



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

**Monday, May 20, 2024 – 1:30 p.m.  
BOARD ROOM/VIRTUAL  
Laguna Woods Village  
24351 El Toro Road, Laguna Woods, CA**

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

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

*FYI: All landscaping rules and regulations may be found in the United Landscape Manual on the Village website: <https://www.lagunawoodsvillage.com/documents/view/United-Landscape-Maintenance-Manual-Updated-June-2020.pdf?v=1597776227>*

**AGENDA**

1. Call Meeting to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Meeting Report for April 22, 2024
5. Remarks of the Chair
6. Department Head Update
  - a. Project Log
  - b. Water Use Comparison Graph
  - c. Tree Work Status Report
  - d. Quarterly KPI's
7. Member Comments (Items Not on the Agenda)
8. Response to Member Comments

9. Guest Speaker- Matt Davenport, Monarch Environmental, Inc.

Items for Discussion and Consideration:

10. 864-D Tree Removal Request
11. 544-A Tree Removal Request
12. 945-C Tree Removal Request
13. 321-C Tree Removal Request
14. 2152-B Tree Removal Request
15. B677 Off-Schedule Tree Trimming Request
16. Committee Charter
17. Quality Control Presentation
18. Budget Discussion

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.*

Concluding Business:

19. Committee Member Comments
20. Date of Next Meeting – June 24, 2024 at 1:30 p.m.
21. Adjournment

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

Sue Quam, Chair  
Kurt Wiemann, Staff Officer  
Megan Feliz, Department Administrative Assistant  
Telephone: 949-268-2565



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

**Monday, April 22, 2024 – 1:30 P.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

<b>COMMITTEE MEMBERS PRESENT:</b>	Sue Quam – Chair, Vidya Kale, Allison Bok
<b>COMMITTEE MEMBERS ABSENT:</b>	Anthony Liberatore
<b>OTHERS PRESENT:</b>	Ellen Leonard
<b>ADVISORS PRESENT:</b>	Mary Sinclair, Ann Beltran
<b>STAFF PRESENT:</b>	Kurt Wiemann, Megan Feliz

**1. Call to Order**

Chair Quam called the meeting to order at 1:31 p.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Chair Quam requested that Chair Remarks, be moved to after Director's Comments. Hearing no objection, the agenda was approved as amended.

**4. Approval of the Meeting Report for February 26, 2024**

The committee unanimously approved the meeting report.

## **5. Department Head Update**

### **5a. Project Log**

Mr. Wiemann let the committee know slope work has lost time due to weather, and working on catching up. He notified the committee turf reduction has started in the approved areas, and CDS 51 is complete Staff is just waiting on the rebate to be processed

### **5b. Water Use Comparison Chart**

Mr. Wiemann explained to the committee that this report is skewed as they use a percentage to estimate the water usage for irrigation. He explained the irrigation system was not watering for January or February due to the amount of rain.

### **5c. Tree Work Status Report**

Mr. Wiemann notified the committee in the future staff will add a line to this report notifying them where a new tree will be planted when one is removed.

## **6. Chair's Remarks**

Chair Quam announced today was Earth Day. She notified everyone budgeting season has started, and if they have any input to reach out to her.

## **7. Member Comments (Items not on the agenda)**

12-member comments were made. Various topics included:

- Fruit Trees
- Water Cost Rising
- CDS 27 planting
- PTP working with landscape cycle
- Creek clean-up
- Turf Reduction Plans
- Switching to drought tolerant plants
- Dying Tree
- AB 1572

## **8. Response to Member Comments**

Mr. Wiemann and the Chair addressed some of the member comments.

## **Items for Discussion and Consideration**

## **9. 321- H Tree Removal Request**



Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Kale made a motion to accepts staff's recommendation to approve the request to remove a Podocarpus tree, and deny the removal of a Bottle tree. Director Bok seconded the motion. The motion passed unanimously.

#### **10.494-D Tree Removal Request**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Bok made a motion to accepts staff's recommendation to deny the removal of the tree. Chair Quam seconded the motion. The motion passed unanimously.

#### **11.460-C Tree Removal Request**

Mr. Wiemann presented a brief overview on the recommendation. An email was read from the member. Discussion ensued on the removal.

Director Bok made a motion to accepts staff's recommendation to deny the removal of the tree. Director Kale seconded the motion. The motion passed unanimously.

#### **12.55- B Tree Removal Request**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Bok made a motion to accepts staff's recommendation to deny the removal of the tree. Director Kale seconded the motion. The motion passed unanimously.

#### **13.60-Q Bench Request**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Kale made a motion to accepts staff's recommendation to approve the bench request. Director Bok seconded the motion. The motion passed unanimously.

#### **14.207-F Bench Request**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Kale made a motion to accepts staff's recommendation to approve the

bench request. Director Bok seconded the motion. The motion passed unanimously.

### **15.AB 1572 Strategy**

Mr. Wiemann went over the plan for AB 1572. The plan was explained to the committee, he has been working with the United lawyer on these plans. He explained the need for digital mapping, and how Staff will be moving forward.

Mr. Wiemann walked in a request for a landscape design for a community gathering area adjacent to 929-O. He asked committee for approval to begin work on a design for the area with costing. Chair Quam approved and asked for it to come back with more information.

### **16.Tree Replacement Strategy**

Mr. Wiemann presented a power point presentation. He explained going forward they will be removing and planting trees one for one ratio. He asked for direction from the committee on years past when they stopped planting due to the drafting UFMP being in progress. The committee voted unanimously to just work on planting trees going forward and not go back to years past.

### **17.Landscape Committee Charter**

Chair Quam directed the committee to review the charter and bring back any changes to the next committee meeting.


### **Concluding Business**

### **18.Committee Member Comments**

Various comments were made.

### **19.Date of Next Meeting – May 20, 2024 at 1:30 p.m.**

### **20.Recess at 3:26 p.m. for closed session**

  
Sue Quam (May 7, 2024 08:34 PDT)

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Sue Quam, Chair

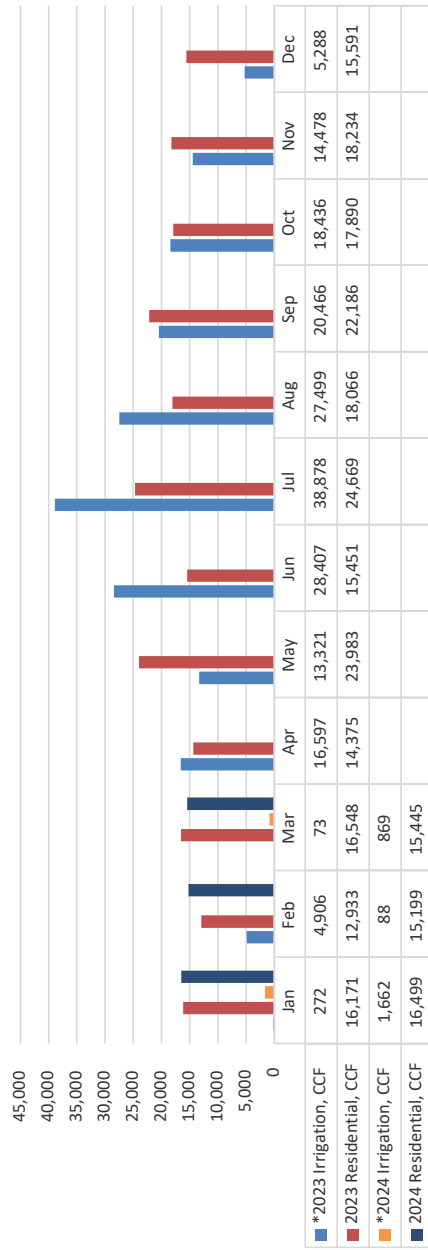
Sue Quam, Chair  
Kurt Wiemann, Staff Officer  
Telephone: 949-268-2565

United Mutual Landscape Project Log May 22, 2024 2024 Reserve Fund Projects (As of 03/31/2024)									
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	Budget	YTD*	Balance
Landscape Modification/Turf Reduction	510-Staff	Areas to eliminate inefficient maintenance and high water usage; replace with easier to maintain/water efficient landscape with low water use irrigation.	Jan. & Feb. Crew replanting shrubs. Turf Reduction Locations approved by Committee 2/26/24. Rebate applications approved, work in progress.	n/a	Annual	15.94%	\$ 195,857	\$ 31,214	\$ 164,643
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	Annual	20.76%	\$ 27,034	\$ 5,613	\$ 21,421
		Contracted	CDS 51 Landscape Construction Services (Res. 01-23-08 Funds) Rebate inspection pending, work complete	P100012830	70%	0.00%	\$ 33,056	\$ 22,562	\$ 10,494
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	On schedule	MIS106-2201-01	16.67%	100.00%	\$ 82,759	\$ 27,784	\$ 54,975
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 821 trees and removed 5 trees.	P100009780	Annual	23.23%	\$ 663,588	\$ 154,150	\$ 509,438
	In-House Tree Crew		As of April 30, 2024, the in-house crew trimmed 268 trees and removed 24 trees.	n/a		23.80%	\$ 401,693	\$ 95,616	\$ 306,077

\*Completion based upon invoices received to-date: 5/7/2024

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## United Mutual - Water Consumption 2023-2024 Trends

