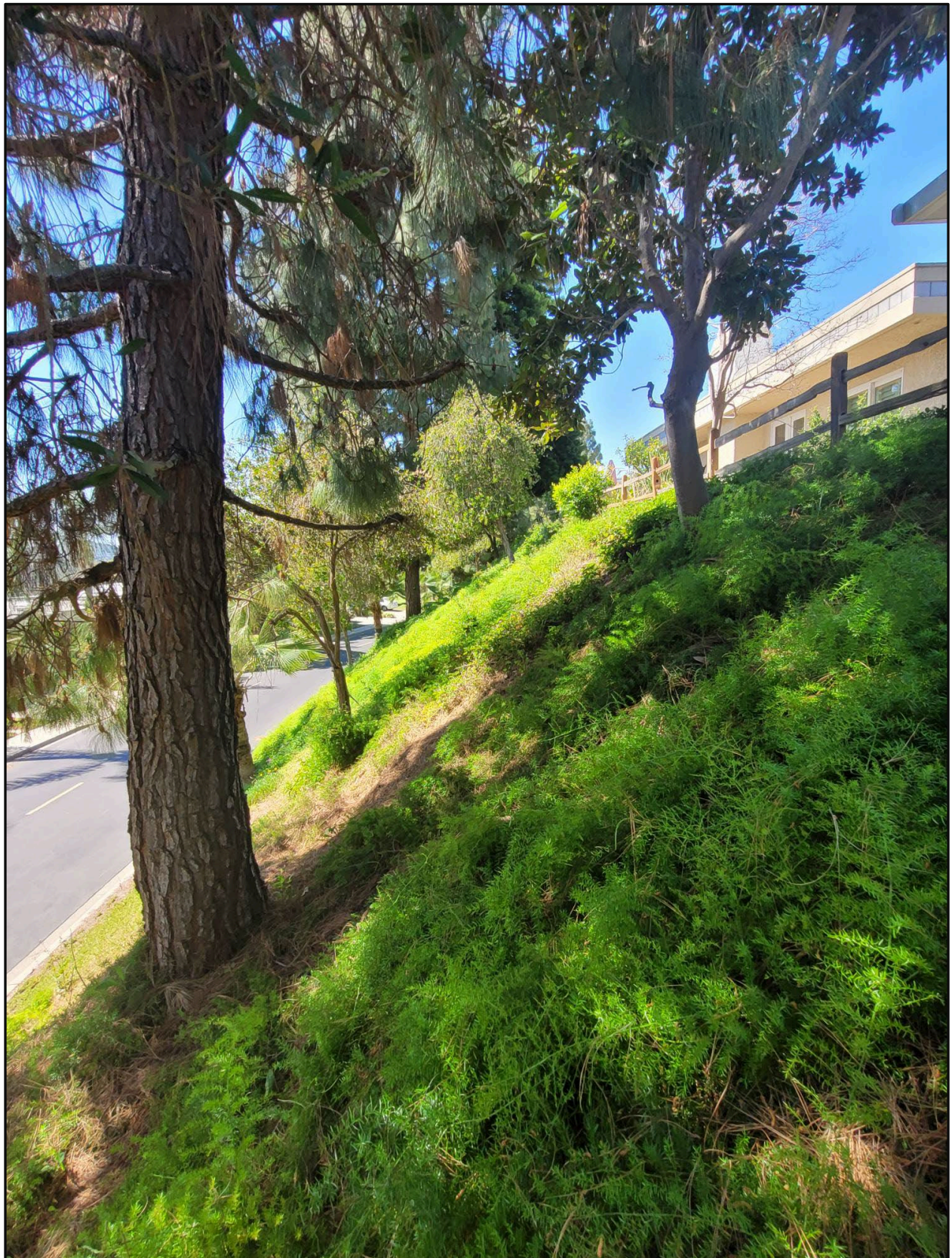
























## STAFF REPORT

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**DATE:** November 7, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Member Incentives for Turf Reduction

---

### **RECOMMENDATION**

It is recommended to implement the turf reduction incentive program, allowing residents to access rebates for potable.

### **BACKGROUND**

To reduce irrigation water usage costs, the committee has requested staff to present an option for members to receive an incentive to complete turf reduction projects on common area turf. Many residents are open to turf reduction; staff has received several requests for turf reduction, which were put on hold in Third Mutual due to AB1572.

### **DISCUSSION**

Water conservation has become a critical priority, especially in drought-prone areas in Southern California. The passage of AB 1572 highlights the need for sustainable water management practices, urging communities to reduce water consumption through measures like turf reduction. Turf lawns are among the highest water consumers and transitioning to drought-tolerant landscaping can significantly reduce water use, benefiting both residents and the Mutual.

In line with these goals, the Municipal Water District of Orange County (MWDOC) currently offers a rebate of \$3.00 per square foot for turf replacement projects for areas irrigated with potable water. These programs are intended to incentivize sustainable landscaping and reduce use of potable water for landscape irrigation.

