



Laguna Woods Village®



Landscape Maintenance Manual

Third Laguna Hills Mutual

Revised December 2019

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VILLAGE LANDSCAPE OVERVIEW

Laguna Woods Village is an active senior residential community of 3.8 square miles with more than 640 acres of maintained landscape. The urban forest within the Village includes nearly 33,000 trees, of which more than 30,000 are maintained by the mutual. 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, which varies every week to every three weeks, depending on the time of year. Slopes and shrubs typically are pruned annually, with more frequent light trimming performed on a quarterly cycle. During summer months, crews focus on turf maintenance with only light maintenance of shrub beds being performed. In the cooler months, the focus returns to shrub beds with crews visiting the residential buildings more often.

Clubhouses and other community facilities receive more frequent landscape and grounds maintenance to maintain the appearance of these high-use facilities.

Trees are inspected and trimmed on a five-year species-based cycle. Some tree species require more frequent trimming than others, e.g. Carrotwood and mulberry are trimmed every two years and magnolias and some pines every five.

Computer-controlled irrigation systems use an on-site weather station to adjust watering to meet plant needs based on current weather conditions. 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 green waste generated from the maintenance of Village landscaped areas and trees is composted on-site and returned as mulch, resulting in nearly 100% recycling.

This landscape manual is an informative guide meant to provide information to residents on 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. Schedules, scope of work and maintenance methods are subject to change.

Landscape Division Contact Information

For landscape requests or concerns, or to contact a member of staff:

949-597-4600 or e-mail residentservices@vmsinc.org

For scheduling information go to:

<https://www.lagunawoodsvillage.com/news/category/landscape>

THE ROLE OF THE LANDSCAPE DIVISION

Common area maintenance responsibilities include the following:

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

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.
5. Permit any member of a landscape maintenance crew to provide personal gardening services to residents.

LANDSCAPE MAINTENANCE PROGRAM

TURF MAINTENANCE

Turf maintenance responsibilities consist of approximately 138 acres in United Mutual, 165 acres in Third Mutual and 8.8 acres in GRF.

Turf maintenance consists of the following:

- Grass is cut using mulching mowers, which cuts the grass into fine particles and leaves them in place.
- Grass mulching reduces fertilizer requirements by recycling the nutrients stored within the clippings, reducing labor and materials costs. Grass mulching also greatly reduces costs by eliminating the need to bag and dispose of waste.
- Mowing all turf areas, scheduled per seasonal growth requirements.
- Edging sidewalks and trimming turf edges every other mowing cycle.
- Blowing debris off of hardscape that is generated by mowing operation.
- Turf repair, reseed as needed and/or requested and perform mostly in cooler months due to water requirements of new plantings.
- Responding to nonchargeable resident requests pertaining to turf maintenance such as leaf clean up, reseeding, etc.

The mowing cycle follows a schedule that is adjusted seasonally throughout the year to respond to growing conditions. During summer growing months, the mowing cycle may be completed every seven to nine days. During spring and fall, slower turf growth allows for a cycle approximately every nine to 14 days. During winter, intervals of 14 to 21 days are common. During periods that mowing cycles are extended, staff time is directed to other tasks that are more appropriate for that season, such as planting and turf repairs, or tasks that may not be seasonally driven, such as mulch application. Turf repair is slowed in the summer months and usually done only in emergency situations due to the increased water and care that is needed to establish new growth during the heat of summer.

SHRUB-BED MAINTENANCE

The shrub-bed maintenance cycle is performed on approximately 75 shrub-bed acres in United Mutual, 83 shrub-bed acres in Third Mutual, and 10.7 shrub-bed acres in GRF.

Shrub-bed maintenance consists of:

- Pruning; selective pruning is practiced, rather than shearing, on most woody perennials, which leaves the plant with more blossoms and a more natural appearance with less new growth.
- Raking and removal of trimming debris and dead plant material.
- Weeding, both chemically and mechanically, using mutual-approved safe herbicides. No Roundup is used in the community.
- Mulching; using mulch made on site with green waste produced within the community. Using mulch produced from waste generated onsite, in addition to the big cost savings in waste hauling and mulch purchases, reduces the introduction of new weeds and pests into the community.

