



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

**Monday, April 22, 2024 – 1:30 p.m.
BOARD ROOM/VIRTUAL
Laguna Woods Village
24351 El Toro Road, Laguna Woods, CA**

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

1. Join in-person in the Community Center Board Room
2. Join the Zoom meeting at <https://zoom.us/j/93131082872>. Please raise your “Virtual Hand” during the agenda item you wish to speak to.
 - If you have a comment regarding a topic that is **not** on the agenda, please raise your “Virtual Hand” during the “Member Comments” agenda item.
3. Via email to meeting@vmsinc.org 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 February 26, 2024
5. Remarks of the Chair
6. Department Head Update
 - a. Project Log
 - b. Water Use Comparison Graph
 - c. Tree Work Status Report
7. Member Comments (Items Not on the Agenda)
8. Response to Member Comments

Items for Discussion and Consideration

9. 321-H Tree Removal Request
10. 494-D Tree Removal Request
11. 460-C Tree Removal Request
12. 55-B Tree Removal Request
13. 60-Q Bench Request
14. 207-F Bench Request
15. AB 1572 Strategy
16. Tree Replacement Strategy
17. Landscape Committee Charter

Concluding Business

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

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

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



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

**Monday, February 26, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Vidya Kale, Anthony Liberatore
COMMITTEE MEMBERS ABSENT:	None
OTHERS PRESENT:	Ellen Leonard, Georgiana Willis
ADVISORS PRESENT:	Mary Sinclair
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

Chair Quam called the meeting to order at 1:34 p.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Chair Quam requested that the supplemental appropriation for United turf reduction projects be added as Item 16. Hearing no objection, the agenda was approved as amended.

4. Approval of the Meeting Report for January 22, 2024

The committee unanimously approved the meeting report.

5. Chair's Remarks

Chair Quam announced the Urban Forest Management Plan passed at the last board meeting. The Tree Ad-hoc Committee will be dissolved at the next board meeting.

6. Department Head Update

Mr. Wiemann notified the committee that staff has training on rainy days.

6a. Project Log

Mr. Wiemann briefly discussed the project budgets, letting the committee know slope work has lost time due to weather, and working on catching up.

6b. Year-End Update

Mr. Wiemann discussed year end project log. Notifying the committee reserve expenditures were under budget by \$83,000.

6c. Water Use Comparison Chart

Mr. Wiemann notified the committee that irrigation water has been off for about a month, due to the amount of rain. Once the ground starts to dry up it will be turned on. This is saving United in water costs.

6d. Tree Work Status Report

None

6e. Plants Planted in United

Mr. Wiemann brought the list to the committee per their request.

7. Member Comments (Items not on the agenda)

None

8. Response to Member Comments

None

Items for Discussion and Consideration

9. 29-D Landscape Request

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

Director Liberatore made a motion to accept staff's recommendation to deny the request. Director Kale seconded the motion. The motion passed unanimously.

10.27-B Tree Removal

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

Chair Quam made a motion to accept staff's recommendation to remove the tree. Director Liberatore seconded the motion. The motion passed unanimously.

11.180-A Tree Removal

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

Director Liberatore made a motion to accept staff's recommendation to remove the tree. Chair Quam seconded the motion. The motion passed unanimously.

12.321-H Tree Removal

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

Director Kale made a motion to table the item. The committee directed Staff to look into the trimming of the tree. Director Liberatore seconded the motion. The motion passed unanimously.

13.397-D Tree Removal

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

Chair Quam made a motion to accept staff's recommendation to remove the tree. Director Liberatore seconded the motion. The motion passed unanimously.

14.519-C Tree Removal

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

Director Liberatore made a motion to accept staff's recommendation to remove the tree. Chair Quam seconded the motion. The motion passed unanimously.

15. Turf Reduction

Mr. Wiemann explained to the committee how these turf reductions were picked and why. He let them know due to AB 1572, these would have to be done eventually down the line. Budgeted funds will be used for these. Discussion and

questions ensued among the committee.

Director Liberatore made a motion to accept staff's recommendation on turf reduction locations. Director Kale seconded the motion. The motion passed unanimously.

16. Supplemental Appropriation for Turf Reduction Projects

Mr. Wiemann discussed the staff report. Letting them know these were budgeted funds left over from 2023. Staff was recommending the funds be appropriated to the 2024 budget. Discussion ensued and questions were asked to Mr. Wiemann. Director Liberatore made a motion to accept staff's recommendation. Director Kale seconded the motion. The motion passed unanimously.


Concluding Business

17. Committee Member Comments

Various comments were made.

18. Date of Next Meeting – March 25, 2024 at 1:30 p.m.

19. Adjourned at 2:48 p.m.


Sue Quam, Chair

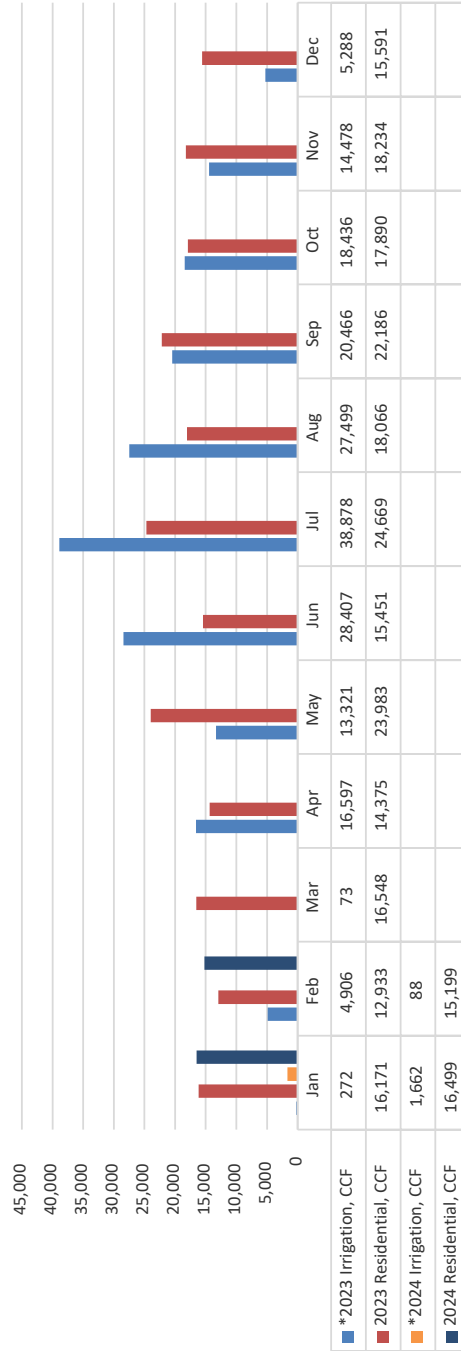
Sue Quam, Chair
Kurt Wiemann, Staff Officer
Telephone: 949-268-2565

