



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

**Monday, January 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 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 Special Meeting Report for January 15, 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. 796-D Tree Removal
10. 397-D Tree Removal
11. 431-A Tree Removal
12. 84-H Tree Trimming
13. Bench Policy

Concluding Business

14. Committee Member Comments
15. Date of Next Meeting – February 26, 2024 at 1:30 p.m.
16. Adjournment

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

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



**SPECIAL OPEN MEETING**

**SPECIAL OPEN MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
LANDSCAPE COMMITTEE**

**Monday, January 15, 2024 – 9:30 A.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair-Sue Quam, Anthony Liberatore, Georgiana Willis

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Maggie Blackwell, Alison Bok, Mickie Choi Hoe, Ellen Leonard, Kanami Otani

**ADVISORS PRESENT:** Mary Sinclair, Ann Beltran, Dr. Robert Reyes, Ken Benson

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

**1. Call to Order**

Director Quam called the meeting to order at 9:30 a.m.

**2. Acknowledgment of Media**

This meeting was streamed on Granicus. No other media was present.

**3. Approval of the Agenda**

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

**4. Approval of the Meeting Report for December 11, 2023**

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

**5. Chair's Remarks**

Chair Quam thanked everyone for coming. Gave a brief summary on the reason for today Special Open Meeting.

**6. Department Head Update**

Mr. Wiemann had no update, and will provide all his information during the discussion on the Urban Forest Management Plan.

## **7. Member Comments**

Topic included:

- Unit specific requests and complaints

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

Mr. Wiemann and members of the committee responded to the member comments.

## **Items for Discussion and Consideration**

### **9. Urban Forest Management Plan**

Mr. Wiemann provided a presentation on the timeline of how the Urban Forest Management Plan came to be. Residents and members asked questions. Discussion ensued on the plan. Director Liberatore made a motion to accept the Urban Forest Management Plan. Chair Quam seconded. The motion passed unanimously.

## **Concluding Business**

### **10. Committee Member Comments**

Various comments were made.

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

**13. Adjourned at 10:20 a.m.**

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Sue Quam, Chair

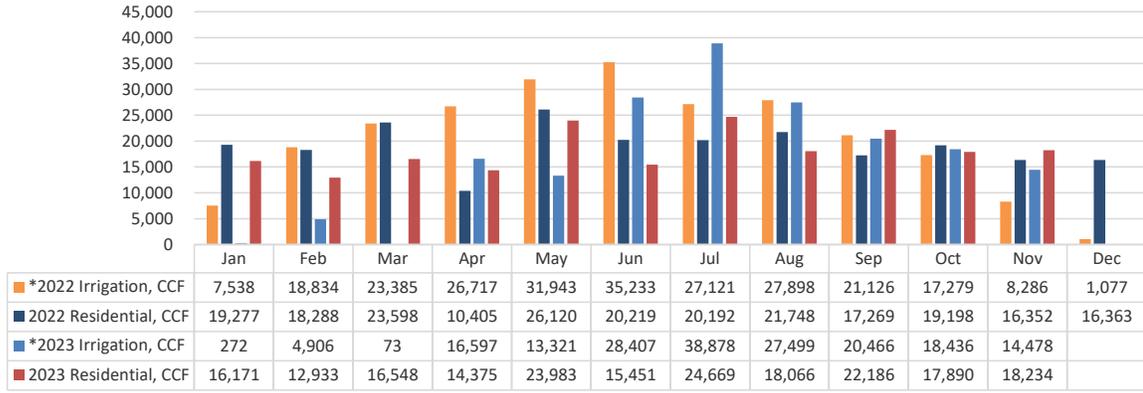
**United Mutual Landscape Project Log**  
**January 22, 2024**  
**2024 Reserve Fund Projects**

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.		n/a	Annual	0.00%	\$ 195,857	\$ 0	\$ 195,857
	540-Staff								
	Contracted								
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Annual Contract	MIS-106-2201-01	Annual	100.00%	\$ 82,759	\$ -	\$ 82,759
	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.	Scheduled Tree Maintenance	P100009780	Annual	0.00%	\$ 663,588	\$ -	\$ 663,588
Tree Maintenance	In-House Tree Crew		Service Orders	n/a		0.00%	\$ 401,693	\$ -	\$ 401,693

