



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 15, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Robert Mutchnick, Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Lynn Jarrett, Craig Wayne

Directors Absent: Cush Bhada (excused)

Staff Present: Siobhan Foster-CEO, Grant Schultz, Michelle Estrada, Makayla Thomas, Robbi Doncost, Manuel Gomez, Pamela Bashline

Others Present: VMS-Rosemarie diLorenzo

1. Call meeting to order / Establish Quorum – President Mutchnick, Chair

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

2. Pledge of Allegiance

Director Frankel led the Pledge of Allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

President Mutchnick asked for a motion to approve the agenda.

Director Rane-Szostak made a motion to approve the agenda. Director Laws seconded the motion.

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

5. Approval of Minutes

- a. January 7, 2022 – Agenda Prep Meeting
- b. January 18, 2022 – Regular Board Meeting
- c. February 1, 2022 – Special Open Meeting
- d. February 3, 2022 – Emergency Open Meeting
- e. February 4, 2022 – Agenda Prep Meeting

President Mutchnick would like the January 7, 2022 – Agenda Prep Minutes to reflect that his absence was excused. Additionally, he abstained from approving any minutes from meetings in which he was not in attendance.

Director Laws would like the January 18, 2022 – Regular Board Minutes item 14b to reflect that Director Cook made a motion not Director Lewis.

Director Lewis abstained from approving any minutes from meetings in which he was not in attendance.

President Mutchnick asked for a motion to approve the minutes as amended.

Director Wayne made a motion to approve the minutes of January 7, 2022 – Agenda Prep Meeting, January 18, 2022 – Regular Board Meeting, February 1, 2022 – Special Open Meeting, February 3, 2022 – Emergency Open Meeting, February 4, 2022 – Agenda Prep Meeting. Director Frankel seconded the motion.

Hearing no further changes or objections, the minutes were approved as amended with Directors Mutchnick and Lewis abstaining.

6. Report of the Chair

President Mutchnick welcomed Siobhan Foster to her first meeting with the Third Board as the new CEO.

7. Update from the VMS Board

VMS President diLorenzo gave an update from the last VMS Board Meeting accompanied with a presentation:

- Commitment to excellence and dedication to service for success.
- Restructure of organization and promoting from within.
- Promotion of Siobhan Foster from COO to CEO.
- Promotion of Carlos Rojas from Director of Security to Director of Operations.
- Promotion of Catherine Laster from Management Analyst to Services Manager.
- Financial Services Department promotion of Steve Hormuth, Director of Financial Services, and Jose Campos, Assistant Director.
- Key performance indicators focusing on Manor Alterations, Resales, and Damage Restoration/Moisture Intrusion.
- Strategic Planning Meeting is scheduled for March 22, 2022. Representatives from VMS, GRF, Mutual Boards, and department heads will participate.

CEO Foster and Chair diLorenzo answered questions from Director Laws.

8. Open Forum (Three Minutes per Speaker) - *At this time Members only addressed 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 to thirty minutes. A member can speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1 (699)900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*

- A member commented on the recall petition for President Mutchnick, focusing on the rejection of several petitions.
- Several members commented in favor of a higher occupancy fee.
- Several members commented in opposition of a higher occupancy fee.
- Several members recommended that the board consider crediting those with only one occupant.
- A member commented on the donations made by The Foundation to support the community members experiencing financial hardship during the pandemic.

9. Responses to Open Forum Speakers

- President Mutchnick suggested that future member comments be minimized to a list of residents who are in support or opposition of a particular issue. An e-mail will be sent out tomorrow listing a number of issues going on 28-day notice. Sales of property are currently charged by GRF and not Third Mutual.
- Director McCary asked President Mutchnick for clarification on United, GRF, and Third assessment fees. President Mutchnick provided an overview of the fees.

10. CEO Report

CEO Siobhan Foster reported on:

- Resident Services is now open Monday – Friday from 8:00 a.m. to 5:00 p.m. Residents are encouraged to continue utilizing the online portal.
- The Recreation and Special Events Department is planning the re-opening of Clubhouse 6. Hours of operations are Mondays, Wednesdays, and Fridays from 9:00 a.m. to 4:00 p.m. Volunteers are sought for a 4 – 8 hour commitment.
- Solid waste transition from Waste Management to CR&R facing challenges impacted by Covid-19. Bulky-item pick-up will increase from monthly to weekly. Residents are to visit cityoflagunawoods.org/lwvorganics to view a map of organic cart locations. Resident Services will no longer be the point of contact for trash related concerns; residents are to contact CR&R directly at 949-625-6735 or lagunawoods-recycles@crrmail.com.

