



OPEN SESSION

**MINUTES OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS
MUTUAL BOARD OF
DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION
Tuesday, February 16, 2021 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Steve Parsons, Annie McCary, Lynn Jarrett, John Frankel, Ralph Engdahl, Robert Mutchnick, Craig Wayne, Reza Karimi, Donna Rane-Szostak, Cush Bhada, Debbie Dotson

Directors Absent:

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Eileen Paulin, Cheryl Silva and Grant Schultz

Others Present: Rosemarie diLorenzo, Wei-Ming Tao (VMS)
Sandra Gottlieb, Esq.

1. Call meeting to order / Establish Quorum – President Parsons

President Parsons called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance – Director McCary

Director McCary led the pledge of allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

Director Karimi made a motion to approve the agenda. Director Dotson seconded the motion.

President Parsons called for the vote on the agenda and the motion passed without objection.

5. Approval of Minutes

5a. January 8, 2021 – Special Open Meeting (Election)

5b. January 11, 2021 – Special Open Meeting (VMS Appointment)

5c. January 19, 2021 – Regular Board Meeting

Director Karimi made a motion to approve the minutes of the Special Open Meeting (Election) on January 8, 2021, the Special Open Meeting (VMS Appointment) on January 11, 2021, and the regular Open meeting on January 19, 2021.

Director Jarrett seconded the motion and the motion passed by unanimous consent.

6. Report of the Chair

President Parsons made a comment about the members meeting and announced the results of the election on the restatement of the Bylaws and CC&Rs. He thanked residents for cooperating with the COVID-19 rules. The vaccine distribution program has been successful.

7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can request to speak via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the board meeting in the subject line of the email or call 949-268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.*

Eileen Paulin read the member comments:

- A member commented about shopping carts seen throughout the community and requested the board to pass a policy. In addition, the member feels that the buses are underutilized.
- A member asked about the current status of the purchase of the insurance.
- A member commented about the restatement of the Bylaws and CC&Rs and about the closing of the Community Center.

8. Responses to Open Forum Speakers

- Siobhan Foster-COO commented that gate ambassadors do not let in residents into the community with shopping carts. Residents can contact security to have shopping carts removed. Bus services are modified based on the need of the residents.
- President Parsons responded regarding the restatement of the Bylaws and CC&Rs which did not pass. 67% of all Mutual members are required to change the Bylaws and CC&Rs.
- Director Mutchnick responded regarding negotiation with the insurance broker.

9. CEO Report (Jeff Parker-CEO and Siobhan Foster-COO)

- COVID-19 Update. Orange County Health Care Agency (OCHCA) reported that number are going down. Under 1,000 new confirmed COVID-19 cases were reported. The hospitalization and the ICU beds rate have decreased to under 300 COVID cases in ICU. Orange County is still in the most restrictive purple tier.
- Update on COVID-19 vaccines. This weekend was the third round of vaccinations. We have vaccinated over 8,500 residents of ages 65 and older which is a great accomplishment. The second dose of vaccines will start on Friday and Saturday. We are working with Memorial Care to establish a portal to schedule an appointment or look up your appointment time. Resident will be contacted by email regarding vaccinations. Residents should bring their vaccination card when they come for the second vaccination. 68 home-bound residents received vaccination at their manor.
- A team has been put together to help with the backlog of calls to Manor Alteration. All residents have received a callback regarding the status of their permit and/or manor alteration request.
- The next New Resident Orientation will be held virtually on Wednesday February 17, 2021 and March 19, 2021.
- New schedule for coin exchange is from 8 a.m. to Noon on the second and fourth Thursdays at Clubhouse 5.
- the third, second and fourth Thursdays at Thursday at Clubhouse 5.
- The new portal has been updated to allow residents to handle more services online.
- SCE equipment upgrade has been postponed for two weeks.
- Tennis Center will be open during vaccinations. Residents must park across the street at Clubhouse 2 and walk across the street.
- Next free Bulky Item pickup is Saturday, February 20, 2021.

Jeff Parker and Siobhan Foster answered questions from the board.

President Parsons asked Rosemarie diLorenzo, VMS Board chair, to make a comment.

VMS Director diLorenzo commented that inaccurate information has been reported through social media by one of our VMS Board Members. There will be a closed meeting later today to consider disciplinary action against the Board Member.

Director Karimi thanked staff for organizing the COVID-19 vaccine program.

10. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

10a. Finance Committee Recommendations:

Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual **preliminary** financials for the month of December, 2020 and by this vote ratify that such review by confirmed in this month's Board Member Open Session Meeting minutes per Civil Code 5501.

