

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

Thursday May 20, 2021

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 10:00 a.m. on Thursday, May 20, 2021 at 24055 Paseo Del Lago West, Laguna Woods, California.

Directors Present: Ryna Rothberg-Chair, John Carter, Inesa Nord-Leth, Margaret Bennett (left at 12:10pm) and Al Amado

Directors Absent: None.

Staff Present: Ariana Rodriguez, Lisa Armstrong, Renee Pedroza, Ed Presley, Freddy Rodriguez

Others Present: Kristen & Mark Seres (CastleRock Design Group), Marjorie Michelin (Interior Motives Design Group)

CALL TO ORDER

Director Rothberg called the meeting to order at 10:05 a.m. and established that a quorum was present.

APPROVAL OF AGENDA

By unanimous consent, the Board approved the Agenda.

SECRETARY REPORT

Without objection, the Board approved the minutes of:

- April 15, 2021 General Session Meeting Minutes
- April 29, 2021 General Session Meeting Minutes

PRESENTATIONS:

First Floor Remodel Designer Proposals

CastleRock Design Group

Kristen Seres & Mark Seres from CastleRock attended the meeting and presented to the Board different senior communities they have worked on. They also presented The Process which Programing, Conceptual Design, Design Development, Contract Documents Specifications Procurement Furniture Installation. He informed the membership of the timeline being delayed because of high demand in supplies and the project should be completed in 3-9 months.

Interior Motives Design Services

Marjorie Michelin from Interior Motives Design Services attended the meeting and presented different design boards and made recommendations on what work/designs should be used.

MANAGEMENT REPORT

Ms. Armstrong gave the management reports for April 2021, including: The Resale Report, the Leasing Report, and the Dining Services Reports (including budget figures/variances). She also informed the membership of the PMP support provided in previous meetings and that PMP is following through with their support.

TREASURER'S REPORT

Director Amado reported on the March 2021 Financials. He reported on 17 Mutual Owned Units currently vacant units and the loss this results in. He commented that the Administration Department is under budget, Food Service Department is under budget, Housekeeping Department is over budget, Maintenance Department is over budget and Operating Department is over budget.

Ms. Bennett commented that the Reserve account is not showing on the report and it should be.

Director Carter moved to approve the Treasurer Report for March 2021. Director Nord-Leth seconded the motion. By a vote of 5-0-0, the motion passed.

HOMEOWNER FORUM

Resident Anita Martin, unit 802, said her questions were answered with presentation. She also commented that the ping pong table looked inappropriate in the current location, the lights in Lounge 1 are too bright, and live plants should be seen in the first floor. She commented that we need warm and welcoming staff at the front desk.

Resident Bobby Rosenfeld, unit 302, questioned if in the meantime we can add some of the old furniture back into Lounge 1.

Resident Nettie Sarvas, unit 1357, is questioning what staff meant by no plastic bags in the recycle, if shopping carts can be left outside the tunnel elevator doors and commented on the possibility of installing the loop in the Key Club so everyone could hear.

Resident Pearl Schneider, unit 858, informed membership of her planned party and is asking the Board for approval outside.

Resident Kristen Vance, unit 851, questioned the need for social distancing if masks are not required.

Resident Shelva Lenzkes, unit 401, informed membership of creating a Ladies Group.

The Board and Ms. Armstrong addressed the following comments:

- *Ms. Rothberg said the furniture will be returned soon by Renee Pedroza*
- *Ms. Rothberg comment to have Taylor Fox put a flyer in the elevator for the Ladies Group*
- *Ms. Armstrong commented that the guest policy was going to be discussed under New Business*

COMMITTEE REPORTS

Committee Chairs and/or Board liaisons read their respective reports and addressed questions.

UNFINISHED BUSINESS

First Floor Remodel Designer Proposals

Director Carter moved to approve CastleRock Design Group as the designer for the first-floor remodel in the amount of \$19,835. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 4-0-1, (Director Bennett opposed) the motion passed.

Electric Vehicle Charging Station Update

By unanimous consent this item was tabled.

NEW BUSINESS

Marketing Committee Recommendations

The Marketing Committee is requesting Board approval to spend the following funds from Advertising GL 5075 which total \$7,430. Below is listed how this amount will be spent.

1. Village Globe Newspaper; 1/2-page Horizontal color ad every other week starting in June and through September, or a total of 10 insertions. Each insertion is \$428.00 X 10 = \$4,280.00.
2. Two Orange County Publications to reach the targeted demographic/readership outside of Laguna Woods being a younger and more active retired clientele. We will be running a 3/4-page Vertical ad and all design and production will be provided by the publication. Billing/invoicing will be separate each month at \$1,050.00 X the 3-month commitment = \$3,150.00.
3. Village Breeze Magazine. This is a free Ad courtesy of LWVMS.

