



Laguna Woods Village®



Landscape Maintenance Manual

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VILLAGE LANDSCAPE OVERVIEW

Laguna Woods Village is a 3.8-square-mile active senior residential community with more than 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees. All landscaped areas are maintained by Village Management Services, Inc. (Managing Agent). Irrigation water for the landscape is provided by El Toro Water District, which delivers both potable and recycled water to the Village irrigation systems.

Maintenance of turf areas is performed on a seasonally adjusted cycle from weekly to every three weeks depending on the time of year. Trees are inspected and trimmed on a 34-month cycle. Computer-controlled irrigation systems utilize an on-site weather station to adjust watering to meet plant needs based on current weather conditions. Slopes and shrubs are typically pruned annually, with more frequent light trimming performed on a nine- to 10-week cycle. Clubhouses and other community facilities receive more frequent landscape and grounds maintenance.

Water conservation has become a way of life in the Village, with many turf-reduction projects completed each year and high water-using plantings converted to water efficient and/or “California Friendly” plant choices. Planters and open areas are topped with mulch to improve the soil, reduce moisture loss and to return nutrients back to the environment. All of the greenwaste generated from the maintenance of Village landscaped areas and trees is composted on site and returned as mulch, resulting in nearly 100 percent recycling.

This Landscape Manual is an informative guide to how landscape and related programs are managed in the Village. It is a resource to assist Residents in understanding how the landscape is managed and what each of the Mutuals permits Residents to do around their residences.

THE ROLE OF THE LANDSCAPE DIVISION

Landscape Division Common Area Maintenance Responsibilities include:

1. Provide periodic mowing and edging of turf, based on seasonal needs.
2. Provide periodic pruning of shrubs and trees in planters and on slopes in common areas.
3. Fertilize turf and shrub areas.
4. Manage pests through integrated pest management techniques and the application of the least toxic materials available to control insects, weeds, diseases and rodents.
5. Address trees, shrubs or other plant materials that are not growing well. Remove and replace trees and shrubs as needed.
6. Schedule and maintain irrigation systems to provide sufficient moisture for plant health, reduce water waste, and meet state and/or local water conservation mandates.
7. Collect and process green waste into mulch or compost for use in common area landscape.
8. Removal of debris from walkways is provided with the cyclic mowing and landscape maintenance programs.
9. Schedules for various landscape maintenance activities are available for each Mutual on the Village website: **www.lagunawoodsvillage.org**

The Landscape Division does not perform the following services:

1. Substitute, rearrange or change the basic landscaping at a Resident's request.
2. Change the irrigation system by adding or altering equipment at a Resident's request.
3. Set irrigation system schedules to comply with requests from individual Residents.
4. Maintain or help maintain any plantings in a private patio or other exclusive use common area, unless performed as a Chargeable Service (see page 8).
5. Permit any member of a Landscape Maintenance crew to provide personal gardening services to Residents, unless performed as a Chargeable Service (see page 8).

THE ROLE OF THE RESIDENT

The landscape throughout the Village is common area. All grounds outside the walls of a building, a contiguous patio or in the atriums of the Garden Villa buildings are common landscape property and fall under the rules and regulations stated herein, unless they are an approved alteration.

To assist Residents in understanding their role in keeping the Village landscape looking its best, it is recommended that Residents:

- DO submit a Landscape Request Form with a planting plan for any proposed planting or any alteration of any common area to the Landscape Division for review and written approval prior to any changes being made.
- DO obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for 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 small patio trees adjacent to your manor cultivated, pruned or maintained by the Landscape Division. This is accomplished through the Yellow Stake Program,” which is available for Residents who wish to provide non-standard plants and maintenance immediately adjacent to their manor. The program is initiated through Resident Services as a request to meet with a Landscape Supervisor to evaluate the applicability of the Yellow Stake Program. The Mutual’s Landscape Committee must approve all yellow stake requests prior to implementation. (See Section titled “Yellow Stake Program,” page 4)
- DO NOT plant/alter or have your gardener plant/alter any common area. This includes slopes, clear areas around trees and in the lawn of the common area. These areas are not available for the Yellow Stake Program or private maintenance. Fencing, aggregate (rocks), art or other items shall not be placed in common areas without written approval.
- 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, etc.) in common areas. **These items interfere with landscape maintenance operations and may create a safety hazard.** The Landscape Division will remove them as a chargeable service to the Member responsible for their unauthorized placement.

