

LANDSCAPE MAINTENANCE MANUAL

*A Guide for Residents of Laguna Woods Village
Laguna Woods, California*



Updated April 2009

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-- THE ROLE OF THE LANDSCAPE DIVISION --

Landscape Division duties include:

1. Periodic mowing of lawns.
2. Periodic trimming and weeding of lawns, slopes, tree basins, and all common areas.
3. Periodic pruning of shrubs and trees.
4. Fertilizing lawn and shrub areas.
5. Controlling pests (with the least toxic materials) including insecticides, herbicides, and fungicides, and rodent and other animal control measures.
6. Treating trees and shrubs that are not growing well. Removing or replacing trees and shrubs as needed.
7. Operating and maintaining the irrigation system.
8. Collecting and processing of yard waste into mulch for the community's use.
9. Recycling (old newspapers, glass & aluminum, and green waste).

In an effort to keep all costs to a reasonable level, the Landscape Division has been directed by your Mutual to not do the following:

1. Substitute, rearrange, or change the basic landscaping at resident's request.¹
2. Change the irrigation system by adding or revising parts at resident's request.¹
3. Set irrigation system schedules to please individual residents.
4. Maintain or help maintain any plantings in a private patio. ¹
5. Permit any member of a Landscape Maintenance crew to provide personal gardening services to residents. ¹

If you need to request something special, the Landscape Division will be happy to assist you, if possible. If for some reason the Landscape Division is unable to do so, you may direct your request to the Grounds Committee for special consideration. To direct a request to the Grounds Committee, submit a written request to your Mutual through the Landscape Division. For more information call (949) 597-4652.

¹ Unless performed as a chargeable service – see page 4.

-- THE ROLE OF THE RESIDENT --

The community's landscape is common property. This is true of both cooperative and condominium areas. All grounds outside the walls of a building, outside the walls of a contiguous patio, or in the atriums of Garden Villa buildings, are common landscape property and fall under the rules and regulations stated herein.

- DO submit all plans for planting or any altering of any and all common area to the Landscape Division for approval before any changes are made. (See Sample Form titled "Request to Modify Landscape Design," page 8.) All forms are available from the Landscape Division.
- DO receive the approval from all the neighbors directly affected by your request of all changes to the existing landscape. Common areas belong to everyone.
- DO notify the Landscape Division if you do not wish to have specific plants, shrubs or trees adjacent to your manor cultivated, pruned, or maintained by the Landscape Division. The yellow stake program is available for residents who wish to participate. Any questions or stake requests should be directed to the Landscape Division's area supervisor at the phone number noted below. (See Section titled "Yellow Stake Program," Page 4.)
- DO NOT plant/alter, or have your gardener plant/alter, on slopes, around trees, or in the lawn of the common area.
- DO NOT remove plantings without approval from the Landscape Division.
- DO NOT place materials such as stepping stones, edging materials, potted plants, statuary, or any other item (including hoses, hose reels, patio furniture) in common areas **which interfere with landscaping operations, or cause a safety hazard.** If desired, these items can be removed by the Landscape Division as a chargeable service.

If you have any questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling (949) 597-4600 or writing to Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654.

-- THE YELLOW STAKE PROGRAM --

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some safeguards are in order.

The option for residents to maintain the planting adjacent to their manor either personally or through hiring an outside maintenance service¹ is based on the "Yellow Stake" program. These plantings can consist of varied plant types ranging from original foundation shrubs to highly manicured annual color.

The plantings are maintained under the aegis of the manor owner/occupant. However, it will be the responsibility of the Board to intercede when the standard of care of a resident's personally maintained plantings are considered below standard, or if any dispute between residents arises since the landscape of the community is the common property of the residents as a whole.²

To take advantage of the Yellow Stake Program a resident must get the Landscape Division's approval first to plant flowers and shrubs in the foundation planting beds immediately adjacent to their manors. In planting these areas, each resident assumes full responsibility³ for the care of their own plantings, consistent with the quality of the environment as a whole.

