



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL RESIDENT POLICY AND COMPLIANCE COMMITTEE

**Tuesday, August 23, 2022 – 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road**

AGENDA

- | | |
|---|-----------|
| 1. Call to Order | Mark Laws |
| 2. Acknowledgment of Media | Mark Laws |
| 3. Approval of the Agenda | Mark Laws |
| 4. Approval of Meeting Report for July 27, 2022 | Mark Laws |
| 5. Chair's Remarks | Mark Laws |
| 6. Member Comments (Items Not on the Agenda) | |

Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:

- a. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
- b. Join the Committee meeting via Zoom at: <https://us06web.zoom.us/j/84409756300> or by dialing 669-900-6833 Access Code: 835 5607 4136.

Reports:

None

Items for Discussion and Consideration:

- | | |
|---|------------------|
| 7. Member Disciplinary Process | Mark Laws |
| 8. Rules of Board Meetings | Blessilda Wright |
| 9. Barbeque Rules and Regulations | Mark Laws |
| 10. Trash Containers Rules for units with garages | Mark Laws |

Items for Future Agendas:

11. Pet Policy
12. Nuisance Policy
13. Social Media Use Policy

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – September 28, 2022
16. Adjournment

*A quorum of the Third Board or more may also be present at the meeting.

Mark Laws, Chair
Blessilda Wright, Staff Officer
Telephone: 949-597-4254



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE**

Wednesday, July 27, 2022 – 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws, Chair, Cris Prince and Nathaniel Lewis,

MEMBERS ABSENT: Cush Bhada

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Jacob Huanosto

CALL TO ORDER

Mark Laws, Chair, called the meeting to order at 9:30 a.m.

ACKNOWLEDGEMENT OF MEDIA

The Media was not present.

APPROVAL OF AGENDA

Advisor Hack made a motion to approve the agenda as presented. Director Lewis seconded the motion.

By consensus, the motion carried.

APPROVAL OF MEETING REPORTS

Advisor Hack made a motion to approve the June 28, 2022 meeting report with the following correction:

-The Board Member Participation in Committee motion to state Director Bhada made a motion to amend Board Member Participation in Committee to state for committee quorum and voting purposes. Director Prince seconded the motion.

Director Prince seconded the motion.

By consensus, the motion carried.

CHAIRMAN'S REMARKS

None

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Board Member Participation in Committees

Ms. Blessilda Wright, Compliance Supervisor, presented Board Member Participation in Committees report. The Committee commented and asked questions.

Director Lewis made a motion to accept the report with changes. Director Prince seconded the motion

By unanimous vote, the motion carried.

Rules for Board Meetings

Director Prince presented the Rules for Board Meetings report. The Committee commented and asked questions.

Director Lewis made a motion to table the matter till next month with the committee changes. Director Prince seconded the motion.

By unanimous vote, the motion carried.

Social Media Use Policy

Chair Laws presented the Social Media Use Policy report. The Committee commented and asked questions.

Director Prince made a motion to table the matter for further research. Director Lewis seconded the motion.

By consensus, the motion carried.

Barbeque Rules & Regulations

Chair Laws presented the Barbeque Rules & Regulations Policy report. The Committee commented and asked questions.

Director Prince made a motion to table the matter for further research. Director Lewis seconded the motion.

By consensus, the motion carried.

ITEMS FOR FUTURE AGENDAS

- Garbage Rules and Regulations
- Nuisance Policy
- Pet Rules

CONCLUDING BUSINESS

Committee Member Comments

None.

Date of Next Meeting

Tuesday, August 23, 2022 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:21 a.m.

Mark W. Laws

Mark W. Laws (Aug 4 2022 11:42:10)

Mark Laws, Chair
Third Laguna Hills Mutual







TLHM Resident Policy and Compliance Committee- Minutes 07-27-2022

Final Audit Report

2022-08-04

Created:	2022-08-04
By:	Blessilda Wright (Blessilda.Wright@vmsinc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAApf-ulxHZyT_O4TF1UltcgsDFm5bc0i5c

"TLHM Resident Policy and Compliance Committee- Minutes 07-27-2022" History

-  Document created by Blessilda Wright (Blessilda.Wright@vmsinc.org)
2022-08-04 - 3:18:30 PM GMT - IP address: 216.115.245.46
-  Document emailed to thirdmutual@lagunawoodsvillage.com for signature
2022-08-04 - 3:18:52 PM GMT
-  Email viewed by thirdmutual@lagunawoodsvillage.com
2022-08-04 - 6:41:45 PM GMT - IP address: 15.254.46.209
-  Signer thirdmutual@lagunawoodsvillage.com entered name at signing as Mark W. Laws
2022-08-04 - 6:42:14 PM GMT - IP address: 15.254.46.209
-  Document e-signed by Mark W. Laws (thirdmutual@lagunawoodsvillage.com)
Signature Date: 2022-08-04 - 6:42:15 PM GMT - Time Source: server- IP address: 15.254.46.209
-  Agreement completed.
2022-08-04 - 6:42:15 PM GMT



STAFF REPORT

DATE: August 23, 2022
FOR: Resident Policy and Compliance Committee
SUBJECT: Member Disciplinary Process

RECOMMENDATION

Received and File.

