



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

**Monday, July 22, 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 the Zoom meeting at <https://zoom.us/j/93131082872>.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled and before the agenda item you wish to speak to during the meeting. Please use the name United Mutual Landscape Committee in the subject line of the email. Name and unit number must be included.

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

AGENDA

1. Call Meeting to Order
 2. Acknowledgment of Media
 3. Approval of the Agenda
 4. Approval of the Meeting Report for June 24, 2024
 5. Remarks of the Chair
 6. Department Head Update
 - a. Project Log
 - b. Water Use Comparison Graph
 - c. Tree Work Status Report
 7. Member Comments (Items Not on the Agenda)
 8. Response to Member Comments
- Items for Discussion and Consideration:**
9. 257-C Tree Removal Request
 10. 565-A Tree Removal Request
 11. 795-C Tree Removal Request
 12. 251-A Tree Removal Request
 13. 2038-C Landscape Alteration Request

14. Clipping Ticket Pilot

15. Committee Charter

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:

16. Committee Member Comments

17. Date of Next Meeting – August 26, 2024 at 1:30 p.m.

18. Recess

*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, June 24, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Anthony Liberatore, Vidya Kale
COMMITTEE MEMBERS ABSENT:	None
OTHERS PRESENT:	Maggie Blackwell, Georgiana Wills
ADVISORS PRESENT:	Ann Beltran, Mary Sinclair
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Mr. Wiemann requested that item #9 be removed from the agenda. Hearing no objection, the agenda was approved as amended.

4. Approval of the Meeting Report for May 20, 2024

The committee unanimously approved the meeting report.

5. Chair's Remarks

Chair Quam announced they recently had a town hall meeting to discuss the budget and landscaping; it was very beneficial.

6. Department Head Update

Mr. Wiemann notified the committee of a new pilot program. The staff is researching to provide a solution to reduce time spent when crews are picking up clipping tickets.

6a. Project Log

Mr. Wiemann notified the committee that turf reduction is still in progress in the approved areas and is being done by in-house crews is about 95% complete. Slope renovation is ahead of schedule; they completed all areas and will begin the second rotation in July. The RFP is out to bid for turf reduction areas; he hopes to award the contract at the next meeting.

6b. Water Use Comparison Chart

Mr. Wiemann explained the charts. The committee and resident asked questions.

6c. Tree Work Status Report

Mr. Wiemann explained to the committee all the TBD tree planting will be included in the turf reduction areas completed over the next year.

7. Member Comments (Items not on the agenda)

None

8. Response to Member Comments

None

Items for Discussion and Consideration

9. 2038-C Landscape Alteration Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the alteration among the committee and residents.

After discussion and failed motion. Chair Quam moved to accept the staff's recommendation to deny the landscape alteration. The motion passed 2-1-0, and Director Liberatore opposed.

10. Committee Charter

Chair Quam asked the committee and advisors for changes to the charter. Discussion ensued. Suggestions were made. The committee directed staff to make the changes discussed and bring a redline version to the next meeting. The committee agreed unanimously to table the item for the next meeting.


Concluding Business

11. Committee Member Comments

None

12. Date of Next Meeting – July 22, 2024 at 1:30 p.m.

13. Adjournment at 3:26 p.m.


Sue Quam (Jun 27, 2024 18:57 PDT)

Sue Quam, Chair

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

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United Mutual Landscape Project Log July 22, 2024 2024 Reserve Fund Projects (As of 05/31/2024)										
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Work Status	Budget	YTD*	Budget Status	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 75% complete.	n/a	Annual	75%	\$ 195,857	\$ 75,969	38.79%	\$ 119,888
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	Annual	95%	\$ 27,034	\$ 9,641	35.66%	\$ 17,393
	Contracted		CDS 51 Landscape Construction Services (Res. 01-23-08 Funds) Work complete, rebate in the mail (\$7,928).	P100012830	Complete	100%	\$ 35,733	\$ 35,733	100.00%	\$ -
	Contracted		Digital Mapping in progress, estimated completion 8/1.	P100013430	12/31/2024	80%	\$ 66,120	\$ 8,265	12.50%	\$ 57,855
AB1572 Turf Reduction Design	Contracted	Determine functional/non-functional turf areas and design turf reduction templates	Proposals Received Jul 1, 2024. Scheduled for Board August 13, 2024	n/a						
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Renovation Complete, Maintenance on schedule	MIS106-2201-01	Annual	50%	\$ 82,759	\$ 40,952	49.48%	\$ 41,807
	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 1,004 trees, removed 5 and planted 4 trees.	P100009780	Annual	40%	\$ 663,588	\$ 227,460	34.28%	\$ 436,128
Tree Maintenance	In-House Tree Crew	As of May 31, 2024, the in-house crew trimmed 306 trees and removed 29 trees.	n/a	50%		\$ 401,693	\$ 160,459	39.95%	\$ 241,234	

