

REGULAR MEETING

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF LAGUNA WOODS MUTUAL NO. FIFTY A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Friday, August 28, 2020

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 10:30 a.m. on Friday, August 28, 2020 at 24055 Paseo Del Lago West, Laguna Woods, California.

Directors Present: Ryna Rothberg-Chair, Al Amado, John Carter and Inesa Nord-Leth and John Dalis

Directors Absent: None.

Staff Present: Kristen Orr, Ariana Rodriguez,

Others Present: Leonard Stevens

CALL TO ORDER

Director Rothberg called the meeting to order at 10:37 a.m. and established that a quorum was present.

APPROVAL OF AGENDA

By unanimous consent, the Board approved the Agenda.

APPROVAL OF MINUTES OF MEETING

Without objection, the Board approved the minutes of:

- a) July 31, 2020 – Regular Session

PRESIDENT'S COMMENTS

President Rothberg stated how well taken care of and thanked staff for all efforts.

GOLDEN RAIN FOUNDATION REPORT

Ms. Orr informed residents that The Towers' will be getting property and liability insurance separate from the Golden Rain Foundation, Third and United and that they have had great cooperation in the process. She updated the Board on the arrest of a V.M.S. security officer.

GENERAL MANAGER'S REPORT

Ms. Orr thanked the front of the building staff for their hard work. She also gave the management reports for June 2020, including: The Resale Report, the Leasing Report, and the Dining Services Reports (including budget figures/variances).

TREASURER'S REPORT

Director Amado reported financial figures Y.T.D.

MEMBER COMMENTS

None.

RESPONSE TO MEMBERS' COMMENTS

None.

UNFINISHED BUSINESS

Charging Stations

At the April 24, 2020 meeting staff presented the Board with the possibility of adding an electric vehicle charging station at The Towers. The Board directed staff to schedule a meeting with Steve Leonard to get further information regarding charging stations. Mr. Leonard attended the meeting to discuss this matter with the Board. Mr. Leonard informed the Board that his next step would be to meet with Building Engineer, Ed Presley, to best determine location for charging station(s). Director Carter moved to have Mr. Leonard meet with Mr. Presley as well as obtain a proposal from ChargePoint with projected costs and returns on the investment. Director Nord-Leth seconded the motion. By a vote of 4-0-0, the motion passed.

Dining Survey Results

Staff presented the Board with the results for the Dining Services Survey. Ms. Orr is seeking Board direction on how to proceed with the results. Director Carter moved to have the results distributed to the Dining Services Committee and the Dining Services Team. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

Review and Approve Association Rules

Director Carter read the following resolution:

Resolution M50-20-27

Mutual Fifty Rules & Regulations

WHEREAS, on January 19, 2006, the Mutual Fifty Board of Directors adopted Resolution M50-0608, outlining rules and regulations of the corporation to be given to escrow and leasing offices for the information of new residents and lessees; and

WHEREAS, with the changes in policies over the last 11 years, these forms needed revision;

WHEREAS on June 15, 2017 the Board of Directors of this Corporation on behalf of the corporation hereby adopted the following rules and regulations;

WHEREAS, with the changes in policies necessitated by COVID-19, these forms needed revision;

NOW THEREFORE BE IT RESOLVED, as of August 28, 2020, the following rules have been approved by the Board of Directors as follows:

1. When a home is purchased in The Towers and the buyer is approved for Membership, he/she becomes a member of Laguna Woods Mutual Fifty, a California non-profit mutual benefit corporation and a resident member in the Golden Rain Foundation of Laguna Woods, also a California non-profit mutual benefit corporation.
2. Laguna Woods Mutual No. Fifty is jointly owned in undivided interest by the 311 owners of the respective units comprising The Towers, which is managed as a condominium project under the direction of its elected resident Board of Directors. The Corporation has retained a managing agent for the purpose of executing its policies and Business Plan.
3. The Golden Rain Foundation holds in trust for all Laguna Woods Village residents all common properties such as golf courses, clubhouses, buses, swimming pools, etc. It is also managed under the direction of its elected resident Board of Directors. Mutual Fifty Directors are elected by the 311 members and Directors of GRF are elected by the corporate members, United Laguna Hills Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual No. Fifty Board of Directors.
4. The residents of The Towers are provided reception desk services; housekeeping services; common area maintenance service; dining services; and educational and recreational activities. Services beyond what the Board determines to be basic services may be provided as a chargeable service, at an additional cost to the resident.
5. The Towers is not an assisted care facility. The residents must be capable of self-care or financially able to provide for health care attendants.
6. Personalized Motorized Vehicles are permitted within The Towers common area when prescribed by a doctor.
7. Residents are required to dress in acceptable clothing, appropriate to the location and occasion when in the common areas and to conduct themselves in an acceptable manner. There is a dress code in the dining rooms.
8. The monthly assessment for each unit does not include property taxes for the unit, telephone, internet and premium cable service, personal property insurance, and maintenance of the living space of the unit.
9. Each unit is provided with housekeeping services - every other week.
10. The monthly assessments include the cost of a daily meal. Additional fees may be charged if the resident purchases more meals than a daily meal.
11. Gratuity to staff is prohibited at The Towers.