BACKGROUND

On July 20, 2004, the Board of Directors established a member-discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline (Attachment 1, Resolution 03-04-12). The Board of Directors is obligated to evaluate and impose if appropriate, member-discipline under its Bylaws and California Civil Code.

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff will monitor the situation and if compliance is not evident, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is merited, staff will proceed with noticing the Member for a hearing. During a Member Disciplinary Hearing the member has the right to meet before the Board of Directors in executive session. If the board finds the member to be in violation of the governing documents, the board may impose a fine based on the Monetary Fee Schedule, suspend Member privileges for delinquency, and/or consider legal action.

The Executive Hearings Committee meets for four hours on a monthly basis for damage restoration and disciplinary hearings. For 2021, the Committee averaged six disciplinary hearings per monthly meeting.

DISCUSSION

On average, the member-disciplinary process takes approximately 45 days from when a complaint is reported to when a disciplinary hearing is scheduled. Additionally, at present time, approximately 82% of disciplinary cases are resolved with the courtesy notice. The following categories currently result in an immediate hearing: violations involving hazardous materials, dog bite, major manor maintenance/repair, and major nuisance violations.

Complaints received via a Complaint Form or Staff are investigate to confirm there is a violation to the Third's governing documents. Due to confidently staff is unable to disclose finding of a complaint to the reporting party. Furthermore, if a resident submits a complaint they are also advised to contact the Security Department when the violation occurs for a Security Officer to verify the violation i.e. dog barking, loud television or construction violations.

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Member Disciplinary Process

Attachment 2: Compliance Process Flow Chart

Attachment 1: Member Disciplinary Process

MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Section 5850

Resolution 03-04-12, adopted July 20, 2004 by the Third Laguna Hills Mutual (Third) Board of Directors established a member-discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The Board of Directors is obligated to evaluate and impose if appropriate, member-discipline under its Bylaws and Civil Code Section 5850.

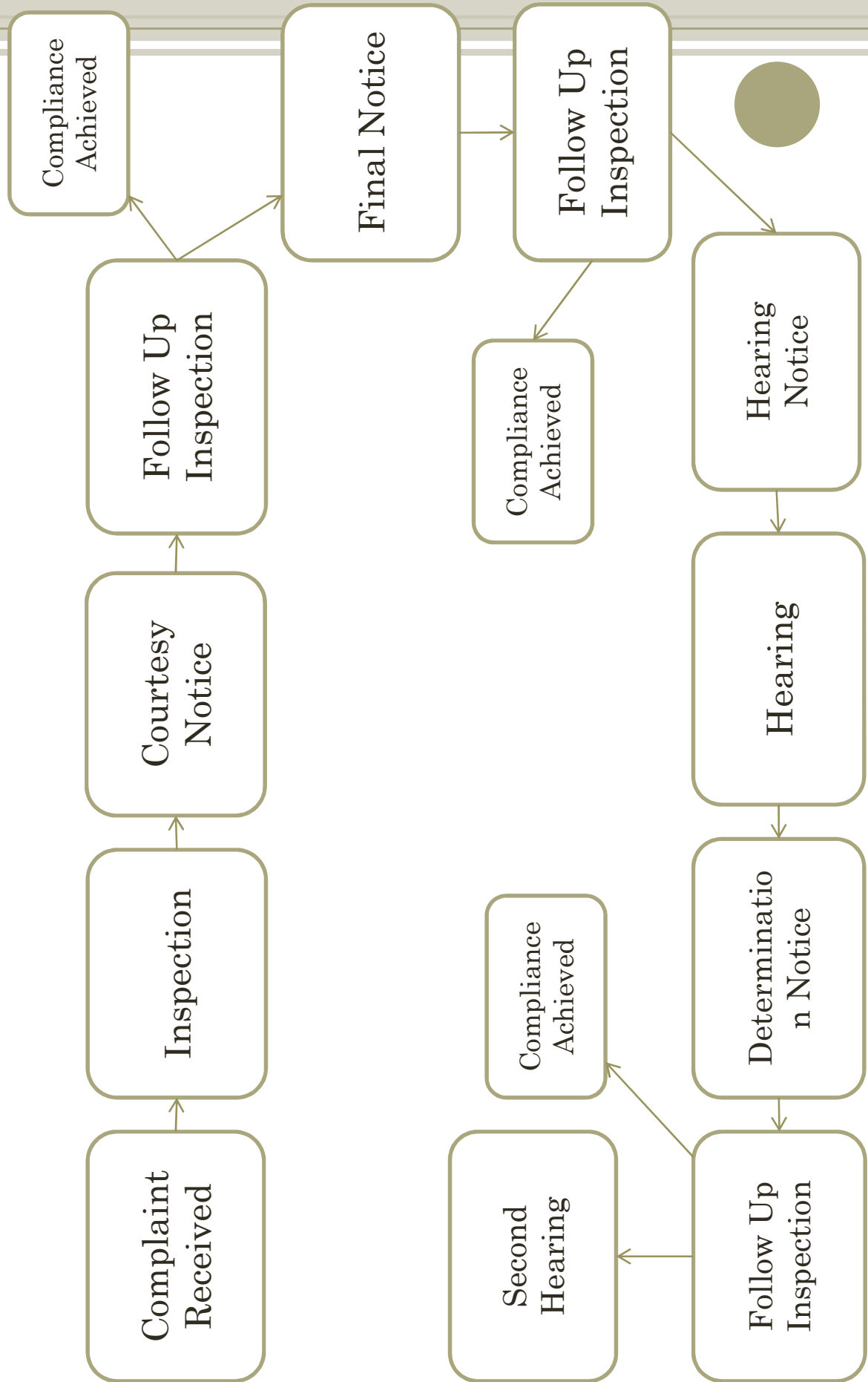
Each Member of Third is obligated to comply with the rules, terms, and conditions as set forth in the Mutual's governing documents. Following is the disciplinary process adopted by the Board of Directors when violations occur:

