



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

**Monday, October 28, 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](mailto:meeting@vmsinc.org) any time before the meeting is scheduled and before the agenda item you wish to speak to during the meeting. Please use the name United Mutual Landscape Committee in the subject line of the email. Name and unit number must be included.

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

**AGENDA**

1. Call Meeting to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Meeting Report for September 23, 2024
5. Remarks of the Chair
6. Department Head Update
  - a. Project Log
  - b. Water Use Comparison Graph
  - c. Tree Work Status Report
  - d. Orange QC Report
  - e. KPI

7. Member Comments (Items Not on the Agenda)
8. Response to Member Comments

**Items for Discussion and Consideration:**

9. 302-B Off-Schedule Tree Trimming Request
10. 303-D Tree Removal or Off-Schedule Trimming Request
11. 463-B Tree Removal Request

12. 325-Q Landscape Alteration Request

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:

13. Committee Member Comments

14. Date of Next Meeting – November 25, 2024 at 1:30 p.m.

15. 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, September 23, 2024 – 1:30 P.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

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

**1. Call to Order**

Chair Quam called the meeting to order at 1:32 p.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

The committee unanimously approved the meeting report.

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

The committee unanimously approved the meeting report.

## **5. Chair's Remarks**

Chair Quam welcomed everyone and explained how the meeting works. She provided a brief budget update. The chair encouraged everyone to talk to the board regarding their concerns, and she thanked everyone for letting her serve as the chair.

## **6. Department Head Update**

Mr. Wiemann gave an update on the clipping pilot program that will be starting next week. He explained, residents are concerned about size of the bucket and storage. Staff has been reaching out to residents to explain the pilot in detail. The program is to make the clipping pick up more efficient to hopefully create saving due to increased request for pick up.

### **6a. Project Log**

Mr. Wiemann notified the committee that turf reduction is completed, and waiting for final inspection. He let the committee know the ArcGIS mapping project is complete, and all turf reduction is on hold until the new board is seated in the coming months. Mr. Wiemann explained that Dudek was hired to work with the UFMP to find tree locations and species for the new trees that will be planted this year. Questions were asked and answered.

### **6b. Water Use Comparison Chart**

Water use increased last month due to four mainline water breaks and summer heat. Questions were asked and answered.

### **6c. Tree Work Status Report**

None

### **6d. Orange QC Report**

Mr. Wiemann gave a brief overview of the quality control report and the different chart details. It explained tickets created from finding by the inspector and flagged inspections. Questions were asked and answered.

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

- One member complained and asked for help with tree volunteers around her unit.
- One member commented about draft meeting reports and online attachments that could not be printed.
- One member had questions on water meters and cycles.



- One member had questions on water consumption and how it is measured.
- One member expressed their disappointment in the board voting down the additional maintenance cycles in the budget approval process.

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

Mr. Wiemann and the Chair responded to member comments.

## **Items for Discussion and Consideration**

### **9. 14-C Off-Schedule Trim Request**

Mr. Wiemann presented a brief overview of the recommendation. A member spoke in favor of the staff recommendation. Questions were asked and answered.

Director Blackwell moved to accept the staff's recommendation to approve the off-schedule trim request; Director Liberatore seconded the motion. Hearing no objections, the motion passed unanimously.

**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**

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

Various comments were made.

### **11. Date of Next Meeting – October 28, 2024 at 1:30 p.m.**

### **12. Recess at 3:05 p.m.**

  
Sue Quam (Oct 5, 2024 12:44 PDT)

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Sue Quam, Chair

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

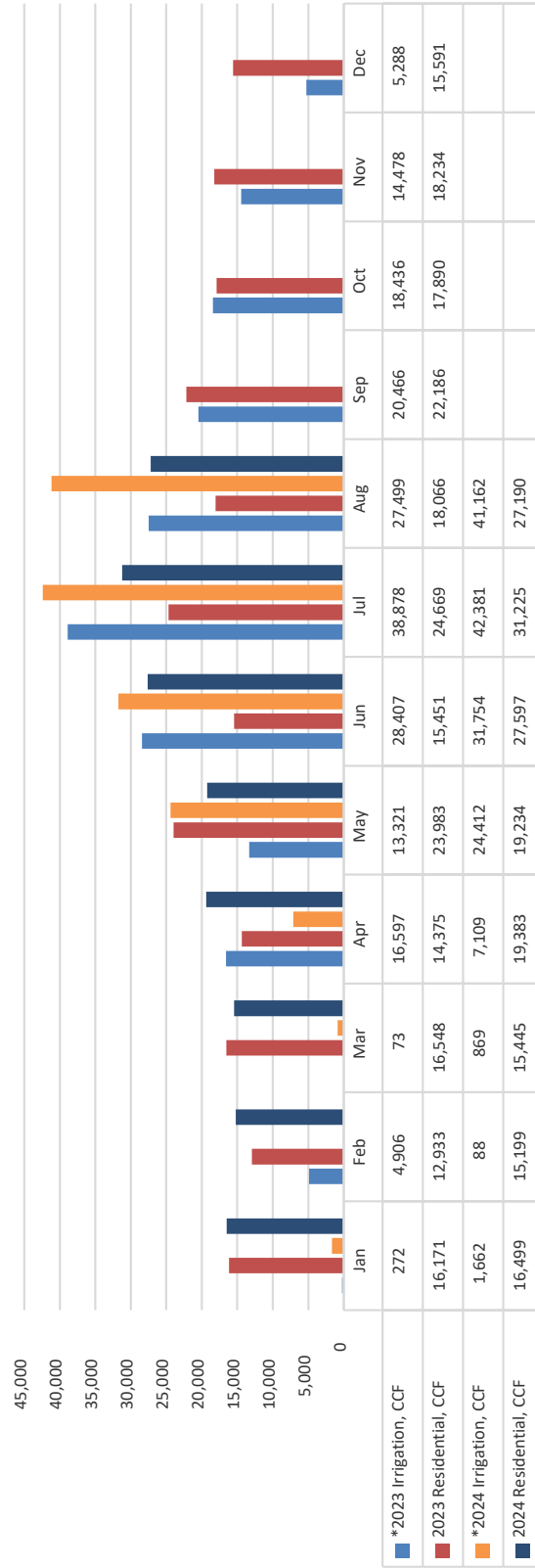
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United Mutual Landscape Project Log October 28, 2024 2024 Reserve Fund Projects (As of 08/31/2024)											
Project	Work Unit	Description	Status	Rebate Status/Amount	Contract Number	Estimated Completion	Work Status	Budget	YTD*	Budget Status	Balance
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 100% complete.	\$77,785	n/a	Annual	85%	\$ 195,857	\$ 155,754	79.52%	\$ 40,103
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	n/a	Annual	95%	\$ 27,034	\$ 15,796	58.43%	\$ 11,237
	Contracted		CDS 51 Landscape Construction Services (Res. 01-23-08 Funds) Work complete, rebate received.	\$7,928	P100012830	Complete	100%	\$ 35,733	\$ 35,733	100.00%	\$ -
	Contracted		Digital Mapping in progress, 95% complete	n/a	P100013430	12/31/2024	100%	\$ 66,120	\$ 66,120	100.00%	\$ -
AB1572 Turf Reduction Design	Contracted	Determine functional/non-functional turf areas and design turf reduction templates	Proposals Received July 1, 2024. Recommended for Board August 13, 2024. Postponed to November Board Meeting	On Hold	n/a			\$ 137,800			
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	Renovation Complete, Maintenance on schedule	n/a	MIS106-2201-01	Annual	75%	\$ 82,759	\$ 59,606	72.02%	\$ 23,153
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 6 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 1,141 trees, removed 5 and planted 4 trees.	n/a	P100009780	Annual	50%	\$ 663,588	\$ 236,435	35.63%	\$ 427,153
	In-House Tree Crew		As of August 31, 2024, the in-house crew trimmed 446 trees and removed 62 trees.	n/a			75%	\$ 401,693	\$ 252,076	62.75%	\$ 149,617

\*Status based upon invoices received to-date: 9/27/2024

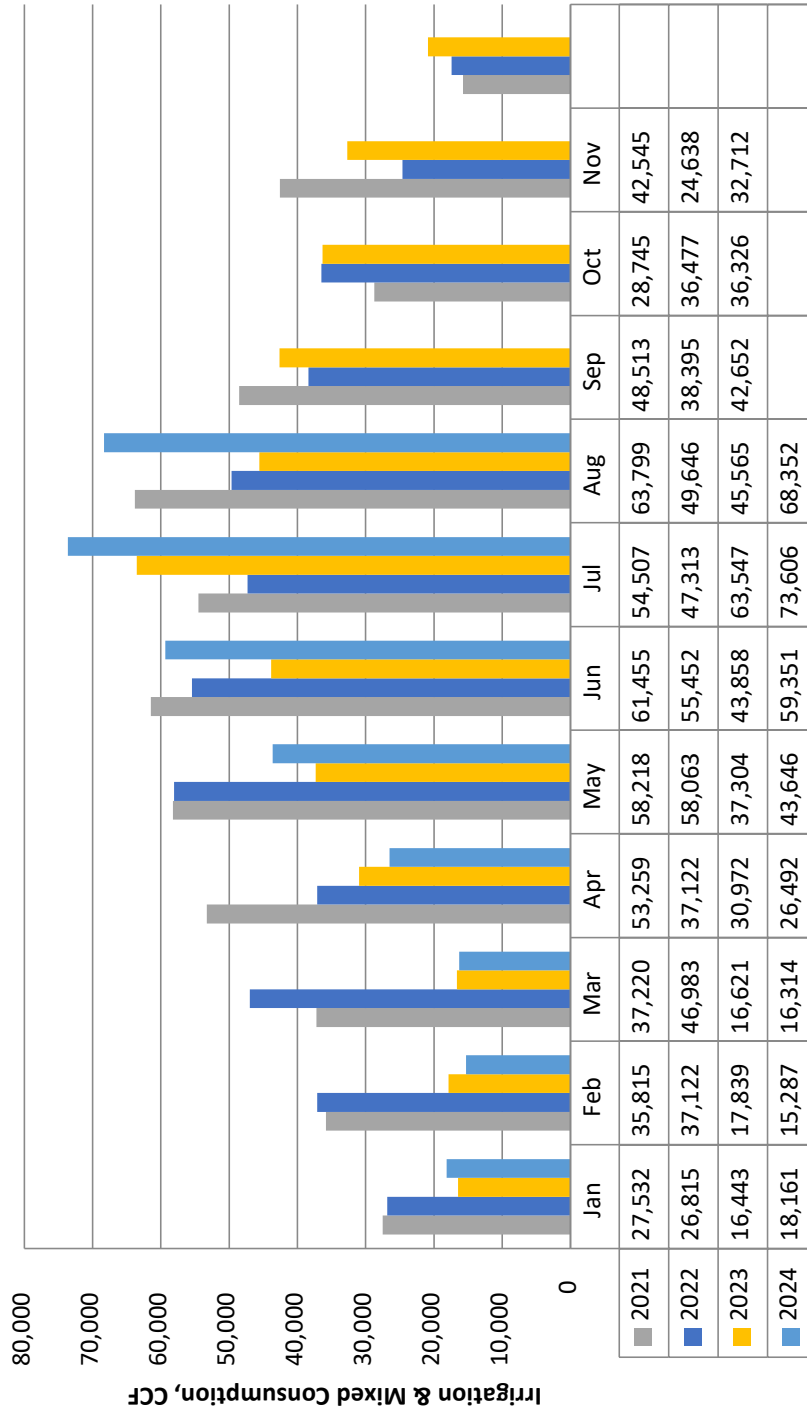
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## United Mutual - Water Consumption 2023-2024 Trends