Some plantings such as roses, fruit trees and bedding plants are assumed to be personal plantings so they do not require a yellow stake. All other plants, such as shrubs in general do require a yellow stake for clarification purposes.

This responsibility does not end upon transfer of a manor, the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact the Landscape Division by calling (949) 597-4600 or writing to the Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654.

¹ If you hire an outside gardener for any authorized work, for your own protection make sure that person or company is insured for Workers' Compensation, liability, and auto insurance, and is reliable and experienced by requesting and checking recent references

² If a resident does not properly maintain the yellow stake plantings, then the Landscape Division may, after notice to the resident, remove these plantings and replace them with standard plantings that will be done at the resident's expense.

³ Full responsibility includes, but is not limited to, any extra watering, fertilizing, care, or the removal of debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles.

-- CHARGEABLE SERVICE PROGRAM --

The purpose of this program is to provide more services to residents of the community that are of a non-standard request. (See "The Role of the Landscape Division," Page 2.)

To request services above and beyond those already listed, residents should call (949) 597-4600 for an area supervisor to review the requested work so a quotation can be given for resident approval. Examples of such services include periodic maintenance of non-standard plantings; non-standard garden design, installation, and maintenance thereof; small gardening jobs; repotting plants; etc.

RESIDENTS SHOULD NOT ASK ANY MEMBER OF A LANDSCAPE MAINTENANCE CREW FOR INDIVIDUAL SERVICE. The staff's time is to be used for the benefit of all residents. Employees are not allowed to accept tips or to perform work after hours for residents.

-- WATER MANAGEMENT --

RESIDENTS SHOULD NOT TAMPER WITH SPRINKLERS OR CONTROLLERS. FOR EMERGENCY SERVICE CALL THE LANDSCAPE DIVISION AT (949) 597-4600. **For emergency service after 4:30 p.m. or weekends, call the Security Division at 580-1400.**

WHENEVER YOU NOTICE A BROKEN IRRIGATION PIPE AND/OR SPRINKLER HEAD, PLEASE CALL THE LANDSCAPE DIVISION AT (949) 597-4600.

Water pressures vary according to usage and location. Adjusting sprinklers to cover a certain distance is difficult. Residents should not attempt to give messages to or request extra service from the field personnel. Call the Landscape Division at (949) 597-4600 for assistance.

Patios are private areas, but occasionally they are the only sources of water for the crews for use in replacement planting. Crews are instructed to be considerate of residents' needs and property; however, when necessary, crews are to be allowed access to all exterior water sources.

In order to conserve our water that is becoming more scarce and more expensive, all residents are required to use hand held shut-off valves/water nozzles.

-- THE TREE PROGRAM --

This community is very proud of its tree program and the tree pruning procedures it has instituted. Since the early 80's the tree loss due to inclement weather conditions has dropped dramatically (from 2000 per year in 1987 to 35 per year in 1998 – the worst El Niño year on record to date). For this reason all tree maintenance is under the control of the Landscape Division. Trees are essential not only for the reduction of pollutants in the atmosphere, the production of oxygen, and to enhance the parklike appearance of the community, but also to minimize soil erosion. Their removal is not taken lightly.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO WORK WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE TREES WITHOUT THE CONSENT OF THE MUTUAL LANDSCAPE COMMITTEE.

Tree trimming is performed on a regular schedule per International Society of Arboriculture standards. Trees are pruned, whether they are original plantings or approved resident plantings (non-yellow staked).

The Landscape Division also employs a state licensed pesticide operator, under whose guidance, government approved chemicals are applied to various shrubs, trees, and turf areas, for specific problems.

If a tree removal is approved, it will be budgeted when the tree crew is performing normal scheduled maintenance. Emergency situations are handled as they arise.

Landscape Requests may be obtained through the Landscape Division at (949) 597-4600. (See sample form titled "Mutual Landscape Maintenance Request," Page 9.)

Requests by residents for tree removal should be addressed to their Mutual's Landscape Committee. As a rule, requests for the sole reason of "littering" will not be granted, since almost all trees litter at some time.

