

# Laurelmont

## Community Association



**The regular meeting of the Board of Directors of the Laurelmont  
Community Association will be held on:**

**Tuesday, June 29, 2021**

**Meeting Held Via Teleconference**

**Packet 2**

**THE INFORMATION CONTAINED HEREIN IS STRICTLY CONFIDENTIAL AND IS TO BE  
USED FOR REVIEW BY MEMBERS OF THE BOARD OF DIRECTORS ONLY**

**LAURELMONT COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
Board Packet 2  
June 29, 2021**

- B. Landscape Maintenance & Enhancements
  - a. David's Tree Service – Community Wide Tree Trimming pg. 3-22
  - b. Harvest Proposals pg. 23-24
    - i. 25 Pepperwood, 77 Willowood & 23 Primrose – Tree Removal pg. 25-32
    - ii. 80 Willowood – Alternative Bid pg. 32
    - iii. 21 Pepperwood & 69 Willowood – Tree & Plant Installation pg. 32-38
    - iv. 40 Primrose & 23 Primrose – Tree Trimming pg. 39-44
    - v. 27 Pepperwood & 77 Willowood – Tree & Plant Installation pg. 45-47
- VI. MANAGEMENT REPORT**
  - A. Work Orders pg. 48-59
  - B. Reference Material pg. 60-76

**ADJOURN**

**8:30pm**



2021 Three Year Plan

June 16, 2021

Plan #: 258093



**Tree Care Service Address/Location**

Laurelmont Community Association  
 100 Willowood  
 Aliso Viejo, California 92656  
 Rayna Schonwit  
 rayna@otishoa.com  
 tel:888-516-6532

**Tree Care Service Billing Address**

Otis HOA Management  
 23120 Alicia Parkway Suite 215  
 Mission Viejo, California 92692

**David's Tree Service, Inc.**

19051 Gothard St.  
 Huntington Beach, California 92648  
 Richard Hawe  
 ISA Certified Arborist #WE-12293A  
 State Lic #735009  
 richard@davidstreeservice.com  
 tel:714-842-6345

Laurelmont Community Association

Qty	Species	Timing	Service	2021	2022	2023
3	Afghan Pine	Winter	Crown Clean / Crown Thin	\$0	\$467	\$0
7	Canary Island Pine	Winter	Crown Clean / Crown Thin	\$0	\$1,331	\$0
131	Eucalyptus Species	Winter	Crown Clean / Crown Thin	\$0	\$33,405	\$0
45	Bottle Tree	Summer	Crown Clean / Crown Thin	\$4,320	\$0	\$4,493
24	Brazilian Pepper Tree	Summer	Crown Clean / Crown Thin	\$3,344	\$3,411	\$3,478
7	California Pepper Tree	Summer	Crown Clean / Crown Thin	\$891	\$909	\$927
17	Camphor Tree	Summer	Crown Clean / Crown Thin	\$1,768	\$0	\$1,839
1	Canary Island Date Palm	Summer	Palm Prune	\$309	\$315	\$321
71	Carrotwood	Summer	Crown Clean / Crown Thin	\$9,727	\$9,922	\$10,116
11	Crapemyrtle	Summer	Crown Clean / Crown Thin	\$0	\$493	\$0
1	Eucalyptus Species	Summer	Removal / Flush Cut	\$385	\$0	\$0
3	Ficus Species	Summer	Crown Clean / Crown Reduce / Crown Thin	\$432	\$441	\$449
1	Hopseed acacia	Summer	Clear from Light Pole	\$58	\$59	\$60
32	Jacaranda	Summer	Crown Clean / Crown Thin	\$0	\$4,047	\$0
1	Koelreuteria Species	Summer	Crown Clean / Crown Thin	\$0	\$140	\$0
2	Liquidambar	Summer	Crown Clean / Crown Thin	\$292	\$0	\$304
1	Loquat	Summer	Removal / Grind	\$225	\$0	\$0
8	Magnolia Species	Summer	Crown Clean / Crown Thin	\$0	\$490	\$0
1	Mallet Flower	Summer	Crown Clean / Crown Thin	\$120	\$0	\$125
33	Melaleuca	Summer	Crown Clean / Crown Reduce / Crown Thin	\$3,514	\$3,584	\$3,655
<b>Sub-Total</b>				<b>\$25,385</b>	<b>\$59,014</b>	<b>\$25,767</b>

2021 Three Year Plan

June 16, 2021

Plan #: 258093



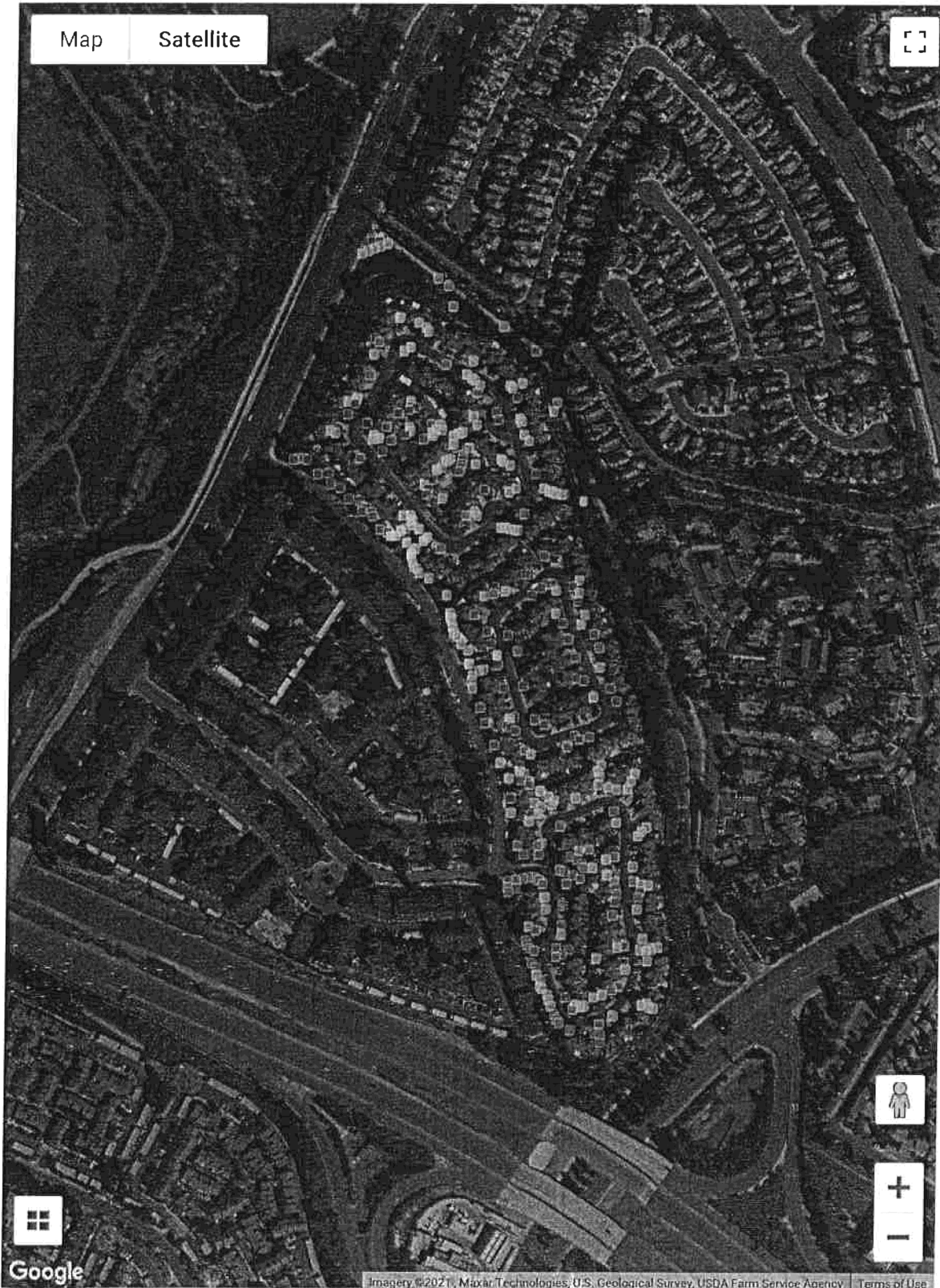
Laurelmont Community Association

Qty	Species	Timing	Service	2021	2022	2023
6	Mexican Fan Palm	Summer	Palm Prune	\$828	\$845	\$861
1	Mock Orange	Summer	Crown Clean / Crown Thin	\$67	\$0	\$70
4	Olive Tree	Summer	Crown Clean / Crown Thin	\$0	\$559	\$0
27	Podocarpus	Summer	Crown Clean / Crown Thin	\$3,372	\$3,439	\$3,507
17	Queen Palm	Summer	Palm Prune	\$1,734	\$1,769	\$1,803
13	Shoestring Acacia	Summer	Crown Clean / Crown Thin	\$1,339	\$0	\$1,393
95	Tristania	Summer	Crown Clean / Crown Thin	\$10,167	\$0	\$10,574
1	Willow Species	Summer	Crown Clean / Crown Thin	\$0	\$68	\$0

Winter	\$0	\$35,203	\$0
Summer	\$42,892	\$30,490	\$43,973
<b>Proposed Annual Investment</b>	<b>\$42,892</b>	<b>\$65,694</b>	<b>\$43,975</b>



Laurelmont Community Association (2021)



- Legend (366)
- Eucalyptus Speci... (1/132)
  - Tristania (95/65)
  - Carrotwood (71/71)
  - Bottle Tree (45/45)
  - Melaleuca (33/33)
  - Jacaranda (0/32)
  - Podocarpus (27/27)
  - Brazilian Pepper... (24/24)
  - Queen Palm (17/17)
  - Camphor Tree (17/17)
  - Shoestring Acaci... (13/13)
  - Crapemyrtle (0/11)
  - Magnolia Species (0/6)
  - Canary Island Pl... (0/7)
  - California Pepp... (7/7)
  - Mexican Fan Palm (6/6)
  - Olive Tree (0/4)
  - Ficus Species (3/3)
  - Alghan Pine (0/3)
  - Liquidambar (2/2)
  - Willow Species (0/1)
  - Mock Orange (1/1)
  - Mallet Flower (1/1)
  - Loquat (1/1)
  - Koelreuteria Spe... (0/1)
  - Hopseed acacio (1/1)
  - Canary Island Da... (1/1)





Laurelmont Community Association (2022)

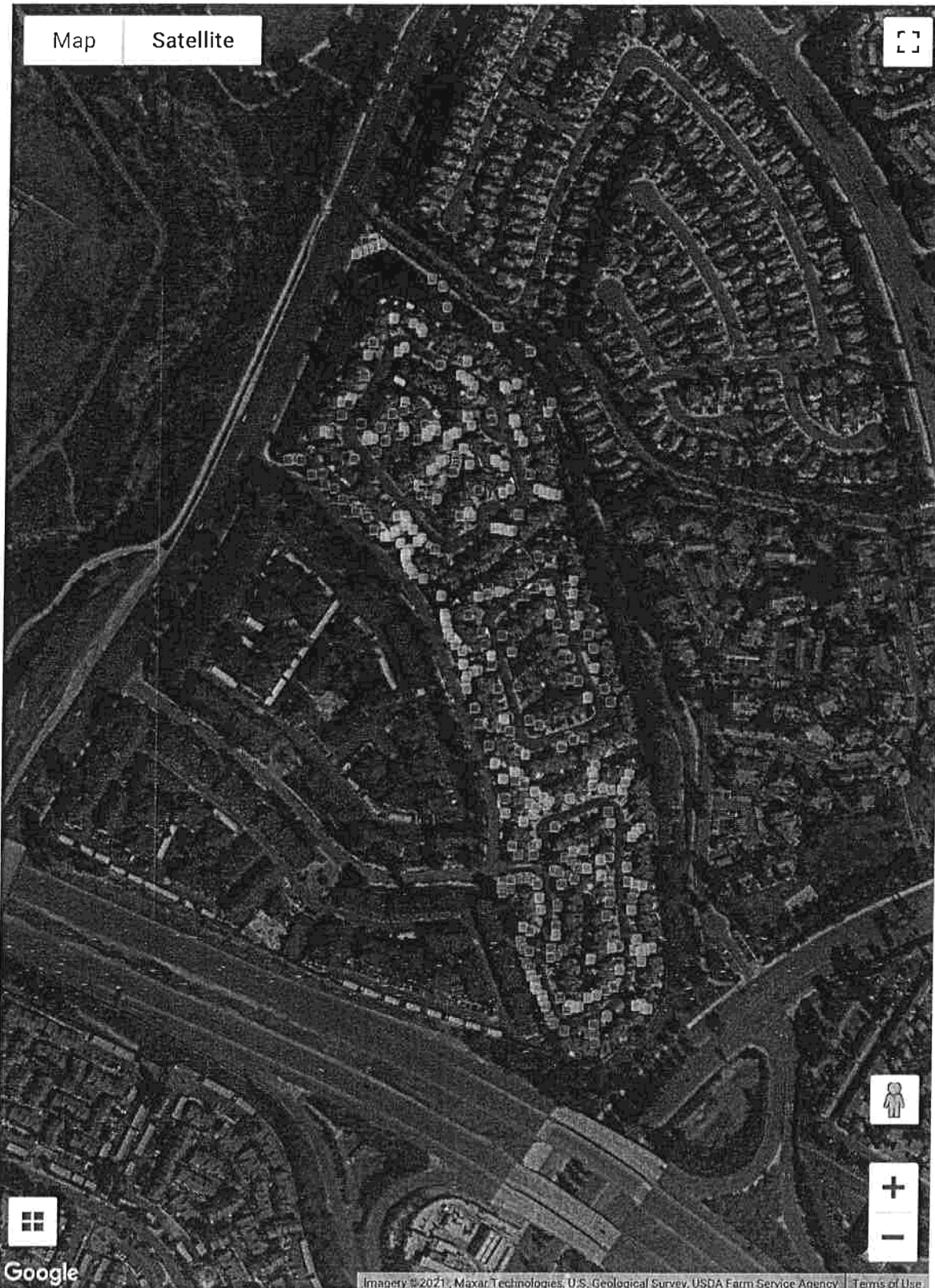


- Legend (368)
- Eucalyptus Spec... (131/132)
  - Tristania (0/95)
  - Carrolwood (71/71)
  - Bottle Tree (0/45)
  - Melaleuca (33/33)
  - Jacaranda (32/32)
  - Podocarpus (27/27)
  - Brazian Pepper... (24/24)
  - Queen Palm (17/17)
  - Camphor Tree (0/17)
  - Shoestring Acaci... (0/13)
  - Crapemyrtle (11/11)
  - Magnolia Species (6/6)
  - Canary Island Pl... (7/7)
  - California Pepp... (7/7)
  - Mexican Fan Palm (6/6)
  - Olive Tree (4/4)
  - Ficus Species (3/3)
  - Afghan Pine (3/3)
  - Liquidambar (0/2)
  - Willow Species (1/1)
  - Mock Orange (0/1)
  - Mallet Flower (0/1)
  - Loquat (0/1)
  - Koelreuteonia Spe... (1/1)
  - Hopseed acacia (1/1)
  - Canary Island Da... (1/1)





# Laurelmont Community Association (2023)



Legend (364)

- Eucalyptus Spec... (0/132)
- Tristania (95/95)
- Carrotwood (71/71)
- Bottle Tree (45/45)
- Melaleuca (33/33)
- Jacaranda (0/32)
- Podocarpus (27/27)
- Brazilian Pepper... (24/24)
- Queen Palm (17/17)
- Camphor Tree (17/17)
- Shoestring Acaci... (13/13)
- Crapemyrtle (0/11)
- Magnolia Species (0/8)
- Canary Island Pi... (0/7)
- California Peppe... (7/7)
- Mexican Fan Palm (6/6)
- Olive Tree (0/4)
- Ficus Species (3/3)
- Afghan Pine (0/3)
- Liquidambar (2/2)
- Willow Species (0/1)
- Mock Orange (1/1)
- Mallet Flower (1/1)
- Loquat (0/1)
- Koelreuteria Spe... (0/1)
- Hopseed acacia (1/1)
- Canary Island Da... (1/1)