\*Estimated Irrigation Usage

# United Mutual - Irrigation & Mixed Consumption 2021 - 2024 Trends



United Mutual Off Schedule Tree Work								
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level	Replacement Tree	Location of Replacement
9/9/2024	914	Trim	2 Podocarpus	6	Full Trim	Staff		
9/9/2024	865	Trim	Guadalupe Palm	3	Full Trim	Staff		
9/9/2024	865	Trim	Guadalupe Palm	3	Full Trim	Staff		
9/9/2024	865	Trim	Guadalupe Palm	3	Full Trim	Staff		
9/9/2024	865	Trim	Guadalupe Palm	1	Full Trim	Staff		
9/9/2024	429	Hanger	Brazilian Pepper	3	Hanger in Canopy	Staff		
9/9/2024	584	Trim	Carrotwood	3	Full Trim	Staff		
9/9/2024	946	Trim	California Pepper	3	Full Trim	Staff		
9/9/2024	946	Trim	California Pepper	3	Full Trim	Staff		
9/9/2024	240	Hanger	Redbud	2	Hanger in Canopy	Staff		
9/12/2024	429	Hanger	California Pepper	4	Hanger in Canopy	Staff		
9/13/2024	585	Clearance	Schefflera	2	Clear, End Weight	Staff		
9/13/2024	344	Clearance	King Palm	2	Clear, End Weight	Staff		
9/13/2024	344	Clearance	King Palm	2	Clear, End Weight	Staff		
9/13/2024	344	Clearance	King Palm	2	Clear, End Weight	Staff		
9/13/2024	344	Clearance	King Palm	2	Clear, End Weight	Staff		
9/13/2024	2069	Clearance	New Zealand Christnas Tree	2	Clear, End Weight	Staff		
9/13/2024	2069	Clearance	New Zealand Christnas Tree	2	Clear, End Weight	Staff		
9/13/2024	298	Clearance	Crape Myrtle	2	Clear, End Weight	Staff		
9/13/2024	257	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
9/13/2024	232	Clearance	Loquat	2	Clear, End Weight	Staff		
9/13/2024	93	Hanger	Canary Island Pine	2	Hanger in Canopy	Staff		
9/13/2024	393	Clearance	Eugenia	2	Clear, End Weight	Staff		
9/13/2024	705	Clearance	Crape Myrtle	1	Clear, End Weight	Staff		
9/17/2024	925	Clearance	Carob Tree	2	Clear, End Weight	Staff		
9/17/2024	867	Clearance	Melaluca	1	Clear, End Weight	Staff		
9/17/2024	867	Clearance	Carob Tree	1	Clear, End Weight	Staff		
9/17/2024	867	Clearance	Melaluca	1	Clear, End Weight	Staff		
9/17/2024	867	Clearance	Melaluca	1	Clear, End Weight	Staff		
9/17/2024	480	Removal	Phoenix Robellini	2	In Decline	Staff	TBA	TBA
9/17/2024	487	Removal	Peach	2	Resident Request	Staff	TBA	TBA
9/17/2024	540	Trim	King Palm	1	Full Trim	Staff		
9/17/2024	540	Trim	Crape Myrtle	1	Full Trim	Staff		
9/18/2024	308	Trim	Phoenix Robellini	1	Full Trim	Staff		
9/18/2024	59	Clearance	3 Phoenix Robellini	3	Clear, End Weight	Staff		
9/18/2024	59	Fertilized	Carrotwood	1	Fertilized	Staff		
9/18/2024	176	Clearance	Bottlebrush	2	Clear, End Weight	Staff		
9/18/2024	413	Clearance	King Palm	3	Clear, End Weight	Staff		
9/18/2024	261	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
9/18/2024	2008	Clearance	Indian Laurel Fig	2	Clear, End Weight	Staff		
9/18/2024	38	Removal	Phoenix Robellini	1	In Decline	Staff	TBA	TBA
9/19/2024	2021	Trim	Benjamina	2	Full Trim	Staff		
9/23/2024	275	Hanger	Chinese Elm	2	Hanger in Canopy	Staff		
9/23/2024	750	Hanger	Silver Gum Eucalyptus	2	Hanger in Canopy	Staff		
9/25/2024	2088	Removal	Ficus Benjamina	4	In Decline	Staff	TBA	TBA
9/25/2024	2053	Clearance	King Palm	2	Clear, End Weight	Staff		
9/25/2024	2057	Clearance	Yucca	2	Clear, End Weight	Staff		
9/25/2024	2053	Clearance	Queen Palm	2	Clear, End Weight	Staff		
9/25/2024	2053	Clearance	Queen Palm	2	Clear, End Weight	Staff		
9/25/2024	2064	Clearance	Ficus Rubiginosa	2	Clear, End Weight	Staff		
9/25/2024	2064	Clearance	Crape Myrtle	2	Clear, End Weight	Staff		
9/25/2024	308	Trim	Phoenix Robellini	1	Full Trim	Staff		
9/26/2024	308	Trim	Phoenix Robellini	1	Full Trim	Staff		
9/26/2024	528	Clearance	Evergreen Pear	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Jacaranda	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Loquat	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Loquat	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Loquat	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Loquat	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Chompaca	2	Clear, End Weight	Staff		
9/26/2024	2069	Clearance	Bougavillea	1	Clear, End Weight	Staff		
9/26/2024	738	Clearance	Brazilian Pepper	1	Clear, End Weight	Staff		
10/7/2024	879	Hanger	Silk Oak	2	Hanger in Canopy	Staff		
10/7/2024	836	Trim	Carrotwood	3	Full Trim	Staff		
10/7/2024	625	Clearance	Star Pine	2	Clear, End Weight	Staff		
10/7/2024	635	Hanger	Chinese Pistache	2	Hanger in Canopy	Staff		
10/7/2024	786	Removal	Spartan Juniper	3	In Decline	Staff	TBA	TBA
10/7/2024	739	Trim	Magnolia	3	Full Trim	Staff		
10/7/2024	739	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
10/7/2024	739	Trim	Magnolia	2	Full Trim	Staff		

10/7/2024	749	Clearance	Carrotwood	2	Clear, End Weight	Staff		
10/7/2024	921	Trim	Guadalupe Palm	3	Full Trim	Staff		
10/7/2024	921	Clearance	Carob Tree	2	Clear, End Weight	Staff		
10/7/2024	921	Trim	Guadalupe Palm	2	Full Trim	Staff		
10/8/2024	949	Trim	Magnolia	4	Full Trim	Staff		
10/8/2024	382	Trim	Redbud	4	Full Trim	Staff		
10/8/2024	120	Clearance	King Palm	3	Clear, End Weight	Staff		
10/8/2024	120	Clearance	King Palm	3	Clear, End Weight	Staff		
10/8/2024	120	Trim	King Palm	3	Full Trim	Staff		
10/8/2024	120	Trim	King Palm	3	Full Trim	Staff		
10/8/2024	2054	Clearance	Queen Palm	2	Clear, End Weight	Staff		
10/8/2024	2054	Clearance	Ficus Benjamina	2	Clear, End Weight	Staff		
10/8/2024	2175	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
10/8/2024	2175	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
10/8/2024	2044	Clearance	Brazilian Pepper	2	Clear, End Weight	Staff		
10/8/2024	208	Clearance	Plum Tree	2	Clear, End Weight	Staff		
10/8/2024	2083	Trim	Henkelii Tree	2	Full Trim	Staff		
10/8/2024	2109	Removal	Peach Tree	2	Resident Request	Staff	<b>TBA</b>	<b>TBA</b>
10/8/2024	917	Trim	Phoenix Robellini	2	Full Trim	Staff		
10/9/2024	2064	Trim	Phoenix Robellini	2	Full Trim	Staff		



United Mutual  
Orange QC Reports  
9/13/24 - 10/16/24

Inspections

Average Inspection Score	Inspections
98.95%	88

Inspections Performed Per Month	
Month	Inspection Count
9/15/2024	9
9/22/2024	31
9/29/2024	9
10/6/2024	30
10/13/2024	9

Location Name	Average Inspection Percentage Score	Inspection Count
United Mutual / (530) Section 1	98.18%	7
United Mutual / (530) Section 2	99.01%	39
United Mutual / (530) Section 3	98.83%	12
United Mutual / (530) Section 4	99.09%	30

Tickets

QC Tickets Created Per Day	
Month	Ticket Count
9/22/2024	5
10/6/2024	1

Flagged Inspection Tickets Created by Location	
Area	Flagged Inspections
United Mutual / (530) Section 1	4
United Mutual / (530) Section 4	2

Top 3 Tickets	
Type of Ticket	Reason
Tree	Branch in contact with building
Irrigation	Leaking Sprinkler
Pest	Gopher activity and Beehives

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Village Management Services, Inc.