The committees, made up of your neighbors who serve on your Boards of Directors, will look at your problem and try to find a solution. (See Forms/Appeals Process for more information, Page 7.)

-- SAFETY --

As a safety precaution, all residents are requested to sweep up debris from walkways adjacent to their manor. Landscape personnel do not have the time to perform this task frequently and your cooperation would be most helpful and appreciated.

Most trees in the lawn areas have surface roots protruding, please avoid walking in those areas.

If you become aware of any of the following safety hazards, please notify the Landscape Division at 597-4600:

- Hanging broken branches;
- Foliage and branches close to fireplace chimneys or brushing against windows, eaves, or roofs;
- Raised sidewalks and driveways;
- Inappropriately placed objects **on sidewalks, balconies, or patio walls**, such as, statuary, pots, hanging plants, or vines.

-- REQUEST FORMS AND APPEAL PROCESS --

If you have a request to change the planting, either shrubbery or trees, first contact your **Landscape Area Supervisor** by calling Customer Service at

(949) 597-4600

Your area supervisor will either authorize the changes, or advise you that your request must be made to your Mutual's Landscape Committee, in writing, and supply the necessary forms.

The committee will act on your request and present it to your Board of Directors for action. You will be notified in advance of such meetings, so you may appear in person at that time, in case you wish to appeal any decision. Sometimes, a second visit is scheduled, and a final decision by the Board is deferred until then.

MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE MAINTENANCE REQUESTS

Your request is important to us and will be handled accordingly. 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 Landscape Committee for their review. If you are unsure whether your request falls into this category, first please contact your area's landscape supervisor through Property Services at **597-4600** in order to make that determination. If this is the case, then first you will receive a written confirmation acknowledging receipt of your request with an explanation of the review process. Once reviewed by the Committee, a recommendation will be made to the Board of Directors for action. You will then be notified of the Board's decision. Please be patient as this process can take from a few weeks to a month or longer.

Date: _____ Address: _____

Requestor Signature: _____ Print Name _____
(owner signature is required for lessees and occupants)

Request (please check): REFER TO GUIDELINES ON REVERSE SIDE

Tree Removal Plant Replacement Off-Schedule Trimming

Landscape Design Change (e.g., Alteration of Turf and/or Flower Bed, Paved Planter Conversion, Stepping Stones, Mortarless Block Garden Walls, etc.): Please note that all requests for design changes must include a design plan with a description (including a list of plant selections and/or materials, if applicable).

Other (explain):

Reason (please check): REFER TO GUIDELINES ON REVERSE SIDE

Structural Damage Sewer Damage Overgrown Hazard
 Poor Condition Litter/Debris Personal Preference View Obstruction
 Other (explain):

Description & Location:

Signatures of All Neighbors Affected by this Request (owner signature is required for lessees and occupants):

Signature	Manor #	For	Undecided	Against
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

MUTUAL LANDSCAPE REQUEST FORM GUIDELINES

Request

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

- Tree Removal: Trees are essential for the reduction of pollutants in the atmosphere, the prevention of soil erosion, and the enhancement of the park-like appearance of Laguna Woods Village. Their removal is not taken lightly. However, circumstances do arise that potentially warrant tree removal/replacement.
- Off-Schedule Trimming: Trees are trimmed on a cycle that is approximately 32-34 months in length and shrubs are pruned three times per year. If desired, and approved by the managing agent and/or the Mutual's Landscape Committee, trees or shrubs may be trimmed more frequently (off-schedule). This work is typically performed as a chargeable service.
- Plant Replacement: Requests for the replacement of healthy plant material is generally denied. If granted, the work is typically performed as a chargeable service.
- Landscape Design Changes: Any type of alteration to the current landscape layout must include a design plan with description. It is also to include a list of plants and/or materials (stepping stones, blocks, pavers, etc.) that are to be considered (if applicable).

