

REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Tuesday, September 19, 2017 - 9:30 AM Laguna Woods Village Community Center Board Room 24351 El Toro Road

NOTICE OF MEETING AND AGENDA

- 1. Call meeting to order / Establish Quorum
- 2. Pledge of Allegiance Director Bunny Carpenter
- 3. Acknowledge Media
- 4. Approval of Agenda
- 5. Approval of Minutes
 - 5a. August 11, 2017 Special Open Session
 - 5a Shared Fence Replacement Cost.pdf
 - 5b. August 15, 2017 Regular Session
 5b Third Board Minutes Regular Open 2017-08-15.pdf
- 6. Report of the Chair
 - 6a. Election, Voting and Date Reminder
 - Last Day to Mail or Drop off Ballots Wednesday, September 27, 2017 at 5:00 PM
 - Ballot Count Date September 29, 2017 at 9:00 AM in the Board Room
 - Annual Meeting Date Thursday, October 5, 2017 at 9:30 AM in the Board Room
- 7. Open Forum (Three Minutes per Speaker) At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.
- 8. Responses to Open Forum Speakers

9. Update from VMS - Director Donna Dwaileebe

10. CEO Report

10a. Dog Park Update

- 11. Consent Calendar All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.
 - 11a. Architectural Control and Standards Committee Recommendations:

11a Third ACS 9-7-17 Resos.pdf

3044-B - Approve Retaining Non-Standard Entry Door Color

3488-B - Approve Patio Enclosure

5448 - Approve Patio Enclosure

5515-1G - Approve HVAC Install

11b. Landscape Committee Recommendations:

None

11c. Finance Committee Recommendations:

11c Finance Committee Recommendations.pdf

Approval of Resolution to Record Lien against Member ID: 931-360-96

Approve filing of separate Small Claims Court case for Member ID: 931-370-39

- 11d. Entertain a Motion to Approve Parapet Wall Removal Resolution 11d Parapet Wall.pdf
- 11e. Entertain a Motion to Approve a Supplemental Appropriation for \$10,500 from the Garden Villa Rec Room Fund for Garden Villa Rec Room Carpet Replacement Resolution

11e GV Rec Room Carpet Replacement.pdf

11f. Garden Villa Rec Room Renovations – Supplemental Appropriation for \$8,000 from the Garden Villa Rec Room Fund - Resolution

11f GV Rec Room Renovations.pdf

12. Unfinished Business

12a. Entertain a Motion to Increase Assessment Late Charge from \$20 to \$60 - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12a Resolution Increase Assessment Late Charge.pdf

12b. Entertain a Motion to Increase Lease Rush Fee from \$50 to \$100 - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12b Lease Rush Fee.pdf

12c. Entertain a Motion to Approve the Amendments to the Plug-In Electric Vehicles and Golf Cart Policies and Procedures - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12c Plug-In Electric Vehicles and Golf Cart Policies and Procedures.pdf

12d. Entertain a Motion Amending Standard for Enclosing Common Atrium Wall to Require a Variance - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12d atrium enclosures with common walls- third.pdf

12e. Entertain a Motion to Suspend Cable/Internet in the Event of Disciplinary Action - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12e Suspension of Cable Internet.pdf

12f. Entertain a Motion to Approve General Requirements for Alterations on Three Story Buildings with Mutual Solar Panels - Resolution (initial 30-days notification requirement for Member comments and suggestions has been satisfied)

12f Construction on 3-story Buildings with Solar Panels.pdf

- 12g. Entertain a Motion to Approve the 2018 Third Business Plan Resolution 12g Third 2018 Business Plan.pdf
- 12h. Entertain a Motion to Approve the 2018 Third Reserve Funding Plan Resolution

12h Third Replacement Reserves.pdf

12i. Entertain a Motion to Approve Amendments to the 2018 Collection and Lien Enforcement Policy - Resolution (initial notification - postpone 30-days for Member comments and suggestions to conform to the notification requirement)

ThirdNoticeGeneral.pdf

13. New Business

13a. Entertain a Motion to Approve Manor Alteration Conditions (initial notification
 Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

13a Manor Alteration Conditions.pdf

- 13b. Entertain a Motion to Approve Manor Alteration Conformance Deposit Fee Resolution (initial notification postpone 30-days for Member comments and suggestions to conform to the notification requirement)

 13b Conformance SR.pdf
- 13c. Entertain a Motion to Approve an Increase in Manor Alteration Processing Fees Resolution (initial notification postpone 30-days for Member comments and suggestions to conform to the notification requirement)

 13c Manor Alteration Fees.pdf

- 14. Committee Reports Before an action item is open for discussion a motion and a second must be recognized by the Chair. After the Board discusses the issue, the Chair will open the floor to the audience for comment. A Member may only address the Chair once for each agenda item. There is a maximum time limit of three minutes on items before the Board. The Board reserves the right to limit the total amount of time allotted.
 - 14a. Report of the Finance Committee / Financial Report Steve Parsons Next Meeting October 3, 2017, at 1:30 PM in the Sycamore Room

 14a Third Finance Report 2017-09-05 OPEN.pdf
 - 14b. Report of the Architectural and Standards Committee Bert Moldow Next Meeting October 5, 2017, at 11:30 AM in the Sycamore Room

 14b Third Architectural Controls and Standards Committee 8-3-2017.pdf
 - 14c. Report of the Maintenance and Construction Committee Bert Moldow Next Meeting November 6, 2017, at 1:00 PM in the Board Room

 14c MC Meeting Minutes 8-29-17 (Signed).pdf
 - 14d. Report of the Landscape Committee James Tung Next Meeting October 5, 2017, at 9:00 AM in the Sycamore Room 14d Third Landscape Minutes 2017-08-03.pdf
 - 14e. Report of the Laguna Woods Village Traffic Hearings John Frankel Next Hearing September 20, 2017, at 9:00 AM and 1:00 PM in the Board Room
 - 14f. Report of the Communications Committee Burt Baum Next Meeting October 23, 2017, at 1:30 PM in the Willow Room

 14f Third Communications Committee Report 8-28-17.pdf
 - 14g. Report of the Energy and Technology Committee Bill Walsh Next Meeting October 3, 2017, at 10:00 AM in the Cypress Room
 - 14h. Report of the Water Committee James Tung Next Meeting TBD
 - Report of the Resident Policy and Compliance Task Force Burt Baum -Next Meeting TBD

15. GRF Committee Hightlights

- 15a. Community Activities Committee Next Meeting October 9, 2017, at 2:00 PM in the Board Room
- 15b. Finance Committee Next Meeting October 25, 2017, at 1:30 PM in the Board Room
- 15c. Landscape Committee Next Meeting September 21, 2017, at 9:00 AM in the Cypress Room
- 15d. Maintenance & Construction Committee Next Meeting November 22, 2017 at 1:00 PM in the Board Room
- 15e. Media and Communications Committee Next Meeting October 16, 2017 at

1:30 PM in the Board Room

- 15f. Mobility & Vehicles Committee Next Meeting October 2, 2017, at 1:30 PM in the Board Room
- 15g. Security and Community Access Committee Next Meeting October 26, 2017, at 1:30 PM in the Board Room

16. Future Agenda Items

16a. Standard for Trellis Removal

17. Director's Comments

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.

Closed Executive Session Agenda - - Approval of Agenda Approval of the Following Meeting Minutes; (a) August 15, 2017 - Regular Executive Session Discuss and Consider Member Matters Discuss Personnel Matters Discuss and Consider Contractual Matters Discuss and Consider Litigation Matters

19. Adjourn

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MINUTES OF THE SPECIAL OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS

August 11, 2017

A special meeting of the Third Laguna Hills Mutual Board of Directors, A California non-profit mutual benefit corporation, was held on Friday, August 11, 2017 at 9:30 a.m., at 24351 El Toro Road, Laguna Woods California.

MEMBERS PRESENT:

Rosemarie diLorenzo Dickins, James Tung, Annette Soule, John

Frankel, Bill Walsh, Susan Caine, Burt Baum

MEMBERS ABSENT:

Steve Parsons, Jules Zalon, Bert Moldow, Bunny Carpenter

STAFF PRESENT:

Brad Hudson, Betty Parker, Cheryl Silva, Jose Campos, Chuck

Holland

CALL TO ORDER

Rosemarie diLorenzo Dickins, President of the Corporation, chaired the meeting and stated that it was a special meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 a.m.

ACKNOWLEDGMENT OF MEDIA

A representative of the Laguna Woods Globe and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

APPROVAL OF THE AGENDA

Secretary Baum moved for the approval of the agenda, Director Caine seconded, and the agenda was unanimously approved as presented.

CHAIR REMARKS

Director diLorenzo Dickins stated that Board will not have a lot of questions at this meeting because they have been heavily involved throughout the budgeting process and thanked the Board and Staff members for their hard work.

MEMBER COMMENTS

None.

REVIEW PRELIMINARY 2018 BUSINESS PLAN, VERSION 2

Brad Hudson, CEO, acknowledged the Board and thanked everyone involved in the lengthy budget process. Mr. Hudson introduced the proposed budget and highlighted service levels.

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Betty Parker, Financial Services Director, reviewed each line of the proposed 2018 Business Plan and discussion ensued.

The chair requested that the proposed budget be made available to members online. Staff confirmed that the full agenda package is attached to the governance calendar on the website.

DATE OF NEXT MEETING

It was noted that the proposed budget will be adopted by resolution at the regular board meeting on Tuesday, September 19, 2017 at 9:30 a.m.

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting adjourned at 10:26 a.m.

Burt Baum, Secretary



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

August 15, 2017

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, August 15, 2017, at 9:30 AM, at 24351 El Toro Road, Laguna Woods, California

Directors Present:

Rosemarie diLorenzo Dickins, Burt Baum, John Frankel,

Annette Sabol Soule, Susan Caine, Bert Moldow and Bunny

Carpenter (entered at 9:35)

Directors Absent:

James Tung, Bill Walsh, Jules Zalon and Steve Parsons

Staff Present:

Open Session: Brad Hudson, Lori Moss, Leslie Cameron,

Cheryl Silva and Chuck Holland

Executive Session: Brad Hudson, Lori Moss, Francis Rangel

and Leslie Cameron

Others Present:

VMS Directors Dennis O'Connor

Executive Session: Sandra L. Gottlieb, Esq. of Swedelson

Gottlieb

1. CALL TO ORDER

Rosemarie diLorenzo Dickins, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 AM.

2. PLEDGE OF ALLEGIANCE

Director Frankel led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. APPROVAL OF AGENDA

Director Frankel moved to approve the agenda as presented. The motion was seconded by Director Baum and passed unanimously.

