



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, June 20, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Mark Laws, Jim Cook, Ralph Engdahl, Donna Rane-Szostak, Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, S.K. Park, Cush Bhada, Jules Zalon

Directors Absent: Cris Prince (excused)

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Ian Barnette, Michael Horton, Dan Yost, Eric Nunez, Bart Mejia, Carlos Rojas, Randal Damron, Jay Allen, Kurt Wiemann

Others Present: VMS – Wei-Ming Tao, Mary Seto
GRF – Elsie Addington
United – None

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

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

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

President Laws requested item 11. C.3. be removed from the consent calendar.

Hearing no further changes or objections, the agenda was approved by consent.

4. Approval of Minutes

- a. May 16, 2023 – Regular Board Meeting**
- b. June 2, 2023 – Agenda Prep Meeting**

Director Lewis made a motion to approve the minutes of May 16, 2023– Regular Board Meeting. Director Ginocchio seconded.

Hearing no changes or objections, May 16, 2023 – Regular Board Meeting minutes were approved by consent.

Director Engdahl made a motion to approve the minutes of June 2, 2023– Agenda Prep Meeting. Director Ginocchio seconded.

Hearing no changes or objections, June 2, 2023 – Agenda Prep meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Third Property Insurance
- \$255 Million in Property Insurance purchased by Third Mutual
- Insurance Broker will be making presentation at next week's Third Mutual Town Hall Meeting on June 28, 2023

6. Update from the VMS Board – Director Tao

VMS Director Tao provided an update from the last VMS Board Meeting with the following information:

- Bright Ideas Program
- KPIs – Vacancy and Termination Trends
- Resident Employment
- Landscaping – Budgeted Employees
- Strategic Plan – 2024 Staffing Budget
- Five – Year Funded Staffing Trend
- Internal Audit Program
- Contractor Work Hours
- Other Work Hours
- Upcoming

VMS Director Tao answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- A member commented on a plumbing issue at their unit and potential piping issues in the building
- A member commented on noise nuisance policy
- A member commented on abandoned vehicle policy
- A member commented on an alteration request

- A member commented on EV charging station

8. Responses to Open Forum Speakers

- Multiple Directors commented on Securities procedures and violations
- President Laws commented on looking into the plumbing issue
- President Laws commented on the noise nuisance issue
- President Laws commented on the EV charging stations
- President Laws commented on the alteration request
- Michael Horton, Building Permits and Inspection Manager, gave clarification and a background on the alteration request

9. Department Update: Property Insurance – Dan Yost

Dan Yost, Risk Manager, provided a presentation discussing the following topics:

- Third Property Insurance Program
- Property Market 2017-2021
- Property Market 2022
- Unique Insurance Features of Third Laguna Hills Mutual
- Property Insurance is Vastly More Expensive than Previous Renewals
- Total Property Values Stretch Total Availability Capacity in Entire Marketplace
- Next Step

10. CEO Report

CEO Siobhan Foster reported on:

- Employee Excellence Awards
 - CEO's Office: Makayla Schwietert and Paul Nguyen
 - Financial Services: Mandy Webb
 - General Services: John Sanchez
 - Human Resources: Gaby Espinoza, Nicole Sarmiento, and Marcie Viveros
 - Information Services: Timothy Osborn, Daniel Simoncelli, Joshua Glass, and Grant Schultz
 - Landscaping Services: Jose Vargas and Jorge Munoz
 - Maintenance and Construction: Laurie Chavarria
 - Media and Communications: Mark Weiss
 - Recreation and Special Events: Gail Ford, Renee Anderson, and Shoon Aung
 - Security Services: Kyle Belanger

CEO Foster answered questions from the Board.

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

Director Cook made a motion to approve the Consent Calendar. Director Lewis seconded the motion.

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of April 2023, 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 Finance Committee**
 1. **Approve a Resolution for Recording a Lien against Member ID #931-660-68**

RESOLUTION 03-23-53

Recording of a Lien

WHEREAS, Member ID 931-660-68; is currently delinquent to Third Laguna Hills 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-660-68; 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.

2. **Approve a Resolution for Recording a Lien against Member ID #934-330-08**

RESOLUTION 03-23-54

Recording of a Lien

WHEREAS, Member ID 934-330-08; is currently delinquent to Third Laguna Hills 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330-08; 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 Recording a Lien against Member ID #932-720-16

RESOLUTION 03-23-55

Recording of a Lien

WHEREAS, Member ID 932-720-16; is currently delinquent to Third Laguna Hills 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-720- 16 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.

