



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

**Monday, December 11, 2023 – 9:30 a.m.  
BOARD ROOM/VIRTUAL  
Laguna Woods Village  
24351 El Toro Road, Laguna Woods, CA**

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

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

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

**AGENDA**

1. Call Meeting to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Meeting Report for September 25, 2023
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. 52-B Tree Removal Request
10. 385-C Tree Removal Request
11. 2066-B Landscape Request for Groundcover Removal
12. 60-Q Bench Request
13. Friendship Walk Benches

Concluding Business

14. Committee Member Comments
15. Date of Next Meeting – January 22, 2024 at 1:30 p.m.
16. Adjournment

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

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



**OPEN MEETING**

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

**Monday, September 25, 2023 – 1:30 P.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Diane Casey, Sue Quam, Anthony Liberatore

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** None.

**ADVISORS PRESENT:** Mary Sinclair, Ann Beltran

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

**1. Call to Order**

Director Casey called the meeting to order at 1:33 p.m.

**2. Acknowledgment of Media**

No media was present.

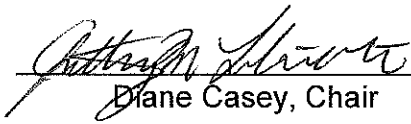
**3. Approval of the Agenda**

Director Quam motioned to approve the agenda. Director Liberatore seconded. The agenda was approved unanimously.

**4. Approval of the Meeting Report for August 28, 2023.**

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

United Laguna Woods  
Landscape Committee  
September 25, 2023

  
Diane Casey, Chair

**Signature:**

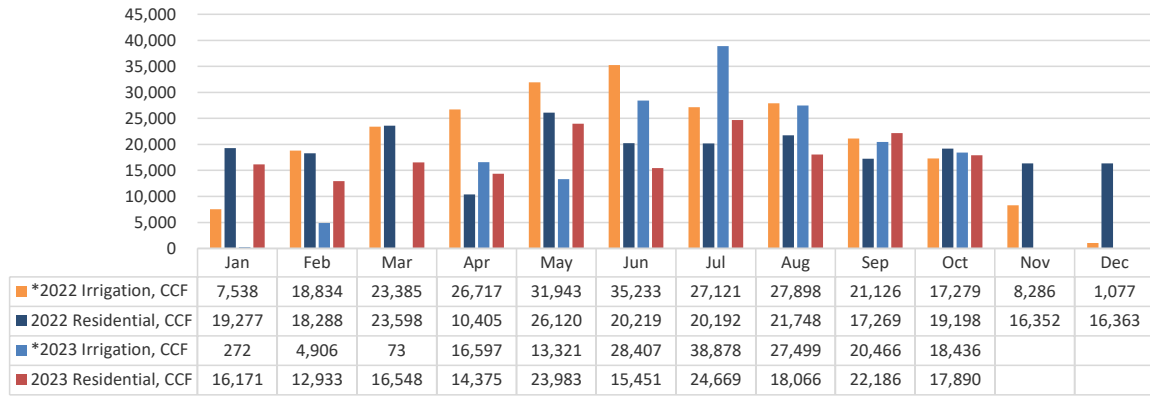
**Email:** caseydm1@gmail.com



United Mutual Landscape Project Log December 11, 2023 2023 Reserve Fund Projects (As of 09/30/2023)									
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.	Work on locations under Committee review.	n/a	Annual	63.10%	\$ 177,744	\$112,154	\$ 65,590
	540-Staff		Work scheduled for Fall 2023	n/a	Annual	57.16%	\$ 24,985	\$ 14,281	\$ 10,704
	Contracted		Completed 8/31/23	P100011800	7/26/2023	100.00%	\$ 189,480	\$ 146,682	\$ 42,798
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, on schedule.	MIS106-2201-01	Annual	68.15%	\$ 73,913	\$ 50,370	\$ 23,543
Tree Maintenance	Great Scott Tree Services, Inc.	The annual program a combination of contracted work and in-house staff, working on a 5 year species-based trim cycle. Contractor performs mainly scheduled annual maintenance and isolated removals. Staff crew focuses on customer service.	Contracted tree crews trimmed 2,380 trees, removed 26 and planted 1 tree.	P100011261	Annual	98.58%	\$ 544,266	\$ 536,561	\$ 7,705
	In-House Tree Crew		As of October 31, 2023, the in-house crew trimmed 469 trees, removed 88 and planted 13 trees.	n/a		58.61%	\$ 395,240	\$ 231,660	\$ 163,580