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5. APPROVAL OF THE MINUTES

5a. July 18, 2017 - Regular Session

5b. July 20, 2017 - Special Open Session

Director Soule moved to approve the minutes as presented. The motion was seconded by Director Frankel and passes unanimously.

6. REPORT OF THE CHAIR

President diLorenzo Dickins stated that Third will have an assessment increase of .08 percent and the total increase, including GRF, will be 1.4 percent. Meet the candidates will be held on August 22, 2017 at 10:00 AM in the Board Room. There are four candidates and four openings for the election; due to Civil Code, a vote will still have to be held. Legal counsel was able to resolve four high profile cases that will not go to court.

7. UPDATE FROM VMS

Dennis O'Connor gave the Board a brief update of the VMS meetings and presentations by Department Heads. He gave an overview of the projects going on in Mr. Holland's, Information Technology Department. The ultimate strategy is to use technology within the field to make jobs more efficient. Mr. Munoz has been working on many projects in the community and he is currently working with VMS to create a Handyman Service.

8. REPORT OF THE CEO

CEO Brad Hudson spoke about the paving, painting, and roofing projects currently happening throughout the Village. Gates 8 and 9 will be undergoing re-construction and each instillation is a custom project. Beam replacement projects in the three story buildings are underway as part of the Dry Rot Remediation Program. There will be a Town Hall Meeting for technology on Thursday at 4:00 PM in the Board Room. There will be a Real Estate Meeting tomorrow at 2:00 PM in the Board Room. Plan-a-Ride bus service will now be available on Holidays and Sundays and will replace regular service. Plan-a-Ride is an on demand service. Resident can made reservations by calling the Transportation Department at 949-597-4659.

9. OPEN FORUM

Marvin Rawitch (5510-3B) commented on mobile phones and the signal from providers. He asked if the mobile providers could come out and look at the dead spots.

Chris Collins (3306-Q) spoke about the partnership with the Braille Institute and the one year project that helps residents acquire magnifying glasses, reading lights, and canes.

MaryAnn Kreter (5152) commented on the sewer line that is plugged up with the tree roots at her Manor. She is willing to pay to have the tree removed and replaced with a mature tree.

Julie Neilson (3338-1B) commented on her sewage line and asked for help from Staff.

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Ed McGill (2390-2C) commented on the broken door knobs missing on the inside of buildings 2390, 2391, 2393, and 2394 trash rooms. Three residents have been locked in for short periods of time.

Bob Jacobs (5109) commented on the pepper trees that were trimmed by a neighbor outside of his manor and suggests that neighbors should be contacted when a situation like this happens.

Lynn Corboz (3250-O) commented on the Land Use Policy and asked the Board to make an exception on the Casa Rosa models for the patios and she read the legal opinion from Sandra Gottlieb, Esq.

10. RESPONSES TO OPEN FORUM SPEAKERS

CEO Hudson and Directors Baum, Carpenter, Moldow and diLorenzo Dickins spoke in response to the Members comments.

11. CONSENT CALENDAR

Director Moldow made a motion to approve the Consent Calendar. The motion was seconded by Director Soule and passed by a vote of 6-0-0

11a. Architectural Control and Standards Committee Recommendations:

RESOLUTION 03-17-83

Variance Request

WHEREAS, Dalia G. Hernandez of 5512-C Paseo Del Lago West requested to Convert a Patio into a Room Addition, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Executive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code §4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on August 15, 2017, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **5512-C**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless

and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

- 2. A Mutual Consent for Manor Alterations has been granted at 5512-C for Converting Patio into Room Addition, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5512-C and all future Mutual members at 5512-C.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any

violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

- 6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.

- 12. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
- 14. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified on the ground floor of the Community Center within Resident Services.
- 16. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 17. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 18. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

- 19. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 20. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 21. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 22. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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

RESOLUTION 03-17-84

Variance Request

WHEREAS, Ms. Lucy Liu Rosenzweig of 2253-A Via Puerta— Non-Standard Room Addition requested to Convert a Patio into a Room Addition, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on August 15, 2017, the Board of Directors hereby approves the request for a variance to grant exclusive use of the

subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

- 1. No improvement shall be installed, constructed, modified or altered at Manor 2253-A, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 2253-A for Non-Standard Room Addition, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. 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 2252-C, 2252-D, 2253-B, 2254-C, 2254-D and 2255-A. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
- 4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
 - 5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 2253-A and all future Mutual members at 2253-A.
 - 6. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of

Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

- 7. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 8. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 11.A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 12. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.

- 13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
- 14. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 16. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- 17. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified in the Community Center ground floor by Resident Services.
- 18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

- 20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 22. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 23. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 24. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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

RESOLUTION 03-17-85

Variance Request

WHEREAS, Mr. David Langdon - 2328-Q Via Mariposa W. requested a Bathroom Addition, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on August 15, 2017, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

- Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans depicting methods to reduce acoustical nuisance to neighboring units must be submitted to the Division office located in the Laguna Woods Village Community Center.
- 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 2328-D and 2328-R. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.
- 3. No improvement shall be installed, constructed, modified or altered at Manor 2328-Q, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 4. A Mutual Consent for Manor Alterations has been granted at 2328-Q for a Bathroom Addition, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 5. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 6. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 2328-Q and all future Mutual members at 2328-Q.
- 7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- 8. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 9. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 10. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 11.A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 12. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.

- 13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
- 14.All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 16. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 18. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 19. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 20 Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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

11b. Landscape Committee Recommendations:

3205-C	Deny Request for Tree Removal
3010-A	Approve Request for Tree Removal
3421-3A	Approve Request for Tree Removal at Owner's Expense
3530-B	Deny Request for Off-Scheduled Trimming
5499-3F	Approve Request for Tree Removal

11c. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Member ID: 931-370-39

RESOLUTION 03-17-86

Recording of a Lien

WHEREAS, Member ID 931-370-39 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-370-39; 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.

12. UNFINISHED BUSINESS

12a. Golf Cart Parking Task Force Update
Director Soule presented an update from the Golf Cart Parking Task Force. Director
Sabol Soule informed the Board that she has appointed members to the Golf Cart
Parking Task Force and they will be meeting this Friday to develop objectives.

12b. Entertain a Motion to Amend Third Mutual Committee Assignments:

RESOLUTION 03-17-87

Mutual Committee Appointments

RESOLVED, August 15, 2017 that the following persons are hereby appointed to serve on the committees and services of this Corporation; and

RESOLVED FURTHER, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Architectural Standards and Control Committee

Bert Moldow, Chair John Frankel Bill Walsh Steve Parsons Annette Sabol-Soule Rosemarie diLorenzo Dickins, Alternate Mike Butler, Voting Advisor Roger Morris, Voting Advisor

Governance Committee

Rosemarie diLorenzo Dickins, Chair James Tung Burt Baum Bert Moldow Bunny Carpenter, Alternate Steve Parsons, Alternate Annette Sabol-Soule Non-Voting Advisor: Kathleen Baum

Communications Committee

Burt Baum, Chair Susan Caine Bill Walsh Bunny Carpenter Non-Voting Advisors: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair Bert Moldow, Co-Chair Burt Baum John Frankel Non-Voting Advisors: Steven Leonard, Leon St. Hilaire Third Laguna Hills Mutual Minutes of the Regular Open Meeting of the Board of Directors Page 17 of 25

Executive Hearing Committee

Rosemarie diLorenzo Dickins, Chair James Tung, Co-Chair Bunny Carpenter John Frankel Steve Parsons Jules Zalon, Alternate Annette Sabol-Soule, Alternate

Finance (Committee of the Whole)

Steve Parsons, Chair Rosemarie diLorenzo Dickins, Vice Chair Non-Voting Advisors: Colin Johnston, John Hess, Wei-Ming Tao

Garden Villa Recreation Room Subcommittee

Bert Moldow, Chair Rosemarie diLorenzo Dickins, Alternate Voting Advisors: Lynn Jarrett, Sharon Molineri, Stuart Hack

Laguna Woods Village Traffic Hearings

John Frankel
Annette Sabol-Soule
Jules Zalon
Susan Caine, Alternate

<u>Landscape</u>

James Tung, Chair Bunny Carpenter – Vice Chair John Frankel Susan Caine Non-Voting Advisors: John Dudley, Bob Figeira

Maintenance and Construction (Committee of the Whole)

Bert Moldow, Chair John Frankel, Vice Chair Non-Voting Advisors: Marty Lopata

Meet and Confer & Resident Problem Resolution

Rosemarie diLorenzo Dickins James Tung Burt Baum

New Resident Orientation

Per Rotation List

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Water Conservation Committee

James Tung, Chair John Frankel Jules Zalon

Third Mutual Earthquake Task Force

Steve Parsons, Chair
John Frankel
Burt Baum
Colin Johnston
Dan Yost
Steve Leonard
Roger Morris
James Tung
David Southerland
Tim Moy, Advisor
Randy Scott, (Garden Villas) Advisor
Ralph Beck (registered geologist), Advisor
Margaret Vinci (Cal-Tech), Advisor

Third Mutual Parking Task Force

John Frankel, Chair Bert Moldow Bunny Carpenter Bill Walsh Annette Sabol-Soule

Third Mutual Resident Policy and Compliance Task Force

Burt Baum, Chair Rosemarie diLorenzo Dickins Bert Moldow Bunny Carpenter Steve Parsons, Alternate Stuart Hack, Advisor Marty Lopata, Advisor

Third Mutual Dry Rot Task Force

John Frankel, Chair Bunny Carpenter Bert Moldow Burt Baum Steve Parsons

Third Mutual Projects Task Force

Bert Moldow, Chair Bunny Carpenter

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Rosemarie diLorenzo Dickins John Frankel

RESOLVED FURTHER, that Resolution 03-17-26, adopted March 21, 2017 is hereby superseded and canceled; and

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

Director Baum made a motion to appoint the Mutual Committee Assignments. The motion was seconded by Director Soule and passed unanimously.

13. NEW BUSINESS

13a. Entertain a Motion to Suspend Cable/Internet in the Event of Disciplinary Action – Resolution (initial notification – Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Secretary of the Board, Burt Baum, read the following resolution to Suspend Cable/Internet Service as a Disciplinary Action.

RESOLUTION 90-17-xx

Suspension of Cable/Internet as a Disciplinary Action

WHEREAS, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI);

WHEREAS, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

WHEREAS, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Cooccupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

WHEREAS, Cable television services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a cable provider ("Master Contract"), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutual's, which

consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Woods Mutual; and

WHEREAS, each of the Housing Mutual's Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna Woods Mutual Bylaws 2.1, 2.2 and 2.3);

WHEREFORE, the Board of Directors acknowledges that cable television is a jointly administered amenity, of both the Housing Mutual's and the Golden Rain Foundation Corporation;

NOW THEREFORE, **BE IT RESOLVED**, September 19, 2017, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutual's, each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of cable television and internet services;

RESOLVED FURTHER, it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programing;

RESOLVED FURTHER, it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide cable television for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests;

RESOLVED FURTHER, this resolution cancels and supersedes Resolution 90-06-110.