\*Completion based upon invoices received to-date; 12/27/2023

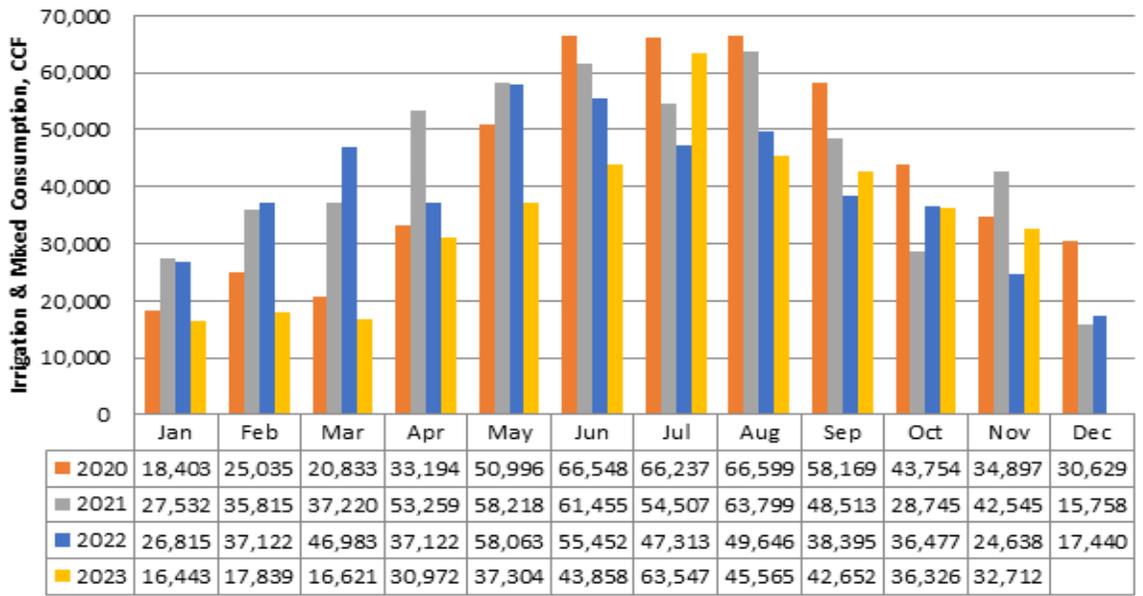


### United Mutual - Water Consumption 2022-2023 Trends



\*Estimated Irrigation Usage

### United Mutual - Irrigation & Mixed Consumption 2020 - 2023 Trends





United Mutual Off Schedule tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
11/17/2023	370	Trim	Sweet Shade	2	Full Trim	Staff
11/22/2023	2004	Clearance	Catalina Cherry	2	Clearance in Canopy	Staff
11/22/2023	2004	Clearance	Schefflera	2	Clearance in Canopy	Staff
11/22/2023	2036	Removal	Magnolia	4	In Decline, Deceased	Staff
11/22/2023	201	Trim	King palm	2	Full Trim	Staff
11/22/2023	2183	Trim	Tabebuia	2	Full Trim	Staff
11/22/2023	2016	Removal	Guava Tree	3	Resident Request	Staff
11/22/2023	123	Removal	Ficus Benjamina	5	In Decline, Deceased	Staff
11/30/2023	884	Trim	Silk Oak	6	Full Trim	Staff
11/30/2023	853	Clearance	Eugenia	1	Clearance in Canopy	Staff
11/30/2023	865	Hanger	2 King Palms	2	Hanger in Canopy	Staff
11/30/2023	312	Hanger	Dracaena	1	Hanger in Canopy	Staff
11/30/2023	842	Clearance	2 Mulberry	4	Clearance in Canopy	Staff
11/30/2023	829	Clearance	Chinese Pistache	2	Clearance in Canopy	Staff
11/30/2023	820	Removal	Liquid Ambar	4	In Decline, Deceased	Staff
11/30/2023	807	Hanger	Silk Oak	1	Hanger in Canopy	Staff
11/30/2023	634	Clearance	Brazilian Pepper	1	Clearance in Canopy	Staff
12/1/2023	867	Clearance	Carob Tree	2	Clearance in Canopy	Staff
12/1/2023	600	Clearance	Carrotwood	2	Clearance in Canopy	Staff
12/1/2023	921	Clearance	2 Italian Cypress	4	Clearance in Canopy	Staff
12/1/2023	96	Clearance	2 Aleppo pines	3	Clearance in Canopy	Staff
12/1/2023	665	Clearance	Chinese Elm	2	Clearance in Canopy	Staff
12/1/2023	950	Clearance	Carolina Cherry and Brazilian Pepper	4	Clearance in Canopy	Staff
12/1/2023	958	Clearance	Brazilian Pepper	3	Clearance in Canopy	Staff
12/1/2023	783	Clearance	Pine Nirus Clears	3	Clearance in Canopy	Staff
12/1/2023	698	Removal	2 Black Pittosporum	6	In Decline, Deceased	Staff
12/1/2023	946	Clearance	Glossy Privet	3	Clearance in Canopy	Staff
12/1/2023	509	Hanger	Canary Isand Pine	2	Hanger in Canopy	Staff
12/1/2023	89	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
12/5/2023	2048	Trim	2 Phoenix Canariensis	20	Full Trim	Staff
12/6/2023	600	Hanger	Liquid Ambar	6	Hanger in Canopy	Staff
12/7/2023	2072	Trim	Phoenix Canariensis	10	Full Trim	Staff
12/7/2023	2050	Clearance	3 Vibornun and Cherry	3	Clearance in Canopy	Staff
12/7/2023	2050	Clearance	Vibornun, 2 Cherry, 1 C. Myrtle	3	Clearance in Canopy	Staff
12/7/2023	2050	Clearance	2 Cherry, C. Pepper, Carrotwood	3	Clearance in Canopy	Staff
12/7/2023	2092	Removal	Carolina Cherry	2	In decline	Staff
12/7/2023	2092	Clearance	3 Carrotwood	3	Clearance in Canopy	Staff
12/7/2023	2091	Clearance	2 Carrotwood 1 Cherry	2	Clearance in Canopy	Staff