United Mutual Landscape Project Log April 22, 2024 2024 Reserve Fund Projects (As of 02/29/2024)									
Project	Work Unit	Description	Status	Contract Number	Estimated Completion	Completion	Budget	YTD*	Balance
Landscape Modification/Turf Reduction	510-Staff	Areas to eliminate inefficient maintenance and high water usage; replace with easier to maintain/water efficient landscape with low water use irrigation.	Jan. & Feb. Crew replanting shrubs. Turf Reduction Locations approved by Committee 2/26/24. Rebate applications in progress.	n/a	Annual	15.90%	\$ 195,857	\$ 31,145	\$ 164,712
	540-Staff		Work to be performed in conjunction with 510-Staff work	n/a	Annual	12.07%	\$ 27,034	\$ 3,262	\$ 23,771
	Contracted		CDS 51 Landscape Construction Services (Res. 01-23-08 Funds) Rebate pending, work complete	P100012830	70%	0.00%	\$ 33,056	\$ 22,562	\$ 10,494
Slope Renovation/Maintenance	Mission Landscape	Annual cutting back and removal of vegetation on slopes. Maintenance thereafter.	In progress, delayed due to rain.	MIS106-2201-01	16.67%	100.00%	\$ 82,759	\$ 21,244	\$ 61,515
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 478 trees.	P100009780	Annual	8.08%	\$ 663,588	\$ 53,618	\$ 609,970
	In-House Tree Crew		As of February 29, 2024, the in-house crew trimmed 83 trees and removed 10 trees.	n/a		16.47%	\$ 401,693	\$ 66,143	\$ 335,550

*Completion based upon invoices received to-date, 3/26/2024

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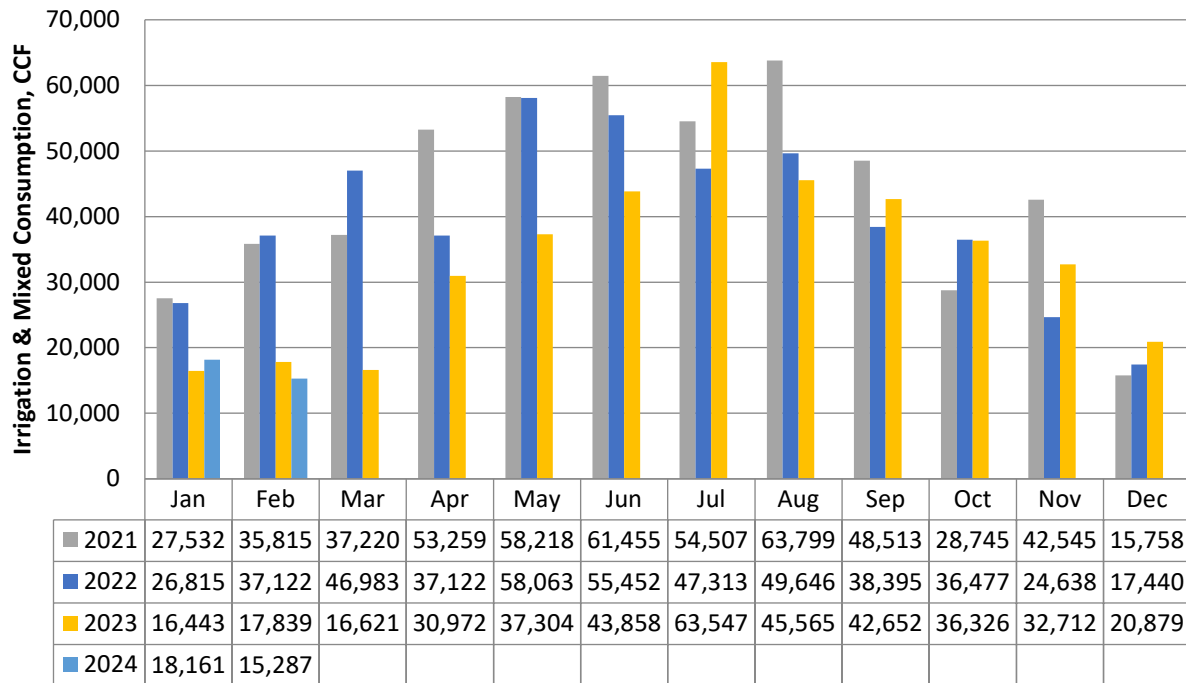
United Mutual - Water Consumption 2023-2024 Trends



*Estimated Irrigation Usage

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United Mutual - Irrigation & Mixed Consumption 2021 - 2024 Trends



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STAFF REPORT

DATE: April 22, 2024

FOR: Landscape Committee

SUBJECT: Tree Removal Request: One Podocarpus Tree and One Bottle Tree located at 321-H Avenida Carmel

RECOMMENDATION

- Approve the request for the removal of a Podocarpus tree located to the side of 321-H.
- Deny removal of a Bottle tree located to front of 321-H.

BACKGROUND

The requestor became a Member in August 2019, and is requesting the removal of a Podocarpus tree, *Podocarpus Gracilior*, and a Bottle tree, *Brachychton*, located to the side and front of the manor.

The reasons cited for the removal request is the leaf debris of the Podocarpus affecting the drain of the atrium inside the home and the pet health due to the seed pods of the Bottle tree. There are six additional signatures on the Landscape Request Form in favor of the removal (Attachment 1).

The trees were last pruned in May 2023. Future trimming is tentatively scheduled for fiscal year 2026. These tree species are on a three-year trimming cycle.

The height of the Podocarpus tree is approximately 30 feet tall with a trunk diameter of approximately 18 inches; the Bottletree is approximately 20 feet tall, with a trunk diameter of approximately 13 inches. The Podocarpus tree is growing approximately 3 feet and Bottle tree is 12 feet from the unit (Attachment 2).

On February 26, 2024, the Untied Landscape Committee voted unanimously to direct Staff to bring this item back the following month after further review of the concerns.