# Landscaping Services

## Kurt Wiemann, Director of Field Operations

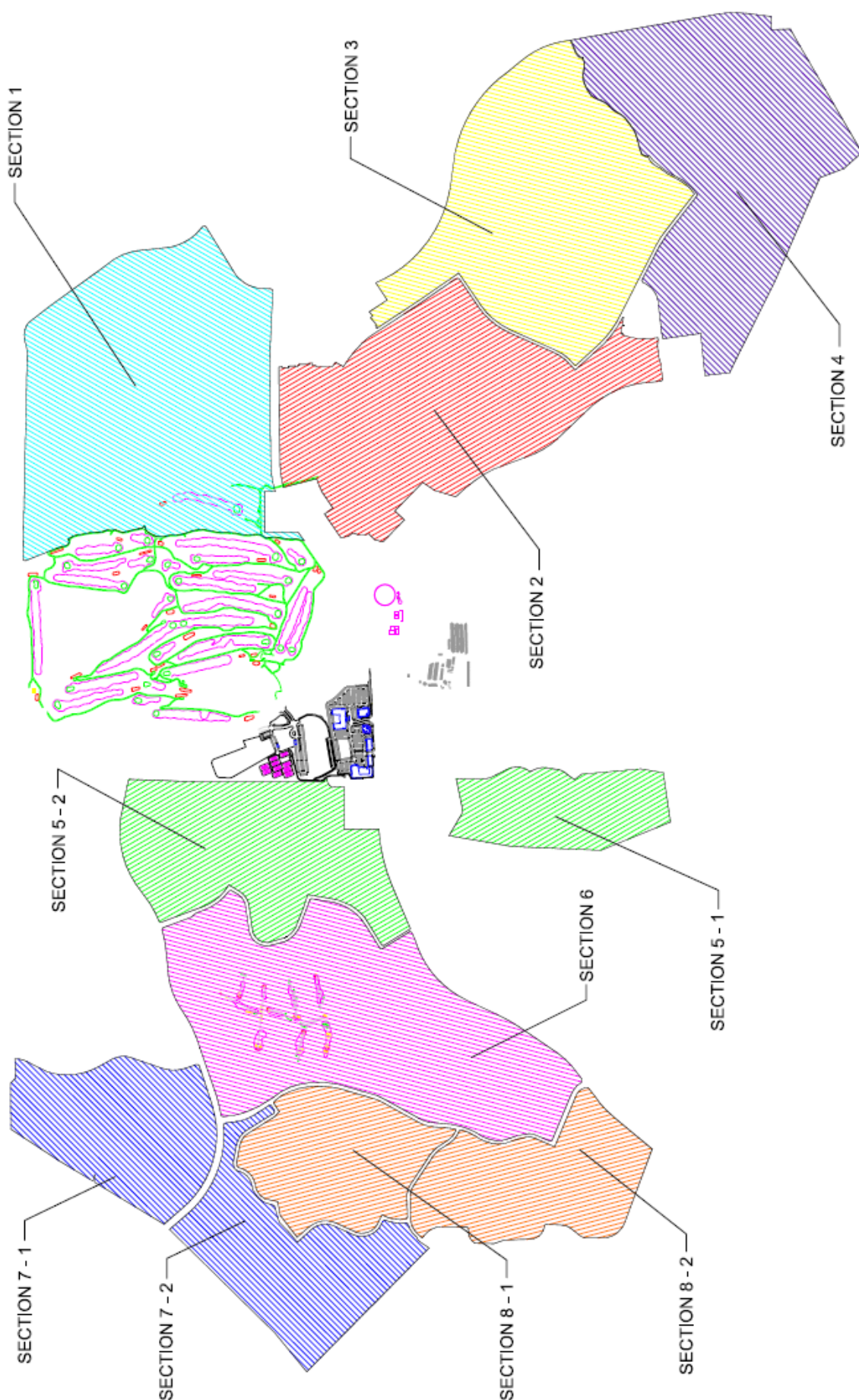
October 28, 2024



# Landscaping Services Overview

Landscape Department Maintained Acreage						
	Turf	Shrubs	Slopes	Total Acres	Edging (miles)	Trees
Third	165.0	83.1	118.7	366.8	67.5	14,974
United	138.0	75.1	23.5	236.7	84.5	17,983
GRF	7.5	12.4	27.6	47.5	0.6	4,506
Total	310.5	170.7	169.9	651.1	152.6	37,463

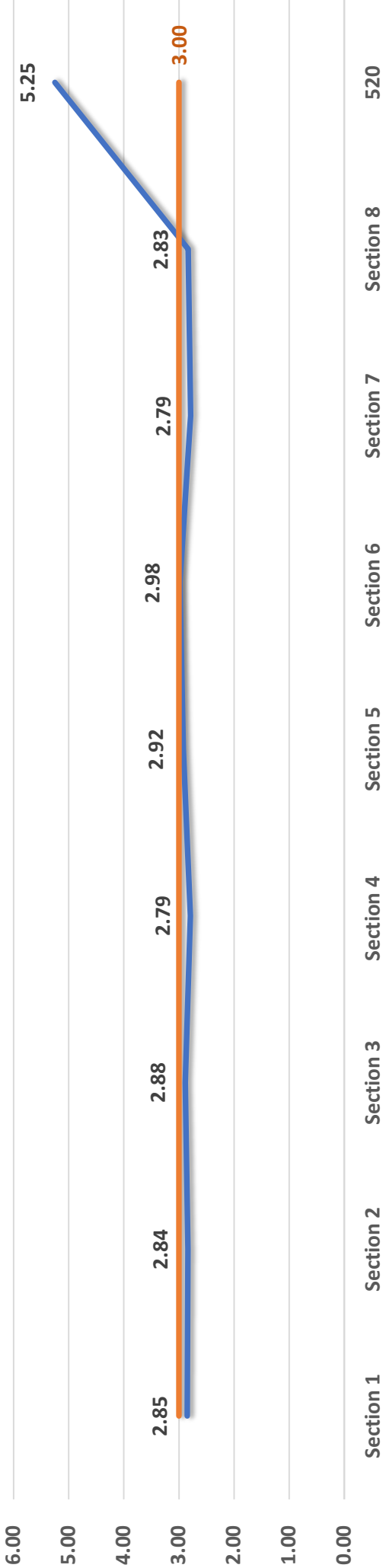
# Landscaping Services Overview



# Ground Maintenance

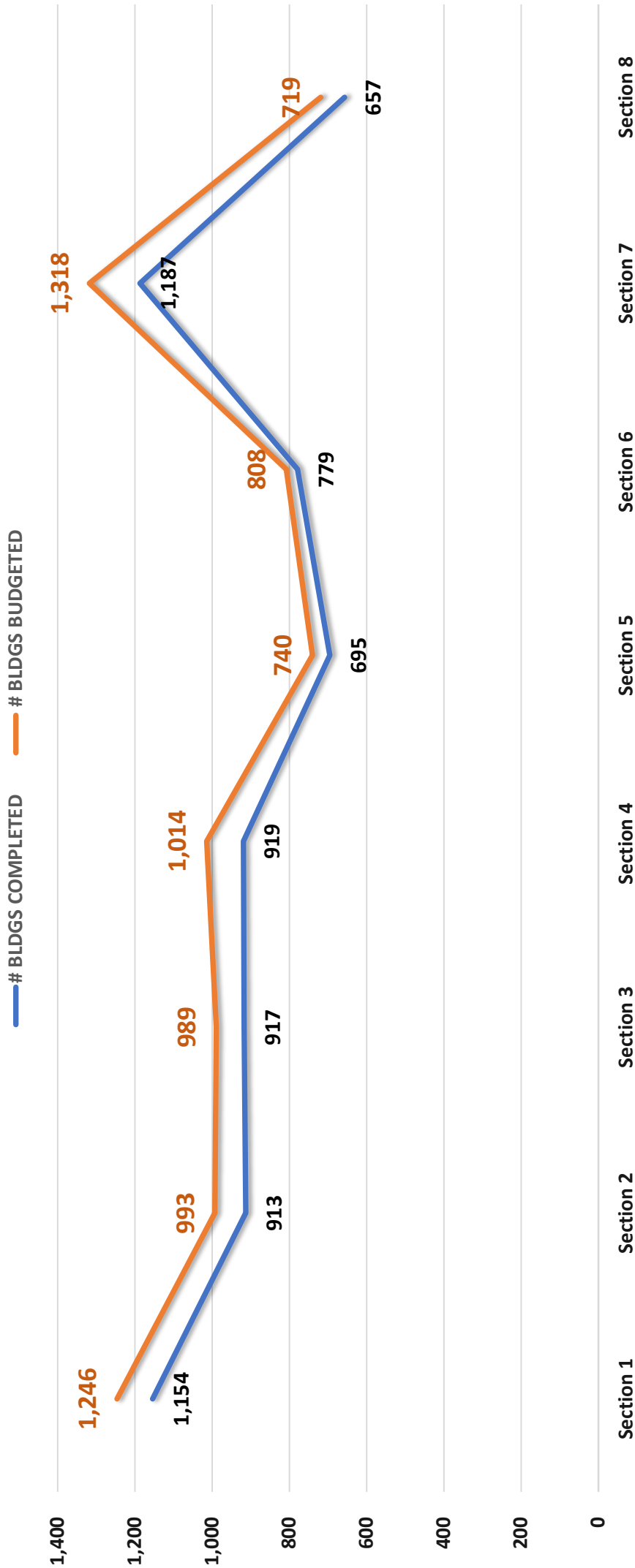
## Completed Trim Cycles by Section As of September 30, 2024