Manuel Gomez joined the meeting at 10:50 a.m.

Manuel Gomez provided a presentation on the following Maintenance & Construction Department Project Log:

- Dry Rot Program - \$275,000
- Balcony/Breezeway Resurfacing - \$110,039
- Prior-to-Paint Program - \$1,166,430
- Exterior Paint Program - \$1,238,831
- Foundations Program - \$25,000
- Building Structures - \$500,000
- Termite Control - \$174,633
- Roof Replacement Program - \$1,099,749
- Epoxy Waste Line Remediation - \$700,000
- Copper Water Line Pipe Remediation - \$500,000
- Gutter Replacement and Repair - \$50,000
- Laundry Room Counter Tops & Flooring - \$16,028
- Garden Villa Lobby Renovations - \$12,000
- Electrical Systems - \$30,000
- Exterior Lighting - \$25,000
- Elevator Component Replacement Program - \$105,000
- Asphalt Paving Program - \$387,903
- Asphalt Seal Coat Program - \$46,057
- Shepherd's Crook - \$35,000

Mr. Gomez answered questions from the Board.

Mr. Gomez exited the meeting at 11:36 a.m.

11. Consent Calendar - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

President Mutchnick asked for a motion to approve the Consent Calendar as presented.

Director Laws made a motion to approve the Consent Calendar. Director Engdahl seconded the motion.

Director Lewis abstained from approval of the consent calendar.

Hearing no further changes or objections, the motion was approved with Director Lewis abstaining.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of December 2021, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Landscape Committee:**
 1. Recommend to Deny Tree Removal Request: 5473-A Paseo Del Lago E. – One Sugar Gum Eucalyptus tree

RESOLUTION 03-22-13

Deny the Request

**For Removal of One Sugar Gum Eucalyptus Tree
5473-A Paseo Del Lago E.**

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

"...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..."

WHEREAS, on February 3, 2022, the Landscape Committee reviewed a request from the Member at 5473-A to remove one Sugar Gum Eucalyptus tree. The Member cited the reasons as structural damage, overgrown, poor condition, and the tree is leaning;

WHEREAS, the Committee determined that the tree is not causing any damage nor is lean of concern, therefore this request does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Sugar Gum Eucalyptus tree located at 5473-A Paseo Del Lago E.

NOW THEREFORE BE IT RESOLVED, February 15, 2022, the Board of Directors denies the request for the removal of one Sugar Gum Eucalyptus tree located at 5473-A;

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

c. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID # 937-990-21

RESOLUTION 03-22-14
Recording of a Lien

WHEREAS, Member ID 937-990-21; is currently delinquent to Third LagunaHills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, February 15, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 937-990-21and;

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

2. Approve a Resolution for Recording a Lien against Member ID # 933-800-28

RESOLUTION 03-22-15
Recording of a Lien

WHEREAS, Member ID 933-800-28; is currently delinquent to Third LagunaHills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, February 15, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-800-28 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.

3. Approve a Resolution for a Notice of Sale against Member ID # 932-791-75

RESOLUTION 03-22-16

Initiate Foreclosure (Notice of Sale)

RESOLVED, February 15, 2022 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 932-791-75; 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.

12. Unfinished Business

12a. Entertain a Motion to Approve a Revised Resolution for a Stepping Stones Policy and Guidelines (**JANUARY conditionally accepted pending board approval at FEBRUARY meeting- 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Jarrett read the following resolution:

RESOLUTION 03-~~21~~22-17
Stepping Stone Policy and Guidelines

WHEREAS, on January 16, 2007, that the Board of Directors adopted Resolution 03-07-02 Approval to Revoke Alteration Standard Section 36 – Stepping Stones;

WHEREAS, Resolution 03-07-02, revoked the standard for stepping stones and required a variance application to the Architectural Committee;

WHEREAS, the Landscape Committee determined that stepping stones are temporary in nature and are placed within common area landscaping;

WHEREAS, the Landscape Committee determined that requiring a variance application is unduly burdensome for Members and the process could be simplified by use of the Landscape Request form.

NOW THEREFORE BE IT RESOLVED, ~~January 18, 2022~~ February 15, 2022, the Board of Directors introduces the change from variance request to landscape request form and consideration thereof shall be performed by the Landscape Committee;

RESOLVED FURTHER, all new stepping stone installations shall be performed following the attached Stepping Stone Guidelines and all existing stepping stone installations not previously approved by Variance or Standard, shall be removed through the Compliance process or at Resale, whichever occurs first;

RESOLVED FURTHER, Resolution 03-07-02, adopted January 16, 2007, is 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.