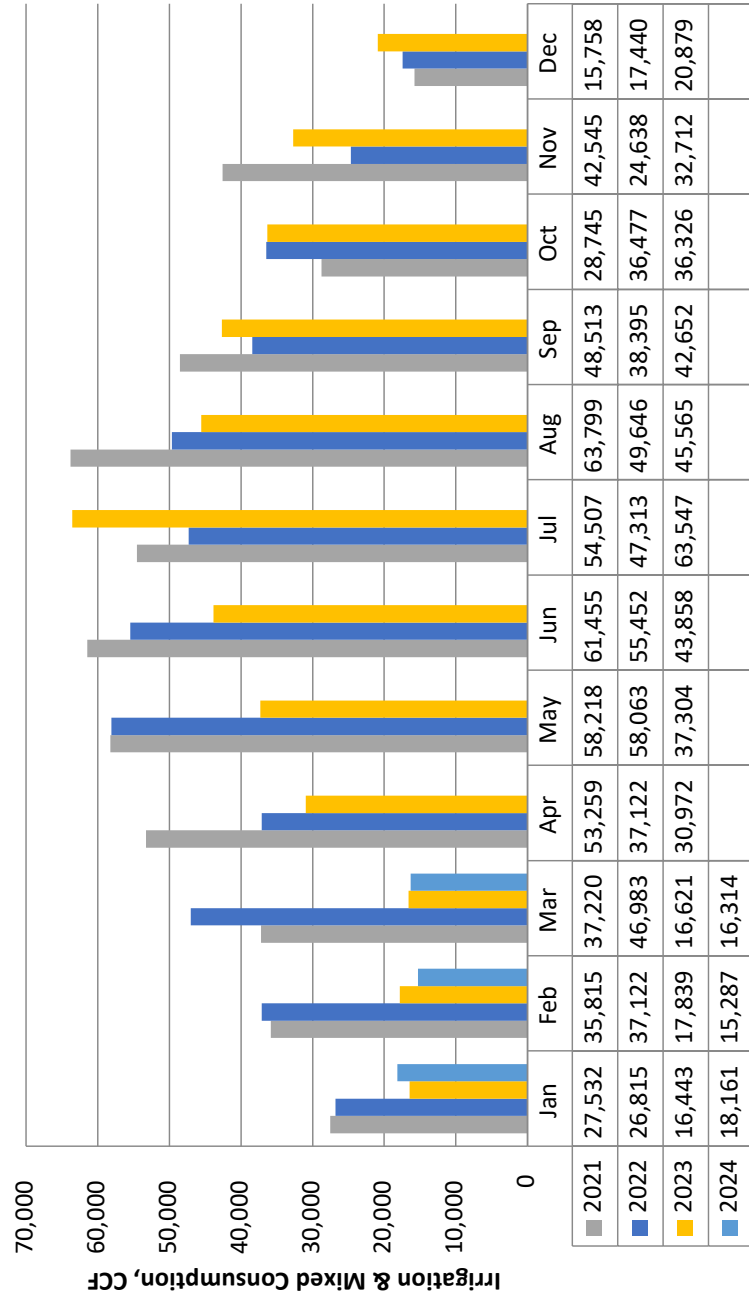


\* Estimated Irrigation Usage

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## United Mutual - Irrigation & Mixed Consumption

### 2021 - 2024 Trends



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United Mutual Off Schedule Tree Work								
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
3/8/2024	948	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	948	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	948	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Ficus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Ficus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Ficus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Ficus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/8/2024	953	Trim	Podocarpus	1	Crown Thin	Staff		
3/14/2024	243	Hanger	Norfolk Island Pine	2	Hanger in Canopy	Staff		
3/14/2024	2103	Removal	Queen Palm	3	Uprooted	Staff	Peppermint Willow	TBD
3/14/2024	915	Hanger	Carrotwood	2	Hanger in Canopy	Staff		
3/14/2024	663	Hanger	Brazilian Pepper	2	Hanger in Canopy	Staff		
3/14/2024	774	Hanger	Scented Gum	2	Hanger in Canopy	Staff		
3/14/2024	337	Hanger	Brazilian Pepper	2	Hanger in Canopy	Staff		
3/14/2024	2028	Hanger	Bottlebrush	2	Hanger in Canopy	Staff		
3/15/2024	42	Removal	Bottlebrush	4	Split	Staff	Strawberry Tree	TBD
3/15/2024	71	Hanger	Carrotwood	2	Hanger in Canopy	Staff		
3/15/2024	535	Removal	Star Pine	4	Split	Staff	Austrialian Willow	TBD
3/15/2024	2142	Removal	Evergreen Pear	4	Uprooted	Staff	Western Red Bud	TBD
3/19/2024	143	Removal	Avocado and Pomegranate	2	Resident Request	Staff	Austrialian Willow	TBD
3/19/2024	786	Clearance	2 Canary Island Pines	3	Clearance in Canopy	Staff		
3/19/2024	122	Removal	African Sumac	4	In Decline	Staff	Peppermint Willow	TBD
3/20/2024	615	Trim	Washingtonia Robusta	3	Full Trim	Staff		
3/24/2024	939	Hanger	Eugenia	2	Hanger in Canopy	Staff		
3/20/2024	789	Clearance	Silk Oak	3	Clearance in Canopy	Staff		
3/20/2024	790	Removal	Bananna Tree	4	Resident Request	Staff	Strawberry Tree	TBD
3/20/2024	421	Hanger	Shamel Ash	2	Hanger in Canopy	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/20/2024	947	Trim	Carrotwood	1	Crown Thin	Staff		
3/21/2024	946	Trim	Red Ironbark	7	Full Trim	Staff		
3/21/2024	947	Trim	Silk Oak	7	Full Trim	Staff		
3/21/2024	946	Trim	Carrotwood	1	Crown Thin	Staff		
3/21/2024	946	Trim	Carrotwood	1	Crown Thin	Staff		
3/21/2024	946	Trim	Carrotwood	1	Crown Thin	Staff		
3/21/2024	946	Trim	Carrotwood	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Ficus Benjamina	1	Crown Thin	Staff		
3/21/2024	946	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/21/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/21/2024	946	Trim	Podocarpus	1	Crown Thin	Staff		
3/22/2024	948	Trim	Lemon Scented gum	6	Full Trim	Staff		
3/25/2024	168	Removal	Star Pine	5	In Decline	Staff	Western Red Bud	TBD
3/25/2024	482	Hanger	Shamel Ash	2	Hanger in Canopy	Staff		
3/25/2024	877	Clearance	Liquid Ambar	2	Clearance in Canopy	Staff		
3/25/2024	181	Clearance	Star Pine	3	Clearance in Canopy	Staff		
3/25/2024	180	Clearance	Little Gem	2	Clearance em Canopy	Staff		
3/25/2024	15	Clearance	Orchid Tree	3	Clearance re Canopy	Staff		
3/26/2024	948	Trim	Silk Floss Tree	3	Full Trim	Staff		
3/28/2024	2121	Removal	Fern Pine	5	In Decline	Staff	Strawberry Tree	TBD
3/26/2024	948	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/26/2024	948	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/26/2024	948	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/26/2024	948	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/26/2024	948	Trim	Podocarpus	1	Crown Thin	Staff		
3/27/2024	949	Trim	Carrotwood	1	Crown Thin	Staff		
3/27/2024	949	Trim	Carrotwood	1	Crown Thin	Staff		
3/27/2024	949	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/27/2024	949	Trim	Brazilian Pepper	1	Crown Thin	Staff		

3/27/2024	949	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/27/2024	949	Trim	Brazilian Pepper	1	Crown Thin	Staff		
3/27/2024	949	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/2/2024	367	Clearance	Silk Oak	3	Clear, Endweight	Staff		
4/2/2024	367	Clearance	Liquid Ambar	2	Clear, Endweight	Staff		
4/3/2024	501	Removal	Eugenia	3	In Decline	Staff	Peppermint Willow	TBD
4/3/2024	953	Trim	Cajeput	4	Full Trim	Staff		
4/5/2024	2056	Hanger	Viburnum	4	Hanger in Canopy	Staff		
4/5/2024	2075	Clearance	2 Fern Pines	3	Clear, Endweight	Staff		
4/5/2024	2085	Removal	Grind surface roots	4	Root Removal	Staff	Western Red Bud	TBD
4/5/2024	90	Clearance	California Pepper	2	Clear, Endweight	Staff		
4/5/2024	143	Removal	Stump Removal	2	Stump Removal	Staff	Austrian Willow	TBD
4/3/2024	950	Trim	Carrotwood	1	Crown Thin	Staff		
4/3/2024	953	Trim	Ficus Nitida	1	Crown Thin	Staff		
4/8/2024	2216	Trim	Fern Pine	10	Full Trim	Staff		
4/8/2024	751	Clearance	2 Brazilian Peppers	8	Clear, Endweight	Staff		
4/8/2024	370	Removal	2 Sweet Shade	5	In Decline	Staff	Strawberry Tree	TBD
4/8/2024	319	Removal	Plum and Pomegranate	3	Resident Request	Staff	Peppermint Willow	TBD
4/8/2024	383	Removal	Tangerine	2	Resident Request	Staff	Western Red Bud	TBD
4/9/2024	2080	Trim	Blockwood Hedge	6	Full Trim	Staff		
4/9/2024	861	Trim	Melaluca	3	Full Trim	Staff		
4/11/2024	550	Removal	Redbud	4	In Decline	Staff	Western Red Bud	TBD
4/11/2024	124	Hanger	Brazilian Pepper	3	Hanger in Canopy	Staff		
4/11/2024	780	Clearance	Bottle Tree	2	Clear, End Weight	Staff		
4/11/2024	780	Clearance	Brazilian Pepper	2	Clearance in Canopy	Staff		
4/11/2024	2012	Clearance	Brazilian Pepper	2	Clearance in Canopy	Staff		
4/12/2024	186	Trim	Brazilian Pepper	6	Full Trim	Staff		
4/12/2024	952	Trim	3 Christmas Trees	8	Full Trim	Staff		
4/12/2024	155	Removal	Brazilian Pepper	6	In Decline	Staff	Peppermint Willow	TBD
4/15/2024	954	Trim	Podocarpus	1	Crown Thin	Staff		
4/15/2024	960	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/15/2024	960	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/15/2024	277	Trim	Brazilian Pepper	5	Full Trim	Staff		
4/15/2024	960	Trim	2 Brazilian Peppers	10	Full Trim	Staff		
4/15/2024	954	Trim	3 Brazilian Peppers	15	Full Trim	Staff		
4/15/2024	956	Trim	Brazilian Pepper	5	Full Trim	Staff		
4/16/2024	951	Trim	Hedge of Wilson Holly	6	Full Trim	Staff		
4/16/2024	954	Trim	Fern Pine	8	Full Trim	Staff		
4/17/2024	954	Trim	African Red	3	Full Trim	Staff		
4/17/2024	954	Trim	African Red	3	Full Trim	Staff		
4/17/2024	954	Trim	Bottlebrush	3	Full Trim	Staff		
4/17/2024	954	Trim	Brazilian Pepper	4	Full Trim	Staff		
4/17/2024	958	Trim	Brazilian Pepper	5	Full Trim	Staff		
4/17/2024	953	Trim	Melaluca	4	Full Trim	Staff		
4/17/2024	956	Trim	Bottlebrush	4	Full Trim	Staff		
4/17/2024	155	Hanger	Guadalupe Palm	1	Hanger in Canopy	Staff		
4/17/2024	956	Trim	2 Torulosas	4	Full Trim	Staff		
4/17/2024	954	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/17/2024	958	Trim	Podocarpus	1	Crown Thin	Staff		
4/18/2024	955	Trim	Gold Medallion and fig	6	Full Trim	Staff		
4/18/2024	955	Trim	Star Pine	4	Full Trim	Staff		
4/18/2024	958	Trim	Brazilian Pepper	4	Full Trim	Staff		
4/18/2024	957	Trim	Brazilian Pepper	4	Full Trim	Staff		
4/18/2024	958	Trim	Silk Floss Tree	5	Full Trim	Staff		
4/18/2024	156	Trim	Brazilian Pepper	4	Full Trim	Staff		
4/18/2024	958	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/18/2024	957	Trim	Brazilian Pepper	1	Crown Thin	Staff		
4/19/2024	957	Trim	3 Canary Island Pines	15	Full Trim	Staff		
4/19/2024	957	Trim	2 Cliff Date Palm	3	Full Trim	Staff		
4/19/2024	957	Trim	Canary Island Pine	5	Full Trim	Staff		
4/19/2024	957	Trim	Torulosa	2	Full Trim	Staff		
4/22/2024	959	Clearance	3 Bottlebrush	4	Clear, Endweight	Staff		
4/22/2024	270	Trim	3 Silk Oaks	12	Full Trim	Staff		
4/23/2024	156	Removal	Orange Tree	2	Resident Request	Staff	Austrian Willow	TBD
4/23/2024	270	Trim	3 Silk Oaks	18	Full Trim	Staff		
4/23/2024	270	Trim	Red Alder	2	Full Trim	Staff		
4/23/2024	254	Trim	Shamel Ash	8	Full Trim	Staff		
4/29/2024	254	Trim	2 Shamel Ash	30	Full Trim	Staff		
4/30/2024	472	Removal	Dracaena	6	In Decline	Staff	Strawberry Tree	TBD
4/30/2024	101	Trim	London Plane	8	Full Trim	Staff		
5/1/2024	253	Clearance	London Plane	3	Clear, Endweight	Staff		
5/1/2024	253	Clearance	London Plane	3	Clear, Endweight	Staff		
5/1/2024	253	Clearance	London Plane	3	Clear, Endweight	Staff		
5/1/2024	253	Clearance	London Plane	3	Clear, Endweight	Staff		
5/1/2024	138	Trim	2 Camphor Trees	8	Full Trim	Staff		
5/2/2024	138	Trim	2 Camphor Trees	10	Full Trim	Staff		
5/2/2024	150	Trim	2 Canary Island Pines	12	Full Trim	Staff		
5/3/2024	157	Removal	2 Myoporum	8	In Decline	Staff	Peppermint Willow	TBD
5/3/2024	776	Hanger	Canary Island Pine	3	Full Trim	Staff		
5/3/2024	653	Trim	Catalina Cherry	4	Full Trim	Staff		