## United Mutual - Water Consumption 2022-2023 Trends



\*Estimated Irrigation Usage



United Mutual Off Schedule tree Work						
Date	Manor	Description	Tree Type	Labor Hours	Reason	Decision Level
9/1/2023	509	Clearance	Yellow Oleandar	2	Clear, End Weight	Staff
9/2/2023	215	Clearance	Liquid Ambar	2	Clear, End Weight	Staff
9/3/2023	419	Hanger	Stone Pine	2	Hanger in Canopy	Staff
9/5/2023	2076	Trim	Cypress Myrtle	2	Full Trim	Staff
9/5/2023	2077	Hanger	Chinese Elm	4	Hanger in Canopy	Staff
9/5/2023	2142	Removal	Little Gem	2	In Decline	Staff
9/6/2023	273	Hanger	Silk Oak	2	Hanger in Canopy	Staff
9/7/2023	2163	Removal	Cypress Myrtle	2	In Decline	Staff
9/11/2023	2077	Removal	Chinese Elm	15	In Decline	Staff
9/11/2023	2077	Clearance	Fern Pine	10	Clear, End Weight	Staff
9/12/2023	2077	Clearance	Fern Pine	4	Clear, End Weight	Staff
9/12/2023	482	Removal	Carolina Cherry	12	In Decline	Staff
9/13/2023	521	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
9/14/2023	592	Clearance	Crape Myrtle	2	Clear, End Weight	Staff
9/15/2023	2035	Trim	Canary Island Pine	13	Full Trim	Staff
9/13/2023	882	Hanger	Shamel Ash	2	Hanger in Canopy	Staff
9/18/2023	740	Clearance	Japanese Black Pine	1	Clear, End Weight	Staff
9/19/2023	2048	Hanger	Cypress Myrtle	1	Hanger in Canopy	Staff
9/19/2023	934	Clearance	Brazilian Pepper	1	Clear, End Weight	Staff
9/19/2023	934	Clearance	Brazilian Pepper	1	Clear, End Weight	Staff
9/19/2023	212	Removal	Lyland Cypress	2	In Decline	Staff
9/19/2023	212	Clearance	Lyland Cypress	1	Clear, End Weight	Staff
9/19/2023	212	Clearance	Lyland Cypress	1	Clear, End Weight	Staff
9/19/2023	212	Clearance	Lyland Cypress	1	Clear, End Weight	Staff
9/19/2023	212	Clearance/Hanger	Lyland Cypress	2	Clear, End Weight/Hanger in Canopy	Staff
9/19/2023	2016	Clearance/Hanger	Rusty Leaf Fig	2	Clear, End Weight/Hanger in Canopy	Staff
9/19/2023	2085	Clearance	Indian Laurel Fig	1	Clear, End Weight	Staff
9/19/2023	2085	Clearance	Weeping Fig	1	Clear, End Weight	Staff
9/19/2023	934	Clearance	Brazilian Pepper	1	Clear, End Weight	Staff
9/20/2023	2009	Hanger	Silk Oak	1	Hanger in Canopy	Staff
9/20/2023	167	Clearance/Hanger	Crape Myrtle	2	Clear, End Weight	Staff
9/20/2023	166	Clearance/Hanger	Liquid Ambar	2	Clear, End Weight	Staff
9/20/2023	166	Clearance/Hanger	Liquid Ambar	2	Clear, End Weight	Staff
9/20/2023	166	Clearance/Hanger	Liquid Ambar	2	Clear, End Weight	Staff
9/20/2023	169	Trim	Liquid Ambar	2	Trim in Canopy	Staff
9/20/2023	169	Trim	Liquid Ambar	2	Trim in Canopy	Staff
9/20/2023	169	Trim	Liquid Ambar	2	Trim in Canopy	Staff
9/20/2023	650	Hanger	Italian Stone Pine	1	Hanger in Canopy	Staff
9/20/2023	2009	Hanger	Fern Pine	1	Hanger in Canopy	Staff
9/20/2023	2133	Removal	Idaho Lucust	1	Removal in Canopy	Staff
9/20/2023	162	Hanger/Clearance	Liquid Ambar	2	Dry Wood	Staff
9/20/2023	162	Hanger/Clearance	Liquid Ambar	2	Dry Wood	Staff
9/21/2023	162	Clearance	Liquid Ambar	2	Clear, End Weight	Staff
9/21/2023	162	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
9/21/2023	738	Clearance	Liquid Ambar	2	Clear, End Weight	Staff
9/21/2023	184	Clearance	Crape Myrtle	2	Clear, End Weight	Staff
9/21/2023	184	Clearance	Crape Myrtle	2	Clear, End Weight	Staff
9/21/2023	545	Hanger/Clearance	Ginkgo Biloba	2	Clear, End Weight/Hanger in Canopy	Staff
9/21/2023	546	Hanger	Liquid Ambar	3	Hanger in Canopy	Staff
9/21/2023	732	Trim	Prunus	2	Trim in Canopy	Staff
9/21/2023	551	Clearance	Melacua	2	Clear, End Weight	Staff
9/21/2023	592	Trim	Queen Palm	2	Trim in Canopy	Staff
9/21/2023	699	Clearance	Red Bud	2	Clear, End Weight	Staff
10/3/2023	241	Hanger	Silk Oak	3	Hanger in Canopy	Staff
10/3/2023	954	Hanger	Black Pepper	2	Hanger in Canopy	Staff
10/3/2023	413	Hanger	Silk Oak	4	Hanger in Canopy	Staff
10/3/2023	436	Hanger	Black Pepper	3	Hanger in Canopy	Staff
10/3/2023	409	Hanger	African Sumac	2	Hanger in Canopy	Staff
10/3/2023	521	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
10/3/2023	602	Hanger	Aleppo Pine	4	Hanger in Canopy	Staff
10/3/2023	604	Hanger	Myoporum	3	Hanger in Canopy	Staff
10/3/2023	610	Trim	5 Podocarpus	5	Trim in Canopy	Staff
10/4/2023	768	Clearance	Loquat	2	Clear, End Weight	Staff
10/4/2023	138	Trim	Paper Bark	3	Clear, End Weight	Staff