- Replanting of unhealthy and dead plant material with plant stock grown in our own on-site nursery.
- Edging of the turf adjacent to the planters is done in alternate weeks coinciding with the turf maintenance program.

The landscape crews are scheduled to visit each building four times a year. The service level for the maintenance cycle performed by grounds maintenance is based as closely as possible to seasonal requirements; less shrub-bed maintenance is done during the summer months while staff focuses on the turf maintenance. Shrub-bed maintenance frequency increases during the cooler months, especially for tasks such as replanting and reseeding.

Grounds maintenance staff is responsible for the installation of replacement plantings due to failure of the existing material, overgrowth of existing plants or damage to plants during painting or building repair work.

IRRIGATION

The irrigation work center oversees 10,449 community watering zones controlled by 163 irrigation controllers in United Mutual, 223 in Third Mutual and 21 in GRF. These controllers are managed by a central irrigation computer that determines and transmits all of the necessary scheduling information to the irrigation controllers in the community through the use of radio and telephone communication transmission technologies. The system is weather sensitized and adjusts watering schedules based on daily fluctuations in plant evapotranspiration rates. Adjustments are also made to accommodate water conservation and water supply shortage ordinances, and grounds maintenance work.

System checks of the entire community are performed regularly to evaluate the operation of the system and to troubleshoot and repair any damaged or failed irrigation equipment discovered. Residents are encouraged to call Resident Services during working hours at 949-597-4600 or e-mail residentservices@vmsinc.org to report irrigation leaks or dry spots.

Portions of the irrigation system are still the original design that was installed when the community was developed. Due to the age of those portions of the original system, areas of poor coverage and low water pressure still exist. The purpose of spot retrofitting is to replace and improve areas of the original irrigation system by redesigning and replacing irrigation system hardware, including piping, sprinklers and valves. Shrub-bed maintenance spot-retrofit work is most often completed after old plants are removed and before new plants are planted in areas where the renovation program has not been completed or to prevent irrigation run off to storm drains.

THE ROLE OF THE RESIDENT

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 and responsibility in helping to keep the Village landscape looking its best, it is required that residents:

- Submit a Landscape Request Form with a planting plan, including plant species, 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. Failure to do so may result in citation, fines and financial reimbursement of any costs associated with the restoration of mutual landscaping. Do not submit a Landscape Request Form for maintenance requests or plant replacement. Contact Resident Services during normal business hours at 949-597-4600 or e-mail residentservices@vmsinc.org.
- Obtain signatures on the Landscape Request Form indicating approval from all the neighbors directly affected by your request for all proposed changes to the existing landscape. Common areas belong to everyone.
- Maintain any plantings that have been accepted as nonstandard landscape, including fruit trees. Residents are responsible to maintain all such landscape materials.
- Notify the Landscape Division if you cannot or do not wish to continue to maintain nonstandard landscape. The nonstandard landscaping may be removed and replaced as a chargeable service.
- Notify the Landscape Division if you cannot maintain any fruit trees for which you are responsible. These can be removed at no cost to the member.
- 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. The program is initiated through Resident Services as a request to meet with a landscape supervisor to evaluate the practicality of the request.
- Do not plant/alter or have your gardener plant/alter any common area. This includes slopes, clear areas around trees or in the turf of the common area. These areas are not available for private maintenance. Fencing, 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 may be able 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 former Yellow Stake Program, which ended for Third Mutual in September 2018, provided an option for residents to install and maintain the planting areas immediately adjacent to their manor, either personally or through an outside maintenance service. Although the program has ended, residents are still required to maintain the plantings. Full responsibility includes, but is not limited to, fertilizing, pruning and the removal of plant waste/debris.