Director McCary made a motion to approve the resolution. Director Rane-Szostak seconded the motion.

Director Laws requested to remove the "a" from the drawing on page 12.

Hearing no further changes or objections, the motion was approved as amended unanimously.

12b. Entertain a Motion to Introduce Lease Authorization Renewal (**JANUARY Initial Notification –28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Staff recommends amending the process and documents pertinent to the annual renewal of lease authorization applications.

Director McCary made a motion to approve the Resolution 03-22-18 Lease Authorization Renewal. Director Wayne seconded the motion.

Director Laws commented that he has concerns and would be voting "no" on the item.

Pamela Bashline joined the meeting at 11:13 a.m.

Pamela Bashline answered questions from the Board.

Hearing no changes, the motion was called to a vote and passed 6-3-2. Director's Laws, Lewis and Cook opposed, Director Engdahl abstained, Director Bhada was excused.

Pamela Bashline left the meeting at 11:40 a.m.

13. New Business

13a. Entertain a Motion to Introduce a Revised Alteration Fee Schedule (**FEBRUARY Initial Notification –postpone 28-days for member review and comments to comply with Civil Code §4360**)

Robbi Doncost joined the meeting at 11:28 a.m.

Director Jarrett read the following Recommendation, Financial Analysis, and Resolution:

RECOMMENDATION

The Third Architectural Control & Standards Committee recommends the approval of the revision of fees as proposed within Resolution 03-22-XX for the new Revised Alteration Fee Schedule dated November 23, 2021.

FINANCIAL ANALYSIS

The Attachment 1 - Financial Analysis indicates the changes to certain current fees and charges of the Alteration Fee Schedule with an estimated total increase of \$82,908 in additional revenue.

This total is due to increases in the following categories:

1. Alteration Fee Schedule fee will be increased to \$70;
2. The new Basic Variance fee will be increased to \$380;
3. The new Complex Variance Fee will be increased to \$662;
4. The Unauthorized Alteration Fee be increased to \$350;
5. The Permit Fee Valuation shall be increased by 40% for each value of escalation.
6. Resale Inspection Fees increased by \$100.

RESOLUTION 03-22-XX

Alteration/Variance Processing Fee Policy

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the 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 as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the following revisions are approved: 1. The Alteration Fee Schedule is revised to \$70; and 2. The new Basic Variance fee will be \$380; and 3. The new Complex Variance Fee will be \$662; and 4. The Unauthorized Alteration Fee will be increased to \$350; and 5. The Permit Fee Valuation shall be increased by 40%; and 6. The Resale fees will increase to the total amount of \$215 for the first and second inspection fees.

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

NOW THEREFORE BE IT RESOLVED, March 15, 2022 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 the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, in the event that a member requires an "After the Fact" (ATF) Mutual Consent for work completed without prior appropriate authorization the following would apply as appropriate to the nature of the

improvement work, defined as a member being responsible for: a Variance Fee if the work required variance approval; an ATF Mutual Consent Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Mutual Consent Fee totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017 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.

(FEBRUARY Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360)

Robbi Doncost answered questions from the Board.

13b. Entertain a Motion Introduce a Contractor Violation Policy (February Initial Notification—postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Jarrett read the following Recommendation and Resolution:

RECOMMENDATION

The Third Laguna Woods Mutual Architectural Control and Standards Committee (ACSC) recommends the Third Mutual Board adopt the proposed Contractor Violation Policy (Attachment 1) Exhibit A - Contractor Rules & Obligations (Attachment 2), to provide additional protections to members and mutual property as a result of the members hiring contractors that continue to violate mutual construction rules and regulations.

RESOLUTION 03-22-XX **Contractor Violation Policy**

WHEREAS, the purpose of the Contractor Violation Policy is to enact a unilateral and unambiguous matrix of violations, and potential ban, for contractors who violate current Mutual rules and obligations or exceed the scope of approval for a project; and

WHEREAS, this pending Resolution would make the Contractor Violation Policy permanent and provide a clear template for invoking penalties, inclusive of temporary or potentially permanent suspension from work

within Laguna Woods Village with the allowance for approved timeline extensions; and

WHEREAS, the Third ACSC and Manor Alterations agree that the Contractor Violation Policy will be effective and both recommend the approval by the Board.

NOW THEREFORE, BE IT RESOLVED, on March 15, 2022, the Third Mutual Board hereby approve the Contractor Violation Policy as attached to these minutes; 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.

(FEBRUARY Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360)

Discussion ensued among the directors.

Robbi Doncost answered questions from the Board.