DISCUSSION

At the time of the inspection, the Bottle tree was found to be in good health with a balanced canopy and no lean towards the manor. There were no noticeable service roots and the trunk has a favorable flare. There were no signs of pests or prior pest activity. staff does not recommend removal of the Bottle tree; Bottle tree seed pods are non-toxic to pets.

Upon re-inspection, the Podocarpus' canopy appears to have had regular clearance trims due to its close proximity to the manor. Most importantly, a noticeable bulge in the root flare at the base of the trunk is raising the root structure to above the weep screed. This could lead to water intrusion damage over time. Staff recommends the removal of the Podocarpus tree.

The Podocarpus tree meets the parameters set forth in §3.3.1 of the United Mutual Urban Forest Management plan; the Bottle tree does not.

FINANCIAL ANALYSIS

The recurring cost to trim the trees are \$185 each. The estimated cost to remove the Podocarpus tree is \$1104. The estimated value of the trees is \$3,260 each based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

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

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form
Attachment 2: Photographs

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

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

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.**Resident/Owner Information***You must be an owner to request non-routine Landscape requests.*321 Avenida Carmel/H

Address

January 19, 2024

Today's Date

Jonita Garcia

Resident's Name

714-458-1655

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): Two trees overgrown for area/crowded**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.

Small area with two overgrown trees.
One tree is also leaning and both are top heavy.
Also, the brown seed pods are toxic to dogs
if ingested. Too close to Manor. Also, I have
Drainage problems

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
Karen Macken	F	X		
Lynn S. Holland	G	X		
Janet Anderson	A	X		
Donna Jensen	C	X		
Kathleen Baker	E	X		
Bill Powell	B	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Jonita Garcia
Owner's Signature

Jonita Garcia
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

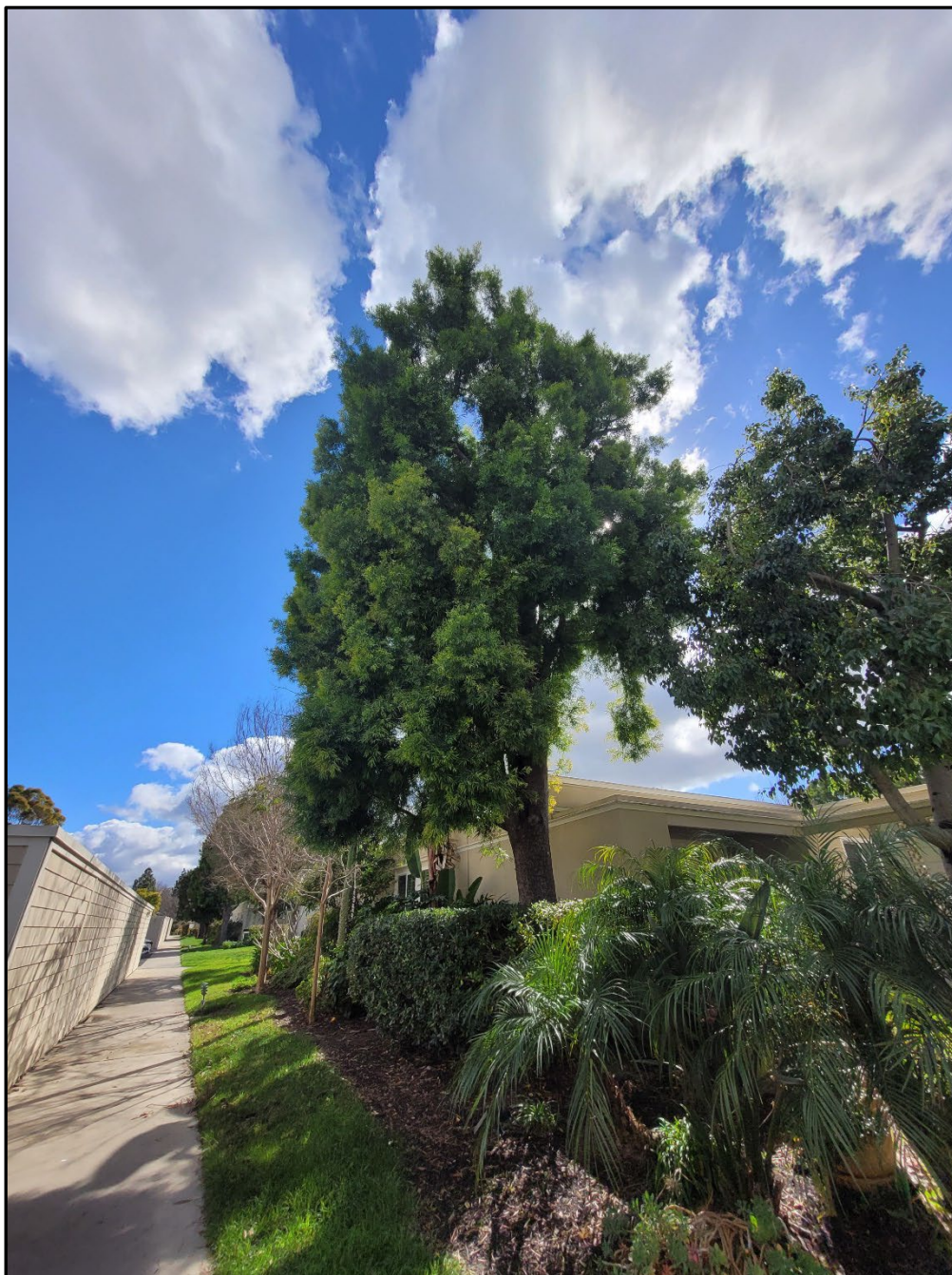
NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

Attachment 2
Podocarpus



Bottle



Podocarpus



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STAFF REPORT

DATE: April 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: One Canary Island Pine Tree located at 494-D Calle Cadiz

RECOMMENDATION

Deny the request for the removal of one Canary Island Pine tree located at 494-D Calle Cadiz.

BACKGROUND

The requestor became a Member in January 2013, and is requesting the removal of one Canary Island Pine tree, *Pinus Canariensis*, located in the elevated shrub bed area at the side of the unit.

The reasons cited for the removal request is the perceived damage to the alteration patio deck tile at the manor. There are two additional signatures on the Landscape Request Form in favor of the removal (Attachment 1).

The tree was last pruned in October 2020. Future trimming is tentatively scheduled for fiscal year 2024. This tree species is on a four-year trimming cycle.

The height of the tree is approximately 50 feet tall, with a trunk diameter of approximately 20 inches. The tree is growing approximately 20 feet from the Manor and 5 feet from the street (Attachment 2).