AUGUST Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to give Third Mutual the ability to Suspend Cable/Internet services as part of the Disciplinary Process. The motion was seconded by Director Moldow and passed by a vote of 6-0-0

13b. Entertain a Motion to Approve General Requirements for Alterations on Three Story Buildings with Mutual Solar Panels - Resolution - (initial notification

- Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Secretary of the Board, Burt Baum, read the following resolution to approve general requirements for alteration on three story buildings with mutual solar panels.

Resolution 03-17-XX

Construction on 3-Story Buildings with Solar Panels

WHEREAS, manor owners from time to time have requested to install an alteration on the roof of a 3-story building, and

WHEREAS, the Architectural Control and Standards Committee recommends that procedures be established for all contractors working on 3-story buildings that contain Mutual owned Solar Panels on the roof; and

THEREFORE IT BE RESOLVED ON SEPTEMBER 19, 2017, any proposed alteration to the roof of a 3-story building submitted to the Manor Alterations Division which has Mutual owned Solar Panels installed will require the contractor to supply site specific structural calculations, wet stamped by a licensed structural engineer confirming the structural adequacy of the roof structure to support any additional imposed loads or roof penetrations proposed with the alteration; and

RESOLVED FURTHER, no alteration can obstruct the operations of the Mutual Owned Solar Panels; and

RESOLVED FURTHER, no installation can accommodate access to the roof from the manor; and

RESOLVED FURTHER, contractors will be required to follow all State and Federal laws and regulations to assure the safety of the contractor(s) working on the roof of 3-story buildings, and will be required to follow CAL-OSHA guidelines, and

RESOLVED FURTHER, all contractors will need approval by the Manor Alterations Division before any construction may begin. Once approved by the Manor Alterations Division, staff will assist the contractor to gain access to the roof of the building; 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.

AUGUST Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion

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to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to approve procedures for alterations on 3-story buildings with Mutual Photovoltaic (Solar) Panels. The motion was seconded by Director Soule and passed by a vote of 6-0-0.

14. Committee Reports

14a. Report of the Finance Committee/Financial Report

Director Soule, reported from the Finance Committee, gave updates on Third Mutual financial, delinquencies and commented on the Resale Activities Report. Next meeting will be September 5, 2017 at 1:30 PM.

14b. Report of the Architectural Control and Standards Committee

Director Moldow reported from the Architectural Control and Standards Committee. The next meeting will be September 7, 2017 at 11:30 AM.

14c. Report of the Maintenance & Construction Committee

Director Moldow reported from the Maintenance and Construction Committee. The next meeting will be August 29, 2017 at 9 AM

14d. Report of Landscape Committee

CEO Hudson gave a Power Point presentation from the Landscape Department. Mr. Hudson addressed questions from the Board. Next meeting will be September 7 at 9 AM.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Soule reported from the Laguna Woods Village Traffic Hearings.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee. Next meeting will be August 28 at 1:30 PM.

14g. Report of the Energy and Technology Committee

Director Moldow reported from the Energy and Technology Committee. The next meeting will be October 3 at 10 AM.

14h. Report of the Water Committee

Director Frankel reported from the Water Committee.

14i. Report of the Resident Policy and Compliance Task Force

Director Baum reported from the Resident Policy and Compliance Task Force. The next meeting will be sometime in September.

15. GRF COMMITTEE HIGHLIGHTS

Members reported on the following GRF Committees they had attended.

- 15a. Business Planning Committee None Scheduled
- 15b. Community Activities Committee Next Meeting September 7, 2017
- 15c. Finance Committee Next Meeting August 23, 2017
- 15d. Landscape Committee Next Meeting September 21, 2017
- 15e. Maintenance & Construction Committee Next Meeting September 18, 2017
- 15f. Media and Communications Committee Next Meeting August 21, 2017
- 15g. Mobility & Vehicles Committee Next Meeting October 2, 2017
- 15h. Security and Community Access Committee Next Meeting August 24, 2017

16. FUTURE AGENDA ITEMS

- 16a. Standard for Trellis Removal
- 16b. Entertain a Motion to Approve Manor Alteration Conditions
- **16c**. Entertain a Motion Include a Requirement for Acoustical Considerations for all Alterations that have Adjoining Walls.

17. DIRECTORS' COMMENTS

Director Soule commented on third story alteration standards

Director Baum commented on President diLorenzo Dickins efforts in working with Steve Parson on the 2018 Budget to keep the assessments low.

18. RECESS

The Board recessed at 12:03 PM and reconvened into Executive Session at 12:50 PM.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the July 15, 2017, – Regular Executive Session Board Meeting, the Board approved the minutes of July 18, 2017 Regular Executive Session; approved two Write-offs; heard two Disciplinary Hearings and two Appeal Hearing; imposed Fines for Violations of the Mutual's Rules and Regulations; discussed other Member Disciplinary matters; discussed leasing matters; discussed Member Delinquency matters; discussed Personnel matters; and discussed Litigation matters.

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During the July 25, 2017, Executive Hearing Committee meeting the Committee held seven member Disciplinary Hearings; and five Common Area Damage Reimbursement Hearings.

19. ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:12 PM.

Burt Baum, Secretary Third Laguna Hills Mutual

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<u>ENDORSEMENT</u>

Mr. Kevin Sheridan of 3044-B Via Serena S - Retain Non-Standard (Blue) Front Entry Door Color.

A motion was made and passed unanimously to recommend the Board approve the request to retain the non-standard (blue) front entry door. The motion carried with the following conditions:

- 1. No improvement shall be installed, constructed, modified or altered at Manor 3044-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 3044-B for Retaining Non-Standard Blue Color for Front Entry Door, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3044-B and all future Mutual members at 3044-B.

- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 10. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 11. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

- 12. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 13. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 14. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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Variance Request

WHEREAS, Mr. Kevin Sheridan of 3044-B Via Serena S - Retain Non-Standard (Blue) Front Entry Door Color, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

- No improvement shall be installed, constructed, modified or altered at Manor 3044-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 3044-B for Retaining Non-Standard Blue Color for Front Entry Door, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not

- limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3044-B and all future Mutual members at 3044-B.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

- All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 11. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 12. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 13. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 14. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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Ms. Tsuey-Ying Tsai of 3488-B Calle Azul – Rear Patio Enclosure.

A motion was made and passed unanimously to recommend the Board approve the Rear Patio Enclosure. The motion carried with the following conditions:

- 1. No windows are permitted on the left or right elevations of the Patio Enclosure. Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 2. The width of enclosure can only extend to last full size tile on south east elevation Total width of patio slab no more than 31'3½". Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 3. Rear Patio light must be removed or relocated to inside the enclosure.
- 4. The hedge located on South East elevation bordering unit C must remain. If the hedge dies or sustains significant damage from alteration construction, a new like size hedge must be installed.
- 5. No improvement shall be installed, constructed, modified or altered at Manor 3488-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 6. A Mutual Consent for Manor Alterations has been granted at 3488-B for rear patio enclosure, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 7. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to

inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3488-B and all future Mutual members at 3488-B.
- 9. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- 10. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 11. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

- 14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
- 16. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 17. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

- 20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 21.It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 22. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 23. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 24. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 25. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

Variance Request

WHEREAS, Ms. Tsuey-Ying Tsai of 3488-B Calle Azul – Rear Patio Enclosure, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

- No windows are permitted on the left or right elevations of the Patio Enclosure. Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 2. The width of enclosure can only extend to last full size tile on south east elevation Total width of patio slab no more than 31'3½". Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 3. Rear Patio light must be removed or relocated to inside the enclosure.
- 4. The hedge located on South East elevation bordering unit C must remain. If the hedge dies or sustains significant damage from alteration construction, a new like size hedge must be installed.
- 5. No improvement shall be installed, constructed, modified or altered at Manor 3488-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the

Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

- 6. A Mutual Consent for Manor Alterations has been granted at 3488-B for rear patio enclosure, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 7. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3488-B and all future Mutual members at 3488-B.
- 9. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 11. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational

- facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
- 16. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.

- 17. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 22. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 23. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 24. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

25. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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Ms. Irene S. Chen 5448 Alta Vista – Install Room Addition on Rear Patio.

A motion was made and passed unanimously to recommend the Board approve the request to install a room addition on the rear patio. The motion carried with the following conditions:

- 1. No improvement shall be installed, constructed, modified or altered at Manor 5448, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 5448 for installing a room addition on back patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement, or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5448 and all future Mutual members at 5448.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment

or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
- 12. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 16. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 17. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

- 18. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 19. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 20. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 21. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 22. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

Variance Request

WHEREAS, Ms. Irene S. Chen 5448 Alta Vista – Install Room Addition on Rear Patio, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

- 1. No improvement shall be installed, constructed, modified or altered at Manor 5448, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 5448 for installing a room addition on back patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any

improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 4. All costs for maintenance, repair, renovation, replacement, or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5448 and all future Mutual members at 5448.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment
 - or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos

Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.

- 12. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.

- 15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 16. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 17. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 18. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 19. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 20. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 21. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 22. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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David L Gilbert of 5515-1G Paseo Del Lago West – HVAC Install.

A motion was made and passed unanimously to recommend the Board approve the HVAC Install. The motion carried with the following conditions:

- 1. The external condenser unit is approved to be installed between the patio and bedroom window only.
- 2. No improvement shall be installed, constructed, modified or altered at Manor 5515-1G, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 3. A Mutual Consent for Manor Alterations has been granted at 5515-1G for Installing an HVAC System, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5515-1G and all future Mutual members at 5515-1G.
- 6. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents,

including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

- 7. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 8. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 11. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 12. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the

- Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 16. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 18. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 19. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 20. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses,

- amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 21. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

Variance Request

WHEREAS, David L Gilbert of 5515-1G Paseo Del Lago West – HVAC Install, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

WHEREAS, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

- 1. The external condenser unit is approved to be installed between the patio and bedroom window only.
- 2. No improvement shall be installed, constructed, modified or altered at Manor 5515-1G, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 3. A Mutual Consent for Manor Alterations has been granted at 5515-1G for Installing an HVAC System, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to

inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5515-1G and all future Mutual members at 5515-1G.
- 6. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 8. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to

- the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 11. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 12. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 16. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

- 18. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 19. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 20. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 21. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

Recording of a Lien

WHEREAS, Member ID 931-360-96 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-360-96; and

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RESOLUTION 03-17-XX

Filing of Separate Small Claims Court Case

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-370-39; 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.