Reason

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

- 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.
- Hazard or Damaged/Declining Health: Trees or plants that pose a hazard or 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

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").

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.

OFFICE USE ONLY			
510 _____	530 _____	540 _____	570 _____
RELANDSCAPED _____		LAST PRUNED _____	
		NEXT TIME _____	
		TREE SPECIES _____	
COMMENTS: _____			

United Laguna Hills Mutual
Board Resolutions

RESOLUTION – STEPPING STONES

United Laguna Hills Mutual

Upon motion duly made, seconded and carried, the following resolution was adopted on January 22, 1985:

Resolution No. U-85-25

WHEREAS, this corporation finds it to be in the best interest of all residents of the community to create and maintain a safe, hazard-free and well groomed community and

WHEREAS, this corporation finds that as a part of this endeavor it is important that all walkways and other avenues of pedestrian traffic be properly established, constructed and maintained only by the managing agent of this corporation; and

WHEREAS, this corporation finds that to further this endeavor, it is important that no unauthorized or hazardous walkways or other avenues of pedestrian traffic be established, either through the placement of stepping stones or otherwise, that may interfere with the landscape maintenance operations for the community or may pose a threat to the health, safety or well-being of the residents, guests or employees of the community;

NOW THEREFORE, it is hereby:

RESOLVED, that the existence of stepping stones in any common area owned by this corporation is prohibited where

- a. Such stepping stones interfere with the landscape maintenance operations of the managing agent of this corporation; or
- b. Such stepping stones constitute a threat to the health, safety, or well-being of the residents, guests or employees of the community;

RESOLVED FURTHER, that the managing agent is hereby authorized to remove any stepping stones existing in any common area of this corporation which are determined by the managing agent to meet the criteria set forth in sub-paragraphs a and b, above;

RESOLVED FURTHER, that the resolution shall become in full force and effect on February 1, 1985.

RESOLUTION – Standard for Stepping Stones

United Laguna Hills Mutual

Upon motion duly made, seconded and carried, the following resolution was adopted on May 13, 2003:

Resolution No. 01-03-79

WHEREAS, on January 22, 1985, the Board of Directors of this Corporation adopted Resolution U-85-25 that establishes a policy that prohibits the placement of stepping stones that may interfere with landscape maintenance operations; and that may constitute a threat to the health, safety, and well-being of the residents and their guests; and

WHEREAS, this Corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of such stepping stones;

NOW THEREFORE BE IT RESOLVED, May 13, 2003, the Board of Directors of this Corporation hereby approves the Standard for Stepping Stones, as attached to the official minutes of this meeting; 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.

**STANDARD FOR STEPPING STONES
for United Laguna Hills Mutual**

1.0 PREPARATIONS

- 1.1 No stepping stones will be allowed that will hinder yard drainage.
- 1.2 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 1.3 Stepping stones will be allowed in planter areas adjacent to the manor only. No stepping stones will be permitted to be placed in grass.
- 1.4 Stepping stone paths will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening, and/or personal plants.

2.0 APPLICATIONS

- 2.1 Stepping stones may be constructed of concrete only.
- 2.2 All stepping stones must have a non-slip/non-skid surface.
- 2.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 2.4 Stepping stones will be spaced no more than four inches apart.
- 2.5 The path created with the stepping stones will be no greater than three feet wide.
- 2.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, mulch, etc.)

3.0 INSTALLATION REQUIREMENTS

- 3.1 Prior to installation, the PCM Landscape Department must be contacted to clear away plants, adjust irrigation, and make any other landscaping changes necessary to accommodate the area. This work will only be performed by the Landscape Department, and will be performed as a service chargeable to the requesting Mutual member.