5/3/2024	156	Trim	Bottlebrush	3	Full Trim	Staff		
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## STAFF REPORT

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**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree/Shrub Removal Request: All plant material located at 864-D Ronda Mendoza

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### **RECOMMENDATION**

Deny the request for the removal of all plant material located at 864-D Ronda Mendoza.

### **BACKGROUND**

The requestor became a Member in July 2021, and is requesting the removal of one Pygmy Date Palm tree, Phoenix *Roebelenii*. Additionally, requesting all plant material (Camellia, Bird of Paradise, Japanese Iris) located in the planter area at the front of the manor to be replaced by Hibiscus. The nursery does not carry Hibiscus as it is not drought tolerant and disease prone.

The reasons cited for the tree and shrub removal request are concerns revolving around the existing plant material as unsightly. There are four additional signatures on the Landscape Request Form in favor of the tree removal and new planting renovation (Attachment 1).

The tree is an ornamental palm and not in our tree inventory. The height of the tree is approximately 6 feet, with a multi-trunk diameter of approximately 4 inches each. The tree is growing approximately 15 feet from the Manor (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in good health with a balanced canopy and no lean. There were no signs of pests or prior pest activity. No noticeable surface roots leading to the manor.

This tree does not meet the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. The staff recommends that tree removal be denied.

### **FINANCIAL ANALYSIS**

The cost to trim the tree is \$100. The cost of removal would be \$290. The estimated value of the tree is \$1,300.

**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.*

864 Ronda Mendoza Unit D  
Address

4/1/24  
Today's Date

Tae Kun 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

☐ 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.

Replace palm tree + all plants in front of unit D.  
Including Camellia, bird of paradise + Japanese iris.  
All are unsightly. Would like all replacement shrubs to  
be hibiscus.

### 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
Sunila Weerasuriya	864 A	✓		
Leri Brant	864 P	✓		
Judy G. Dinnick	864 C	✓		
Cheryl Lee	864 B	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

TAE KUN 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: \_\_\_\_\_



**Attachment 2**

















## STAFF REPORT

---

**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 544-A – Sweetgum Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Sweetgum tree located at 544-A Via Estrada.

### **BACKGROUND**

The requestor became a Member in May 2023, and is requesting the removal of one Sweet Gum tree, *Liquidambar Styraciflua*, located in the planter bed area at the front of the unit.

The reason cited for the removal request is safety and potential to fall. There are four additional signatures on the Mutual Request Form in favor of the removals (Attachment 1).

The tree was last pruned in November 2023. Future trimming is tentatively scheduled for fiscal year 2026. This tree species is on a four-year trimming cycle.

The height of the tree is approximately 35 feet, with a trunk diameter of approximately 20 inches. The tree are growing approximately 10 feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in poor health with an unbalanced canopy. There was a favorable root flare, with no signs of pests or prior pest activity. There was evidence of a previous blight in the canopy and several pollarded cuts present. Pollarding is a method of pruning where severe cuts are made to main branches to attempt to control the overall size of the tree. This method results in new growth that has weak attachments which are susceptible to wind damage. Pollarding is not an approved trimming method in Appendix K of the United Mutual Urban Forest Management Plan.

This tree meets the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. It is the recommendation of the staff that the tree removal be approved.

### **FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$185. The estimated cost to remove the tree is \$1380. The estimated value of the tree is \$6080 each based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager

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

Megan Feliz, Landscape 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.*

544 Via Estrada #A  
Address

3-22-2024  
Today's Date

Grace Oh  
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): attached

**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

**RECEIVED**  
MAR 22 2024  
BY: [Signature]

Page 1 of 2

OVER →

Agenda Item #11

Page 3 of 10




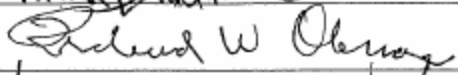
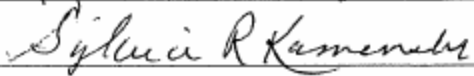
### Description & Location of Request

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.

attached paper.

### Signatures of All Neighbors Affected By This Request

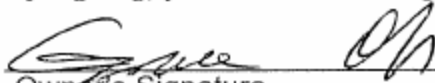
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	544C	X		
	544D	X		
JAY S. W. A.	545C	X		
	544B	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

GRACE OH  
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: \_\_\_\_\_

RECEIVED  
MAR 22 2024

Agenda Item #11  
BY: \_\_\_\_\_ Page 4 of 10

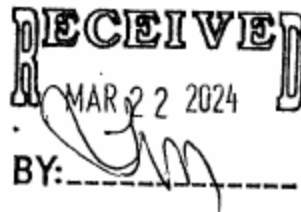


Dear HOA.

The seed pods from at my front entry cause me to slip cracking my 3 ribs last September (2023).

It almost healed but recently I slipped again on seed pods two weeks ago in March (2024). I cracked ribs again. I have a Osteoporosis. My doctor has informed that happen again it will be very dangerous for my ribs. I urge its removal for my safety and my neighbors who also support this decision.

Thank you.



544-A

Grace oh





RECEIVED  
MAR 22 2024  
BY: *[Signature]*



**Attachment 2**













## STAFF REPORT

---

**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 945-C – Cinnamon Camphor Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Cinnamon Camphor tree located at 945-C Avenida Majorca.

### **BACKGROUND**

The requestor became a Member in September 2019, and is requesting the removal of one Cinnamon Camphor tree, *Cinnamomum Camphora*, located in the turf area at the front of the unit.

The reason cited for the removal request is structural damage and root intrusion. There are six additional signatures on the Mutual Request Form in favor of the removals (Attachment 1).

The tree was last pruned in April 2021. Future trimming is tentatively scheduled for fiscal year 2026. This tree species is on a five-year trimming cycle.

The height of the tree is approximately 25 feet, with a trunk diameter of approximately 24 inches. The tree are growing approximately 5 feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in fair health with a balanced canopy. There were no signs of pests or prior pest activity. There was no deadwood in the canopy and no decay present.

There is root bulge growth at the tree's base. This is when roots are looking to expand because of a lack of sufficient root space, which is characteristic of a tree outgrowing its location. This characteristic will cause an eventual return of pedestrian pathway damage recently repaired from previous damage. No surface roots were visible with no damage to the newly installed walkways. There was a main line stoppage reported in 2021, in which the auger got stuck in the pipe, indicative of root intrusion issues.

This tree meets the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. It is the recommendation of the staff to remove the tree.

**FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$185. The estimated cost to remove the tree is \$1380.  
The estimated value of the tree is \$6080 each based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager

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

Megan Feliz, Landscape Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



APR 23 2024

BY:

Laguna Woods Village<sup>®</sup>

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

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

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

4-16-2024

Today's Date \_\_\_\_\_

Telephone Number

☒ Tree Removal

☐ New Landscape☐ Off-Schedule Trimming☐ Other (explain):

☒ Structural Damage ☒ Sewer Damage ☒ Overgrown ☒ Poor Condition

☒ Litter/Debris    ☒ Personal Preference

Other (explain): Tree is too Big, Had side walk Replaced  
GUIDELINES: Roots in pipes, and will lift the Foundation soon!

**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, this is not an adequate reason to justify removal.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- View Obstruction: Trees will not be off-schedule trimmed or removed due to view obstruction.

### Description & Location of Request

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

Tree is by front door, Had sidewalk Replaced.  
Roots in my pipes & Neighbors pipes. Tree will lift  
the Foundation of my Manor soon, Debris Clogs my  
Rain Gutters & Causes flooding on patio. Call Plumber for Info 310-210-1304 on Roots

### Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Vanessa W. Hansen</i>	942-B	✓		
<i>Carl R. Hansen</i>	942-B	✓		
<i>Jerri Summers</i>	944-D	✓		
<i>Marco</i>	945 <del>BS</del> D	✓		
<i>Al Pike</i>	942A	✓		
<i>Juan Ben Jarry</i>	945A	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

*Lynn Espeland*  
 Owner's Signature

LYNN Espeland  
 Owner's Name

### OFFICE USE ONLY

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





































## STAFF REPORT

---

**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 321-C – Leylandii Cypress Tree

---

### **RECOMMENDATION**

Approve the request for the removal of one Leylandii Cypress tree located at 321-C Avenida Castilla.

### **BACKGROUND**

The requestor became a Member in April 2007, and is requesting the removal of one Leylandii Cypress tree, *Cupressocyparis leylandii*, located in the turf area in the front of the unit.