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ENDORSEMENT (to Finance and Third)

Villa Paraisa & Casa Grande Parapet Wall Removal

Recommendation that the parapet walls located on Villa Paraisa & Casa Grande style buildings be eliminated on five buildings that have had leak issues this past rainy season.

At the September 5, 2017 Finance Committee meeting, the funding source changed from an approved supplemental appropriation to unanimous approval authorizing the first five parapet removals at Buildings 5193, 5212, 5219, 5265, and 5312, at a cost of \$230,000 funded from the Replacement Reserve Fund – Building Structures

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Staff Report

DATE: August 29, 2017

FOR: Maintenance and Construction Committee

SUBJECT: Villa Paraisa & Casa Grande Parapet Wall Removal

RECOMMENDATION

Staff recommends that the Committee approve a Supplemental Appropriation in the amount of \$230,000, to be funded from the Unappropriated Expenditures Fund for the removal of the parapet walls located on Villa Paraisa & Casa Grande style buildings.

BACKGROUND

On December 18, 2012, per Resolution 03-12-147 (Attachment 1), the Board implemented a reactive repair program for parapet walls atop the roofs of 40 Villa Paraisa & Casa Grande Type A buildings. The deterioration of these parapet walls were determined to be a major source of moisture intrusion into the buildings.

During its November 3, 2014 meeting, the Third M&C Committee directed Staff to revisit this issue and prepare alternatives to remove the parapet walls completely. In 2015 the Board approved removing the parapet walls on four (4) buildings and the roof line was extended over the parapet wall area.

DISCUSSION

There are forty (40) Type A Villa Paraisa & Casa Grande buildings in total which have a parapet wall design that extends above the roof line at several locations (Attachment 2). In December 2011, the homeowner of Building 5054, a Type A Villa Paraisa, removed some drywall for a visual inspection into the wall cavity and discovered that the building paper had deteriorated beneath the exterior plaster stucco which allowed water to penetrate the building at the top of the parapet walls. An architect was retained and provided plans detailing an ice and water membrane along with proper flashing at the parapet wall areas (Attachment 3).

Following the repairs at Building 5054, staff discovered a trend of moisture intrusion events in the Villa Paraisa & Casa Grande Type A buildings, due to the parapet wall design.

To date, six (6) of the forty (40) Type A buildings have been repaired at a cost of \$185,200 (Attachment 4), and five (5) have had the parapet walls eliminated at a cost of \$152,500. (Attachment 5)

Staff is recommending the parapet walls be eliminated for the five (5) buildings that had active leak issues this past rainy season. The recommendation requires approval of a Supplemental Appropriation in the amount of \$230,000 to eliminate the parapet walls on the following five (5) buildings (5193, 5212, 5219, 5265, and 5312).

Below are the costs associated with removing parapet walls from one Villa Paraisa & Casa Grande Type A building:

Item Description	Amount
Engineering Services	\$3,000
Construction	\$38,000
Permits	\$800
10% Contingency	\$4,200
Total	\$46,000

Cost is based on previous removal projects.

Staff's recommendation for the thirty five (35) remaining Villa Paraisa & Casa Grande buildings, is to implement a phased proactive program to remove the parapet walls. Demonstrated in (Attachment 5) are before and after images of a parapet removal.

Eliminating the parapet walls will eliminate the potential for future leaks which have been associated with the parapet walls roof to wall transition and wall cap.

The program forecast of expenditures is detailed below assuming 5 buildings per year and a 3 percent cost escalation.

Program Year	Amount
2018 (cost per building estimate \$47,400)	\$237,000
2019 (cost per building estimate \$48,800)	\$244,000
2020 (cost per building estimate \$50,250)	\$251,250
2021 (cost per building estimate \$51,750)	\$258,750
2022 (cost per building estimate \$53,300)	\$266,500
2023 (cost per building estimate \$54,900)	\$274,500
2024 (cost per building estimate \$56,500)	\$282,500
Total	\$1,814,500

Third Laguna Hills Mutual Villa Paraisa/Casa Grande Parapet Wall Removal 8/29/2017 Page 3

FINANCIAL ANALYSIS

A Supplemental Appropriation in the amount of \$230,000 from the Unappropriated Expenditures Fund will be required for the first five (5) parapet removals.

Prepared By: Erik Schneekluth, Construction Superintendent

Reviewed By: Guy West, Projects Manager

Ernesto Munoz, P.E., Maintenance Operations Director

ATTACHMENT(S)

Attachment 1 - Resolution 03-12-147

Attachment 2 - Existing Parapet Walls at Villa Paraisa & Casa Grande Type A Buildings

Attachment 3 - Architectural Detail for Waterproofing and Flashing at top of Parapet Walls

Attachment 4 - Repairs of Existing Parapet Walls per Architectural Detail

Attachment 5 - Existing Parapet Walls versus Removed Parapet Walls at Villa Paraisa & Casa Grande Type A Buildings

Third Laguna Hills Mutual Villa Paraisa/Casa Grande Parapet Wall Removal 8/29/2017 Page 4

Attachment 1

Resolution 03-12-147

Director Muennichow read a proposed resolution approving \$17,600 to implement a reactive repair program for parapet walls at 35 Villa Paraisa type A buildings. Director Muennichow moved to approve the resolution. Director Welch seconded the motion and discussion ensued.

By a vote of 8-0-0 (Director Chang was absent from the meeting), the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-12-147

WHEREAS, in December 2011, a homeowner in Building 5054, a type A Villa Paraisa removed the interior drywall of the manor and discovered that the building paper had deteriorated beneath the exterior plaster; and

WHEREAS, upon further investigation the source of the majority of moisture intrusion problem originated at the top of the parapet walls which extends above the roof line in type A Villa Paraisas; and

WHEREAS, subsequent to the repairs made at Building 5054, Staff discovered a higher trend of moisture intrusion events with the Villa Paraisa type A buildings which have parapet walls when compared with type B and type C which do not have the parapet walls extending above the roof line;

NOW THEREFORE BE IT RESOLVED, December 18, 2012, that the Board of Directors hereby implements a reactive repair program for parapet walls at the remaining 35 Villa Paraisa type A buildings at an estimated cost of \$17,600 each from the existing Reserve Expenditures Plan for Building Structures; and

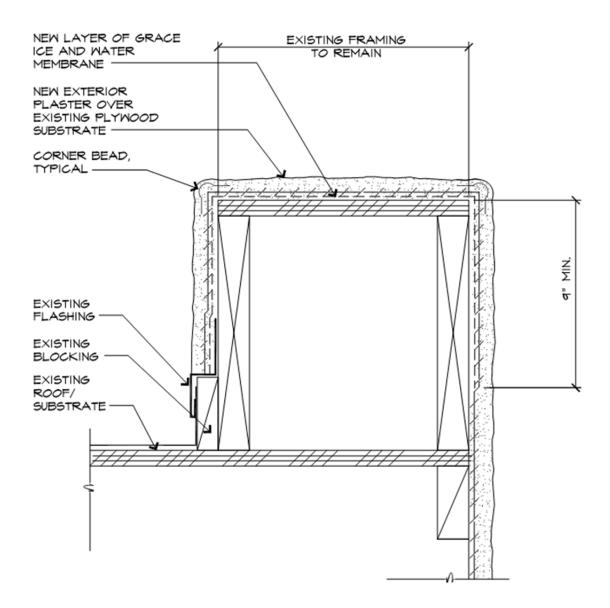
RESOLVED FURTHER, the repair method, which would be implemented after an investigation of moisture intrusion at the parapet walls at any of the 35 type A buildings, includes demolition of the existing stucco, installation of waterproof membrane, flashing, dry paper, lath and plaster at parapet walls which are found to leak from the top; 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.

Attachment 2
Existing Parapet Walls at Villa Paraisa & Casa Grande Type A Buildings



Attachment 3
Architectural Detail for Waterproofing and Flashing at top of Parapet Walls



Attachment 4
Repairs of Existing Parapet Walls per Architectural Detail





Third Laguna Hills Mutual Villa Paraisa/Casa Grande Parapet Wall Removal 8/29/2017 Page 8

Attachment 5
Existing Parapet Walls versus Removed Parapet Walls at Villa Paraisa & Casa Grande Type A Buildings





Resolution 03-17-XX

Parapet Wall Removal

WHEREAS, On December 18, 2012, per Resolution 03-12-147, the Board implemented a reactive repair program for parapet walls atop the roofs of 40 Villa Paraisa & Casa Grande Type A buildings. The deterioration of these parapet walls were determined to be a major source of moisture intrusion into the buildings; and

WHEREAS, Staff has discovered a trend of moisture intrusion events in the Villa Paraisa & Casa Grande Type A buildings, due to the parapet wall design; and

WHEREAS, eliminating the parapet walls will eliminate the potential for future leaks which have been associated with the parapet walls roof to wall transition and wall cap; and

NOW THEREFORE BE IT RESOLVED, the Board of Directors of this Corporation hereby authorizes the first five (5) parapet removals at Buildings 5193, 5212, 5219, 5265, and 5312, at a cost of \$230,000 to be funded from the existing Replacement Reserve Fund – Building Structures; and

RESOLVED FURTHER, a phased proactive program to remove the parapet walls at the 35 remaining Villa Paraisa & Casa Grande buildings over the next 7 years has been add to the reserves plan; and

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

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ENDORSEMENT (to Finance and Third)

Epoxy Costs for Garden Villa Rec Room Floors

At the May 1, 2017, M&C Committee Meeting, the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401.

The estimated cost to install epoxy flooring in a GV Rec Room, which includes testing and sealing of the floor is \$15,684. The total cost for buildings 3241, 3242 and 2401 is \$47,052. This cost does not include black mastic abatement.

Removal and replacement of the carpet in Garden Villa Recreation Rooms 3241, 3242 and 2401 would cost approximately \$10,500 and includes sealing of the concrete.

A motion was made to remove and replace carpet in GV Rec Rooms and approve a supplemental appropriation of \$10,500 to be funded from the Garden Villa Recreation Room Fund.

By a vote of 5/0/0, the motion carried.

In addition, by consensus, staff was directed to provide the Committee with a cost for epoxy coating in kitchens and bathrooms and as an alternative, to provide a cost for replacing vinyl over vinyl. Upon receipt of the information, Chair Moldow will present this information to the Finance Committee for review and approval.

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STAFF REPORT

DATE: August 29, 2017

FOR: Maintenance and Construction Committee

SUBJECT: Epoxy Costs for Garden Villa Rec Room Floors

RECOMMENDATION

Continue to replace Garden Villa Recreation Rooms flooring with carpet as needed.

BACKGROUND

At the May 1, 2017, M&C Committee Meeting the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401.