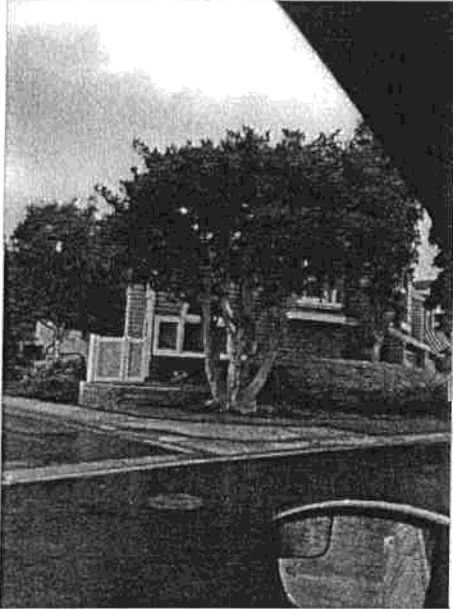






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3 Year Plan 06-16-2021



June 7, 2021

*Ficus spp.*  
Ficus Species

ID# 1



June 7, 2021

*Melaleuca quinquenervia*  
Melaleuca

ID# 2



June 7, 2021

*Podocarpus gracilior*  
Podocarpus

ID# 3



Crown Clean / Crown Reduce / Crown Thin



Crown Clean / Crown Reduce / Crown Thin



Crown Clean / Crown Thin



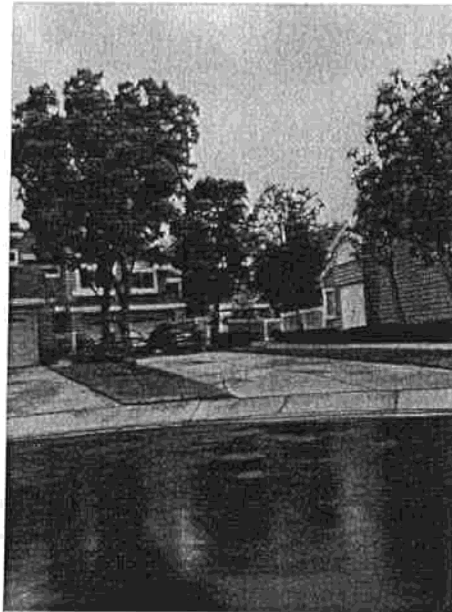
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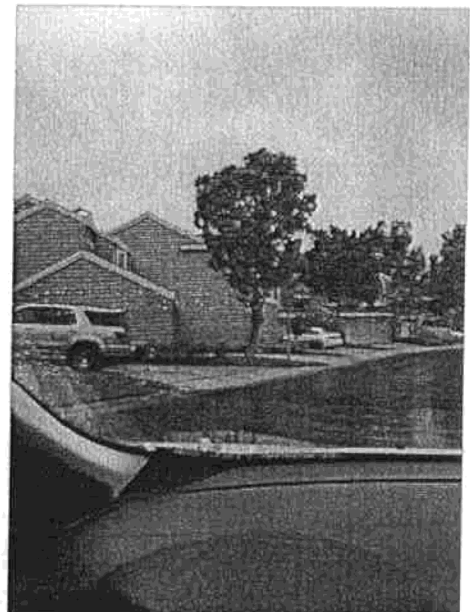
June 7, 2021

*Tristania conferta* ID# 6  
Tristania



June 7, 2021

*Schinus terebinthifolius* ID# 13  
Brazilian Pepper Tree



June 7, 2021

*Podocarpus gracilior* ID# 14  
Podocarpus



Crown Clean / Crown Thin



Crown Clean / Crown Thin



Crown Clean / Crown Thin



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June 7, 2021

*Jacaranda mimosifolia* ID# 29  
Jacaranda



June 7, 2021

*Podocarpus gracilior* ID# 31  
Podocarpus



June 7, 2021

*Jacaranda mimosifolia* ID# 46  
Jacaranda



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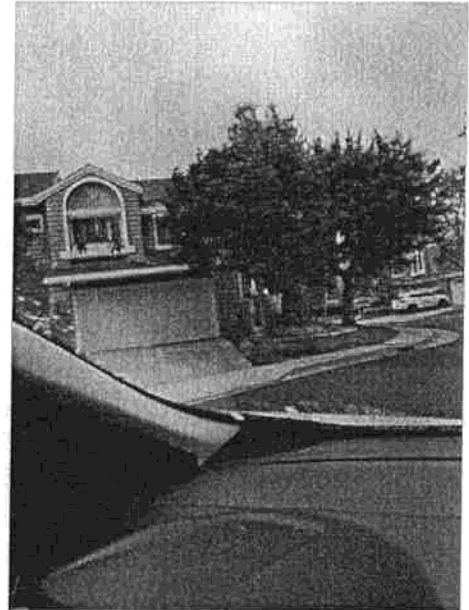
June 7, 2021

*Schinus terebinthifolius* ID# 53  
Brazilian Pepper Tree



June 7, 2021

*Podocarpus gracilior* ID# 65  
Podocarpus



June 7, 2021

*Cupaniopsis anacardioides* ID# 105  
Carrotwood



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June 7, 2021

*Acacia stenophylla* ID# 121  
Shoestring Acacia



June 7, 2021

*Ficus spp.* ID# 132  
Ficus Species



June 7, 2021

*Pittosporum undulatum* ID# 145  
Mock Orange



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Crown Clean / Crown Reduce / Crown Thin



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Crown Clean / Crown Thin



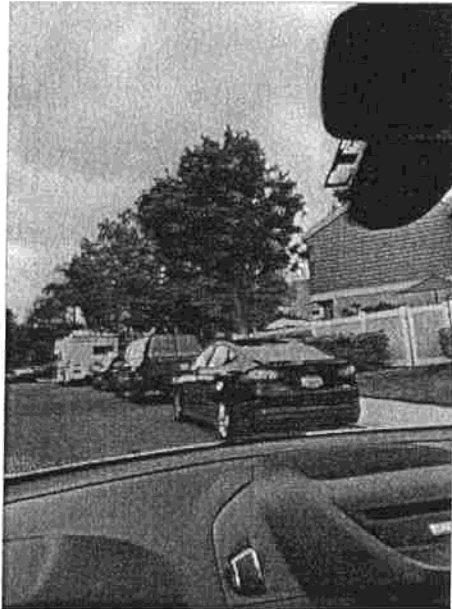
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June 7, 2021

*Pachypodium lealii* ID# 150  
Bottle Tree



June 7, 2021

*Cupaniopsis anacardioides* ID# 151  
Carrotwood



June 7, 2021

*Cinnamomum camphora* ID# 161  
Camphor Tree



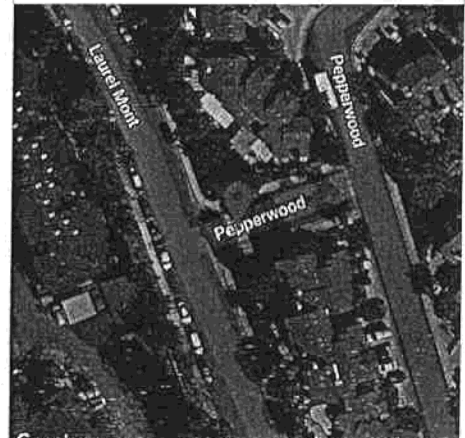
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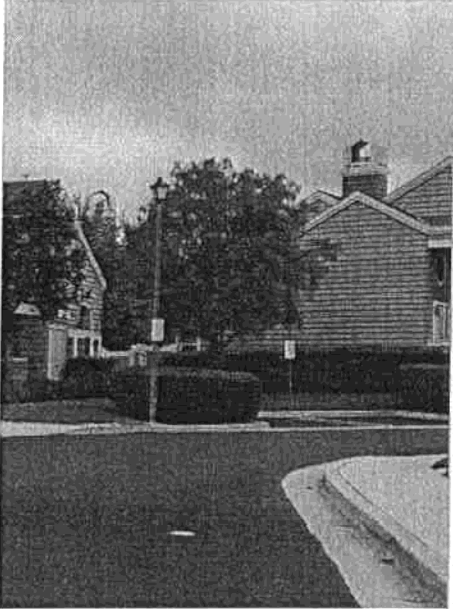
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Crown Clean / Crown Thin



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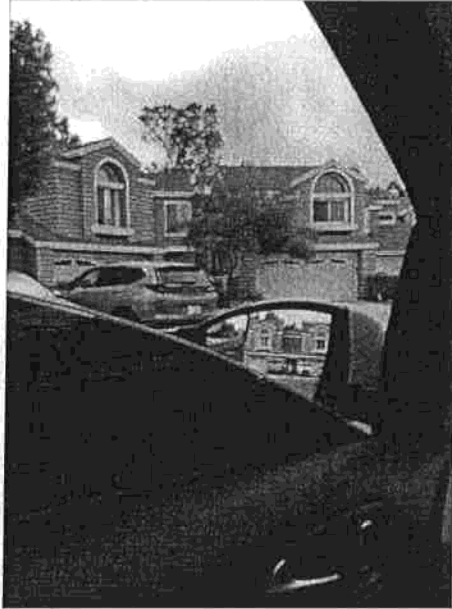
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June 7, 2021

*Schinus molle*  
California Pepper Tree

ID# 170



June 7, 2021

*Acacia stenophylla*  
Shoestring Acacia

ID# 183



June 7, 2021

*Liquidambar styraciflua*  
Liquidambar

ID# 213



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3 Year Plan 06-16-2021



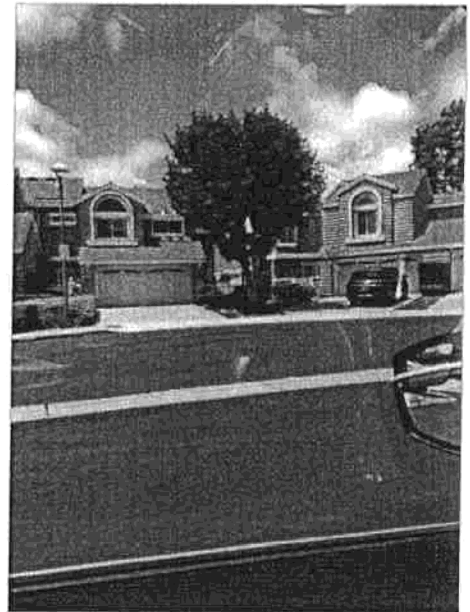
June 7, 2021

*Jacaranda mimosifolia* ID# 214  
Jacaranda



June 7, 2021

*Pachypodium lealii* ID# 219  
Bottle Tree



June 7, 2021

*Cupaniopsis anacardioides* ID# 255  
Carrotwood



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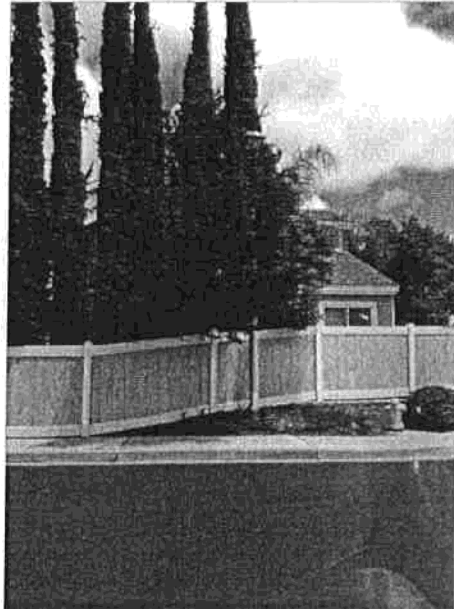
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June 7, 2021

*Cinnamomum camphora* ID# 273  
Camphor Tree



June 7, 2021

*Hopseed acacia* ID# 275  
Hopseed acacia



June 7, 2021

*Magnolia spp.* ID# 281  
Magnolia Species



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Clear from Light Pole

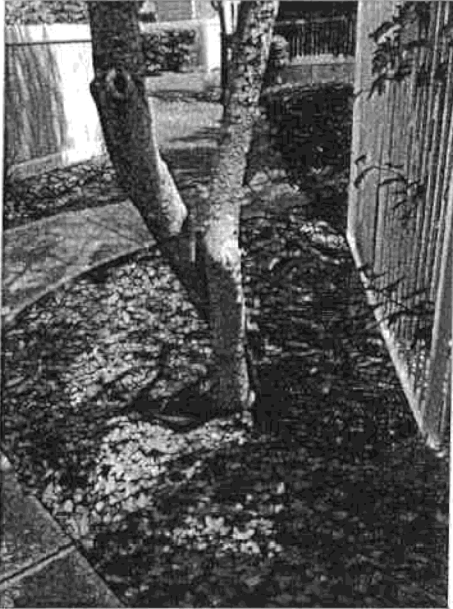


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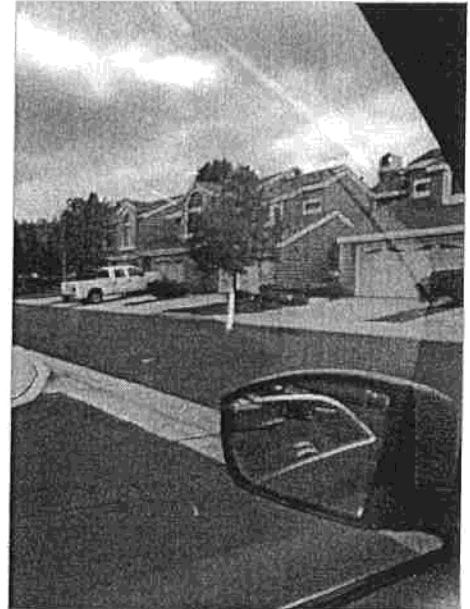
June 7, 2021

*Eriobotrya japonica* ID# 304  
Loquat



June 7, 2021

*Eriobotrya japonica* ID# 304  
Loquat



June 7, 2021

*Salix spp.* ID# 325  
Willow Species



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Removal / Grind



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Removal / Grind



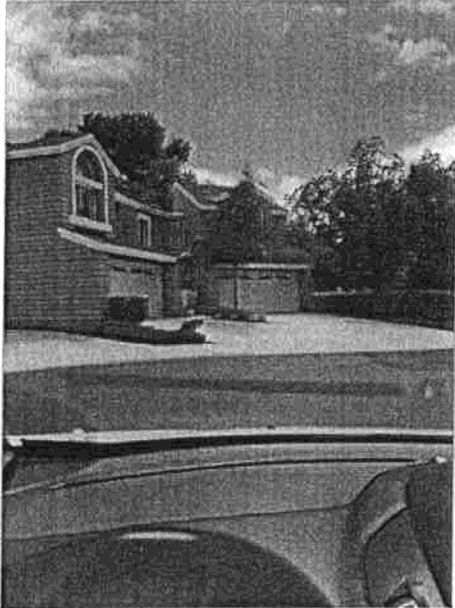
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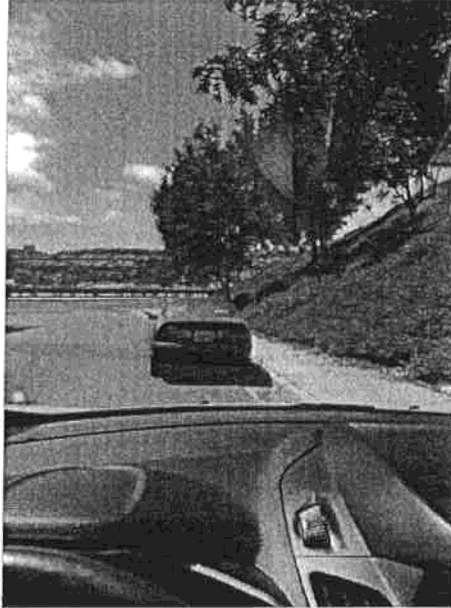
Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

*Acacia stenophylla* ID# 371  
Shoestring Acacia



June 7, 2021

*Cupaniopsis anacardioides* ID# 389  
Carrotwood



June 7, 2021

*Pinus eldarica* ID# 397  
Afghan Pine



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3 Year Plan 06-16-2021



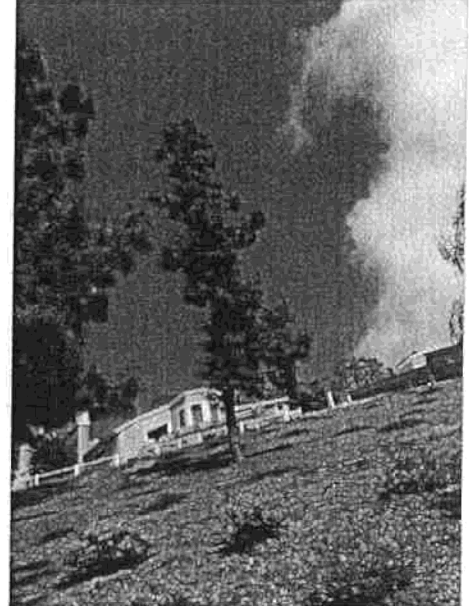
June 7, 2021

*Pinus eldarica* ID# 407  
Afghan Pine



June 7, 2021

*Eucalyptus spp.* ID# 408  
Eucalyptus Species



June 7, 2021

*Pinus canariensis* ID# 409  
Canary Island Pine



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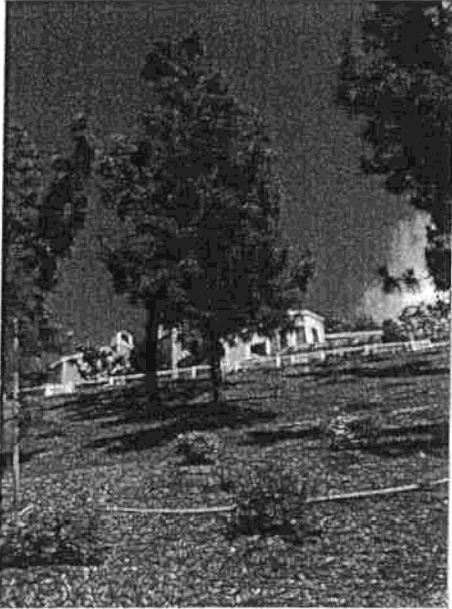