12. There have been occasions when residents have been rude to staff, sometimes causing staff members to resign from his/her position. To avoid this, when an incident of rudeness to staff occurs, the Board of Directors may discipline the resident, including fining the resident up to five hundred dollars (\$500.00) depending upon the severity of the incident.
13. Residents are allowed up to two pets in their unit. Residents who wish to keep pets in their unit must make application to the Mutual and obtain approval before the pet may reside. Applications are available in The Towers Administration office. The Board of Directors may discipline any resident who violates this policy. This does not apply to personal assistance animals.
14. When Residents plan to move into The Towers or move out of The Towers, they MUST schedule the move with the Reception Desk at (949) 597-4278.
15. All construction and remodeling planned within a unit MUST be scheduled through the Maintenance shop (949) 434-5614.
16. Each resident may have one visitor at a time.
17. Residents must call in their visitors ahead of time to the Reception Desk.
18. Visitors must come through the front entrance and record their name, residence they are visiting, time and length of visit and telephone number with staff before entering the building.
19. Visitors will be asked about the possibility of symptoms/exposure.
20. Visitors will have their temperatures taken before entering the building; not permitted in the building if temperature is over 99.9 degrees.
21. Visitors must sanitize their hands and proceed directly to the unit that they are visiting.
22. Visitors must bring their own masks and must wear them in Common Areas including elevators and hallways.
23. Emergency Work only is permitted within The Towers (interior common areas). "Emergency Work" is defined as work that is necessary to address or correct an imminent threat to the health and safety of a resident or residents of the community.
24. Emergency Work only is permitted within residential units.
25. All work being done by outside vendors must abide by Visitor Rules.
26. Personal property may not be left anywhere in the Common Area for any period of time.
27. In-Room Dining Service only- (no charge)
28. Full-service housecleaning is performed bi-weekly for each resident requesting it.
29. Residents must wear a face mask at all times while the housekeeping staff is in the Resident's unit and must make all reasonable efforts to maintain distance from the housekeeping staff.
30. A maximum of 2 people in the elevator at a time.
31. No group gatherings in common area indoor spaces.
32. Minimum of six feet of distance is to be kept between residents at all times in both interior and exterior common area spaces.

33. Masks are required to be worn by residents, visitors, invitees, and staff in all common areas.
34. Delivery services are to deliver items to staff outside of the front entrance to the Lobby; Staff is to mark the package with unit number, sort and organize packages and take packages out for delivery, wearing gloves and a mask.
35. All staff is to enter the building through the front entrance.
36. Staff temperatures to be taken and recorded twice daily (sent home if above 99.9).
37. All caregivers must enter the building through the front entrance anytime they enter or re-enter the building (same as any other visitor).
38. All caregivers must go directly to the residence for which they are employed.
39. Caregivers must not enter the residence of any resident other than their employer.
40. Caregivers must not congregate with other caregivers inside any residence or common area.
41. Kristen Orr, Towers' General Manager is authorized by the Board to make exceptions to any of the Rules at her discretion.

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.

This resolution has satisfied the required 28-day comment period per the Davis-Sterling Act.

Director Carter moved the proposed resolution and for all new rules added on August 28, 2020 to be automatically revoked with the pandemic is declared over. Director Amado seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

NEW BUSINESS

Review July 2020 Financials

By unanimous consent, the Board acknowledged that they completed the review of the July 2020 Financials.

Review and Approve Reserve Study Draft

Directed Carter moved to accept the reserve study draft. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

Review Proposed Trip Hazard

Klarc Mills from I.P.S. identified all trip hazards needing full concrete replacement with orange spray paint. If the Board were to address all marked spots, the total for the project is proposed to be \$13,862. Director Amado moved to approve the proposal from I.P.S. for the amount of \$13,862 to address all identified trip hazards. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

Utility Vehicle Proposal

As part of the 2020 Reserve plan, \$5,000 was allocated for the purchase of a utility vehicle for the Maintenance Department. Ed Presley was able to find a vehicle that best meets the needs of the department; however, the purchase price exceeds the allocation by \$837.66. Director Carter moved to approve a supplemental appropriation in the amount of \$837.66 to purchase the utility vehicle for \$5,837.66 from Saddleback Golf Cars of Laguna Woods and at the same time to have Ms. Orr inquire about a reduction in price. Director Amado seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

Interior Design Plans

Staff has engaged with Laura Schachter of Living Concepts Design Studio and Ben Bakian of Sigla Furniture to come up with a design concept for the first phase of our common area interior space upgrade. Ms. Schachter has worked with many senior clients and designs with style and comfort preference in mind. Mr. Bakian is a furniture manufacturer who owns Sigla Furniture and has built furniture for many resorts, hotels, and assisted living communities. Director Nord-Leth moved to approve \$30,000 for the interior design project for Lounge 1 and the Lobby, with \$5,000 approved as a supplemental appropriation. In addition to have the design consultants work with The Towers' marketing consultant in carrying the project forward. Director Carter seconded the motion. By a vote of 4-0-0, the motion passed.

Landscape Proposal – Planter Enhancement

At the April 24th Board meeting, the Board approved the proposal to cut down three ficus trees on the back side of Tower 2. Since then, staff has received comments about adding plants in that area to fill the empty space. Bemus Landscape has provided two proposals to fill the empty space. Director Carter moved that Bemus provide an alternative proposal not to exceed \$1,200 that includes more color. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

Board Member Closing Comments

No closing comments.

ADJOURNMENT

The Meeting was adjourned at 12:04 p.m.

A handwritten signature in black ink, appearing to read "John Carter", is written over a horizontal line.

John Carter, Secretary