DISCUSSION

When installing epoxy according to the manufacturer's specification, the floors are said to be durable, water and chemical resistant, easily maintained, and long lasting. However, unlike carpet tiles, epoxy floors are hard surfaces with no cushion or give, they can become slippery when wet, and the finished surface has virtually no acoustic value in helping to reduce noise levels in the room (Attachment 1).

To install epoxy flooring in the Garden Villa Recreation Rooms and Kitchens, all furniture must be removed and stored temporarily onsite in a lockable container. The existing flooring would be then be removed and the concrete slab exposed for inspection and moisture testing. If the relative humidity and/or PH levels exceed standards, the concrete slab would require sealing before the application of the epoxy coating. During the removal of the existing carpet, if the presence of black mastic is detected the affected areas would require abatement. Once the floor surface has been prepared, and the epoxy coating is applied, the new base boards will be installed and the furniture returned to the recreation room.

Several epoxy floor installation companies offer a lifetime limited warranty on their product and installation. When applied per manufacture's specifications the companies offer a 15 year surface warranty covering peeling, cracking, fading and yellowing and a 5 to 10 year moisture related warranty. The estimated cost to install epoxy flooring in a GV Rec Room including testing and sealing of the floor is \$15,684. The total cost for buildings 3241, 3242 and 2401 is \$47,052. Black mastic abatement would be an additional charge.

The VMS Maintenance and Operations Division inspect and determine whether the carpet and/or vinyl flooring require replacement. The carpet installed in the GV Rec Rooms can last a minimum of 10 years depending on foot traffic wear. The Committee could choose to continue to replace the carpet and vinyl kitchen floors at an estimated cost of \$7,741 per Rec Room, on an approximate ten-year cycle.

Third Laguna Hills Mutual Epoxy Costs for Garden Villa Rec Room Floors 8/29/2017 Page 2

The total cost to carpet the Rec Rooms for buildings 3241, 3242 and 2401 is \$10,500. Given the factors mentioned above relative to the comfort, noise, and texture of epoxy flooring, as opposed to carpet, staff recommends the Committee directs staff to continue to replace Rec Room flooring with carpet as needed.

FINANCIAL ANALYSIS

Installation of epoxy floors in Garden Villa Recreation Rooms 3241, 3242 and 2401 would require a supplemental appropriation of \$47,052 to be funded from the Garden Villa Rec Room Fund.

Removal and replacement of the carpet in Garden Villa Recreation Rooms 3241, 3242 and 2401 would require a supplemental appropriation of \$10,500 to be funded from the Garden Villa Rec Room Fund.

This fund is a surcharge assessment unique to Garden Villa style buildings and planned expenditures approved in the annual budget total \$70,061 for 2017.

Prepared By: Rodger Richter, Superintendent

Reviewed By: Guy West, Projects Manager

Ernesto Munoz, P.E., Director of Maintenance Operations

Betty Parker, Financial Services Director

Resolution 03-17-XXX

Epoxy Costs for Garden Villa Rec Room Floors

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

WHEREAS, at the May 1, 2017 M&C Committee Meeting the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401; and

WHEREAS, at the August 29, 2017 M&C Committee Meeting, the Committee decided to keep carpet as the flooring choice of recreation rooms; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$10,500 to be funded from the Garden Villa Recreation Room Fund for removal and replacement of the carpet in the Rec Rooms at 3241, 3242 and 2401; and

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

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ENDORSEMENT (to Finance and Third)

Garden Villa Rec Room Renovations

At the March 8, 2017 Garden Villa Rec Room Sub-Committee meeting, the suggested renovation budget was adopted. However, upon further review of costs, it was determined that additional monies were required in order to complete the scheduled work.

A motion was made to approve a supplemental appropriation in the amount of \$8,000 for budget overages/contingency, regarding improvements at various Garden Villa Recreation Rooms, to be funded from the Garden Villa Recreation Room Fund.

By a vote of 5/0/0, the motion carried.

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STAFF REPORT

DATE: August 29, 2017

FOR: Maintenance and Construction Committee SUBJECT: Garden Villa Recreation Room Renovations

RECOMMENDATION

Approve a Supplemental Appropriation in the amount of \$8,000 for budget overages regarding improvements at various Garden Villa Recreation Rooms, to be funded from the Garden Villa Recreation Room Fund.

BACKGROUND

Each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements. The 2017 Business Plan includes a budget of \$70,000 for refurbishment and repairs.

DISCUSSION

At the March 8, 2017 Garden Villa Rec Room Sub-Committee meeting, the suggested renovation budget was adopted. However, upon further review of costs, it was determined that additional monies will be required in order to complete all scheduled work.

FINANCIAL ANALYSIS

This project requires a supplemental appropriation in the amount of \$8,000, to be funded from the Garden Villa Recreation Room Fund.

Prepared By: Velny Soren, Operations Supervisor

Reviewed By: Ernesto Munoz, P.E., Maintenance Operations Director

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Resolution 03-17-XX

Garden Villa Rec Room Renovations

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

WHEREAS, at the March 8, 2017 Garden Villa Rec Room Sub-Committee meeting, the suggested renovation budget was adopted in the amount of \$70,061; and

WHEREAS, upon further review of costs, it was determined that additional monies will be required in order to complete all scheduled work; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this Corporation hereby approve a supplemental appropriation in the amount of \$8,000 to be funded from the Garden Villa Recreation Room Fund to complete scheduled renovation at various Garden Villa Recreation Rooms; and

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

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RESOLUTION 03-17-XX

Late Charge for Assessments

WHEREAS, the Collection and Lien Enforcement Policy specifies a late charge in the amount of \$20 per month for delinquent assessments, an amount that has remained unchanged for many years; and

WHEREAS, the Mutual CC&Rs allow a late charge in the amount of \$10 or 10% of the delinquent assessment, whichever is greater; and

WHEREAS, the Finance Committee has recommended an increase in the late charge to sufficiently offset administrative costs required to process and review delinquencies;

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby approves an increase in the late charge for unpaid assessments from \$20 to \$60 per month; and

RESOLVED FURTHER, that the effective date of the new fee amount will be January 1, 2018; 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.

July initial Notification 30-Day notification to comply with Civil Code 4360 has been satisfied.

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Third Laguna Hills Mutual Finance Committee – Open Session July 5, 2017

ENDORSEMENT

Fee Schedule – Lease Rush

The committee reviewed the current Fee Schedule and discussion ensued regarding recently adopted Lease Policy and Forms.

A motion was made and seconded to increase the Lease Rush Fee from \$50 to \$100 per transaction, effective after the 30-day notice requirement is met. The motion carried by a vote of 6-3 (Baum, Moldow, Zalon against).

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RESOLUTION 03-17-XX

Fee for Rush Processing of Lease Applications

WHEREAS, the Board is obligated to manage, operate and maintain housing for its Mutual Members as set forth in the declarations of Covenants, Conditions, and Restrictions (CC&Rs); and

WHEREAS, the Board is obligated to review lease applications in accordance with its Bylaws, CC&Rs and Operating Rules; and

WHEREAS, the new Lease Policy and related fees went into effect on July 1, 2017; and

WHEREAS, often due to various circumstances staff is asked to rush processing of a lease application and has not charged for this service in the past and the new fee of \$50 was determined by board members to be insufficient; and

NOW, THEREFORE BE IT RESOLVED, on September 19, 2017, that the Board of this Corporation hereby increases the Rush Processing Fee of Lease Applications from \$50 to \$100; 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.

July initial Notification 30-Day notification to comply with Civil Code 4360 has been satisfied.

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STAFF REPORT

DATE: July 18, 2017

FOR: Board of Directors

SUBJECT: Plug-In Electric Vehicles and Golf Cart Policies and Procedures

RECOMMENDATION

Staff recommends amendments to the Plug-in Electric Vehicles (PEV) and Golf Cart Policies and Procedures; including establishment of fines for unpermitted PEVs found using Mutual common area electricity and unattended extension cords and noncompliant battery chargers.

BACKGROUND

On November 18, 2014, the Board of Directors created an Electrical Vehicle Charging Ad Hoc Committee for the purpose of identifying all feasible solutions for residents who own an electrical vehicle to charge their batteries at a reasonable cost. On March 17, 2015, the Board adopted an Electrical Vehicle Charging Policy for PEV Vehicles to utilize 120 Volt Outlets in the Common Areas (Resolution 03-15-36).

On September 15, 2015, the Policy was amended to include fines for any violations and include the policy as part of the Vehicle, Traffic, and Parking Rules (Resolution 03-15-129). On January 24, 2017, the PEV fee was change to a flat rate of \$240 and tracking of mileage and calculated usage was eliminated (Resolution 3-17-04). On February 21, 2017 the Board approved an amendment to the Policy to allow for pro-rating of the annual PEV fee (Resolution 3-17-19).

DISCUSSION

On May 31, 2017, Board Members and staff met to review the policy and identified areas of improvement. The purpose of the amendments to the policy (Attachment 1) is to set fines for those who use Mutual common area electric to charge vehicles without purchasing a PEV Decal; and to establish fees to residents who abuse Section 7.14 of the policy "Extension Cords and Battery Chargers". This section specifically states that battery chargers must be elevated a minimum of six inches off the floor. The fines for Extension Cord and Battery Charger misuse are new, therefore Security will issue courtesy notices to violators for the first 45 days after approval. Additionally, Security is conducting a proactive sweep of the Community to make residents aware of the requirements of Section 7.14. This item will be scheduled for review at an upcoming Board meeting in order to have a common policy throughout the Village.

When residents visit Resident Services for a decal they are asked the make and model of the vehicle. Staff is equipped with a list of vehicles that are considered PEV. When a vehicle is found on the list the resident is charged a \$240 usage fee, or a prorated amount, and receives a PEV decal. Then annually the resident is billed, in January, for the decal. If residents visit

Maintenance and Construction Committee Plug-In Electric Vehicles July 18, 2017 Page 2

Resident Services and states that they are not charging within the mutual they can "opt-out" of the required usage fee which requires a signed waiver (Attachment 3) acknowledging that they will not be using Mutual common area electric to charge their vehicle, and understand the consequences (fines) if policy is violated.

FINANCIAL ANALYSIS

With the increases in the annual PEV decal fees and PEV popularity more revenue is expected to help support compliance. Additionally, no fees are collected if members "opt out". An increase in Security inspections is expected at first that will likely drop off as the program progresses and residents are educated.