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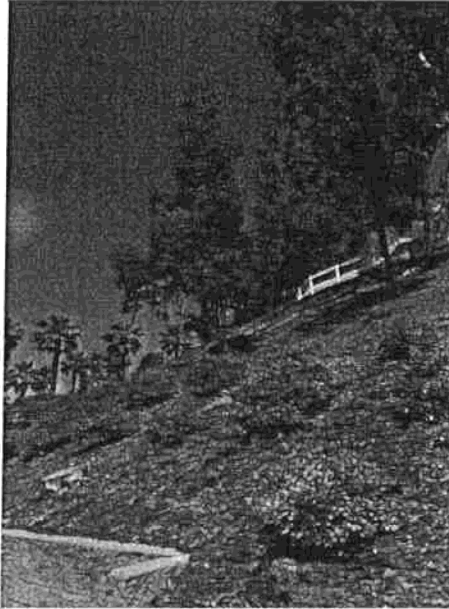
Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

*Pinus canariensis* ID# 411  
Canary Island Pine



June 7, 2021

*Pinus canariensis* ID# 414  
Canary Island Pine



June 7, 2021

*Eucalyptus spp.* ID# 417  
Eucalyptus Species



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Laurelmont Community Association

3 Year Plan 06-16-2021



June 7, 2021

*Washingtonia robusta* ID# 418  
Mexican Fan Palm



June 7, 2021

*Phoenix canariensis* ID# 427  
Canary Island Date Palm



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Palm Prune



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Palm Prune

**From:** Richard Hawe <richard@davidstreeservice.com>  
**Sent:** Wednesday, June 16, 2021 3:25 PM  
**To:** Rayna Schonwit  
**Subject:** David's Tree Service, Inc. Laurelmont Community Association Proposal #258096  
06-16-2021  
**Attachments:** 2021 3 YP Laurelmont Community Association.pdf  
**Flag Status:** Flagged

Hi Rayna,

Please see the attached three year plan as well as a link below to view and download the proposal for year one of the attached three year plan. I have also included an inventory link that will have everything that I inventoried mapped out.

Please keep in mind, if the board would like to move forward with our services they are only signing for year one. Year's two and three of the plan are projections for budgeting purposes and pricing as well as what species are scheduled to trim in 2022 are projections.

I recommend that the trees within the community be addressed this year, the eucalyptus and other species located on the perimeter slope can wait since they are set back away from property and don't pose much of a threat to anyone. I have them scheduled for winter of 2022 but I am open to changing things around if the board has different priorities. Bottom line is, everything needs some attention so I guess it is a matter of the communities priorities and budget.

Let me know if you have any questions or need anything else. I would be happy to attend the board meeting to answer any questions.

Thanks for your time, have a great day!

Proposal Link:

<https://app.arbor-note.com/index.cfm/proposal/3895C802-EBC9-4623-BDAE6FAB3AF53762/view>

Inventory Link:

<https://app.arbor-note.com/index.cfm/asset/BBF2CE1E-EB92-4628-B5C62CB0C181F942/cmap?marker=1>

**Richard Hawe**

Director of Business Development

ISA Certified Arborist # WE- 12293A

**David's Tree Service, Inc.**

ph: (714) 842-6345

cell: (714) 483-8111

fx: (714) 842-0135

[www.DavidsTree.com](http://www.DavidsTree.com)

# Laurelmont

## Community Association

### MEMORANDUM

**Date:** June 22, 2021  
**To:** Board of Directors  
**From:** Management  
**Subject:** Landscape Maintenance & Enhancement Proposals

Please see the following landscape maintenance and enhancement proposals provided by Harvest as requested on the monthly landscape walk.

<b>Tree Removal Proposals</b>	
25 Pepperwood – behind the home on the slope	\$850.00 x 2 trees = \$1,700.00
77 Willowood – behind the home on the slope	\$850.00
23 Primrose – side/back of the home (dropping leaves into Homeowner's yard)	\$695.00
<b>Total:</b>	<b>\$3,245.00</b>

<b>Slope Planting Proposals</b>	
Behind 69 Willowood – to fill bare areas	(11) 5-gallon Plumbago (white) - \$1,090.85
Behind 77 Willowood – to fill bare areas	(9) 5-gallon Plumbago (blue) - \$264.50
<b>Total:</b>	<b>\$1,355.35</b>

40 Primrose – trim two trees hitting the roof	\$500.00
23 Primrose – trim (5) Tristania trees	\$525.00
27 Pepperwood – plant a tree in a bare area per Homeowner's request	\$122.50
<b>Total:</b>	<b>\$1,147.50</b>

# Laurelmont

## Community Association

- It was requested at the last Board meeting that Management and the landscape committee obtain an alternative proposal for these addresses:

	Previously Presented	New Bid
80 Willowood	Re-sod - \$1,062.00	Overseed & protect w/ chicken wire fence - \$440.35
21 Pepperwood	Install a 24" box Crepe Myrtle & replace damaged turf - \$3,013.00	Install a 15-gallon Dwarf Magnolia - \$285.00
Totals:	\$4,075.00	<b>\$725.35</b>

Total for (9) Landscape Proposals:	<b>\$6,473.20</b>
------------------------------------	-------------------

Management looks to the Board for direction regarding these proposals.



# PROPOSAL # 89355

**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** Jun 2, 2021

**Expire date:**

**Revision:**

**Source:** Harvest Staff inspection

**Reference:** Tree Removals

**TREE REMOVAL ESTIMATE**

**Address:**

25 Pepperwood, Aliso Viejo, CA, USA

**Location:**

In back of the house on the slope.

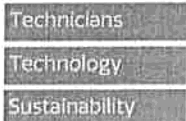
**Project description:**

The following proposal is to remove the dead or dying tree(s) listed below. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
2	Eucalyptus spp. (Eucalyptus species)	\$850.00	EA	\$1,700.00
			<b>Subtotal</b>	<b>\$1,700.00</b>
<b>TOTAL ESTIMATE:</b>				<b>\$1,700.00</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases; but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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PG 1 / 2

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**Source:** Harvest Staff inspection

**Reference:** Tree Removals

**Date:** Jun 2, 2021

**Expire date:**

**Revision:**

Please let me know what you decide.

Thank You,

Sergio Tejada

Proposal Approved: \_\_\_\_\_ (Authorized Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

---

**Location of the Proposed Work**

---



1 25 Pepperwood, Aliso Viejo, CA, USA Location: In back of the house on the slope.



**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** Jun 2, 2021

**Expire date:**

**Revision:**

**Source:** Harvest Staff inspection

**Reference:** Tree Removals

**TREE REMOVAL ESTIMATE**

**Address:**

77 Willowood, Aliso Viejo, CA 92656, USA

**Location:**

In back of the house on the slope.

**Project description:**

The following proposal is to remove the dead or dying tree(s) listed below. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
1	Eucalyptus spp. (Eucalyptus species)	\$850.00	EA	\$850.00
			<b>Subtotal</b>	<b>\$850.00</b>
<b>TOTAL ESTIMATE:</b>				<b>\$850.00</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.

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hleius

**Source:** Harvest Staff inspection  
**Reference:** Tree Removals

**Date:** Jun 2, 2021  
**Expire date:**  
**Revision:**

Please let me know what you decide.

Thank You,

Sergio Tejada

Proposal Approved: \_\_\_\_\_ (Authorized Signature)  
 \_\_\_\_\_ (Print Name)  
 \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Date)

**Location of the Proposed Work**



1 77 Willowood, Aliso Viejo, CA 92656, USA Location: In back of the house on the slope.



# PROPOSAL # 89798

**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** Jun 22, 2021

**Expire date:**

**Revision:**

**Source:** Customer Request

**Reference:**

**TREE REMOVAL ESTIMATE**

**Address:**

23 Primrose, Aliso Viejo, CA, USA

**Location:**

23 Primrose side/back of the house

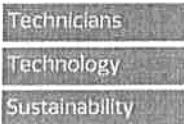
**Project description:**

The following proposal is to remove the dead or dying tree(s) listed below. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

**Materials/Labor needed to perform the project**

Qty	Description	UOM	Price
1	Lophostemon confertus (Brisbane Box)	EA	
<b>Subtotal</b>			<b>\$695.00</b>
<b>TOTAL ESTIMATE:</b>			<b>\$695.00</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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# PROPOSAL # 89798

**Source:** Customer Request

**Reference:**

**Date:** Jun 22, 2021

**Expire date:**

**Revision:**

Please let me know what you decide.

Thank You,

Moises Salinas jr

Proposal Approved:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Name)

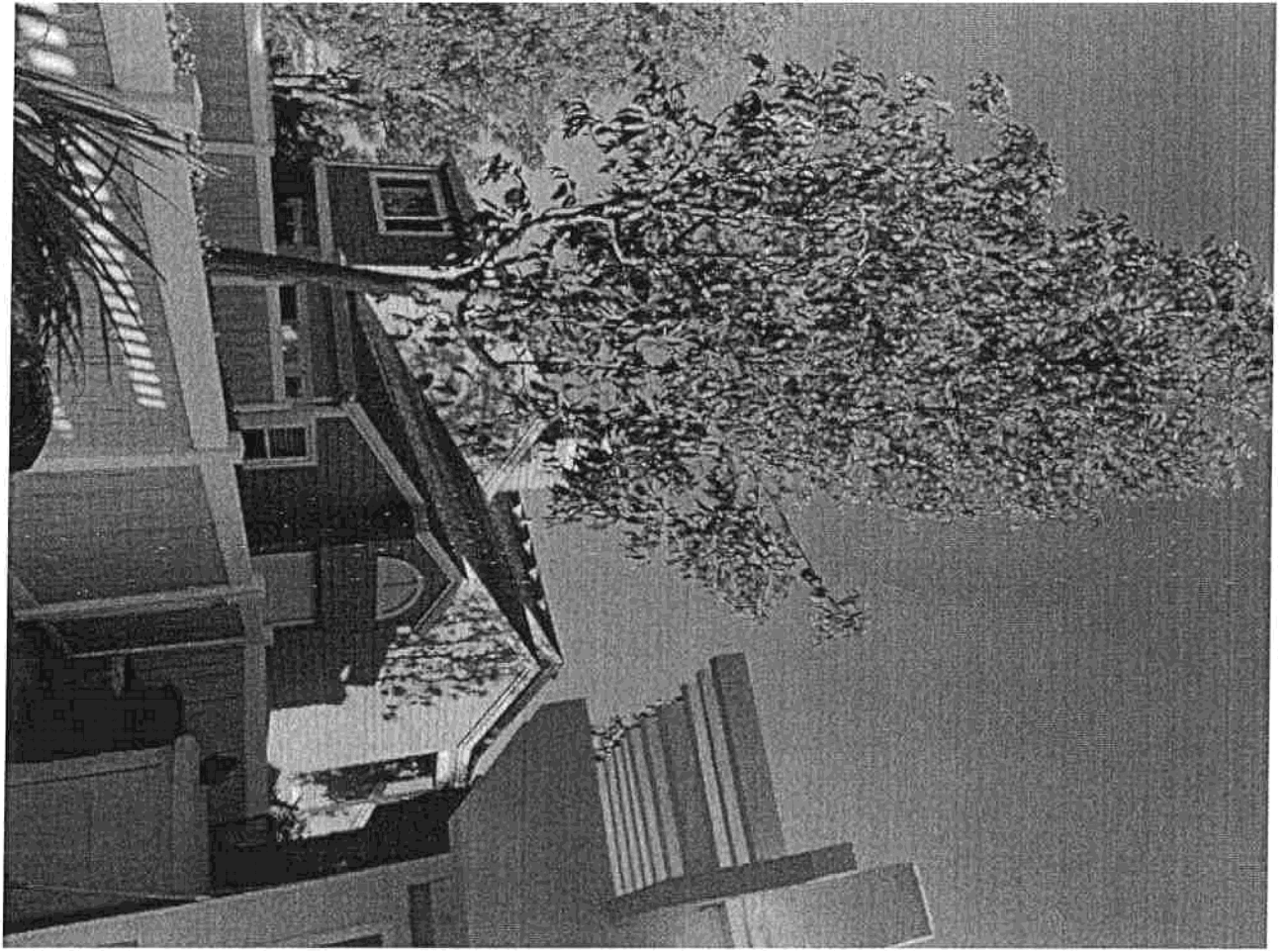
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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- Technology
- Sustainability

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**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** Jun 1, 2021

**Expire date:**

**Revision:**

**Source:** Harvest Staff inspection

**Reference:** Staff Inspection

**PLANTING PROPOSAL**

**Address:**

86 Willowood, Aliso Viejo, CA 92656, USA

**Location:**

84 Willowood

**Project description:**

The following proposal has been requested during the Tuesday, June 1st. Oversee the turf at 84 Willowood and protect it with chicken wire fence.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
4	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$140.00
1	5-pound bucket of Marathon Seed	\$61.75	Bag	\$61.75
4	KELLOGG TOPPER 2 CU FEET BAG	\$16.80	CU FT	\$67.20
1	STURDY STEEL GARDEN PLASTIC STAKES (10-PACK)	\$62.45	PACK	\$62.45
1	1IN x 4FT x 50FT GAUGE GALVANIZED POULTRY	\$108.95	YARD	\$108.95
			<b>Subtotal</b>	<b>\$440.35</b>

**Address:**

21 Pepperwood, Aliso Viejo, CA, USA

**Location:**

19 Pepperwood

**Project description:**

The following proposal has been requested during the landscape walk to install a 15-gallon Dwarf Magnolia in front of 19 Pepperwood.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
1	15-gallon Magnolia grandiflora 'Little Gem' (Little Gem Dwarf Southern Magnolia)	\$285.00	EA	\$285.00
0	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$0.00
			<b>Subtotal</b>	<b>\$285.00</b>

**Address:**

69 Willowood, Aliso Viejo, CA 92656, USA

**Location:**

69 Willowood

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**Source:** Harvest Staff inspection  
**Reference:** Staff Inspection

**Date:** Jun 1, 2021  
**Expire date:**  
**Revision:**

**Project description:**

The following proposal has been requested during the landscape walk to install 11 - 5-gallon Plumbago that will be planted behind 69 Willowood, These plants will be selectly planted in a few bare areas that were reviewed by the HOA members during the walk.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
11	5-gallon Plumbago auriculata 'Monite' ( White Cape Plumbago)	\$22.50	EA	\$247.50
2	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$70.00
1	LEAD LANDSCAPE TECHNICIAN HOURS	\$48.00	HOUR	\$48.00
			<b>Subtotal</b>	<b>\$365.50</b>
<b>TOTAL ESTIMATE:</b>				<b>\$1,090.85</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% peer annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.

Please let me know what you decide.