- Upon notice of alleged violation, Staff investigates and files an Incident Report (IR) and/or Notice of Clutter Violation (NOV).
- By way of the initial investigation, should Staff identify objective evidence of a violation by a Member or their guests, Staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.
- Staff will monitor the situation and if compliance with the request is not evident, an additional IR and/or NOV is filed, and a letter is sent to the offending party advising that a Disciplinary Hearing may be scheduled with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.
- If a Disciplinary Hearing is merited, Staff will proceed with noticing the Member for a hearing. Hearings are noticed based on Section 4.5, Discipline or Suspension, of the Bylaws.
- During a Member Disciplinary Hearing the Member has the right to meet before the Board of Directors in executive session. If the Board finds the Member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend Member privileges, and/or consider legal action.

Violations include but are not limited to: abandoned/inoperable vehicles, unauthorized alterations, animal nuisance, breezeway clutter, carport clutter, common area clutter, interior clutter, patio clutter, illegal occupancy, nuisance, non-payment of assessments, etc.

The Member Disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Department at 949-268-CALL or by email at compliance@vmsinc.org.

COMPLIANCE PROCESS





STAFF REPORT

DATE: August 23, 2022
FOR: Resident Policy and Compliance Committee
SUBJECT: Rules for Board Meetings

RECOMMENDATION

Amend the Rules for Board Meetings.

BACKGROUND

On January 15, 2013, the Board established Rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). Since the adoption, the Rules for Board Meetings Policy has been revised twice (Resolution 03-14-04, January 21, 2014 and Resolution 03-20-80, November 17, 2020).

The Rules for Board Meetings Policy is to provide Directors and Mutual Members the rules and expectation for a successful, efficient and orderly Board meeting.

On July 27, 2022, the Committee reviewed the policy and directed staff to add clarifying language to specific sections, change notation format and review against the Board of Directors handbook for consistency.

DISCUSSION

The Board of Directors handbook was created by Staff to outline the duties and responsibilities of a Board Member. The handbook was not adopted by the Board as it was intended to be used as an informational guide for incoming Board Members.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-22-XX, Rules for Board Meetings

Attachment 2: Rules for Board Meetings



**Rules for Board Meetings
RESOLUTION 03-22-XX**

WHEREAS, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Stirling Act; and

WHEREAS, the Board of Directors wishes to promote order and regulate meeting time in an even and consistent fashion;

NOW THEREFORE BE IT RESOLVED, XX XX, 2022, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

RESOLVED FURTHER, that Resolution 03-20-80 adopted November 17, 2020 is hereby superseded 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.



RULES FOR BOARD MEETINGS
Resolution 03-22-XX; Adopted [date]

I. INTRODUCTION

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners ("Members") have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners' right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual ("Third").

II. BOARD MEETINGS

A. Regular Board Meetings

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all Association-Mutual Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m. In accordance with Civil Code § 4920. Notice of Board Meetings.

B. Special Meeting or Altering Location, Date or Time

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Clubhouse kiosks and the community center bulletin board and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice. In accordance with Civil Code § 4923. Emergency Board Meetings

C. Attendance

Commented [WB1]: Director Prince: reconsider not stated in bylaws:

Staff Response: Bylaws Section 6.5.1 Open meeting requirements states: Mutual member's (owners) shall be permitted to speak at open portion of the board meeting. This statement aligns with the bylaws.