DISCUSSION

At the time of the inspection, the tree was found to be in good health with a vertical canopy and no lean towards the manor. There were no signs of pests or prior pest activity. There were no noticeable service roots and the trunk has a favorable flare.

The tree is located on an elevated planter segregated from the shrub planter of the manor by a retaining wall. There is no evidence of root intrusion from the retaining wall or the surrounding patio enclosed block wall. There is an expansion joint in the concrete slab under the tile that the resident thought to be a crack caused by tree roots (Attachment 3). This expansion joint possibly allowed for moisture to get under the decorative alteration tile placed on the existing concrete slab.

This tree does not meet the parameters set forth in section 3.3.31, of the United Mutual Urban Forest Management Plan. It is the recommendation of the staff the request for removal be denied.

FINANCIAL ANALYSIS

The recurring cost to trim the tree is \$185. The estimated cost to remove a tree is \$2,449 each. The estimated value of the tree is \$14,740 based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

Reviewed By: Kurt Wiemann, Director of Field Operations

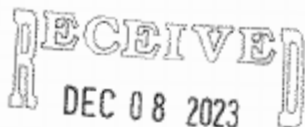
Megan Feliz, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs

Attachment 3: Report from WC 920

BY: RAK

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.*494 CALLE CADIZ UNIT #D

Address

12/8/2023

Today's Date

KEVIN ULLMANN

Resident's Name

443-442-7340

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): THE TREE ROOTS HAVE CAUSED DAMAGE TO THE FRONT PATIO & RAISED THE TILES

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): THE TREE ROOTS HAVE COME THROUGH THE PATIO

GUIDELINES:

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

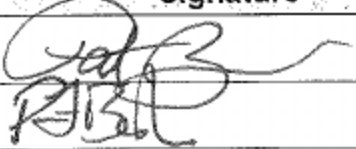

Description & Location of Request

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

THE TREES TO THE RIGHT SIDE OF THE
PROPERTY NEED TO BE REMOVED. THE ROOTS HAVE
CAUSED DAMAGE TO THE PATIO & COMING THROUGH THE TILES

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
	494C	X		
	4934	X		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

Owner's Name

Kevin ULLMANN

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



























Attachment 3:

2/23/24- Scot Wolf with 920M&C Project Division

As requested by the Member/ Resident, Karen Wood, a limited structural inspection of the subject property was performed. The following report is my response to that request. I was allowed access to the patio area by the Member/ Resident, Karen Wood at 9:00am on February 23, 2024.

The purpose of this inspection was to make visual on-site observations of the current conditions of the building foundation.

The list of observations is not claimed to be a complete list of conditions that exist, but a representative list used to form the opinion. Where visible, the basic structural members appear to be in serviceable condition. Please be aware that since much of the visible concrete slab has a floor covering, the view of the concrete slab was limited. However, at the time of inspection, I noted no visible evidence of significant structural deterioration.

Ms. Wood showed me a portion of the exposed concrete slab that had a “crack” in it. The “crack” in the concrete slab is an expansion joint, not a crack. A concrete expansion joint allows for the concrete to expand and contract in fluctuating temperatures without disturbing adjoining slabs of concrete or whatever surface the concrete abuts to. The floor covering above the expansion joint in this area was releasing from the concrete slab. The previous owner removed the floor covering for inspection purposes.

Confirmed with Maribel in landscaping no further actions are required there are no tree roots per inspection of patio concrete after tiles were removed. No further action is required.



STAFF REPORT

DATE: April 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: One Crape Myrtle Tree located at 460-C Avenida Sevilla

RECOMMENDATION

Deny the request for the removal of a Crape Myrtle tree located behind 460-C.

BACKGROUND

The requestor became a Member in August 2014, and is requesting the removal of a Crape Myrtle tree, *Lagerstroemia Indica*, located in the rear of the unit.

The reasons cited for the removal request is potential root intrusion and leaf debris at the manor. The tree is 15 feet away from Manor A, B, and C. There are two additional signatures on the Landscape Request Form in favor of the removal (Attachment 1).

The tree was last pruned in February 2023. Future trimming is tentatively scheduled for fiscal year 2028. This tree species is on a five-year trimming cycle.

The height of the trees is approximately 20 feet tall, the tree is a multi-trunk tree with an average trunk diameter of approximately 8 inches. The tree is growing approximately 15 feet from the Manor (Attachment 2).

DISCUSSION

At the time of the inspection, the tree was found to be in good health with a vertical canopy and no lean towards the manors. There were no signs of pests or prior pest activity. There were no noticeable surface roots and the trunk has a favorable flare. Leaf debris does not meet the criteria for removal consideration.

The tree does not meet the parameters set forth in §3.3.1, Parameters for Tree Removal, of the United Mutual Urban Forest Management plan. Staff recommends denial of this request.

FINANCIAL ANALYSIS

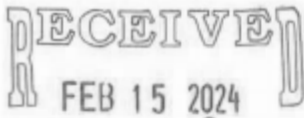
The recurring cost to trim the trees are \$185. The estimated cost to remove a tree is \$490. The estimated value of the trees is \$700 based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

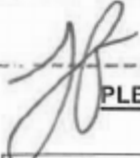
Reviewed By: Kurt Wiemann, Director of Field Operations
Megan Feliz, Department Administrative Assistant

ATTACHMENT(S)

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Laguna Woods Village

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

① 460-C Avenida Sevilla ② 460-A A. Sevilla 2-13-2024
Address Today's Date
1 - KIEL YACHOG 2 - JAY RAMA PAH 949-690-2470
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): ROSES

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): In future may be Foundation Problem

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. some ROSES, flowers plants
- **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.

In between 1-460 A and 2 460-C Avenida Sevilla
there is a tree between two houses, Area is very
narrow (Small) - leaves are all over a messy, hard to walk
also in future is going to be foundation problem; removed & put some
roses there

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>[Signature]</i>	460-C			
<i>[Signature]</i>	460-A			

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

① *[Signature]* ② *[Signature]* ③ *[Signature]* ① Jay Rama Pakit ② Mei-yin Cheng ③
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: _____

In between - 1 460-A - 2 460-C
Avenida Sevilla

There is a tree between
two houses, area is very
narrow - (Small) winter time
leaves are all over & very messy
hard to walk, also in future
is going to be foundation problem
So we both owner wants to
remove this tree, Please do
something about this problem

1. Brater - 460 A
2. Ingram - 460-C

Attachment 2













STAFF REPORT

DATE: April 22, 2024
FOR: Landscape Committee
SUBJECT: Tree Removal Request: 55-B – Monterey Pine Tree

RECOMMENDATION

Approve the request for the removal of one Monterey Pine tree located at 55-B Calle Aragon.