Standard for Stepping Stones-United Mutual (cont'd)

- 3.2** Outline each stepping stone and dig out the marked area so that it is one and a half inches deeper than the thickness of the stepping stone. Make sure that dug out space is level. Line bottom of hole for stepping stone with a base of one and a half inches of damp sand. Tamp the sand base to compact sand. Level the sand layer. Set stepping stone in the space and make level with surrounding soil grade.
- 3.3** Installed stepping stones must be stable and level to the surrounding soil grade. Any loose or non-level stones will not be permitted and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.
- 3.4** Ongoing maintenance to ensure the stability and level grade of the stepping stones is the sole responsibility of the Mutual member. Improperly maintained stepping stones will be identified as a safety hazard and may result in the removal of the stones. Such removal will be performed as a service chargeable to the Mutual member.

RESOLUTION – Privately-Owned Objects

United Laguna Hills Mutual

Resolution No. 01-05-63

WHEREAS, the Board of Directors of this Corporation is concerned about the placement of privately-owned objects upon the buildings and in the common areas and about the possible safety hazards to persons, the structural damage to property, and maintenance problems caused by such placement;

NOW THEREFORE BE IT RESOLVED, June 14, 2005 that placement of privately-owned objects in the common areas (including foundation planters) shall be permitted (personal/non-standard landscaping), within the following guidelines:

- Residents may not enlarge foundation planters. Plants and shrubs, which members are allowed to plant adjacent to their units (foundation planters) should be well maintained. (See guidelines for the “Yellow Stake” program.)
- Decorative items (hardscape, i.e. garden décor, statuary, potted plants or hanging objects) may be placed in this garden area, as long as they do not interfere with the Landscapers’ work, or cause a hazard, either to persons or property. These items should be kept in good repair. Potted plants should be well-maintained and any empty pots removed.

RESOLVED FURTHER, that upon sale of the manor, the Mutual Member or the estate will be financially responsible for the removal of personal plantings and the re-landscaping of this area, unless the buyer assumes responsibility for the “non-standard” landscaping; and

RESOLVED FURTHER, that certain guidelines are to be observed in the limited use of common land, and is necessary to contact the Landscape Supervisor, through Property Services before initiating any planned changes; and

RESOLVED FURTHER, that if the personal plantings and/or decorative items in the common area directly adjacent to the manor are not maintained in a satisfactory manner, the officers and agents of this corporation are hereby authorized on behalf of the corporation to take such action as they may deem necessary to carry out the purpose of this resolution; and

RESOLVED FURTHER, that Resolution U-91-07, adopted January 22, 1991 is hereby superseded and cancelled.

RESOLUTION – Fruit Trees

United Laguna Hills Mutual

Resolution No. U-84-129

RESOLVED, that the planting of fruit trees in common areas owned by this corporation shall be permitted under the following conditions:

1. Any fruit tree henceforth planted in a common area must be of the dwarf variety;
2. Any dwarf fruit tree planted in the common area must be directly adjacent to the installing resident's dwelling unit;
3. Any fruit tree presently planted in the common area must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation; the same procedure shall apply to all dwarf fruit trees planted pursuant to this resolution;

RESOLVED FURTHER, that the managing agent is hereby authorized to remove any fruit tree located in a common area owned by this corporation if the previously stated conditions are not met;

RESOLVED FURTHER, that this resolution shall become in full force and effect on November 15, 1984; and

RESOLVED FURTHER, that the resolution No. 170 dated December 28, 1976, is hereby cancelled.

RESOLUTION – Vegetable Plantings

United Laguna Hills Mutual

Resolution No. U-84-130

WHEREAS, certain chemical sprays used by the Landscaping Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption; and

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops;

NOW THEREFORE BE IT RESOLVED, that the planting and growing of tomatoes, or other vegetables, in the common areas owned by the corporation is prohibited;

RESOLVED FURTHER, that the managing agent is hereby authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation;

RESOLVED FURTHER, that the resolution shall become in full force and effect on November 15, 1984; and

RESOLVED FURTHER, that the resolution No. 170 adopted on December 28, 1976, is hereby cancelled.