If you would like to request services outside the routine maintenance provided, the Landscape Division is here to assist you. If you are unsure whether your request falls into this category, please contact Resident Services during working hours at **949-597-4600** or e-mail **residentservices@vmsinc.org** to initiate the process.

THE YELLOW STAKE PROGRAM

The Yellow Stake Program provides an option for Residents to maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. With approval of the Mutual Landscape Committee, these plantings may consist of varied plant types ranging from original foundation shrubs to highly manicured annual color. Plantings may not have a higher irrigation requirement than common area landscape, as all areas are irrigated on the same schedule to ensure proper water management. Art, benches, rocks, aggregate or other items may be utilized within an approved yellow stake area if they are in conformance with all Mutual Resolutions and are part of the original plan and approval.

To take advantage of the Yellow Stake Program, a Resident must contact Resident Services to begin the process of obtaining approval from the Landscape Division and the subsequent approval by the appropriate Landscape Committee prior to planting or installation of any improvements. In planting these areas, each Resident assumes full responsibility for the care and maintenance of their plantings.

The approved yellow stake plantings are maintained by the unit owner/occupant. However, the Mutual may intercede if the appearance or level of care of the yellow stake plantings are considered below standard, or if any dispute between Residents arises. The landscape continues to be considered common property and yellow stake approval may be revoked by the Committee.

Full responsibility includes, but is not limited to, fertilizing, pruning and the removal of plant waste/debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles, but may be removed by contacting Resident Services and requesting a Leaf Litter Pickup for items placed in a pile in the common area. No pesticides may be applied to yellow stake areas by Residents.

All newly approved personal plantings require a yellow stake to properly delineate the area. Existing plantings previously approved through the Yellow Stake Program may be required to install a yellow stake.

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 at the Resident's expense.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake plantings as an alteration and formally obtain acceptance from the buyer prior to close of escrow. If the buyer does not accept responsibility, the seller must restore the area to standard planting prior to close of escrow. If the buyer accepts the yellow stake area, they will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program.

If you would like to participate in the Yellow Stake Program, or have any questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling **949-597-4600** or e-mailing **residentservices@vmsinc.org**.

USE OF PRIVATE GARDENERS, LANDSCAPERS OR PEST CONTROL OPERATORS

Members/shareholders may elect to have their exclusive use common area or approved yellow stake area maintained by an outside service provider (gardener, landscaper, etc.) If a Member/shareholder hires an outside provider for any authorized work, you must confirm that the person or company is insured for workers' compensation, liability and auto insurance prior to the initiation of work. They must also have a City of Laguna Woods business license. It is recommended that Residents considering the use of private gardeners check references to ensure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent (VMS, Inc.) may access, alter or operate Mutual owned irrigation systems or any water source that is not metered directly by the affected unit. No gardeners, landscapers or other vendors hired by the Resident may access water sources or make any changes to Mutual owned sprinklers. Unauthorized use of water or alterations made to irrigation systems is prohibited and may result in citation, fines and reimbursement of any costs associated with the repair or restoration of Mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers, pesticides (insecticides, snail bait, rodent bait, ant control materials, fungicides, etc.) or treat any area on the exterior portion of a unit, or the landscape around it without written permission from the Managing Agent. All proposed pest control operators and/or gardeners must provide copies of all licenses and insurance required by law when requesting approval, prior to any application of materials.

THE TREE PROGRAM

Laguna Woods Village has a wide variety of large mature trees. These are a tremendous asset to the Community and improve the quality of life for all its Residents. All tree maintenance is performed by the Landscape Division under the direction of a Certified Arborist.

OUTSIDE CONTRACTORS AND PRIVATE GARDENERS WHO PERFORM WORK FOR MEMBERS/SHAREHOLDERS WITHIN THE COMMUNITY MAY NOT PLANT OR PRUNE ANY TREE IN A COMMON AREA WITHOUT THE PRIOR APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.