*Status based upon invoices received to-date; 6/28/2024

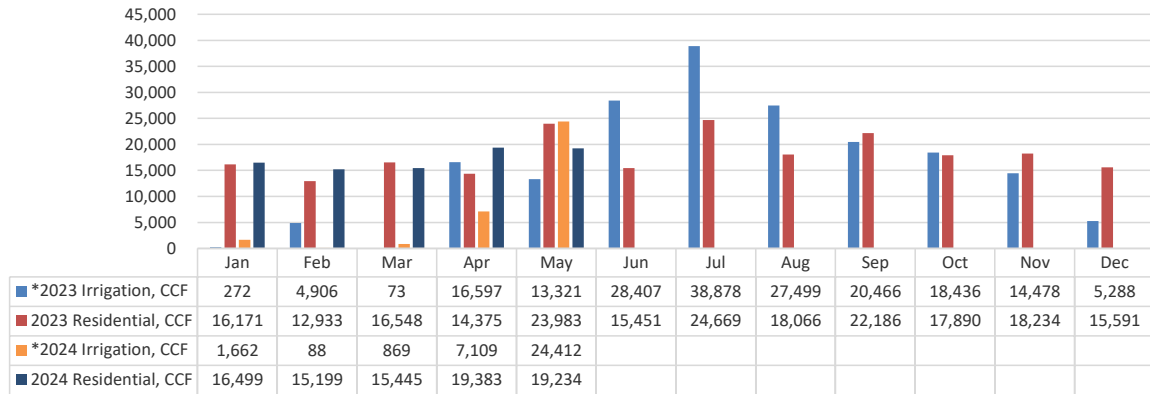
CONSTRUCTION YEAR [†]	TURF ACRES	TURF SQUARE FEET	ESTIMATED TURF REMOVAL (50%)	ESTIMATED CONSTRUCTION & DESIGN COST	ESTIMATED REBATES*	ESTIMATED WATER SAVINGS	ESTIMATED TOTAL ANNUAL COST	RECOMMENDED BUDGET AMOUNTS
2025	11.87	516,951	258,476	\$1,563,778	\$775,427	\$25,427	\$750,000	\$750,000
2026	23.74	1,033,903	516,951	\$3,127,556	\$1,550,854	\$50,854	\$1,500,000	\$1,500,000
2027	35.60	1,550,854	775,427	\$4,691,334	\$2,326,281	\$76,281	\$2,250,000	\$2,250,000
2028	50.85	2,215,196	1,107,598	\$6,700,969	\$3,322,794	\$108,958	\$3,213,837	\$3,213,837
Total	122.06	5,316,905	2,658,452	\$16,083,636	\$7,975,356.75	\$261,520.10	\$7,713,837	\$7,713,837

[†]Based on January 1, 2029, AB1572 Deadline

* Rebates based on current amount and current available funding

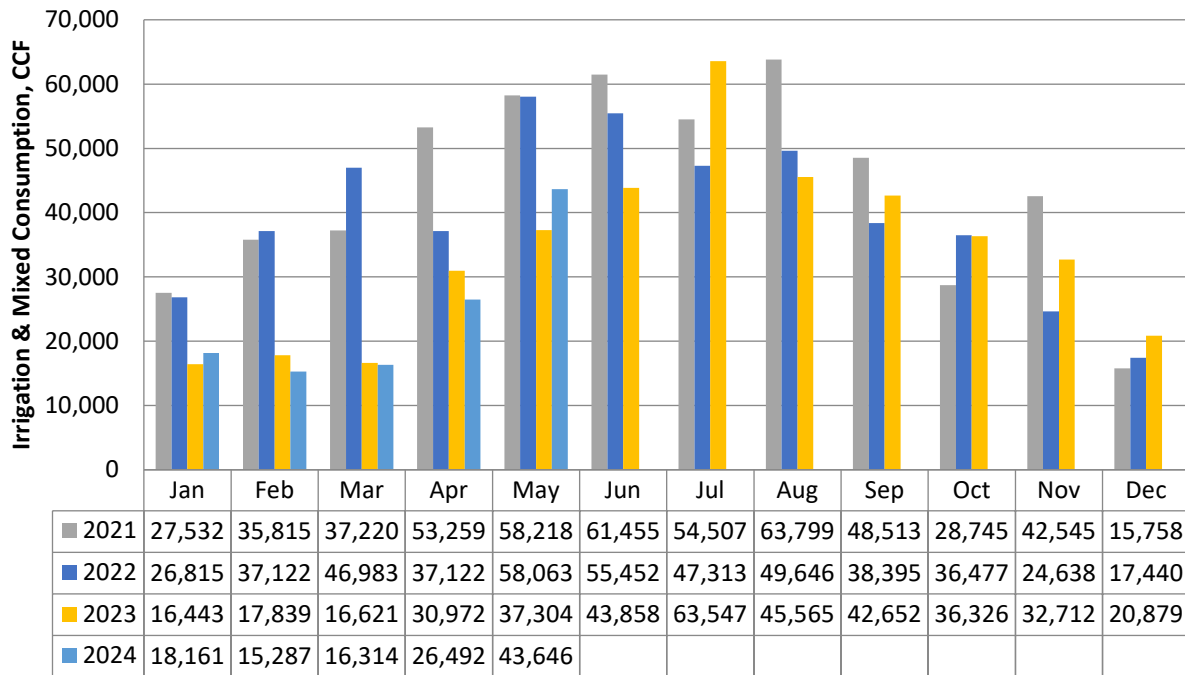
**Based on recommended budget amounts

United Mutual - Water Consumption 2023-2024 Trends



*Estimated Irrigation Usage

United Mutual - Irrigation & Mixed Consumption 2021 - 2024 Trends



Replacement Options:

- Peppermint Willow
- Strawberry Tree
- Australian Willow
- Western Red Bud

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STAFF REPORT

DATE: July 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: One Magnolia Tree located at 257-C Calle Aragon

RECOMMENDATION

Deny the request for the removal of one Magnolia tree located at 257-C Calle Aragon.

BACKGROUND

The requestor became a Member in February 2022, and requests the removal of one Magnolia tree, *Magnolia Grandiflora*, located in the shrub bed at the front of the manor.

The reasons cited for the tree removal request is leaf debris and structural damage to the roof. There is one additional signature on the Landscape Request Form in favor of the tree removal (Attachment 1).

The tree is in good condition. It was last pruned in December 2022 and future trimming is tentatively scheduled for fiscal year 2027. This tree species is on a five-year trimming cycle.

The height of the tree is approximately 30 feet, with a trunk diameter of approximately 11 inches. The tree is growing approximately 20 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 and no noticeable surface roots leading to the manor.

The roof in question is an alteration patio cover. The actual roof is a significant distance from any suspected tree debris. 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 staff's recommendation to deny this request.

FINANCIAL ANALYSIS

The cost to the tree is \$185. The cost of removal would be \$759. The estimated value of the tree is \$2,070 based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

United Laguna Woods Mutual

Landscape Committee

July 22, 2024

Page 2

Reviewed By: Kurt Wiemann, Director of Field Operations

Megan Feliz, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

RECEIVED
MAY 31 2024

Attachment 1

Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

BY: JF 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.

257 CALLE ARAGON UNIT C

Address

05/30-2024

Today's Date

NATALIYA SHUR

Resident's Name

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):

FAILING on ROOF WITH MUCH NOISE and DAMAGED ROOF

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.

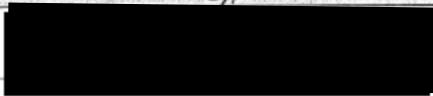
Description & Location of Request

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.

HUGE tree in front of 257 CALLADAGON UNIT C
FALLEN DEBRIZE on the roof with DAMAGE
and NOISE !

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
	257B	✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

NATALIYA SMUR

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: July 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: One Carrotwood Tree located at 565-A Avenida Sevilla

RECOMMENDATION

Deny the request for the removal of one Carrotwood tree located at 565-A Avenida Sevilla.

BACKGROUND

The requestor became a Member in September 2021, and is requesting the removal of one Carrotwood tree, *Cupania Anacardioides*, located in the turf area at the front of the manor.

The reasons cited for the tree removal request is leaf debris and personal preference. There are four additional signatures on the Landscape Request Form in favor of the tree removal (Attachment 1).

The tree is in good condition. The tree was last pruned in August 2022 and future trimming is tentatively scheduled for this fiscal year. This tree species is on a two-year trimming cycle.

The height of the tree is approximately 30 feet, with a trunk diameter of approximately 15 inches. The tree is growing approximately 20 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 with no lean. There were no signs of pests or prior pest activity. There are no noticeable surface roots leading to the manor. The tree is scheduled to be trimmed this year.

Meeting with the homeowner, they expressed concerns about yellow leaves and excessive leaf drop. Over-watering seems to be the culprit of the leaf drop. A water hose was spotted on the manor's exterior planter space; it was explained to the homeowner that there is a misconception that the yellowing of leaves and leaf drop needs the extra help of additional water; it actually exacerbates the problem. The irrigation team was notified of the water issue to check Mutual irrigation system.

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.

FINANCIAL ANALYSIS

The cost to trim the tree is \$185. The cost of removal would be \$1,035. The estimated value of the tree is \$6,080 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

RECEIVED
JUN 28 2024

Laguna Woods Village

BY: *[Signature]*

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.

Yi ping chang 565 Avenida Sevilla Unit A 6-27-2024

Address

Today's Date

Yi ping chang

Resident's Name

Telephone Number

Non-Routine Request

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

☒ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain):

Reason for Request

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

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☒ Personal Preference

☐ Other (explain):

GUIDELINES:

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


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 on the side of manor and in the front. Please contact me to explain due to language barrier.

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
	55 #D			
	563 #C			
	565 B			
	565C			

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

MEI CHUN CHANG
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: _____































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STAFF REPORT

DATE: July 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: Three Canary Island Pine Trees located at 795-D Via Los Altos

RECOMMENDATION

Deny the request for the removal of three Canary Island Pine trees located at 795-D Via Los Altos.

