



OPEN MEETING

MINUTES OF THE OPEN MEETING OF THE BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, March 14, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore Diane Casey, Alison Bok, Cash Achrekar, Pearl Lee, Mary Simon, Maggie Blackwell, Azar Asgari, Sue Quam

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Steve Hormuth, Bart Mejia, Blessilda Wright,

Others Present: GRF: Jim Hopkins, Yvonne Horton
Third: None
VMS: None

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance to the Flag

Director Achrekar led the pledge of allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

President Ross asked if there were any changes to the agenda.

Director Bok made a motion to approve the agenda. Director Blackwell seconded.

Hearing no changes or objections, the motion to approve the agenda was approved unanimously.

5. Approval of Minutes

- a. February 14, 2023 – Regular Open Session
- b. February 23, 2023 – Agenda Prep Meeting
- c. February 24, 2023 – Special Open Meeting

Director Bok made a motion to approve the meeting minutes. Director Achrekar seconded.

Hearing no objections, the meeting minutes were approved by unanimous consent.

6. Report of the Chair

President Ross commented on the following items:

- Provided a reminder to all in attendance the importance of keeping the meeting civil and professional.
- Introduced the newly elected United Director, Sue Quam, who has filled a vacancy position on the Board.
- Additionally, recognized Director Alison Bok as the newly elected Vice President, and congratulated her on her new officer position.
- The All-Boards Budget Process meetings begin next week, with the meetings held on Monday, March 20, 2023 and Thursday, March 23, 2023. Residents are welcomed to attend the meetings.
- Earth Day Celebration will be held on April 22, 2023.
- A wonderful presentation from the Social Services department was displayed at the previous United Board meeting, as it provided ample avenues/services and contact information for residents.

Director Asgari entered the meeting at 9:44 a.m.

7. Open Forum (Three Minutes per Speaker)

At this time Members addressed the Board of Directors regarding items not on the agenda

The following members made comments:

- A member commented on alleged abuse that has occurred, and additionally discussed the importance of bringing on a fiduciary accountant to review United's Finances.
- A member commented on The Foundation of Laguna Woods Village.
- A member commented on solar panel investments, and finding ways to best save energy for residents.
- A member commented on the recent reserve fund changes, and provided their stance regarding the topic.
- A member commented on community trash bins, shrubbery maintenance concerns, and property tax refunds.
- A member apologized on his outburst that occurred at the last United Board meeting.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Casey addressed the landscaping issues and agreed with the member on their comment, and additionally provided clarification regarding the reserve fund changes and why it was made.
- Director Asgari additionally provided a response regarding the reserve fund changes.
- Director Tuning commented that he appreciates everything the Foundation of Laguna Woods Village provides. He also thanked the member for apologizing.

Steve Hormuth, Director of Finance, provided clarification regarding property tax refunds.

b. Response to Past Open Forum Speakers – Director Achrekar

- Director Achrekar commented on the responses to the previous Open Forum Speakers from the February board meeting, and advised on updates.

9. VMS Board Update - None

10. CEO Report

CEO Siobhan Foster discussed the following items:

- 2024 Budget Calendar
 - Review of existing (2023) service levels
 - Department Workshops – Monday March 20, 9:30 a.m. & Wednesday March 23, 9:30 a.m.
- Fall 2022 Waste Evaluation
 - Pursuant to SB 1382 City monitors solid waste containers twice per year to minimize container contaminants.
 - None-Compliance with SB 1383 occurs when the sampled weight of prohibited container contaminates exceeds 25% of the sample; this is:
 - Organic waste found in non-organic containers or
 - Non-organic waste found in organic containers
 - First evaluation occurred: April 2022
 - Second evaluation: October/November 2022
 - Three of the six routes sampled contained significant amounts of incorrectly disposed waste.
 - City, CR&R, and staff will be working to increase awareness of proper source separation of trash and recycling along these routes.
- Spring Real Estate Forum
 - To be held on Wednesday, May 3, from 3:00-4:30 p.m. at Clubhouse 5.
 - Forum will feature panel discussion to answer questions about Village processes.
 - Real estate brokers, agents, and escrow officer encouraged to share feedback about manor resales and how we can enhance the process.
 - For topics to be discussed, please email suggestions/questions to realtorforums@vmsinc.org
- Bus Meeting
 - Transportation Division will hold bus information meeting on Wednesday, March

- 15 from 10:00 a.m. to 12:00 p.m. in Clubhouse 1.
- Meeting discussion topics will include:
 - o Transportation services including fixed-route, paratransit, Lyft rideshare, and destination shopping.
 - o Bus access
 - o Bus safety, rules, and regulations
 - o Bus Buddy program

CEO Foster answered questions from the board.

