



OPEN MEETING

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

Thursday, March 11, 2021 – 9:30 A.M.

VIRTUAL MEETING

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Andre Torng, Brian Gilmore, Neda Ardani

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT: Theresa Frost, Mike Peters, Annie Zipkin

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Director Ardani made a motion to approve the agenda. The committee was in unanimous support.

4. Approval of the Meeting Report for February 11, 2021

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

5. Chair's Remarks

None.

6. Department Head Update

a. Project Log

Mr. Wiemann reviewed the Project Log with the committee and answered questions.

b. Water Usage Report

Chair Tornig requested that for a future meeting, a graph on just irrigation water would be helpful. Also include payment graph. Actual vs budget expenses.

c. Landscape Staffing Update

Mr. Wiemann reported that we are fully staffed now that eight positions have been contracted out. All our budgeted positions are filled. When asked if there were any staffing needs, Mr. Wiemann replied that four crew members to function a "floater crew," two for each Mutual, to cover possible injuries and illness. Will propose at budget preparation.

A committee member Landscape facility visit will be scheduled, once improvements are completed.

d. Landscape Manual Update:

Link to United Landscape Manual on the Village website:

<https://www.lagunawoodsvillage.com/documents/view/United-Landscape-Maintenance-Manual-Updated-June-2020.pdf?v=1597776227>

Staff will have the resolutions in the Landscape Manual updated by the next meeting.

e. FAQs

Mr. Wiemann reported that these will be put into the Landscape Manual and onto the Village website.

Mr. Wiemann explained how the Landscape Request Forms are used.

f. Landscape Website Format Update

Mr. Wiemann is looking into getting a dedicated Landscape page on the Village website. Will share plan and schedule once it is known.

7. Member Comments (Items not on the agenda)

Cynthia Rupert (165-A)

"How do we handle situation with lawn mowers tearing up the turf? I have a little patch of green between my manor and the next. The mower wheels rip up the turf and it has been going on forever. Can the turn on the sidewalk so turf isn't chewed up?"

8. Response to Member Comments

Mr. Wiemann stated that the mowers are being re-training. There has been a culture of go, go, go so now we are asking them to slow down a little. Each lawn mower has a number on it so people can give us the mower number when a complaint is made and we can address it. Mr. Wiemann will speak to the Foreman of her area and educate him.

Items for Discussion and Consideration

9. Landscape Revision Request: 577-A (Beduya)

Director Ardani made a motion to accept staff's recommendation and approve this request. The committee was in unanimous support.

10. Tree Removal Request and Drainage Issue: Building 896 (MacKinnon) – One English Holly Tree

Director Ardani made a motion to accept staff's recommendation and approve this request. The committee was in unanimous support.

11. Request to Keep Potted Plants in Common Area (Zhao) – 329-D (Tabled at 2/11/21)

Resident shared document indicating surrounding garden area is non-standard landscape on the resale inspection sheet. Mr. Wiemann that these non-standard landscape does reflect what Ms. Zhao has done in the common area adjacent to her home.

Director Gilmore made motion to recommend to the Board to approve this request.

Discussion ensued.

Director Gilmore withdrew his motion

Chair Tornng moved to table this item until the next meeting. The committee was in unanimous support.

Advisor Zipkin will meet with this resident, see if there is a compromise, and bring her suggestions back to the next committee meeting. Chair Tornng asked for some recommendations from staff.

12. Pine Tree Removal Project

The committee directed staff to put cost and project scope together for a future meeting.

13. Landscape Modernization Locations

Staff is recommending three locations for turf reduction. Director Ardani made a motion to direct staff to proceed with the turf reduction for the three proposed areas. Chair Tornng seconded. The committee was in unanimous support.

Other Items

KPIs

14. Leading – Work Request by Category

The committee reviewed and discussed this data. Director Torng requested more year to date data for further analysis. Mr. Wiemann stated he would provide this information on a quarterly basis.

Quality & Improvements

Mr. Wiemann stated Landscape is now fully staffed and crew will focus more on quality. Director Torng thanked VMS and could expect more compliments and less complaint tickets from residents.

15. Repeated issue review and discussion

Will be studied after workload KPIs are settled.

Financial

16. Reserve Expenditure Report

None.

17. Operating Expenditure Report

Mr. Wiemann reviewed this report with the committee.

18. Budget Process Overview

Mr. Wiemann stated that he is giving an overview of the proposed landscape budget to the Boards in March and then we will be fine tuning it from there.

We analyze data from the prior year and see how we are performing.

New state law will have pest control costs go up for next year.

Now we are finalizing our Actuals from last year.

Future Agenda Items

19. Landscape Equipment Review

20. Performance Improvements - Quarterly

21. Resident Requests Report (Tickets) - Quarterly

22. Shrub Bed Maintenance Cycle Report - Quarterly

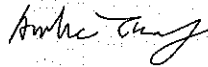
Concluding Business:

23. Committee Member Comments

Director Ardani asked more about rules for what people are allowed to do for landscaping. What are the existing rules? She asked that they be provided at the next meeting.

24. Date of Next Meeting – Thursday, April 8, 2021 at 9:30 a.m.

25. Adjournment at 11:40 a.m.



Andre Torng, Chair