The incentive program is intended to be in line with the MWDOC programs and aims to encourage residents to replace turf with drought-tolerant landscaping and irrigation. This program will provide financial incentives to residents using potable water.

*The program would be fairly simple:* Residents in potable water areas can complete a Landscape Request Form for turf reduction and submit a drawing of their proposed plans. The landscape committee will review the request, and upon their approval, staff will work with the resident on the process. The landscape staff will file the rebate paperwork, MWDOC requires the applicant to be the person on file for the meter, which is Third Mutual. Residents must hire a contractor to complete the turf reduction and landscaping work. This option allows residents to ensure high-quality installation, design expertise, and smoother project execution. Once the project is complete and rebate approved, Third Mutual would pass on the \$3.00 per square foot rebate to the resident.

By replacing turf with drought-tolerant landscaping, the Mutual can expect a significant reduction in water use, lowering the overall water cost and contributing to local water

conservation efforts. Third Mutual can also expect a reduction in maintenance costs, the amount varying dependent on the plant material planted.

It is recommended that the committee approve the implementation of the turf reduction incentive program, allowing residents to access rebates for potable. This would promote water conservation and community-wide cost savings.

**FINANCIAL ANALYSIS**

The MWDOC will fund the \$3.00 per square foot rebate for residents using potable water. This does not impose any direct financial burden on the mutual, as the rebate is provided through external funding.

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

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

**ATTACHMENT(S)**

**None**





## STAFF REPORT

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**DATE:** November 7, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Dissolving Third Water Conservation Subcommittee

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### **RECOMMENDATION**

Recommend to the Board the dissolution of the Third Water Conservation Subcommittee.

### **BACKGROUND**

The Third Mutual Water Conservation Subcommittee was established by the Board on July 16, 2019, under Resolution 03-19-75, to address water conservation and management issues. With current Board priorities, it has been determined that a separate Water Subcommittee is no longer a necessity. Moving forward, water matters can be managed within the scope of the Landscape Committee.

### **DISCUSSION**

In following Board direction to streamline committee functions and reduce staff time spent on meetings and meeting preparation, by consolidating water-related responsibilities into the Landscape Committee, the coordination of landscape and water conservation efforts can be met within one setting.

Adopting this resolution will dissolve the Water Conservation Subcommittee and reassign its responsibilities to the Landscape Committee, enhancing the ability to manage resources effectively.

### **FINANCIAL ANALYSIS**

There is a reduction in staff time to prepare agendas, staff reports, and facilitation of the quarterly meetings.

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

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 03-19-75  
**Attachment 2:** Draft Resolution 03-24-XX

**RESOLUTION 03-19-75**

**THIRD MUTUAL HILLS MUTUAL WATER SUB-COMMITTEE CHARTER**

**WHEREAS**, the Water Conservation Sub-Committee is hereby established pursuant to Article VII Section 1 of the Bylaws of the Corporation;

**NOW THEREFORE BE IT RESOLVED**, July 16, 2019, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Water Sub-Committee as follows:

1. Serve as collaboration between the Third Laguna Hills Mutual ("Third") Board and The Village Management Services ("VMS") Landscape Department regarding water conservation and consumption issues.
2. Maintain a working relationship with the El Toro Water District and the Orange County Fire Authority.
3. Stay informed on actions planned or taken by the El Toro Water District and other water management corporations who maintain control of water assets used by Third. These actions include but are not limited to resource allocations, cost fluctuations, facility infrastructure located on Third property, and improvements projected by El Toro Water District.
4. Establish an ongoing Water Education Program for the residents of Third. Develop appropriate public relations programs and policies that educate, promote and project a positive image of the water usage of Third to its residents.
5. Maintain a working knowledge of legislation that could possibly impact the water resources used by TLHM. Inform the Board of impending and proposed legislation by the State of California.
6. Make recommendations to the Third Landscape Committee, other Third Committees including the Communications Committee, or to the Third Board of Directors on matters related to conservation best practices and other areas of responsibility in this charter.
7. Perform such other duties related to areas of responsibility in this charter as may be assigned by the Third President or Third Board.

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

**RESOLUTION 03-24-XX**

**Dissolve the Third Mutual Water Sub-Committee**

**WHEREAS**, on July 16, 2019, the Board of Directors established the Third Water Conservation Subcommittee; and

**WHEREAS**, the Board of Directors currently has no specific function for the subcommittee to perform; and

**WHEREAS**, by consolidating water-related responsibilities into the Landscape Committee, the Board of Directors seeks to streamline committee functions and reduce staff time spent on meetings and meeting preparation.

**NOW THEREFORE BE IT RESOLVED**, November 19, 2024, that the Board of Directors hereby dissolves the Third Water Conservation Subcommittee as a standing committee pursuant to Article 7, Section 1 of the Bylaws of this Corporation; and

**RESOLVED FURTHER**, that Resolution 03-19-75 adopted July 16, 2019 is hereby canceled; and

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

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