10b. Landscape Committee Recommendations:

10b (1) Recommendation to Approve Removal of two Canary Island Pine trees at 4026-2G (Kim)

Resolution 03-21-07
Approve the Request for Removal
of Two Canary Island Pine Trees
4026-2G Calle Sonora Oeste

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

WHEREAS, on February 4, 2021, the Landscape Committee reviewed the request for the removal of two Canary Island Pine trees. The request was received from the Member at 4026-2G who cited the reason as proximity to the building potentially causing damage to the building; and

WHEREAS, the Committee determined that this tree meets the guidelines set forth in Resolution 03-11-149 and recommends approving the request for the removal of two Canary Island Pine trees located at 4026-2G Calle Sonora Oeste.

NOW THEREFORE BE IT RESOLVED, February 16, 2021, the Board of Directors approves the request for the removal of two Canary Island Pine trees located at 4026-2G;

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

10b (2) Recommendation to Deny a Removal of one Camphor tree at 5333-B (Hsu)

Resolution 03-21-08
Deny the Request for Removal
of One Camphor Tree
5333-B Bahia Blanca

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

WHEREAS, on February 4, 2021, the Landscape Committee reviewed the request for the removal of one Camphor tree. The request was received from the Member at 5333-B who cited the reasons as litter/debris and structural damage; and

WHEREAS, the Committee determined that this tree does not meet the guidelines set forth in Resolution 03-11-149 and recommends denying the request for the removal of one Camphor tree located at 5333-B Bahia Blanca.

NOW THEREFORE BE IT RESOLVED, February 16, 2021, the Board of Directors denies the request for the removal of one Camphor tree located at 5333-B;

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

10b (3) Recommendation to Deny a Removal of one Bottle Brush tree at 5589-A (Pullman)

Resolution 03-21-09
**Deny the Request for Removal
of One Bottle Brush Tree
5589-A Avenida Sosiega W.**

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

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

WHEREAS, on February 4, 2021, the Landscape Committee reviewed the request for the removal of one Bottle Brush tree. The request was received from the Member at 5589-A who cited the reasons as litter/debris and the presence of bees when accessing the mail box when the tree is in bloom; and

WHEREAS, the Committee determined that this tree does not meet the guidelines set forth in Resolution 03-11-149 and recommends denying the request for the removal of one Bottle Brush tree located at 5589-A Avenida Sosiega West.

NOW THEREFORE BE IT RESOLVED, February 16, 2021, the Board of Directors denies the request for the removal of one Bottle Brush tree located at 5589-A;

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

10b (4) Proposed All Inclusive Resolution Regarding Tree Trimming, Tree Topping, Fruit Tree Maintenance and Tree Removal Guidelines

RESOLUTION 03-21-10
Tree Maintenance Policy

WHEREAS, pursuant to the Governing Documents of Third Mutual, the Board of Directors is responsible for the management and upkeep of the common areas within, including the landscaping and trees;

WHEREAS, Third Mutual maintains over 12,000 trees with 224 different species, each having different growth rates;

WHEREAS, the Mutual adopted Resolution 03-19-06, Five-Year Species-Based Tree Trimming Policy, as the most efficient manner in which to maintain the Mutual's tree inventory and resources;

WHEREAS, under the policy, trees are maintained on a rotating five-year schedule with fast growing species trimmed as often as every two years and slower growing species are trimmed at five-year intervals;

WHEREAS, the Mutual receives numerous requests annually to trim or remove trees at intervals that differ from those set forth in the policy, and;

WHEREAS, Staff proposes the attached Tree Trimming Policy as a standard for staff and the Board to use when evaluating off-schedule requests for tree maintenance services.

NOW THEREFORE BE IT RESOLVED, effective February 16, 2021, that the Board of Directors of this Corporation hereby establishes the Tree Maintenance Policy;

RESOLVED FURTHER, Resolution 03-18-58, adopted May 4, 2018, and Resolution 03- 11-149 adopted September 20, 2011, are hereby superseded in their entirety and no longer in effect;

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

10c. Approve the Resolution Updating the Committee Appointments

RESOLUTION 03-21-11
THIRD MUTUAL COMMITTEE APPOINTMENTS

RESOLVED, February 16, 2021, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

RESOLVED FURTHER, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Architectural Standards and Control Committee