The mutual may intercede if the appearance or level of care of the private plantings is 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. Failure to maintain private plantings will be subject to removal and replanting with standard landscape material. This work will be accomplished after notice to the member and will be completed as a chargeable service.

All new requests for approval of personal plantings require approval by the landscape committee via the Landscape Request Form.

This responsibility does not end upon transfer of a unit. The seller must disclose the yellow stake or private 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 have questions regarding the care of or changes to the landscape, please contact the Landscape Division by calling 949-597-4600 or email residentservices@vmsinc.org.

USE OF PRIVATE GARDENERS, LANDSCAPERS AND PEST CONTROL OPERATORS

Members/shareholders are responsible to maintain the landscaping within their exclusive-use common area. Members/shareholders may elect to have their exclusive use common area cared for by an outside service provider (gardener, landscaper, etc.). If a member/shareholder hires an outside provider for any authorized work, they 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 insure they are reliable and experienced.

Only authorized employees or contractors of the Managing Agent may access, alter or operate the 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 financial reimbursement of any costs associated with the repair or restoration of mutual irrigation equipment.

Similarly, no privately hired vendor may apply any fertilizers or 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 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 COMMON AREAS WITHOUT THE PRIOR WRITTEN APPROVAL OF THE MUTUAL LANDSCAPE COMMITTEE.

The inspection and trimming of Village trees are performed on a regular five-year species-based schedule, per International Society of Arboriculture standards. Trees are pruned whether they are original plantings or approved resident plantings. Former 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 Exhibit B – Tree Topping Resolution on page 23).

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, Mutual Landscape Request Form, Page 14). 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 sent to the mutual landscape committee for determination. If a tree removal is approved, it is typically removed within 60 days. 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 on page 12).

FAQs

Frequently asked questions about the Tree Program:

- What is the trimming cycle?
 - *Beginning in 2020, all trees will be trimmed on a rotating five-year species-based protocol. This protocol is in place to properly maintain both the beauty and health of the tree stock in the community. It is designed to initially reduce the size of the trees by 25%, thereby reducing off schedule trimming requests and reducing storm damage to overgrown trees.*
- What is the procedure for tree removals?
 - *Members/shareholders may request tree removal by submitting a Landscape Request Form. Keep in mind, per the Resolution, "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."

- 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 five years to have the tree by my unit trimmed?
 - *Although the program is referred to as a five-year program, the majority of the trees are trimmed every two to three years. 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 very limited additional specialized services to residents of the community upon request that are nonstandard in nature and supplement the routine maintenance provided by the Landscape Division (see "The Role of the Landscape Division" on page 4).

To request services in addition to those already listed, residents should call Resident Services at 949-597-4600 for a landscape supervisor to review the requested work and develop a cost quotation for resident approval.

Residents should not ask any member of a landscape maintenance crew for individual service. All requests shall be made through Resident Services. Staff 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 is discouraged; use of 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. on weekdays or on weekends, call Security at 949-580-1400.

Patios are exclusive use common areas, but occasionally 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. 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
- Any item blocking an exit, stairwell or other pedestrian path of travel

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, 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 assistance 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 may visit your unit prior to making a decision 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. You may appear in person at that time, should you wish to speak on your behalf. Appeal of a decision is based on Resolution 03-149-79 (page 27).

MUTUAL LANDSCAPE REQUEST FORM

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

For all nonroutine 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 nonroutine Landscape requests.

Manor Number

Today's Date

Resident/Member Name

Telephone Number

Non-Routine Request

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

Tree removal

New landscape

Off-schedule trimming

Other (explain): _____

Reason for Request

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

Structural damage Sewer damage Overgrown Poor condition 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 and Location of Request

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 No.	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner Signature

Owner Name

OFFICE USE ONLY		
MOVE-IN DATE _____	DATE _____	INITIALS _____
530 _____ 540 _____	570 _____	LAST TRIMMED _____
RELANDSCAPED _____		NEXT TRIM _____
		TREE SPECIES _____
COMMENTS		

TREE VALUE _____	TREE REMOVAL COST _____	

Exhibit A



THIRD LAGUNA HILLS

— M U T U A L —

BOARD RESOLUTIONS

Please note: Any changes to landscaping must be approved by the board prior to the start of any work.