10/4/2023	139	Trim	King palm	6	Clear, End Weight	Staff
10/4/2023	139	Clearance	Red Alder	2	Clear, End Weight	Staff
10/4/2023	132	Removal	White Birch	3	In Decline	Staff
10/4/2023	181	Removal	Cypress	4	In Decline	Staff
10/4/2023	145	Clearance	Rusty Leaf	2	Clear, End Weight	Staff
10/4/2023	140	Trim	New Zealand	3	Trim in Canopy	Staff
10/4/2023	176	Clearance	Golden Rain	5	Clear, End Weight	Staff
10/4/2023	728	Trim	Glossy Privet	2	Trim in Canopy	Staff
10/5/2023	695	Trim	Queen Palm	4	Trim in Canopy	Staff
10/5/2023	540	Clearance	Cypress Myrtle & King Palm	3	Clear, End Weight	Staff
10/5/2023	551	Clearance	Paper Bark	2	Clear, End Weight	Staff
10/5/2023	60	Clearance	Red Ironbark	2	Clear, End Weight	Staff
10/5/2023	2190	Removal	Lemon	2	In Decline	Staff
10/5/2023	58	Removal	Orchid Tree	6	In Decline	Staff
10/5/2023	20	Trim	Pink Trumpet	4	Trim in Canopy	Staff
10/5/2023	766	Clearance	Carolina Cherry	3	Clear, End Weight	Staff
10/5/2023	766	Clearance	Long Leafed	2	Clear, End Weight	Staff
10/5/2023	265	Trim	Peppermint	4	Trim in Canopy	Staff
10/5/2023	290	Trim	Patio Tree	2	Trim in Canopy	Staff
10/5/2023	354	Trim	Stone Pine	6	Trim in Canopy	Staff
10/5/2023	94	Removal	Permisson Tree	3	In Decline	Staff
10/10/2023	2002	Removal	Holly Tree	2	In Decline	Staff
10/10/2023	2038	Clearance	Edible Fig	3	Clear, End Weight	Staff
10/10/2023	2038	Clearance	Edible Fig	2	Clear, End Weight	Staff
10/13/2023	627	Hanger	Chinese Flame		Hanger in Canopy	Staff
10/13/2023	627	Grind Roots	Shamel Ash		Grind Roots	Staff
10/13/2023	167	Trim	Bottle Brush	2	Trim in Canopy	Staff
10/13/2023	81	Hanger	Cajeput	1	Hanger in Canopy	Staff
10/13/2023	2139	Trim	Guadalupe Palm	6	Trim in Canopy	Staff
10/13/2023	2139	Trim	Guadalupe Palm	6	Trim in Canopy	Staff
10/16/2023	2191	Clearance	Crape Myrtle	2	Clear, End Weight	Staff
10/16/2023	790	Trim	4 Queen palms	5	Full Trim	Staff
10/16/2023	789	Trim	Queen Palm	1	Full Trim	Staff
10/16/2023	791	Hanger	Silk Oak	2	Hanger in Canopy	Staff
10/16/2023	782	Hanger	Silk Oak	2	Hanger in Canopy	Staff
10/16/2023	825	Clearance	Fern Pine	3	Clear, End Weight	Staff
10/16/2023	825	Clearance	Afrocarpus Henkelli	2	Clear, End Weight	Staff
10/16/2023	825	Clearance	Orchid Tree	1	Clear, End Weight	Staff
10/16/2023	801	Removal	Plum	2	Resident Request	Staff
10/16/2023	801	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
10/16/2023	97	Trim	Coral Tree	4	Full Trim	Staff
10/16/2023	224	Clearance	Crape Myrtle	2	Clear,end weight	Staff
10/17/2023	256	Trim	Golden Medallion	3	Full Trim	Staff
10/17/2023	514	Clearance	Desert Willow	2	clear,end weight	Staff
10/17/2023	537	Clearance	Red Bud	2	clear,end weight	Staff
10/17/2023	783	Trim	Canary Isand Pine	12	Full Trim	Staff
10/17/2023	814	Trim	Canary Isand Pine	12	Full Trim	Staff
10/17/2023	146	Hanger	Liquid Ambar	2	Hanger in Canopy	Staff
10/17/2023	145	Hanger	Carrotwood	2	Hanger in Canopy	Staff
10/18/2023	814	Trim	Canary Isand Pine	9	Full Trim	Staff
10/18/2023	813	Trim	Canary Isand Pine	9	Full Trim	Staff
10/18/2023	917	Trim	Ginkgo Biloba	4	Full Trim	Staff
10/18/2023	917	Trim	Aleppo Pine	9	Full Trim	Staff
10/18/2023	917	Trim	Carrotwood	4	Full Trim	Staff
10/19/2023	550	Hanger	Flax leaf	2	Hanger in Canopy	Staff
10/19/2023	529	Trim	Green Ash	8	Full Trim	Staff
10/19/2023	468	Removal	Loquat	4	In Decline	Staff
10/19/2023	861	Removal	4 Cypress	6	In Decline	Staff
10/19/2023	946	Trim	Aleppo Pine	8	Full Trim	Staff
10/19/2023	946	Hanger	Myoporum	2	Hanger in Canopy	Staff
10/20/2023	45	Clearance	Schefflera and Peppermint	4	clear,end weight	Staff
10/20/2023	21	Clearance	Carolina Cherry	2	Clear, End Weight	Staff
10/23/2023	96	Clearance	Coral Tree	3	Clear, End Weight	Staff
10/23/2023	95	Removal	London Plane	12	In Decline	Staff
10/23/2023	936	Trim	2 Queen Palms	5	Full Trim	Staff
10/23/2023	936	Trim	Glossy Privet	3	Full Trim	Staff

10/23/2023	2218	Removal	Edible Fig	6	Resident Request	Staff
10/23/2023	2175	Removal	Pittosporum	4	In Decline	Staff
10/23/2023	2218	Trim	Yucca	2	Full Trim	Staff
10/24/2023	2079	Clearance	Vibornun and Ficus	5	Clear, End Weight	Staff
10/25/2023	2075	Clearance	Jacaranda	2	Clear, End Weight	Staff
10/25/2023	2076	Clearance	2 Fern Pines	3	Clear, End Weight	Staff
10/25/2023	314	Trim	Magnolia	4	Full Trim	Staff
11/1/2023	2084	Hanger	Magnolia	2	Hanger in Canopy	Staff
11/1/2023	2037	Removal	Juniper	2	In Decline	Staff
11/1/2023	2037	Removal	Juniper	2	In Decline	Staff
11/1/2023	2037	Removal	Juniper	1	In Decline	Staff
11/1/2023	2037	Removal	Juniper	1	In Decline	Staff
11/1/2023	155	Clearance	Bottle Brush	1	Clearance in Canopy	Staff
11/1/2023	155	Clearance	Juniper	1	Clearance in Canopy	Staff
11/1/2023	155	Clearance	Cherry Brush	1	Clearance in Canopy	Staff
11/1/2023	238	Clearance	Ficus Benjamina	1	Clearance in Canopy	Staff
11/1/2023	115	Trim	Queen Palm	2	Full Trim	Staff
11/1/2023	115	Trim	Queen Palm	2	Full Trim	Staff
11/1/2023	562	Hanger	Bottle Brush	1	Hanger in Canopy	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	34	Trim	Cherry	1	Full Trim	Staff
11/1/2023	6	Clearance	Crape Myrtle	1	Clearance in Canopy	Staff
11/1/2023	6	Clearance	Crape Myrtle	1	Clearance in Canopy	Staff
11/1/2023	880	Removal	Spartan	2	In Decline	Staff
11/1/2023	175	Trim	Guava	2	Full Trim	Staff
11/1/2023	175	Trim	Guava	2	Full Trim	Staff
11/3/2023	418	Trim	King palm	1	Full Trim	Staff
11/3/2023	418	Trim	King palm	1	Full Trim	Staff
11/3/2023	418	Trim	King palm	1	Full Trim	Staff
11/3/2023	944	Removal	Bottle Brush	2	In Decline	Staff
11/3/2023	347	Trim	King palm	1	Full Trim	Staff
11/3/2023	347	Trim	King palm	1	Full Trim	Staff
11/3/2023	212	Trim	King palm	3	Full Trim	Staff
11/3/2023	681	Trim	Bottle Tree	1	Full Trim	Staff
11/3/2023	625	Clearance/Hanger	Star Pine	2	Clearance in Canopy	Staff
11/3/2023	855	Removal	Plum	1	In Decline	Staff
11/3/2023	198	Removal	Weeping Fig	2	In Decline	Staff
11/3/2023	198	Removal	Granatum	2	In Decline	Staff
11/3/2023	836	Clearance	Crape Myrtle	1	Clear, End Weight	Staff
11/3/2023	836	Clearance	Crape Myrtle	1	Clear, End Weight	Staff
11/3/2023	146	Hanger	Liquid Ambar	1	Hanger in Canopy	Staff
11/3/2023	145	Clearance	Carrotwood	1	Clear, End Weight	Staff
11/3/2023	145	Clearance	Carrotwood	1	Clear, End Weight	Staff
11/3/2023	147	Trim	Camphor Tree	1	Full Trim	Staff
11/6/2023	592	Trim	Jacaranda	2	Full Trim	Staff
11/6/2023	592	Trim	Jacaranda	2	Full Trim	Staff
11/6/2023	592	Trim	Jacaranda	2	Full Trim	Staff
11/6/2023	2059	Clearance	Carrotwood	2	Clear, End Weight	Staff
11/6/2023	2017	Trim	Queen Palm	3	Full Trim	Staff
11/6/2023	202	Trim	Queen Palm	4	Full Trim	Staff
11/6/2023	2004	Trim	Pittosporum	10	Full Trim	Staff
11/6/2023	2151	Removal	Fern Pine	2	In Decline	Staff
11/6/2023	537	Clearance	Flax leaf	5	Clearance in Canopy	Staff
11/7/2023	797	Removal	Ficus Benjamina	3	In Decline	Staff
11/7/2023	872	Clearance	Brazilian Pepper	3	Clearance in Canopy	Staff
11/7/2023	634	Clearance	Brazilian Pepper	3	Clearance in Canopy	Staff
11/7/2023	316	Removal	Bird of paradise	4	In Decline	Staff
11/7/2023	2100	Removal	Fern Pine	4	In Decline	Staff
11/7/2023	2100	Trim	Carrotwood	3	Full Trim	Staff
11/8/2023	544	Trim	Liquid Ambar	4	Full Trim	Staff
11/17/2023	370	Trim	Sweet Shade	2	Full Trim	Staff
11/17/2023	370	Trim	Sweet Shade	2	Full Trim	Staff