BACKGROUND

The requestor became a Member in May 2023, and is requesting the removal of one Monterey Pine tree, *Pinus Radiata*, located in the turf area at the front of the unit.

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

The tree was last pruned in September 2020. Future trimming is tentatively scheduled for fiscal year 2025. This tree species is on a five-year trimming cycle.

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

DISCUSSION

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

There was girdling root growth at the base of the tree. This is when roots are growing over other roots in a circular direction. This characteristic will cause eventual destabilization to the tree root support structure, eventually strangling the trunk. There were several surface roots visible with no damage to the walkways. The tree is has a significant lean towards the manor.

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

FINANCIAL ANALYSIS

The recurring cost to trim the tree is \$185. The estimated cost to remove the trees is \$1,380. The estimated value of the tree is \$3,040 each based on the tree inventory data.

Prepared By: John Cox, Landscape Manager

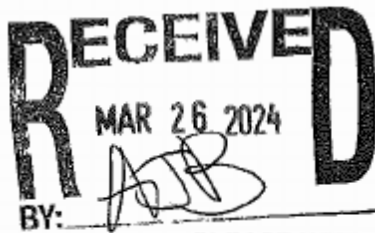
Reviewed By: Kurt Wiemann, Director of Landscape Services

Megan Feliz, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request Form

Attachment 2: Photographs



Laguna Woods Village

BY: ADB**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.*55 Calle Aragon, Unit B
Address3/24/24
Today's DateDeline Davis
Resident's Name510.908.0117
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.*☒ At Risk Structural Damage ☐ Sewer Damage ☐ Overgrown ☒ Poor Condition☐ Litter/Debris ☐ Personal Preference☒ Other (explain): Fear of the tree falling during high winds and rain storms**GUIDELINES:**

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

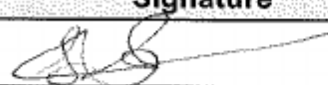
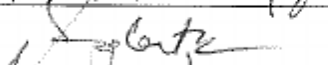
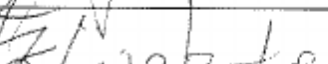
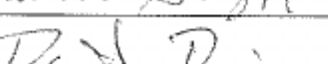
Description & Location of Request

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

The tree is leaning significantly to ward our unit^{55-B} and our neighbors⁵⁵⁰ who wrote a letter last year regarding the tree's position. I took a video of the tree during our recent 24+ mph winds and the lower

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
	55-O	X		
Caspro Mary Joe Alpert	55-Q	X		
	55-C	X		
	55-P	✓		
Paul S. McDonald	55-P	X		
	55-N	✓		

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

half ~~was~~ was swaying. Also, the tree is indicating weakness in additional ways. Both my neighbors and I are concerned about our safety, and that of others.

Acknowledgement - Owner

By signing, you are acknowledging this request.


Owner's Signature

Deline Davis
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











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STAFF REPORT

DATE: April 22, 2024
FOR: Landscape Committee
SUBJECT: Bench Request 60-Q Calle Cadiz

RECOMMENDATION

- Approve the request for a bench at 60-Q Calle Cadiz.
- Direct staff where the funding should be allocated from.

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 services. The buses will only go into the cul-de-sac if there is a request for pick-up.

On December 11, 2023, the United Landscape Committee voted unanimously to table this item until a bench policy was updated. On March 12, 2024 the United Board of Directors approved an updated bench policy (Attachment 2).

DISCUSSION

Staff recommends approving the request at this time. There is no funding in the landscape budget for this item. Staff is asking for direction on where to budget this item from.

The request indicates the bench to be placed in a turf area between trees near the carport, behind parking stalls (Attachment 3). If the Board approves the request for a bench, staff suggests the bench to be placed in the cul-de-sac next to the carport, to meet the new bench policy guidelines (Attachment 4).

FINANCIAL ANALYSIS

The cost to purchase the bench and install is \$1,345.20. The placement and install would be accomplished with Landscape Services staff. (Attachment 5).


Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: LRF Request
Attachment 2: Resolution 01-24-27
Attachment 3: Requested Area of Bench
Attachment 4: Recommendation Bench Location
Attachment 5: Landscape Services Quote

Attachment 1


Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR USE IN REQUESTING MAINTENANCE 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 597-4800 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
Address
8/19/2023
Today's Date
FLORENCE FREEMAN
Resident's Name
1-949 859-6180 HOME
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, OF WORKING AGE, OR FULL
TIME. A GROUNDWOOD PROVIDER DELAYED TREE REMOVAL FOR A RESIDENT.

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 JOOL BUS TO ARRIVE. (OFTEN 10-20 MINUTES)
(LATE CLEAR THE PARKING LOT (SEE ANGELO'S REPORT AND PHOTOS) FROM GO, GRAL SERVICES) (LOCATION) MARKING LOT AREA)

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
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	UNPGW/DOF	REMARKS
<i>Debra M. Stolle</i>	GOA	yes		

Attachment 3



Attachment 4





Attachment 5

Landscape Services Department Cost Estimate

<u>Labor:</u>	<u>Work Ctr</u>	<u>Description</u>	<u>Hours</u>	<u>Labor Rate</u>	<u>Ext. Labor \$</u>
	510	Bench Installation into Sidewalk	4	\$ 50.80	\$203.20
					\$ -
TOTAL LABOR					\$203.20

<u>Materials:</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Ext. Cost \$</u>
	Recycled Plastic Heritage Park Bench 6' Length Frame: Black Slat; Brown	1	\$1,142.00	\$1,142.00
				\$ -
SUBTOTAL MATERIALS				\$1,142.00
TAX				0.00%
TOTAL MATERIALS				\$ 1,142.00

SUBTOTAL \$1,345.20

Contingency	0%	\$0.00
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TOTAL ESTIMATED COST \$1,345.20

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STAFF REPORT

DATE: April 22, 2024
FOR: Landscape Committee
SUBJECT: Bench Request 207-F Avenida Majorca

RECOMMENDATION

- Approve the request for a bench near upper bridge Aliso Creek walking area.
- Direct staff where the funding should be allocated from.