The reason cited for the removal request is in conflict with the original architectural design, as it was planted without approval by a resident. Additionally, they grow quickly and overgrow their space, are vulnerable to disease of which most are untreatable, and do not do well in heavy wind. There are no additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The height of the tree is approximately 20 feet, with a trunk diameter of approximately 6 inches. The tree is growing approximately 50 feet from the common walkways (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in good health with an altered canopy due to the maintenance crew necessitating the trimming of the lower branch structure which is interfering with community maintenance activities (turf mowing). There were no signs of pests or prior pest activity. There was no deadwood in the canopy and no decay present.

This tree meets the parameters set forth in § 3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan. The staff recommends that tree removal be removed while it is relatively small with a minimal cost.

### **FINANCIAL ANALYSIS**

The recurring cost to trim the trees is \$185 each. The estimated cost to remove the tree is \$621. The estimated value of the tree is \$414 based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager

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

Megan Feliz, Landscape 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.

321 C Avenida Carmel

Address

Today's Date

Dori Newman

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, this is not an adequate reason to justify removal.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- View Obstruction: Trees will not be off-schedule trimmed or removed due to view obstruction.



### 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.

Liveoak Cypress trees are not suited for our community. They attract rodents, rats and need a lot of care and trimming. They are very costly to maintain too!

### 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

Lori Newman  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

530 \_\_\_\_\_ 540 \_\_\_\_\_

570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

RELANDSCAPED: \_\_\_\_\_

NEXT TIME: \_\_\_\_\_

TREE SPECIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

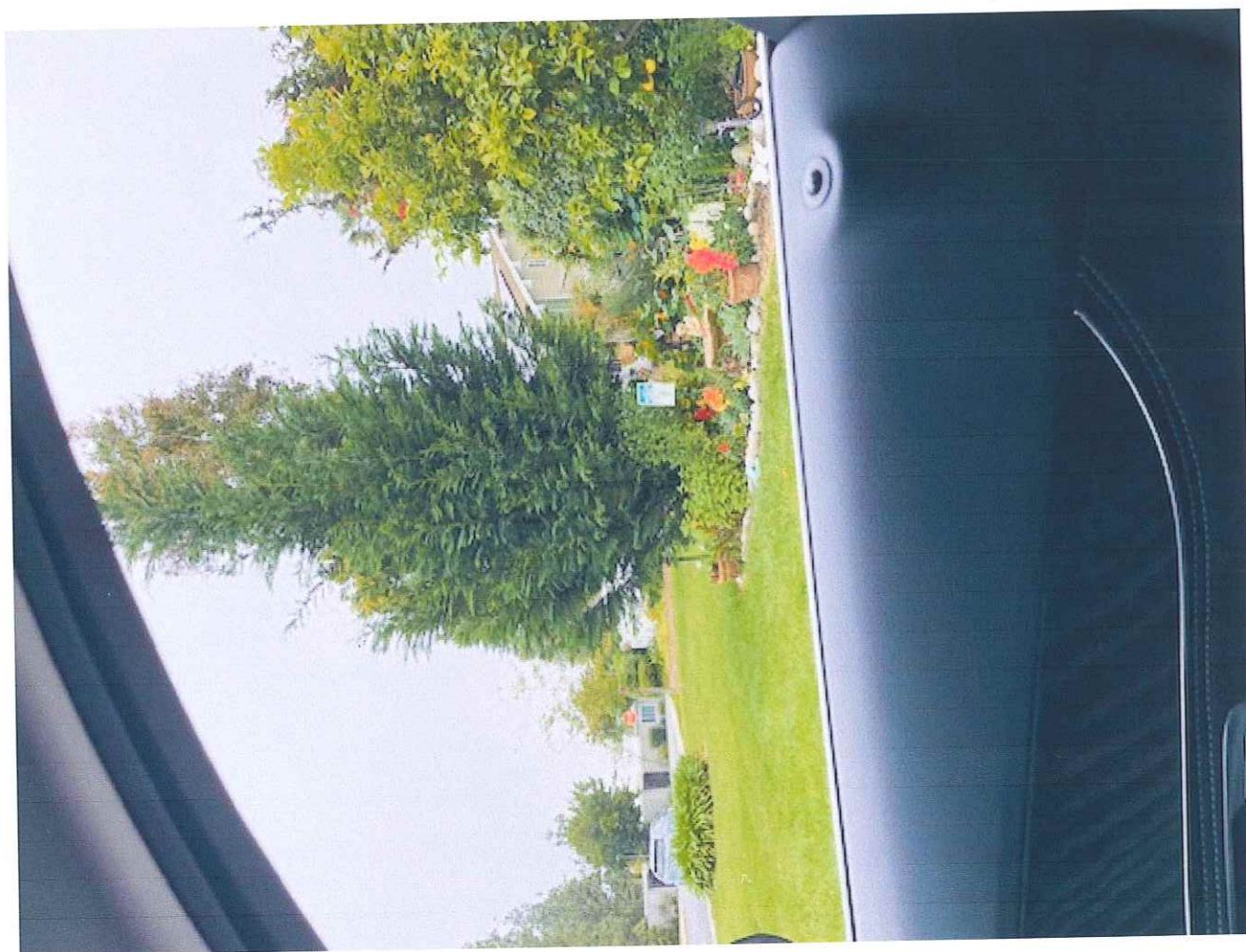
TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_