The first step is to fill out a Landscape Request Form which may be obtained from Resident Services at 949-597-4600 or e-mail residentservices@vmsinc.org.

RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

RESOLUTION – Tree Topping

Resolution 03-18-58 – Adopted May 4, 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 Tree and Vegetables Policy

Resolution 03-19-94 – Revised September 17, 2019 – Third Laguna Hills Mutual

WHEREAS, fruit trees in the Common Area were planted by or at the request of Members as part of the discontinued “Yellow Stake” program;

WHEREAS, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain;

WHEREAS, the maintenance of fruit trees is passed on to new Members with the purchase of the residence;

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem and;

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

WHEREAS, there has been a consistent increase in rodent activity over the past six years.

NOW THEREFORE BE IT RESOLVED, effective January 1, 2020, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

RESOLVED FURTHER, the planting of vegetables in Common Area is prohibited;

RESOLVED FURTHER, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

RESOLVED FURTHER, existing fruit trees in Common Area are to be removed in the resale process;

RESOLVED FURTHER, Resolution 03-11-30, revised March 15, 2011, and Resolution M3-84-122, revised November 15, 1984, are hereby superseded in their entirety and no longer in effect;

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

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.

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

Resolution 03-16-117 – Revised November 18, 2016 – 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 Laguna Hills Mutual Board (TLHM).

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. The TLHM Board of Directors is authorized to take disciplinary action against a Member found to be in violation of this policy. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Refer to the Member Disciplinary Process for further information.

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.

Plantings and growing of herbs, tomatoes, vegetables, or any other crops in the patios, balconies, breezeways, and walkways is prohibited; whether in pots or planted in the ground.

Planting of Fruit trees must be of a dwarf variety and adhere to the Landscape “Yellow Stake” program.

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).

Potting supplies and gardening equipment such as garden tools, empty pots, dirt, fertilizer, etc., must not be stored on breezeways. They must be kept inside the Manor or their storage area.

Items, including Plants, statues, furniture, etc., are prohibited from being attached to Mutual wood and stucco walls. Certain plants are allowed on block walls and must adhere to the “Plants and Limited Common Area Walls Policy”

Every Nails, screws or hooks must be checked to be sure that they are not rusting and are solidly mounted and cannot cause dry rot.

In 3-Story Buildings, hanging plants must have sturdy mounts and cables. There must not be any danger that they may fall and cause injury or damage to the next level. Hanging plants or hanging objects are prohibited in breezeway and walkways. Wind chimes are prohibited.

Furniture and items designed for indoor use are not allowed.

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.

Potted plants are not to be placed on railings in common or limited common areas.

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. Wind chimes are prohibited at all 3-Story Buildings.

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.

Landscape crews will not care for a resident’s personal items placed in common areas unless arranged through the Resident Services Department 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 TLHM 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.

RESOLUTION – Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Garden Villa Style Three Story Building

Resolution 03-18-38 – Revised March 23, 2018 – Third Laguna Hills Mutual

WHEREAS, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

WHEREAS, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete and other materials to match the existing walkways;

WHEREAS, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings; and,

WHEREAS, the Garden Villa policy compliments the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117).

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces the “Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style Three Story Buildings Policy,” as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy applies to Garden Villa Buildings that have been renovated; and

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

I. Purpose

The purpose of this policy is to set forth guidelines by Third Laguna Hills Mutual (TLHM) for the safety, attractiveness and prevention of damage to Garden Villa Style Three Story Buildings from items placed by the residents in “Common Area” and “Exclusive Use Common Area” that are resurfaced and color coded.