BACKGROUND

On November 8, 2023, the GRF Landscape Committee was addressed by a member requesting a bench be replaced along the upper Aliso Creek walking area (Attachment 1). The previous bench was located adjacent to manors 642 and 643. The GRF landscape committee subsequently directed the member to the GRF M&C committee. Upon further research by the GRF M&C Department, the bench location was found to be on United property.

This item has been on hold from any further action pending approval of the updated bench policy. On March 12, 2024 the United Board of Directors updated the bench policy (Attachment 2).

DISCUSSION

Staff recommends approving the request at this time. There is no funding in the landscape budget for this item. Staff is asking for direction on where to budget this item from.

If the Board approves the request for a bench, staff suggests the bench to be placed at the top of the hill on the Aliso Creek walking area (Attachment 3).

FINANCIAL ANALYSIS

The cost to purchase the bench and install is \$1,345.20. The placement and install would be handled by landscape department (Attachment 4).

Prepared By: Megan Feliz, Department Administrative Assistant

Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

- Attachment 1:** Request for Consideration Bench Request
- Attachment 2:** Resolution
- Attachment 3:** Bench Placement Location
- Attachment 4:** Landscape Services Quote

Attachment 1

In Consideration of Bench Replacement Above Upper Bridge at Aliso Creek

Respectfully Submitted for Your Consideration by Cynthia Schafer (207F)

A couple of months ago the bench at the top of the hill above the upper creek bridge near manors 642 and 643 was broken and removed. This bench was at the top of a very steep hill on a popular walk around Aliso Creek. Many walkers would sit on the bench for a couple of minutes to enjoy the views and recover from walking up the hill. It was a very popular bench. We need a bench to rest our old knee caps, restore our energy and rest our aching backs and muscles.

Please replace this bench, it encourages people to walk, many cannot do the "loop" without it.

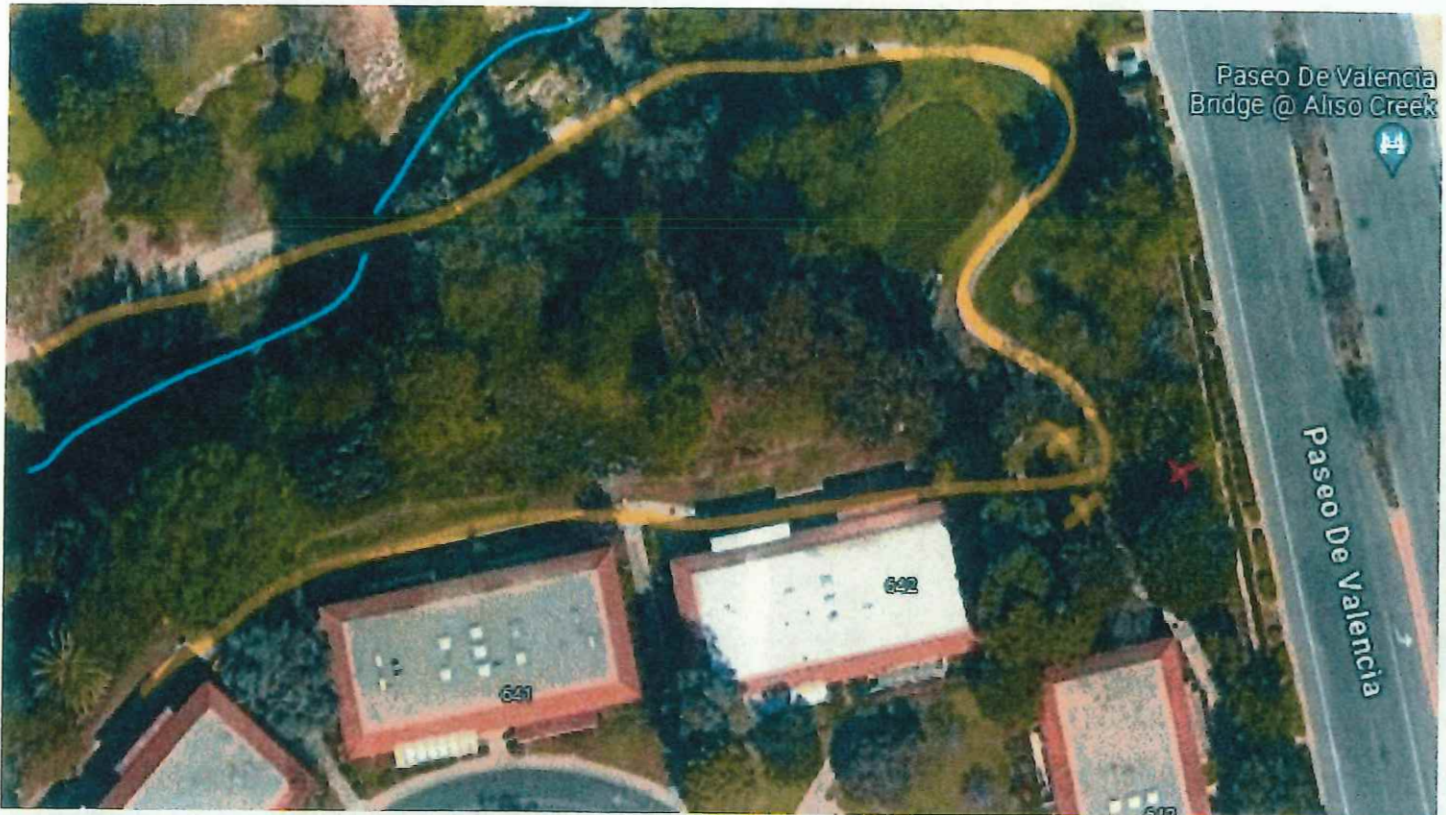


Figure 1: Path up the hill (in Yellow), Creek (Blue line), Site of original bench (Red X), Alternate bench sites (Yellow X).