Thank You,

Fernando Lopez  
gutierrez

Proposal Approved:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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Anaheim, CA 92807

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**Source:** Harvest Staff inspection

**Reference:** Staff Inspection

**Date:** Jun 1, 2021

**Expire date:**

**Revision:**

## Location of the Proposed Work



- 1 86 Willowood, Aliso Viejo, CA 92656, USA Location: 84 Willowood
- 2 21 Pepperwood, Aliso Viejo, CA, USA Location: 19 Pepperwood
- 3 69 Willowood, Aliso Viejo, CA 92656, USA Location: 69 Willowood



**Source:** Harvest Staff inspection

**Reference:** Staff Inspection

**Date:** Jun 1, 2021

**Expire date:**

**Revision:**

### Materials to be used on the proposal



11N x 4FT x 50FT GAUGE GALVANIZED POULTRY



STURDY STEEL GARDEN PLASTIC STAKES (10-PACK)

### Plants and trees to be used on the proposal



15-gallon Magnolia grandiflora 'Little Gem' (Little Gem Dwarf Southern Magnolia)  
Exposure: Full Sun  
E/D: Evergreen  
Water: Medium  
Color: White  
Season: Summer to Fall  
USDA H.Z.: 7B to 11



5-gallon Plumbago auriculata 'Monite' ( White Cape Plumbago)  
Exposure: Sun or Shade  
E/D: Evergreen  
Water: Medium  
Color: Blue  
Season: Spring to Fall  
USDA H.Z.: 8 to 10

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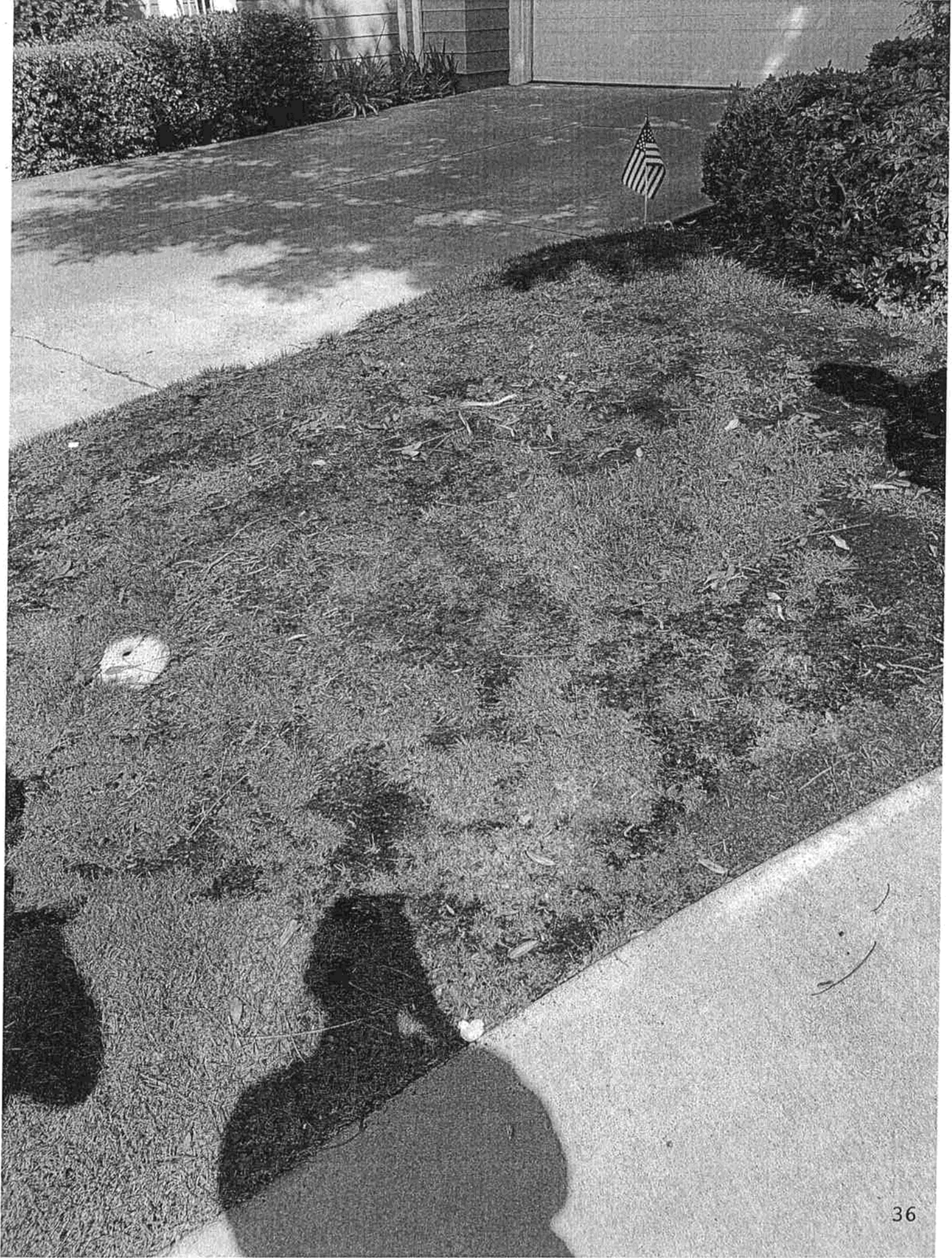
Sustainability

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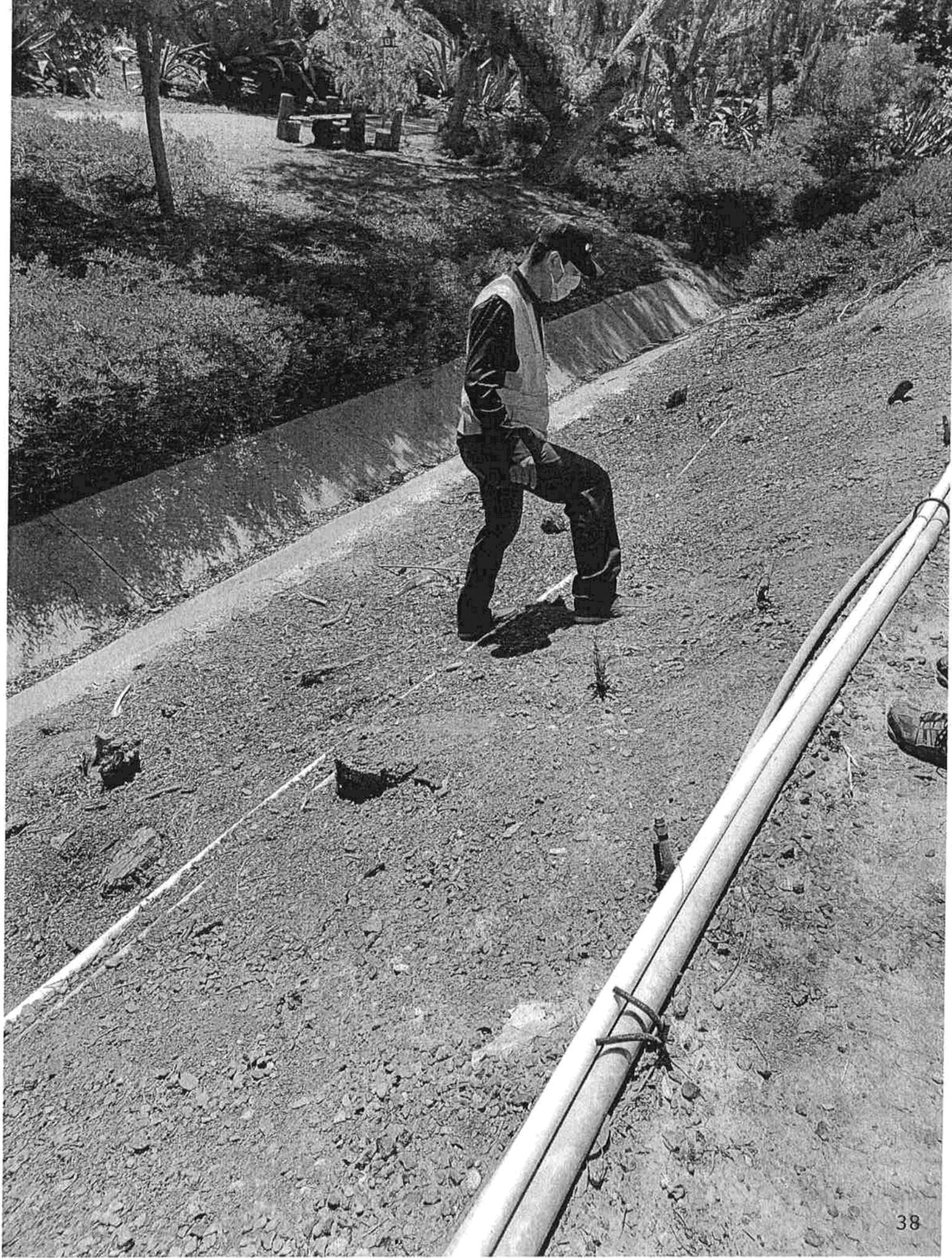
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[hle.us](http://hle.us)











# PROPOSAL # 89353

**Customer:**  
 Laurelmont Community Association  
 Otis HOA Management  
 23120 Alicia Parkway, Suite 215  
 Mission Viejo, CA 92692

**Date:** Jun 2, 2021

**Expire date:**

**Revision:**

**Source:** Harvest Staff Inspection

**Reference:** Tree Trimming

## TREE PRUNING ESTIMATE

**Address:**  
 40 Primrose, Aliso Viejo, CA 92656, USA

**Location:**  
 On the side of the house.

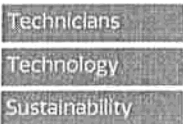
### Project description:

The following proposal is to trim the tree that is hitting the roof. The trimming of the tree to reduce the height of tree from hitting structure could cause us to make limb removals and cuts that are not the best for the health of the tree, Harvest is trained in proper methods of crown reduction to reduce the impact of the health of tree. To protect the integrity of the building or structure Harvest may make cuts that are not within Arborist guidelines for trimming methods.

### Materials/Labor needed to perform the project

Qty	Description		UOM	Price
2	Melaleuca quinquenervia (Cajeput Tree)	\$250.00	EA	\$500.00
			<b>Subtotal</b>	<b>\$500.00</b>
<b>TOTAL ESTIMATE:</b>				<b>\$500.00</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby releasing Harvest Landscape Enterprises, Inc. from any liability for items damaged below ground or any unforeseen problems that may be result of removing or trimming of trees listed in the proposal. You guarantee ownership of the tree/trees listed above and you further agree that Harvest shall not be held liable for and agree to indemnify, and hold Harvest harmless against any future claims relating to the removal or trimming of the tree(s). Also, by approving this proposal, you recognize Harvest Landscape Enterprises, Inc. has evaluated the tree(s) listed above for trimming, have been evaluated for trimming potential only. You accept that the overall general health of the tree(s) listed above have not been evaluated and any health issues are pre-existing; Harvest Landscape Enterprises, Inc. is not liable for the conditions and health of the tree(s) as they have been deemed "pre-existing" and cannot be held liable for any future problems as they relate to tree health, including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. It is your responsibility to ensure that the removal or trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to commencement of tree services. In the event tree services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a onetime \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



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**Source:** Harvest Staff inspection  
**Reference:** Tree Trimming

**Date:** Jun 2, 2021  
**Expire date:**  
**Revision:**

Please let me know what you decide.  
Thank You,

Sergio Tejada

Proposal Approved: \_\_\_\_\_ (Authorized Signature)  
 \_\_\_\_\_ (Print Name)  
 \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Date)

**Location of the Proposed Work**



1 40 Primrose, Alliso Viejo, CA 92656, USA Location: On the side of the house.



**Source:** Harvest Staff inspection

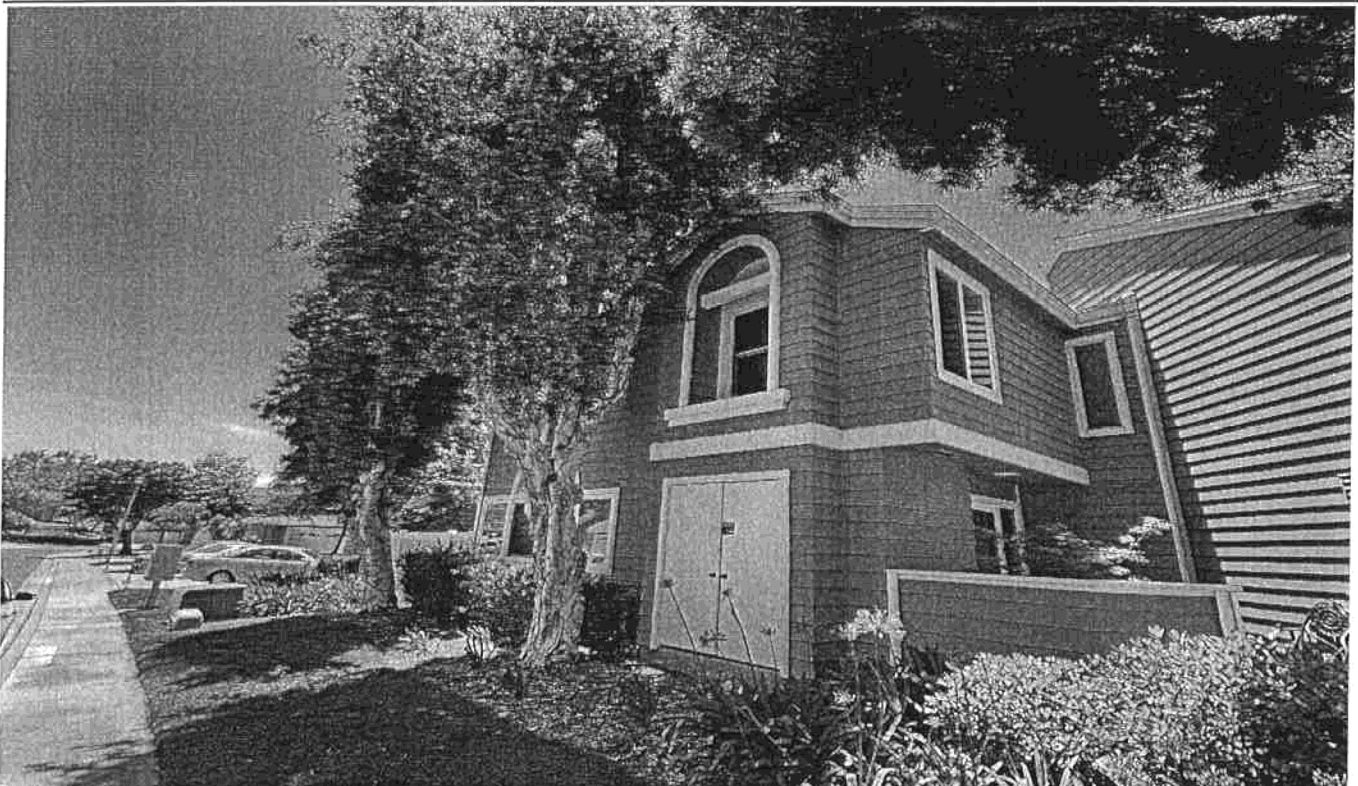
**Reference:** Tree Trimming

**Date:** Jun 2, 2021

**Expire date:**

**Revision:**

**Project Photos** Taken for proposal



DK







# PROPOSAL # 89861

**Customer:**  
 Laurelmont Community Association  
 Otis HOA Management  
 23120 Alicia Parkway, Suite 215  
 Mission Viejo, CA 92692

**Date:** Jun 23, 2021  
**Expire date:**  
**Revision:**

**Source:** Harvest Staff inspection  
**Reference:** 17823

### ADDITIONAL WORK ESTIMATE

**Address:** 27339 Paseo Placentia, San Juan Capistrano, CA 92675, USA  
**Location:** In front of the house

**Project description:**  
 The following proposal is to trim 5 Tristania trees located at 23 Primroses, **SQFT:** 0.00

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
5	Tree and/or Palm Trimming Service(s)	\$105.00	LUMP SUM	\$525.00
0	LANDSCAPE MASON HOURS	\$75.00	HOUR	\$0.00
			<b>Subtotal</b>	<b>\$525.00</b>

			<b>TOTAL ESTIMATE:</b>	<b>\$525.00</b>
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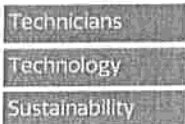
By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.

Please let me know what you decide.

Thank You,

Fernando Lopez  
 gutierrez

Proposal Approved: \_\_\_\_\_  
 (Authorized Signature)  
 \_\_\_\_\_  
 (Print Name)  
 \_\_\_\_\_  
 (Title)  
 \_\_\_\_\_  
 (Date)



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**Source:** Harvest Staff inspection

**Reference:** 17823

**Date:** Jun 23, 2021

**Expire date:**

**Revision:**

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**Project Photos** Taken for proposal

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Photo



# PROPOSAL # 89379

**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** Jun 3, 2021

**Expire date:**

**Revision:**

**Source:** Harvest Staff inspection

**Reference:** Landscape Walk

**PLANTING PROPOSAL**

**Address:**

27 Pepperwood, Laguna Hills, CA, USA

**Location:**

27 Pepperwood.

**Project description:**

The following proposal has been requested during the landscape walk to install 1 - 15-gallon Tristania at 27 Pepperwood.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
1	15-gallon Tristania conferta " (Brisbane Box)	\$105.00	EA	\$105.00
0.5	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$17.50
			<b>Subtotal</b>	<b>\$122.50</b>

**Address:**

77 Willowood, Aliso Viejo, CA 92656, USA

**Location:**

77 Willowood.

**Project description:**

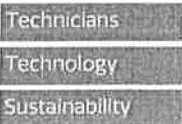
The following proposal has been requested during the landscape to 9 - 5-gallon Plumbagos behind 77 Willowood.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
9	5-gallon Plumbago auriculata 'Imperial Blue' ( Imperial Blue Plumbago)	\$25.50	EA	\$229.50
1	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$35.00
			<b>Subtotal</b>	<b>\$264.50</b>

**TOTAL ESTIMATE: \$387.00**

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



8030 E. Crystal Drive  
Anaheim, CA 92807

T +1 714 693 8100  
F +1 714 693 8123

**Source:** Harvest Staff inspection  
**Reference:** Landscape Walk

**Date:** Jun 3, 2021  
**Expire date:**  
**Revision:**

Please let me know what you decide.