BACKGROUND

The requestor became a Member in October 2012, and is requesting the removal of three Canary Island Pine trees, *Pinus Canariensis*, located in the shrub area at the front of the manor.

The reasons cited for the tree removal request are leaf debris and structural damage. The Landscape Request Form does not have any additional signatures in favor of the tree removals (Attachment 1).

The trees are in good condition. They were last pruned in August 2023 and future trimming is tentatively scheduled for fiscal year 2029. This tree species is on a six-year trimming cycle.

The height of the trees are approximately 60 feet each, with a trunk diameter of approximately 23 inches. The trees are growing approximately 30 feet from the Manor (Attachment 2).

DISCUSSION

At the time of the inspection, the trees were found to be in good health, with balanced canopies and no lean. There were no signs of pests or prior pest activity, no noticeable surface roots leading to the manor, and no exterior structural issues detected. There was a roof leak in March of 2023, which was not caused by clogged drains.

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

FINANCIAL ANALYSIS

The cost to trim the trees is \$395 each. The cost of removal for each tree would be \$4,761 (\$1,587 each). The estimated value of each tree is \$9,110 based on the tree inventory data.

United Laguna Woods Mutual
Landscape Committee
July 22, 2024
Page 2

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.

795 D Vialos Altos

Address

6-1-24

Today's Date

SHIRIN Rahe

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):

damage to my patio, concrete floor

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.

Litter on Roof causing clogging + poor drainage
Causing roof leaks + structural damage

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.

esp. the pine tree closest to my roof
 3 large pine trees causing massive amount of debris in patio + roof area. Causing damage to patio concrete floor. Roof always clogged causing standing water which damages roof causing leaks on ceiling

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
No other neighbor affected by trees				

(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

SHIRIN Rahe

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



















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STAFF REPORT

DATE: July 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: One Aleppo Pine Trees located at 251-A Calle Aragon

RECOMMENDATION

Deny the request for the removal of one Aleppo Pine tree located at 251-A Calle Aragon.

BACKGROUND

The requestor became a Member in October 2009, and is requesting the removal of one Aleppo Pine tree, *Pinus Halepensis*, located in the turf area at the side of the manor.

The reasons cited for the tree removal request are leaf debris and structural damage. The Landscape Request Form has one additional signature in favor of the tree removal (Attachment 1).

The tree is in good condition. It was last pruned in August 2019. Future trimming is tentatively scheduled for fiscal year 2025. This tree species is on a six-year trimming cycle.

The height of the tree is approximately 60 feet, with a trunk diameter of approximately 33 inches. The tree is growing approximately 30 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 a self-corrected lean. There were no signs of pests or prior pest activity, and there were no noticeable surface roots or root bulges leading to the manor.

The self-corrected lean is called a sweep; sweeps are often structurally sound and form slowly as the tree adds wood to support the lean year after year. Seasonal pine needle drop is a normal occurrence in the tree growth process and is not a reason for removal. When trimmed, the tree canopy will be reduced by 25%.

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.

FINANCIAL ANALYSIS

The cost to trim the tree is \$800. The cost of removal would be \$2,607. The estimated value of the tree is \$17,220 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

RECEIVED
JUN 18 2024


Laguna Woods Village

BY: 

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.

251 Calle Aragon

Address

6/18/2024

Today's Date

Juan Van Gulp
Judith McGregor

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) Pine Tree

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): Pine Needles drop on our roof ruin the roof and ruin our storm drains, too

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): Pine tree is dangerous and leaning towards our building "251" (more than 90 degrees)

GUIDELINES:

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


Description & Location of Request

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

Pine Tree is to the (right)
of manor 251-D near the roof
of building "251-A". It is dangerous
and will fall on our building during the next
rain!

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
	251-D	✓		
	251-A	X		

(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: _____

RECEIVED
JUN 24 2024
BY: [Signature]