Leopard Tree in  
"Grassy Knoll"  
outside of  
321 C Avenida  
Carmel



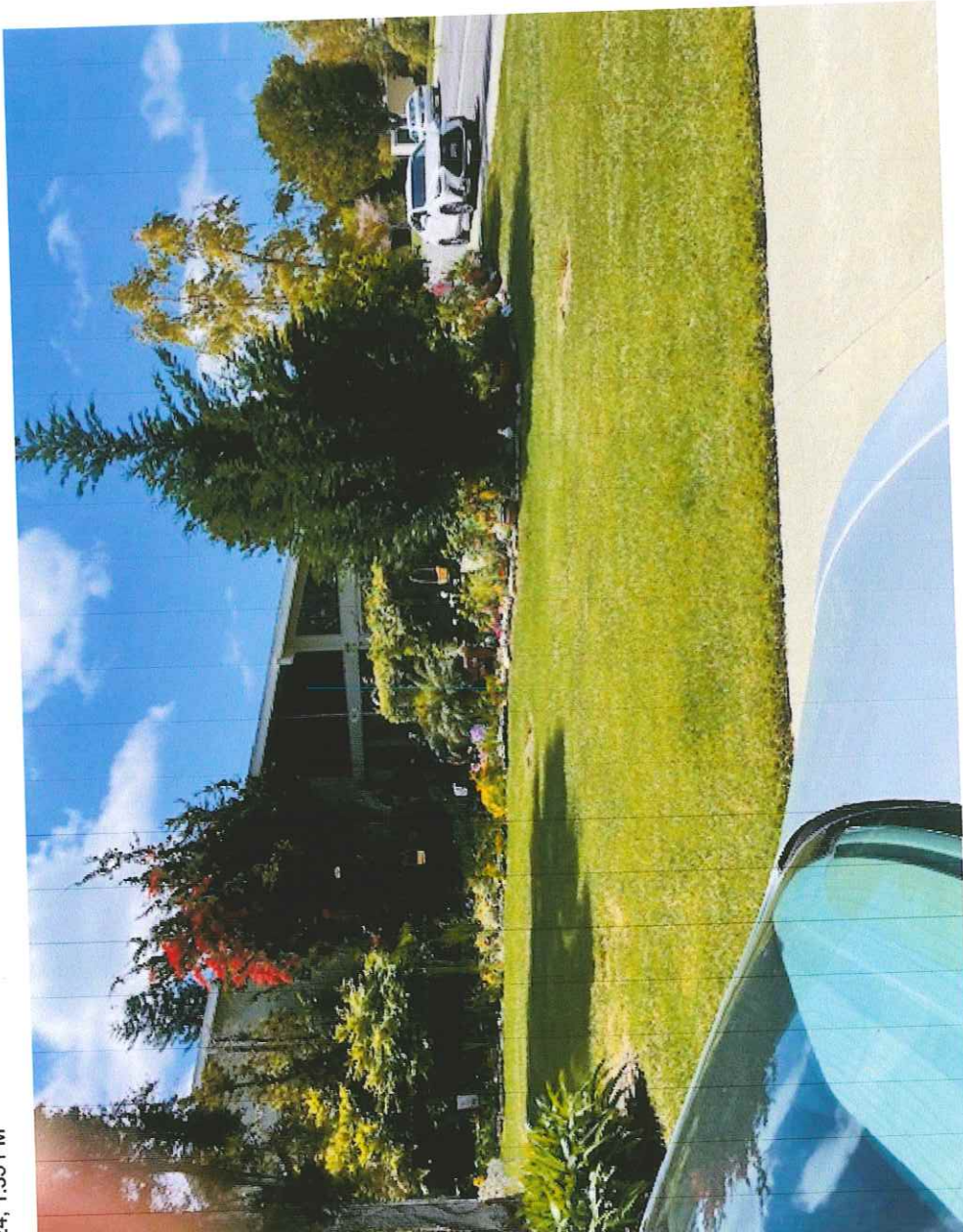


Legend Tree  
by 327 A  
Avenida Carmel

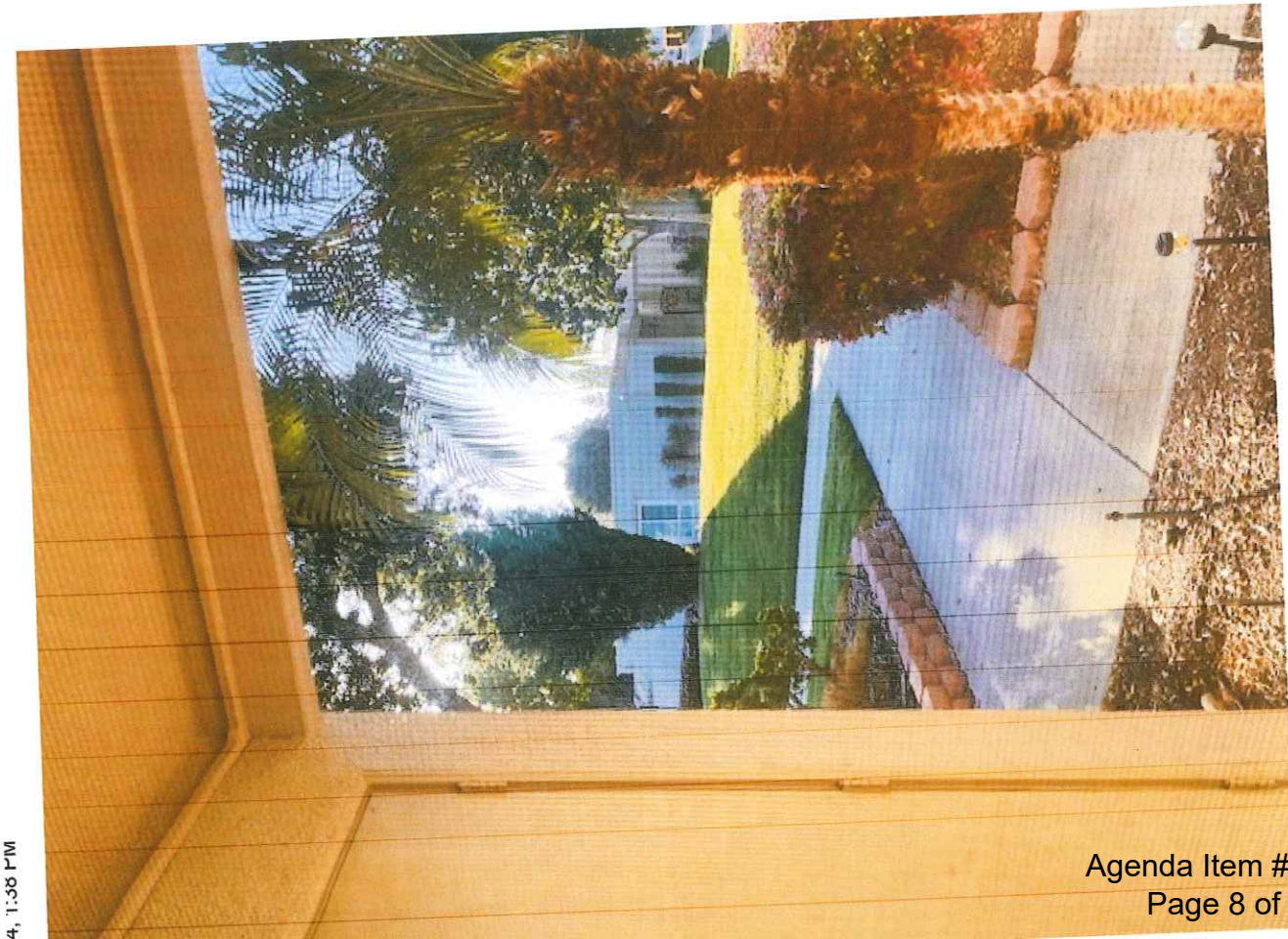




24, 1:35 PM



Leland Tree By  
327 A Avenida  
Carmel



View of Leyland Tree  
creating lots of shade  
by 321 C and 321 B  
Avenida Carmel





















## STAFF REPORT

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**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal or Off-Schedule Trimming Request: 2152-B Ronda Granada – One Aleppo Pine Tree

---

### **RECOMMENDATION**

Deny the request for the removal or off-schedule trimming of one Aleppo Pine located at 2152-B Ronda Granada.

### **BACKGROUND**

The resident purchased the unit in July 2017, and is requesting the removal or the off-schedule trimming of one Aleppo Pine tree, *Pinus Halepensis*, located at the west side of the manor. The reason cited for the removal or off-schedule trimming is a perception of the tree being overgrown and pine needle debris. Additionally, tree lean and structural damage were cited factors. There are four additional signatures on the request form in favor and one against the removal or off-schedule trimming. Four additional signatures to trim only. (Attachment 1).

The Aleppo Pine tree was last pruned in May of 2022. Future trimming is tentatively scheduled for fiscal year 2024 as this tree is on a six-year trim cycle. The height of the tree is approximately 60 feet with a trunk diameter of approximately 61 inches. The tree is growing in the planter bed approximately 30 feet from the building.

### **DISCUSSION**

At the time of inspection, the Aleppo Pine tree was found to be in good condition. There were no signs of pests or previous pest damage, no decay, and no lean towards the building. There were no surface roots impacting the manor.

As to the proximity of the tree to the manor, there is more than sufficient room between the manor and the tree. Over trimming can contribute to increasing the volume of needles in the canopy head, weakening the canopy structure and have the reverse of the overall intended effect.

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

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

If the committee denies the off-schedule trimming, the resident has the option of paying the \$800 trimming fee.

**FINANCIAL ANALYSIS**

The cost to remove the Aleppo Pine tree is approximately \$4,819. The cost to trim the tree at a crew rental cost is approximately \$800 and scheduled trimming of \$450. The estimated value of the tree is \$17,220 each based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager

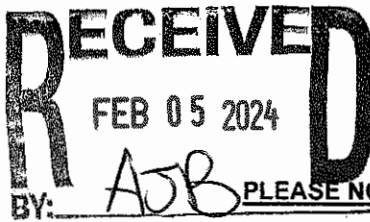
**Reviewed By:** Kurt Wiemann, Director of Field Operations

Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



Laguna Woods Village

**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.*

2152 RONDA GRANADA B  
Address

FEB 5, 2024  
Today's Date

FRED KIM  
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): THERE IS A VERY HIGH POSSIBILITY OF CAUSING STRUCTURAL DAMAGE

**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.

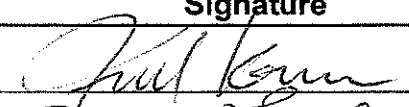
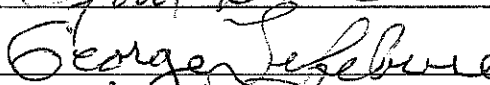
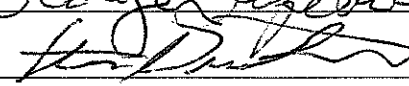
### Description & Location of Request

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.

THE PINE TREE IS OVERGROWN AND GREW! TALLER THAN A 10-STORY BUILDING.  
AND PINE TREE NEEDLES CLOG THE GUTTERS IN THE RAIN AND CAUSING GREAT  
IN CONVENIENCE IN CLEANING. ABOVE ALL THE PINE TREE IS LEANING MORE TOWARDS  
THE BUILDING AS TIME GOES BY.

### 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
	2152 B	X		
	2152 A	X		
	2152 P	X		
	2152 O			X
EDDIE HURT	2152 Q	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

FRED KIM  
Owner's Name

### OFFICE USE ONLY

MOVE-IN DATE: \_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

530 \_\_\_\_\_ 540 \_\_\_\_\_

570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

RELANDSCAPED: \_\_\_\_\_

NEXT TIME: \_\_\_\_\_

TREE SPECIES: \_\_\_\_\_

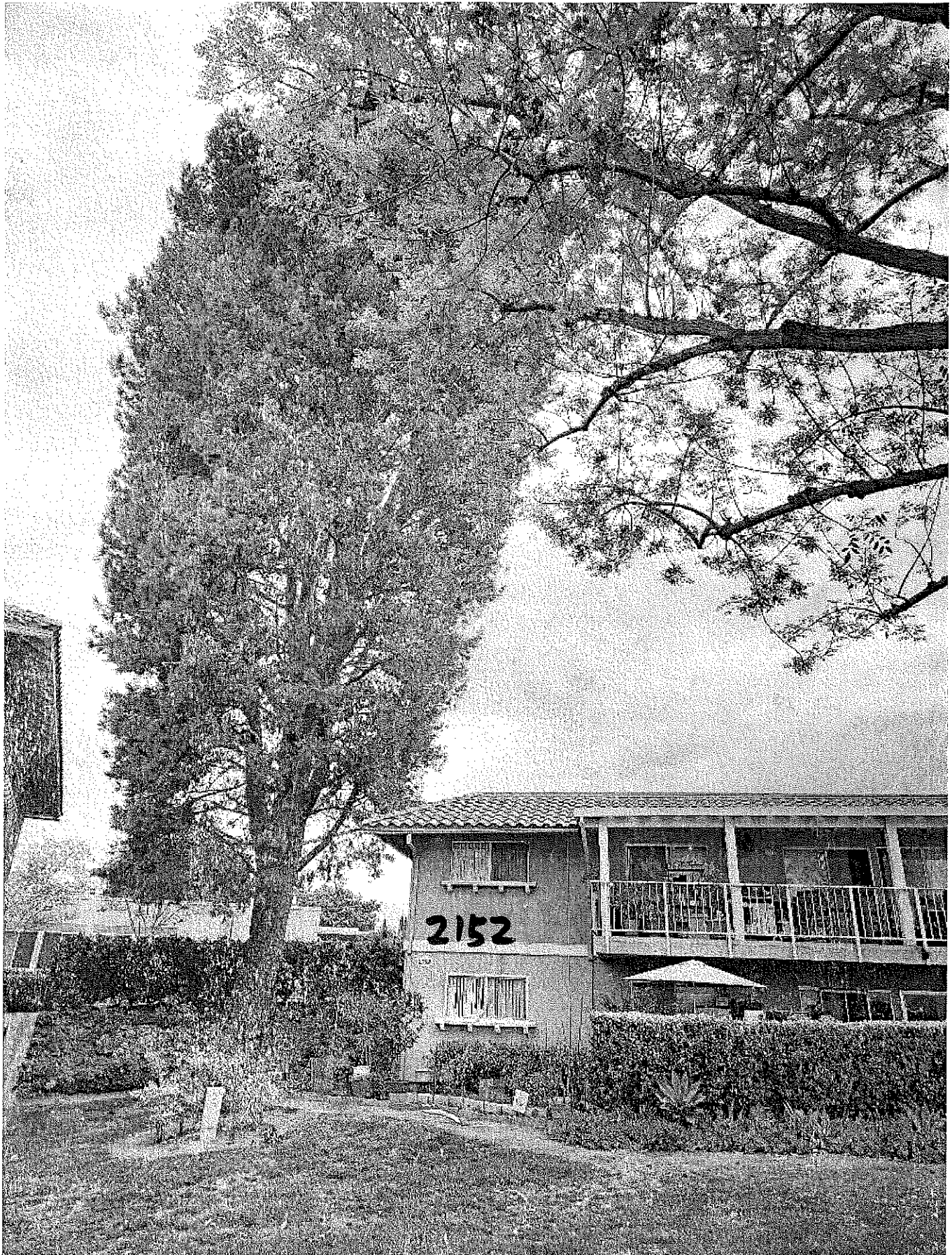
COMMENTS: \_\_\_\_\_

TREE VALUE: \_\_\_\_\_ TREE REMOVAL COST: \_\_\_\_\_



Signature of Neighbors affected by This Request

Signature	Manor #	For	Undecided	Against
<i>C. W. Woodbury</i>	2153 D	TRIMM DOWN		
<i>Thompson</i>	2153 P	Trim it down		
<i>Esther J. ...</i>	2153 C	TRIMM		
<i>C. E. ...</i>	2153 A	TRIMM		
	2153			
	2153			



Laguna Woods Village Landscape Dept.