13c. Entertain a Motion to Introduce a Revision to the Water Heater Enclosure Disposition (February Initial Notification—postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Jarrett read the following:

The resolution was read into the record last month. It was conditionally approved if the wording was changed on line number 3 from shall to may. Additional verbiage for clarification was added. The correct wording has been changed; the changes have been made.

Director Lewis requested the removal of the last sentence on page 6 of 26 under Landscaping 6.1 which states, "Verification of the sprinkler system conformity to this paragraph shall be made in writing to Manor Alterations." The sentence shall state, "Once Landscaping completes the sprinkler system conformity, Landscaping shall notify Manor Alterations of such."

Robbi Doncost answered questions from the Board.

13d. Entertain a Motion to Introduce Additional Occupancy Fee (February Initial Notification—postpone 28-days for Member review and comment to comply with Civil Code §4360)

Director Jarrett read the following resolution:

RESOLUTION 03-22-XX

Additional Occupancy Fee

WHEREAS, Third Laguna Hills Mutual (Third) is authorized to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third acknowledges its pro forma budget is based upon two occupants per household; and

WHEREAS, Third recognizes a select number of households are comprised of more than two occupants per household;

NOW THEREFORE BE IT RESOLVED, March 15, 2022 the Board of Directors establishes an occupancy fee to include live-in caregivers for each person above two of \$XX/month effective [MONTH, YEAR]; and

RESOLVED FURTHER, Third establishes a third person fee to include live-in caregivers of \$XX/month effective May 1, 2022; and

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

FEBRUARY Initial Notification

Should the Board endorse the proposed revisions, 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.)

President Mutchnick commented that the verbiage shall be changed to, "NOW THEREFORE BE IT RESOLVED, March 15, 2022 the Board of Directors establishes an occupancy fee for each person above two." Additionally, the same would apply to, "RESOLVED FURTHER, Third establishes an occupancy fee for each person above two."

Discussion ensued among the board.

14. Committee Reports

Director Lewis left the meeting at 12:30 p.m.

- 14a.** Report of the Finance Committee / Financial Report – Director Rane-Szostak gave the Treasurer's Report along with a presentation on external factors affecting Third

Mutual Costs. The committee met on February 1, 2022; next meeting March 1, 2022, at 1:30 p.m. as a virtual meeting.

(1) Treasurer's Report – President Mutchnick commented on Investment Income and Insurance.

(2) Third Finance Committee Report

(3) Resale/Leasing Reports

14b. Report of the Architectural Controls and Standards Committee – Director Mutchnick gave an update from the last committee meeting. The committee met on January 24, 2022; next meeting February 28, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

14c. Report of the Communications Committee – Director McCary gave an update from the committee. The committee met on January 12, 2022; next meeting is scheduled for April 13, 2022 at 1:30 p.m. TBA whether this will be an in-person or virtual meeting.

14d. Report of the Maintenance and Construction Committee – Director Engdahl gave an update from the M&C Committee. The committee met on January 3, 2022; next meeting March 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

1) Report of the Parking and Golf Cart Subcommittee – Director Laws gave an update from the subcommittee. The subcommittee met on January 19, 2022; next meeting March 23, 2022 at 1:30 p.m. as a virtual meeting.

2) Report of the Garden Villa Rec. Room Subcommittee – Director Jarrett gave an update from the subcommittee. The Garden Villas Rec. Room Subcommittee met on September 29, 2021; next meeting February 23, 2022, at 1:30 a.m. as an in-person and virtual meeting.

14e. Report of the Landscape Committee – Director Jarrett gave an update from the Landscape Committee. The committee met on February 3, 2022; next meeting March 3, 2022, at 9:30 a.m. as a virtual meeting.

14f. Report of the Water Conservation Committee – Director Rane-Szostak gave an update on Water Conservation. The committee met with the El Toro Water District on December, 2021; next meeting February 24, 2022, at 2:00 p.m. as a virtual meeting.