4. Approve the Treasury Bill Reinvestment (Staff Report Only)

c. Recommendation from the Landscape Committee

1. Recommendation to Approve the Retention of a Portion of the Non-Standard Landscape Directly Adjacent to the Exclusive Use Patio and Deny Retention of all Other Features and Plant Material Located at 3531-B with an Extended Removal Date Not to Exceed November 30, 2023

RESOLUTION 03-23-56

Approve the Request

**to Retain a Portion of the Non-Standard Landscape Directly
Adjacent to the Exclusive Use Patio
3531-B**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 3531-B to retain non-standard landscape, including pavers, a koi pond, a water feature, a decorative bridge, and multiple potted plants; and

WHEREAS, staff has met with the resident and determined that the majority of the non- standard landscape features are not permitted and would need to be removed; and

WHEREAS, the resident understands that all water features, decorative bridge, potted plants, potting materials, and bags of potting soil must be removed from common area no later than November 30, 2023; and

WHEREAS, the resident understands that the non-permanent stepping stones adjacent to the patio could remain until transfer of ownership, all non-standard

landscaping adjacent to the patio would be maintained by the resident and removed upon transfer of ownership, and the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to retain a portion of non-standard landscape at 3531-B Monte Hermoso according to the plans agreed upon by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request to retain a portion of the non-standard landscape at 3531-B Monte Hermoso; and

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

2. Recommendation to Approve the Modified Request to Alter the Common Area Landscape at 2380-A Via Mariposa East

RESOLUTION 03-23-57

**Approve the Request
to Alter the Common Area
Landscape 2380-A Via Mariposa
East**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 2380-A to alter the common area landscape by installing a hedge around the existing shrub bed area, installing water-wise ground cover, a brick mow curb, and a small free-standing gate; and

WHEREAS, staff has reviewed the proposed plan and found it acceptable; and

WHEREAS, staff will adjust irrigation as a chargeable service; and

WHEREAS, the resident is requesting to do all maintenance of the shrub and plant material within the hedge which will reduce maintenance costs for the mutual; and

WHEREAS, the resident understands that the gate shall remain unlocked and the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to alter the common area landscape at 2380-A Via Mariposa East according to the plans provided by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 2380-A Via Mariposa East; and

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

THIS ITEM WAS REMOVED DURING THE APPROVAL OF THE AGENDA
3. Recommendation to Approve the Request for Removal of Shrubs Planted in the Common Area Landscape Adjacent to 5190 and 5191 Duenas

RESOLUTION 03-23-XX

**Approve the Request for Removal of Shrubs
Planted in the Common Area Landscape
Adjacent to 5190 and 5191 Duenas**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 5190 for the removal of a hedge of shrubs and flowers planted adjacent to the patio wall at 5191; and

WHEREAS, staff also reviewed a request from the member at 5191 Duenas for the retainment of a hedge of shrubs and flowers planted adjacent to the patio wall at 5191; and

WHEREAS, staff determined that the hedge effectively functions as a deterrent for passage between the units prohibiting the usage and passage of all members and removing the hedge would enable staff more options to navigate the landscape area for maintenance; and

WHEREAS, the Committee determined that the request to remove the shrubs and flowers in the common area landscape at 5191 Duenas is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the shrub removal in the common area landscape at 5191 Duenas; and

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

**4. Recommendation to Deny the Request for Removal of One Fern Pine Tree
Located at 3077-A Via Serena South**

RESOLUTION 03-23-58

**Deny the Request
for Removal of One Fern Pine Tree
3077-A Via Serena South**

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 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 June 1, 2023, the Landscape Committee reviewed a request from the Member at 3077-A to remove one Fern Pine tree. The Member cited the reasons as structural damage, overgrown, and nothing grows because of the invasive roots; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with no deadwood or decay and no signs of pests or prior pest damage; and

WHEREAS, the Committee directed staff to conduct an off-season crown reduction of the Fern Pine tree; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Fern Pine tree located at 3077-A Via Serena South;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors denies the request for the removal of one Fern Pine tree located at 3077-A; and

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

5. Recommendation to Deny the Request for Removal of One Eucalyptus Spotted Gum Tree and One Canary Island Pine Tree Located at 2387-3A

RESOLUTION 03-23-59

**Deny the Request
for Removal of One Eucalyptus Spotted Gum Tree and One Canary Island
Pine Tree
2387-3A Via Mariposa West**

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 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 June 1, 2023, the Landscape Committee reviewed a request from the Member at 2387-3A to remove one Eucalyptus Spotted Gum tree and one Canary Island Pine tree. The Member cited the reasons as overgrown, litter/debris, potential damage to the roof should there be a limb failure, and the clogging of gutters; and