— Actual — Budgeted Cycles



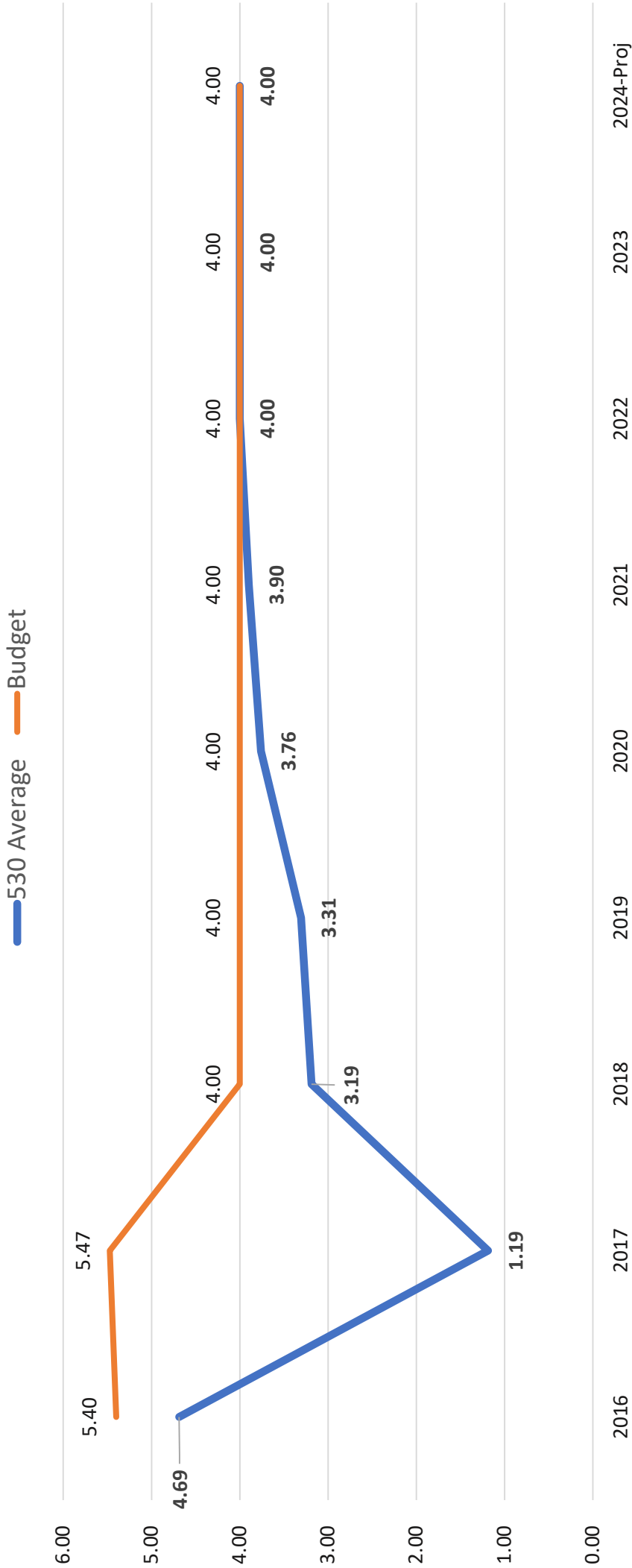
# Ground Maintenance

## 530 Shrub-Bed Maintenance Seasonally Adjusted Number of Buildings As of September 30, 2024



# Grounds Maintenance

Average Cycles for 2016-2024



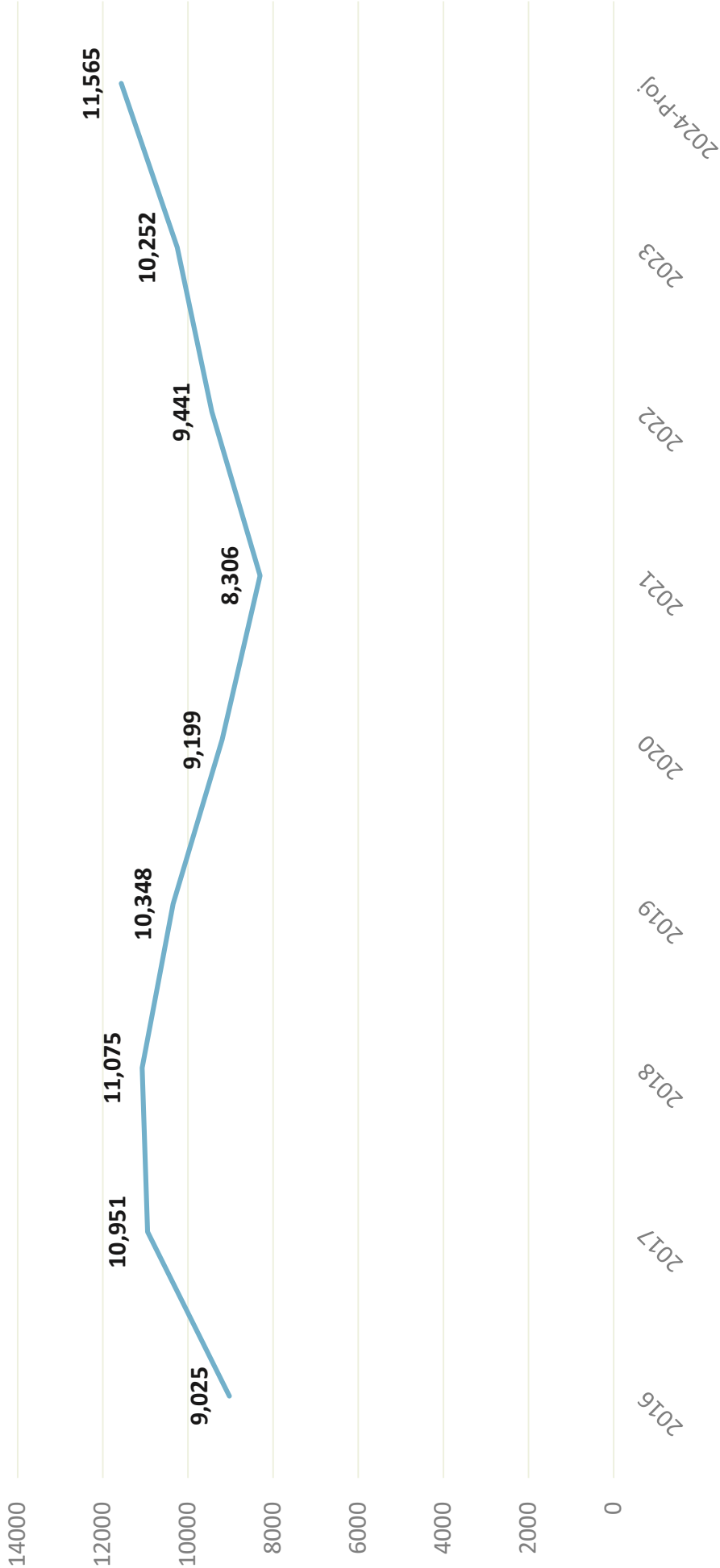
Industry Standard 12 Cycles



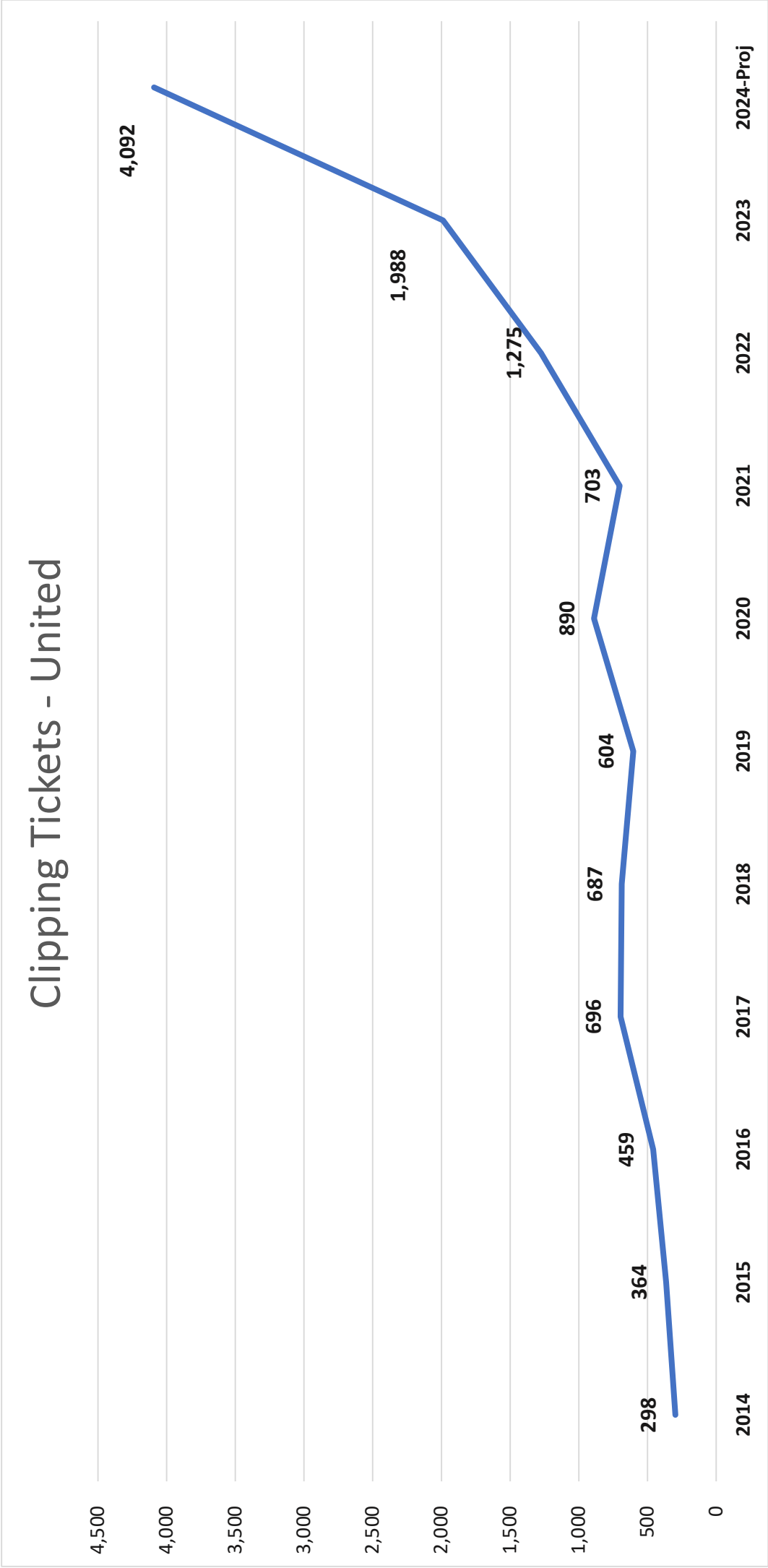
# Total Landscape Tickets- United



Total Landscape Tickets - United Mutual



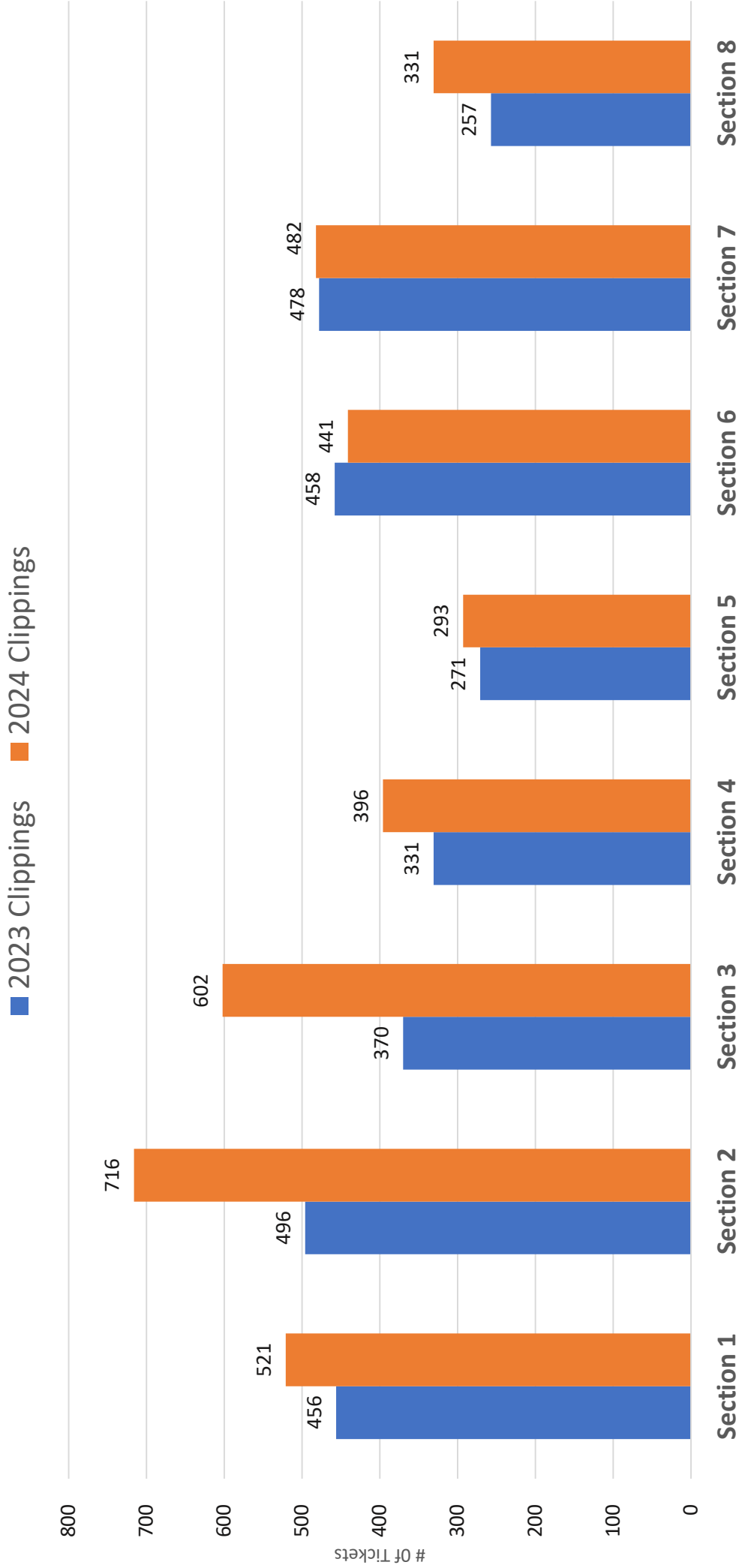
# Total Clippings Tickets- United

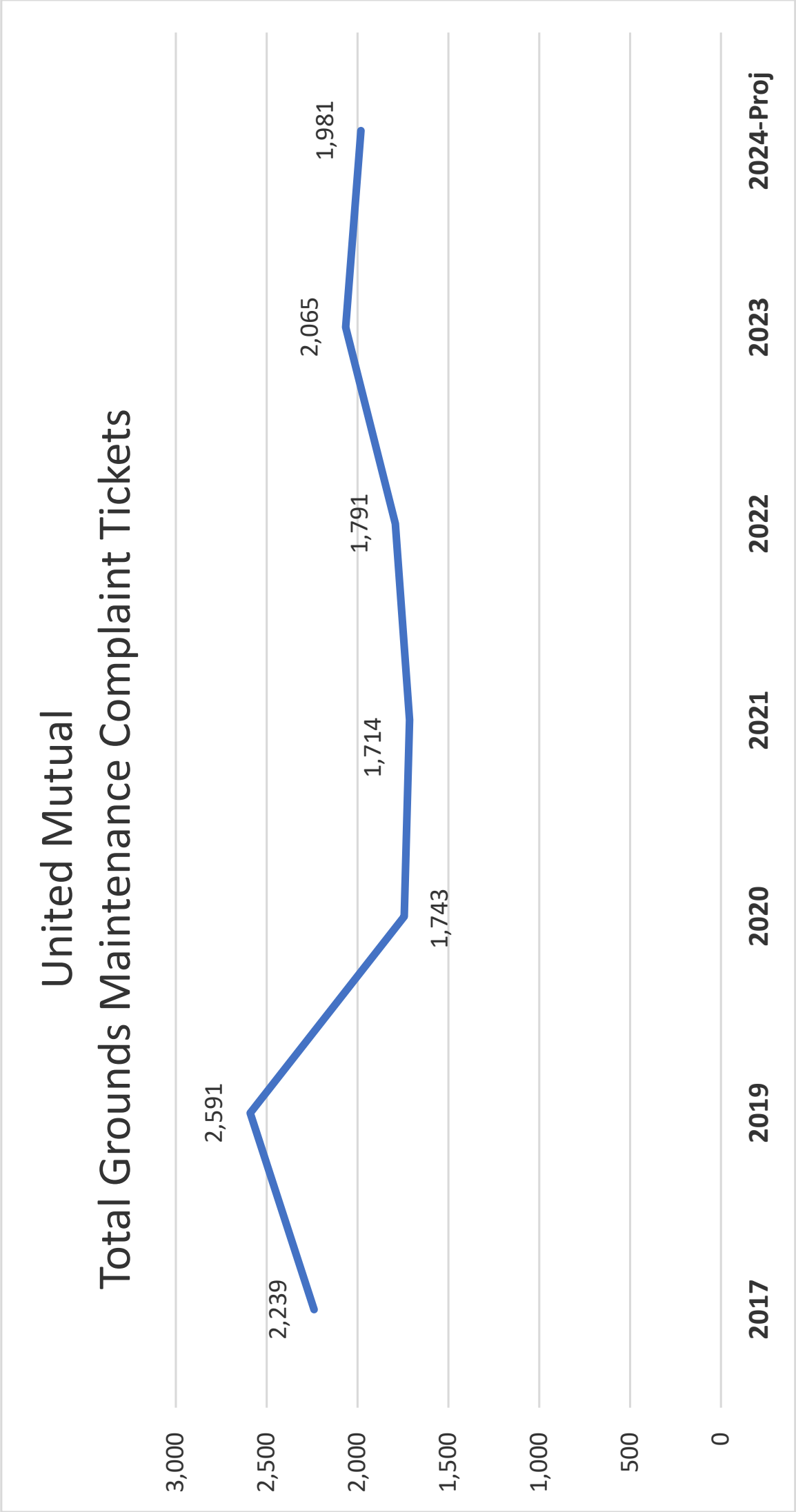