Thank You,

Fernando Lopez  
gutierrez

Proposal Approved:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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### Location of the Proposed Work

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- 1 27 Pepperwood, Laguna Hills, CA, USA Location: 27 Pepperwood.
- 2 77 Willowood, Aliso Viejo, CA 92656, USA Location: 77 Willowood.



27

# Laurelmont Community Assn

## Work Order History - 06/22/2021

### Detailed Report

<b>W/O #</b> 84	<b><u>Create Date</u></b> 05/18/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b> 166	<b><u>Account #</u></b> 194359166	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 05/19/2021
	<b>Authorization:</b> ANG Angie Ramos			<b>Assign to :</b> SEV		
	<b>Summary:</b> Water leaking at hose bib			<b>SEVERSON PLUMBING</b>		
	<b><u>Job Location</u></b> 60 Willowood #			<b><u>Contact Name</u></b> Melissa M Lockett		
	<b>Phone (1):</b> 949-306-6992					

**Detailed Description:** 5/18/21 - The hose bib located by the garage is leaking.

Could you please inspect and make any necessary repairs. Please contact homeowner Melissa at 949-306-6992.

Thank you.

5/19/21- Per vendor, osebib not broken, hose is leaking, Homeowner will be billed for trip fee. RS

<b>W/O #</b> 85	<b><u>Create Date</u></b> 05/19/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit			<b>Assign to :</b> PTC001		
	<b>Summary:</b> Clean Pool Furniture & Spider Webs			<b>PERSONAL TOUCH CLEANING</b>		
	<b><u>Job Location</u></b>			<b><u>Contact Name</u></b>		
	<b>Phone (1):</b>					

**Detailed Description:** 5/19/21- Please ensure to clean the pool furniture and spider webs in the pool area of Laurelmont. This was requested several weeks ago and Homeowners are complaining. Thank you!

<b>W/O #</b> 86	<b><u>Create Date</u></b> 05/19/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit			<b>Assign to :</b> AQUAL		
	<b>Summary:</b> Please Clean Deep End of Pool Floor			<b>AQUALINE POOL SERVICE</b>		
	<b><u>Job Location</u></b>			<b><u>Contact Name</u></b>		
	<b>Phone (1):</b>					

**Detailed Description:** 5/19/21- Homeowner reports that there is a film and some leaves at the bottom of the pool in the deep end at Laurelmont. Please clean. Thank you!

<b>W/O #</b> 87	<b><u>Create Date</u></b> 05/19/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 110	<b><u>Account #</u></b> 145566110	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/22/2021
	<b>Authorization:</b> ANG Angie Ramos			<b>Assign to :</b> MGC		
	<b>Summary:</b> Request for Proposal			<b>MG CONSTRUCTION</b>		
	<b><u>Job Location</u></b> 76 Primrose #			<b><u>Contact Name</u></b> Jefferey M Veeder		
	<b>Phone (1):</b> 949-933-4746					

**Detailed Description:** 5/19/21 - We would like to request a proposal to repair or replace wood dryrot this was found during a termite inspection. The property is currently in escrow and the homeowner would like this taken care of. Please see yellow highlighted on the attached Termite Report.

Please contact homeowner Jefferey Veeder at 949-933-4746.

If you have any questions, please feel free to call me. Thank you.

6/22/21 - Proposal received in the amount of \$1,1990.00 for wood repairs, per termite inspection report. The board is holding off working with on future wood project. AMR



# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

W/O #	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
88	05/21/2021	WOR Work Order	110	145566110	NO	06/22/2021
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to :</b> ATP	
	<b>Summary:</b> Localized Termite Treatment				<b>ACCURATE TERMITE &amp; PEST CONTROL</b>	
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>		<b>Phone (1):</b> 949-933-4746		
	76 Primrose #	Jefferey M Veeder				
<b>Detailed Description:</b> 5/21/21 - We received the attached Termite Report #18203 for the termite inspection. We would like to schedule the treatment for item 11A (Drywood Termites) at 76 Primrose. This is due to escrow.						
If you have any questions, please feel free to call me. Please contact the homeowner Jefferey Veeder 949-933-4746 to schedule.						
Thank you.						
6/22/21 - Work has been completed. AMR						

W/O #	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
90	05/25/2021	RFP Request for Proposal	111	238250111	NO	06/03/2021
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to :</b> SPECTR	
	<b>Summary:</b> Request for Proposal				<b>SPECTRUM PROPERTY SERVICES</b>	
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>		<b>Phone (1):</b>		
	78 Primrose #	Martin Cutting				
<b>Detailed Description:</b> 5/25/21 - Homeowner Reports: The perimeter side wall and top of the wall along their walkway is lifting and splitting. Please see attached photos.						
Please inspect and submit a proposal for the repairs. Please contact homeowner Diane 949-500-3523.						
If you have any questions, please feel free to call me. Thank you.						
6/3/21- Proposal received in the amount of \$755.00. RS						

W/O #	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
91	05/25/2021	RFP Request for Proposal	111	238250111	NO	06/03/2021
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to :</b> MGC	
	<b>Summary:</b> Request for Proposal				<b>MG CONSTRUCTION</b>	
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>		<b>Phone (1):</b>		
	78 Primrose #	Martin Cutting				
<b>Detailed Description:</b> 5/25/21 - Homeowner Reports: The perimeter side wall and top of the wall along their walkway is lifting and splitting. Please see attached photos.						
Please inspect and submit a proposal for the repairs. Please contact homeowner Diane 949-500-3523.						
If you have any questions, please feel free to call me. Thank you.						
6/3/21- Proposal received in the amount of \$590.00. RS						

W/O #	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
92	05/25/2021	RFP Request for Proposal			YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> HLE	
	<b>Summary:</b> RFP Tree Maintenance				<b>HARVEST LANDSCAPE ENT. INC</b>	
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>		<b>Phone (1):</b>		
<b>Detailed Description:</b> 5/25/21- Please provide a proposal for May/June seasonal tree trimming and maintenance for Laurelmont Community Association. Thank you!						

# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

<u>W/O #</u>	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
93	05/25/2021	RFP Request for Proposal			NO	06/22/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	DTSI
	<b>Summary:</b>	RFP Tree Maintenance				DAVID'S TREE SERVICE, INC.
	<b>Job Location</b>		<b>Contact Name</b>			<b>Phone (1) :</b>
<b>Detailed Description:</b> 5/25/21- Please provide a proposal for May/June seasonal tree trimming and maintenance for Laurelmont Community Association. Thank you!						
6/16/21- proposal received in the amount of \$25,385.00 for 2021. RS						

<u>W/O #</u>	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
94	05/25/2021	RFP Request for Proposal	111	238250111	NO	06/01/2021
	<b>Authorization:</b>	ANG Angie Ramos			<b>Assign to :</b>	PRAS
	<b>Summary:</b>	Request for Proposal				PACIFIC RIM ARCHITECTURAL SRVC
	<b>Job Location</b>		<b>Contact Name</b>			<b>Phone (1) :</b>
	78 Primrose #		Martin Cutting			
<b>Detailed Description:</b> 5/25/21 - Homeowner Reports: The perimeter side wall and top of the wall along their walkway is lifting and splitting. Please see attached photos.						
Please inspect and submit a proposal for the repairs. Please contact homeowner Diane 949-500-3523.						
If you have any questions, please feel free to call me. Thank you.						
6/1/21 - Estimate #3188 received in the amount of \$755.00 for wood repairs. AMR						

<u>W/O #</u>	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
95	05/26/2021	WOR Work Order			NO	06/03/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	HLE
	<b>Summary:</b>	Broken Grate in Pool				HARVEST LANDSCAPE ENT.
	<b>Job Location</b>		<b>Contact Name</b>			<b>Phone (1) :</b>
<b>Detailed Description:</b> 5/26/21- Please replace the broken grate in the pool area. Please see the photos attached. The code to the lockbox is 6847. PLEASE return the key when completed. Thank you!						
6/3/21- Per inspection, work order completed. RS						

<u>W/O #</u>	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
96	05/26/2021	RFP Request for Proposal	167	145415167	NO	06/07/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	SPECTR
	<b>Summary:</b>	Front Gate RFP				SPECTRUM PROPERTY
	<b>Job Location</b>		<b>Contact Name</b>			<b>Phone (1) :</b>
	61 Willowood #		Elisha M Back			9497690322
<b>Detailed Description:</b> 5/26/21- Homeowner reports: My front gate has an issue and it does not open freely. You have to lift the gate to open and close it. Some type of repair needs to be done so the front gate can work.						
Please go out to inspect the front gate of this home and provide a proposal to Management. Thank you!						
6/3/21 - No proposal needed gate was repaired by Fence Pros. AMR						



# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

<b>W/O #</b> 97	<b>Create Date</b> 05/26/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 167	<b>Account #</b> 145415167	<b>Active</b> NO	<b>Closing Date</b> 06/03/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	MGC
	<b>Summary:</b>	Front Gate RFP				MG CONSTRUCTION
	<b>Job Location</b>	61 Willowood #	<b>Contact Name</b>	Elisha M Back	<b>Phone (1) :</b>	9497690322
<b>Detailed Description:</b> 5/26/21- Homeowner reports: My front gate has an issue and it does not open freely. You have to lift the gate to open and close it. Some type of repair needs to be done so the front gate can work.						
Please go out to inspect the front gate of this home and provide a proposal to Management. Thank you!						
6/3/21 - No proposal needed gate was repaired by Fence Pros. AMR						
<b>W/O #</b> 98	<b>Create Date</b> 05/26/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 167	<b>Account #</b> 145415167	<b>Active</b> NO	<b>Closing Date</b> 06/01/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	PRAS
	<b>Summary:</b>	Front Gate RFP				PACIFIC RIM ARCHITECTURAL
	<b>Job Location</b>	61 Willowood #	<b>Contact Name</b>	Elisha M Back	<b>Phone (1) :</b>	9497690322
<b>Detailed Description:</b> 5/26/21- Homeowner reports: My front gate has an issue and it does not open freely. You have to lift the gate to open and close it. Some type of repair needs to be done so the front gate can work.						
Please go out to inspect the front gate of this home and provide a proposal to Management. Thank you!						
6/1/21 - Estimate #3189 received in the amount of \$820.00 for gate repairs. AMR						
<b>W/O #</b> 99	<b>Create Date</b> 05/26/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 167	<b>Account #</b> 145415167	<b>Active</b> NO	<b>Closing Date</b> 06/03/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	FP
	<b>Summary:</b>	Front Gate RFP				FENCE PROS
	<b>Job Location</b>	61 Willowood #	<b>Contact Name</b>	Elisha M Back	<b>Phone (1) :</b>	9497690322
<b>Detailed Description:</b> 5/26/21- Homeowner reports: My front gate has an issue and it does not open freely. You have to lift the gate to open and close it. Some type of repair needs to be done so the front gate can work.						
Please go out to inspect the front gate of this home and provide a proposal to Management. Thank you!						
6/3/21- Proposal received in the amount of \$125.00. RS						
<b>W/O #</b> 100	<b>Create Date</b> 05/26/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 167	<b>Account #</b> 145415167	<b>Active</b> NO	<b>Closing Date</b> 06/03/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	SFVP
	<b>Summary:</b>	Front Gate RFP				SADDLEBACK FENCE & VINYL PROD
	<b>Job Location</b>	61 Willowood #	<b>Contact Name</b>	Elisha M Back	<b>Phone (1) :</b>	9497690322
<b>Detailed Description:</b> 5/26/21- Homeowner reports: My front gate has an issue and it does not open freely. You have to lift the gate to open and close it. Some type of repair needs to be done so the front gate can work.						
Please go out to inspect the front gate of this home and provide a proposal to Management. Thank you!						
6/3/21 - No bid needed gate was repaired by Fence Pros. AMR						

# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

<b>W/O #</b> 101	<b><u>Create Date</u></b> 05/26/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b> 069	<b><u>Account #</u></b> 145553169	<b><u>Active</u></b> YES
	<b>Authorization:</b> RAY Rayna Schonwit		<b>Assign to :</b> HLE		
	<b>Summary:</b> 18 Primrose Branches		<b>HARVEST LANDSCAPE ENT.</b>		
	<b><u>Job Location</u></b> 18 Primrose #	<b><u>Contact Name</u></b> Kathleen A Garrett	<b>Phone (1) :</b> 9496805777		

**Detailed Description:** 5/26/21- Per Homeowner: There are 2 branches that need cutting off the tree the guys just have a haircut to. I can show when 2 branches when they come out.

Please contact the Homeowner and go out to cut the 2 branches off. Thank you!

<b>W/O #</b> 102	<b><u>Create Date</u></b> 05/26/2021	<b><u>W/O Type</u></b> BOD Board Approved Proposal	<b><u>Lot/Unit #</u></b> 097	<b><u>Account #</u></b> 145578097	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/15/2021
	<b>Authorization:</b> RAY Rayna Schonwit		<b>Assign to :</b> HLE			
	<b>Summary:</b> Approved Proposal 51-53 Primrose		<b>HARVEST LANDSCAPE ENT.</b>			
	<b><u>Job Location</u></b> 53 Primrose #	<b><u>Contact Name</u></b> Gisela E Folding	<b>Phone (1) :</b> 9492853278			

**Detailed Description:** 5/26/21- Approved proposal to plant (13) 5-gallon Agapanthus between 51 and 53 Primrose in the amount of \$331.50. Please confirm receipt. Thank you!

6/15/21 - Work has been completed - AMR

<b>W/O #</b> 103	<b><u>Create Date</u></b> 05/26/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/03/2021
	<b>Authorization:</b> RAY Rayna Schonwit		<b>Assign to :</b> ROYA			
	<b>Summary:</b> Fobs not working on back gate		<b>ERIC P. SMITH</b>			
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>	<b>Phone (1) :</b>			

**Detailed Description:** 5/26/21- 100 Willowood, Aliso Viejo CA 92656

Fobs work at front pool gate but not back pool gate. Please go out to inspect the system and advise how we can get the keys working on both gates. Please come to our office at 23120 Alicia Pkwy #215 to pick up a fob. Please confirm receipt. Thank you!

6/3/21- Vendor confirmed fob now working for both front and back gate. RS

<b>W/O #</b> 104	<b><u>Create Date</u></b> 05/27/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/03/2021
	<b>Authorization:</b> ANG Angie Ramos		<b>Assign to :</b> MGC			
	<b>Summary:</b> Replace bulletin board at pool area		<b>MG CONSTRUCTION</b>			
	<b><u>Job Location</u></b>	<b><u>Contact Name</u></b>	<b>Phone (1) :</b>			

**Detailed Description:** 5/27/21 - Please remove the old bulletin board and place the new bulletin board at the Pool Area, lockbox code 6847.

Thank you.

6/3/21- Work order completed. RS

# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

<b>W/O #</b> 105	<u>Create Date</u> 05/27/2021	<u>W/O Type</u> RFP Request for Proposal	<u>Lot/Unit #</u> 072	<u>Account #</u> 240429372	<u>Active</u> NO	<u>Closing Date</u> 06/22/2021
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> HLE	
	<b>Summary:</b> Tree Proposal				HARVEST LANDSCAPE ENT. INC	
	<u>Job Location</u> 23 Primrose #		<u>Contact Name</u> Jason Viernes Lopez		<b>Phone (1) :</b> 415-370-0444	

**Detailed Description:** 5/27/21- Per Homeowner: "There is a tree right outside our fence and every day the tree drops a lot of leaves into our backyard. The tree is in a common area but leaning over our property and causes a nuisance. I have to clean it twice a day and would appreciate an opportunity to enjoy our backyard.

Please see the attached photos. I just blew the leaves this morning and by 6 pm our backyard is a mess because of these leaves."

Please provide 2 proposals for the tree between 23 and 25 Primrose. One to trim and one to remove. The tree is dropping too many leaves in the Homeowners backyard. Please see photos attached. Thank you!

6/22/21- Proposal received in the amount of \$695.00 to remove tree. RS

<b>W/O #</b> 106	<u>Create Date</u> 05/27/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u> YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> AQUAL	
	<b>Summary:</b> Spa water levels & follow up pool heater				AQUALINE POOL SERVICE	
	<u>Job Location</u>		<u>Contact Name</u>		<b>Phone (1) :</b>	

**Detailed Description:** 5/27/21- Homeowners reporting that spa levels are inconsistent. Please check for a problem and advise if repairs are needed.