Steve Parsons, Chair

John Frankel

Reza Karimi

Ralph Engdahl

Robert Mutchnick

Craig Wayne, Alternate

Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair

Lynn Jarrett

Reza Karimi

Deborah Dotson

Donna Rane-Szostak

Cush Bhada, Alternate

Executive Hearing Committee

Annie McCary, Chair

Ralph Engdahl, Co-Chair

Robert Mutchnick

Deborah Dotson

Donna Rane-Szostak

John Frankel, Alternate

Finance (Committee of the Whole)

Robert Mutchnick, Chair

Steve Parsons, Co-Chair

Non-Voting Advisors: John Hess, Wei-Ming Tao

Insurance Task Force

Meeting of the Whole

Investment Task Force

Robert Mutchnick

Craig Wayne

Donna Rane-Szostak, Alternate

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair

Deborah Dotson

Donna Rane-Szostak

Robert Mutchnick, Alternate

Craig Wayne, Alternate

Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Landscape Committee

Lynn Jarrett, Chair

Annie McCary

Ralph Engdahl

Reza Karimi

Donna Rane-Szostak

Cush Bhada, Alternate

Advisor: Cindy Baker

Maintenance and Construction Committee

Robert Mutchnick, Chair

Ralph Engdahl, Co-Chair

Deborah Dotson

John Frankel

Craig Wayne

Reza Karimi, Alternate

New Resident Orientation

Per Rotation List

Water Conservation Committee (Quarterly)

Donna Rane-Szostak, **Chair**

Reza Karimi, Chair

Lynn Jarrett

John Frankel

Advisor: Katheryn Freshley, Kay Havens

Parking & Golf Cart Task Force

Deborah Dotson, **Chair**

Steve Parsons

Lynn Jarrett

John Frankel

Advisors: Hal Horne

Resident Policy and Compliance Committee

Lynn Jarrett, Chair

Steve Parsons

Robert Mutchnick

Cush Bhada

Reza Karimi

Annie McCary, Alternate

Voting Advisors: Stuart Hack

Energy Research Group

Ralph Engdahl

Deborah Dotson

John Frankel

Lynn Jarrett

Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-20-78, adopted November 17, 2020, is hereby superseded and canceled; and,

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

RESOLUTION 03-21-12
GRF COMMITTEE APPOINTMENTS

RESOLVED, February 16, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning Committee

Steve Parsons

Deborah Dotson

Donna Rane-Szostak, Alternate

Community Activities Committee

Deborah Dotson

Reza Karimi

Annie McCary, Alternate

Equestrian Center Ad Hoc Committee

Cush Bhada

Annie McCary

GRF Finance Committee

Steve Parsons

Robert Mutchnick

Deborah Dotson, Alternate

Purchasing Ad Hoc Committee (new)

Steve Parsons

Donna Rane-Szostak

Ralph Engdahl, Alternate

GRF Landscape Committee

Lynn Jarrett

Reza Karimi
Donna Rane-Szostak, Alternate

GRF Maintenance and Construction Committee

John Frankel
Ralph Engdahl
Deborah Dotson, Alternate

Clubhouse 1 Renovation Ad Hoc Committee

John Frankel
Cush Bhada
Ralph Engdahl, Alternate

Media and Communication Committee

Annie McCary
Lynn Jarrett
Deborah Dotson, Alternate

Broadband Ad Hoc Committee

Annie McCary (Third)
Lynn Jarrett (Third)
Debbie Dotson (Third)

Mobility and Vehicles Committee

Craig Wayne
Reza Karimi
Cush Bhada, Alternate

Security and Community Access Committee

Cush Bhada
Craig Wayne
Donna Rane-Szostak, Alternate

Disaster Preparedness

Annie McCary
John Frankel
Donna Rane-Szostak

Laguna Woods Village Traffic Hearings

John Frankel
Deborah Dotson
Cush Bhada, Alternate

Strategic Planning Committee

Robert Mutchnick

Cush Bhada
Steve Parsons, Alternate

Customer Experience Subcommittee

Cush Bhada
Robert Mutchnick

Facilities Subcommittee

Cush Bhada

Budget Ad Hoc Committee

Steve Parsons
Robert Mutchnick
Reza Karimi, Alternate

Insurance Ad Hoc Committee

Robert Mutchnick
Reza Karimi

RESOLVED FURTHER, that Resolution 03-20-79, adopted November 17, 2020, is hereby superseded and canceled; and

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

President Parsons asked for a motion to approve the consent calendar.

Director Karimi made a motion, seconded by Director Dotson, to approve the consent calendar as presented.