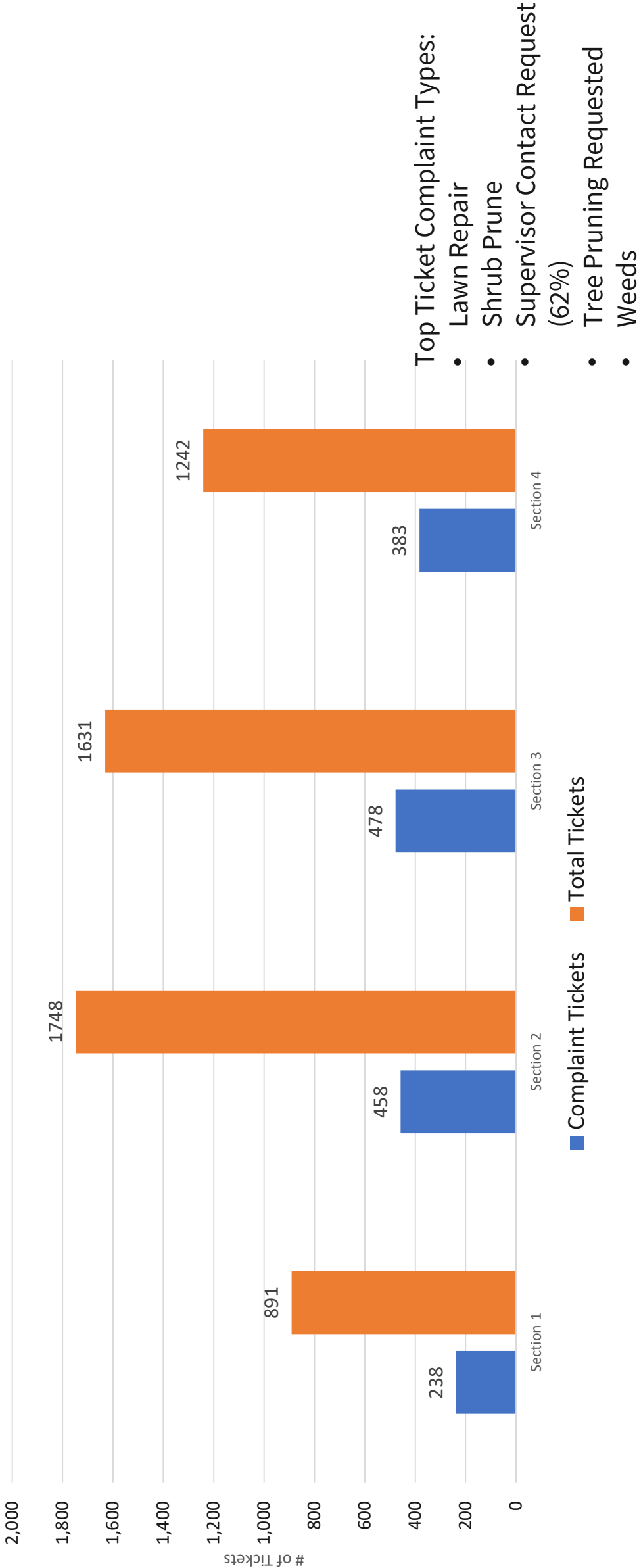
# Grounds Maintenance - Clippings

## 2023-2024 YTD September Comparison





United Mutual  
Grounds Maintenance Tickets  
Third Quarter 2024

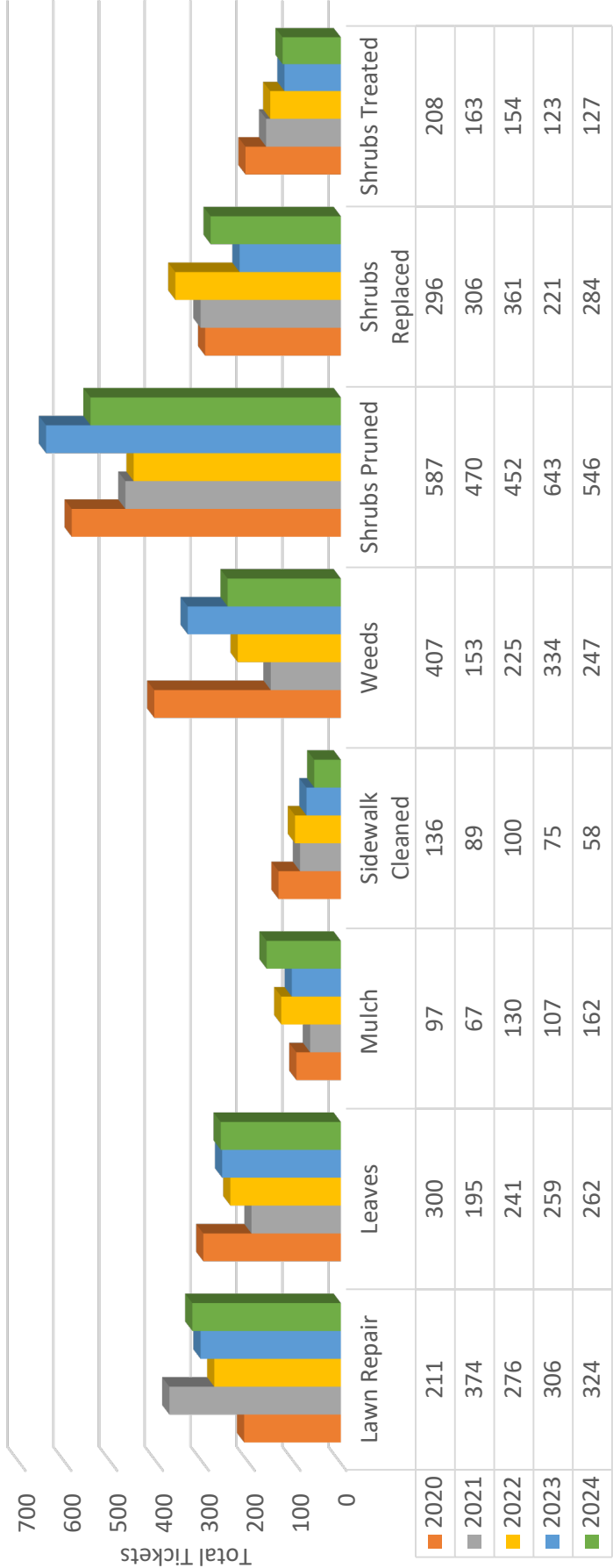


Section 1	Section 2	Section 3	Section 4	Total
26.71%	26.20%	29.31%	30.84%	28.25%

# 2020-2024 First Quarter Key Tickets



530 Grounds Maintenance - Third Mutual  
Key Tickets YTD September 2020-2024



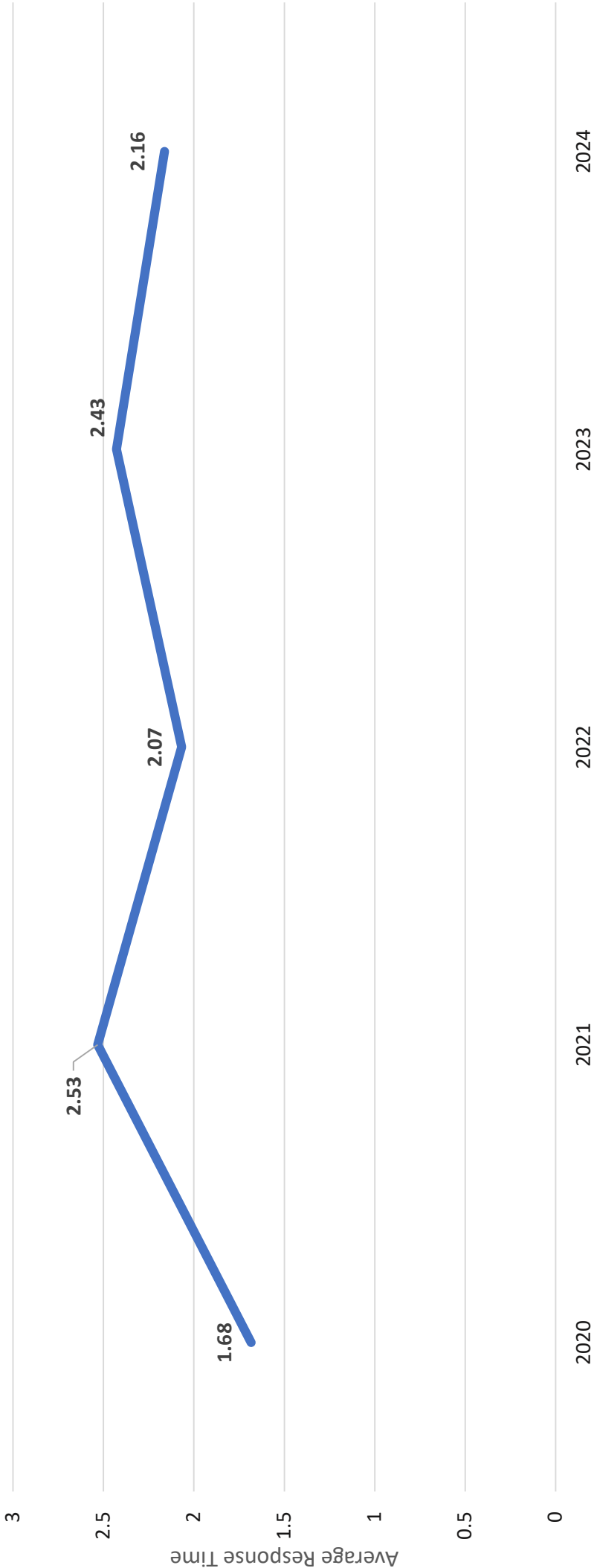