Pool heater was not working as reported by Scott (aqualine), but was repaired. Please provide an update on how the pool heater is doing.

Thank you!

<b>W/O #</b> 108	<u>Create Date</u> 05/28/2021	<u>W/O Type</u> RFP Request for Proposal	<u>Lot/Unit #</u> 069	<u>Account #</u> 145553169	<u>Active</u> YES	
	<b>Authorization:</b> RAY Rayna Schonwit					
	<b>Summary:</b> Concrete Grinding & Asphalt Patching					
	<u>Job Location</u> 18 Primrose		<u>Contact Name</u> Kathleen A Garrett		<b>Phone (1) :</b> 9496805777	

**Detailed Description:** 5/28/21- Request for proposal from United Paving Co. to grind the raised concrete in front of 18 Primrose.

Please provide a second proposal to patch the asphalt near 70 Primrose.

Please confirm receipt. Thank you!

<b>W/O #</b> 109	<u>Create Date</u> 05/28/2021	<u>W/O Type</u> RFP Request for Proposal	<u>Lot/Unit #</u> 069	<u>Account #</u> 145553169	<u>Active</u> NO	<u>Closing Date</u> 06/03/2021
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> PATRIO	
	<b>Summary:</b> Concrete Grinding & Asphalt Patching				PATRIOT PAVING, INC	
	<u>Job Location</u> 18 Primrose #		<u>Contact Name</u> Kathleen A Garrett		<b>Phone (1) :</b> 9496805777	

**Detailed Description:** 5/28/21- Request for proposal to grind the raised concrete in front of 18 Primrose.

Please provide a second proposal to patch the asphalt near 70 Primrose.

Please confirm receipt. Thank you!

6/3/21- Proposal received in the amount of \$5,790.00 RS

# Laurelmont Community Assn Work Order History - 06/22/2021

## Detailed Report

<b>W/O #</b> 110	<b>Create Date</b> 05/28/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> BENS
<b>Summary:</b> Concrete Grinding & Asphalt Patching					BEN'S ASPHALT, INC.
<b>Job Location</b> 18 Primrose #					<b>Phone (1) :</b> 9496805777
<b>Contact Name</b> Kathleen A Garrett					
<b>Detailed Description:</b> 5/28/21- Request for proposal to grind the raised concrete in front of 18 Primrose.					
Please provide a second proposal to patch the asphalt near 70 Primrose.					
Please confirm receipt. Thank you!					

<b>W/O #</b> 111	<b>Create Date</b> 06/02/2021	<b>W/O Type</b> MGT Management	<b>Lot/Unit #</b> 167	<b>Account #</b> 145415167	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> FP	
<b>Summary:</b> Fence Pros approved proposal					FENCE PROS	
<b>Job Location</b> 61 Willowood #					<b>Phone (1) :</b> 9497690322	
<b>Contact Name</b> Elisha M Back						
<b>Detailed Description:</b> 6/2/21- approved proposal to to modify the hinges on front entry gate at 61 Willowood to allow for proper swing and closure and to touch up the paint at repaired areas in the amount of \$125.00.						
6/3/21- Work has been completed. RS						

<b>W/O #</b> 112	<b>Create Date</b> 06/03/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b>	<b>Account #</b>	<b>Active</b> NO	<b>Closing Date</b> 06/15/2021
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> AEL	
<b>Summary:</b> Timers around the pool area					ACCESS ELECTRICAL & LIGHTING	
<b>Job Location</b>					<b>Phone (1) :</b>	
<b>Contact Name</b>						
<b>Detailed Description:</b> 6/3/21- Please go out to insepct and repair the timer in the pool area. 100 Willowood. The lights for the landscaping and the pool are not turning on properly. The code to the lockbox for the pool is 6847. Please return the key when completed. Please see the attached map of the street that the pool is on. Thank you!						
6/15/21 - Work has been completed - AMR						

<b>W/O #</b> 113	<b>Create Date</b> 06/03/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 166	<b>Account #</b> 194359166	<b>Active</b> YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> SPECTR
<b>Summary:</b> Approved Proposal 60 Willowood					SPECTRUM PROPERTY SERVICES
<b>Job Location</b> 60 Willowood #					<b>Phone (1) :</b>
<b>Contact Name</b> Melissa M Lockett					
<b>Detailed Description:</b> 6/3/21- Approved proposal 11817R to remove and replace the entire concrete walkway at 60 Willowood in the amount of \$3,878.90. Tree will also come out by a different vendor. Please wait until the tree has been removed to schedule. When ready, please contact the Homeowner to schedule. Please confirm receipt.Thank you!					

<b>W/O #</b> 114	<b>Create Date</b> 06/03/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 166	<b>Account #</b> 194359166	<b>Active</b> NO	<b>Closing Date</b> 06/15/2021
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> HLE	
<b>Summary:</b> Approved Proposal 60 Willowood					HARVEST LANDSCAPE ENT.	
<b>Job Location</b> 60 Willowood #					<b>Phone (1) :</b>	
<b>Contact Name</b> Melissa M Lockett						
<b>Detailed Description:</b> 6/3/21- Approved proposal to remove the remaining tree at 60 Willowood per proposal 88956 in the amount of \$950.00. Please contact the Homeowner to schedule and please advise Management the scheduled date of completion. Please confirm receipt. Thank you!						
6/15/21 - Work has been completed - AMR						

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<b>W/O #</b> 115	<b>Create Date</b> 06/04/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 113	<b>Account #</b> 145560113	<b>Active</b> NO	<b>Closing Date</b> 06/07/2021
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> TBMAN	
	<b>Summary:</b> Wasp/Bee Hive				<b>THE BEE MAN, INC.</b>	
	<b>Job Location</b> 81 Primrose #		<b>Contact Name</b> Gissela Liliana Wolf		<b>Phone (1) :</b> 949-903-0083	
	<b>Detailed Description:</b> 6/4/21- Homeowner reports: Wasp/Bee nest located outside bedroom window by above garage (2nd floor).  Please go out to remove the hive. Thank you!  6/7/21- Wasp nest have been treated and removed. Work order completed. RS					
<b>W/O #</b> 116	<b>Create Date</b> 06/07/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 088	<b>Account #</b> 145586188	<b>Active</b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> HLE	
	<b>Summary:</b> 44 Primrose path unusable				<b>HARVEST LANDSCAPE ENT.</b>	
	<b>Job Location</b> 44 Primrose #		<b>Contact Name</b> Darcy Lynn Morgenstern		<b>Phone (1) :</b>	
	<b>Detailed Description:</b> 6/7/21- Please go out to maintain the path leading to the back gate at 44 Primrose. It is being overlooked. Please see the photos attached. Thank you!					
<b>W/O #</b> 117	<b>Create Date</b> 06/07/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 024	<b>Account #</b> 145492724	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to :</b> SEV	
	<b>Summary:</b> Repair Gas Line Riser				<b>SEVERSON PLUMBING</b>	
	<b>Job Location</b> 32 Pepperwood #		<b>Contact Name</b> Janet Waters		<b>Phone (1) :</b> 9493622730	
	<b>Detailed Description:</b> 6/7/21 - Per Severson Plumbing, they were called out to 32 Pepperwood over the weekend. They are scheduled today to attempt a repair on gas line riser.  If you have any questions, please feel free to call me. Thank you.  6/7/21- Work order completed. RS					
<b>W/O #</b> 118	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> MTZSHE	
	<b>Summary:</b> RFP gutter repair				<b>MTZ SHEETMETAL INC</b>	
	<b>Job Location</b> 41 Primrose #		<b>Contact Name</b> Kevin Kacinskaskas		<b>Phone (1) :</b> 9492154114	
	<b>Detailed Description:</b> 6/9/21- Please go out to 41 Primrose in Laurelmont Community Association to inspect the gutters and provide a proposal to repair if needed (front and back). Please contact the Homeowner to schedule. Thank you.  6/15/21- Proposal received in the amount of \$490.00. RS					
<b>W/O #</b> 119	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to :</b> SFR	
	<b>Summary:</b> RFP to seal crack				<b>SERVICE FIRST RESTORATION,</b>	
	<b>Job Location</b> 41 Primrose #		<b>Contact Name</b> Kevin Kacinskaskas		<b>Phone (1) :</b> 9492154114	
	<b>Detailed Description:</b> 6/9/21- Please see the photos attached. There is an exterior crack in the top of the trim around the window that is causing water intrusion. Please provide a proposal to seal the crack. Thank you.					

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<b>W/O #</b> 120	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SPECTR
	<b>Summary:</b> RFP to seal crack				SPECTRUM PROPERTY
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			<b>SERVICES</b> <b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21- Please see the photos attached. There is an exterior crack in the top of the trim around the window that is causing water intrusion. Please provide a proposal to seal the crack. Thank you.				
<b>W/O #</b> 121	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> NO
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Closing Date</b> 06/21/2021
	<b>Summary:</b> RFP to seal crack				<b>Assign to :</b> MGC
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			MG CONSTRUCTION
					<b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21- Please see the photos attached. There is an exterior crack in the top of the trim around the window that is causing water intrusion. Please provide a proposal to seal the crack. Thank you.				
	6/21/21 - Proposal received in the amount of \$990.00 for exterior repair. AMR				
<b>W/O #</b> 122	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SER1ST
	<b>Summary:</b> RFP Water Intrusion				SERVICEFIRST RESTORATION,
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			<b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21-Please go out to inspect the interior of 41 Primrose due to water intrusion issues around the window where the crack is. Please provide a proposal for remediation if needed. Please contact the Homeowner to schedule. Thank you!				
<b>W/O #</b> 123	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> MGC
	<b>Summary:</b> RFP Cracked Cinder Repair/Replacement				MG CONSTRUCTION
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			<b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21- Please provide a proposal to repair and a proposal to replace the cinder that is cracked in the backyard. Please contact the Homeowner to schedule. Thank you!				
<b>W/O #</b> 124	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SPECTR
	<b>Summary:</b> RFP Cracked Cinder Repair/Replacement				SPECTRUM PROPERTY
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			<b>SERVICES</b> <b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21- Please provide a proposal to repair and a proposal to replace the cinder that is cracked in the backyard. Please contact the Homeowner to schedule. Thank you!				
<b>W/O #</b> 125	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SFVP
	<b>Summary:</b> RFP Vinyl Fence Repair				SADDLEBACK FENCE & VINYL
	<b>Job Location</b> 41 Primrose #	<b>Contact Name</b> Kevin Kacinskas			<b>PROD</b> <b>Phone (1):</b> 9492154114
<b>Detailed Description:</b>	6/9/21- Please provide a proposal to repair the vinyl fence in the backyard of 41 Primrose in Laurelmont Community Association. Please contact the Homeowner to schedule. Thank you!				



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<b>W/O #</b> 126	<b><u>Create Date</u></b> 06/09/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 085	<b><u>Account #</u></b> 145584585	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/21/2021
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to:</b> MGC	
	<b>Summary:</b> RFP Drywall Repairs				<b>MG CONSTRUCTION</b>	
	<b><u>Job Location</u></b> 41 Primrose #		<b><u>Contact Name</u></b> Kevin Kacinskas		<b>Phone (1):</b> 9492154114	
<b>Detailed Description:</b> 6/9/21- Please provide a proposal to do drywall repairs on the ceiling of 41 Primrose where there was a roof leak. Please contact the Homeowner to schedule. Thank you.						
6/21/21 - Proposal received in the amount of \$1,350.00 for interior drywall repairs. AMR						

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<b>W/O #</b> 127	<b><u>Create Date</u></b> 06/09/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 085	<b><u>Account #</u></b> 145584585	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to:</b> SPECTR	
	<b>Summary:</b> RFP Drywall Repairs				<b>SPECTRUM PROPERTY</b>	
	<b><u>Job Location</u></b> 41 Primrose #		<b><u>Contact Name</u></b> Kevin Kacinskas		<b>Phone (1):</b> 9492154114	
<b>Detailed Description:</b> 6/9/21- Please provide a proposal to do drywall repairs on the ceiling of 41 Primrose where there was a roof leak. Please contact the Homeowner to schedule. Thank you.						

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<b>W/O #</b> 128	<b><u>Create Date</u></b> 06/09/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 085	<b><u>Account #</u></b> 145584585	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY Rayna Schonwit				<b>Assign to:</b> SFR	
	<b>Summary:</b> RFP Drywall Repairs				<b>SERVICE FIRST RESTORATION,</b>	
	<b><u>Job Location</u></b> 41 Primrose #		<b><u>Contact Name</u></b> Kevin Kacinskas		<b>Phone (1):</b> 9492154114	
<b>Detailed Description:</b> 6/9/21- Please provide a proposal to do drywall repairs on the ceiling of 41 Primrose where there was a roof leak. Please contact the Homeowner to schedule. Thank you.						

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<b>W/O #</b> 129	<b><u>Create Date</u></b> 06/09/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 024	<b><u>Account #</u></b> 145492724	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 06/22/2021
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to:</b> SPECTR	
	<b>Summary:</b> Request for Proposal				<b>SPECTRUM PROPERTY</b>	
	<b><u>Job Location</u></b> 32 Pepperwood #		<b><u>Contact Name</u></b> Janet Waters		<b>Phone (1):</b> 9493622730	
<b>Detailed Description:</b> 6/9/21 - We would like to obtain a propopsal for concrete repairs due to an emergency gas line riser repair.						
Please contact the homeowner Janet Waters at 949-362-2730 to schedule the inspection as she is currently going through chemo.						
If you have any questions, please feel free to call me. Thank you.						
6/22/21- Proposal received in the amount of \$564.00. RS						

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<b>W/O #</b> 131	<b><u>Create Date</u></b> 06/09/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b> 008	<b><u>Account #</u></b> 145497208	<b><u>Active</u></b> YES	
	<b>Authorization:</b> ANG Angie Ramos				<b>Assign to:</b> MLM	
	<b>Summary:</b> Dry patches of grass				<b>MISSION LANDSCAPE</b>	
	<b><u>Job Location</u></b> 10 Pepperwood #		<b><u>Contact Name</u></b> Casey Mattos		<b>Phone (1):</b> 9492915336	
<b>Detailed Description:</b> 6/9/21 - Homeowner Reports: there are dry patches of grass on his neighbors side 8 Pepperwood which does not look good. The landscapers have tried to place down to seed, but does not seem to work. This area needs a sprinkler system to be added to keep the grass from drying out. This has been an ongoing issue for about 10 years.						
Please inspect the area at your next service visit. Thank you.						

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<b>W/O #</b> 132	<b>Create Date</b> 06/09/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b>	<b>Account #</b>	<b>Active</b> NO	<b>Closing Date</b> 06/15/2021
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> AQUAL	
	<b>Summary:</b>	Human excrement in pool			AQUALINE POOL SERVICE	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>	
<b>Detailed Description:</b> 6/9/21 - It has been reported there is human waste/excrement inside the pool.						
If you could please handle this issue as soon as possible.						
Thank you.						
6/15/21 - Work has been completed - AMR						
<b>W/O #</b> 133	<b>Create Date</b> 06/10/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 085	<b>Account #</b> 145584585	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SPECTR	
	<b>Summary:</b>	RFP Water Intrusion			SPECTRUM PROPERTY	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9492154114	
	41 Primrose #		Kevin Kacinskask			
<b>Detailed Description:</b> 6/10/21-Please go out to inspect the interior of 41 Primrose due to water intrusion issues around the window where the crack is. Please provide a proposal for remediation if needed. Please contact the Homeowner to schedule. Thank you!						
<b>W/O #</b> 134	<b>Create Date</b> 06/10/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 073	<b>Account #</b> 145541873	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> ANI	
	<b>Summary:</b>	Gopher Activity			ANIMAL PEST MANAGEMENT	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9493786793	
	25 Primrose #		Tracey Penn		<b>Phone (2) :</b> 9494488387	
<b>Detailed Description:</b> 6/10/21- Homeowner reports: We live at 25 Primrose in the Laurelmont community. I would like to inform you that there are Gophers activities in the common area behind our home. The Gopher (s) are digging holes back there and we found a hole this morning. Please have someone come out and treat or trap the Gopher(s) before it becomes a bigger problem for our community.						
Thank you!						
6/15/21- per vendor: inspected for activity and found activity; treated and knocked over gopher mounts. Work order completed. RS						
<b>W/O #</b> 135	<b>Create Date</b> 06/11/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> NO	<b>Closing Date</b> 06/21/2021
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE	
	<b>Summary:</b>	Broken Sprinkler			HARVEST LANDSCAPE ENT.	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9496805777	
	18 Primrose #		Kathleen A Garrett			
<b>Detailed Description:</b> 6/11/21- Homeowner last night reported broken irrigation (shooting up like a geyser) about 5 ft from the big tree and about 8 ft from the mailboxes. Please go out to repair this morning. Thank you!						
6/16/21- Received several calls over the last few days that this has not been repaired yet. Please ensure this gets taken care of today immediately. Thank you.						
6/21/21 - Work has been completed - AMR						

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<b>W/O #</b> 136	<b>Create Date</b> 06/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 113	<b>Account #</b> 145560113	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE
	<b>Summary:</b>	81 Primrose front lawn			HARVEST LANDSCAPE ENT.
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 949-903-0083
	81 Primrose #		Gissela Liliana Wolf		
<b>Detailed Description:</b> 6/17/21- Please provide a proposal to provide seed and toppler for the 5' x 2' area without grass in the community outside of 81 Primrose's front gate.					