## STAFF REPORT

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**DATE:** December 11, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: One Brazilian Pepper tree located at 52-B Calle Aragon

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### **RECOMMENDATION**

Approve the request for the removal of one Brazilian Pepper tree located at 52-B Calle Aragon.

### **BACKGROUND**

The requestor became a Member in October 1998, and is requesting the removal of one Brazilian Pepper tree, *Schinus, terebinthifolius*, located in the turf area at the side of the unit.

The reasons cited for the removal request is being overgrown. The tree has recently dropped two large branches, one of which landed on the roof. There are three additional signatures on the Landscape Request Form in favor of the removal (Attachment 1).

The tree was last pruned in 2022. Future trimming is tentatively scheduled for fiscal year 2024. This tree species is on a two-year trimming cycle.

The height of the tree is approximately 40 feet, with a trunk diameter of approximately 26 inches. The tree is growing approximately 12 feet from the common walkway and approximately 10 feet from the patio (Attachment 2).

### **DISCUSSION**

At the time of the inspection, the tree was found to be in poor health with an unbalanced canopy and a number of branches with end weight. The tree has recently lost two large limbs one in which landed on the manor's roof; after inspection, it was determined that the limb did not cause any damage to the roof.

Given the existing unbalanced canopy, in addition to the loss of two limbs, restoration is not a viable option. The weight distribution of the canopy is all on the upper portion of the two trunks. Given the size of the lost limbs, there is a high probability decay will occur in future years.

In addition, Brazilian Pepper trees are high maintenance trees; staff is recommending the removal of this tree.

### **FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$156 every two years. The estimated cost to remove the tree is \$1,926. The estimated value of the tree is \$6,830 based on the tree inventory data.

**Prepared By:** Bob Merget, 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



## 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.

52-B CALLE ARAGON

Address

MORTON HERMAN

Resident's Name

Today's Date

949-510-1288

Telephone Number

BY: [Signature]

SEP 13 2023

### 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.

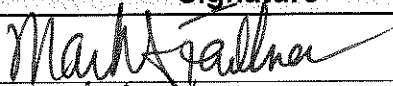
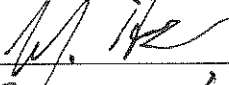

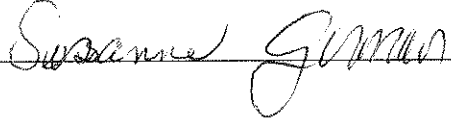
### Description & Location of Request

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.

REMOVE BRASILIAN PEPPER TREE SHOWN ON ATTACHED  
DRAWING. IT ~~IS~~ DROPPED TWO LARGE BRANCHES  
DURING THE STORM OF AUGUST 18-21, 2023, THE LARGEST  
OF WHICH FELL ONTO MY ROOF.

### Signatures of All Neighbors Affected By This Request

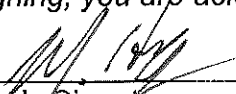
Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	52A	X		
	52B	X		
	52C	X		
	59-E	X		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