## 2023 – 2024 Difference

Lawn Repair	Leaves	Mulch	Sidewalk Cleaned	Weeds	Shrubs Pruned	Shrubs Replaced	Shrubs Treated
18	3	55	(17)	(87)	(97)	63	4

# Average Response Time for Key Tickets

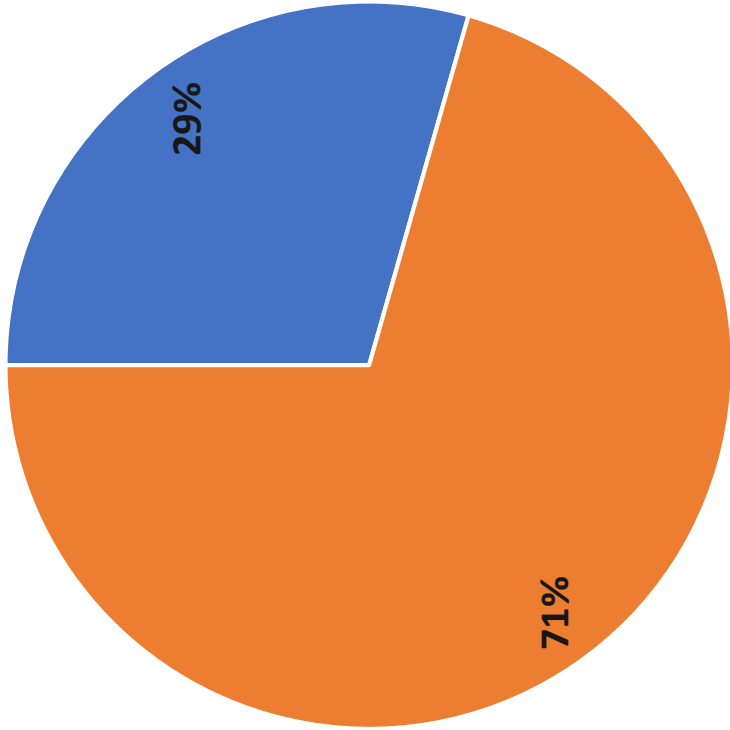


530 Grounds Maintenance  
Average Response Time For Key Tickets  
YTD September 2020-2024



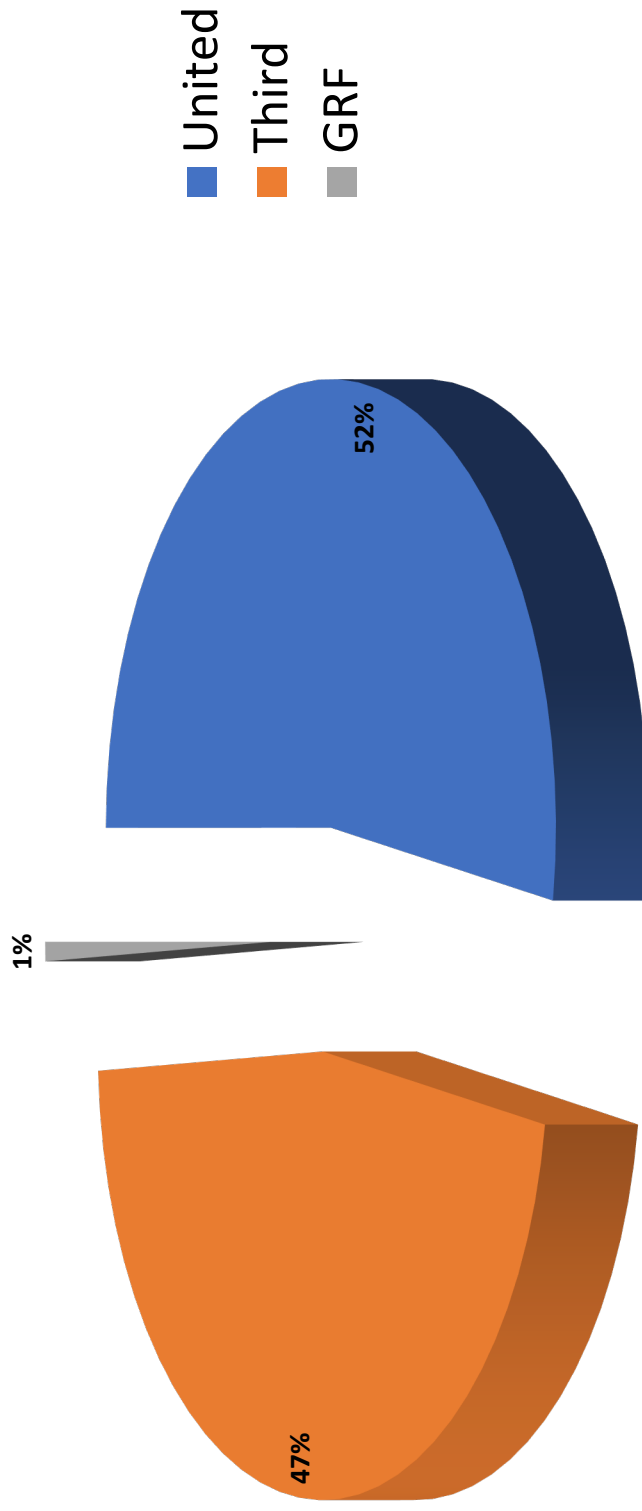
## 530 Grounds Maintenance 2024 Third Quarter Total Completed Tickets

■ Closed by Sections   ■ Ticket Crew





## Landscape Division 2024 Total Ticket Volume - Third Quarter





Village Management Services, Inc.