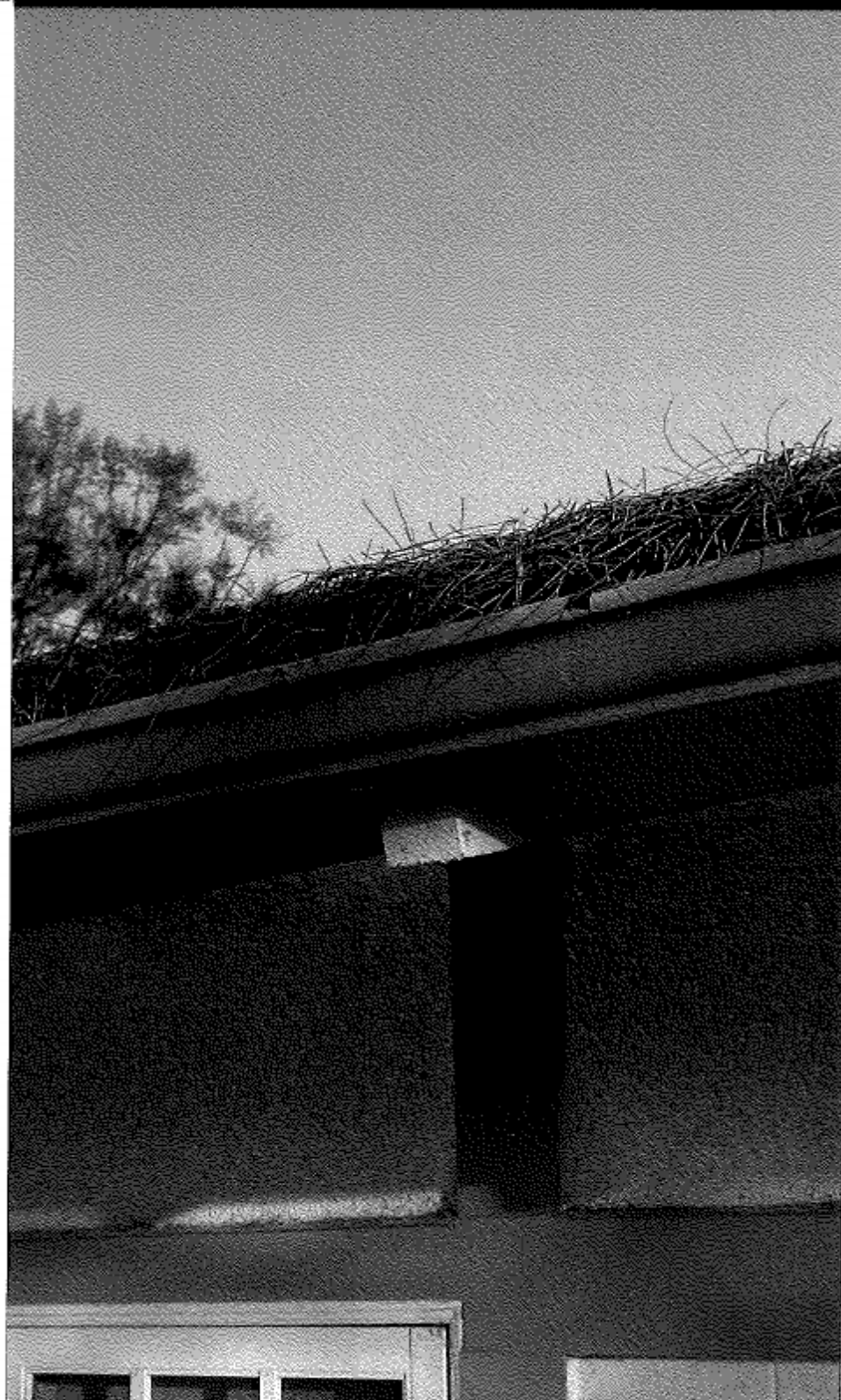
Building
251
A & B
Leaning
more than
90 degrees
near our
roof!

When it
falls it
could
kill us
and
ruin our
building

RECEIVED

JUN 24 2024

BY: _____



Dangerous
Pine Tree

251
A & B
Calle Aragon

Pine Needles
8" thick
in Storm
Drains!

* Fire and
Building
Hazard *

* Structural
roof &
Storm
drain
damage

RECEIVED
JUN 24 2024
BY: [Signature]



251
Building A & B
Call Aragon

• Structural
roof & storm
drain damage
• overgrown
• Poor condition
• Will break through
our building

Dangerous Pine Tree
leaning more than
90 degrees toward
our building

















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STAFF REPORT

DATE: July 11, 2024
FOR: Landscape Committee
SUBJECT: Landscape Request: 2038-C Via Mariposa E

RECOMMENDATION

Deny the request to remove the trellis between common area 2041 and 2036 Via Mariposa.

BACKGROUND

The resident requests the Mutual remove the plant material and trellis between 2041 and 2036 Via Mariposa (Attachment 1). The landscape request form states that the trellis is dangerous, obstructive landscaping that makes it hazardous for mobility-impaired residents to walk from the carports and trash bins to their units.

On June 24, 2024, the United Landscape Committee voted 2-1-0, recommending that the Board deny the request to remove the trellis and plant material to place a crushed stone pathway between common area 2041 and 2038 Via Mariposa. The United board asked that this item be returned to the committee and be considered as two separate items. This is the first part off that request.

DISCUSSION

The resident proposes removing the trellis in the common area between Manors 2041 and 2036, supported by five additional signatures in favor of the path.

Over time, residents have created a desired path through the common area located between units 2036 and 2041 to access the carports and trash bins. A desired path is defined as “an unplanned route or path that is used by pedestrians in preference to a designated walkway.” This desired path was unknown to staff before the resident in unit 2041-C performed authorized alterations to the area.

The resident in 2041-C submitted a Landscape Request Form for turf reduction in June of 2022, which was approved. When the resident performed the alterations, removed turf and expanded the shrub bed area, they placed stepping stones in the common area to route the desired path around the new plantings. The stepping stones have since been removed due to a conflict with the neighbor at 2036-A. The path and stepping stones pose a liability to the Mutual by encouraging residents to walk from a paved surface (sidewalk) onto a turf area. The trellis was installed in the common area to prevent residents from using the path and trampling the plant material. Despite the presence of the trellis, the area continues to be used as a shortcut, causing ongoing damage to the plants. Staff has withheld new plantings pending a resolution.

