

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

**July 11, 2017**

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, July 11, 2017, at 9:30 AM at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbets, Maggie Blackwell, Pat English, Jack Bassler, Maxine McIntosh, Steve Leonard, Gary Morrison, and Andre Torng

Directors Absent: Cash Achrekar

Staff Present: Open Session: Brad Hudson, Lori Moss, Corinne Ohe, Leslie Cameron and Chuck Holland

Executive Session: Brad Hudson, Lori Moss and Corinne Ohe

Others Present: Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

**1. Call meeting to order / Establish Quorum**

Juanita Skillman, President called the meeting to order at 9:30 AM and acknowledged that a quorum was present.

**2. Pledge of Allegiance - Pat English**

Director English led the Pledge of Allegiance.

**3. Acknowledge Media**

A representative of the Laguna Woods Globe was present for the meeting, and the Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

**4. Approval of Agenda**

Director Torng moved to approve the agenda, seconded by Director Blackwell to approve the agenda as presented. By way of a unanimous vote the motion carried.

**5. Approval of Minutes**

5a. June 13, 2017 - Regular Open Session

Director Blackwell moved to approve the minutes as corrected, seconded by Director Torng. By way of a unanimous vote the motion carried.

## **6. Report of the Chair**

Chair Skillman called on Security Officer Tom Siviglia to present a Good Samaritan Accommodation to Rosemary Elliot who observed a male subject unknown to the area pulling her missing utility wagon loaded with items. She confronted the man and retrieved her wagon. She then contacted security and the male subject was apprehended.

Chair Skillman presented a proclamation to Joe Rainey for his time served on the VMS Board. Joe Rainey has been elected to the Laguna Woods City Council. Joe Rainey thanked the Board for appointing him to the VMS Board and will fairly represent United and the city in his new position.

Chair Skillman asked the United Community to vote affirmative for the Bylaw changes that have been simplified and are easier to read.

## **7. Update from VMS - Anthony Liberatore**

Director Liberatore, VMS Board, stated that VMS has been busy this quarter making updates to the Strategic Plan. At the last meeting we heard from Chief Moy who covered stats and calls for service, staff hiring, and Emergency Operations Plan implementation.

Director Liberatore stated that VMS will hear from Ernesto Munoz, Department Head of Maintenance and Construction.

Director Liberatore shared several kudos from residents about VMS staff.

## **8. CEO Report**

Mr. Hudson congratulated the Governing Documents Committee on their work developing the Bylaws. Mr. Hudson commented on the 4<sup>th</sup> of July celebration and would like to have community input on how to make the event even better next year. Fitness Center 1 is scheduled for an upgrade as fitness centers are the number one activity in the community. The El Toro Water District recycled water project in Gates 5 and 6 of United will be commencing soon. Construction activities and road issues that may happen inside of Gates 5 and 6 will be communicated. A mitigate bank has been contracted to take care of the bridge and the vegetation in the creek. Information is being shared with residents on how to use team-up for scheduled meeting access.

## **9. Open Forum**

Tony Dower (96-C) commented on the solar power being turned on in his area. He also commented on replacing grass with turf to save money.

Valerie (932-A) commented on the infestation of cockroaches in her manor. She also commented on building 900 where there are many cockroaches coming out of a metal plate on the ground.

Barbara Copley (410-D) commented on the updated Bylaws and encouraged everyone to vote.

Diane Baron (248-D) inquired if there would be any discussion on registered domestic partnership and care givers.

Bruce Block (2063-C) commented on Budgets and asked Board Members that are involved to please consider the operating restrictions that will not raise assessments.

#### **10. Responses to Open Forum Speakers**

Directors English, Leonard, Torng, McIntosh provided responses.

United Legal Counsel, Jeffrey Beaumont, gave an overview of the reasons for the new Bylaws and what changes are included.

Directors Torng, Skillman, McIntosh, and Blackwell commented on the upcoming Amended Bylaws vote.

#### **11. Consent Calendar**

Director Leonard moved to approve the consent calendar as presented, seconded by Director Blackwell.

Barbara Copley commented on the Manor Alteration Standards.

By way of a unanimous vote the consent calendar passed as presented.