Figure 2: Steep Hill



Figure 3: Hill continues up the hill until walkers are tired



Figure 4: Old Bench overlooked Paseo de Valencia



Figure 5: Grass between 642 and 643 – alternative bench site

Figure 6: Overlooking the climb – alternative bench site

Figure 7: Newer benches that overlook lower bridge near Manor 430 at other end of walk (not near the hill)





RESOLUTION 01-24-27

Bench Policy

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

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

NOW THEREFORE BE IT RESOLVED, March 12, 2024, that the Board of Directors of this Corporation introduces the revised Bench Policy which gives guidance and direction on the type of bench, color, and model of bench, request procedure, placement, and safety considerations; and

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

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

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

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

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

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

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

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

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

Attachment 3:

View from the Bench



Bench Location





Attachment 4

Landscape Services Department Cost Estimate

<u>Labor:</u>	<u>Work Ctr</u>	<u>Description</u>	<u>Hours</u>	<u>Labor Rate</u>	<u>Ext. Labor \$</u>
	510	Bench Installation into Sidewalk	4	\$ 50.80	\$203.20
					\$ -
TOTAL LABOR					\$203.20

<u>Materials:</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Ext. Cost \$</u>
	Recycled Plastic Heritage Park Bench 6' Length Frame: Black Slat; Brown	1	\$1,142.00	\$1,142.00
				\$ -
SUBTOTAL MATERIALS				\$1,142.00
TAX				0.00%
TOTAL MATERIALS				\$ 1,142.00

SUBTOTAL \$1,345.20

Contingency	0%	\$0.00
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TOTAL ESTIMATED COST \$1,345.20



Village Management Services, Inc.