Staff recommends denying the request to remove the trellis. Maintaining the current landscape with the trellis is essential to prevent further plant damage and reduce liability to the Mutual.

FINANCIAL ANALYSIS

There is no cost to the denial of this item.

Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Field Operations

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

Attachment 3: Map



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.

2038 C
Address

05/20/2024
Today's Date

Michael Milo
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): Remove a dangerous obstructive trellis, re-arrange landscaping and add a safe, attractive, maintenance-free crushed stone pathway.

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): to remove a dangerous obstruction (trellis) between manas 2041 & 2036 and add a safe, attractive crushed stone pathway to

GUIDELINES: enable convenient passage to carport and trash bins.

- 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.

Placement of trellis & existing landscaping of common area between
Manors 2041 & 2036 prevent safe and easy access to carport &
trash bins and is hazardous for mobility impaired residents who
need to exercise their pets.

Signatures of All Neighbors Affected By This Request

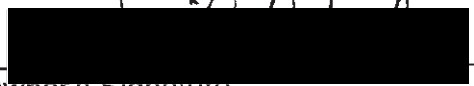
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	2038C	X		
	2041	X		
	2037B	X		
	2035C	X		
	2041 B	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

Michael Milo
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: _____

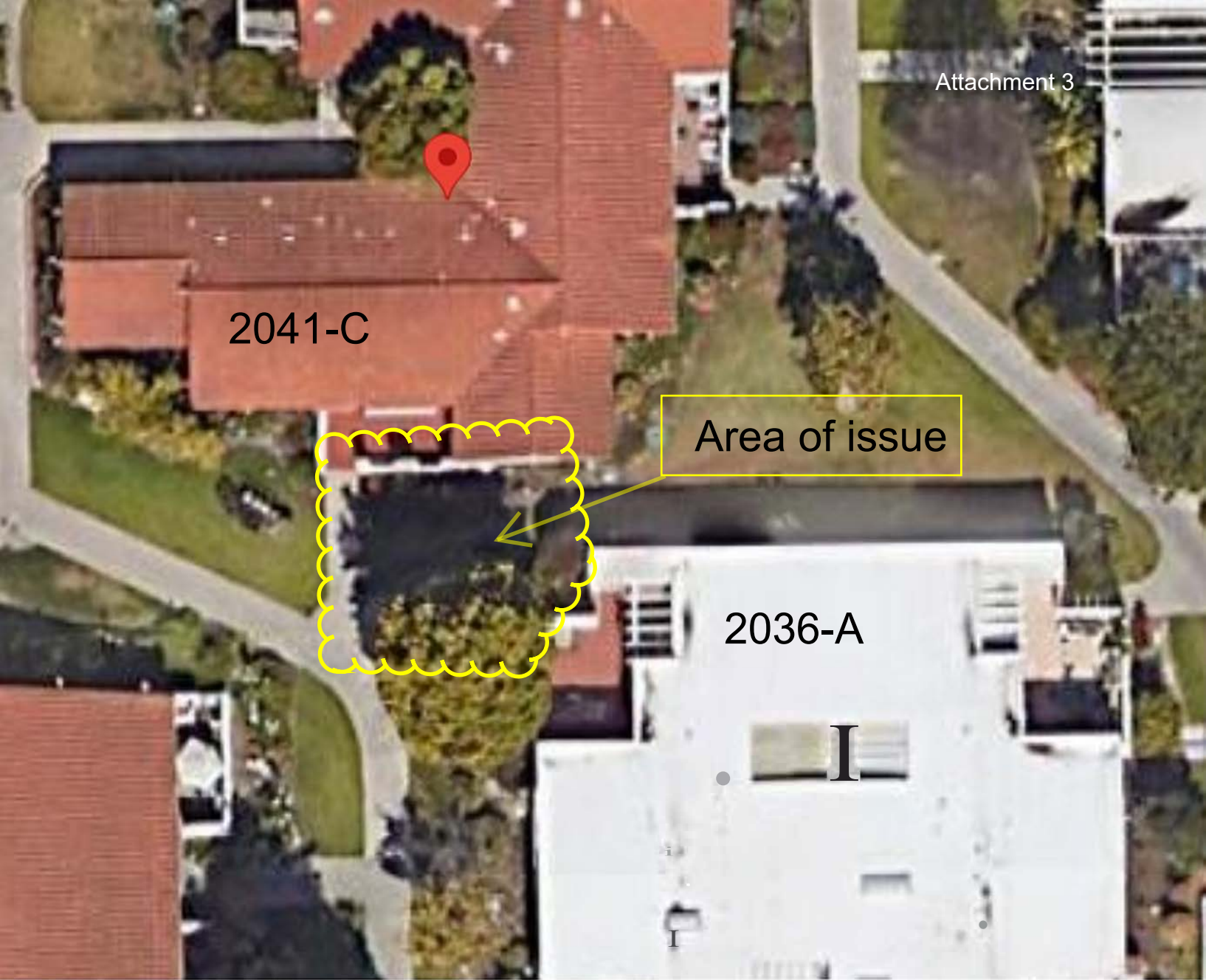
Attachment 2











2041-C

Area of issue

2036-A

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STAFF REPORT

DATE: July 11, 2024
FOR: Landscape Committee
SUBJECT: Landscape Request: 2038-C Via Mariposa E

RECOMMENDATION

- Deny the request to remove plant material to place a crushed stone pathway between common area 2041 and 2038 Via Mariposa.