#### **11a. Architectural Control and Standards Committee Recommendations:**

23-A: Approval of the Proposed Removal of Lower Portion of Bedroom Window, Denial of the Proposed Removal of Living Room Window, Denial of the Non-Standard Window Addition in Bedroom and Approval of the Proposed Atrium Enclosure

### **RESOLUTION 01-17-75**

#### **Variance Request**

**RESOLVED**, July 11, 2017, that the variance request of Ms. Linda O'Malley at 23-A Avenida Castilla for a window addition bedroom, resize the living room/bedroom windows and atrium enclosure, is hereby approved; and

**RESOLVED FURTHER**, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 23-A; and

**RESOLVED FURTHER**, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

**RESOLVED FURTHER**, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

**RESOLVED FURTHER**, Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation ; and

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 22-D, 23-H and 24-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

**RESOLVED FURTHER**, all alterations must be installed in accordance to California State Building Code, United Mutual Standard Section 31: Windows and Window Attachments, Standard Plan 232-1 – Atrium Enclosure and Standard Plan 232-2 – Atrium Enclosure

**RESOLVED FURTHER**, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

**RESOLVED FURTHER**, under no circumstances is construction waste allowed

to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner!

**RESOLVED FURTHER**, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

**RESOLVED FURTHER**, Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms.

**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.

309-E: Approve the Request to Retain the Exterior Front Door

#### **RESOLUTION 01-17-76**

##### **Variance Request**

**RESOLVED**, July 11, 2017, that the variance request of Mr. George Lu at 309-E Avenida Castilla to retain the exterior front door, is hereby approved; and

**RESOLVED FURTHER**, All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 309-E; and

**RESOLVED FURTHER**, A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

**RESOLVED FURTHER**, A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

**RESOLVED FURTHER**, Prior to the issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 308-H. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

**RESOLVED FURTHER**, All alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors,

Exterior; and

**RESOLVED FURTHER**, During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

**RESOLVED FURTHER**, Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action to the owner; and

**RESOLVED FURTHER**, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; 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.

317-C: Approve the Request for a Bathroom Split

**RESOLUTION 01-17-77**

**Variance Request**

**RESOLVED**, July 11, 2017, that the variance request of Ms. Cheryl Blik of 317-C Avenida Castilla for a bathroom split, is hereby approved; and

**RESOLVED FURTHER**, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 317-C; and

**RESOLVED FURTHER**, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

**RESOLVED FURTHER**, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural

modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

**RESOLVED FURTHER**, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations; and

**RESOLVED FURTHER**, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

**RESOLVED FURTHER**, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

**RESOLVED FURTHER**, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

**RESOLVED FURTHER**, prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber along with the video evidence confirming waste lines have been inspected with a camera and show no signs of repair needed; 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.

544-A: Approve the Revised Request to Install Washer and Dryer with Storage Cabinet Housing on Patio

#### **RESOLUTION 01-17-78**

##### **Variance Request**

**RESOLVED**, July 11, 2017, that the variance request of Mr. Edward A. Keeny of 544-A Via Estrada to install washer and dryer with storage cabinet housing on patio, is hereby approved; and

**RESOLVED FURTHER**, the maximum height of the storage cabinet must not be higher than existing patio wall (63"); and

**RESOLVED FURTHER**, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 544-A; and

**RESOLVED FURTHER**, a required Mutual Consent for a Manor Alteration

Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

**RESOLVED FURTHER**, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Unit 544-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

**RESOLVED FURTHER**, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 28: Storage Cabinets and Section 29: Washer and Dryer Installations.

**RESOLVED FURTHER**, During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window.

**RESOLVED FURTHER**, that under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

**RESOLVED FURTHER**, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

**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.

Entertain a Motion to Approve Standard Manor Alteration Conditions, and Neighborhood Awareness Notice of Hearing on Alteration at Manor XXXX with Amendments to Condition No. 13 regarding dry rot repairs done by Mutual.