12/7/2023	2091	Clearance	2 Cherry, 1 Dagger	2	Clearance in Canopy	Staff
12/7/2023	2089	Clearance	California Pepper, 2 privet, loquat	3	Clearance in Canopy	Staff
12/7/2023	2089	Clearance	4 Privet	3	Clearance in Canopy	Staff
12/7/2023	2089	Clearance	3 Privet 1 loquat	3	Clearance in Canopy	Staff
12/7/2023	2088	Clearance	1 Cherry 3 Privet	3	Clearance in Canopy	Staff
12/7/2023	2088	Clearance	4 Privet	2	Clearance in Canopy	Staff





## STAFF REPORT

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**DATE:** January 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: One Ficus Tree located at 796-C Via Los Altos

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### **RECOMMENDATION**

Approve the request for the removal of one Ficus tree located at 796-C Via Los Altos.

### **BACKGROUND**

The requestor became a Member in September 2023, and is requesting the removal of one Ficus tree, *Indian Laurel Fig*, located in the turf area in front of the manor.

The reasons cited for the tree removal request is sewer and plumbing intrusion in multiple units and structural damage to the sidewalk. There are five additional signatures on the Landscape Request Form in favor of the tree removal (Attachment 1).

The tree was last pruned in May 2022. Future trimming is tentatively scheduled for fiscal year 2024; this tree species is on a two-year trimming cycle. Due to the large oversize canopy, the next trimming would require a crown reduction and thinning.

The height of the tree is approximately 80 feet, with a trunk diameter of approximately 22 inches. The tree is growing approximately 10 feet from the sidewalk (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 is evidence of lifted sidewalks remediation; the very noticeable surface roots are the probable cause.

The Plumbing Department (914) was called out on two occasions in December 2023 regarding internal plumbing stoppages. Lines were cleared and tree roots removed. This species of tree is notoriously linked to root intrusion into pipes.

It is staff recommendation that the tree be removed. Given the size, location, and variety of the tree, it has become a trip hazard and is structural liability. Given the proximity to other trees, sidewalks, irrigation valves and underground pipes, this is not a viable location for a replacement tree per the UFMP.

### **FINANCIAL ANALYSIS**

The cost of the crown-reduce and to thin the tree is \$1,250. The cost of removal would be \$2,370. The estimated value of the tree is \$9,830 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  
OCT 12 2023

Attachment 1



Laguna Woods Village

BY: *Calvin Lee*

**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.*

796 Via Los Altos, Unit C

Address

Oct.

Today's Date

Calvin Lee

Resident's Name

504-2613517

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.