BACKGROUND

The resident requests the Mutual remove the plant material and trellis between 2041 and 2036 Via Mariposa (Attachment 1) and install a crushed stone pathway. The landscape request form states that the landscaping is obstructive and makes it hazardous for mobility-impaired residents to walk through the shrub bed area from the carports and trash bins to their units.

On June 24, 2024, the United Landscape Committee voted 2-1-0, recommending that the Board deny the request to remove the trellis and plant material to place a crushed stone pathway between common area 2041 and 2038 Via Mariposa. The United board asked that this item be returned to the committee and be considered as two separate items. This is the second part of the original request.

DISCUSSION

The resident proposes creating a pathway in the common area between Manors 2041 and 2036, supported by five additional signatures in favor of the path.

Over time, residents have created a desired path through the common area located between units 2036 and 2041 to access the carports and trash bins. A desired path is defined as “an unplanned route or path that is used by pedestrians in preference to a designated walkway.” This desired path was unknown to staff before the resident requested this pathway.

The desired path poses a liability to the Mutual by encouraging residents to walk from a paved surface (sidewalk) onto a turf area. The trellis was installed in the common area to prevent residents from using the path and trampling the plant material. Despite the presence of the trellis, the area continues to be used as a shortcut, causing ongoing damage to the plants. Staff has withheld new plantings pending a resolution.

Staff recommends denying the request to remove the trellis. Staff recommends denying the DG pathway between 2041 and 2036 Via Mariposa. Maintaining the current landscape with the trellis is essential to prevent further plant damage and reduce liability for the Mutual.

FINANCIAL ANALYSIS

There is no cost of the denial of this item. The cost of removing the plant material and constructing a decomposed granite (DG) pathway through the planter area to the next closest sidewalk is approximately \$3,500.

Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Field Operations

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

Attachment 3: Map

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.*

2038 C
Address

05/20/2024
Today's Date

Michael Milo
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): Remove a dangerous obstructive trellis, re-arrange landscaping and add a safe, attractive, maintenance-free crushed stone pathway.

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): to remove a dangerous obstruction (trellis) between manas 2041 & 2036 and add a safe, attractive crushed stone pathway to

GUIDELINES: enable convenient passage to carport and trash bins.

- 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.

Placement of trellis & existing landscaping of common area between
Manors 2041 & 2036 prevent safe and easy access to carport &
trash bins and is hazardous for mobility impaired residents who
need to exercise their pets.

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
	2038C	X		
	2041	X		
	2037B	X		
	2035C	X		
	2041 B	X		

(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

Michael Milo

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

Attachment 2











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STAFF REPORT

DATE: July 22, 2024
FOR: Landscape Committee
SUBJECT: Clippings Ticket Pilot Program

RECOMMENDATION

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

BACKGROUND

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

United Laguna Hills Mutual has historically collected all the green waste created by residents in the Mutual, using the clippings pick-up ticket process. Since the passage of the law, clippings ticket requests have increased by 273% (Attachment 1) over the previous high of 2021 (2020 was an anomaly due to Covid19). This green waste is ground up and turned into mulch on-site for use in the village.

DISCUSSION

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

In 2023, United Mutual received 1,987 clippings pick-up tickets from 661 units, with 158 units submitting requests five or more times (Attachment 2). Time spent on the tickets, including travel time, varies considerably throughout the year. When there are more tickets in the warmer growing months, they tend to be closer together, and staff spends less time traveling between stops. Including travel time, staff spends an average of 12-15 minutes per location. With an average cost of \$20.80 per ticket, the total annual cost for the clippings ticket service is \$41,330.

United currently uses organic waste bins from the City's contractor, CR&R; adding additional or increasing the size of the carts to handle the green waste currently handled by the clipping ticket process, would potentially cost the Mutual over \$50,000 annually. The cost would be on going, regardless of the season or if they are being used. Whereas clipping pickups are seasonal, staff performs other tasks when not picking up clippings. Unfortunately, not all locations

enclosures accommodate an additional or larger organics cart (not enough room, block walkway, etc.).

To reduce the overall time per ticket, staff proposes a pilot program using green waste bins (Attachment 3) supplied by the Mutual. The bins are sufficient to hold 3.7 cubic feet of green waste. The estimated cost per bin is \$20.00 each. Staff estimates a five-minute per ticket savings, equaling a total annual savings of \$9,960. Staff proposes a pilot program with the 158 units that call in at least five times yearly. The estimated cost of the pilot would be \$3,160.