The Board can remove and take a hard stance on not allowing non-members to attend and speak. This would not be advisable as instances occur where the Board might allow non-members to speak.

Commented [WB2]: Director Prince: Inconsistent with bylaws section 6.5.3 (no notice is required but agenda to be posted no later than 3:00pm proceeding Friday):

Staff Response: This section aligns with civil code requirements: Civil Code § 4920. Notice of Board Meetings. Civil Code § 4045. Providing General Delivery or Notice.

Commented [WB3]: Director Prince Bylaws section 6.5.6:

This statement addresses civil code requirements: Civil Code § 4920. Notice of Board Meetings. Civil Code § 4045. Providing General Delivery or Notice.

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 2 of 12

Members may attend Board meetings, but Executive Session meetings are closed. **A “Member” is not a tenant, guest, family, or legal counsel of the Member.**

D. Agendas

1. **Preparation.** Agendas are prepared by the President 1, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
 - a) Has no suggested action;
 - b) Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
 - c) Must be discussed in Executive Session;
 - d) Would make the agenda unduly lengthy (and so will be on the next agenda);
 - e) Is sent first to a committee for recommendation; or
 - f) Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
 - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
 - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.
 - c) The requested agenda topic must still meet the standards of Rule II(D)(3) above.

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 3 of 12

1 Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

- d) A Member who has requested an agenda item which is placed on the agenda ("Requesting Member"), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
- 6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as "agenda package"), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
- 7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

Sample agenda. The following is a typical Agenda:

- a) Call meeting to order/Establish Quorum.
- b) Pledge of Allegiance
- c) Acknowledge Media
- d) Approval of Agenda
- e) Approval of Minutes
- f) Report of the Chair
- g) Open Forum (Three Minutes per Speaker)
- h) Responses to Open Forum Speakers
- i) CEO/COO Report
- j) Consent Calendar
- k) Unfinished business
- l) New Business
- m) Committee Reports
- n) GRF Committee Highlights
- o) Future Agenda Items

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 4 of 12

- p) Director's Comments
- q) Recess
- r) Adjournment

E. Committees: Reports, Meetings

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a ~~member~~Member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as "received."
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule ~~D.3~~(3).
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

Commented [WB4]: Director Prince preference change to D.3

Staff Response: committee approval on change

F. Open Forum

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A "meeting" under the law is "a congregation of a majority of the ~~member~~Members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board." The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 5 of 12

the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.

- a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
- b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each ~~member~~Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be- shortened to two minutes per speaker.
- c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
- d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
- e) The statements made by Members in Open Forum are not the position of ~~the Association~~Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. **Open Forum During Agenda Item Discussions.**

- a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
- b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 6 of 12

Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.

- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.
 - d) The Chair in its sole discretion may reduce the time per speaker to two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.
 - e) A ~~member~~Member (or co-Owner of a Member) shall only speak once on a given agenda item.
 - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re- open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

G. Meeting Conduct

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 7 of 12

4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
5. Pounding on table or throwing items; and
6. All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible "sidebar" remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

H. Violation of Rules

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.

In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected by the Chair or upon majority Board vote without warning.

I. Parliamentary Procedure

Meetings will generally follow "Robert's Rules of Order." In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action

Commented [WB5]: Committee Question: Board of Directors Handbook differs from list

Staff Response: the Board of Directors Handbook is a guide to outline the duties and responsibility of each board of director. The handbook was not adopted by the mutual.

Does the committee want the rules of decorum stated in the handbook be included in this document?

Commented [WB6]: Director Prince reconsider bylaws silent on non-members:

Staff Response: Bylaws 6.5.1 states "...meetings of board of board of directors shall be open to all mutual members (owners)."

This rule give the chair authority on how to address non-members in attendance of the meetings.

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 8 of 12

on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

J. Recording of meetings: Minutes

The proceedings of Board meetings shall not be electronically recorded, except by "Village TV". Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall ~~not~~ record general commentary or statements by Directors, or comments during Open Forum.

Commented [WB7]: Director Prince revise? Minutes of June 21, Open Board meeting reflects comments during open session forum and Directors response are reflected:

Staff Response: staff will need to speak with management to confirm is SOP has changed

K. Board Deliberations

1. Directors will deliberate topics only when on an agenda, except for emergency matters 2, and when a motion has been made and seconded by a Director, ~~except for Committee recommendations, which do not require a motion or second~~. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
 - a) Cooperate to keep their remarks on the topic of a motion,
 - b) Speak to each other,
 - c) ~~Not~~ personally address the live audience or the television/virtual audience, and
 - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart ~~H(H)H.II~~ herein.