WHEREAS, staff inspected the condition of both trees and determined that they were in good condition with no signs of decay or deadwood; and

WHEREAS, the Committee determined that both trees do not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Eucalyptus Spotted Gum tree and one Canary Island Pine tree located at 2387-3A Via Mariposa West;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors denies the request for the removal of one Eucalyptus Spotted Gum tree and one Canary Island Pine tree located at 2387-3A; and

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

6. Recommendation to Approve the Removal of Three Eucalyptus Blue Gum Trees and Direct Staff to Obtain Quotes for Level 2 and Level 3 Assessments of all Blue Gum Trees in Third located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita

RESOLUTION 03-23-60

**Approve the Request
for Removal of Three Eucalyptus Blue Gum Trees 3084
Via Serena, 5371 Punta Alta, and 5427 Calle Carminita**

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 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 June 1, 2023, the Landscape Committee reviewed a request from staff to remove three Eucalyptus Blue Gum trees in multiple locations; and

WHEREAS, staff engaged the services of an arborist from Great Scott Tree Services, Inc. to evaluate the health of the Eucalyptus Blue Gum trees in Third Mutual at a Level One inspection; and

WHEREAS, staff recommends an annual inspection of all Eucalyptus Blue Gum trees (90) due to this species having a tendency of possessing weakened root structures accompanied by girdling roots. This species is also susceptible to pests and prone to root rot at the base of the tree due to excess water from the turf; and

WHEREAS, the three trees recommended for removal are all dying; and

WHEREAS, the Committee determined that the three trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of three Eucalyptus Blue Gum trees located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita; and

WHEREAS, the Committee directed staff to conduct an annual elevated inspection of the remaining Eucalyptus Blue Gum trees within Third Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the removal of three Eucalyptus Blue Gum trees located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita; and

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

d. Recommendation from the Architectural Controls and Standards Committee

1. Approve the Variance Request to Retain White Garage Door Color at Manor 5516-B Paseo Del Lago West

RESOLUTION 03-23-61

Variance Request

WHEREAS, Member located at 5516-B Paseo Del Lago West, a Villa Fuente style manor, requests Architectural Controls and Standards Committee approval of a variance to retain the white garage door color; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to retain the white garage door color;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for to retain the white garage door color; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5516-B Paseo Del Lago West and all future Mutual Members at 5516-B Paseo Del Lago West; 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.

2. Approve the Variance Request to Add 18'x10', Pavers to the Rear Patio on Common Area at Manor 5071 Avenida Del Sol

RESOLUTION 03-23-62

Variance Request

WHEREAS, Member located at 5071 Avenida Del Sol, a Villa Terraza style manor, requests Architectural Controls and Standards Committee approval of a variance to add 18'x10' pavers to the rear patio on common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to add 18'x10' pavers to the rear patio on common area;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to add 18'x10' pavers to the rear patio on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5071 Avenida Del Sol and all future Mutual Members at 5071 Avenida Del Sol; 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 the Variance Request for Driveway Extension at Manor 3401-A Punta Alta

RESOLUTION 03-23-63

Variance Request

WHEREAS, Member located at 3401-A Punta Alta, a Navarro style manor, requests Architectural Controls and Standards Committee approval of a variance for a driveway extension on common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a driveway extension on common area;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a driveway extension on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3401-A Punta Alta and all future Mutual Members at 3401-A Punta Alta; 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.

4. Approve the Variance Request to Install Black Vinyl Windows and Sliding Glass Doors through at Manor 3518-B Bahia Blanca West

RESOLUTION 03-23-64

Variance Request

WHEREAS, Member at of 3518-B Bahia Blanca West, a Cabrillo style manor, requests approval to install black vinyl windows and sliding glass doors throughout; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Manor Alterations office by June 11, 2023; and

WHEREAS, the Manor Alterations office reviewed the variance as one of similar in scope to previously approved variances and recommends approval to install black vinyl windows and sliding glass doors throughout;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to install black vinyl windows and sliding glass doors throughout; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3518-B Bahia Blanca West and all future Mutual Members at 3518-B Bahia Blanca West; 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.

5. Approve the Variance Request for Front Entry Enclosure, Extend the Roof Line, Convert Garden Room to Rood Addition, install 3rd Bathroom in Hallways, Raise the Ceiling in the Hallway, and Install Trapezoid Transom Window above Family Room at Manor 5007 Duverney

RESOLUTION 03-23-65

Variance Request

WHEREAS, Member located at 5007 Duverney, a Villa Paraisa style manor, requests Architectural Controls and Standards Committee approval of a variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5007 Duverney and all future Mutual Members at 5007 Duverney; 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.