Director Amado moved to approve \$7,430 to be spend in advertising. Director Carter seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed the motion.

The Marketing Committee is recommending the Board approve 100 brochures in the amount of \$2,916.30 Director Carter moved to approve the purchase of 1000 brochures in the amount of \$2,916.30. Director Nord-Leth seconded the motion. By a vote of 5-0-0, the motion passed.

Landscape Committee Recommendation

Director Carter moved to approve \$1,224.30 for Bemus to place white stone in the Atrium. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

Director Carter moved to approve the following proposals:

- \$520.15 for Bemus to install geraniums in bare areas at the window outside Lounge 2.
- \$229.10 for Bemus to fill in bare area on top of the sole behind turf.
- \$33.52 for Bemus to fill in the hedge at top of entry slope.
- \$150.90 for Bemus to fill planter behind Tower 2.

Director Bennett seconded the motion. By a vote of 4-0-0, the motion passed.

Approve Resale of Unit 813

Director Nord-Leth read the following resolution:

Resolution 50-21-10

Approval to Sell Unit 813

WHEREAS, Mutual No. Fifty owns Unit 813 in Tower 1 as a result of a foreclosure from a previous owner's unpaid association assessments; and

WHEREAS, Mutual No. Fifty has been approached by Ms. Im Hyoun to purchase Unit 813 at a price of \$2,000; and

WHEREAS, Ms. Im Hyoun meets Mutual No. Fifty's income requirements to purchase an A Unit in The Towers; and

WHEREAS, Mutual No. Fifty's Board of Directors has named its General Manager, Lisa Armstrong, as one of its corporate officers for the purposes of signing documents on behalf of the corporation;

NOW THEREFORE BE IT RESOLVED, May 20th, 2021, that the Board of Directors of this Corporation hereby approves the sale of Unit 813 to Ms. Im Hyoun; and

RESOLVED FURTHER, that the Board authorizes Lisa Armstrong, General Manager, to sign any and all real estate documents pertaining to the sale of Unit 813; 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 Nord-Leth seconded the resolution. Director Carter seconded the motion. Discussion ensued. By a vote of 4-0-0, the motion passed.

Guest Policy

Director Carter moved to make an exception and approve a party for resident Pearl Schneider with outside guests in Lortscher Hall. Director Nord Leth seconded the motion. By a vote of 2-0-1 (Director Bennett opposed), the motion passed.

Mutual Fifty Rules & Regulations

Director Nord-Leth read the following resolution:

Resolution M50-20-XX

Mutual Fifty Rules & Regulations

WHEREAS, on February 18, 2021, the Mutual Fifty Board of Directors adopted Resolution M50-21-04, 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 necessitated by COVID-19, these forms needed revision;

NOW THEREFORE BE IT RESOLVED, as of June 17, 2021, 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 condominiums 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 Front 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 condominium does not include property taxes for the condominium, telephone, internet and premium cable service, personal property insurance, and maintenance of the living space of the condominium.
9. Each condominium 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 condominium. Residents who wish to keep pets in their condominium 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 Front Desk at (949) 597-4278.
15. All construction and remodeling planned within a condominium MUST be scheduled through the Maintenance shop (949) 434-5614.
16. Visitors must sanitize their hands and proceed directly to the condominium that they are visiting.
17. Visitors must bring their own masks and must wear them in Common Areas including elevators and hallways.
18. All outside vendors must abide by Visitor Rules.
19. Personal property may not be left anywhere in the Common Area for any period of time.
20. Room Service at no charge.

21. Full-service housecleaning is performed bi-weekly for each resident requesting it.
22. Residents must wear a face mask at all times while the housekeeping staff and maintenance staff is in the resident's condominium and must make all reasonable efforts to maintain distance from the housekeeping staff.
25. Masks are required to be worn by residents, visitors, invitees, and staff in all Common Areas.
26. All caregivers must enter the building through the front entrance anytime they enter or re-enter the building (same as any other visitor).
27. All caregivers must go directly to the residence at which they are employed.
28. Caregivers must not enter the residence of any resident other than their employer.
29. Caregivers must not congregate with other caregivers inside any residence or common area.
30. The Towers' General Manager is authorized by the Board to make exceptions to any of the Rules with the permission of the Board President.

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 will go out for a required 28-day comment period per the Davis- Sterling Act.

These rules are to be effective June 17, 2021.

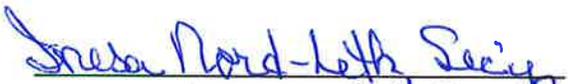
By unanimous consent the Board moved to have the rules out for 28-day comment period.

352 Art Studio

Discussion regarding getting a proposal for creating unit 352 into a studio ensued. No Board action was taken.

ADJOURNMENT

The Meeting was adjourned at 12:56 p.m.


Inesa Nord-Leth, Secretary