# Questions



## STAFF REPORT

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**DATE:** October 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Off-Schedule Tree Trimming Request: 302-B Avenida Sevilla – Podocarpus Tree

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### **RECOMMENDATION**

Deny the request for the off-schedule trimming of one Podocarpus tree located at 302-B Avenida Sevilla.

### **BACKGROUND**

The requestor became a Member in November 2021, and is requesting the off-schedule trimming of one Podocarpus tree, *Afrocarpus gracillior* located in the shrub bed area at the front of the unit.

The reason cited for the trimming request is leaf debris and a suggestion of a 50% reduction in the canopy. Any scheduled tree trimming would not prune more than 25% of any tree canopy per ANSI specification. There is one additional signature on the Mutual Request Form in favor of the trimming (Attachment 1).

The tree was last pruned in August 2022. Trimming is tentatively scheduled for fiscal year 2025. This tree species is on a three-year trimming cycle.

The height of the Podocarpus tree is approximately 30-45 feet, with a trunk diameter of approximately 20 inches. The tree is growing approximately five feet from the common sidewalk (Attachment 2).

### **DISCUSSION**

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

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

### **FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$800. 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, Landscape Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs

RECEIVED  
OCT 01 2024

BY: Jf



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.*

302 B

Address

10/1/24

Today's Date

ANTONELA CARMI

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): POTOCARPUS TREE TRIMMING 50%

### 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.

LARGE PODOCARPUS TREE IN FRONT OF  
MY UNIT - GARDENER SUGGESTED 50%  
TRIMMING, THE LEAVES AND FRUITS ARE CONTINUALLY  
DROPPING ON STEPS AND SIDEWALK AND IN FRONT OF MY GATE

### 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
	#303 	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

ANTONELLA CARMU  
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

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**DATE:** October 28, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal or Off-Schedule Tree Trimming Request: 303-D Avenida Sevilla – Podocarpus Tree

---

### **RECOMMENDATION**

Deny the request for the tree removal and off-schedule trimming of one Podocarpus tree located at 303-D Ave Sevilla.

### **BACKGROUND**

The requestor became a Member in October 2023, and is requesting the off-schedule trimming or removal of one Podocarpus tree, *Afrocarpus gracillior* located in the shrub bed area at the front of the unit.

The reason cited for the removal and/or trimming request is leaf debris and uplifting the entry sidewalk. There are two additional signatures on the Mutual Request Form in favor of the trimming. (Attachment 1).

The trees were last pruned in August 2022. Trimming is tentatively scheduled for fiscal year 2025. This tree species is on a three-year trimming cycle.

The height of the Podocarpus tree is approximately 30-45 feet, with a trunk diameter of approximately 16 inches. The tree is growing approximately five feet from the common sidewalk (Attachment 2).

### **DISCUSSION**

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

Leaf litter does not constitute an off-schedule trimming nor a tree removal. There is some lifting of the adjacent sidewalk; staff recommends grinding the concrete edge to eliminate any potential trip hazard, a ticket has been placed into the system.

The tree does not meet the parameters set forth in §3.2.2.1, Tree Pruning Recommendations, of the United Mutual Urban Forest Management Plan. It is the recommendation of staff the off-schedule trimming and removal be denied. It is Staff's recommendation to trim the tree on-schedule in 2025 to root prune and perform concrete edge grinding in 2024.

**FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$800. The estimated cost to remove the tree is \$1,242.  
The estimated value of the tree is \$6080 based on the tree inventory data.

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

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

Megan Feliz, Landscape Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs

RECEIVED  
OCT 03 2024

BY: \_\_\_\_\_



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.

303 Ave Sevilla Unit D

Address

Elvira Faelnar

Resident's Name

10/1/24

Today's Date

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): Requesting either tree removal or trimming whichever is appropriate.

### 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.


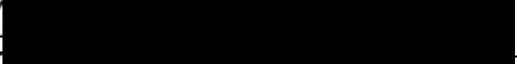
### Description & Location of Request

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.

Roots of Podocarpus gracilior tree in front of manor 303D are lifting the walkway which makes me worry about my plumbing pipes, too. It is overgrown and messy that I have to sweep almost everyday and put the pile of needles inside the green bin.

### 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
	304B	✓		
	302B	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.



Owner's Signature

Elvira Faehnar

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:** October 22, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: 463-B Avenida Sevilla – Canary Island Pine

---

### **RECOMMENDATION**

Approve the request for the removal of one Canary Island Pine tree located at 463-B Avenida Sevilla.

### **BACKGROUND**

The requestor became a member in September 2017, and is requesting the removal of one Canary Island Pine tree, *Pinus canariensis*, located in the turf area at the front of the unit.

The reasons cited for the removal request are structural damage and pedestrian liability. Root bulges adjacent to the sidewalk indicate root impaction against the sidewalk. There are several cracks in the sidewalk which had been previously repaired due to root damage. There are six additional signatures on the Mutual Request Form in favor of the removal (Attachment 1).

The height of the tree is approximately 60 feet, with a trunk diameter of approximately 20 inches. The tree is growing approximately six feet from the common walkway (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in good health but in a poorly placed location. There were no signs of pests or prior pest activity. There was no deadwood in the canopy and no decay present.

The tree has outgrown the area in which it was planted. The root system has caused ongoing damage to the infrastructure. Root pruning would leave the tree unstable and susceptible to falling.

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

### **FINANCIAL ANALYSIS**

The recurring cost to trim the trees is \$395 each. The estimated cost to remove the tree is \$1,580. The estimated value of the tree is \$4,890 based on the tree inventory data.



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

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

Megan Feliz, Landscape Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



## MUTUAL LANDSCAPE REQUEST FORM

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

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

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

### Resident/Owner Information

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

463 Avenida Sevilla, Unit B  
Address

9/24/24  
Today's Date

Valerie Schaller  
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      ☐ View Obstruction  
☐ Other (explain): *Dangerous*

#### 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.

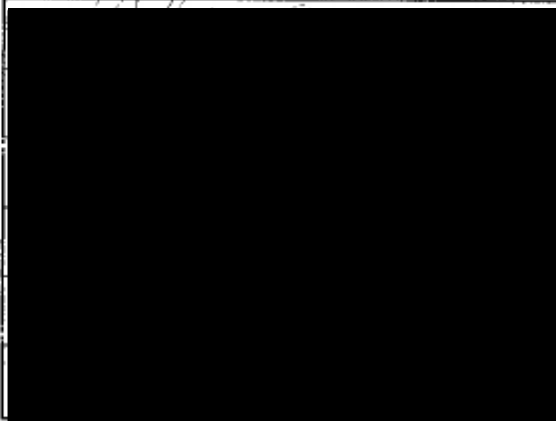
### Description & Location of Request

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.

Corner of greenspace by Unit 463B and 464B.  
Sidewalk cracked Dangerous - 464B hit on head from  
pine cone had 7 staples. Unhealthy from pollen.  
Can't use patio for 3 months in the spring. Fire hazard.

### 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
	463-0	X		
	464-B	X		
	464-A	X		
	464-C	X		
	er 464D	X		
	464-0	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

Valerie Schaller  
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: \_\_\_\_\_





