<b>W/O #</b> 137	<b>Create Date</b> 06/21/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b>	<b>Account #</b>	<b>Active</b> YES
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE
	<b>Summary:</b>	Irrigation Timer Near Pool			HARVEST LANDSCAPE ENT.
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>
<b>Detailed Description:</b> 6/21/21- Public area sprinklers by back pool gate public grass area going on at 6:05 at night which is way too early. They used to go on around 10pm at night but for the last few weeks going at around 6pm which is not supposed to happen.					
Please go out to adjust the timers. Thank you!					

<b>W/O #</b> 138	<b>Create Date</b> 06/21/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 012	<b>Account #</b> 145495612	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> SEV	
	<b>Summary:</b>	Gas Leak Outside of Chimney			SEVERSON PLUMBING	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9496439080	
	14 Pepperwood #		Rakesh Mahajan			
<b>Detailed Description:</b> 6/21/21 - Homeowner is reporting a smell of gas outside the chimney, looks like a gas leak.						
If you could please inspect and make any necessary repairs. Please contact homeowner to schedule Rakesh at 949-306-5492.						
Please feel free to call me if you have any questions.						
Thank you.						
6/22/21 - Work order has been completed, proposal to follow for the repairs, per Severson Plumbing. AMR						

<b>W/O #</b> 139	<b>Create Date</b> 06/21/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 072	<b>Account #</b> 240429372	<b>Active</b> NO	<b>Closing Date</b> 06/22/2021
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE	
	<b>Summary:</b>	Tree Trimming 23 Primrose			HARVEST LANDSCAPE ENT.	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 415-370-0444	
	23 Primrose #		Jason Viernes Lopez			
<b>Detailed Description:</b> 6/21/21- please go out and trim the tree in the front of 23 Primrose. If it is over 15ft, please provide a proposal to trim. Thank you.						
6/22/21 - Proposal #89798 in the amount of \$695.00 for tree removal side and back of the house. AMR						

<b>W/O #</b> 140	<b>Create Date</b> 06/22/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 012	<b>Account #</b> 145495612	<b>Active</b> YES
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> SEV
	<b>Summary:</b>	Approved Proposal			SEVERSON PLUMBING
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9496439080
	14 Pepperwood #		Rakesh Mahajan		
<b>Detailed Description:</b> 6/22/21 - Proposal approved to proceed with the gas riser repairs due to a gas leak reported. Please see attached signed proposal.					
Thank you.					

6/1/21 9:00am

## Laurelmont Community Association

---

Created: Tue 01 Jun 13:59 2021  
Company: Otis HOA Management  
Contact: Rayna Schonwit  
Phone: 888-516-6532  
Email: rayna@otishoa.com

---



Contact: Rayna Schonwit  
Company: Otis HOA Management  
Phone: 888-516-6532  
Email: rayna@otishoa.com

Created: Tue 01 Jun 13:59 2021  
Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34



(1)

136.jpeg

Created: Tue 01 Jun 13:59 2021  
17 Willowood - letter for lattice to be taken down



(2)

137.jpeg

Created: Tue 01 Jun 13:59 2021  
48 Willowood - tree too close to home, needs to be trimmed by Harvest maint. crew



(3)

142.jpeg

Created: Tue 01 Jun 14:00 2021  
48 Willowood- trees in Homeowners yard to be trimmed away from the home



(4)

143.jpeg

Created: Tue 01 Jun 14:00 2021  
60 Willowood- 1st tree was removed  
Mgmt will follow up with the Board on their vote for removing the 2nd tree and replacing all of the tilting concrete instead of just one section



Contact: Rayna Schonwit  
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Email: rayna@otishoa.com

Created: Tue 01 Jun 13:59 2021  
Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34

(5)



145.jpeg

Created: Tue 01 Jun 14:00 2021

(6)

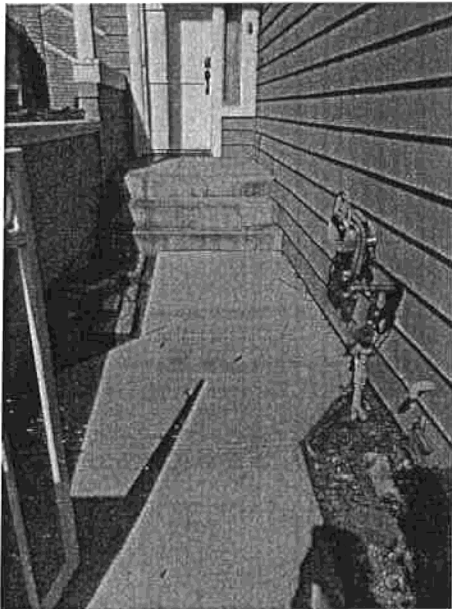


146.jpeg

Created: Tue 01 Jun 14:01 2021

60 Willowood- second tree to be removed

(7)



147.jpeg

Created: Tue 01 Jun 14:01 2021

68 Willowood- work that Concrete Hazard Solutions did, concrete is not level, tilting toward home. Need to reach out to see if they can fix this

(8)



149.jpeg

Created: Tue 01 Jun 14:01 2021

Section of dead bushes to be removed by Harvest





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Created: Tue 01 Jun 13:59 2021  
Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34



(9)

150.jpeg

Created: Tue 01 Jun 14:01 2021

84 Willowood- Harvest will provide an alternative proposal to oversee and place chicken wire netting around it



(10)

151.jpeg

Created: Tue 01 Jun 14:01 2021

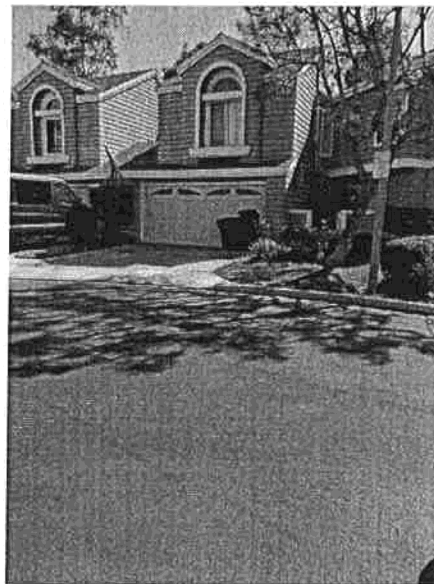


(11)

153.jpeg

Created: Tue 01 Jun 14:01 2021

21 Pepperwood- Harvest will send an alternative proposal to plant a smaller tree in this area and using St Augustine grass was discussed



(12)

154.jpeg

Created: Tue 01 Jun 14:02 2021

23 Pepperwood- trash bins violation



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Created: Tue 01 Jun 13:59 2021  
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Title: 6/1/21 9:00am  
No. Items: 34

(13)



155.jpeg

Created: Tue 01 Jun 14:02 2021

23 Pepperwood - plant growing up wall, violation

(14)



156.jpeg

Created: Tue 01 Jun 14:02 2021

Harvest to trim back this hanging branch on Pepperwood

(15)

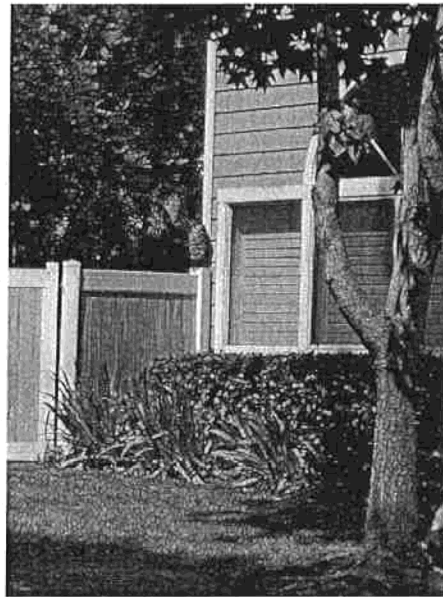


157.jpeg

Created: Tue 01 Jun 14:02 2021

Harvest to trim back the tree between 33 and 35 Pepperwood so it is not hanging over the driveways

(16)



158.jpeg

Created: Tue 01 Jun 14:02 2021

36 Pepperwood - owl on common area fencing, violation



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Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34



(17)

161.jpeg

Created: Tue 01 Jun 14:07 2021

Harvest to trim the tree back next to 49 Pepperwood so it is not hanging over the driveways or blocking front walkways



(18)

163.jpeg

Created: Tue 01 Jun 14:07 2021

59 Pepperwood - violation for recreational vehicle parked in the Association



(19)

164.jpeg

Created: Tue 01 Jun 14:07 2021

Harvest to check the irrigation on Primrose to ensure it is pointed in the correct direction, lots of overspray onto the asphalt and concrete as reported by Kathy from the landscape committee



(20)

166.jpeg

Created: Tue 01 Jun 14:08 2021

27 Primrose - Homeowner wants a tree replacement where an old one was taken out, will obtain a proposal from Harvest



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Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34



(21)

167.jpeg

Created: Tue 01 Jun 14:08 2021

21 Primrose to remove the hanging American flag lights on side of home, violation



(22)

168.jpeg

Created: Tue 01 Jun 14:08 2021

Harvest to remove dead plant material from 27 Primrose

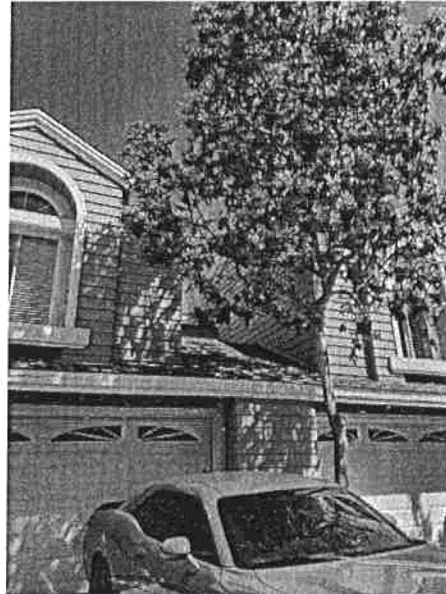


(23)

169.jpeg

Created: Tue 01 Jun 14:08 2021

Harvest to remove dead plant material from 27 Primrose



(24)

171.jpeg

Created: Tue 01 Jun 14:08 2021

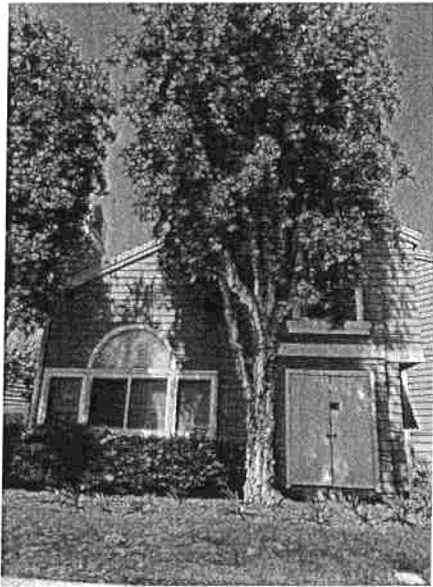
36 Primrose- mgmt to contact the Homeowner and see if we can schedule to have this branch removed as it is too close to the homes



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Created: Tue 01 Jun 13:59 2021  
Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34

(25)



172.jpeg

Created: Tue 01 Jun 14:08 2021

40 Primrose- Harvest to provide a proposal to remove both trees as they are too close to the home

(26)



175.jpeg

Created: Tue 01 Jun 14:09 2021

40 Primrose- violation to trim trees in backyard

(27)



176.jpeg

Created: Tue 01 Jun 14:09 2021

59 Primrose- violation, Homeowner to maintain and trim flowers and plants away from the building and in a more clean manner

(28)



177.jpeg

Created: Tue 01 Jun 14:09 2021

54 Primrose- final violation letter to trim back plants in front walkway





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Email: rayna@otishoa.com

Created: Tue 01 Jun 13:59 2021  
Location: Laurelmont Community Association  
Title: 6/1/21 9:00am  
No. Items: 34

---

(29)



179.jpeg

Created: Tue 01 Jun 14:09 2021

Mgmt still working on obtaining competitive proposals for patching the asphalt near 70 Primrose

(30)



180.jpeg

Created: Tue 01 Jun 14:09 2021

Approved proposal to plant new material at the end of Primrose has been completed

(31)



181.jpeg

Created: Tue 01 Jun 14:09 2021

86 Primrose- has built out a ramp into common area, update: Homeowner has turned in an architectural application for the Board's review. Next is to schedule an inspection of the yard

(32)



183.jpeg

Created: Tue 01 Jun 14:09 2021

Dead plant material on slope, new plantings struggling. Harvest will send irrigator out to inspect the entire slope





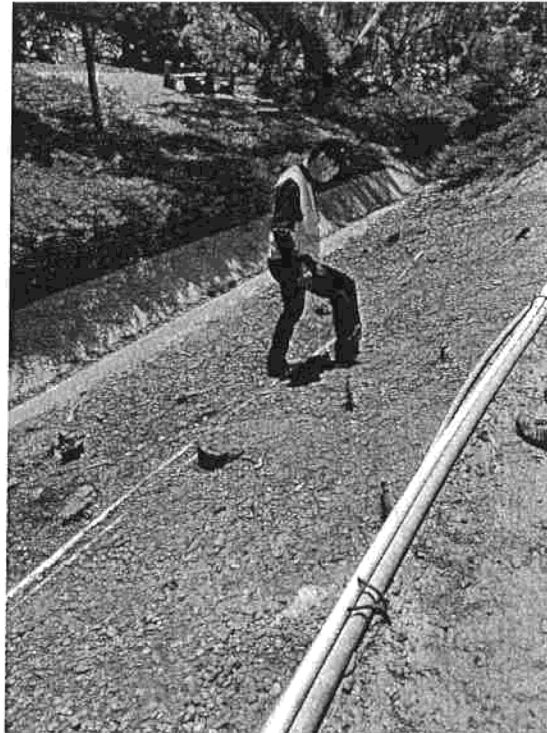
(33)



184.jpeg

Created: Tue 01 Jun 14:09 2021  
Mulch to be added on slope

(34)



185.jpeg

Created: Tue 01 Jun 14:10 2021  
Harvest will provide a proposal to fill in the bare areas with plants on the slope

49 Primrose- call to hearing for wood fence still up

The second half of the slope will be addressed on the next landscape walk

On the walk, it was brought to mgmt's attention that one of the pool lights is out, mgmt saw the pool vendor after the walk and advised him of it

\*Tom, Mark, Kathy, Fernando and I walked on Tuesday, June 1, 2021 to inspect landscaping, violations, and other common area maintenance. All Homeowners found in violation of the Association's Governing Documents have received notices via mail. Management will continue to attempt to gain compliance and any continued violations will result in Call to Hearing notices being sent out.