The inspection and trimming of Village trees is performed on a regular schedule, typically on a 34-month cycle, per International Society of Arboriculture standards. Trees are pruned, whether they are original plantings or approved resident plantings (non-yellow staked). Yellow Stake Program trees are not pruned or maintained.

Trees are removed by the Landscape Division only if they are dead, diseased, dying, pose a foreseeable risk of damage to property or injury to persons, or are actively causing damage to buildings, structures or underground utilities, excluding irrigation. Trees will not be removed due to dropping excessive litter (leaves, needles, flowers, fruit, cones, etc.). Trees will not be topped or removed to establish, increase or preserve views. See Tree Topping Resolution: Exhibit B - Page 20.

Members may request the removal of a tree by contacting Resident Services to obtain a Landscape Request Form or through the Laguna Woods Village website. (See sample form titled "Mutual Landscape Request Form," page 12.) The form must be completed in its entirety, including the signatures of surrounding manor owners affected by the potential removal of the tree. If the removal request does not meet the criteria outlined above, it will be to the Mutual Landscape Committee for determination. If a tree removal is approved, it is typically removed when the tree crew is performing normal scheduled maintenance, which may take up to 34 months. Emergency situations are handled on a case-by-case basis.

The Landscape Committees are made up of appointed Directors from the governing Board of the affected Mutual. They will review the Resident's request and work to find a solution. (See Forms and Appeal Process for more information, page 10.)

Frequently asked questions about the Tree Program:

- What is the trimming cycle? *Trees are inspected and pruned every 34 months.*
- What is the procedure for tree removals? *Members/shareholders may request tree removal by submitting a Landscape Request Form.*
- Who pays to remove the tree? *The Landscape Committee may approve the removal of a tree at the expense of the Mutual or at the expense of the requesting party.*

- Will the tree be replaced? *Following removal, a tree may be replaced if there is sufficient space and need. The landscape affected by the removal will be repaired and a replacement tree (if appropriate) will be replanted within 90 days of the removal of the tree. The cost would be borne by Mutual or the Member/Shareholder as determined by the Landscape Committee.*
- Do I need to wait 34 months to have the tree by my unit trimmed? *“Off schedule” trimming may be provided if there is an emergency or urgent need; otherwise trees are not trimmed until they are scheduled.*
- Can I have the tree by my unit trimmed as a “chargeable service?” *Typically, tree trimming is not provided as a chargeable service. Unique situations will be considered by the Arborist and the Landscape Committee on a case-by-case basis.*

CHARGEABLE SERVICE PROGRAM

The Chargeable Service Program provides additional specialized services to Residents of the Community upon request that are non-standard in nature and supplement the routine maintenance provided by the Landscape Division. (See "The Role of the Landscape Division," page 1.)

To request services in addition to those already listed, Residents should call Resident Services at **949-597-4600** for an Landscape Supervisor to review the requested work and develop a cost quotation for Resident approval. Examples of such services include periodic maintenance or pruning of non-standard plantings, non-standard garden installation and maintenance thereof, small gardening tasks, repotting plants, pruning of fruit trees, etc.

RESIDENTS SHOULD NOT ASK ANY MEMBER OF A LANDSCAPE MAINTENANCE CREW FOR INDIVIDUAL SERVICE. All requests shall be made through Resident Services. Staff's time is to be used for the benefit of all Residents. Employees are not allowed to accept tips or to perform work during or after hours for individual Residents.

WATER MANAGEMENT

Water is a limited resource and should be used wisely and sparingly. In the Village, landscaped areas are irrigated with potable water (drinking water quality) or recycled water (not suitable for consumption). Irrigation water should not be consumed or fed to pets. Watering plants by hose or with a watering can is permitted. State law prohibits the use of water to wash patios, sidewalks or other hard surfaces. Please make sure that you have a nozzle on your hose that automatically shuts off to conserve water.

Residents shall comply with all legal directives from the State of California, El Toro Water District, Laguna Woods Village or other agencies with authority to impose water conservation mandates or restrictions imposed during periods of drought. Any water use restrictions will be posted on the Village website at **www.lagunawoodsvillage.org**.