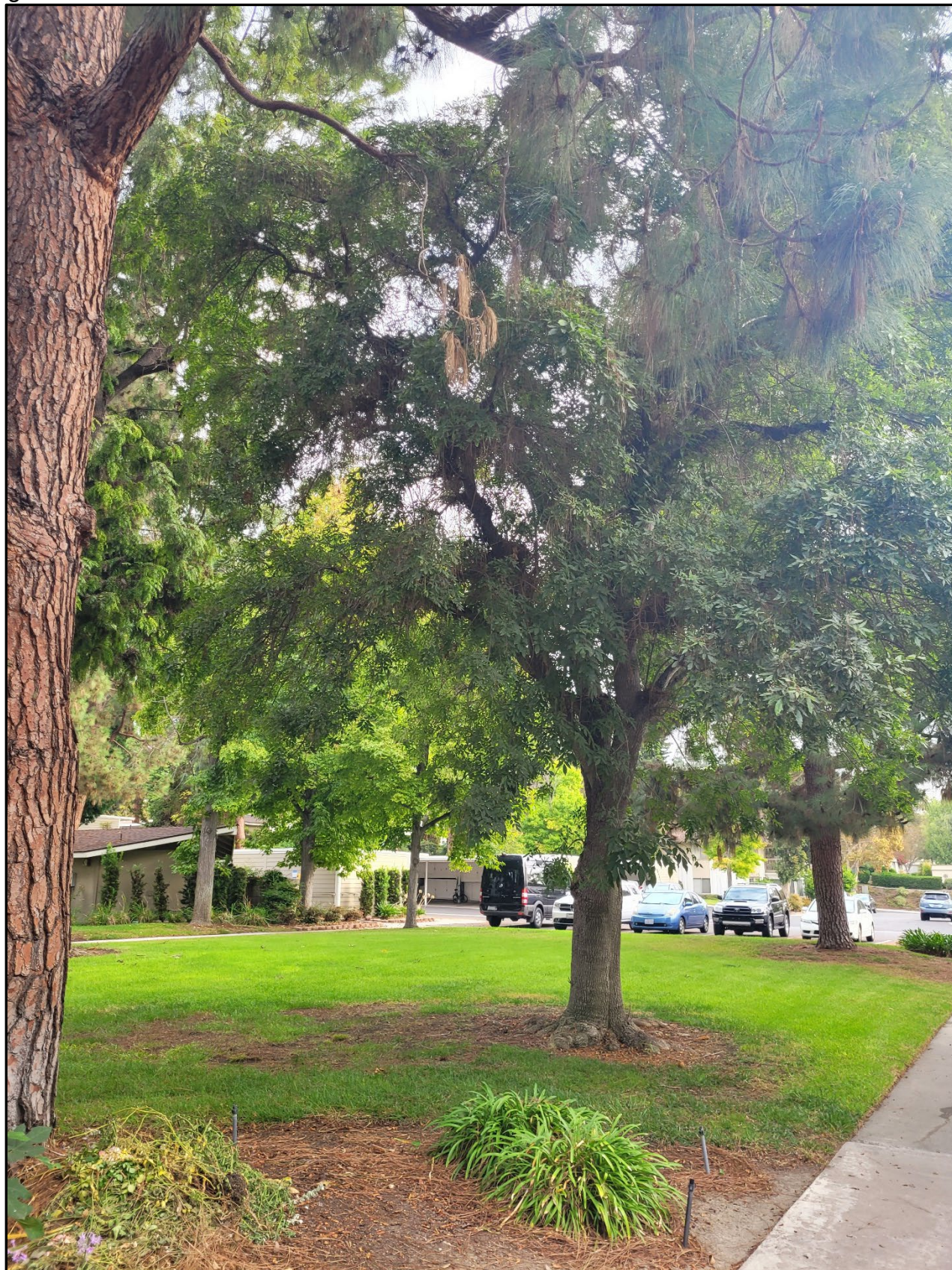
















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## STAFF REPORT

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**DATE:** October 28, 2024  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Request: 325-Q Avenida Carmel

---

### **RECOMMENDATION**

Deny the request to plant drought-tolerant hedges in the turf to conceal the dumpster at the southwest corner of 325-Q Avenida Carmel.

### **BACKGROUND**

The resident requests that Mutual remove turf and plant drought-tolerant hedges to camouflage the dumpster at 328 Via Carmel (Attachment 1). The landscape request form states the dumpsters is an eyesore in the surrounding area.

### **DISCUSSION**

The proposal suggests removing a portion of the turf and installing 5-foot-tall hedges to conceal the concrete enclosure around the dumpster. The resident notes that similar installations exist in various locations throughout Laguna Woods Village.

While it is true that some areas near carports and dumpsters have hedges, those locations typically include turf or shrub beds suitable for such plantings. However, in this specific location, there is no existing shrub bed or sufficient space to add one due to the proximity of the sidewalk. Adding hedges would require placing them directly in the turf area, which could complicate mowing and maintenance operations, particularly when navigating around the corners.

Staff recommends denying the hedge request and adding the location to the ongoing tree location assessment regarding the possibility of planting a tree in the turf area. The space could be ample enough to accommodate a tree, which, once mature, would provide a natural screen for the dumpster.

### **FINANCIAL ANALYSIS**

There is no cost associated with denying this request. Removing the turf, relocating and installing new irrigation, and installing hedges would incur an estimated cost of \$5,000. The required hedge plants are not currently available in the nursery at the specified height. If a tree were to be planted instead, the cost would vary depending on the species, but it would be approximately \$1,500 and is in the existing budget.

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

**ATTACHMENT(S)**

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

RECEIVED  
FEB 16 2024



BY: JF **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.*

325 Avenida Carmel, Unit Q  
Address

02/16/24  
Today's Date

LYNDA ROGERS  
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): plant native or drought-tolerant hedges to camouflage the trash/dumpster area

### 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): camouflage trash/dumpster area

### 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.

Plant tall hedges to camoflaue trash/dumpster on the southwest corner of lawn/grass adjacent to 325 Avenida Carmel

Note - other LNV areas have hedges to camoflaue trash bins

## 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
	C			
	D	✓		
	P	✓		
	Q	✓		

(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

02/16/24

## OFFICE USE ONLY

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

530 \_\_\_\_\_ 540 \_\_\_\_\_ 570 \_\_\_\_\_ LAST PRUNED: \_\_\_\_\_

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

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

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

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



To: + [REDACTED]

TJ or Diane Drinnon - wife owners

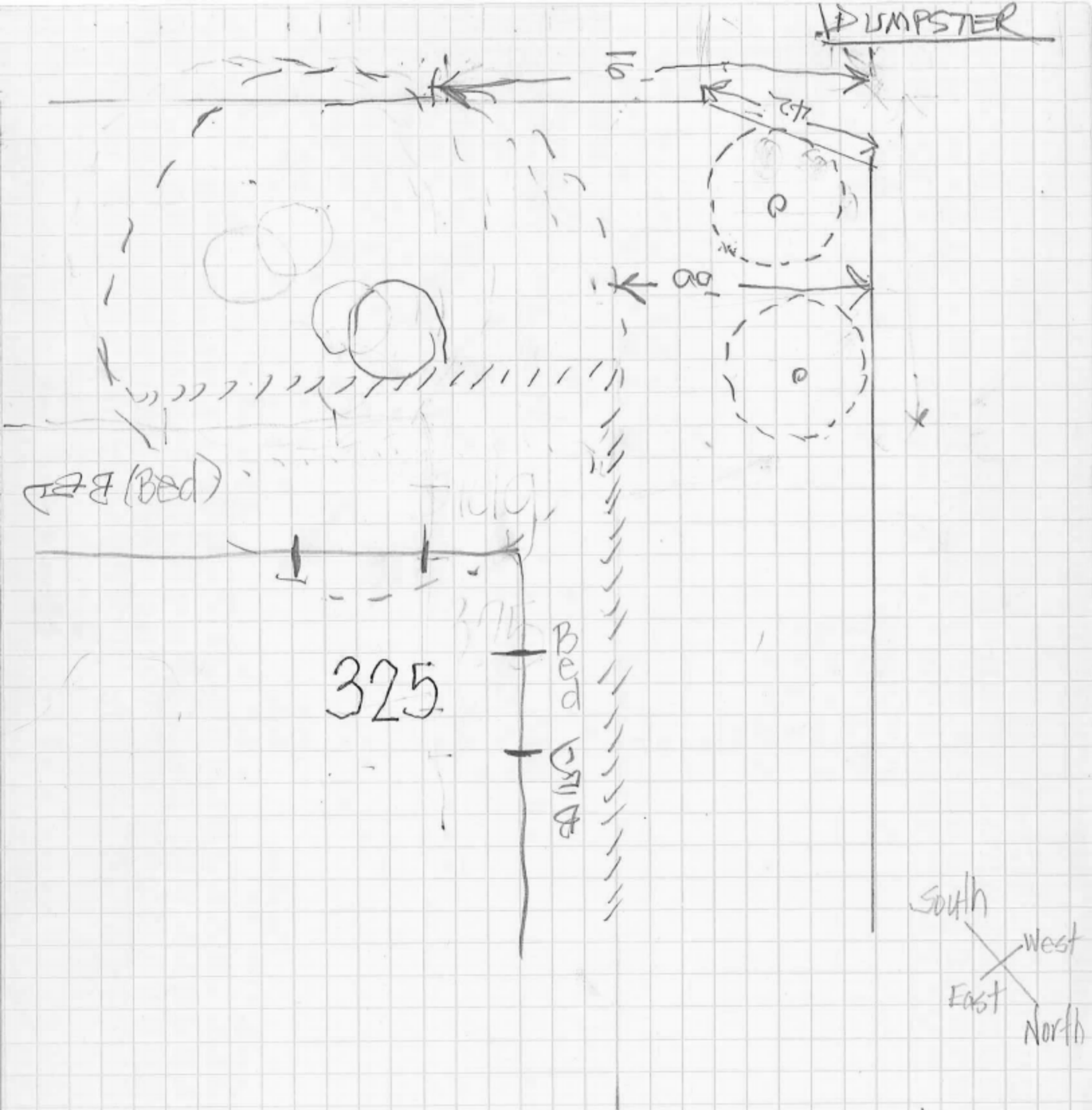
Message  
Tuesday 7:20 PM

Hi TJ: Lyndak Denny from upstairs of your LWN unit - trying to obtain a signature from your unit - to have some hedges planted alongside the walkway to camouflage the trash bins - thank you for responding - then i will send my email address for you to state yes or no or undecided

Read 11:27 PM

Yes I agree that hedges would be nice there. FYI this is Diane's number. When you respond, please send to my phone at 708-308-0824.  
Thx - TJ

Tenant is too frail to sign



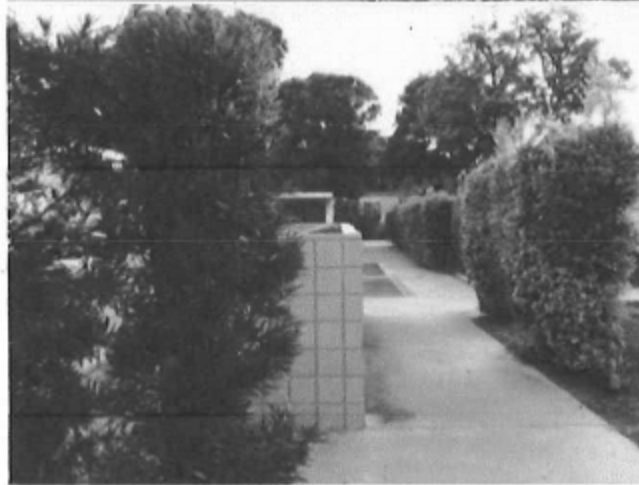
Xeriscape  
Native flora  
drought-tolerant

Legend  
⊗ = Hedge  
> 6'

- 2\*\* Lemonade Berry (*Rhus Integrifolia*)  
3-30'
- 1\* Toyon (Calif. Holly) *Heteromeles Arbutiflora*  
6-10' H (→ 8' W) 8-10' apart



Planted hedges used as a natural fence to hide trash bins – as shown in other parts of Laguna Woods Village:





**Attachment 2**





