**Budget Summary Report**  
**Laurelmont Community Association**  
**Dept: 424 - Laurelmont Community Assoc.**  
**2021 Approved Budget**

	<b>2021 Budget</b>
<b>Assessment Income</b>	
4000 - Residential Assessments	1,134,365.40
<b>Total Assessment Income</b>	<b>1,134,365.40</b>
<b>User Fee Income</b>	
4225 - Key Fees	0.00
<b>Total User Fee Income</b>	<b>0.00</b>
<b>Collections Income</b>	
4700 - Collection Processing Fees	0.00
4710 - Late Fees & Interest	0.00
<b>Total Collections Income</b>	<b>0.00</b>
<b>Other Income</b>	
4810 - Compliance Fines	0.00
<b>Total Other Income</b>	<b>0.00</b>
<b>Investment Income</b>	
4910 - Interest Earned - Reserve Accounts	0.00
<b>Total Investment Income</b>	<b>0.00</b>
<b>Total Laurelmont Community Assoc. Income</b>	<b>1,134,365.40</b>
<b>Administrative</b>	
5010 - Bad Debt	2,800.00
5060 - Interest Incurred - Repipe Project	50,000.00
5105 - Reserve Studies	1,275.00
5195 - Other Administrative Services	5,000.00
<b>Total Administrative</b>	<b>59,075.00</b>
<b>Communications</b>	
5210 - Printing & Copying	10,000.00
5215 - Postage	300.00
<b>Total Communications</b>	<b>10,300.00</b>
<b>Insurance</b>	
5400 - Insurance Premiums	47,775.00
5425 - Earthquake Insurance Premiums	14,700.00
<b>Total Insurance</b>	<b>62,475.00</b>
<b>Utilities</b>	
6000 - Electric Service	18,000.00
6005 - Gas Service	6,500.00
6025 - Water Service	37,183.00
<b>Total Utilities</b>	<b>61,683.00</b>
<b>Landscaping</b>	
6100 - Grounds & Landscaping - Contract	149,644.80
6110 - Landscape Repair & Maintenance	5,000.00
6160 - Tree Maintenance	16,965.00
6199 - Landscape Other	5,379.35
6200 - Irrigation Repair & Maintenance	5,000.00
6310 - Backflow Device Inspection	500.00
<b>Total Landscaping</b>	<b>182,489.15</b>

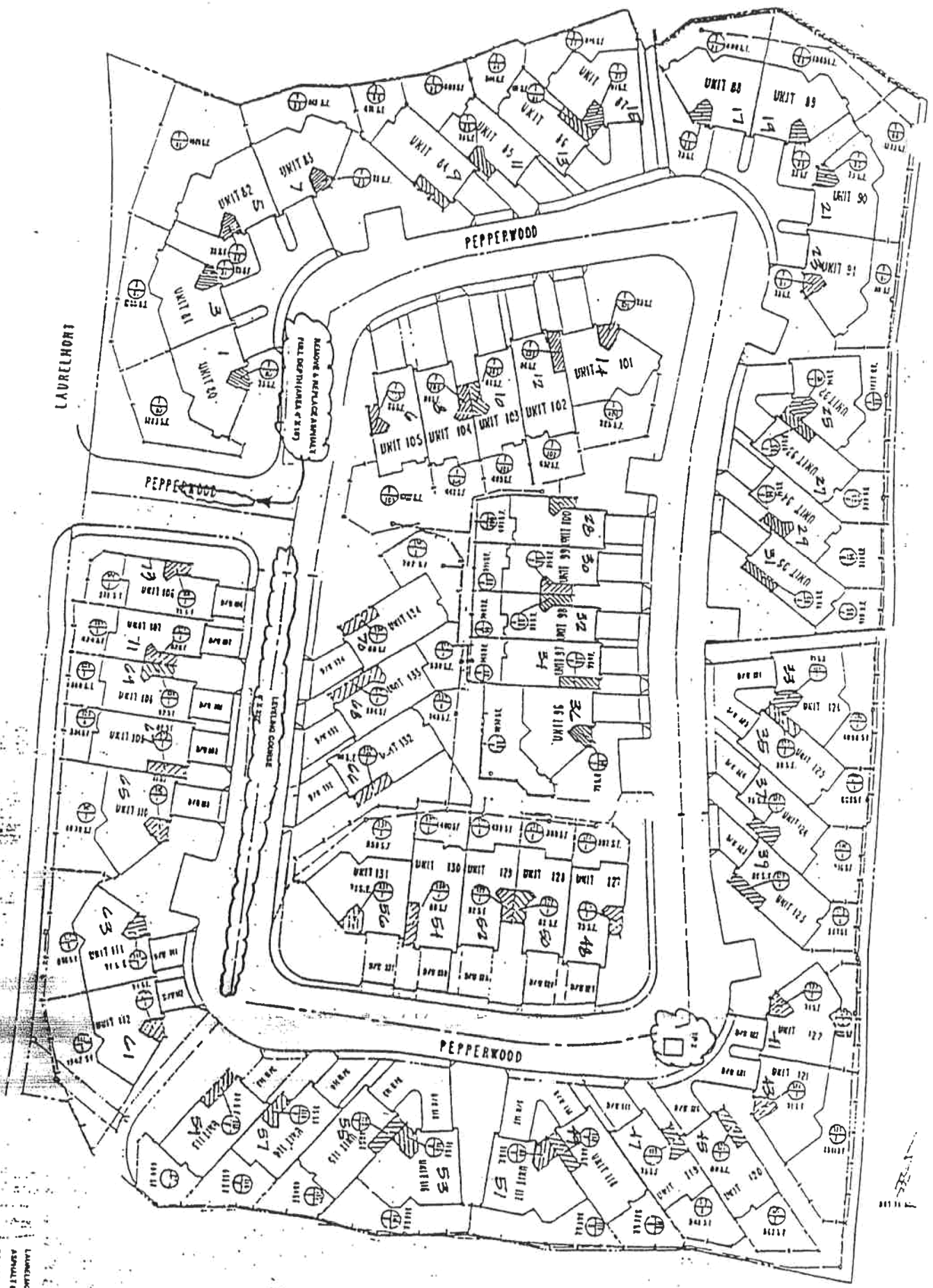
**Budget Summary Report**  
**Laurelmont Community Association**  
**Dept: 424 - Laurelmont Community Assoc.**  
**2021 Approved Budget**

	<b>2021 Budget</b>
<b>Property Protection</b>	
6440 - Property Protection	8,616.48
<b>Total Property Protection</b>	<b>8,616.48</b>
<b>Operations</b>	
6300 - Permits & Licenses	600.00
<b>Total Operations</b>	<b>600.00</b>
<b>Contracted Services</b>	
6430 - Janitorial Services	5,360.00
6434 - Pest Control	10,680.00
6438 - Pool Management	6,900.00
6495 - Street Sweeping Services	0.00
<b>Total Contracted Services</b>	<b>22,940.00</b>
<b>Repair &amp; Maintenance</b>	
6515 - Building Repair & Maintenance	10,000.00
6530 - Common Areas - Repipe project	100,099.85
6545 - Electrical Supplies/Repair & Maintenance	2,822.00
6595 - Gate & Monument Repair & Maintenance	5,500.00
6600 - General Repair & Maintenance	15,000.00
6635 - Janitorial Supplies & Maintenance	1,500.00
6695 - Plumbing Supplies/Repair & Maintenance	20,276.92
6700 - Pool Supplies/Repair & Maintenance	6,500.00
6702 - Pool Chemicals	1,000.00
6725 - Roof Repair & Maintenance	33,048.00
6795 - Other Supplies/Repair & Maintenance	10,000.00
<b>Total Repair &amp; Maintenance</b>	<b>205,746.77</b>
<b>Professional Services</b>	
7000 - Audit & Tax Services	1,200.00
7030 - Legal Services - General Counsel	6,000.00
7040 - Management Fees	33,240.00
7095 - Other Professional Services	0.00
<b>Total Professional Services</b>	<b>40,440.00</b>
<b>Reserves</b>	
9105 - Reserve Contribution Expense	480,000.00
<b>Total Reserves</b>	<b>480,000.00</b>
<b>Total Laurelmont Community Assoc. Expense</b>	<b>1,134,365.40</b>
<b>Total Laurelmont Community Assoc. Net Income / (Loss)</b>	<b>(0.00)</b>

# Laurelmont Community Association

## ANNUAL CALENDAR 2021

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Jan 26th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk</li> <li>• Annual Meeting</li> <li>• Audit &amp; Tax prep</li> <li>• File Annual Water Quality Plan w/ Aliso Viejo</li> </ul>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, July 27th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 7/6</li> </ul>
<p><b>February</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Feb 23rd Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk</li> <li>• Follow up with taxes</li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, August 31st Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 8/3</li> <li>• Reserve study- proposal</li> </ul>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, March 30th Executive Session @ 6:00PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 3/2</li> <li>• Insurance renewal 3/31</li> <li>• FHA renewal 3/26/24</li> <li>• Follow up with taxes</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Sept 28th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 9/7</li> <li>• Pool heater off</li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, April 27th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 4/6</li> </ul>	<p><b>October</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Oct 26th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 10/5</li> <li>• Reserve study- approval</li> <li>• Request for candidates to be sent out</li> <li>• Approve budget</li> <li>• Backflow inspection</li> </ul>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, May 25th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 5/4</li> <li>• Pool heater on</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Nov 30th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 11/2</li> <li>• Candidate notification to be sent out</li> <li>• Budget to be sent out by 11/30</li> <li>• Tree trimming</li> </ul>
<p><b>June</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, June 29th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 6/1</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: Last Tuesday, Dec 28th Executive Session @ 6PM General Session @ 7PM</li> <li>• Landscape Walk- Tues 12/7</li> <li>• Ballots to be sent out</li> <li>• FYE: 12/31</li> </ul>



LAURELMONT

PEPPERWOOD

PEPPERWOOD

PEPPERWOOD

REMOVE & REPLACE EXISTING TREES AND SHRUBS @ 2X 10

LANDING COURSE

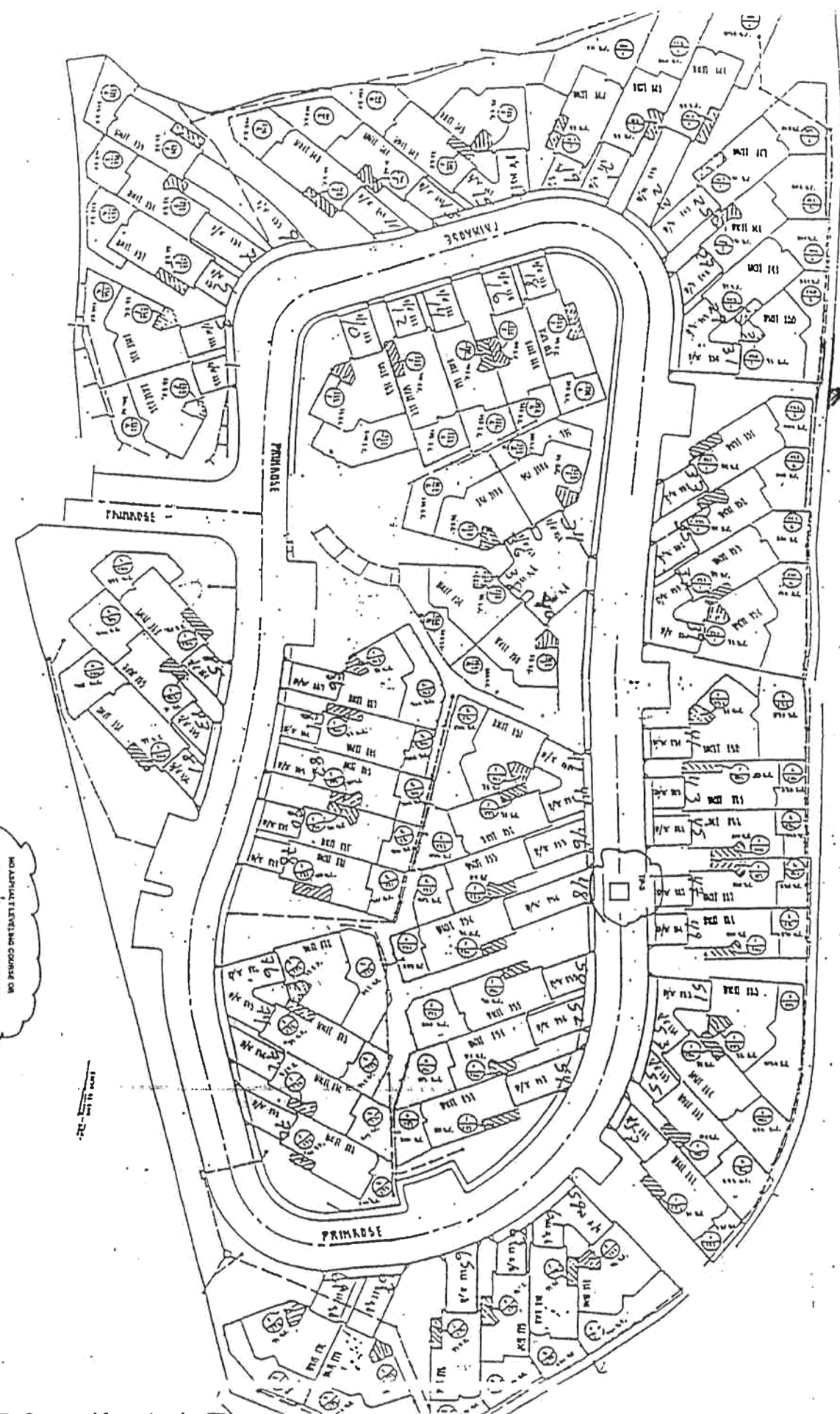
LAURELMONT  
APARTMENTS  
PL 2003  
MAY - JUNE 1967



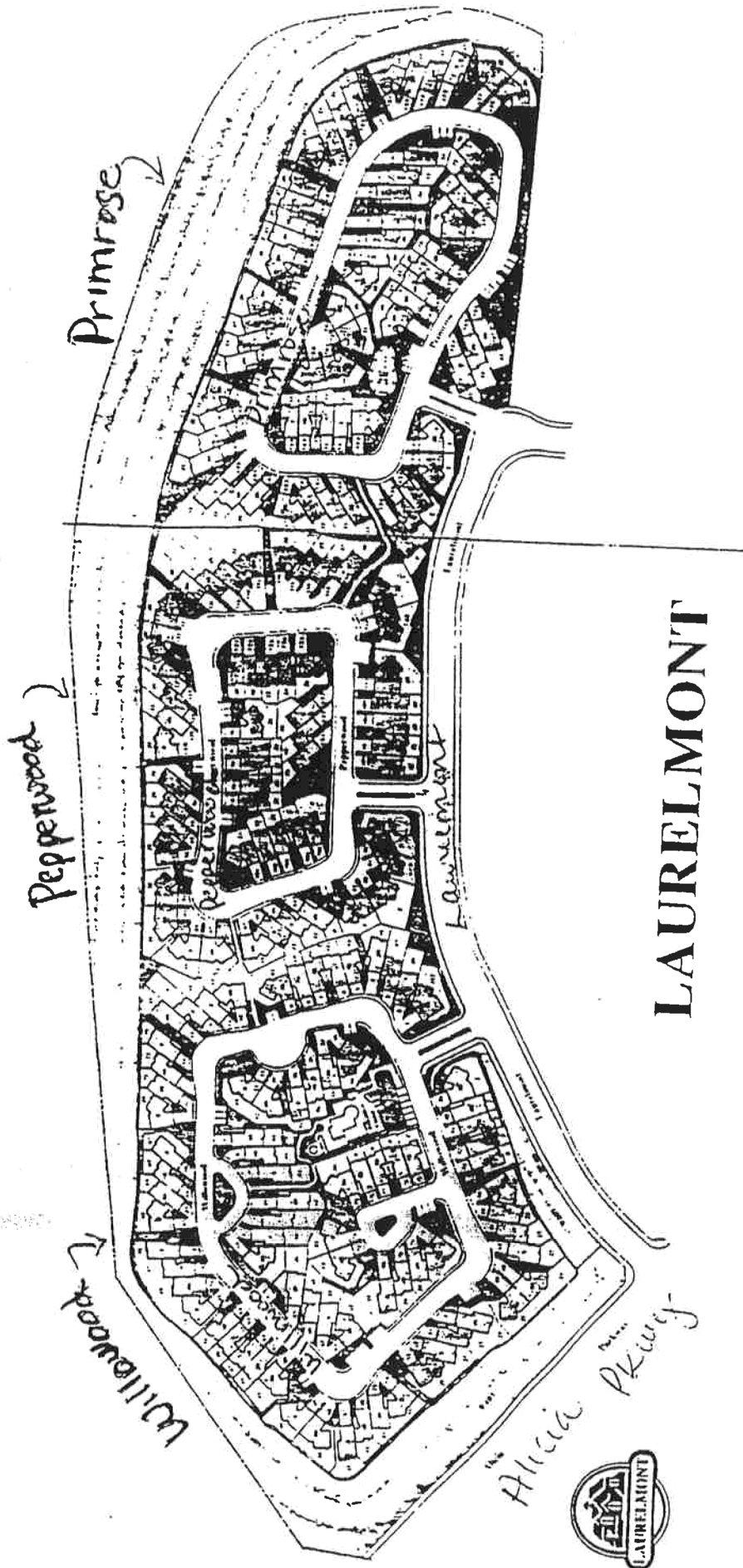
LABELS ON  
APRIL 1960 DATA  
PL 800 2  
81281-1-1000 PGM

NO AIRPLANE FLIGHTING COURSE OR  
REMOVAL/REPLACEMENT REQUIRED  
ON PRIMROSE

PRIMROSE







**LAURELMONT**