Motion made by Director Blackwell and second by Director Morrison. Motion passed 9-0-0

**11b. Landscape Committee Recommendations:**

715-N Deny Request of Tree Removal (Item No. 14d; Page 2) 688-A

Approve request for Tree Removal (Item No. 14d; page 2) 770-A Deny  
request for Tree Removal (Item No. 14d; Page 3)

228-D Approve Request for Tree Removal (Item No. 14d; Page 2) 497-

D Deny Request for Tree Removal (Item No. 14d; Page 2) 160-D Deny

Request for Tree Removal (Item No. 14d, Page 3) 518-A Approve

Request for Tree Removal (Item No. 14d; Page 2)

**11c. Finance Committee Recommendations:**

None

**11d. Approve the Preparedness for Disaster Ad Hoc Committee Charter**

**Resolution 01-17-79  
Preparedness for Disaster Ad Hoc Committee**

**WHEERAS**, the Preparedness for Disaster Ad Hoc Committee was established on December 13, 2016 pursuant to Article VII, Section 1, of the Bylaws of this corporation;

**WHEERAS**, the Preparedness for Disaster Ad Hoc Committee shall be composed of 3 Directors and no more than 3 resident advisors who are experienced and interested in participating emergency Preparedness and who volunteer their time, pursuant to Article VII, Section 2, of the Bylaws of this corporation;

**WHEERAS**, the Preparedness for Disaster Ad Hoc Committee is to recruit Good Neighbor Captains among United Mutual residents, provide them with support to function as a Good Neighbor Captains before, during and after disaster events;

**NOW THEREFORE BE IT RESOLVED** that said committee shall be charged with the following duties and responsibilities:

1. Serves as a liaison between the United Mutual and the GRF Disaster Preparedness Task Force regarding resident Preparedness for disaster;
2. Serves as a liaison between the United Mutual and the GRF Disaster Preparedness Task Force regarding Good Neighbor Captain training, and Good Neighbor Captain support;
3. Meets regularly as a committee with the assigned chair leading the meeting;
4. Provides communication among United Mutual Board, GRF Disaster Preparedness Task Force, and United Mutual residents;
5. Works with the GRF Disaster Preparedness Task Force on the continued recruiting, training, retention, supporting, information sharing, and motivating of Good Neighbor Captain program;
6. Performs other tasks as may be assigned by the United Mutual Board of Directors.

**NOW THEREFORE BE IT RESOLVED**, July 11, 2017, that the United Mutual Board of Directors of this Corporation hereby adopts the United Preparedness for Disaster Ad Hoc Committee duties and responsibilities.

**RESOLVED FURTHER**, that the United Mutual Board of Directors of this Corporation is hereby authorized on behalf of the Corporation to carry out this resolution as written.

## **12. Unfinished Business**

- 12a. Approve Kay Anderson as an Adviser on Architectural Control and Standards Committee

Director Blackwell moved, seconded by Director McIntosh to appoint Kay Anderson as an Adviser on Architectural Control and Standards Committee. By way of a unanimous vote the motion passed

- 12b. Ratify Appointment of Richard Rader as United's Representative on VMS to serve a term that expires in November 2017.

Director Dorrell moved to approve Richard Rader as United's Representative on VMS to serve a term that expires in November 2017, seconded by Director McIntosh.

By way of a unanimous vote the motion carried.

## **13. New Business**

- 13a. Entertain a Motion to Approve a Proposed Hot Tub Standard Policy - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)

Secretary of the Board, Maggie Blackwell read the following Resolution to Approve a

## Proposed Hot Tub Standard Policy

### **Resolution 01-17-80**

#### **Hot Tub Standard**

**WHEREAS**, in United Mutual, no standard exists for exterior hot tubs and the Board has received complaints from neighbors regarding noise issues; and

**WHEREAS**, the City of Laguna Woods has no standards for exterior hot tubs but the Municipal Code does regulate noise; and

**WHEREAS**, the standard specifically prohibits hot tubs in atriums or balconies with common walls and additionally the requires that hot tubs be portable, drain only in the sanitary sewer, comply with City noise standards, and obtain a Mutual Consent for Manor Alterations; and

**WHEREAS**, The member is required to provide proof of personal liability insurance with limits of at least \$1,000,000 per occurrence with an insurer with an AM Best rating or A- VIII or higher and to name United Laguna Woods Mutual as an additional insure; and

**WHEREAS**, a hot tub must be covered and may require a lock when not in use, subject to the California Building Code; and

**NOW THEREFORE BE IT RESOLVED**, that on September 12, 2017, the Governing Documents Review and the Maintenance and Construction Committees recommend approval of a Hot Tub Standard; 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 Blackwell moved, seconded by Director Tibbits to approve the Proposed Hot Tub Standard Policy.