6. Approve the Variance Request for Removal of Two Structural Walls to Enclose the Atrium, three 4x4 Post to be Installed and Two 4x10 Flush Ceiling

Beams to be Installed. One Beam will be 10'x9" and the other will be 7'x5". Removal of Existing Window in Bedroom 2 and a New Construction 2'-6"x6' Casement Window will be Installed at Manor 3038-C Via Vista

RESOLUTION 03-23-66

Variance Request

WHEREAS, Member located at 3038-C Via Vista, a Villa Nova style manor, requests Architectural Controls and Standards Committee approval of a variance for 3038-C: Variance for removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an atrium enclosure with two structural walls removed;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for an atrium enclosure with two structural walls removed; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3038-C Via Vista and all future Mutual Members at 3038-C Via Vista; 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.

e. Update GRF Committee Appointments

RESOLUTION 03-23-67

GRF Committee Appointments

RESOLVED, June 20, 2023, 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:

Community Activities Committee

Cush Bhada

Mark Laws

Jules Zalon, Alternate

GRF Finance Committee

Donna Rane-Szostak

Andy Ginocchio

Mark Laws, Alternate

GRF Landscape Committee

Jules Zalon

Nathaniel Ira Lewis

Andy Ginocchio, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl

Jim Cook

Andy Ginocchio, Alternate

Clubhouse Renovation Ad Hoc Committee

Ralph Engdahl

Andy Ginocchio

Moon Yun, Alternate

GRF Media and Communications Committee

Jim Cook

Cris Prince

Moon Yun, Alternate

Mobility and Vehicles Committee

Cush Bhada

Moon Yun

Jim Cook, Alternate

Security and Community Access Committee

SK Park

Donna Rane-Szostak, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak Andy

Ginocchio

Ralph Engdahl, Alternate

Broadband Ad Hoc Committee

Cris Prince

Jim Cook

Disaster Preparedness

SK Park
Moon Yun
Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

~~Jules Zalon~~
SK Park, ~~Alternate~~
Mark Laws, Alternate

IT Technology Advisory Committee (ITAC)

Mark Laws
SK Park

Website Ad Hoc Committee

Mark Laws
Donna Rane-Szostak

Compliance Ad Hoc Committee

Mark Laws
Cris Prince

Finance Advisory Group

Donna Rane-Szostak

Compliance Ad Hoc

SK Park
Andy Ginocchio

RESOLVED FURTHER, that Resolution 03-23-20, adopted March 21, 2023, 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.

12. Unfinished Business

a. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps (May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-68

**Standard 4:
Air Conditioning Units/Heat Pumps**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Standard 4: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, that the Board of Directors of this Corporation hereby adopts Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-23-23 adopted March 21, 2023, is hereby superseded in its entirety and no longer in effect; 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.

Director Cook made a motion to approve the resolution for Standard 4: Air Conditioning Units/Heat Pumps. Director Lewis seconded.

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

b. Entertain a Motion to Approve the Recordable Exclusive Use of Common Area Revocable License Legal Fee (May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-69

Recordable Exclusive Use of Common Area Revocable License Legal Fee

WHEREAS, approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; and

WHEREAS, the required agreement should be prepared by the Mutual's legal counsel to ensure protection of the Mutual's interests;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, that the Board hereby adopts a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team; and

RESOLVED FURTHER, the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member; and

RESOLVED FURTHER, the current Variance Application fee in the amount of \$150, which includes the preparation of the boilerplate agreement, remains as adopted under the most current Alteration Fee Schedule; and

RESOLVED FURTHER, the adopted legal fee for the preparation of the Recordable Exclusive Use of Common Area Revocable License agreement in the amount of \$750 will be in addition to the adopted Variance Application fee and is hereby added to the Alteration Fee Schedule; 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 Cook made a motion to approve the resolution for Recordable Exclusive Use of Common Area Revocable License Legal Fee. Director Bhada seconded.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Park abstained and Director Zalon was absent for the vote.

c. Entertain a Motion to Approve the Updated Appeal Policy (May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-70

Appeals Policy Amended, June 20, 2023

WHEREAS, from time to time Resident Members seek approval from the Third Laguna Hills Mutual Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members' requests to the Third Laguna Hills Mutual Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the Third Laguna Hills Mutual Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, that the Board of Directors of this Corporation hereby establishes and adopts the attached Appeal Policy pertaining to the rights of Members to appeal decisions of Committees of the Board and, as applicable, by the Board regarding certain Corporate business, for this Corporation; and

RESOLVED FURTHER, Resolution 03-19-79, adopted August 20, 2019 is hereby

superseded in its entirety and canceled; and

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

Director Bhada made a motion to approve the resolution for Appeals Policy Amended, June 20, 2023. President Laws seconded.