February 5, 2024

Re : Request for Tree Removal

To whom it may concern:

There is a pine tree leaning towards the manor 2152 Ronda Granada LW Village. as you all aware, this pine tree is over 50 years old and was planted when LW village started. It is over grown and grew humongous and taller than a 10-story building. And there have been many problems because it was not properly trimmed in the past.

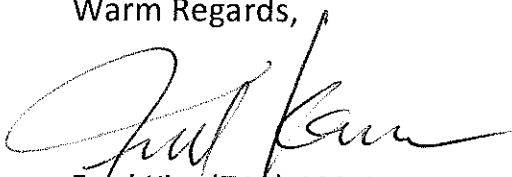
**First of all**, every time it rained pine tree needles filled the roof and gutters, preventing the rain water from flowing also, after pine needles fall around the manor we have to spend a lot of time and effort to cleaning.

**Secondly**, I am not the only one who feels the pine tree appears to be leaning towards the manor every year when compared to year past.

Above all, worse case scenario, if a pine tree falls on the manor, damage to the building is expected to be very serious. Also, this pine tree is not beneficial to any neighbors except for unit 2152 "O" other than that, all neighbors strongly, think it would be a wise decision to prevent all problems in advance by remove it or trimming down the pine tree to reduce the weight, would be better than doing nothing.

If you have a any question or concern Please contact me number below.  
Thank you for your consideration.

Warm Regards,



Fred Kim (714) 402-2737

fk111@yahoo.com

2152 Ronda Granada Unit B

Laguna Woods, CA 92637



**Attachment 2**

























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## STAFF REPORT

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**DATE:** May 20, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Off-schedule Tree Trimming Request: B677 Avenida Sevilla – New Zealand Christmas Trees

---

### **RECOMMENDATION**

Approve the request for the off-schedule trimming of two New Zealand Christmas trees located at B677 Avenida Sevilla.

### **BACKGROUND**

The requestor became a Member in September 2017 and is requesting the off-schedule trimming of two New Zealand Christmas trees, *Metrosideros excelsa*, located in the sloped shrub bed area at the front of the unit.

The reason cited for the trimming request is canopy-to-roof structure contact. The Mutual Request Form for the off-schedule trimming has six additional signatures (Attachment 1).

The trees were last pruned in October 2020. Future trimming of the New Zealand Christmas trees is 2025. This tree species is on a five-year trimming cycle.

The height of the trees is approximately 40 feet, with a trunk diameter of approximately 15 inches. The trees are growing approximately 5 feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the trees were in fair health with unbalanced canopies. There were no signs of pests or prior pest activity. There was no deadwood in both canopies and no decay present.

There was cross-limb growth in both trees. This is when limbs are growing over other branches in an opposite direction. This characteristic will cause eventual damage to the limbs. No surface roots were visible, with a slight visible bulge to the walkways.

The trees are extending out over the roof with tree canopy contact. Crown thinning of the trees to avoid conflict with the roof and rebalancing the canopy shape would effectively reduce potential tree-related liabilities.

The tree meets the parameters set forth in §3.2.2.1, Tree Pruning Recommendations, of the United Mutual Urban Forest Management Plan. It is the recommendation of staff that the off-schedule trimming be approved.



**FINANCIAL ANALYSIS**

The recurring cost to trim the trees is \$185 each. The estimated value of the trees is \$4890 each based on the tree inventory data.

**Prepared By:** John Cox, Landscape Manager

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

Megan Feliz, Landscape 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.

677 Via Alhambra  
Address4/22/24  
Today's DateJOHN McCLURE  
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): ALL THE TREES IN OUR COURTYARD WERE TRIMMED TODAY EXCEPT THE TWO IN FRONT OF 677 - PICTURE ATTACHED

**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): AND IT HANGS OVER OUR ENTRY BY 6 FEET

**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, this is not an adequate reason to justify removal.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant does not justify its removal.
- **View Obstruction:** Trees will not be off-schedule trimmed or removed due to view obstruction.



### Description & Location of Request

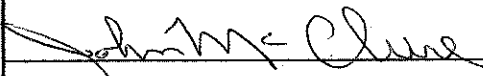

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

THE TREE IN FRONT OF 677 HAS NOT BEEN TRIMMED FOR THE LAST TWO 2 TREE TRIMMING PROJECTS AND IT ONLY GETS BIGGER, MORE DENSE AND CONTINUES TO GROW OVER OUR ENTRY. PLEASE SEND THEM BACK TO OUR BLOG TO TRIM THE 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.

THANK YOU

Signature	Manor #	For	Undecided	Against
	677-N	X		
	677-A	X		
Caroleanne Cragar	6770	X	Keep branches off sidewalk	
Najib Rayuni	677-C	X	+ keep some shade.	
Madelyn C Biebb	677-D	X		
Roe M. Jones	677-B	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

JOHN MCCLURE  
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: \_\_\_\_\_

677 Via Gebrantera





































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### **RESOLUTION 01-12-224**

**RESOLVED**, December 11, 2012, that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee is hereby established as a standing committee of this corporation; and

**RESOLVED FURTHER**, that the committee is charged with the following duties and responsibilities:

1. Ensure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout United Laguna Woods Mutual.
  - a. Help set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
  - b. Promote efficient use of water in the United Laguna Woods Mutual.
2. Work with the Third Mutual Landscape Committee, the GRF Landscape Committee and our managing agent to:
  - a. Help determine service levels, and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
  - b. Update the rules and regulations in the Landscape Manual as needed.
  - c. Develop policies with regard to control of pests such as ants, rodents, etc.
  - d. Promote and oversee recycling programs and provide for optimum trash pickup and disposal services at reasonable and customary costs.
3. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
4. To report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.
5. Perform such tasks as may be assigned or referred to this committee by the President or the Board of Directors.



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Village Management Services, Inc.

# Quality Control Software Demonstration

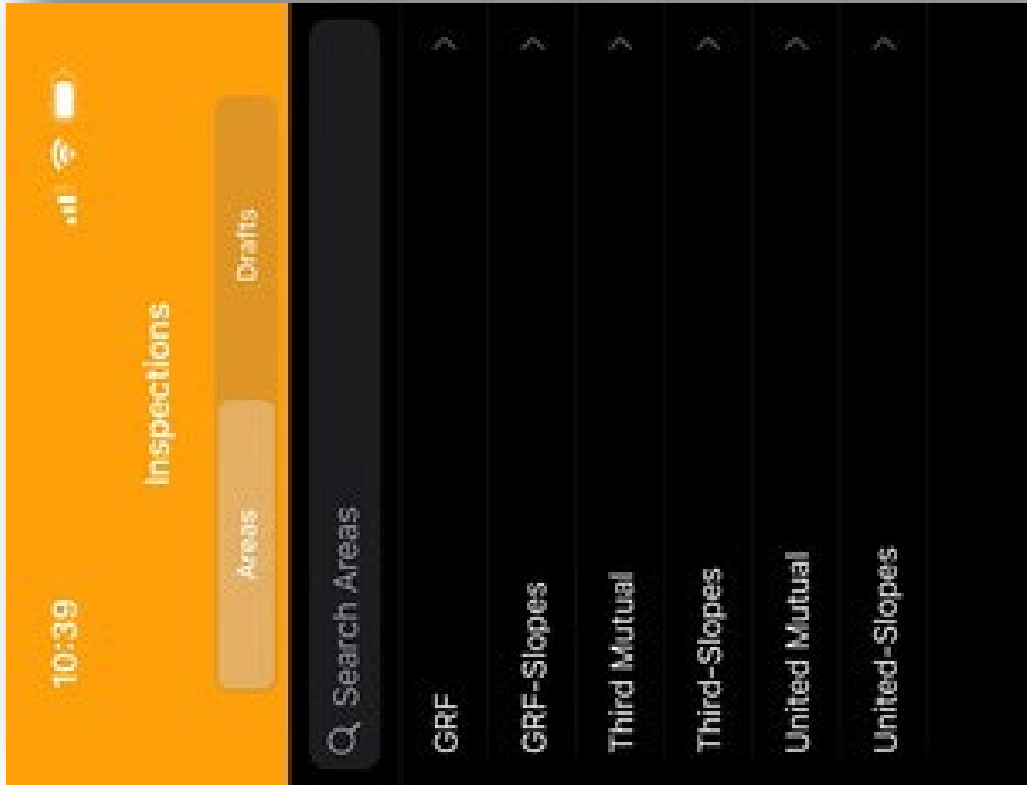
Kurt Wiemann, Director of Field Operations