Prepared By: Lori Moss, Community Manager

Reviewed By: Betty Parker, Finance Director

ATTACHMENT(S)

Attachment 1: Resolution and Amendment

Attachment 2: Opt-out Waiver for Plug-in Electric Vehicles

Maintenance and Construction Committee Plug-In Electric Vehicles July 18, 2017 Page 3

Attachment 1

RESOLUTION 03-17-XX

Plug In Electric Vehicles and Golf Cart Policy and Procedures

WHEREAS, the Board adopted an Electrical Vehicle Charging Policy for Plug In Electrical Vehicles (PEV) to utilize 120 Volt Outlets in the Common Areas; and

WHEREAS, Residents are required to pay an annual pro-rated usage fee for every PEV registered to any unit that does not have a private garage, or private charging stations; and

WHEREAS, a recommendation has been made to allow residents to "opt-out" by signing a waiver, if they don't plan on connecting to Mutual common area electricity; and

WHEREAS, in the interest of safety, residents found with unattended extension cords and/or golf cart chargers a minimum of six inches above the floor will be subject to fines; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017 that the following amendments are made to the VEHICLE, TRAFFIC, AND PARKING RULES, Section 7.13 through 16, Plug-In Electrical Vehicles and Golf Cart; and

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

Non-resident PEVs are prohibited from connecting to common area outlets.

Any PEV connected to a common area outlet without authorization may be disconnected and/or owner contacted by Security staff, in addition to the other enforcement actions allowed in these rules.

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident Vehicles that are battery electric powered Golf Carts may connect to Mutual common area electricity upon payment of the electrical use fee set by the Board.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

Maintenance and Construction Committee Plug-In Electric Vehicles July 18, 2017 Page 4

- An annual electricity usage flat fee of \$240 per year or \$20 per month may be prorated for every PEV registered to any MANOR that does not have a private garage per the requirements of the BOARD approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The EV decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The EV decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
 - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
 - Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.
 - RESIDENTS may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.

7.14 FINES FOR UNPERMITTED PLUG-IN ELECTRIC VEHICLES FOUND USING MUTUTAL COMMON AREA ELECTRICITY

Fines for violation of §7.13, PEV, are as follows:

• First Offense: \$240, and require the RESIDENT to purchase a PEV decal

• Second Offense: \$480

• Each Subsequent Offense: \$480

Maintenance and Construction Committee Plug-In Electric Vehicles July 18, 2017 Page 5

7.15 UNATTENDED EXTENSION CORDS, BATTERY CHARGERS

In the interest of safety, unattended extension cords may not be used in Third for any purpose. All golf cart battery chargers must be elevated a minimum of six inches from the floor.

7.16 FINES FOR VIOLATIONS OF UNATTENEDED EXTENSION CORDS and BATTERY CHARGERS

Fines for violations of §7.15, Extension Cords and Golf Cart Battery Chargers is as follows:

First Offense: \$50Second Offense: \$100

• Each Subsequent Offense: \$150

RESOLVED FURTHER, that Resolution 03-17-04 approved January 24, 2017; and Resolution 3-17-19 approved on February 21, 2017 is hereby superseded and canceled; and

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

July initial Notification 30-Day notification to comply with Civil Code 4360 has been satisfied.



PLUG-IN ELECTRIC VEHICLES (PEV) – OPT OUT WAIVER

RESIDENTS with a registered plug-in electric vehicle may request to "optout" of the annual PEV Charge Fee by signing and submitting this waiver to Resident Services, indicating they will not be using Mutual common area electric to charge their plug-in electric vehicle.

Authorized Signature	Address	Date
Printed Name	Resident ID Numbe	er

By executing this waiver to opt-out of the plug-in electric vehicle program, you agree not to use common electricity to charge your plug-in electric vehicle and understand the consequences of disciplinary action, including a fine if the policy is violated.



STAFF REPORT

DATE: July 18, 2017

FOR: Board of Directors

SUBJECT: Variance Requirement for Common Wall Enclosures of Atriums

RECOMMENDATION

Staff recommends that the Board approve a Policy requiring that a request for a Mutual Consent for Manor Alteration for common wall Atrium enclosures require a Variance and approval by the Board of Directors.

BACKGROUND

Staff has encountered several complaints from members that experience view obstructions or encounter noise when a common wall atrium enclosure is constructed.

DISCUSSION

The proposed policy would require the owners of Cordoba and Valencia style Manors to follow the Variance process and guidelines which would require more neighbor participation and notification, thereby eliminate conflicts between neighbors and would be in the Mutual's best interest.

Prepared By: Brett Crane, Interim Alterations Manager

Reviewed By: Lori Moss, Community Manager

Committee Routing: Architectural Control and Standards

ATTACHMENT

Resolution

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RESOLUTION 03-17-XX

Variance Requirement for Common Wall Enclosures of Atriums

WHEREAS Staff has encountered several complaints from members that experience view obstructions or encounter noise when a common wall atrium is enclosed; and

WHEREAS The existing policy allows such enclosure by standard staff review and little or no neighborhood outreach; and

WHEREAS The proposed policy would require the owners of Cordoba and Valencia style Manors to follow the Variance process and guidelines which would require more neighbor participation and review by the Architectural Standards and Control Committee; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, the Board of Directors of this Corporation require that any future Atrium enclosures on Cordoba and Valencia style manors which share a common wall be approved by the Board; and

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

RESOLVED FURTHER, the Mutual requires a Neighborhood Awareness Notice of Hearing on alterations at manor for variance applications; 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.

July initial Notification
30-Day notification to comply with Civil Code 4360 has been satisfied.

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STAFF REPORT

DATE: August 15, 2017 FOR: Board of Directors

SUBJECT: Suspension of Cable/Internet as a Disciplinary Action

RECOMMENDATION

Acknowledge and accept the attached GRF Resolution that gives Third Mutual the ability to Suspend Cable/Internet services as part of their Disciplinary Process.

BACKGROUND

Cable television is a jointly administered amenity of both the Housing Mutuals' and the Golden Rain Foundation. The service (cable and internet) is delivered as a "system" (one cable per manor).

Each of the Corporations has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members. Historically, suspending the service has been used as a disciplinary action, very successfully to bring members into compliance. Suspensions have to be performed by GRF at the recommendation of the Mutual. Because internet is delivered through the cable system, when cable is suspended, internet is too.

DISCUSSION

In order to create a more efficient process the attached resolution will be presented to GRF to give both Housing Mutuals' the ability to suspend the system without the individual boards hearing the disciplinary cases, and then each case being agendized before GRF, prior to a suspension.

The Resolution is being presented to both Housing Mutuals', and once agreement is reached on the resolution, its adoption by GRF commemorates Board action. Both of the Housing Mutual Attorneys have provided comment.

FINANCIAL ANALYSIS

None

Prepared By: Lori Moss, Community Manager

Reviewed By: Brad Hudson, CEO

ATTACHMENT(S)

Attachment 1 – Proposed Resolution 90-17-XX

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Attachment 1

Suspension of Cable/Internet as a Disciplinary Action

RESOLUTION 90-17-xx

WHEREAS, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI);

WHEREAS, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

WHEREAS, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Co-occupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

WHEREAS, Cable television services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a cable provider ("Master Contract"), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutuals, which consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Hills Mutual; and

WHEREAS, Each of the Housing Mutuals' Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna Hills Mutual Bylaws 2.1, 2.2 and 2.3);

WHEREFORE, the Board of Directors acknowledges that cable television is a jointly administered amenity, of both the Housing Mutuals' and the Golden Rain Foundation Corporation;

NOW THEREFORE, **BE IT RESOLVED**, September 19, 2017, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutuals', each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of cable television and internet services:

Third Laguna Hills Mutual Suspension of Cable/Internet as a Disciplinary Action August 15, 2017 Page 3

RESOLVED FURTHER, it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programing;

RESOLVED FURTHER, it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide cable television for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests;

RESOLVED FURTHER, this resolution cancels and supersedes Resolution 90-06-110.

August initial Notification 30-Day notification to comply with Civil Code 4360 has been satisfied.



STAFF REPORT

DATE: August 15, 2017 FOR: Board of Directors

SUBJECT: Requirements for Alterations on 3-story Buildings with Mutual Photovoltaic

(Solar) Panels

RECOMMENDATION

The ACSC recommends that the Board approve procedures for alterations on 3-story buildings with Mutual Photovoltaic (Solar) Panels.

BACKGROUND

Recently, contractors have performed work on the roof of 3-story buildings containing Mutualowned solar panels. This raises concern relative to the protection of the Mutual's investment of the solar infrastructure, as well as the need to meet requirements to ensure that the structural integrity of the roof system is maintained. Having a policy in effect will assure that all contractors working on these 3-story building will be in compliance with state and federal laws.

DISCUSSION

For 3-story buildings that have solar panels, contractors will be required to provide documentation certifying that the roof structures under consideration for alterations have the structural capacity to carry the additional loads proposed by the alteration, Prior to the Issuance of a Mutual Consent. Specifically, it is recommended that the applicant provide the Manor Alterations Division with structural calculations, wet stamped by a licensed structural engineer, confirming the structural adequacy of the roof structure to support any additional imposed loads or additional details for roof penetrations proposed with the alteration. If any additional reinforcement of the roof is required, this would be the responsibility of the Member Owner's contractor. In addition, although all Mutual standards require contractors to follow state and federal laws, staff and the Mutual want to ensure that all contractors who are working on 3-story buildings are required to follow CAL-OSHA rules and regulations. Once the Manor Alterations Division has approved the proposed work, staff will assist the contractor in gaining access to the roof to perform their construction.

FINANCIAL ANALYSIS

There is no financial burden to the Mutual; the additional steps taken will prevent structural damage to Mutual property which would result in a financial expense.

Prepared By: Brett Crane, Alterations Interim Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance Operations Director

Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1 – Proposed Resolution 03-17-XXX

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Resolution 03-17-XX

Construction on 3-Story Buildings with Solar Panels

WHEREAS, manor owners from time to time have requested to install an alteration on the roof of a 3-story building, and

WHEREAS, the Architectural Control and Standards Committee recommends that procedures be established for all contractors working on 3-story buildings that contain Mutual owned Solar Panels on the roof; and

THEREFORE BE IT RESOLVED ON SEPTEMBER 19, 2017, any proposed alteration to the roof of a 3-story building submitted to the Manor Alterations Division, which has Mutual owned Solar Panels installed, will require the contractor to supply site specific structural calculations, wet stamped by a licensed structural engineer, confirming the structural adequacy of the roof structure to support any additional imposed loads or roof penetrations proposed with the alteration; and

RESOLVED FURTHER, no alteration can obstruct the operations of the Mutual Owned Solar Panels; and

RESOLVED FURTHER, no installation can accommodate access to the roof from the manor; and

RESOLVED FURTHER, contractors will be required to follow all State and Federal laws and regulations to assure the safety of the contractor(s) working on the roof of 3-story buildings, and are required to follow CAL-OSHA rules and regulations, and

RESOLVED FURTHER, all contractors will need approval by the Manor Alterations Division before any construction may begin. Once approved by the Manor Alterations Division, staff will assist the contractor in gaining access to the roof of the building; 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.