  
Owner's Signature

MORTON HERMAN  
Owner's Name

### OFFICE USE ONLY

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

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

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

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

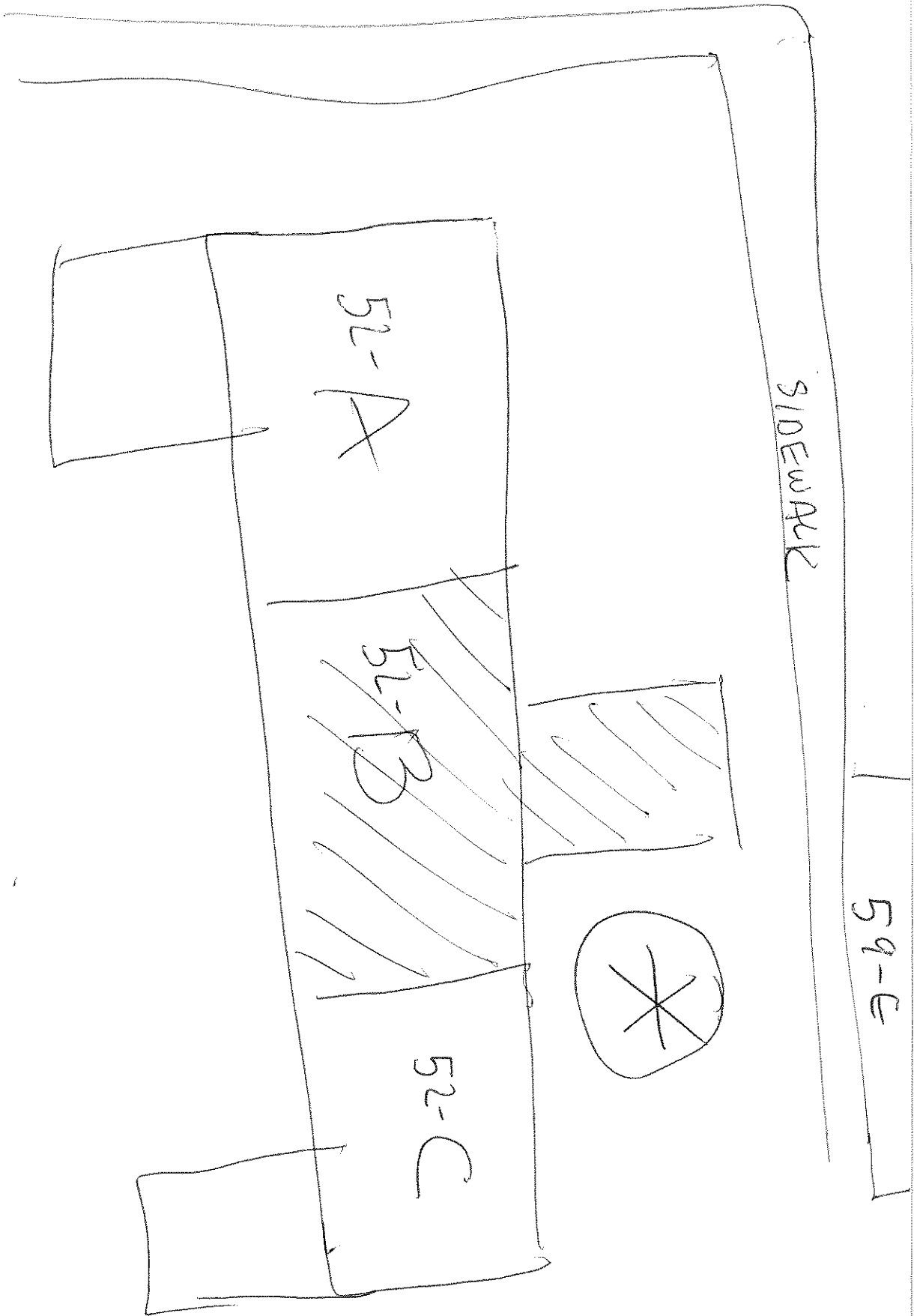
RELANDSCAPED: \_\_\_\_\_

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

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

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

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



⊗ = TREE

**Attachment 2**



















## STAFF REPORT

---

**DATE:** December 11, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Tree Removal Request: One Chinese Elm Tree located at 385-C Avenida Castilla

---

### **RECOMMENDATION**

Deny the request for the removal of one Chinese Elm tree located at 385-C Avenida Castilla.

### **BACKGROUND**

The requestor became a Member in July 2023, and is requesting the removal of one Chinese Elm tree, *Ulmus, parvifolia*, located in the shrub bed area at the front of the unit.

The reasons cited for the removal request is the tree is leaning towards the manor. There is an accompanying letter from an outside certified arborist referencing the alleged damage to the patio area and past damage to the roof from leaf collection and is recommending the removal of the tree. There are three additional signatures on the Landscape Request Form in favor of the removal (Attachments 1).

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

The height of the tree is approximately 30 feet, with a trunk diameter of approximately 21 inches. The tree is growing approximately six feet from the patio and 10 feet from the wall and 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 towards the manor. There were no signs of pests or prior pest activity. There were some noticeable service roots and the trunk has a favorable flare. There was no damage to the nearby retaining wall and a portion of the sidewalk had been raised and had the off-set lip ground down; staff does not believe the tree was the cause of due to no other visible damage adjacent to the area of the grinding.

The patio appears to be fairly new, but there is no record in our database stating the work was performed by our Streets and Sidewalks Division (WC 936). On August 2022, there was a report of water leaking in the master bedroom, the roof was inspected and was determined it was not a roof leak and suggested the leak may have come from the window. No roof repair was performed.

At this time staff is not of the opinion that the tree needs to be removed. Any roots that were present during the replacement of the new patio were removed, unfortunately staff was not present to inspect the area prior to the installation of the new patio.

There is an open request for a variance request for an accessible entrance that, if approved, would require the removal of three trees. Staff recommends denial of this request; if the variance is approved, the tree removal would be reconsidered as a part of that request.

**FINANCIAL ANALYSIS**

The recurring cost to trim the tree is \$156. The estimated cost to remove the tree is \$1,449. The estimated value of the tree is \$6,080 based on the tree inventory data.

**Prepared By:** Bob Merget, Landscape Manager

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

Megan Feliz, Department Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form

**Attachment 2:** Photographs



Laguna Woods Village

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

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

**PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.****Resident/Owner Information***You must be an owner to request non-routine Landscape requests.*

385-C Avenida Castilla  
Address

8/1/23  
Today's Date

Kimberly Feick  
Resident's Name

(949) 943-7813  
Telephone Number

**Non-Routine Request**

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

- ☒ Tree Removal *tree located directly outside front doors & leaning towards 385-C*      ☐ New Landscape      ☐ Off-Schedule Trimming
- ☐ Other (explain): \_\_\_\_\_

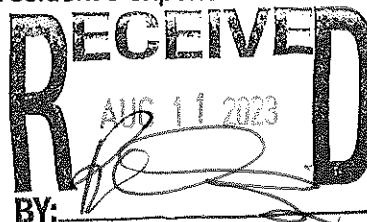
**Reason for Request**

*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.

See letter from Certified Arborist

(attached)

Thank You

### 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
Gloria Hunt	386-F	✓		
Flora A. Bonarada	386-E	✓		
D. Bonarada	386-G	✓		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Kimberly Feick

Owner's Signature

Kimberly Feick

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: \_\_\_\_\_



MARK BUBERL, ISA  
Certified Arborist WE-2017A  
C-27 625184

July 31, 2023

Re: Tree removal at 385 Avenida Castilla, Unit C

To Whom it May Concern:

While looking at the feasibility of installing an ADA ramp for 385 Avenida Castilla, Unit C, it was noted that the Chinese Elm tree located adjacent to the front door is continuing to damage the front porch/patio area. It is my considered opinion that the tree be removed due to the actual damage caused previously (and repaired), the continuing damage to the deck surface due to root lifting, and past damage to the roof because of accumulated leaf litter blocking the roof drain with subsequent water intrusion.

This letter intends to provide as complete and unbiased an opinion as possible with regard to the issue discussed above. It is hoped that the information provided is sufficient to enable management staff to make necessary decisions regarding the tree removal. However, should you have any questions or require additional information, please feel free to contact me.