A ficus tree in front of our unit has caused clog in the plumbing in bathroom & sidewalk crack from its roots. It also clogged my neighbor's (Unit B) bath room plumbing recently (Please refer to a work order attached)

**Signatures of All Neighbors Affected By This Request**

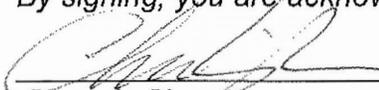
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

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

Calvin Lee  
 \_\_\_\_\_  
 Owner's Name

**OFFICE USE ONLY**

MOVE-IN DATE: \_\_\_\_\_  
 530 \_\_\_\_\_ 540 \_\_\_\_\_

DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

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

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

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

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

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

## Check List :

1. previous owner's request form with neighbors' signatures
2. A neighbor who wrote a note about a similar issue but didn't sign for the tree removal
3. A field work order stating the root cause of backing up in bathroom (toilet) as the tree roots clogging the plumbing.
4. I also have a picture of the roots taken out from the plumbing.



**TREE REMOVAL**

Sun, Sep 10, 2023 at 1:16 PM

HI NEIGHBORS!!

AS YOU MIGHT KNOW I'M IN THE PROCESS OF SELLING MY HOME. THERE HAVE BEEN MANY PROBLEMS CAUSED BY THE LARGE TREE IN FRONT OF MY HOME FOR YEARS. THE ROOTS ARE CAUSING PLUMBING PROBLEMS, CRACKS IN THE SIDEWALK AND POSSIBLE STRUCTURAL ISSUES.

I AM REQUESTING THAT THE TREE BE REMOVED TO AVOID FUTURE PROBLEMS FOR THE NEIGHBORHOOD AND NEED SIGNATURES FROM SURROUNDING RESIDENTS TO MOVE FORWARD.

IF YOU WOULD, PLEASE SIGN THE BOTTOM OF THIS PAGE AND PLACE IN THE PLASTIC BAG ON THE DOORKNOB OF 796-C.

THANK YOU FOR YOUR SUPPORT!!

SHIRLEY DOCHEFF  
796- C VIA LOS ALTOS

Hi Shirley,

We are sympathetic to your problem.

Previous owners of our unit told us that there ~~was~~ were plumbing issues due to tree roots and HOA came and fixed the plumbing issue.

We treasure the trees and love the environment we live in, debated if we should sign it for you or not ... finally we decide not to sign it.

Are there alternative to solve your problem without cutting the tree down? Did you try to work with HOA about the problem?

Best regards

Henry Z. Foe

805. Unit B



**Attachment 2**



















## STAFF REPORT

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**DATE:** January 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: One Magnolia Tree located at 397-D Avenida Castilla

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### **RECOMMENDATION**

Deny the request for the removal of one Magnolia tree located at 397-D Avenida Castilla.

### **BACKGROUND**

The requestor became a Member in September 2021, and is requesting the removal of one Magnolia tree, *Magnolia Grandiflora*, located in the planter area at the side of the manor.

The reasons cited for the tree removal request is root intrusion and structural damage to the plumbing. There are two additional signatures on the Landscape Request Form in favor of the tree removal (Attachment 1).

Upon inspection, the tree was found to be in good condition. The tree was last pruned in August 2022, 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 40 feet, with a trunk diameter of approximately 12 inches. The tree is growing approximately 10 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. No noticeable surface roots leading to the manor.

The Plumbing Department was called out in March of 2023 for a multi-fixture stoppage; no stoppage in main line was found. Plumbers were out again in December 2023, (after this request) to inspect the sewer line; pipes were inspected by camera and no tree roots were observed. The adjacent unit 397-A was inspected as well without root issue.

It is the recommendation of staff that the tree removal request be denied.

### **FINANCIAL ANALYSIS**

The cost to the tree is \$250. The cost of removal would be \$828. The estimated value of the tree is \$4,890 based on the tree inventory data.

United Laguna Woods Mutual  
Landscape Committee  
January 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

RECEIVED  
OCT 26 2023

Attachment 1



Laguna Woods Village

**MUTUAL LANDSCAPE REQUEST FORM**

BY [Signature] **PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS**

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

**Resident/Owner Information**

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

397 Avenida Castilla #D  
Address Laguna Woods CA Today's Date

Young B. Lee  
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 has over grown. - Roots clogs  
 Bath Room & Kitchen too freely  
 mully. plumber said, next will be  
 Broken pipe.

**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>Young B. Lee</i>	D.	X		
<i>Ann Anne</i>	A			
<i>Maria M...</i>	B.	X		
	C.	X		

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

**Acknowledgement - Owner**

By signing, you are acknowledging this request.