14g. Report of the Resident Policy and Compliance Committee – Director Mutchnick gave an update. The committee met on January 26, 2022; next meeting March 2, 2022, at 1:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- 15a.** Community Activities Committee – Director McCary shared highlights from the last Community Activities Committee. The committee met on January 13, 2022; next meeting March 10, 2022, at 1:30 p.m. as a virtual meeting.
- (1) Equestrian Center Ad Hoc Committee – Director McCary shared highlights from the last committee meeting. The committee met on January 26, 2022; next meeting March 30, 2022 at 1:00 p.m. as a virtual meeting.
- 15b.** GRF Finance Committee – Director Rane-Szostak shared highlights from the last committee meeting. The committee met on January 28, 2022; next meeting February 16, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 15c.** GRF Landscape Committee – No report was given.
- 15d.** GRF Maintenance & Construction Committee – Director Engdahl shared highlights from the last committee meeting. The committee met February 9, 2022; next meeting April 13, 2022, at 9:30 a.m. as a virtual meeting.
- (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl shared highlights from the last committee meeting. The committee met on January 28, 2022; next meeting TBA.
- 15e.** Media and Communications Committee – Director McCary shared highlights from the last committee meeting. The committee met on January 17, 2022; next meeting February 22, 2022, at 9:30 a.m. as a virtual meeting.
- 15f.** Mobility and Vehicles Committee – Director Cook. The committee met on February 2, 2022; next meeting April 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 15g.** Security and Community Access Committee – Director McCary shared highlights from the last committee meeting. The committee met on October 25, 2021; next meeting February 28, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Disaster Preparedness Task Force – Director Rane-Szostak updated the board on the last task force meeting. The task force met on January 25, 2022; next meeting March 29, 2022, 9:30 a.m. in the Board Room and as a virtual meeting.
- 15h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel reported on the last traffic hearings held on January 19, 2022; next meeting February 16, 2022 at 9 a.m. as a virtual meeting.
- 15i.** Report of the GRF Strategic Planning Ad Hoc Committee – Director Mutchnick shared highlights from the last committee meeting. The committee met on January

10, 2022; next meeting March 9, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.

15j. Report of the Revenue Resources Ad Hoc Committee – Director McCary shared highlights from the last committee meeting. The Committee met for on February 8, 2022; next meeting March 8, 2022 at 2:00 p.m. as a virtual meeting.

15k. Report of the Information Technology Advisory Committee – Director Laws shared highlights from the last committee meeting. The Committee met on February 4, 2022; next meeting February 18, 2022 as a virtual meeting.

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

- a. Resident Suggestion Program
- b. Alterations Review
- c. Presentation by Dennis Cafferty, General Manager of El Toro Water District

17. Director's Comments

- Director McCary thanked the Corporate Secretaries for their support.
- Director Jarrett commented on the loss of 38 trees and repaired leaks that were reported following a recent rainstorm.
- Director Rane-Szostak thanked the members/residents for their participation.
- CEO-Foster thanked the Corporate Secretaries.
- President Mutchnick thanked Grant Schultz for his dedication and support during time as a Corporate Secretary. He thanked the new Corporate Secretaries and welcomed them to the community. He thanked all members for their involvement and participation.

18. 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 into closed session at 12:57 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) January 18, 2022—Regular Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjournment

The meeting was adjourned at 3:54 p.m.



Lynn Jarrett, Secretary of the Board
Third Mutual Laguna Hills



Stepping Stone Guidelines

Adopted February 15, 2022

Resolution 03-22-17

PLANS: The Member applying for a Landscape Variance shall provide to the Landscape Department a Landscape Request Form with detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.

2.0 PREPARATIONS

- 2.1 Stepping stones shall not be used to create a new path across common area for access to exclusive use patios, courtyards or parking areas.
- 2.2 No stepping stones will be allowed that will hinder yard drainage.
- 2.3 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 2.4 Stepping stones may not hinder access by maintenance crews.
- 2.5 Stepping stones will not be allowed farther than four feet from the walls of the manor. No stepping stones will be permitted in the grass.
- 2.6 Stepping stone layout will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening and/or personal plants.

3.0 APPLICATIONS

- 3.1 Stepping stones should be constructed of concrete. No wood or degradable products.
- 3.2 All stepping stones must have a non-slip/non-skid surface.
- 3.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 3.4 Stepping stones should be spaced no more than eight inches apart.
- 3.5 The layout created with the stepping stones should be no greater than two feet wide.
- 3.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, pebbles, etc.)

MUTUAL LANDSCAPE REQUEST FORM

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

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

Address _____

Today's Date _____

Resident's Name _____

Telephone Number _____

Non-Routine Request

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

☐ Tree Removal

☐ New Landscape

☐ Off-Schedule Trimming

☐ Other (explain): _____

Reason for Request

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

☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition

☐ Litter/Debris ☐ Personal Preference

☐ Other (explain): _____

GUIDELINES:

- **Structural/Sewer Damage:** Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- **Overgrown/Crowded:** Trees or plants that have outgrown the available space may justify removal.
- **Damaged/Declining Health:** Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- **Litter and Debris:** Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- **Personal Preference:** Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

DATE: _____ INITIALS: _____

530 _____ 540 _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____