May 20, 2024



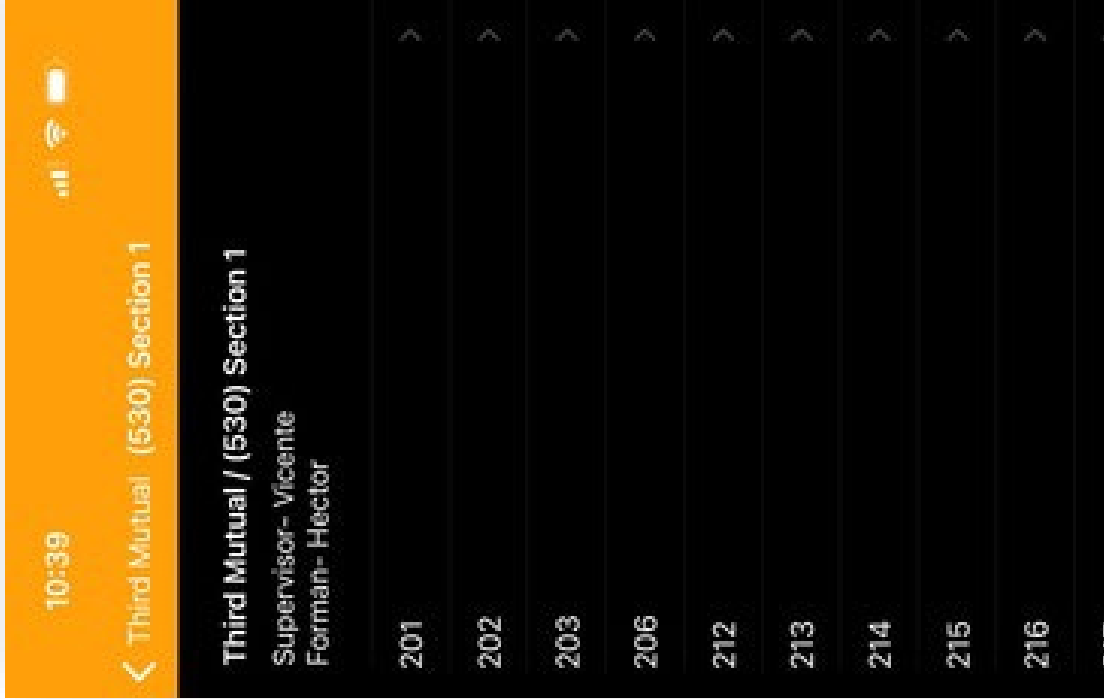


# In-Field App



- Starts with Mutual
- Then divided by maintenance sections

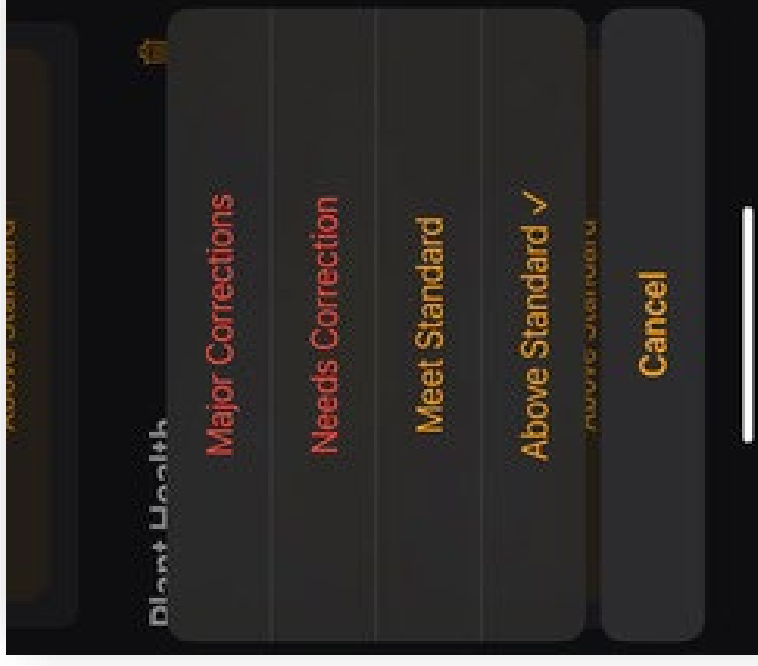
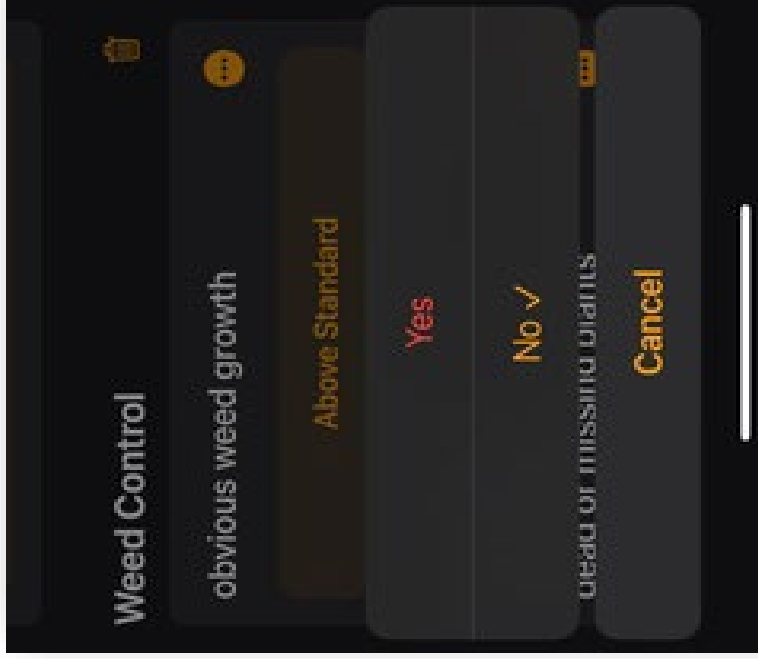
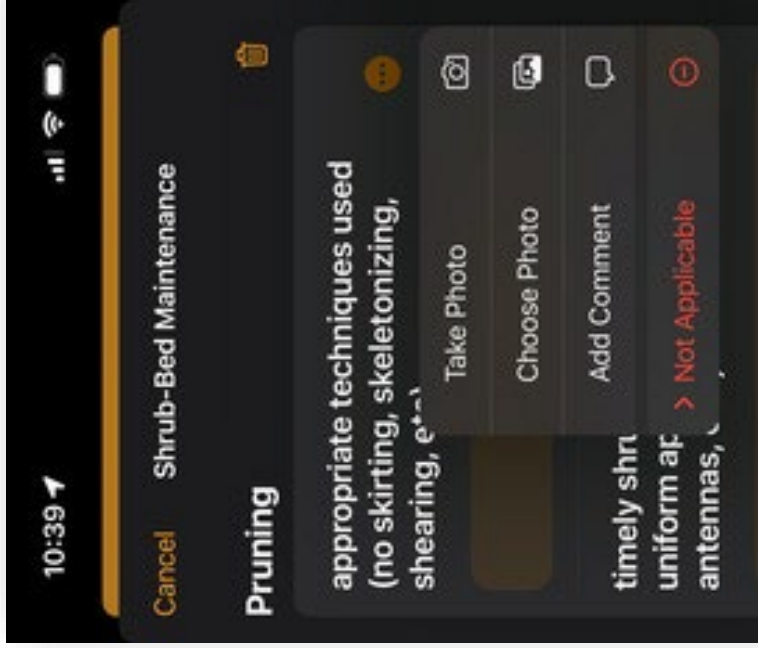
# In-Field App



- Each Cul-de-sac (CDS) by Section
- Four different inspection sheets per CDS for in-house crews
- Two inspection sheets for slope contract
- Multiple reports can be done per inspection



# In-Field App



- Option to add comments
- Option to add photos
- Photos are geo-located
- Answers can be a rating, yes or no, etc., as staff sees fit
- Next step: submit the report

# Desktop Application



Village Management Services, Inc.

2024-03-27 - 2024-04-26		All inspections ▾	in	All Sites	▾	by	Anyone	▾	🔍 Filters	📄 Export ▾	+ New
Score	Inspection Form		Location		Inspector		Time				
Today											
<div><div></div></div> 100%	Slope Maintenance		Third-Slopes / 62		Megan F.		12:38 PM				
<div><div></div></div> 98%	Slope Renovation		Third-Slopes / 135		Megan F.		12:25 PM				
<div><div></div></div> 98%	Slope Renovation		Third-Slopes / 134		Megan F.		12:23 PM				
Wed, Apr 24											
<div><div></div></div> 82%	Tree Maintenance		United Mutual / (530) Section 2 / 6		Damian G.		5:20 PM				
<div><div></div></div> 81%	Lawn Maintenance		United Mutual / (530) Section 2 / 6		Damian G.		5:18 PM				
<div><div></div></div> 82%	Shrub-Bed Maintenance		United Mutual / (530) Section 2 / 6		Damian G.		5:16 PM				
<div><div></div></div> 81%	Tree Maintenance		United Mutual / (530) Section 2 / 7		Damian G.		3:05 PM				
<div><div></div></div> 82%	Lawn Maintenance		United Mutual / (530) Section 2 / 7		Damian G.		3:03 PM				
<div><div></div></div> 86%	Shrub-Bed Maintenance		United Mutual / (530) Section 2 / 7		Damian G.		3:00 PM				
Tue, Apr 23											
<div><div></div></div> 97%	Shrub-Bed Maintenance		Third Mutual / (530) Section 6 / 378		Damian G.		5:11 PM				



# Inspector Report

## Shrub-Bed Maintenance

**ID:** 10771137

**Location:** United Mutual / (530)  
Section 2 / 6

**Inspector:** Damian Gonzalez

**Completed:** 2024-04-24 5:16pm

**Duration:** about 2 hours

Overall Score:

82%



Pruning		
appropriate techniques used (no skirting, skeletonizing, shearing, etc)	<div><div></div>80%</div>	<b>Meet Standard</b> No comment
timely shrub pruning-consistent uniform appearance (no antennas, etc.)	<div><div></div>80%</div>	<b>Meet Standard</b> No comment
timely hedge shearing (where appropriate)	<div><div></div>80%</div>	<b>Meet Standard</b> No comment

# Inspector Report

Pruning		
appropriate techniques used (no skirting, skeletonizing, shearing, etc)	<div><div>100%</div></div> <b>Above Standard</b>	No comment
timely shrub pruning-consistent uniform appearance (no antennas, etc.)	<div><div>100%</div></div> <b>Above Standard</b>	No comment
timely hedge shearing (where appropriate)	<div><div>100%</div></div> <b>Above Standard</b>	No comment
blocked lighting &/or signage	<div><div>100%</div></div> <b>No</b>	No comment
shrunity overhanding walks, streets, parking	<div><div>100%</div></div> <b>No</b>	No comment



# Photos with Notes on Inspector Report



Village Management Services, Inc.

dead or missing plants

70%

Needs Correction

Missing plant, partial defoliation and leaf spot, two dead cypress hedges, missing sections of cypress hedge



In-app Photo 2024-04-24 3:24 PM



In-app Photo 2024-04-24 4:26 PM



In-app Photo 2024-04-24 4:27 PM




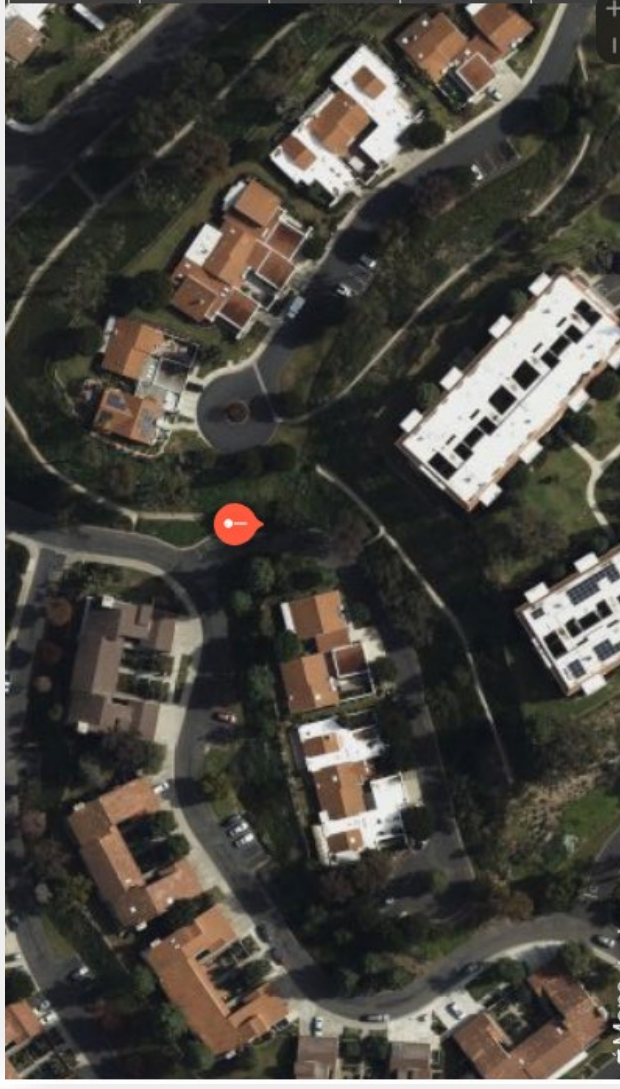
In-app Photo 2024-04-24 4:26 PM

# Slope Inspection



weeds removed from groundcover


100% **Yes** No comment





- Can be used for slope Inspections
- Report can be exported and sent directly to the contractor
- The contractor will have a map of where the picture was taken and, a picture of the deficient area, with notes from the inspector
- The inspector can create a ticket for deficient areas and track the time/progress of how long the contractor takes to fix it

 **Export** 

 **Close**



# Slope Inspection





Village Management Services, Inc.