*Young B. Lee*  
 Owner's Signature

Young B. Lee.  
 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

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**DATE:** January 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: One Crape Myrtle Tree located at 431-A Avenida Sevilla

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### **RECOMMENDATION**

Deny the request for the removal of one Crape Myrtle tree located at 431-A Avenida Sevilla.

### **BACKGROUND**

The requestor became a Member in March 2019, and is requesting the removal of one Crape Myrtle tree, *Lagerstromia Indica*, located in the planter area at the front of the manor.

The reasons cited for the tree removal request are concerns about having to sweep the leaf drop and her husband's current condition of Parkinson's disease and how that may be related to his health. There are no additional signatures on the Landscape Request Form in favor of the tree removal (Attachment 1).

Crepe Myrtle is a deciduous tree, meaning it sheds its leaves annually. It was last pruned in August 2022; future trimming is tentatively scheduled for fiscal year 2027. This species is on a five-year trimming cycle.

The height of the tree is approximately 20 feet, with a trunk diameter of approximately 10 inches. The tree is growing approximately 5 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. No noticeable surface roots leading to the manor.

It is staff recommendation that the tree removal request be denied. Per Resolution 01-13-17, tree litter is a reason for removal.

### **FINANCIAL ANALYSIS**

The cost to trim the tree is \$156. The cost of removal would be \$690. The estimated value of the tree is \$1,3800 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  
DEC 13 2023



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.

431-A AVENIDA SEVILLA  
Address

12-12-2023  
Today's Date

JOAN KELLY  
Resident's Name

949-461-0910  
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.

The large myrtle tree is in front of our open patio. The leaves fall in our patio, on the furniture, and walkways. My husband has Parkinson's & uses a walker and I am concerned about him slipping in the patio on the leaves, besides having to sweep the leaves up so frequently.

**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>Gamera Payne</i>	431B	✓		

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

**Acknowledgement - Owner**

By signing, you are acknowledging this request.

*Jan Kelly*  
Owner's Signature

John KELLY  
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

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**DATE:** January 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Off-Schedule Tree Trimming Request: One Sycamore Tree located at common parking stalls of Building 81

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### **RECOMMENDATION**

Deny the request for the off-schedule tree trimming of one Sycamore tree located at Building 81 near common parking area.

### **BACKGROUND**

The requestor became a Member in October 2018, and is requesting the off-schedule trimming of one Sycamore tree, *Platanus Racemosa*, located in the turf area near the common parking area of building 81.

The reasons cited for the off-schedule request is the tree is extending over a common parking spot. The resident states that the spot is a target of bird defecation. There are six additional signatures on the Landscape Request Form in favor of the off-schedule trimming (Attachment 1).

The tree was last pruned in October 2021. Future trimming is tentatively scheduled for fiscal year 2025. This tree species is on a four-year trimming cycle.

The height of the tree is approximately 80 feet, with a trunk diameter of approximately 22 inches. The tree is growing approximately 10 feet from the sidewalk (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. There were no noticeable surface roots and the trunk has a favorable flare.

At this time staff is not of the opinion that the tree needs to be trimmed. Bird defecation is not a reason for trimming request, and the branches are not directly over any parking spots.

### **FINANCIAL ANALYSIS**

The off-schedule cost to trim the tree is \$750. The cost of removal would be \$1,518. The estimated value of the tree is \$9,830 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

RECEIVED  
DEC 18 2023  
BY: AJB

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.

84 CALLE ARAGON #A  
Address

12.14.2023  
Today's Date

MONICA BERG  
Resident's Name

310.710.5409  
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): APPEALING YOUR DECISION TO NOT TRIM THE BRANCHES OVERHANGING INTO PARKING SPACES.

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): BIRD DROPPINGS RUINING CARS BENEATH THEM

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.

TREE BETWEEN 81 AND LAUNDRY ROOM  
 NOW IS THE BEST TIME TO TRIM OVERGROWN  
 BRANCHES NOT SPRINGTIME WHEN MAMMA  
 BIRDS ARE NESTING.

**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>[Signature]</i>	84	✓		
<i>Nancy Woldowski</i>	82	✓		
<i>Cathy Mucathowski</i>	82	✓		
<i>Daniel J. Kwiatkowski Jr.</i>	82	✓		
<i>Sandra Hosi</i>	84	✓		
<i>Dan Z...</i>	84	✓		

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

**Acknowledgement - Owner**

By signing, you are acknowledging this request.