Commented [WB8]: Director Prince no clear:

Staff Response: Board cannot take action on items not listed on the agenda. If a director wishes to add an agenda item this states the process.

Commented [WB9]: Director Prince Not current practice:

Staff Response: The chair and staff person are to enforce this rule

Commented [WB10]: Director Prince preference change

Staff Response: will need confirmation from committee for format change.

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 9 of 12

2 Emergency Defined. An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)

4.5. Motions may be amended in at least two ways:

- a) A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
- b) A motion may also be amended by a "friendly amendment" in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

L. Board Comments During Meetings

1. The comments of Directors, staff, or Mutual consultants during Board or Committee Meetings are not comments of the Mutual, and only the speaker's opinions.
2. The position of the Mutual is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.
3. The Chair of any Board or Committee Open Meeting shall make an announcement at the beginning of the Board or Committee meeting which recites the first two sentences of this section verbatim.

Commented [WB11]: Director Prince current practice does not include this

Director Response: This was followed by previous boards

M. Chair

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board's deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair's leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.

6. Any Director also may move the previous question, which is not debatable, and requires a two-thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

III. EXECUTIVE SESSION

A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Contract negotiations.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. **Hearings on Mutual reimbursement claims against a Member**
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.
7. Personnel issues.

Subsequent Board minutes will contain a general note of the actions taken.

B. Confidentiality Agreement

To protect Third and its Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

The Confidentiality Agreement shall state substantially as follows:

"I, _____ (Name), after having been duly elected or appointed as a Director of Third Laguna Hills Mutual, do hereby agree that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session.

I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I

Third Laguna Hills Mutual
Rules for Board Meetings
 Resolution 03-22-XX
 Page 11 of 12

further understand that I will be held responsible for any damages which result to the Mutual or its individual Members if I violate this agreement.”

C. Procedure for Setting

The notice for a meeting which is solely an Executive Session meeting must be posted in the Clubhouse kiosks, community center bulletin board and on the website two days in advance, unless it is an emergency Executive Session meeting.

Commented [WB12]: Director Prince posted where?

Staff Response: Same as the open session areas; Same process as above: "posting in the Clubhouse kiosks and the community center bulletin board and on the web site "

The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

D. Agenda Packets

Due to the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. The Secretary, Treasurer and Committee Chair and Co-chair may retain the agenda packet. Executive session agenda packets will not be distributed to Directors in electronic form.

IV. CLOSED SESSION HEARINGS

The Mutual conducts its disciplinary hearings and reimbursement claim hearings in closed session. The following rules are to inform both ~~member~~ Member(s) and Directors regarding how these hearings are conducted.

A. Notification

If the Mutual is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The Member may bring written witness(es) statements. The Member may not bring legal counsel to Executive Hearings Committee meeting only the regular closed session Board meeting. The ~~M~~member being considered for discipline or reimbursement claim may not observe the Board's deliberation of the matter. A ~~member~~ Member may provide a written statement as a substitute for personally appearing at the hearing.

Commented [WB13]: Director Prince is this still accurate:

Staff Response: this is still current

Commented [WB14]: Director Prince is this still accurate:

Staff Response: Held at the discretion of the Committee/Board.

A complaining ~~member~~ Member may provide a written statement to the Board.

Third Laguna Hills Mutual
Rules for Board Meetings
Resolution 03-22-XX
Page 12 of 12

The complaining ~~member~~Member will not be permitted to hear the Board's deliberation or the presentation by the ~~Member~~Member being considered for discipline.

C. Addressing the Board

A ~~Member~~Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of five minutes of uninterrupted time. Then the Board will have five minutes to ask questions for a total of 10 minutes. If a Member brings supporting documentation, it is suggested the ~~member~~Member bring one copy for staff, one copy for Mutual legal counsel, and 11 copies for the Board. If a ~~member~~Member brings supporting witnesses, an additional five minutes can be added to the ~~member~~Member's time.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.



STAFF REPORT

DATE: August 23, 2022
FOR: Resident Policy and Compliance Task Force
SUBJECT: Barbeque Grill Rules & Regulations

RECOMMENDATION

Receive and file.

BACKGROUND

Throughout the years the Board has reviewed periodically the Barbeque Grill Rules & Regulations. Most recently on December 3, 2020 and February 3, 2021 and took no action.

On March 16, 2021, the Board approved the existing Barbeque Grill Rules & Regulations (Resolution 03-21-18).

In the last seven years there have been four (4) fires started by barbeque grills; and only one (1) of the incidents required Third's insurance company to be involved. Since 2011, the Compliance Division has mailed ten (10) disciplinary letters regarding nuisance violations caused by the use of barbeque grills.