Director Leonard recommended striking the City noise standard on the policy or sending it back to committee.

Dick Rader commented on the manufacturer decibels on hot tubs.

Barbara Copley commented on the hot tub policy resolution.

Director English recommended sending the policy back to the committee.

By a vote of 4-5-0 (Directors Bassler, Tibbetts, Blackwell and McIntosh

approved) the motion failed and will go back to the Governing Documents Committee for further review.

13b. Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)

Secretary of the Board, Maggie Blackwell read the following Resolution approving Use of Common Area for Certain Improvements.

### **Resolution 01-17-81**

#### **Use of Common Area for Certain Improvements**

**WHEREAS**, United Laguna Woods Mutual ("United") is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

**WHEREAS**, United, through its volunteer Board of Directors ("Board"), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United's governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

**WHEREAS**, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

**WHEREAS**, United's Architectural Alteration Standards address, among other things, the installation, alteration, and modification of utility fixtures, components and lines, such as, but not limited to, "Air Conditioning Units/Heat Pumps," "Solar Panels," "Soft Water Units", "Exhaust Fan/Vent Installations", "Water Heater Relocation", etc.;

**WHEREAS**, the Board desires to allow requesting Members to install certain utility appliances in the common area, provided: the appliances are those customary and standard for the use and enjoyment of the manor; the installation does not unreasonably impair United's ability to maintain the common area; the installation does not unreasonably impair the members' right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations;

**WHEREAS**, before any Member will be permitted to install a utility appliance in the common area, the Member shall enter into a

covenant and agreement, to be recorded against the Member's Manor in the Orange County Clerk-Recorder's Office, wherein the Member agrees to maintain the utility appliance and indemnify, defend and hold United harmless, in a form to be provided by United through management;

**WHEREAS**, any utility installation shall not be permitted to create a nuisance or otherwise unreasonably interfere with the quiet enjoyment of a neighboring resident; and

**NOW THEREFORE, BE IT RESOLVED**, September 12, 2017, that the Board of Directors hereby adopts the following resolution:

Placement of certain utility appliances will be permitted in common area, provided: the appliances are those customary and standard for the use and enjoyment of the manor; the installation does not unreasonably impair United's ability to maintain the common area; the installation does not unreasonably impair the members' right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations, including, without limitation, seeking and obtaining the prior written consent of the Board of Directors.

**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 Blackwell moved to approve Use of Common Area for Certain Improvements, seconded by Director Leonard.

By way of a unanimous vote the motion carried.

- 13c. Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures Between Common Walls - Resolution (postponed to September to conform to the 30-day requirement)

Secretary of the Board, Maggie Blackwell read the following Resolution to Remove Standard Specifications for Atrium Enclosures between Common Walls.

**RESOLUTION 01-17-82**

**Variance Requirement for Common Wall Enclosure of Atrium**

**WHEREAS**, United Laguna Woods Mutual ("United") is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

**WHEREAS**, United, through its volunteer Board of Directors (“Board”), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United’s governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

**WHEREAS**, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

**NOW THEREFORE BE IT RESOLVED**, September 12, 2017, that the Board of Directors hereby rescinds Resolution 01-10-170 that atrium enclosures on Granada and Valencia style manors can be issued a Mutual Consent for Manor Alterations without Board approval; and

**RESOLVED FURTHER**, the Board of Directors of this Corporation require that any future Atrium Enclosures on Barcelona, Granada and Valencia style manors will require Board approval of a variance before a Mutual Consent for Manor Alterations can be issued; and

**RESOLVED FURTHER**, the Mutual continues to require a non-sleeping certificate from the City of Laguna Woods; and

**RESOLVED FURTHER**, the Mutual require a Neighborhood awareness notice of hearing on alterations at manor; 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 Blackwell moved to approve the Resolution to Remove Standard Specifications for Atrium Enclosures between Common Walls, seconded by Director Morrison.

Director English commented on the fourth and fifth paragraph and asked for clarification. Director Torng asked for the background on this item.

Barbara Copley commented on Third and their issues with this item.

By a vote of 7-2-0 (Directors English and Torng opposed) the motion carried.