RESOLUTION – Dry Rot

United Laguna Hills Mutual

Resolution No. U-90-74

WHEREAS, the maintenance of the mutual (common and limited common areas) is the responsibility of the corporation; and

WHEREAS, the board of directors of this corporation has expressed concern that plants and other moisture retaining objects placed directly on deck, breezeway or balcony surfaces of buildings managed by this corporation contribute directly to dry rot or other damage of said buildings;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby prohibits the placement of potted plants or other moisture retaining objects on deck, breezeway or balcony surfaces of buildings managed by this corporation unless the following requirement is met:

All potted plants shall be placed on a water resistant surface designed to prevent moisture from such potted plants from reaching the decking, breezeway or balcony surface on which it is placed.

RESOLVED FURTHER, that the placement of indoor/outdoor carpeting is hereby prohibited on any surface which is supported by wood (such as patios, atrioms, decks, entryways, elevated and regular breezeways) and;

RESOLVED FURTHER, that any member of this corporation found to be in violation of the above stated requirements shall be subject to such disciplinary action as provided in Article III, Section 9 of the Bylaws of this corporation; and as deemed appropriate by the board of directors; and

RESOLVED FURTHER, that the policy stipulated herein shall go into effect September 1, 1990; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they may deem appropriate to carry out the purpose of this resolution.

RESOLUTION – Memorials & Tree Signage

United Laguna Hills Mutual

Resolution No. 01-08-20

RESOLVED, February 12, 2008 that the Board of Directors of this Corporation hereby prohibits the placement of memorials of any sort on trees, benches or anywhere on United Mutual property except in areas especially designated by the Board of Directors; and

RESOLVED FURTHER, that any tree signage in such designated areas shall be limited to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin; and

RESOLVED FURTHER, that Resolution 01-07-61, adopted June 12, 2007 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.

CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS

Resolution 01-03-134 – Adopted September 9, 2003

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and Occupancy Agreement provisions for their management and care under the direction of the United Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness, and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness, and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
4. Potted plants are not to be placed on railings in common or limited common areas. Hanging plants or hanging objects are prohibited in breezeways and walkways.
5. Items that constitute a nuisance to one’s neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident’s balcony and patio area adjoining a manor, is limited common area. This area needs the same care & protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the United Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.

CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS – CONT'D

7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Customer Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The United Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The United Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES

Third Laguna Hills Mutual
Board Resolutions

RESOLUTION – Stepping Stones

Third Laguna Hills Mutual

Resolution No. 03-07-02

WHEREAS, the Maintenance & Construction Committee of this Corporation desires to provide Members more opportunity to enhance the property surrounding their manor;

NOW THEREFORE BE IT RESOLVED, January 16, 2007, that the Board of Directors of this Corporation hereby authorizes the revocation of Alteration Standard *Section 36 – Stepping Stones*; 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; and

RESOLVED FURTHER, that Resolution M3-05-19, adopted September 20, 2005 is hereby superseded and cancelled.

As a result of this resolution, it is now required that the installation of stepping stones must be approved by the Board through the Variance Request process prior to installation. Please contact the Permits and Inspections office for more information at 949-597-4616.

RESOLUTION – Fruit Trees

Third Laguna Hills Mutual

Resolution No. M3-84-121

RESOLVED, that the planting of fruit trees in common areas managed by this corporation shall be permitted under the following conditions:

1. Any fruit tree henceforth planted in a common area must be of the dwarf variety;
2. Any dwarf fruit tree planted must be planted either within the courtyard or within 48" of the installing resident's dwelling unit or patio slab;
3. Any fruit tree presently planted in the common area must be marked by the installing resident, or his or her successor, with a yellow stake and fully maintained in a manner acceptable to the corporation; the same procedure shall apply to all dwarf fruit trees planted pursuant to this resolution;

RESOLVED FURTHER, that the managing agent is hereby authorized to remove any fruit tree located in a common area owned by this corporation if the previously stated conditions are not met;

RESOLVED FURTHER, that this resolution shall become in full force and effect on November 15, 1984; and

RESOLVED FURTHER, that the resolution No. 810 adopted on October 28, 1977, is hereby cancelled.