DISCUSSION

The Committee requested past staff report with attachments be provided for review and discussion.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Barbeque Grill Rules & Regulations Endorsement Packet

Attachment 2: City of Laguna Woods Barbeques (2017)

Attachment 3: Orange County Fire Authority BBQ Safety

Third Laguna Hills Mutual
Resident Policy and Compliance Committee
February 3, 2021

ENDORSEMENT (to Board)

Barbeque Grill Rules & Regulations

The Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

Third Laguna Hills Mutual's ("Third") members are currently directed to follow the guidelines for barbeque grill use and safety provided by the Orange County Fire Authority ("OCFA") and the City of Laguna Woods.

On December 3, 2020, the Resident Policy and Compliance Committee discussed and considered Barbeque Grill Rules and Regulations. By a vote of 4-1-0, the motion carried.

The implementation of the proposed Barbeques Grills Rules & Regulations includes an article in the Laguna Woods Village Breeze advising Third members of the new rules and regulations coming into effect. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules. Additionally, new owners will be advised of the Barbeque Rules & Regulations in the resale packet 'Enjoying Your Life in Third Laguna Hills Mutual'.

On February 3, 2021 the Resident Policy and Compliance Committee reviewed the Barbeque Grill Rules & Regulations.

Director Parsons made a motion to approve the Barbeque Rules and Regulations with changes. Director Karimi seconded the motion.

By consensus, the motion carried.

STAFF REPORT

DATE: February 3, 2021
FOR: Resident Policy & Compliance Committee
SUBJECT: Barbeque Grill Rules & Regulations

RECOMMENDATION

Adopt Barbeque Grill Rules & Regulations.

BACKGROUND

Third Laguna Hills Mutual's ("Third") members are currently directed to follow the guidelines for barbeque grill use and safety provided by the Orange County Fire Authority ("OCFA") and the City of Laguna Woods.

The guidelines include the following:

What is allowed in the Village?

- Electric Grills
- Propane grills with a container capacity no more than 2.5 pounds
- Grills that are stored in a safe manner and do not obstruct walkways

What is *not* allowed?

- Use of grills on balconies and decks
- Use of grills within 10 feet of buildings or combustible material
- Propane grills with a container larger than 2.5 pounds*
- Use of a grill that creates a nuisance (excessive smoke or odor) to neighboring units.

* an adapter can be purchased to convert to the smaller tank.

In addition to the above items, please follow the safety tips below when operating a BBQ grill:

- Follow the manufacturer instructions
- Fasten the propane tank securely to the grill
- Place your grill on a level surface so it will not topple over
- Light your grill with the top open
- Supervise the grill when in use and keep everyone away, including pets
- Use long-handled tools especially made for cooking on the grill
- Do not wear a loose apron or loose clothing while grilling, and always wear shoes
- Thoroughly clean grill after each use
- Keep a fire extinguisher nearby
- Always use or store cylinders outdoors in an upright (vertical) position

In the last five years there have been four fires started by barbeque grills; since May 2020 there have been two fires. Only one of the incidents required Third's insurance company to be involved. Since 2011, the Compliance Division has mailed seven disciplinary letters regarding nuisance violations caused by the use of barbeque grills.

On December 3, 2020, the Resident Policy and Compliance Committee discussed and

Barbeque Grill Rules & Regulations

January 6, 2021

Page 2

considered Barbeque Grill Rules and Regulations. By a vote of 4-1-0, the motion carried.

DISCUSSION

The purpose to adopt Barbeques Grill Rules & Regulations is to provide guidelines on the use of barbeque grills. It would require members in multi-story units to use grills on common area. This can be a liability for Third if the member leaves the grill unattended during use while in common area.

The implementation of the proposed Barbeques Grills Rules & Regulations includes an article in the Laguna Woods Village Breeze advising Third members of the new rules and regulations coming into effect. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules. Additionally, new owners will be advised of the Barbeque Rules & Regulations in the resale packet 'Enjoying Your Life in Third Laguna Hills Mutual'.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager
Dan Yost, Risk Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-21-XX, Barbeque Grill Rules & Regulations

Attachment 2: Barbeque Grill Rules & Regulations

Attachment 3: Enjoying Your Life in Third Laguna Hills Mutual

Barbeque Rules & Regulations
Resolution 03-21-XX; Adopted March XX, 2021

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (“Third”) regarding the use of Barbeque Grills.