#### **14. Committee Reports –**

##### **14a. Report of the Financial Committee / Financial Report - Pat English**

Director English gave the United Financial Report and gave an overview of delinquencies, resale report, and leasing activity.

- 14b. Report of the Architectural Control and Standards Committee - Janey Dorrell**  
Director Dorrell reported from the ACAS Committee. The ACAS will be changing the format of the meeting in regard to communication with the residents. The ACAS Committee will then do a bus tour and vote after seeing the sites. The next meeting is July 25, 2017
- 14c. Report of the Maintenance & Construction Committee - Don Tibbetts**  
Director Tibbetts reported from the M&C Committee. Director Tibbetts gave an update on the epoxy waste line program and reminded residents that we are not an ADA Community.
- 14d. Report of Landscape Committee - Maggie Blackwell**  
Director Blackwell reported from the Landscape Committee and stated that residents are not to perform maintenance in the common area. The next meeting is August 9, 2017 at 1:30 PM in the Sycamore Room.
- 14e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts**  
Director Tibbetts reported from the Village Traffic Hearings.
- 14f. Report of the Communications Committee - Maggie Blackwell**  
Director Blackwell reported from the Communications Committee.
- 14g. Report of the Governing Documents Review Committee - Juanita Skillman**  
Chair Skillman reported from the Governing Documents Committee. The next meeting will be held on July 24, 2017.
- 14h. Report of the Preparedness for Disaster Task Force - Andre Torng**  
Director Torng reported from the Preparedness for Disaster Task Force.
- 14i. Report of the Disciplinary Cases - Juanita Skillman**  
Chair Skillman reported on the Disciplinary Cases.
- 15. GRF Committee Highlights**
  - 15a. Report of the Community Activities Committee**  
Director McIntosh reported from the CAC.
  - 15b. Report of the Landscape Committee**  
Director Blackwell reported from the Landscape Committee. The next meeting will be July 20, 2017.
  - 15c. Report of the Maintenance and Construction Committee**

Director Tibbetts reported from the Maintenance and Construction Committee

**15d. Report of the Media and Communication Committee**

The next meeting will be held on August 21, 2017.

**15e. Report of the Mobility and Vehicles Committee**

Director Torng reported from the Mobility and Vehicles Committee. Next meeting is August 2, 2017.

**15f. Report of the Security and Community Access Committee**

Director Morrison reported from the Security and Community Access Committee

**15e. Report of the Finance Committee**

Director English reported from the Finance Committee

**16. Future Agenda Items**

16a. Bylaws Amendments (August 2017)

16b. Entertain a Motion to Approve the Revisions to the Drone Policy - Resolution (Must postpone to August to conform to the 30-day notification requirement)

16c. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (Must postpone to August to conform to the 30-day notification requirement)

16d. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (Must postpone to August to conform to the 30-day notification requirement)

16e. Entertain a Motion to Approve a Proposed Hot Tub Standard Policy - Resolution (postponed to September to conform to the 30-day requirement)

16f. Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements - Resolution (postponed to September to conform to the 30-day requirement)

16g. Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures between Common Walls - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)

**17. Director's Comments**



Director Morrison thanked staff for their efforts for the 4<sup>th</sup> of July celebration. He stated that he was pleased with the clean-up of his shower after staff made repairs.

Director McIntosh gave a reminder if you have lost or didn't receive your ballot you can request a duplicate ballot at 714-516-8121.

Director Blackwell commented on voting for the Bylaws and golf fees.

Director Dorrell thanked Jeffrey Beaumont for being at the meeting today.

Director Tibbetts commented that there is not a cockroach infestation in the Village and the follow up on the suspect that was arrested and was a guest.

Director English commented on the golfing fees.

Director Bassler commented on voting for the Bylaws.

Director Leonard commented on solar that generated over a 100,000 kW in June.


Director Torng commented on volunteers wanted for neighborhood captains.

- 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 recessed at 12:13 PM into the Executive Session

**Closed Executive Session Agenda** - *Approval of  
Agenda Approval of the Following Meeting Minutes;  
June 13, 2017 - Regular Executive Session  
Discuss and Consider Member Matters  
Discuss Personnel Matters  
Discuss and Consider Contractual Matters  
Discuss and Consider Litigation Matters*

- 19. Adjourn**

  
Maggie Blackwell, Secretary  
United Laguna Woods Mutual