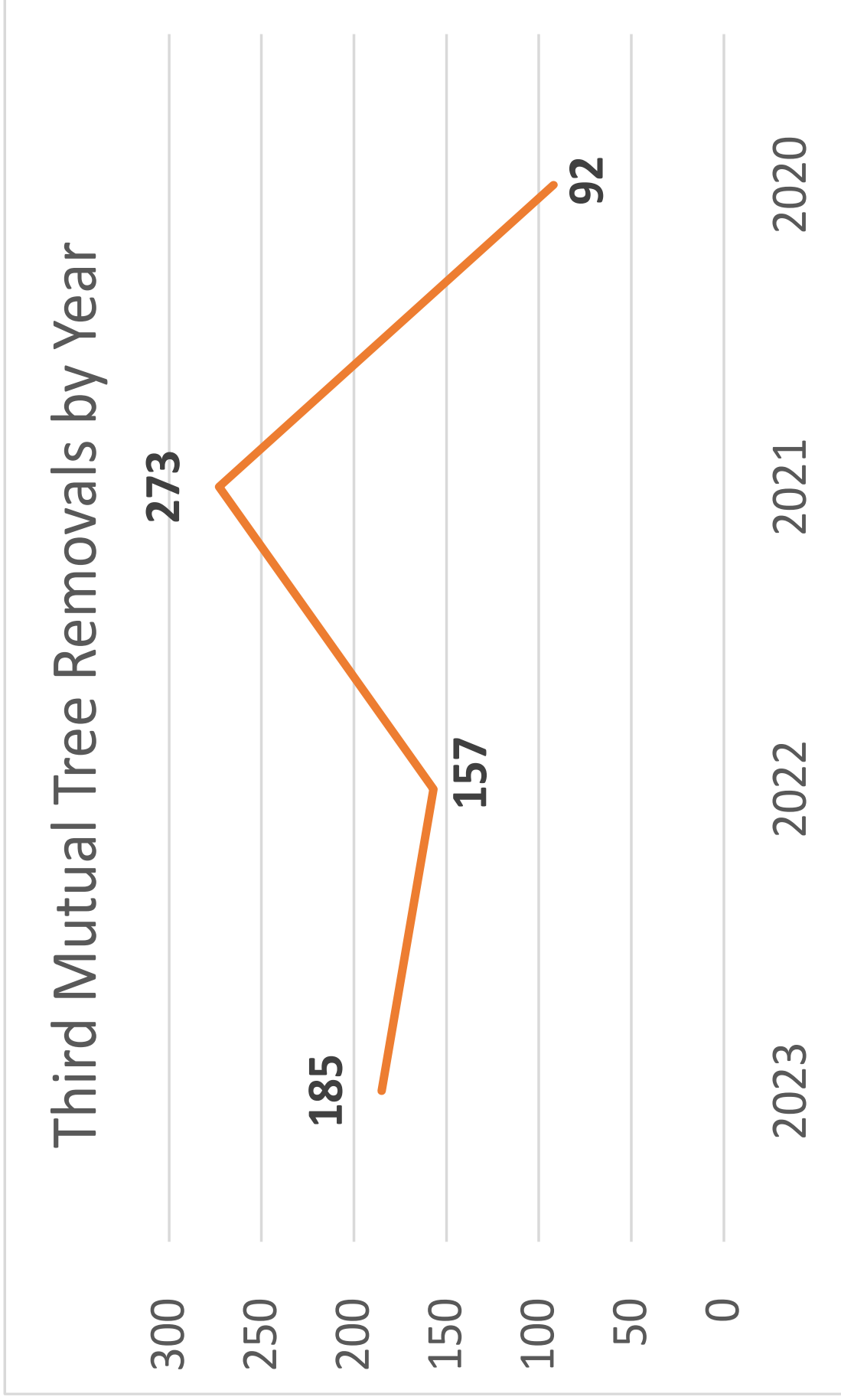
Tree Replacement Strategy

Kurt Wiemann, Director of Field Operations

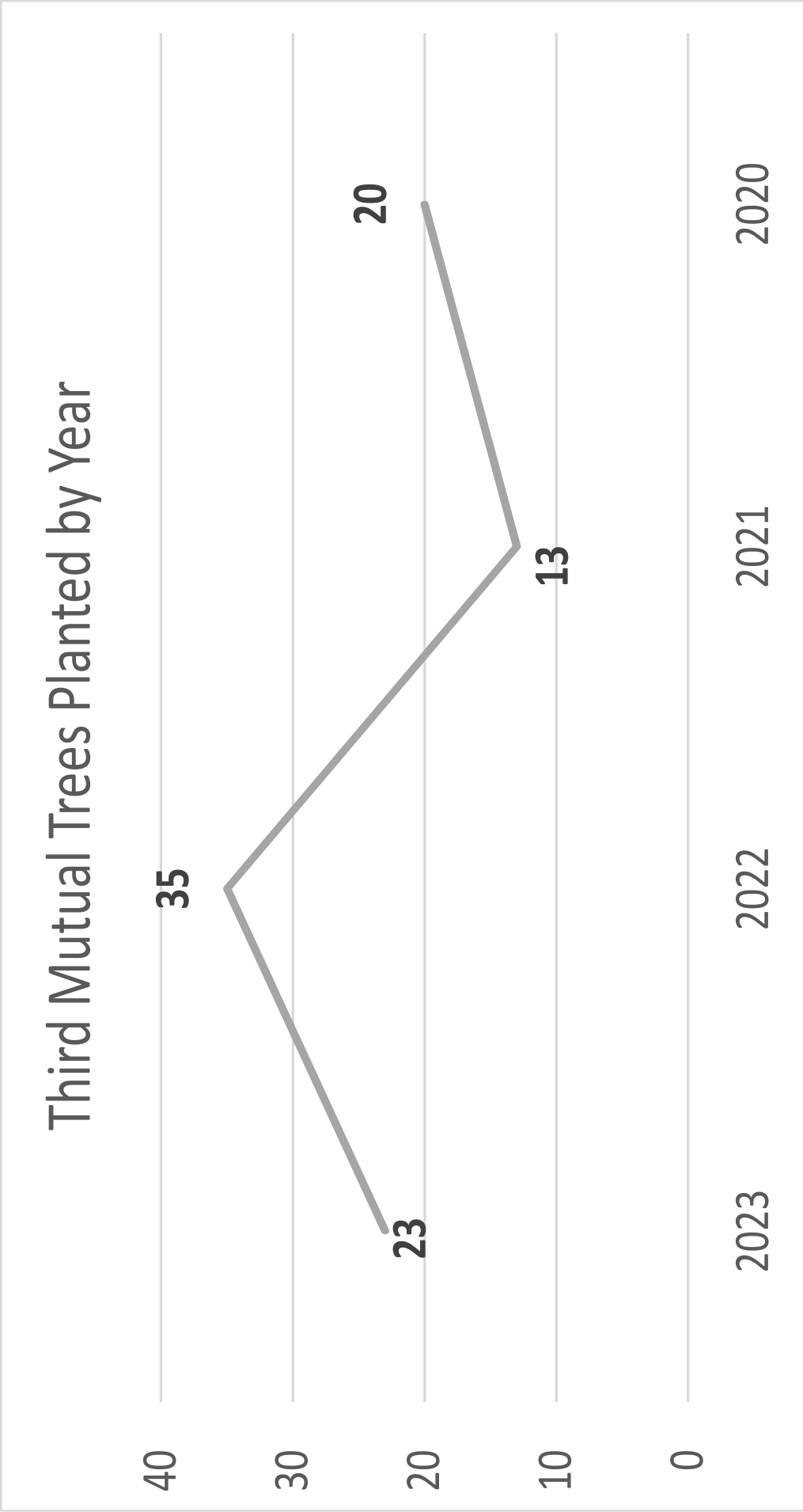
April 22, 2024



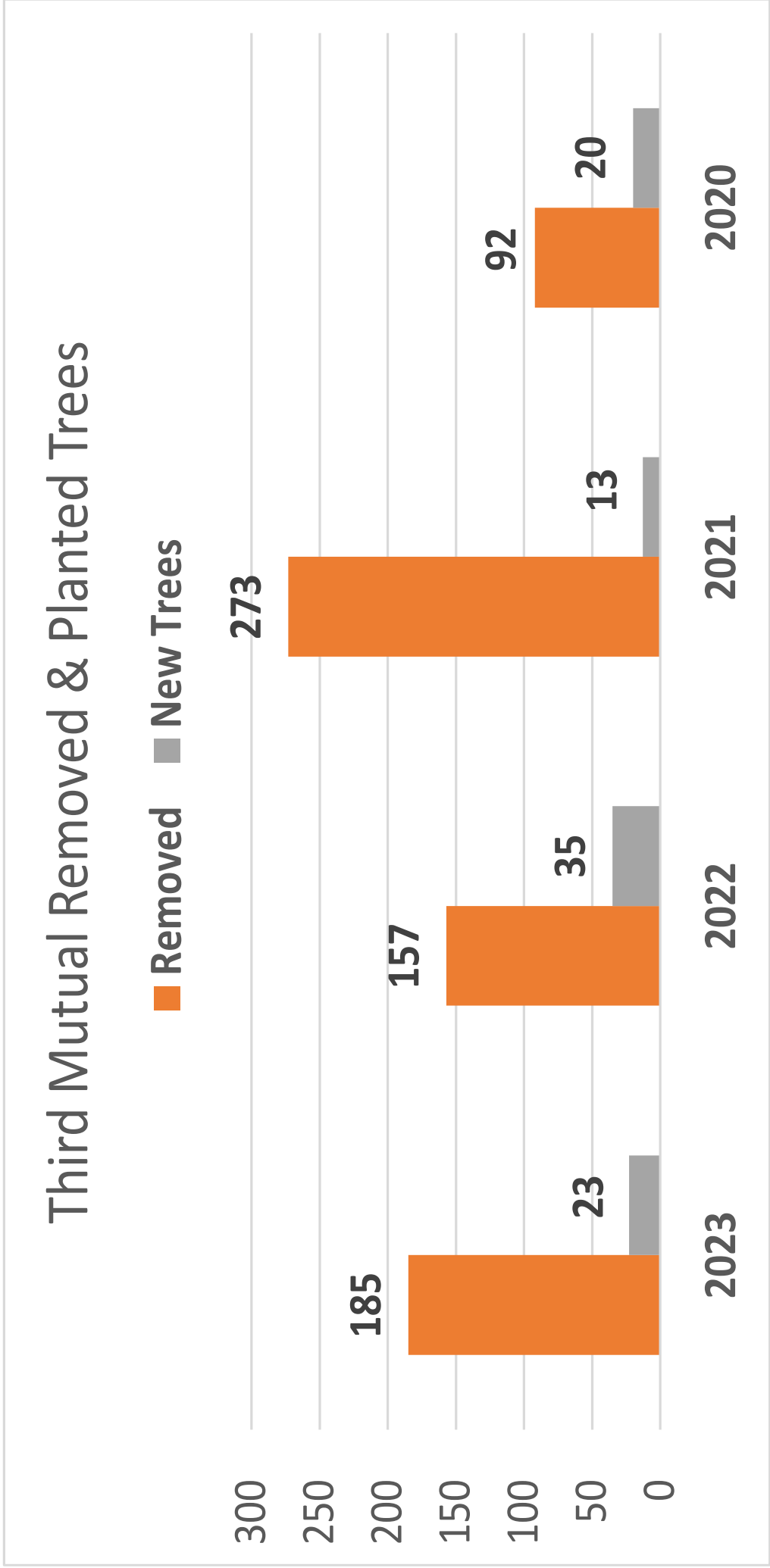
United Mutual Tree Removals by Year



United Mutual Trees Planted by Year



United Mutual Removed & Planted Trees





Village Management Services, Inc.

Questions

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RESOLUTION 01-12-224
Landscape Committee Charter

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

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

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