August initial notification 30-Day notification to comply with Civil Code 4360 has been satisfied.

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STAFF REPORT

DATE: September 19, 2017

FOR: Third Laguna Hills Mutual Board of Directors

SUBJECT: 2018 Business Plan

RECOMMENDATION

Staff recommends Board approval of the 2018 Business Plan at the regular board meeting on September 19, 2017.

SUMMARY

This version of the business plan reflects an increase from the current year, resulting in a basic assessment of \$628.42 per manor per month. Brief notations of the budgetary line items with significant change are noted below as increases or (decreases), and listed in order of appearance:

ANALYSIS

- Line 1: Fees and Charges to Residents decreased assessments (\$38,832) primarily due to higher rates for service charges.
- Line 2: Miscellaneous revenue decreased assessments (\$103,422) primarily due to more lease processing revenue anticipated.
- Line 3: Employee Compensation increased \$145,232 due the inclusion of planned wage adjustments. The union contract calls for a 2.5% increase in wages and the same budgetary figure was used for non-union employees.
- Line 4: Expenses Related to Compensation increased \$73,574 primarily due to contracted pricing for Union medical insurance premiums.
- Line 5: Materials and Supplies decreased by (\$25,562) primarily due to fewer direct materials, based on historical averages and trends.
- Line 6: Electricity was reduced by (\$111,134) per Board direction at a special meeting held on July 12, 2017. This reduction is attributed to the completion of the solar systems located throughout Third which will reduce overall expenses for common area electricity.
- Line 7: Sewer increased \$13,200 due to projected increases in sewer rates.
- Line 9: Trash increased \$79,848 due to a recycling pickup correction in the budget from once per week to twice per week.
- Line 10: Legal fees increased \$140,000 to achieve a funding level set by the Board.
- Line 11: Professional Fees increased \$16,667 primarily for engineering consultants needed for building structure and dry rot repairs.
- Line 16: Other Operating Expense increased \$19,473 in part due to additional uniform costs.

Third Laguna Hills Mutual 2018 Business Plan September 19, 2017 Page 2

- Line 18: Property Insurance increased \$90,400 for the addition of earthquake insurance premiums, estimated at \$168,000 and partially offset by lower projected property insurance premiums based on loss experience.
- Line 19: Uncollectible Accounts decreased (\$48,600), lowering the provision for doubtful accounts.
- Line 20: Allocated Expenses, the net result of inter-departmental allocations, increased the assessment \$265,768.
- Line 21: Replacement Fund contributions will remain the same based on projected requirements in the 30-year reserve expenditures plan.
- Line 22: Elevator Replacement Fund contributions will remain the same based on projected requirements in the 30-year reserve expenditures plan.
- Line 23: Disaster Fund contribution decreased by (\$168,415) or (\$2.30) PMPM to offset the increase in expenditures for earthquake insurance in Line 18.
- Line 24: Unappropriated Expenditures Fund decreased (\$1.00) PMPM, as directed by the Board. A transfer of \$408,845 to this fund from prior year operating surplus was approved by resolution 90-17-69 and is reflected in the cash flow statement.
- Line 27: GRF increased by \$361,779 primarily due to the elimination of a prior years surplus recovery, partially offset by cost savings measures.

Prepared By: Betty Parker, Financial Services Director

Jose Campos, Financial Services Manager

Reviewed By: Brad Hudson, CEO

Attachments:

ATT1 - Third Business Plan

ATT2 – Revenue and Expenditure Report

ATT3 – Landscape Expenditures by Program

ATT4 – Maintenance Expenditures by Program

ATT5 - Reserves Plan

THIRD LAGUNA HILLS MUTUAL 2018 BUSINESS PLAN

		2018 B	BUSINESS PLAN			D N4	D 8.6 4l-	
	2014	2015	2016	2017	2018	Per Manor 2017	2018	Increase/
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	PLAN	PLAN	ASSESS		(Decrease)
								,,
REVENUES:								
Non-assessment Revenues:								
1 Fees and Charges to Residents	\$527,418	\$501,914	\$375,549	\$524,406	\$563,238	\$7.16	\$7.69	(\$0.53)
2 Miscellaneous	698,800	663,769	426,317	477,879	581,301	6.53	7.94	(1.41)
Total Revenues	\$1,226,218	\$1,165,683	\$801,866	\$1,002,285	\$1,144,539	\$13.69	\$15.63	\$1.94
EXPENSES:								
3 Employee Compensation	\$8,527,964	\$8,323,161	\$6,509,988	\$6,365,373	\$6,510,804	\$86.93	\$88.92	\$1.99
4 Expenses Related to Compensation	3,709,418	3,721,558	2,606,548	2,749,042	2,822,616	37.54	38.55	1.01
5 Material and Supplies	1,047,629	1,259,373	709,061	766,942	741,380	10.47	10.12	(0.35)
6 Electricity	485,681	478,787	421,327	357,695	246,561	4.88	3.37	(1.51)
7 Sewer	1,453,222	1,522,237	1,588,795	1,663,800	1,677,000	22.72	22.90	0.18
8 Water	2,630,174	2,335,660	2,575,110	2,532,300	2,532,507	34.58	34.59	0.01
9 Trash	513,470	488,455	454,293	450,033	529,881	6.15	7.24	1.09
10 Legal Fees	296,818	114,242	109,975	150,000	290,000	2.05	3.96	1.91
11 Professional Fees	122,117	93,175	126,157	140,247	156,914	1.92	2.14	0.22
12 Management Fee	147,912	147,192	0	0	0	0.00		0.00
13 Equipment Rental	11,865	17,504	17,229	8,953	14,388	0.12	0.20	0.08
14 Outside Services	1,461,117	1,142,703	1,487,505	1,404,478	1,396,431	19.18		(0.11)
15 Repairs and Maintenance	7,721	70,622	16,969	4,032	6,537	0.06	0.09	0.03
16 Other Operating Expense	132,742	131,704	274,059	114,607	134,080	1.57	1.83	0.03
	•	•	•			6.43		
17 Insurance	368,956	456,355	437,532	470,844	458,551			(0.17)
18 Property Insurance	602,842	681,034	665,445	767,345	857,745	10.48	11.71	1.23
19 Uncollectible Accounts	229,565	141,735	90,013	148,600	100,000	2.03	1.37	(0.66)
20 Allocated Expenses	1,096,543	1,153,924	852,374	866,561	1,132,329	11.83	15.46	3.63
Total Expenses	\$22,845,756	\$22,279,422	\$18,942,380	\$18,960,851	\$19,607,724	\$258.94	\$267.78	\$8.84
RESERVE CONTRIBUTIONS:								
21 Replacement Fund	\$4,133,574	\$5,125,680	\$9,885,240	\$9,885,240	\$9,885,240	\$135.00	\$135.00	\$0.00
22 Elevator Replacement Fund	322,685	292,896	366,120	366,120	366,120	5.00	5.00	0.00
23 Disaster Fund	1,757,376	2,050,272	2,196,720	2,196,720	2,028,305	30.00	27.70	(2.30)
24 Unappropriated Exp. Fund	219,672	439,344	439,344	805,464	732,240	11.00	10.00	(1.00)
Total Reserve Contributions	\$6,433,307	\$7,908,192	\$12,887,424	\$13,253,544	\$13,011,905	\$181.00	\$177.70	(\$3.30)
TOTAL MUTUAL	\$28,052,845	\$29,021,931	\$31,027,938	\$31,212,111	\$31,475,090	\$426.25	\$429.85	\$3.60
		<u> </u>	<u> </u>			·		
GOLDEN RAIN FOUNDATION								
25 GRF OPERATING	\$13,977,100	\$13,404,429	\$12,690,372	\$12,420,562	\$13,075,237	\$169.61	\$ 178.57	\$8.96
26 GRF RESERVE CONTRIBUTIONS	2,416,392	2,416,392	1,537,704	1,757,376	1,464,480	24.00	20.00	(\$4.00)
27 TOTAL GRF	\$16,393,492	\$15,820,821	\$14,228,076	\$14,177,938	\$14,539,717	\$193.61	\$198.57	\$4.96
28 TOTAL BASIC ASSESSMENTS	\$44.446.337	\$44.842.752	\$45.256.014	\$45.390.049	\$46.014.807	\$619.86	\$628.42	\$8.56
28 TOTAL BASIC ASSESSMENTS	\$44,446,337	\$44,842,752	\$45,256,014	\$45,390,049	\$46,014,807	\$619.86	\$628.42	\$8.56
SURCHARGES (unique to units with con	mmon laundry faci	lities, elevators, a	nd/or Garden Vill	la Rec Rooms)				
29 Laundry Revenue	(\$113,555)	(\$108,614)	(\$101,554)	(\$108,000)	(\$108,000)	(\$2.61)	(\$2.61)	\$0.00
30 Laundry Operating	251,727	269,621	280,874	235,228	194,927	5.68	4.70	(0.97)
31 Elevator Operating	282,191	301,843	346,146	324,365	329,190	14.64	14.86	0.22
32 Laundry Replacement Fund	186,560	124,344	124,344	82,896	82,896	2.00	2.00	0.00
33 Garden Villa Rec Room Fund	59,615	74,520	74,520	59,616	59,616	4.00	4.00	0.00
	\$666,538	\$661,714	\$724,330	\$594,105	\$558,629	<u></u>		
TOTAL BUSINESS PLAN	\$45,112,875	\$45,504,466	\$45,980,344	\$45,984,154	\$46,573,436	,		
TOTAL DOSINESS FLAN	→→ J,112,0/3	743,304,400	,50U,5 44	J4J,304,134	340,373,430			