The policy applies to Garden Villa Buildings that have gone through the renovation program which includes replacement of the carpeted areas in the breezeways recessed areas with concrete and other materials to match the existing walkways.

II. Definition

- a. Building Social Areas – are color coded areas designated at each first floor breezeway.
- b. Breezeway – Common Areas on the first floor used as a passageway by

- c. all residents.
- c. Color-Coded Common Areas - areas located at the entrance of the manor where the Resident of the manor, may place plants, furniture and statues within the color-coded area. This includes striped areas designated for a manor's plants and furniture.
- d. Common Area - areas for the use and enjoyment of all residents, and may not be used for the private use of residents. The walkways, breezeways and building social areas are considered Common Areas. These areas are controlled and administered by TLHM.
- e. Exclusive Use Common Area – area designated on the original floor plan of the unit for the exclusive use of resident of the manor. Patios and balconies are considered Exclusive Use Common Areas.
- f. Governing Documents - the Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&R's), and any rules and regulations adopted by the Board.
- g. Manor – a residential condominium unit in TLHM.
- h. Member – a person who has been approved by TLHM as being entitled under the Governing Documents of TLHM to membership in TLHM and has an appurtenant right of membership in the Golden Rain Foundation.
- i. Resident – person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees authorized to act on behalf of TLHM.
- k. Walkway – Common Areas on the second and third floors used as a passageway by all residents.

III. **Terms & Conditions**

- a. All plants must be “suitably potted” to not create a nuisance. Pots must be of appropriate size, strength and aesthetically compatible with guidelines set by TLHM. Pots must have adequately sized saucers to collect excess water, and elevated by sturdy platforms with casters. Care must be used to control the amount of water given so as not to run over the saucer and collect on the floor surfaces or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- b. The planting and growing of tomatoes, vegetables, fruit, or any other crops on patios, balconies, breezeways, walkways and in Common Areas is prohibited; whether in pots or planted in the ground. These types of plants draw vermin and insects, making them unsuitable for the

wellbeing of building residents.

- c. Item such as plants, statues, and furniture may be placed outside a manor's front door, on the floor and shall be limited, so as to not create a hazard or impede walkway and breezeway access. Adequate clearance is required to allow for access through the area with a minimum of 48-inch clearance as required by law. Pots must be placed at least 18 inches away from all walls, or as determined by the Compliance Division. For manors on the first floor, the items mentioned above may only be placed within the color coded designated areas in the breezeways.
- d. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, and fertilizer must not be stored on breezeways or walkways. They must be kept inside the Manor or an enclosed storage area.
- e. Nothing may be attached to TLHM walls. Hangings on the front door of a manor are permitted.
- f. Furniture and items designed for indoor use are not allowed to be placed in the Common Areas.
- g. All plants 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 condition.
- h. Items that constitute a nuisance to one's neighbors should not be placed in Common Areas or Exclusive Use Common Areas. Examples are: food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
- i. A resident's balcony and patio area adjoining a manor is Exclusive Use Common area.
This area needs the same care and protection as 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 are permitted, without the prior approval of TLHM. No more than 15 percent of the total floor surface area of a balcony may be used for potted plants.
- j. Landscape crews will not care for a resident's personal items placed in Common Areas or in Exclusive Use Common Areas unless arranged through the Resident Services Department as a chargeable service.
- k. Residents are responsible for the removal and replacement of items

such as; plants, furnishings, and statues that have been placed in Common Areas and in Exclusive Use Common Areas when requested to be moved for cleaning and/or maintenance/construction. TLHM may offer staff to move such plants, furnishings and statues as a chargeable service.

- I. TLHM shall be responsible for landscaping and maintaining the breezeways in a manner that enhances the living space for the benefit of all building residents.
- m. Building Social Areas will have landscape provided and maintained by TLHM. Building residents may collectively decide on furnishings for these areas, at the expense of the building residents within approved guidelines.
- n. Use of the Building Social Areas may not create a nuisance to neighbors.
- o. Any building, by majority, may establish additional rules, providing the rules are not in conflict with the above guidelines.