*[Signature]*  
 Owner's Signature

MONICA BERG  
 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

MANOR  
#

FOR

UNDECIDED

AGAINST

David Waldowski

82

✓

Sharon Campbell

82

✓

Monica King

84

✓

---

**LANDSCAPING**

6 messages

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**M Berg <queenofthecar1991@gmail.com>**

**Mon, Nov 13 at 8:00 AM**

**To: Resident Services <residentservices@vmsinc.org>**

Could someone PLEASE trim this tree? It's between building 81 and laundry room 23. As you can see many residents aren't pulling into the parking space all the way because if anyone does, their car is FULL of bird droppings within hours. You were just at building 82 recently trimming a totally over grown tree and I was hoping you would do this one too, but no one did.

TIA.

Monica Berg

84



---

**Felix, Ruben <Ruben.Felix@vmsinc.org>**

**Mon, Nov 13 at 9:18 AM**

**To: M Berg <queenofthecar1991@gmail.com>**

Hello,

Thank you for your email. A tree pruning ticket SA21865853 has been entered per your request. Thanks

Resident Services

949-597-4600

LagunaWoodsVillage.com\_

2

NOTE: This e-mail including any attachments is intended only for the individual(s) named in which it is addressed and may contain information that is private, confidential, and/or exempt from disclosure under federal or state law. If you receive an advance recipient of this e-mail, you are hereby notified that any reproduction, distribution, or republishing of this e-mail and its contents or the information contained herein is strictly prohibited. If you have received this e-mail in error, please notify the sender by reply e-mail and destroy this e-mail and all attachments. Thank you.

[Quoted text hidden]

**WARNING: External Email – Use Caution When Opening Links or Attachments.**

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**M Berg** <queenofthecar1991@gmail.com>  
To: Felix, Ruben <Ruben.Felix@vmsinc.org>

Mon, Nov 13 at 9:19 AM

Thank you for the update.  
[Quoted text hidden]

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**M Berg** <queenofthecar1991@gmail.com>  
To: Cathy Kwiatkowski <bigrigmig51@yahoo.com>, Nancy Gunder <ngunder@sbcglobal.net>, Nancy Waldowski <nancy.waldowski159@gmail.com>, Sandy Hansen Hosie <Ssaund1023@gmail.com>

Mon, Nov 13 at 9:20 AM

[Quoted text hidden]

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**Cathy Kwiatkowski** <bigrigmig51@yahoo.com>  
To: M Berg <queenofthecar1991@gmail.com>

Mon, Nov 13 at 3:29 PM

Awesome!!!  
It has been a pain for some time now!!!

[Quoted text hidden]

---

**M Berg** <queenofthecar1991@gmail.com>  
To: Cathy Kwiatkowski <bigrigmig51@yahoo.com>

Mon, Nov 13 at 6:09 PM

**No kidding!!!! And for those of us who park 2nd cars in the lot, there's no compensation for continually going thru the car wash!!!**

[Quoted text hidden]

**Attachment 2**











## STAFF REPORT

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**DATE:** January 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Bench Policy

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### **RECOMMENDATION**

Approve an updated bench policy for United Mutual.

### **BACKGROUND**

United Mutual passed Resolution 01-12-34 on February 14, 2012 (Attachment 1). This resolution provides direction on the style of bench, materials, and attachment requirements.

### **DISCUSSION**

Staff has been directed by the United Landscape Committee to develop a policy regarding the placement of benches within United Mutual. The existing bench policy, Resolution 01-12-34, states the type of bench, color, and model of bench, it does not address location, placement, adjacent surfaces or other safety considerations.

In the past, benches installed in United were either installed as part of a landscape upgrade or as a donation. Regardless of the source of the funding for the benches, or the design and appearance of the bench, safety of the residents should be the guiding factor in all bench installations. Staff recommends establishing base criteria for bench locations to ensure safe and comfortable usage of the benches

There is no bench specification for outdoor benches in the Americans with Disabilities Act (ADA), but there are published guidelines from the US Access Board. The recommendations are:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests.

The following recommended guidelines are for benches located within United Mutual and not intended for use as bus benches on fixed bus routes; those benches fall under the jurisdiction of GRF.

All benches should be firmly mounted to concrete to keep them stable should someone lean on the back. This can be accomplished by bolting directly to a walkway or to foundations placed below grade, per the manufacturer's recommendations. All benches should be located on unobstructed, weather resistant, firm, and stable ground. All benches shall have arm rests to assist those with disabilities.

For benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and thirty inches on at least one side to permit a wheelchair to sit beside the bench (Attachment 2).

In unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway (Attachment 3). If there is more than one bench in a given area, at least one shall be accessible by wheelchairs.

Benches should be located in shady locations when possible, with a clear line of sight in both directions for safety and to assist those waiting for a ride or bus.

To ensure uniformity throughout the Mutual, staff suggest using Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. This style bench is available through various manufacturers, which help keep costs down. The average price for a 6-foot bench is \$1,200.

Requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible locations and prepare a recommendation for consideration by the Landscape Committee. Given the number of factors, actual locations shall be decided on a case-by-case basis by the Committee.

**FINANCIAL ANALYSIS**

The cost of these benches average \$1,200. The installation cost will vary by location.

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

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

**ATTACHMENT(S)**

- Attachment 1:** Resolution 01-12-34
- Attachment 2:** Paved Bench Diagram
- Attachment 3:** Unpaved Bench Diagram
- Attachment 4:** Proposed Resolution 01-24-XX

**Attachment 1**  
**RESOLUTION 01-12-34**  
**Bench Policy**

**WHEREAS**, by way of Resolution 01-10-225, the Board of Directors of this Corporation approved the Heritage Bench style made of recycled plastic slats and a heavy-duty cast aluminum frame in green for use exclusively for all Water Wise Gardens (aka Gathering Gardens), and the seat height of the bench shall be at least 18"; and for all other areas the standard style and color for benches donated to the Mutual or purchased by the Mutual shall be the thermoplastic coated metal mesh benches in dark green; and

**WHEREAS**, the Landscape Committee recommended that because of its more desirable qualities in providing attractiveness and comfort, and to provide uniformity within the property owned by the Mutual; that the Heritage Bench style should be the standard bench style in the following all applications:

- Gathering Gardens and landscaped areas
- benches donated to the Mutual and;
- benches purchased by the Mutual with the exception of benches along the street that shall be the thermoplastic coated metal mesh; and

**NOW THEREFORE BE IT RESOLVED**, February 14, 2012, that the Board of Directors hereby approves the Heritage Bench style made of recycled plastic slats and a heavy-duty cast aluminum frame in green for all benches within United Mutual with the exception of benches along the street that shall be the thermoplastic coated metal mesh; and

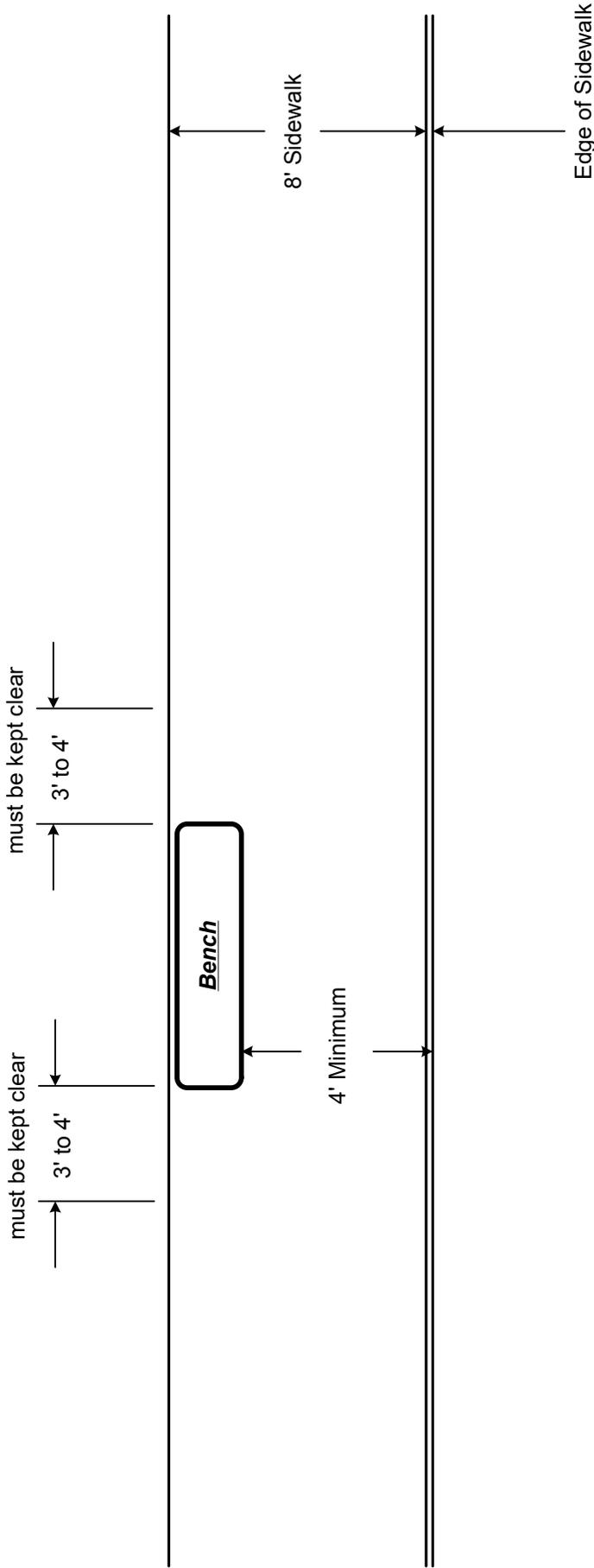
**RESOLVED FURTHER**, that the seat height of benches shall be at least 18" and the seat shall be between 2 and 10 degrees off of horizontal and there should be a 95-105-degree angle between the seat and the back; and