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

13. New Business

a. **Entertain a Motion to Approve the Reenactment to Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-XX

Alteration Standard 41A: Solar Panels, 2 Story Buildings

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

WHEREAS, the Board recognizes the need to reenact Standard 41A (Previously Standard 45) - Solar Panels, 2 Story Buildings with Flat Roofs;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board hereby adopts Standard 41A - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-85 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; 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.

Director Lewis made a motion to approve the Resolution for Alteration Standard 41A: Solar Panels, 2 Story Buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded.

President Laws requested the following changes;

- section 2.19, the phrase “Or it will automatically be approved”.
- section 3.1, the word resident should be changed to “manor”.

- On the map, add approximate number per square feet with a disclaimer.

Director Cook requested the following changes;

- Section 2.16, it conflicts with civil code section 714a, eliminate 2.16, and move the other section up appropriately.

Hearing no further changes or objections, the motion with the requested changes, was called to a vote and passed 8- 1. Director Park voted against and Director Zalon was absent from the vote.

b. Entertain a Motion to Approve the Revision to Architectural Standard 1: General Requirements (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-XX

Section 1: General Requirements

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the General Requirements are and should remain the same for all Standards;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board hereby adopts Standard 1 – General Requirements for all Standards as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-12 adopted January 19, 2018, is hereby superseded in its entirety and no longer in effect; 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.

Director Cook made a motion to approve the Resolution for Section 1: General Requirements for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded.

Director Cook requested the following changes be made;

- 1.5 strike parking passes must be displayed in the windshield at all times.
- Mark Laws requested CEO Foster get clarification on this.
- 1.11 Contractor Staging Areas, add verbiage, if it is an equipment used during ongoing process, it may be staged there in common area.

President Laws requested the following changes be made;

- 1.5 requested the re-wording of the contractor parking spot.

- 1.6 Requested clarification if this applies to staff too, CEO Foster will look into this.

Hearing no further changes or objections, the motion, with the requested changes, was called to a vote and passed unanimously. Director Zalon was absent from the vote.

c. Entertain a Motion to Approve the Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load – Justin Allen

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-71

**Supplemental Appropriation for Damage Restoration
Reimbursement Backlog Case Load**

WHEREAS, there is a backlog of more than 710 damage restoration events between 2020 and 2022 that may have been caused by a member's alteration or negligence; and

WHEREAS, each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member; and

WHEREAS, the potential amount recovered to the mutual is estimated at approximately \$3.0 million; and

WHEREAS, the amount of staff time it will take to complete a responsibility evaluation for each of the backlogged cases exceeds the resources of existing staff; and

WHEREAS, a supplemental appropriation in the amount of \$98,100 is needed to engage temporary staffing services to complete the evaluation of the backlogged cases;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Board of Directors of this Corporation hereby authorize a supplemental appropriation in the amount of \$98,100 to be funded from the Operating Fund, for temporary staffing services to assist with processing the backlog of reimbursement cases resulting from damage restoration events; 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 Cook made a motion to approve the resolution for Supplemental Appropriations for Damage Restoration Reimbursement Backlog Case Load. Director Lewis seconded.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Yun abstained and Director Zalon was absent from the vote.

d. Entertain a Motion to Approve the Leasing/Rental Policy (June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-XX

Lease/Rental Authorization Policy and Application

WHEREAS, Civil Code § 4739 of the Davis-Stirling Act, effective January 1, 2023, provides that owners of a separate interest in a common interest development shall not be subject to any provision in the governing documents that prohibits an owner from renting or leasing out a portion of an **owner-occupied** unit for a period of more than 30-days, (i.e. owners of a separate interest in the Mutual are permitted to rent or lease out a portion of the owner-occupied unit to a tenant, so long as that lease term is a period of more than 30-days, and the Mutual need not allow owners of a separate interest to rent a portion of the owner-occupied unit to a tenant for a lease term of a period of less than 30-days); and

WHEREAS, the Third Mutual Board recognizes the need to amend its Lease Authorization Policy and Application to align with the new law;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board of Directors of this Corporation hereby approves and adopts the revised Lease/Rental Authorization Policy and Application, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-21-04 adopted January 19, 2021, is hereby superseded in its entirety and cancelled; 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 Cook made a motion to approve the Resolution for Lease/Rental Authorization Policy and Application for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Yun abstained and Director Zalon was absent from the vote.