The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to Common Areas.

IV. Enforcement

TLHM is authorized to take disciplinary or suspension action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580- 1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

RESOLUTION – Standard Revoked for Stepping Stones

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

As a result of this resolution, it is 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 fill out a Landscape Request Form with your request and return it to Resident Services.

RESOLUTION – Installation of Pavers, Gravel, Decomposed Granite, and Stepping Stones

Resolution 03-09-108 – Adopted September 15, 2009 – Third Laguna Hills Mutual

WHEREAS, the re-landscaping program is leading to the removal of narrow strips of grass between driveways, along some walkways, and between manors; and

WHEREAS, due to the slope of some of these areas, the perimeters require soil retention measures, which is mitigated by way of a standard low height mortarless block wall; and

WHEREAS, the current soil retention measures made necessary by the re-landscaping program are creating concerns about reduced accessibility on driveways, walkways, and between manors, and the Mutual does not have a policy addressing the reduced accessibility as a result of the re-landscaping program.

NOW THEREFORE BE IT RESOLVED, September 15, 2009, that the Board of Directors hereby adopts a policy to allow for the installation of pavers, gravel, decomposed granite, and stepping stones as part of the re-landscaping program for soil retention in areas not to exceed 300 square feet; and

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

RESOLUTION – Dry Rot

Resolution M3-87-13 – Adopted March 17, 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 - Plants and Limited Common Area Walls Policy

RESOLUTION 03-14-106 – Adopted October 21, 2014 –Third Laguna Hills Mutual

WHEREAS, Mutual members have installed vines and plants that impede maintenance access to walls surrounding exclusive use patio areas; and

WHEREAS, the Mutual notifies Mutual members of the need to remove the plantings to facilitate maintenance of wood, stucco, and block walls in conjunction with various Maintenance programs; and

WHEREAS, the Mutual desires to establish a policy whereby Mutual members can be permitted to retain vines and plants only on block walls surrounding exclusive use patios, and not wood and stucco walls, with the condition the requesting Mutual members be responsible for all future maintenance and repairs of block walls necessitated by the plant/vine retention;

NOW THEREFORE BE IT RESOLVED, October 21, 2014, the Board of Directors of this Corporation hereby adopts a policy for Plants and Limited Common Area Walls (as attached to the official meeting minutes); and

RESOLVED FURTHER, the requesting Mutual member must sign and record an Agreement Regarding Permitted Maintenance of Exterior Ivy which assigns responsibility for the maintenance and/or repair of the subject walls to the member and to any subsequent member of the subject manor; 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.

RESOLUTION - Appeal Policy

RESOLUTION 03-19-79 – Adopted August 20, 2019 –Third Laguna Hills Mutual

WHEREAS, Third Laguna Hills Mutual's ("Third") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure or Management;

WHEREAS, the Board recognized that need to amend the Appeal Policy to align with the current California Civil Code; and

NOW THEREFORE BE IT RESOLVED; August 20, 2019, that the Board of Directors of this Corporation hereby adopts the amended Appeal Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-13-105 adopted October 15, 2013 is hereby superseded in its entirety and cancelled;

RESOLVED FURTHER, that this Appeal Policy and the mechanisms for appeals of decisions described herein shall supersede any prior or contrary appeal procedure or right of Members on the decisions subject to this Appeal Policy as may be found in Third's Governing Documents, as may be applicable;

RESOLVED FURTHER, that the foregoing Appeal Policy shall apply to decisions on matters heard and decided by the Board as described therein, but shall not otherwise affect the ability of Members to appeal committee and/or management decisions on matters not heard by the Board as may otherwise be provided for in Third's Governing Documents; 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.

For more information:

<https://www.lagunawoodsvillage.com/residents/third-laguna-hills-mutual/documents>