Residents should not tamper with sprinklers, irrigation controllers (timers) or access mutual water sources. To report dry landscape, water leaks, damaged sprinklers or other problems with irrigation systems, please contact Resident Services at **949-597-4600**.

For emergency service after 4:30 p.m. weekdays or on weekends, please call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally they may be the only source of water for Landscape Division staff to use when installing new plants. Crews are instructed to be considerate of Residents' privacy and property. However, when necessary, staff must be allowed access to all exterior water sources, which may include those in exclusive use common areas.

SAFETY

Safety is our number one priority in the Village. Assistance from Residents is vital to keeping the areas around manors free of hazards. You can participate in keeping your neighborhood safe by reporting problems such as:

- Raised or broken concrete walkways or driveways
- Holes in turf areas
- Low hanging or broken tree branches
- Foliage or branches close to fireplace chimneys or brushing against windows, eaves or roofs
- Inappropriately placed objects on sidewalks, balconies or patio walls, such as statuary, pots, hanging plants or vines
- Excessively wet areas or persistent ponding water

If you become aware of any potential safety hazard, please notify the Landscape Division at 949-597-4600:

For emergency service after 4:30 p.m. or on weekends, please call Security at 949-580-1400.

REQUEST FORMS AND APPEAL PROCESS

If you would like to request a change to the plants around your manor, please request contact from your Landscape Supervisor by contacting Resident Services at **949-597-4600** or emailing **residentservices@vmsinc.org**

Your Area Supervisor will either authorize the changes, or advise you that your request will require approval from your Mutual's Landscape Committee and supply the necessary forms.

The Committee will visit your unit prior to acting on your request. Following their decision, it will be presented to the Board of Directors of your Mutual for action. You will be notified in advance of such meetings, so that you may appear in person at that time, should you wish to speak on your behalf or appeal any decision. Sometimes, a second visit is scheduled, and a final decision by the Board is deferred until then.



MUTUAL LANDSCAPE REQUEST FORM

Laguna Woods Village®

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, please contact **Resident Services at 949-597-4600** for assistance in making that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES

Resident/Member/Shareholder Information

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

Manor Number

Today's Date

Resident/Member Name

Telephone Number

Non-Routine Requests

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 Personal Preference

Other (explain): _____

GUIDELINES:

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

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor #1234 are lifting the sidewalk"). Attach pictures if applicable.

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

 Owner's Signature

 Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____
 530 _____ 540 _____

DATE: _____
 570 _____

INITIALS: _____

LAST TRIMMED: _____

RELANDSCAPED: _____

NEXT TRIM: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____



Laguna Woods Village®



UNITED LAGUNA WOODS
— M U T U A L —

Board Resolutions

RESOLUTION – Tree Removal Guidelines

Resolution #01-13-17 – Adopted February 12, 2013 – United Laguna Hills Mutual

This corporation established the following tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

RESOLUTION – Memorials & Tree Signage

Resolution #01-08-20 – Adopted February 12, 2008 – United Laguna Hills Mutual

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 is prohibited.

Tree signage in such designated areas shall be limited to 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.

The managing agent is authorized to carry out the purpose of this resolution.

RESOLUTION – Privately-Owned Objects

Resolution #01-05-63 – Adopted June 14, 2005 – United Laguna Hills Mutual

Out of concern over 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, the placement of these objects (including foundation planters) shall be permitted under the following guidelines:

- It is necessary to contact the Landscape Supervisor through Resident Services before initiating planned changes.
- 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 the garden area, as long as they do not interfere with the landscape operations 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.
- Upon the 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

If personal plantings and/or decorative items are not maintained in a satisfactory manner, the managing agent is authorized to take action as deemed necessary to carry out the purpose of this resolution.

RESOLUTION – Standard for Stepping Stones

Resolution #01-03-79 – Adopted May 13, 2003 – United Laguna Hills Mutual

In addition to establishing a policy to prohibit the placement of stepping stones as outlined in Resolution #U-85-25, the corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of stepping stones within common areas. The standard is as follows:

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 Landscape Division 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.
- 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.