Director Lewis left the meeting at 11:15 a.m.

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on June 6, 2023; next meeting August 1, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met June 12, 2023; next meeting July 6, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on May 1, 2023; next meeting July 3, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on June 1, 2023; next meeting July 6, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 27, 2023; next meeting, July 27, 2023 at 2:00 p.m. in the Sycamore Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on May 23, 2023; next meeting June 27, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Laws. This committee met on June 8, 2023; the next meeting is July 17, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee met on May 15, 2023; the next meeting is July 17, 2023 at 1:30 p.m. in the Board Room.
- c. Website Ad Hoc Committee – Director Laws. The committee last met on May 22, 2023; the next meeting is TBA.
- d. Broadband Ad Hoc Committee – Director Cook. This closed committee last met on May 31, 2023; the next meeting is June 27, 2023.
- e. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on May 17, 2023; next meeting June 21, 2023.

- f. Compliance Ad Hoc Committee – Director Laws. This committee met on June 9, 2023; next meeting is July 14, 2023, at 9:30 a.m. in the Sycamore Room.
- g. Security and Community Access Committee – Director Park. This committee last met on April 26, 2023, and the next meeting is June 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Information Technology Advisory Committee – Director Laws. This closed committee last met on June 9, 2023; next meeting is TBA.
- i. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on June 14, 2023; next meeting August 30, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Disaster Preparedness Task Force – Director Park. The task force met on June 5, 2023; the next meeting is July 25, 2023 at 9:00 a.m. in the Board Room.
- k. Mobility and Vehicles Committee – Director Bhada. This committee met on June 7, 2023; the next meeting is August 2, 2023 at 1:30 p.m. in the Board Room.
- l. The following GRF Committees have not met since the last Third Board Meeting of May 16, 2023
 - i. Clubhouse Facilities Removal Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
 - ii. GRF Finance Committee – Director Rane-Szostak. The committee met on April 19, 2023; next meeting June 21, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. GRF Landscape Committee – Director Lewis. This committee met on May 10, 2023; the next meeting is August 9, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iv. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on May 25, 2023; and the next meeting is June 22, 2023 at 9:00 a.m. in the Willow Room.

16. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or 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 action on these items at a future Board Meeting.*

- *Entertain a Motion to Approve the Reenactment to Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings*
- *Entertain a Motion to Approve the Revision to Architectural Standard 1: General Requirements*
- *Entertain a Motion to Approve the Leasing/Rental Policy*
- *Non-Assessment Revenue (Per Director Ginocchio's Request)*

Director Lewis re-entered the meeting at 12:02 p.m.

17. Directors' Comments

- Director Ginocchio commented on committee assignments
- Director Bhada commented on Board Room partitions
- Director Zalon commented on the concern for member's interest

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 12:04 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) May 12, 2023 – Special Closed Meeting

(b) May 16, 2023 – Regular Closed Meeting

(c) May 30, 2023 – Special Closed Meeting

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 4:40 p.m.

DocuSigned by:

Donna Rane-Szostak

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Donna Rane-Szostak, Treasurer of the Board
Third Mutual Laguna Hills

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Resolution 03-23-68; Adopted June 20, 2023

STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20

REVISED FEBRUARY 2006, RESOLUTION 03-06-09

REVISED SEPTEMBER 2006, RESOLUTION 03-06-40

REVISED JULY 2010, RESOLUTION 03-10-100

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED SEPTEMBER 2013, RESOLUTION 03-13-98

REVISED JULY 2015, RESOLUTION 03-15-101

REVISED JANUARY 2018, RESOLUTION 03-18-13

REVISED JULY 2019, RESOLUTION 03-19-71

REVISED MARCH 2023, RESOLUTION 03-23-23

REVISED JUNE 2023, RESOLUTION 03-23-68

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.