Director Jarrett made a scrivener's correction to the resolution for committee appointment.

President Parsons called for the vote on the motion as amended and the motion passed without objection.

11. Unfinished Business--none

12. New Business

12a. Entertain a Motion to Introduce a Resolution for Barbeque Rules and Regulations

Director Jarrett read the following resolution:

RESOLUTION 03-21-XX
Barbeque Grill Rules & Regulations

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

NOW THEREFORE BE IT RESOLVED, on March 21, 2021, the Board of Directors of this Corporation hereby adopts the Barbeque Grill Rules & Regulations, as attached to the official minutes of this meeting; and

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

FEBRUARY Initial Notification--Should the Board endorse the proposed resolution, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

Director Jarrett commented that the vote on the resolution for Barbeque Grill Rules & Regulations will be postponed for 28-days for member review and comment to comply with Civil Code §4360.

12b. Entertain a Motion to Introduce a Resolution for a Social Media Use Policy (FEBRUARY Initial Notification—Must postpone 28-days for member review and comment to comply with Civil Code §4360)

Director Jarrett read the following resolution:

RESOLUTION 03-21-XX
Social Media Use Policy

WHEREAS, the Resident Policy & Compliance Committee has recognized the need to adopt a Social Media Use Policy to set forth guidelines for individuals serving in a representative capacity for the Mutual; and

WHEREAS, Mutual representatives includes Directors, Committee members, advisors and/or volunteers who may wish to communicate with other residents and members outside of official meetings about Mutual business via social media platforms; and

WHEREAS, these communications may inadvertently give the impression to others that they (the representative) are speaking in an official capacity as a representative of the Mutual; and

WHEREAS, the requirements of the Davis-Stirling Common Interest Development Act that official Mutual business only be conducted at officially-noticed meetings; and

NOW THEREFORE BE IT RESOLVED, on March 16, 2021, the Board of Directors of this Corporation hereby adopts the Social Media Use Policy, as attached to the official minutes of this meeting; and

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

FEBRUARY Initial Notification--Should the Board endorse the proposed resolution, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

Director Jarrett commented that the vote on the resolution for Social Media Use Policy will be postponed for 28-days for member review and comment to comply with Civil Code §4360.

13. Committee Reports

13a. Report of the Finance Committee / Financial Report – Director Mutchnick gave the Treasurer’s Report. The committee met on February 2, 2021; next meeting March 2, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Treasurer’s Report
- (2) Third Finance Committee Report
- (3) Resale/Leasing Reports

13b. Report of the Architectural Controls and Standards Committee – President Parsons. The committee met on January 25, 2021; next meeting February 22, 2021 at 9:30 a.m. as a virtual meeting.

13c. Report of the Communications Committee – Director McCary. The committee met on January 13, 2021; next meeting TBA.

13d. Report of the Maintenance and Construction Committee – Director Mutchnick. The committee met on January 4, 2021; next meeting March 1, 2021, at 1:30 p.m. as a virtual meeting.

- (1) Report of the Parking and Golf Cart Task Force – Director Dotson. The task force met on January 20, 2021; next meeting will be held on March 12, 2021, at 2 p.m. as a virtual meeting.

- (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The Garden Villas Rec. Room Subcommittee will be held on February 23, 2021, at 1:30 p.m. as a virtual meeting.

13e. Report of the Landscape Committee – Director Jarrett. The committee met on February 4, 2021; next meeting March 4, 2021, at 9:30 a.m. as a virtual meeting.

13f. Report of the Water Committee – Director Rane-Szostak. The committee met on January 20, 2021; next meeting will be held on April 21, 2021.

13g. Report of the Resident Policy and Compliance Committee – Director Jarrett. The committee met on February 3, 2021; next meeting April 7, 2021, at 9:30 a.m. as a virtual meeting.

14. GRF Committee Highlights

14a. Community Activities Committee – Directors Karimi. The committee met on February 11, 2021; next meeting March, 11 2021, at 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – Director Bhada the committee met on January 6, 2021; next meeting March 4, 2021.

14b. GRF Finance Committee – Director Mutchnick. The committee met on December 16, 2020; next meeting February 17, 2021, at 1:30 p.m. as a virtual meeting.

14c. GRF Landscape Committee – Director Jarrett. The committee met on November 30, 2020; next meeting March 10, 2021 at 1:30 p.m. as a virtual meeting.

14d. GRF Maintenance & Construction Committee – Director Frankel – The committee met February 10, 2021; next meeting April 14, 2021, at 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee – Director Engdahl. The committee met on September 2, 2020; next meeting TBA.