The officers and agents of this Corporation are authorized on behalf of the Corporation to carry out the purpose of this resolution.

RESOLUTION – Dry Rot

Resolution #U-90-74 - Adopted September 1, 1990 – United Laguna Hills Mutua

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

Additionally, the placement of indoor/outdoor carpeting is also prohibited on any surface which is supported by wood (such as; patios, atriums, decks, entryways, elevated and regular breezeways.

Any member found in violation of the above requirements shall be subject to disciplinary action in accordance to the Bylaws of this corporation and as deemed appropriate by the board of directors.

RESOLUTION – Stepping Stones

Resolution #U-85-25 – Adopted February 1, 1985 – United Laguna Hills Mutual

In order to create and maintain a safe, hazard-free and well groomed community 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.

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. The existence of stepping stones under these conditions is prohibited.

The managing agent is authorized to remove any stepping stones existing in the common area which meet this criteria.

RESOLUTION – Fruit Trees

Resolution #U-84-129 – Adopted November 15, 1984 – United Laguna Hills Mutual

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

- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident’s dwelling unit;
- 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 managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

RESOLUTION – Vegetable Plantings

Resolution #U-84-130 - Adopted November 15,1984 – United Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape 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. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways & Walkways

Resolution 01-03-134 – Adopted September 9, 2003 – United Laguna Hills Mutual

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 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 and 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.

7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property 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.



Laguna Woods Village®



THIRD LAGUNA HILLS

— M U T U A L —

Board Resolutions

RESOLUTION – Tree Topping

Resolution #03-18-58 – Adopted April 16, 2018 – Third Laguna Hills Mutual

This corporation established the following “No Tree Topping” Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to ‘top’ a tree to treat or eliminate an insect or disease infestation.
2. Staff would be authorized to ‘top’ a tree that has already been topped and is deemed to not be a candidate for restoration trimming.
3. Staff would be authorized to evaluate stands of trees in selected areas and recommend to the Landscape Committee for consideration, the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings.

RESOLUTION – Tree Removal Guidelines

Resolution #03-11-149 – Adopted September 20, 2011 – Third Laguna Hills Mutual

This corporation established the following tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- **Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.**

RESOLUTION – Fruit Trees

Resolution #03-11-30 – Revised March 15, 2011 – Third Laguna Hills Mutual

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

- Fruit trees must be of the dwarf variety;
- Must be directly adjacent to the installing resident’s dwelling unit;

- 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 managing agent is authorized to remove any fruit tree located in the common area if these conditions are not met.

RESOLUTION – Care & Maintenance of Patios, Balconies, Breezeways & Walkways

Resolution #03-10-138 – Revised September 21, 2010 – Third Laguna Hills Mutual

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.
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 and 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.

7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through Property 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.

RESOLUTION – Stepping Stones

Resolution #03-07-02 – Revised January 16, 2007 – Third Laguna Hills Mutual

The Maintenance & Construction Committee of this Corporation desires to provide Members more opportunity to enhance the property surrounding their manor.

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

RESOLUTION – Dry Rot

Resolution #M3-87-13 - Adopted April 1, 1987 – Third Laguna Hills Mutual

Out of concern that potted plants and other moisture retaining objects placed directly on decks, breezeways or balcony surfaces of buildings managed by this corporation contribute directly to dry rot and other damage, the board of directors hereby prohibits their placement on these surfaces unless these objects are placed on a water resistant surface designed to prevent moisture from reaching the decking, breezeway or balcony surface on which it is placed.

RESOLUTION – Vegetable Plantings

Resolution #M3-84-122 - Revised November 15, 1984 – Third Laguna Hills Mutual

The growing of tomatoes and other vegetables in the common areas owned by the corporation is prohibited due to certain chemical sprays used by the Landscape 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. The managing agent, therefore, is authorized and directed to remove any tomato or other vegetables found planted in a common area of this corporation.

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.



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Board Resolutions

RESOLUTION – Tree Signage

Resolution #90-06-97 – Adopted November 7, 2006 – Golden Rain Foundation

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.

Tree signage in such designated areas shall be limited to 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.

The managing agent is authorized to carry out the purpose of this resolution.