Signed:

*Mark Buberl, ISA*

ISA Certified Arborist # WE-2017A  
Landscape Contractor License #625184  
[landscapexpert@gmail.com](mailto:landscapexpert@gmail.com)



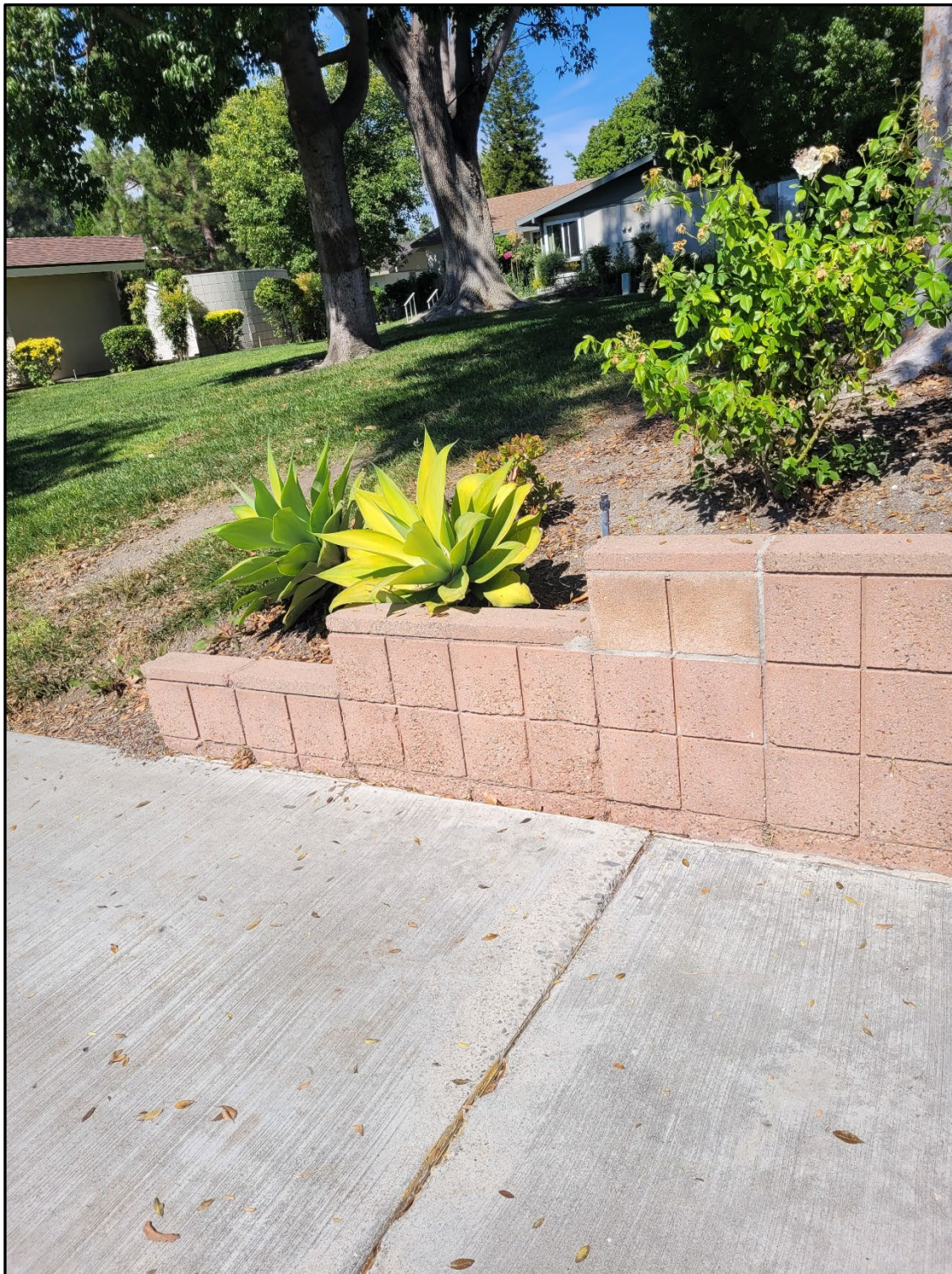
**Attachment 2**





















## STAFF REPORT

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**DATE:** December 11, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Landscape Revision Request: 2066-B Via Mariposa E

---

### **RECOMMENDATION**

Deny the request to remove ground cover at 2066-B Via Mariposa E.

### **BACKGROUND**

The unit was purchased in April 2022. The resident is requesting permission to remove ground cover (Attachment 1). The request states that the area gets overgrown between maintenance visits and looks messy due to a large Silk Oak tree, which drops leaves.

### **DISCUSSION**

The groundcover was installed as part of the turf reduction program. It was originally identified in 2018, but due to lack of funding, was not completed until 2021. The area is approximately 1,000 square feet and was selected due to dense shade, surface roots, and tight quarters making mowing difficult and dangerous. The requesting resident seeks permission to have the ground cover removed.

Due to the large tree, any landscaping will have leaf litter. Tree litter is not a valid reason to have a tree removed nor should it be a reason to remove groundcover. Staff recommends denial of this request.

### **FINANCIAL ANALYSIS**

The cost to remove the turf and install the groundcover was \$4,000. The cost to remove the ground cover is \$250.

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

### **ATTACHMENT(S)**

**Attachment 1:** Mutual Landscape Request Form  
**Attachment 2:** Photos





## 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.*

3066 Via Mariposa East, #B  
Address

9-22-23  
Today's Date

Allen Lyda  
Resident's Name

661-809-2398 (Tammy)  
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): Groundcover Removal

### 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): Gets overgrown & looks messy when huge tree drops leaves.

#### 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.

Green ground cover in front of manor.  
(Does not affect neighbors; it is only  
in front of our manor.

### 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.

Allen Lyda  
Owner's Signature

Allen Lyda  
Owner's Name

### OFFICE USE ONLY

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

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

570 \_\_\_\_\_

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

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

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

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

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

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

**Attachment 2**













## STAFF REPORT

---

**DATE:** December 11, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Bench Request 60-Q Calle Cadiz

---

### **RECOMMENDATION**

- Deny the request for a bench at 60-Q Calle Cadiz.
- Direct staff to work with Landscape Committee to develop a bench policy.

### **BACKGROUND**

On August 19, 2023, the resident requested a bench to be placed (Attachment 1). According to the request, many residents in the area do not drive or are disabled. These residents must stand outside waiting for the Journey bus to arrive. They do not have the ability to stand for 10-15 minutes waiting for the bus.

General Services previously denied the request for a bench in this location because it is not along their fixed route for bus service. The buses will go into the cul-de-sac if there is a request for pick-up.