11. 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.

- a. **Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of January 2023, such review is hereby ratified.**
- b. **Recommendation from the Landscape Committee - None**
- c. **Recommendation from the Architectural Control and Standards Committee - None**
- d. **Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2023, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee – None**

Director Asgari made a motion to approve the Consent Calendar. Director Achrekar seconded.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved unanimously.

12. Unfinished Business

- a. **Update Committee Assignments**

RESOLUTION 01-23-11

United Laguna Woods Mutual Committee Appointments

RESOLVED, March 14, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)
Maggie Blackwell
Mary Simon

Finance Committee Azar

Asgari, Chair
Thomas Tuning
Alison Bok

Non-Voting Advisors: Mike Daillak, Robert Radus

Governing Documents Review Committee

Maggie Blackwell (Chair)
Diane Casey

~~Azar Asgari~~

Sue Quam

Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Diane Casey (Chair)

~~Lenny Ross~~

Sue Quam

Anthony Liberatore

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Diane Casey (Chair)

Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,
Jack Salvador, Carl Randazzo, Robert Reyes

Maintenance and Construction Committee

Lenny Ross (Chair)
Mary Simon
Alison Bok

Members Hearing Committee

Pearl Lee (Chair)
Thomas Tuning
Alison Bok

New Resident Orientation

Maggie Blackwell
Cash Achrekar (Chair)
Pearl Lee

Resident Advisory Committee

Anthony Liberatore (Chair)

Pearl Lee

Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, (Chair)

Alison Bok

Members: Ken Benson, Mike Daillak, Robert Cunningham

Loan Ad Hoc Committee

Azar Asgari (Chair)

Non-Voting Advisor: Manny Robledo

Members: Ken Benson, Eric Carlson, Richard Lapoint, Robert Tucker

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-23-05, adopted February 14, 2023, is hereby superseded and canceled.

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

RESOLUTION 01-23-12

Golden Rain Foundation Committee Appointments

RESOLVED, March 14, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Community Activities Committee

Diane Casey

Pearl Lee

GRF Finance

Azar Asgari

Thomas Tuning

GRF Landscape Committee

Diane Casey

~~Lenny Ross~~

Sue Quam

GRF Maintenance & Construction

Lenny Ross

Mary Simon

Clubhouses & Facilities Renovation Ad Hoc Committee

Anthony Liberatore

Mary Simon

GRF Media and Communications Committee

Maggie Blackwell

~~Mary Simon~~

Sue Quam

GRF Mobility and Vehicles Committee

Azar Asgari

Alison Bok

GRF Security and Community Access

Maggie Blackwell

Cash Achrekar

Disaster Preparedness Task Force

Anthony Liberatore

Cash Achrekar

Laguna Woods Village Traffic Hearings

Cash Achrekar

Pearl Lee

Purchasing Ad Hoc Committee

Thomas Tuning

Lenny Ross

Information Technology Advisory Committee

Diane Casey

Mary Simon

Broadband Ad Hoc Committee

Diane Casey

Alison Bok

Website Ad Hoc Committee

Anthony Liberatore
Azar Asgari

Compliance Ad Hoc Committee

Maggie Blackwell
Pearl Lee

RESOLVED FURTHER, that Resolution 01-23-06, adopted February 14, 2023,

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

Director Tuning made a motion to approve amended United Resolution 01-23-11.
Director Casey seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

President Ross made a motion to amend GRF-United Resolution 01-23-12. Director Tuning seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

- b. **Entertain a Motion to Approve the Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-13

**Alteration Standard, Section 35:
Solar Panels, 1 Story Buildings and Building**

WHEREAS, the Board of Directors of the United Laguna Woods Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 35 - Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the Board hereby

adopts Standard 35 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-08-61 adopted April 8, 2008, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates and is to be applied at the time an application is approved; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

RESOLUTION 01-23-14
Solar Application Processing Fee

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27; and

WHEREAS, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, that Resolution 01-19-22 adopted February 12, 2019 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 the resolution.

Director Blackwell made a motion to approve Resolution 01-23-13 Director and Resolution 01-23-14. Director Casey seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

- c. **Entertain a Motion to Approve the Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-15

Alteration Standard, Section 42: Solar Panels, 2 Story Buildings

WHEREAS, the Board of Directors of the United Laguna Woods Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 42 - Solar Panels, 2 Story Buildings;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the Board hereby adopts Standard 42 - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-14-130 adopted October 23, 2014, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates and is to be applied at the time an application is approved; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application; 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.

RESOLUTION 01-23-14

Solar Application Processing Fee

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27 and

WHEREAS, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, that Resolution 01-19-22 adopted February 12, 2019 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 the resolution.