RESOLUTION – Dry Rot

Third Laguna Hills Mutual

Resolution No. M3-87-13

WHEREAS, that the Covenants, Conditions and Restrictions for the various original Mutuels now comprising Third Laguna Hills Mutual designate the Mutual corporation as the entity responsible for maintaining and repairing the common and limited common areas as identified in each original Mutual “Plan;” and

WHEREAS, this corporation has become aware that plants and other moisture retaining objects placed directly on the deck, breezeway or balcony surfaces of buildings managed by this corporation have contributed to dry rot damage of said buildings;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation, in accordance with Article VII, Section 1 (a) (v), of the By-laws of this corporation hereby prohibits the placement of any potted plant or other moisture retaining object on the deck, breezeway or balcony surfaces of buildings managed by this corporation unless the following requirement is met:

All potted plants shall be placed on a water-resistant surface designed to prevent moisture from such potted plants from reaching the decking, breezeway or balcony surface on which it is placed.

RESOLVED FURTHER, that any member of this corporation found to be in violation of the above stated requirements shall be subject to such disciplinary action as provided in Article IV, Section 8, of the By-laws of this corporation, and as deemed appropriate by the board of directors; and

RESOLVED FURTHER, that the policy enunciated herein shall go into effect April 1, 1987; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to take such action as they may deem appropriate to carry out the purpose of this resolution.

RESOLUTION – Vegetable Plantings

Third Laguna Hills Mutual

Resolution No. M3-84-122

WHEREAS, certain chemical sprays used by the Landscaping Division of the managing agent could cause harm to human health if wind drift should cause such sprays to reach items intended for human consumption; and

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops;

NOW THEREFORE BE IT RESOLVED, that the planting and growing of tomatoes, or other vegetables, in the common areas owned by the corporation is prohibited;

RESOLVED FURTHER, that the managing agent is hereby authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation;

RESOLVED FURTHER, that the resolution shall become in full force and effect on November 15, 1984; and

RESOLVED FURTHER, that the resolution No. 810 adopted on October 28, 1977 is hereby cancelled.

RESOLUTION – Placement of Trash Containers

Third Laguna Hills Mutual

Resolution No. 03-03-36

WHEREAS, a concern has been expressed with trash containers being left on the curbside after trash pick up; and

WHEREAS, trash and/or containers littering the streets before and after trash pick up causes a visual nuisance and attracts pests and vectors; and

WHEREAS, this Corporation recognizes the need to establish a policy limiting the time trash and/or containers are allowed on the streets before and after trash pick up;

NOW THEREFORE BE IT RESOLVED, April 15, 2003, that the Board of Directors of this Corporation hereby adopts the following policy for curbside pick up:

Trash and/or containers shall be put at curbside no sooner than 5 PM the day before trash collection and must be removed from the street no later than 7 PM the day of trash collection.

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.

CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS

Resolution M3-02-06 – Adopted January 15, 2002

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and CC&R provisions for their management and care under the direction of the Third Mutual Board.

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
3. All plants shall be attractive and shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
4. Potted plants are not to be placed on railings in common or limited common areas. Hanging plants or hanging objects are prohibited in breezeways and walkways.
5. Items that constitute a nuisance to one’s neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident’s balcony and patio area adjoining a manor, is limited common area. This area needs the same care & protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.

CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS – CONT'D

7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Customer Services as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The Third Mutual Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

The Third Mutual Board shall have full authority to recommend remedial action or a hearing for disciplinary action.

KEEP THE AREAS CLEAN, ATTRACTIVE AND SAFE
THESE BUILDINGS ARE YOUR HOMES

RESOLUTION – Tree Signage

Golden Rain Foundation

Resolution No. 90-06-97

WHEREAS, tree signs throughout the Community vary in different shapes, sizes & colors, and the GRF Landscape Committee has found it necessary to establish one sign standard;

NOW THEREFORE BE IT RESOLVED, November 7, 2006 that the Board of Directors of this Corporation hereby adopts the policy of limiting any tree signage to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin; 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.