### **DISCUSSION**

Staff recommends denying the request at this time as there is no policy for benches in United and this would set a precedent. The request indicates the bench to be placed in a turf area between trees near the carport, behind parking stalls (Attachment 2). If the Board approves the request for a bench, staff suggests the bench to be placed across the street adjacent to the sidewalk for safety (Attachment 3).

Staff recommends the Committee consider implementing a bench policy for this and future requests.

### **FINANCIAL ANALYSIS**

The cost to purchase the bench and install is \$2,819.79. The placement and install would be handled by general services.

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


**Reviewed By:** Kurt Wiemann, Director of Landscape Services

**ATTACHMENT(S)**

**Attachment 1:** LRF Request  
**Attachment 2:** Requested area of bench  
**Attachment 3:** Placement recommendation area of bench  
**Attachment 4:** General Services Cost Estimate



Attachment 1

  
Laguna Woods Village

### MUTUAL LANDSCAPE REQUEST FORM

**PLEASE NOTE: THIS FORM IS NOT FOR EMERGENCY REQUESTS**

For all non-routine requests, please fill out this form. For 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.

60 CALLE CADIZ, #2 8/19/2023  
Address Today's Date

FLORENCE FREEMAN 1-949-859-6180 HOME  
Resident's Name Telephone Number  
CELL 1-949-228-0090

#### 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): IT IS VITAL TO THE HEALTH AND WELL BEING OF  
RESIDENTS. SEVERAL RESIDENTS ARE DISABLED, OTHER WORK PART OR FULL  
TIME. LAGUNA WOODS PROVIDES DELAYATION / REQUEST FOR AD RESIDENTS.

#### Reason for Request

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

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☒ Personal Preference

☒ Other (explain): SEE ATTACHMENT

#### 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.

Landscape/Forms/Request Forms  
Revised: January 2020

Page 1 of 2  
**OVER →**



### 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.

MANY OF THE RESIDENTS ARE DISABLED AND NO LONGER DRIVE THEY MUST STAND AND WAIT FOR THE LEFT CAR OR JOOLY BUS TO ARRIVE. (OFTEN 10-20 MINS)  
(LATE NEAR THE PARKING LOT (SEE ANGELO'S REPORT AND PHOTOS) FROM  
(LOCAL SERVICES)

### 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.

(LOCATION)  
PARKING  
LOT AREA

Signature	Manor #	For	Undecided	Against
Maurice Bertola	60D	yes		
Nelly Keis	60C	yes		
Joan Duffy	60D	yes		
Patricia Bliss	60N	yes		
BARBARA PAGE	60P	yes		
Florence Friedman	60E	yes		

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

### Acknowledgement - Owner

By signing, you are acknowledging this request.

Florence Friedman FLORENCE FRIEDMAN  
Owner's Signature Owner's Name

### OFFICE USE ONLY

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

SIGNATURE	NAME	FOR	UNPEATED	FOR
Dolores M. Stolle	GOA	yes		

ATTACHMENT:

PLEASE NOTE!

ANGEL FROM GENERAL SERVICES  
MET ME AND ASSESSED OUR PROBLEMS  
AND NEEDS AND TOOK PHOTOS  
HIS PHONE # IS 1-949 597 4619

HE MET MY NEIGHBOR DOLORES  
STOLLE WHO HAS ONLY 25% HEART  
ACTION + HIP SURGERY. IT IS DIFFICULT  
FOR HER TO WALK AND LEAVE HER HOUSE  
SHE HAS GIVEN UP DRIVING.

I JUST TURNED 90 AND GIVEN UP  
DRIVING. WRITING FOR BUSES IS DIFFICULT  
THEY CAN BE 10-20 MINUTES LATE.

THE LEFT JOINT (BUSES) CAME TO THE  
BACK OF (COLE REAR 16). A BENCH WOULD  
BE USEFUL AS ONE MUST STAND WHILE  
WAITING FOR THE SQUARE AND LEFT DUE TO CONC

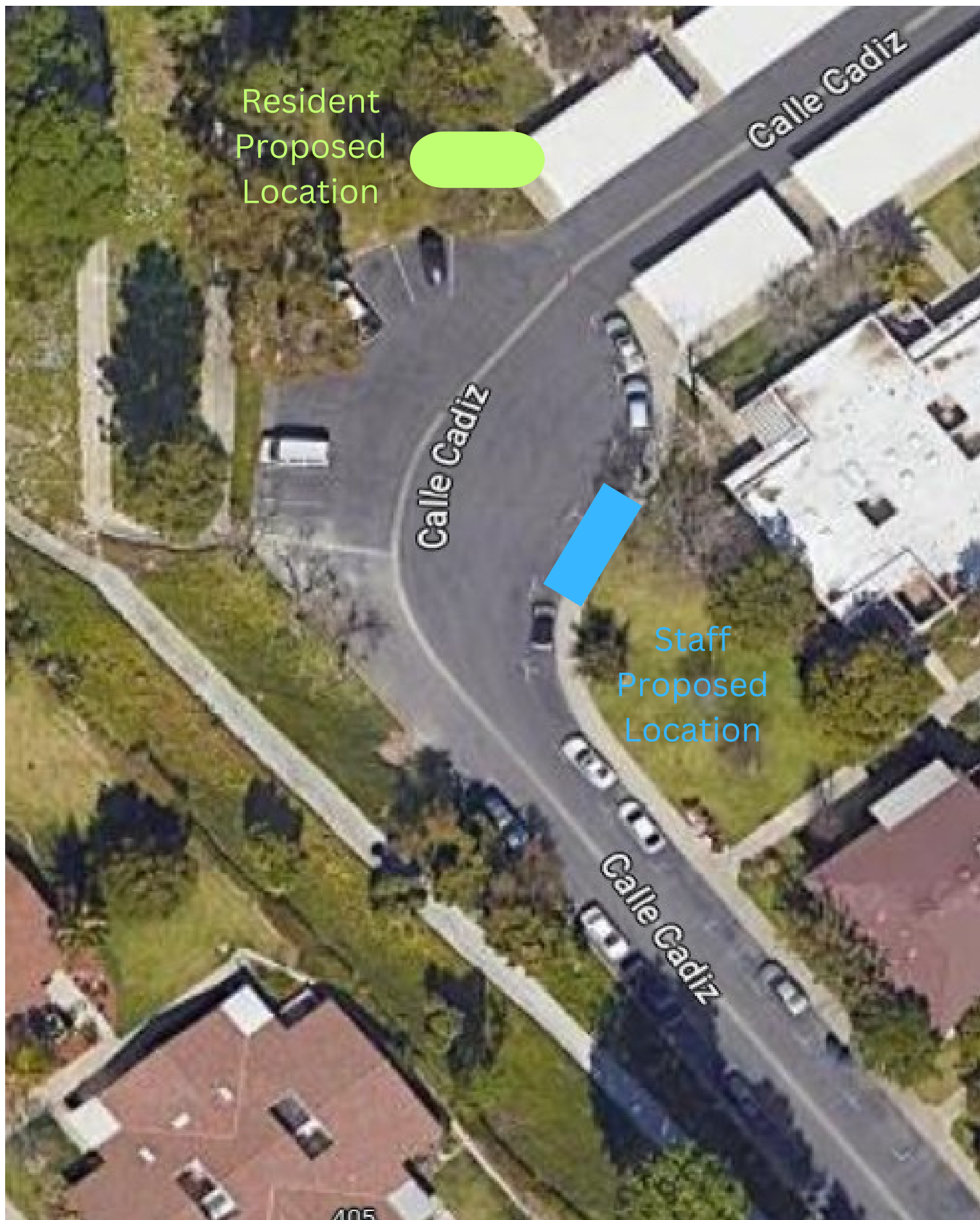
OTHER RESIDENTS WORK PART OR FULL  
TIME AND WOULD APPRECIATE A PLACE TO  
SIT AND RELAX ON OFF HOURS.  
A BENCH WOULD BE VITAL FOR HEALTH  
AND RECREATIONAL PURPOSES.