II. Definitions

For the purposes of this policy:

- a. Barbeque Grills are devices that cook food by applying heat from below. There are three categories of grills common for residential use:
 - Gas-fueled grills typically use LPG (propane or butane) or natural gas as a fuel source and are known as an “open flame” source.
 - Charcoal grills are prohibited.
 - Electric grills typically use an electric element to supply a constant heat source with no open flames.
- b. Common Area means the area which is available for use by more than one person.
- c. Community Rules are defined as the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third.
- d. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- e. Enclosed Area is defined as an area closed in by roof and contiguous walls or windows, connecting floor to ceiling with appropriate opening for ingress and egress.
- f. Member is defined as any person entitled to membership in Third.
- g. Multi Story-Unit Residential Facility means a building or portion thereof that contains more than one story of dwelling units.
- h. Private residence is defined as that portion of any Condominium which is not owned in common with other owners.
- i. Combustible material includes materials made of or surfaced with wood, plastic compressed paper or other material that will ignite and burn. These materials shall be considered as combustible even though flameproofed, fire-retardant treated.

III. General Rules for all Barbeque

- a. Hot Barbeque units may be left in place where used until cool.
- b. Barbeque units must be used and stored so as not to block walkways.
- c. Barbeque procedures must not cause excessive smoke or offensive odor or be a nuisance to neighboring residents.
- d. Open flame grills are prohibited in multi-story buildings. Only electric grills are permitted in multi-storied buildings.

- e. Members with open fire barbeques will be allowed to retain their barbeques however, at time of replacement the new grill must adhere to the rules.

IV. Rules specific to “open flame” Barbeque units (gas, LPG, propane)

- a. Active open flame units (gas, LPG, propane) must be located at least 10 feet from combustible material as defined above.
- b. Active open flame units must not be located under roof eaves, combustible patio covers or similar overhead coverings.
- c. Active open flame units (gas, LPG, propane) may not be used in an Enclosed Area.
- d. Any cooking device tanks shall contain no more than 15 pounds net weight of propane.

V. Safety Tips

- a. Follow the manufacture instructions.
- b. Fasten the propane, or LPG, tank securely to the grill assembly.
- c. Place your grill on a solid and level surface to prevent accidental overturn.
- d. Ignite gas grills with the top open.
- e. If ignition of a gas grill does not occur immediately, or the flame goes out, turn the gas off and wait at least 5 minutes before attempting ignition. This includes safety tip v.
- f. Supervise the grill when in use and keep everyone away, including pets.
- g. Use long-handled tools especially made for cooking on the grill
- h. Do not wear a loose apron or loose clothing while grilling,
- i. Thoroughly clean grill after each use to help avoid grease fires.
- j. Keep a fire extinguisher nearby.
- k. Always use and store cylinders outdoors in an upright (vertical) position unless the Bar-B-Que manufacturer has designed the system otherwise.
- l. Leak test all gas connections with soap solution at least once each year and the tank connection every time a cylinder is replaced.
- m. Close the gas tank valve when finished Bar-B-Queuing if so equipped.
- n. Be sure any extension cords used with an electric grill are rated for the power (current) stated by the Bar-B-Que manufacturer and rated for outdoor use.
- o. Be sure to locate power cords so as not to be a trip hazard.

VI. Enforcement

Third is authorized to take disciplinary action against a Member found to be in violation of these Barbeques Rules and Regulations. When a violation occurs, the Board is obligated to evaluate and impose certain appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any Co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered with the Compliance Department by calling 949-268-CALL or compliance@vmsinc.org or by calling the Security Department at 949-580-1400.



RESOLUTION 03-21-XX

Barbeque Grill Rules & Regulations

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbeque Grill Rules & Regulations to set forth guidelines for the use of barbeque grills;

NOW THEREFORE BE IT RESOLVED, on XXX, XX, 2021, the Board of Directors of this Corporation hereby adopts the Barbeque Grill Rules & Regulations, as attached to the official minutes of this meeting; 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.

Enjoying Your Life in Third Laguna Hills Mutual A Condominium in Laguna Woods Village

Before closing escrow the following addresses some points about which Third Mutual wanted to make certain you are aware. Please read and initial each of the points below and feel free to ask further questions of your realtor.

Initial(s)

☐ ☐

I understand this is a common interest development with rules and regulations regarding residency and alterations to my unit.

☐ ☐

I am aware that assisted living is not provided and should I require help, I will need to hire my own caregiver and register that person with the mutual.

☐ ☐

I am aware of the rules regarding maximum number of occupants, that guests may stay for no more than 60 days in any 12-month period and that guests may not stay in a resident's home if the resident is absent.

☐ ☐

I am aware I may need to obtain city and community permits before starting any alterations to my unit, and I will be financially responsible for the maintenance of any alterations to my manor, even when the mutual performs the work.

☐ ☐

I am aware the mutual insures only the exterior walls of my unit, and I am aware I will need to seek advice from my own insurance agent regarding condominium insurance for my personal possessions, all things inside the manor and any exterior upgrades or alterations that exist in my home.

☐ ☐

I am aware that I will be billed for my real estate taxes from the Orange County Tax Assessor and that my monthly assessments may increase annually.