FINANCIAL ANALYSIS

The cost of the pilot program would be \$3,160. The cost to implement the program with all units that use the clippings service would be \$12,520. There are sufficient funds in the 2024 budget to fund the pilot program. Additional funds would be necessary to incorporate the program Mutual wide.

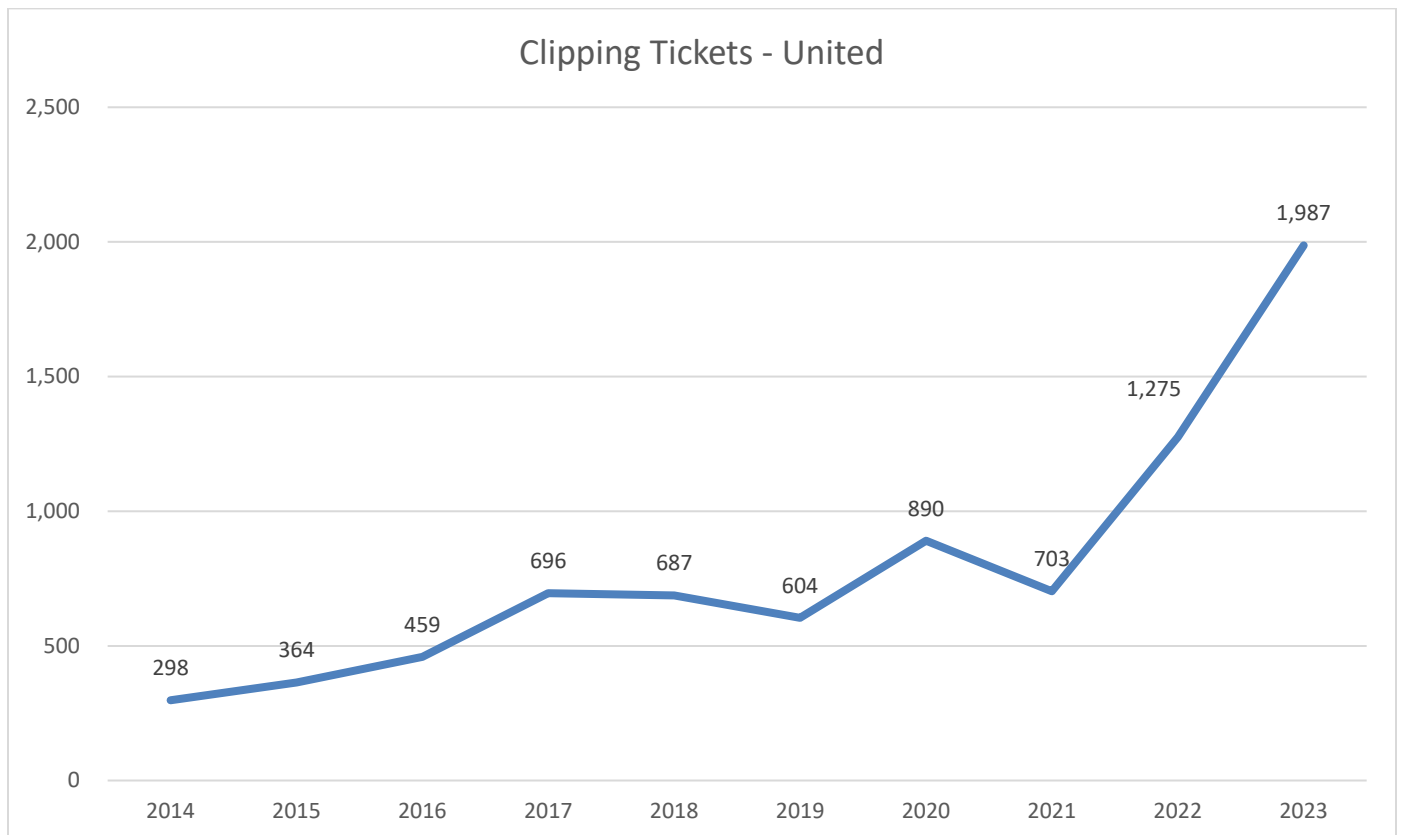
Prepared By: Kurt Wiemann, Director of Field Operations

Reviewed By: Megan Feliz, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1:	Ticket Quantity Graph
Attachment 2:	Received Clipping Ticket Chart
Attachment 3:	Photos
Attachment 4:	Sample Bin

Attachment 1



Attachment 2

**Grounds Maintenance
Received Clipping Tickets (5 or More)
From June 1, 2023 thru May 31, 2024
Potential Bins Needed**

Type Count	United
Units with 5 Plus Pickups	158
Buildings with 5 Plus Pickups	16
Total	174
Total Units with Clipping Tickets	661
Percent of 5+ requests	24%
Pilot Program for Units with 5+ Tickets	
Cost of Bins	\$20.00
Cost of Pilot Program	\$3,160

Attachment 3







Attachment 4



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

Actual bins will be green

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, and policies as listed in the Landscape Maintenance Manual and Urban Forest Management Plan 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 green waste recycling programs and provide for optimum green waste ~~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.