60 CALLE OAKS #2  
Sincerely,  
Flora Friedman



**Attachment 2**





## Attachment 44

General Services Department  
 Cost Estimate  
 Bench for 60-Q

<u>Labor:</u>	<u>Work Ctr</u>	<u>Description</u>	<u>Hours</u>	<u>Labor Rate</u>	<u>Ext. Labor \$</u>
	936				\$0.00
					\$ -
TOTAL LABOR					\$0.00

<u>Materials:</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Ext. Cost \$</u>
	Wilton Premium Benches	1	\$1,079.78	\$1,079.78
				\$ -
SUBTOTAL MATERIALS				\$1,079.78
TAX				0.00%
TOTAL MATERIALS				\$ 1,079.78

<u>Outside Services:</u>	<u>Description</u>			
	Bench installation			\$1,740.00
TOTAL OUTSIDE SERVICES				\$1,740.00

SUBTOTAL \$2,819.78

Contingency	0%		\$0.00
TOTAL ESTIMATED COST			\$2,819.78





## STAFF REPORT

---

**DATE:** December 11, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Replacement of Benches on Friendship Walk

---

### **RECOMMENDATION**

Approve a supplemental appropriation in the amount of \$8,6615 from the United Reserve Fund to finance the replacement of seven benches located along Friendship Walk.

### **BACKGROUND**

On February 14, 2012, the Board of Directors approved the installation of seven Heritage Style Benches along Friendship Walk in United Mutual to coincide with a completed landscape renovation project (Attachment 1).

### **DISCUSSION**

The benches originally installed in 2012 were composed of green recycled plastic-coated cast-iron frames, with wooden slats. Since the installation, the iron has rusted and the green paint is peeling off of the frames. This damage is not aesthetically pleasing, and the decaying poses a potential threat to the structural integrity of the benches long-term (Attachment 2).

Staff obtained a quote from Kings River Casting, Inc. to replace the existing benches with seven new benches composed of oak wooden slats and electrostatic powder coated iron frames. The longevity of these benches, due to the change in material used, is expected to last much longer than the current benches (Attachment 3).

Staff is recommending the approval of an unbudgeted expense in the amount of \$8,660.14 to purchase seven benches from Kings River Casting, Inc. with installation to be completed by the General Services Department (Attachment 4). The \$876.28 cost for the installation is included in the 2024 General Services Department operating budget.

### **FINANCIAL ANALYSIS**

The cost to purchase the new benches is \$8,660.14. The supplemental appropriation in the amount of \$8,661 from the United Reserve Fund will fund the purchase of the seven benches. The \$876.28 cost for installation is included in the 2024 General Services operating budget.

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

**Reviewed By:** Kurt Wiemann, Director of Landscape Services

Robert Carroll, Director of General Services

**ATTACHMENT(S)**

**Attachment 1:** Original Staff Report and Resolution 01-12-48

**Attachment 2:** Photographs

**Attachment 3:** Quote from Kings River Casting, Inc.

**Attachment 4:** Resolution 01-23-XX



**Attachment 1**

**RESOLUTION 01-12-48**

**Friendship Walk Benches**

**WHEREAS**, as a way to upgrade the area and to coincide with a completed landscape slope renovation project, the Landscape Committee recommends the installation of seven new benches in designated locations along Friendship Walk;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2012, that the Board of Directors of this Corporation hereby agrees to install seven Heritage Style Benches along Friendship Walk at an estimated cost of \$5,250 from the Replacement Fund; 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.

**Attachment 2**





















Kings River Casting, Inc.

Attachment 3

## Quotation

1350 North Avenue  
Sanger, CA 93657  
(559) 875-8250 Fax (559) 875-1491  
sales@kingsrivercasting.com

Date	Estimate #
9/12/2023	1463

Bill To:
Laguna Woods Village Angelo Ocampo (949) 597-4679 angelo.ocampo@vmsinc.org

Ship To:
92656

Lead Time	Terms	Quoted By	FOB	P.O. Number	Project
6-8 Weeks	CBD	TH	Sanger		
Description			Qty	Rate	Total
IVSBP 60-OAK IRON VALLEY SLATTED Bench 60"L OAK Slats FRAME (Stock)   <					

**Attachment 4**

**RESOLUTION 01-23-XX**

**Replacement of Benches at Friendship Walk**

**WHEREAS**, February 14, 2012, the Board of Directors approved the installation of seven Heritage Style benches along Friendship Walk at an estimated cost of \$5,250 from the Replacement Fund; and

**WHEREAS**, due to the materials of the benches being recycled plastic and green aluminum, they have began decaying over time; and

**WHEREAS**, the rust and decay poses a threat to the structural integrity of the current benches;

**NOW THEREFORE BE IT RESOLVED**, November 14, 2023, that the Board of Directors of this Corporation hereby agrees to replace the seven benches with Oak Iron Valley Slatted benches purchased from Kings River Casting, Inc. in the amount of \$8,435 from the Replacement Fund and to be installed by the VMS, Inc. General Services Department; and

**RESOLVED FURTHER**, that Resolution 01-12- is hereby canceled and replaced by this resolution; and

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