**RESOLVED FURTHER**, that such benches shall be installed on either a concrete pad (if along sidewalk) or on concrete anchors in the grass or other areas (if the location is not along sidewalk); and

**RESOLVED FURTHER**, that for benches donated to the Mutual the cost to purchase and install the bench shall be borne by the donor; and

**RESOLVED FURTHER**, that Resolution 01-10-225, adopted October 22, 2010 is hereby superseded and cancelled; and

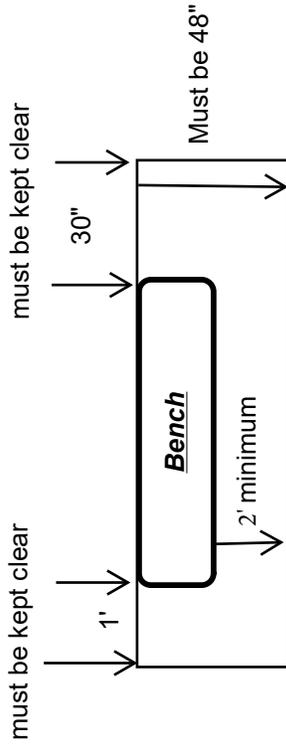
**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.



**ADA Bench Guidelines:**

- 1) Benches should have a seat height of 17" to 19" above ground or floor space.
- 2) Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48" .
- 3) Seat backs should be provided that extend the full length of the seat.
- 4) Benches should include armrests.
- 5) Mounted on concrete to prevent tripping

**United Bench Placement Guide- Paved**



**ADA Bench Guidelines:**

- 1) Benches should have a seat height of 17" to 19" above ground or floor space.
- 2) Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- 3) Seat backs should be provided that extend the full length of the seat.
- 4) Benches should include armrests.
- 5) Mounted on concrete to prevent tripping

# United Bench Placement Guide- Unpaved

**Attachment 4**  
**RESOLUTION 01-24-XX**  
**Bench Policy**

**WHEREAS**, Resolution 01-12-34 adopted February 14, 2012 states the type of bench, color, and model of bench; and

**WHEREAS**, the landscape committee recognizes it does not address location, placement, adjacent surfaces or other safety considerations; and

**NOW THEREFORE BE IT RESOLVED**, [Date], that the Board of Directors of this Corporation introduces the revised Bench Policy which gives guidance and direction on the type of bench, color, and model of bench, request procedure, placement, and safety considerations; and

**RESOLVED FURTHER**, Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. Benches should have the following requirements:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests; and

**RESOLVED FURTHER**, for benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and thirty inches on at least one side to permit a wheelchair to sit beside the bench; and

**RESOLVED FURTHER**, in unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway. If there is more than one bench in a given area, at least one shall be accessible by wheelchairs; and

**RESOLVED FURTHER**, seating areas should be shaded, if possible and benches should be anchored to prevent unauthorized movement or theft; and

**RESOLVED FURTHER**, no benches can be donated as a memorial and no plaque maybe placed on them; and

**RESOLVED FURTHER**, requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible locations and prepare a recommendation for consideration by the Landscape Committee; and

**RESOLVED FURTHER**, that Resolution 01-12-34, adopted February 14, 2012 is hereby superseded and cancelled; and

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