#10781995  
Slope Maintenance

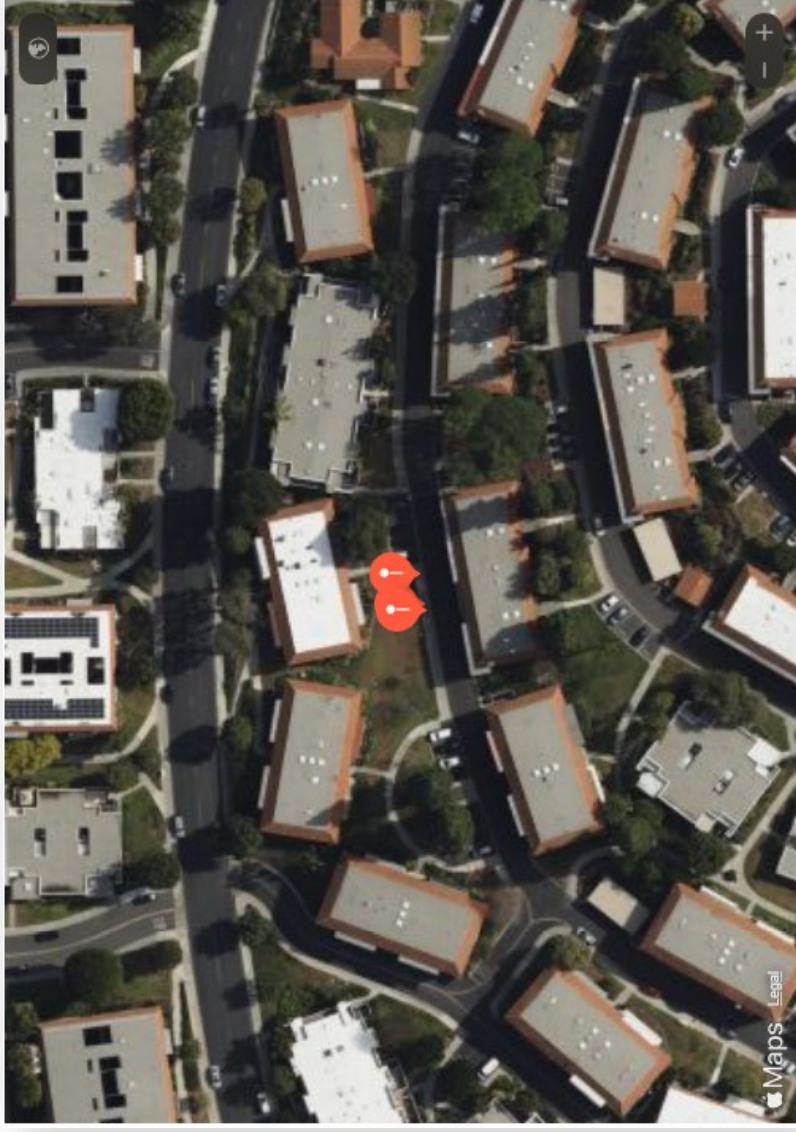
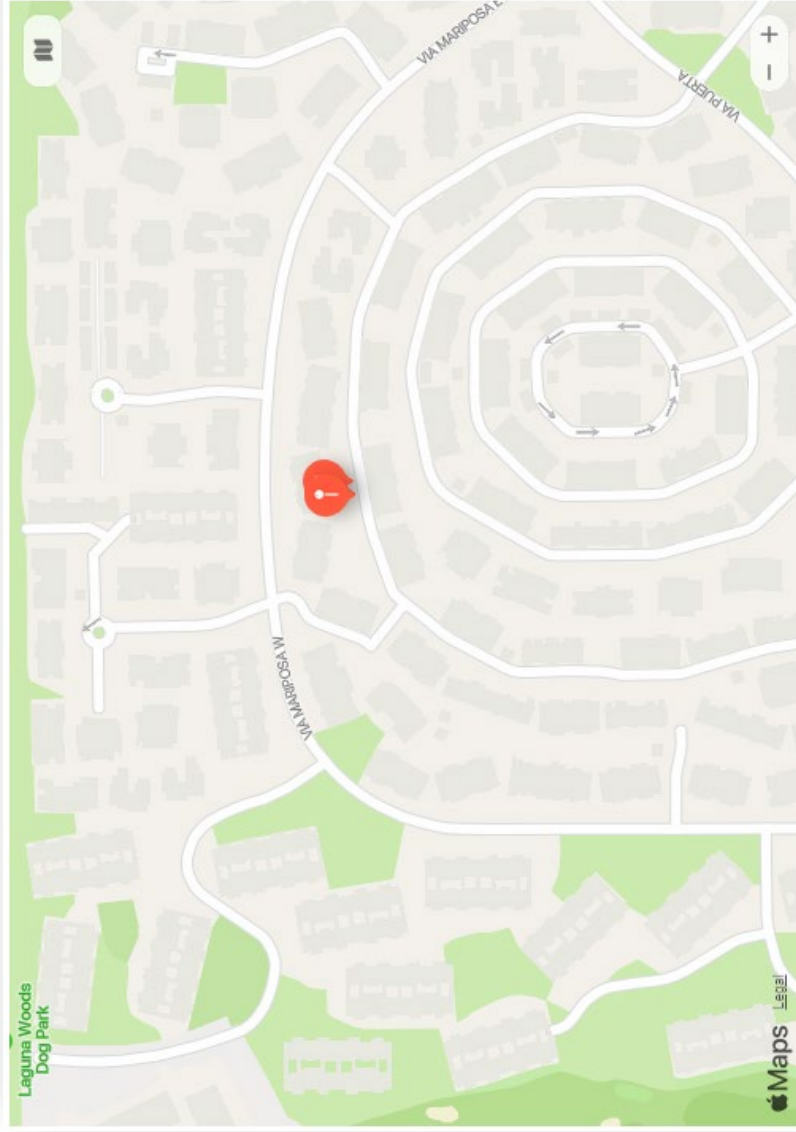
Village Management Services

Location: Third-Slopes / 62  
Inspector: Megan Feliz  
Completed: 2024-04-26 12:38pm  
Score: 100%

Line Item	Rating	Score
Groundcover and Weeds		
remove all weeds from slope	Above Standard	100%
pre-emergent applied after removal of weeds prior to planting	Yes	100%
all seed areas shall be inspected for failures, reseeded, fertilized and mulched	Yes	100%
all bare areas planted and covered within 6 months of inspection	Above Standard	100%
Shrubs		
shrubs pruned no higher 2 ft	Above Standard	100%
fence lined shrubs no higher 3 ft	Above Standard	100%
all dead or stunted shrubs removed	Above Standard	100%
pruned shrubs to retain natural appearance	Yes	100%
Bare Areas		
bare areas replanted matching material	Yes	100%
bare areas will be covered within 6 months	Above Standard	100%
all bare areas covered with min 2 inch of mulch	Yes	100%

Trees			
tree skirt included in routine maintenance	Yes		100%
tree shall be raised to min 4 ft separation from shrubs or groundcover	Yes		100%
Drainage			
maintain v ditch	Yes		100%
surface drains free of debris	Yes		100%
Overall			
Overall Rating	Above Standard		100%
<div></div>			
1	2		
Overall Pass or Fail		Pass	100%

# Map View Options of Photos Taken





# Reports



## Inspection Forms Report

- Which area types do we need to improve?
- What are the lowest-performing line items for each area type?

- It is completely customizable
- Many report options to meet the needs of the department
- Can be used/viewed for work completed with contractors
- 90-day trial and will reevaluate

# Reports



## Inspection Forms Report Apr 1, 2024 - Apr 26, 2024

Reports / Inspection Forms / All areas

Filters

### Inspection Forms

Search for inspection form

Inspection Form	Availability	Avg. Percentage Score	Avg. Points Score	# Inspections	# Flagged	# Deficient	Percent Deficient
End of Day Summary Report	Account-wide	-	-	0	0	0	-
In-House Slope Maintenance	Account-wide	-	-	0	0	0	-
Lawn Maintenance	Account-wide	81.43%		2	0	2	100.00%
Shrub-Bed Maintenance	Account-wide	91.32%		4	0	3	75.00%
Slope Maintenance	Account-wide	100.00%		1	0	0	0.00%
Slope Renovation	Account-wide	98.18%		2	0	0	0.00%
Tree Maintenance	Account-wide	81.15%		2	0	2	100.00%



# Reports

## Highest scoring line items

Item name	↕	Occurrences	↕	Average Score
Overall Pass or Fail		11		100%
shrinerly overhanding walks, streets, parking		4		100%
bare areas replanted matching material		3		100%
all dead or stunted shrubs removed		3		100%
dead or missing plants		3		100%
pruned shrubs to retain natural appearance		3		100%
shrubs pruned no higher 2 ft		3		100%
damaged or sickly plants		2		100%
obvious weed growth		2		100%
groundcover trimmed to max height 12"		2		100%

# Reports

## Lowest scoring deficient line items

Line Item Name	↕	Deficiencies	↕	Average Score
damaged or sickly plants		2		60%
obvious weed growth		2		70%
Dead grass or bare areas		2		70%
neat and clear tree wells		2		70%
damaged/missing ID signs (nail but no sign)		1		70%
dead or missing plants		1		70%
Damaged areas are properly treated		1		70%
clumps of clipping		1		70%
mulch correctly applied		1		70%



# Reports



Village Management Services, Inc.

## Area Comparison

Compare locations and areas side-by-side or click an area to drill down within the hierarchy.

Name		Average Inspection Score	# Inspections	# Flagged	# Deficient	Percent Deficient
GRF		-	0	0	0	-
GRF-Slopes		-	0	0	0	-
Third Mutual		98.68%	2	0	1	50.00%
Third-Slopes		98.79%	3	0	0	0.00%
United Mutual		82.18%	6	0	6	100.00%
United-Slopes		-	0	0	0	-



Village Management Services, Inc.

# Questions