2.8 Removal of sleeves in stucco walls:

- a. Removal of sleeves in three-story buildings is allowed only when being replaced by a wall mounted minisplit condenser unit.
- b. Removal of sleeves in stucco walls of one, two and three story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.
- d. Removal of sleeves in walls with wood siding must be made In accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only and must meet a 71 db rating or less. Outdoor condensing unit locations for two and three story buildings are as follows: second and third floor manors shall be installed at ground level unless not feasible. Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor.
- 3.5** The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

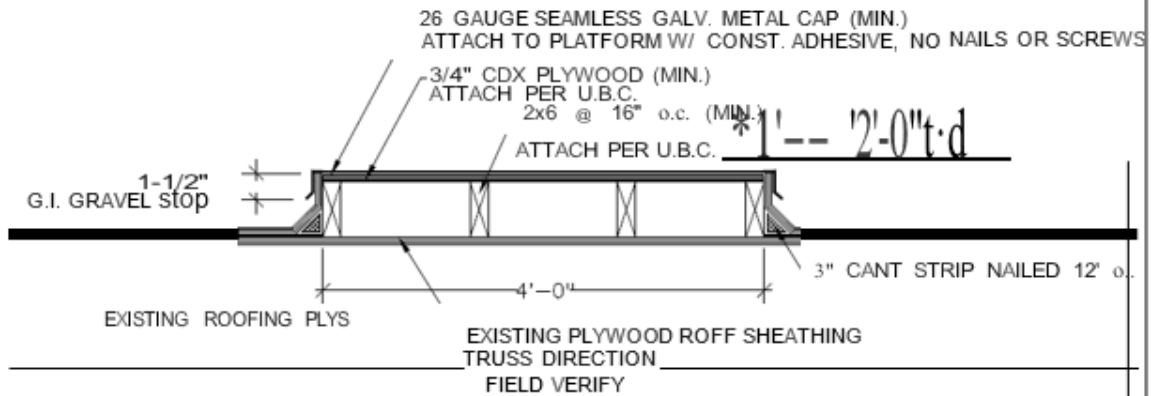
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.9** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.10** Watertight seals must be provided around all penetrations.
- 3.11** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.12** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.13** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.14** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.15** Cutting or altering of roof trusses for the installation of air handlers in attic spaces must be designed and stamped by a licensed architect or engineer.
- 3.16** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM A
 MINIMUM OF 2 FEET AWAY FROM EACH SIDE.
 PRIMER PLATFORM SIDES, CANT STRIP, AND
 SPURED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

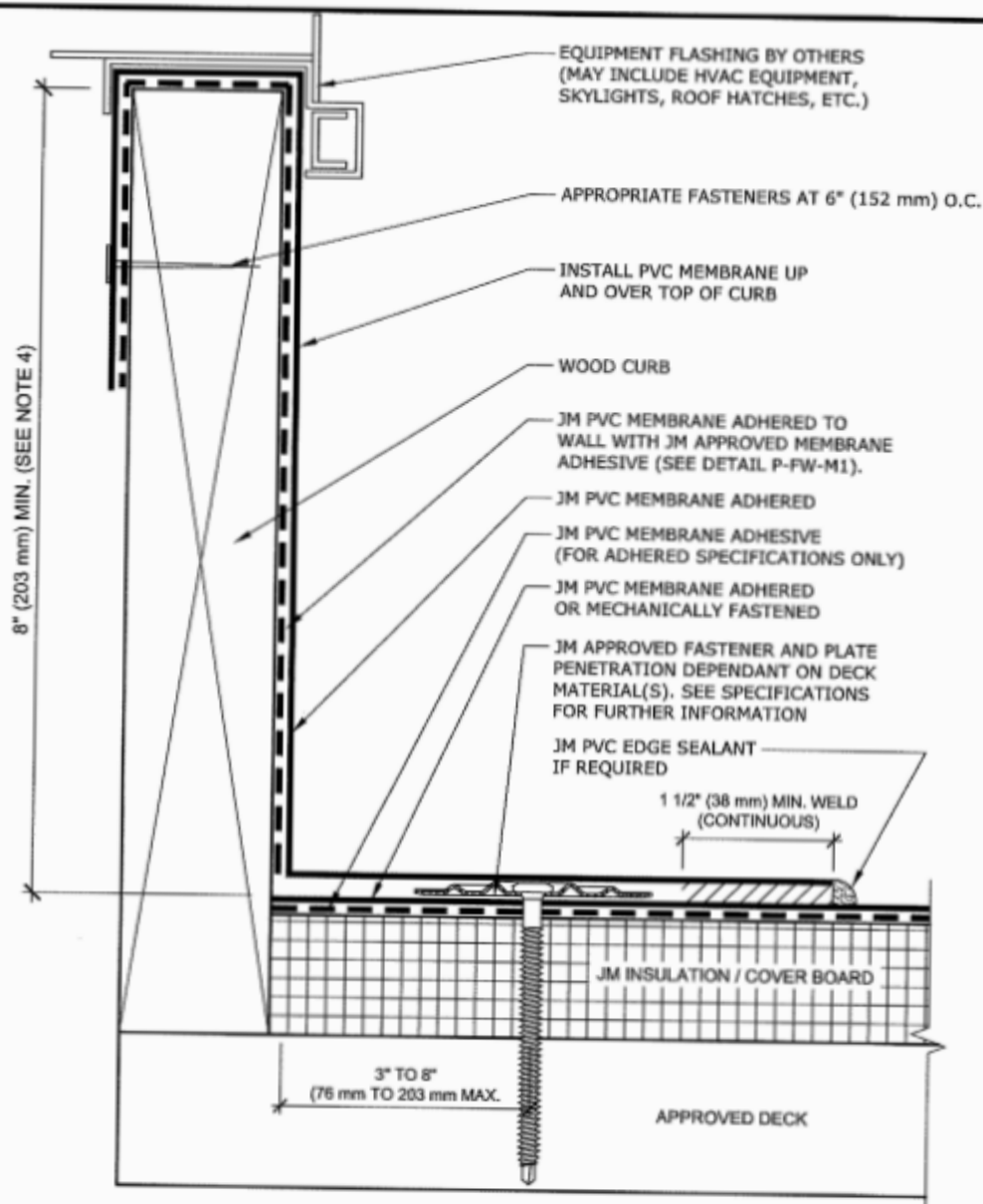
ROOF AS FOLLOWS PER 100 SQ.FT.

CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . .	400lbs	PER 100 SQ.FT.




HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"



NOTES:

1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. HEIGHT OF CURB TO BE ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND FLASHING HEIGHT.
5. PVC EDGE SEALANT IS OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. THIS INCLUDES FACTORY CUT MEMBRANE (SEE DETAIL P-MS-01).
6. SEE P-FW-B DETAILS FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

DRAWING NO.		WOOD CURB BASE FLASHING	
P-FC-05			
CURB & CORNER		MEMBRANE TYPE:	Johns Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract, or applicable law. By accepting these comments you agree they do not constitute any representations, endorsements of, or an assumption by Johns Manville of any liability for either the adequacy of the design of this building or any other material not supplied by Johns Manville.
		JM PVC	
SCALE	ISSUE DATE	MAXIMUM GUARANTEE TERM:	
N.T.S	08-07-19	30 YEAR	 Agenda Item #10a Johns Manville



Laguna Woods Village®

Alteration Fee Schedule

Resolution 03-23-69; Adopted June 20, 2023

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

All items below 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

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 (Carpent)
Shades (Roll-up)

NOTES

- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, 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.

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)

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



Other Fees

Type	Fee
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement (*)	\$750

(*) applies only to board approved variances that allow members to use portions of common area outside the manor floorplan and is collected after board approval of the variance



Third Mutual Appeal Policy

Resolution 03-23-70; Adopted June 20, 2023

I. Purpose

Board committees are made up of individuals who advise the board on a specific area of operations. Committees are made up of board members, staff members, and advisors who come together to provide expert guidance for the board as a whole. Third Laguna Hills Mutual ("Third") utilizes committees to address relevant issues and make recommendations to the entire board for final approval. These committees tend to function independently from each other and are provided with sufficient authority, resources, and assigned responsibilities in assisting the entire board.

Depending on the circumstances and the powers granted to a committee, a committee may either act to approve or deny a member's request, or discipline members for governing document violations and determine that reimbursement for expenses incurred by Third are the responsibility of a member.

The purpose of this document is to set forth the Appeal Policy for appeals of decisions made by committees.

II. Policy

It is the stated policy that Members shall have the right to appeal decisions made by a committee whose membership is made up of less than the full board and have their appeal considered by the Board, after which the Board will make a decision and provide notice of same in accordance with Third's Governing Documents and applicable statute.

Information regarding how to request an appeal of a committee's decision will be included in the determination letter sent to a member as a result of a committee's decision, but essentially the process is:

- A member who wishes to appeal a committee's decision has 30 days, from the date of the committee decision, to appeal the decision.
- The appeal request must be sent to the general manager and the committee chair and/or Board president.
- The appeal request must be received in writing (electronic version is acceptable).
- The member may – but is not obliged to – explain why the member believes the committee's decision is incorrect.
- The member may – but is not obliged to – provide such new evidence or documentation that the member feels will aid the member's appeal.

If the Board approves a committee decision within 30 days of the decision being made by the committee, the member can still appeal the decision of the committee to the Board and the Board will hear it.

As per Community Rules and applicable law, any appeal decision made by the Board, whether in an Open Meeting or in Executive Session, shall be final and not subject to additional review or a right of appeal by Third Members. However, should new evidence be presented regarding the decision, the committee has the option to re-hear the request and make a decision, which could result in an appeal to the Board as per this policy.