Director Blackwell made a motion to approve Resolution 01-23-15 and Resolution 01-23-14. Director Bok seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

- d. **Entertain a Motion to Amend the United Anti-Harassment Policy (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-16

Amend the United Anti-Harassment Policy

WHEREAS, the United Laguna Woods Mutual Board of Directors, has recognized the need to amend the Harassment Policy to set forth guidelines for harassment complaints received by the Board;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, that the Board of Directors of this Corporation hereby adopt the amended Harassment Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-18-102, adopted September 28, 2018, 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 the purpose of this resolution.

Director Asgari made a motion to approve Resolution 01-23-16. Director Blackwell seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

13. New Business

a. Town Halls – (Oral Discussion)

Director Asgari provided updates regarding the Town Hall meeting that occurred on February 10, 2023.

Director Blackwell provided updates regarding the Town Hall meeting that occurred on March 10, 2023.

President Ross commented on what will be discussed on the agenda for the Town Hall Meeting on Friday, April 14, 2023.

b. Entertain a Motion to Deny Reimbursement Request From 707-G

Member from Manor 707-G provided her stance regarding her reimbursement request.

Director Tuning made a motion to Deny Reimbursement Request From 707-G. Director Simon seconded.

Director Asgari made a motion to amend the motion to pay for the plumbing expenses in the amount of \$240. President Ross seconded.

Hearing no changes, the amendment to the motion was called to a vote and failed 3-8. Directors Asgari, Bok, and Ross were in favor.

Hearing no changes, the original motion was called to a vote and passed 9-2. Directors Asgari and Ross were opposed.

The Board took a 5-minute recess.

c. Entertain a Motion to Adopt 2023 United Investment Policy (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 01-23-XX

United 2023 Investment Policy

WHEREAS, on February 28, 2023 the United Finance Committee approved the United 2023 Investment Policy with a purpose to provide guidelines and limitations for the responsible management of cash available for investment which applies to all financial assets of United, Including all Cash in Investment Accounts both Discretionary and non-Discretionary; and

WHEREAS, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield; and

WHEREAS, it is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs;

NOW THEREFORE BE IT RESOLVED, April 11, 2023, that Board of Directors of this Corporation hereby approves the United 2023 Investment Policy as attached; and

RESOLVED FURTHER, the Resolution 01-19-87 adopted on November 12, 2019, is hereby is superseded and cancelled.

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

Director Asgari made a motion to approve the Resolutions for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. President Ross seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-1. Director Liberatore was opposed. Director Achrekar abstained. (MARCH Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

d. Entertain a Motion to Approve Treasury Bill Investments

RESOLUTION 01-23-17

Treasury Bill Investments

WHEREAS, In November 2022 the United Laguna Woods Mutual Board authorized the sale of its discretionary investment funds totaling \$14M and directed staff to purchase \$14,507,000 of federally backed treasuries with maturities between 3 and 21 months; and

WHEREAS, on February 23, 2023 the first \$2M treasury matured and the United Board directed staff to reinvest into additional treasuries. The \$2M maturity date is March 21, 2023 and the next \$2.5M matures on May 18, 2023; and

WHEREAS, on February 28, 2023 the Finance Committee recommended to the board to reinvest maturing treasury proceeds into a 21-month maturity treasury and continue reinvesting future maturities in 21-month maturing treasuries until otherwise directed by the Board;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, the United Laguna Woods Mutual board approved the Finance Committee recommendation to reinvest maturing treasuries into treasuries with a maturity of 21 months -month ladder as proposed; and

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

Director Asgari made a motion to approve Resolution 01-23-17. Director Bok seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 10-1. Director Liberatore was opposed.

e. Entertain a Motion to Approve Temporary Borrowing Policy

RESOLUTION 01-23-18

Temporary Borrowing

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short- term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920; and

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting; and

WHEREAS, it has become necessary to temporarily transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$2,200,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided by future property tax assessment collections and positive cash flow results from operations; and

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the reserve operating fund to repay the \$2,200,000 to the reserve fund in two months after tax payment is made, therefore a special assessment will not be needed;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the transfer of \$2,200,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in ~~one~~ two months, but no later than ~~one~~ **year-three months** from this date, is hereby authorized; and

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

Director Tuning made a motion to approve Resolution 01-23-18 as amended. Director Asgari seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

14. Director Comments (Two minutes per director)

- Director Lee commented on future Town Hall meetings.
- Director Blackwell commented on the need to clarify the insurance issues for the residents.

- Director Asgari commented on golf cart safety requirements.
- Director Quam commended Azar on spearheading the investment policy development.
- Director Bok commented on the possibility of developing a unified education process to members.