14e. Media and Communications Committee – Director McCary. The committee met on January 18, 2021, as a virtual meeting; next meeting February 22, 2021, at 11:30 a.m. as a virtual meeting.

14f. Mobility and Vehicles Committee – Director Karimi – The committee met on February 3, 2021; next meeting April 7, 2021, at 1:30 p.m. as a virtual meeting.

President Parsons turned over the meeting to Director McCary because of connectivity issues.

14g. Security and Community Access Committee – Director McCary. The committee met on December 28, 2020; next meeting February 22, 2021 at 1:30 p.m. as a virtual meeting.

(1) Disaster Preparedness Task Force – Director McCary. The task force met on January 26, 2021; next meeting March 30, 2021, 9:30 a.m. as a virtual meeting.

14h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The traffic hearings were on January 20, 2021; next meeting is February 17, 2021 at 9 a.m. and 1 p.m. as a virtual meeting.

14i. Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick. The committee met on December 30, 2020; next meeting TBA.

14j. Budget Ad Hoc Committee – Director Mutchnick. The next meeting TBA.

15. Future Agenda Items-- *All matters listed under Future Agenda Items are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- a. Parking Report
- b. Resident Suggestion Program
- c. Alterations Review
- d. Property and Casualty Insurance
- e. Presentation from El Toro Water District

16. Director's Comment

- Director Bhada asked about member comments.
- Director Wayne commented that the security department has done a good job directing traffic for the vaccination program.
- Director Frankel thanked the board members involved in the vaccination program.
- Director Mutchnick thanked Eileen Paulin for her hard work on the vaccination program.
- Director Dotson thanked the volunteers working on the vaccination program.
- VMS Director diLorenzo thanked Eileen Paulin for her program management skills.
- VMS Director Tao commented that she disagrees with one of the member comments.
- Siobhan Foster-COO commented that electronic waste can be placed out during the bulky item pick-up.

17. Recess - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The meeting was recessed at 11:04 a.m.

Summary of Previous Closed Session Minutes per Civil Code §4935.

*During the January 6, 2021 Special Closed Meeting the Board:
Discussed Legal and Contractual Matters*

*During the January 19, 2020, Regular Closed Session, the Board:
Approval of Agenda*

Approval of the Following Meeting Minutes.

(a) December 1, 2020—Emergency Closed Meeting

(b) December 15, 2020 – Regular Closed Session

Discussed Member Disciplinary Matters

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Discussed Personnel Matters

Discussed Contractual Matters

Discussed and Considered Legal/Litigation Matters

18. Adjournment

The meeting was adjourned at 4:40 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills



Tree Maintenance Policy
Resolution 03-21-10; Adopted February 16, 2021

TREE TOPPING

No trees shall be topped with the following exceptions:

- Staff would be authorized to ‘top’ a tree to treat or eliminate an insect or disease infestation.
- Staff would be authorized to ‘top’ a tree that has already been topped and is deemed to not be a candidate for restoration trimming.
- Trees shall not be topped to preserve, enhance, or create a view.

TREE TRIMMING

Tree trimming is scheduled on a species based five-year schedule, any tree trimming request outside of this schedule shall be considered “off schedule.”

- Off schedule trimming shall not be considered to remove or reduce litter, leaf drop or nuisance.
- Trimming, whether on or off schedule, shall not be considered to preserve, enhance, or create a view.
- Off schedule trimming requests will be reviewed by a staff arborist and, if necessary, referred to the Committee.
- Trimming requests for clearance to buildings or damage to infrastructure shall be performed at no cost to the owner.
- Off schedule requests approved for the convenience of the requestor shall be performed as a chargeable service.

TREE REMOVAL

Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee.
- Staff would be authorized to evaluate stands of trees in selected areas and recommend the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings. The Landscape Committee shall consider such recommendations.

FRUIT TREE MAINTENANCE

Fruit tree maintenance is the sole responsibility of the owner.

In order to reduce the attraction to rodents, fruit trees shall be maintained in the following manner:

- Ripe fruit shall be promptly harvested and not allowed to remain on the tree.
- Fallen fruit shall be promptly cleaned up and disposed of in closed containers.
- All tree limbs and foliage shall be maintained at three feet above ground level and provided adequate clearance for maintenance equipment and personnel.

- Rodent guards shall be installed on the lower 24" of the trunk.

If an owner is unable to properly maintain a fruit tree, the Mutual will remove it at no cost to the owner.