☐ ☐

I understand that the mutual endeavors to maintain affordability, but the cost of living in Southern California is continually changing. These costs are reviewed each year and monthly assessments are adjusted accordingly to maintain and enhance the community.

☐ ☐

Open flame grills are prohibited in multi-story buildings, but electric grills may be used in these buildings. Open flame grills (gas, LPG, propane) must be located at least 10 feet from combustible material and may not be used in an enclosed area. If an open flame BBQ grill is replaced in a multi-story building, it must be with an electric grill. (Resolution 03-XX-XX)

☐ ☐

I have read and I understand the Last-Minute Reminders on the following page.

1 Name (Print) *	Signature	Date
2 Name (Print)	Signature	Date



CITY OF LAGUNA WOODS

Barbeques

Frequently Asked Questions

WHERE CAN BARBEQUES BE USED?

Charcoal and open-flame barbeques:

- Buildings with One or Two Dwelling Units: Permitted without restriction
- Buildings with Three or More Dwelling Units: Prohibited on balconies, decks, and patios, and within 10 feet of combustible construction, unless all areas are protected by an automatic sprinkler system

Propane, natural gas, and electric barbeques:

- Permitted for all dwellings (propane tanks are limited to five gallons or less)

The City has adopted all California Fire Code requirements required by state law and recommended by the Orange County Fire Authority.

Be sure to do your research prior to using a barbeque! Private property owners and homeowners' associations may have additional rules and regulations.

WHO IS RESPONSIBLE FOR ENFORCEMENT?

Enforcement is handled by the Orange County Fire Authority with assistance from the City. For additional information, please call (949) 347-2240 or visit www.ocfa.org (search for "fire hazard complaint").

HOW CAN I DISPOSE OF A PROPANE TANK?

Residents may use the City's Household Hazardous Waste Disposal Service to dispose of propane tanks that are five gallons or less. To make arrangements for door-to-door collection of household hazardous waste, please call WM Curbside at (800) 449-7587.

Residents may also dispose of propane tanks that are five gallons or less at one of the County of Orange's household hazardous waste collection centers. The nearest collection center is located at 6411 Oak Canyon, Irvine, CA 92618. For additional information, please call (714) 834-6752.

City of Laguna Woods

24264 El Toro Road,
Laguna Woods, CA 92637

(949) 639-0500 • TTY (949) 639-0535

www.cityoflagunawoods.org

This document is provided for informational purposes only. It is not all-inclusive, and it does not contain or constitute legal advice. There may be information in this document that is inaccurate, incomplete, or no longer current for your specific situation. The City makes no warranty, express or implied, about the reliability or accuracy of the information in this document. The laws, regulations, and guidelines referenced may change, at any time, without notice.

BBQ SAFETY



A BBQ that is too close to items that can burn is a fire hazard. Here are a few tips to help you stay safe and avoid a grilling fire.



If you smell gas while cooking, immediately get away from the grill and call the fire department. Do not move the grill.



**Orange County
Fire Authority**

(714) 573-6200
ocfa.org



Grilling Safety Tips

- Propane and charcoal BBQ grills should be used outdoors only.
- Grills should be placed a safe distance from the home, deck railings, tables, overhanging branches, and areas where people gather.
- Keep children and pets at least three feet away from the grill area.
- Keep your grill clean by removing grease or fat buildup from the grates and in the trays below the grill.
- Never leave a heated grill, lighter, or matches unattended.

Charcoal Grills

- If you use starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire while cooking.
- When you are finished grilling, let the coals completely cool (for about 48 hours) before disposing in a metal container.

Propane Grills

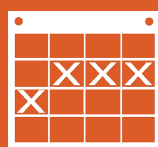
- Check the gas tank hose for leaks before grilling.
- If your grill has a gas leak, get the grill serviced by a professional before using it again. If a leak occurs while grilling, call the fire department.
- If the flame goes out, turn the grill and gas off and wait at least 5 minutes before re-lighting it.

ON AVERAGE, THERE ARE 10,200 GRILLING FIRES PER YEAR



89%

started by gas grills



57%

occur May-Aug



160

injuries per year



\$123 MILLION

property damage



RESOLUTION M3-03-36

Curbside Trash Pickup Policy

WHEREAS, a concern has been expressed with trash containers being left on the curbside after trash pickup; and

WHEREAS, trash and/or containers littering the streets before and after trash pickup causes a visual nuisance and attracts pests and vectors; and

WHEREAS, this Corporation recognizes the need to establish a policy limiting the time trash and/or containers are allowed on the streets before and after trash pickup;

NOW THEREFORE BE IT RESOLVED, April 15, 2003, that the Board of Directors of this Corporation hereby adopts the following policy for curbside pickup: Trash and/or containers shall be put at curbside no sooner than 5 PM the day before trash collection and must be removed from the street no later than 7 PM the day of trash collection.

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.