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 28, 2023; next meeting March 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report – March
 - (2) United Finance Committee Report – February
 - (3) Resales/Leasing Reports – February
 - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on February 23, 2023; next meeting TBA.
 - (5) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on March 9, 2023; next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting April 20, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on; March 9, 2023; next meeting April 13, 2023, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on February 16, 2023; next meeting March 16, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Casey. The Committee met on February 24, 2023; next meeting March 27, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on February 22, 2023; next meeting April 26, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on March 9, 2023; next meeting April 13, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met

on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- b. Report of the Community Activities Committee – Director Casey. The committee met on March 9, 2023; next meeting April 13, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Casey. The committee met on February 8, 2023; next meeting May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on December 14, 2022; next meeting April 12, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met March 6, 2023; next meeting March 15, 2023, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communication Committee – Director Casey. The committee met on February 22, 2023; next meeting March 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Asgari. The committee met on February 8, 2023; next meeting TBA.
 - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on January 24, 2023; next meeting March 20, 2023, at 3 p.m. in the Sycamore Room
- f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on March 2, 2023; next meeting April 5, 2023, at 1:30 p.m. in the Board Room.
- g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on February 27, 2023; next meeting April 24, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on January 18, 2023; next hearings on March 15, 2023, at 9:00 a.m. in the Board Room.
- i. Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on January 31, 2023; next meeting March 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on February 24, 2023; next meeting TBA.

- k. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on March 8, 2023; next meeting TBA.

17. Future Agenda Items

13c. Adopt 2023 United Investment Policy

- 18. Recess** - *At this time the meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 1:49 p.m. into the Closed Session.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) February 14, 2023 – Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

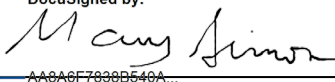
Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

The meeting was adjourned at 4:42 p.m.

DocuSigned by:



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Mary Simon, Secretary of the Board
United Laguna Woods Mutual



Laguna Woods Village®

Alteration Fee Schedule

Resolution 01-23-14; Adopted March 14, 2023

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations.

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	
Acoustic Ceiling Removal	
Awnings (Standard, Less than 54")	
Awnings (Powered)	
HVAC (No Increase in Amperage)	
Tub Replacement	
Block Walls (Less than 48" H)	
Block Walls (More than 48" H)	
Planter Wall	
Dishwasher (New Installation)	
Door Revision (Exterior)	
Electrical	
Exhaust Fan	
Fences (Less than 84") and Gates	
Floor Coverings (Exterior)	
Flooring (Vinyl)	
Gutters and Downspouts	
Metal Drop Shades	
Modesty Panels (Balcony)	
Patio Slab Revision	
Patio Wall Revision	
Plumbing	
Soft Water System (Independent)	
Soft Water System (Connected to Water Heater)	
Storage Cabinets (Carport)	
Shades (Roll-up)	

Variance Processing Fee	\$150
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Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Sliding Glass Doors (Retrofit)	
Solar Tubes	
Tub to Shower Installation	
Tub to Tub Replacement	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Windows (Retrofit)	

*Some Alterations may require a Demolition Mutual Consent, which carries a

\$50 fee. To confirm if your Alteration will require a Demolition, please contact Manor Alterations.

*Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.

*The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).

*Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700



Proposed Solar Application Processing Fee Schedule

**For questions pertaining to the Solar Application process, please contact Manor Alterations at
(949) 597-4616 or alterations@vmsinc.org**

**Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit.**

Type	Fee
Solar Application Processing Fee	\$223



Harassment Policy
Resolution 01-23-16; Adopted March 14, 2023

I. Purpose

The purpose of this policy is to set forth guidelines for harassment complaints received by United Laguna Woods Mutual (United).

II. Definitions

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- f. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- h. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions

Federal Law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose." (18 U.S.C.A. §1514(d)(1)(B).)

California Law: California defines "harassment" as unlawful violence; a credible threat of violence; or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, or harasses the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

Department of Housing and Urban Development (HUD) "Final Rule": guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's guideline, adopted in August 2016 and referred to as the Final Rule, deems harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

Governing Documents: The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. (Occupancy Agreement, Article 5, Use of Premises.)

IV. Enforcement

United is authorized to take disciplinary action against a Member(s) who is found in violation of the Governing Documents, including this policy, or whose dwelling may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor. (Amended and Restated Bylaws, Article IV, Dispute Resolution, Discipline and Termination of Membership.)

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

Investigating Harassment: to determine if harassment is taking place, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved. Staff will inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs and the persons subjected to this type of harassment and threats of violence can seek a restraining order.

The Board will address if the harassment is of the type that United is able to, and must intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.