2018 BUSINESS PLAN Revenue and Expenditure Report THIRD LAGUNA HILLS MUTUAL

	2017 Budget	2018 Budget	VAR\$ B/(W)	VAR %
Non-Assessment Revenues:				
Fees and Charges for Services to Residents				
46501000 - Permit Fee	\$61,050	\$67,500 57,161	\$6,450	11%
46501500 - Inspection Fee 46502000 - Resident Maintenance Fee	57,283 406,073	57,161 438,577	(122) 32,504	0% 8%
Total Fees and Charges for Services to Residents	524,406	563,238	38,832	7%
Total rees and Charges for Services to Residents	524,400	303,236	30,632	7-70
Laundry				
46005000 - Coin Op Laundry Machine	108,000	108,000		0%
Total Laundry	108,000	108,000		0%
Miscellaneous				
44501510 - Lease Processing Fee - Third	138,004	204,000	65,996	48%
44502500 - Non-Sale Transfer Fee - Third	13,050	13,000	(50)	0%
44503520 - Resale Processing Fee - Third	200,000	193,901	(6,099)	(3%)
44505500 - Hoa Certification Fee		6,000	6,000	0%
44507000 - Golf Cart Electric Fee	67,425	68,000	575	1%
44507200 - Electric Vehicle Plug-In Fee		12,000	12,000	0%
44507500 - Cartport Space Rental Fee	3,000	3,000		0%
47001500 - Late Fee Revenue	24,000	48,000	24,000	100%
47002020 - Collection Administrative Fee - Third	9,000	9,000		0%
47002500 - Collection Interest Revenue	22,000	22,000		0%
47501000 - Recycling	1,400	2,400	1,000	71%_
Total Miscellaneous	477,879	581,301	103,422	22%
Total Non-Assessment Revenue	1,110,285	1,252,539	142,254	13%
Expenses:	2 100 266	2 276 404	(77.210)	(40/)
51011000 - Salaries & Wages - Regular	2,199,266	2,276,484	(77,218)	(4%)
51021000 - Union Wages - Regular 51041000 - Wages - Overtime	5,916,445 6,573	5,684,742 40,308	231,703 (33,734)	4% (513%)
51051000 - Wages - Overtime 51051000 - Union Wages - Overtime	62,300	37,449	24,852	40%
51061000 - Onlon Wages - Overtime 51061000 - Holiday & Vacation	168,674	321,801	(153,127)	(91%)
51071000 - Floriday & Vacation 51071000 - Sick	126,506	262,522	(136,016)	(108%)
51081000 - Sick - Part Time	1,064	202,322	1,064	100%
51091000 - Missed Meal Penalty	1,044	1,758	(715)	(68%)
51101000 - Temporary Help	50	53,884	(53,833)	(106642%)
Total Employee Compensation	8,481,923	8,678,947	(197,024)	(2%)
F3411000 F1CA	647.006	647.100	71.4	00/
52411000 - F.I.C.A.	647,896	647,182	714	0%
52421000 - F.U.I.	9,110	9,719	(609)	(7%)
52431000 - S.U.I. 52441000 - Union Medical	49,017 1,796,492	48,533 1,902,800	484 (106,308)	1% (6%)
52451000 - Workers' Compensation Insurance	605,059	623,917	(18,858)	(3%)
52461000 - Non Union Medical & Life Insurance	223,208	233,653	(10,445)	(5%)
52471000 - Union Retirement Plan	317,023	310,962	6,062	2%
52481000 - Non-Union Retirement Plan	91,086	94,496	(3,410)	(4%)
Total Expenses Related to Employee Compensation	3,738,892	3,871,261	(132,368)	(4%)
		, ,	, ,	,
Materials and Supplies	222.662	252.452	(20.702)	(00()
53001000 - Materials & Supplies	328,660	358,452	(29,792)	(9%)
53002500 - Printed Membership Materials	1,325	194	1,131	85%
53003000 - Materials Direct	1,052,305	1,200,324	(148,019)	(14%)
Total Materials and Supplies	1,382,290	1,558,970	(176,681)	(13%)
Utilities and Telephone				
53301000 - Electricity	471,500	325,000	146,500	31%
53301500 - Sewer	1,663,800	1,677,000	(13,200)	(1%)
53302000 - Water	2,532,300	2,532,507	(207)	0%
			•	

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2018 BUSINESS PLAN Revenue and Expenditure Report THIRD LAGUNA HILLS MUTUAL

	2017 Pudgot	2018 Budget	VAR\$ B/(W)	VAR %
53302500 - Trash	2017 Budget 452,570	530,455	(77,885)	(17%)
Total Utilities and Telephone	5,120,170	5,064,962	55,208	1%
	-,,	5,55 3,55=		
Legal Fees	150.000	200 000	(4.40.000)	(020()
53401500 - Legal Fees	150,000	290,000	(140,000)	(93%)
Total Legal Fees	150,000	290,000	(140,000)	(93%)
Professional Fees				
53402000 - Audit & Tax Preparation Fees	39,861	48,000	(8,139)	(20%)
53403500 - Consulting Fees	49,386	34,614	14,772	30%
53403520 - Consulting Fees - Third	51,000	74,300	(23,300)	(46%)
Total Professional Fees	140,247	156,914	(16,667)	(12%)
Equipment Rental				
53501500 - Equipment Rental/Lease Fees	12,451	25,462	(13,011)	(105%)
Total Equipment Rental	12,451	25,462	(13,011)	(105%)
	,		(==,===,	(,
Outside Services	2.222	2.025	(20)	(40()
53601000 - Bank Fees	3,909	3,929	(20)	(1%)
53704000 - Outside Services 54603500 - Outside Services CC	70,856	77,476	(6,620)	(9%)
Total Outside Services	8,488,753	10,377,739 10,459,144	(1,888,986)	(22%)
Total Outside Services	8,563,518	10,459,144	(1,895,626)	(22%)
Repairs and Maintenance				
53701000 - Equipment Repair & Maint	6,703	12,108	(5,404)	(81%)
53703000 - Elevator /Lift Maintenance	311,720	320,480	(8,760)	(3%)
Total Repairs and Maintenance	318,423	332,588	(14,164)	(4%)
Other Operating Expense				
53801000 - Mileage & Meal Allowance	7,594	7,694	(100)	(1%)
53801500 - Travel & Lodging	1,289	1,574	(285)	(22%)
53802000 - Uniforms	51,607	70,674	(19,067)	(37%)
53802500 - Dues & Memberships	4,054	3,204	851	21%
53803000 - Subscriptions & Books	1,155	1,851	(696)	(60%)
53803500 - Training & Education	8,760	11,016	(2,256)	(26%)
53901500 - Volunteer Support		1,175	(1,175)	0%
53903000 - Safety	73	41	32	44%
54001000 - Board Relations	8,649	5,000	3,650	42%
54001020 - Board Relations - Third	1,000	4,000	(3,000)	(300%)
54001500 - Public Relations	192		192	100%
54002000 - Postage	49,894	51,712	(1,818)	(4%)
54002500 - Filing Fees / Permits	1,731	1,497	234	14%
Total Other Operating Expense	135,999	159,438	(23,439)	(17%)
Insurance				
54401000 - Hazard & Liability Insurance	416,286	403,965	12,321	3%
54401500 - D&O Liability	47,522	47,514	9	0%
54402000 - Property Insurance	767,345	857,745	(90,400)	(12%)
54403000 - General Liability Insurance	7,036	7,072	(36)	(1%)
Total Insurance	1,238,190	1,316,295	(78,106)	(6%)
Uncollectible Accounts				
54602000 - Bad Debt Expense	148,600	100,000	48,600	33%
Total Uncollectible Accounts	148,600	100,000	48,600	33%
Total Expenses	29,430,703	32,013,982	(2,583,279)	(9%)
Unallocated Revenue / (Expense)	(\$28,320,418)	(\$30,761,443)	(\$2,441,025)	(9%)
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Net Revenue / (Expense)	(\$29,448,320)	(\$32,040,489)	(\$2,592,169)	(9%)
Total Allocated Expenses	1,127,902	1,279,046	(151,144)	(13%)
Allocated From Departments	1,127,902	1,279,046	(151,144)	(13%)
Allocated Expenses				
	2017 Budget	2018 Budget	VAR\$ B/(W)	VAR %

THIRD LAGUNA HILLS MUTUAL 2018 BUSINESS PLAN Landscape Expenditures by Program

	2014	2015	2016	2017	2018	Increase/(Decrea	se)
DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	\$	%

OPERATING FUND

_	LAWN MAINTENANCE	\$1,349,389	\$1,205,299	\$1,209,523	\$1,288,456	\$1,315,839	\$27,383	2%
7	SHRUB-BED MAINTENANCE	2,363,533	2,199,557	2,255,070	2,287,691	2,300,782	13,091	1%
က	SLOPE MAINTENANCE	318,868	314,442	327,497	332,474	335,045	2,571	1%
4	TREE MAINTENANCE	812,236	733,911	0	0	0	0	%0
2	RESIDENT CHARGEABLE SERVICES	0	0	0	0	0	0	%0
9	PEST CONTROL	90,798	74,089	130,250	135,947	155,466	19,519	14%
7	CARPORT CLEANING	15,311	12,856	0	0	0	0	%0
œ	GARDEN VILLA MAINTENANCE	130,874	67,656	139,786	138,887	65,718	(73,169)	(23%)
6	MISCELLANEOUS TASKS	172,479	146,175	137,668	135,284	148,723	13,439	10%
9	SUPPORT	284,460	524,295	314,800	387,159	422,727	35,568	%6
	TOTAL OPERATING FUND	\$5,537,948	\$5,278,280	\$4,514,594	\$4,705,898	\$4,744,300	\$38,402	1%

REPLACEMENT FUND

LANDSCAPE MODERNIZATION	\$356,232	(\$3,164)	\$0	0\$	\$250,000	\$250,000	100%
TREE MAINTENANCE	0	0	996'88	1,101,747	826,476	(275,271)	(25%)
TOTAL REPLACEMENT FUND	\$356,232	(\$3,164)	\$88,966	\$1,101,747	\$1,076,476	(\$25,271)	(5%)

Tree Maintenance was moved from operating to reserves in 2016.

7 7

THIRD LAGUNA HILLS MUTUAL 2018 BUSINESS PLAN Maintenance Expenditures by Program

	DESCRIPTION	2014 ACTUALS	2015 ACTUALS	2016 ACTUAL	2017 BUDGET	2018 BUDGET	Increase/(Decrease) \$	ease) %
		OPEI	OPERATING FUND					
_	JANITORIAL SERVICE	\$604,941	\$657,065	\$653,906	\$661,499	\$785,925	\$124,426	19%
7	PLUMBING SERVICE	534,921	540,721	676,691	548,982	562,159	13,177	2%
က	BALCONY/BREEZEWAY RESURFACING	318,936	575,227	373,619	273,728	411,008	137,280	20%
4	CARPENTRY SERVICE	349,847	359,579	418,726	383,536	370,816	(12,720)	(3%)
2	BUILDING REHAB/DRY ROT	153,638	114,569	116,009	459,647	320,666	(138,981)	(30%)
9	PEST CONTROL FOR TERMITES	291,438	212,391	240,244	300,696	298,968	(1,728)	(1%)
7	ROOF REPAIRS	396,813	338,275	245,943	351,200	290,000	(61,200)	(12%)
œ	CONCRETE REPAIR/REPLACEMENT	247,072	256,288	272,459	287,353	277,636	(9,717)	(3%)
6	GUTTER CLEANING	125,396	128,022	206,502	141,287	166,799	25,512	18%
9	PAVING MAINTENANCE & REPAIRS	165,004	149,686	129,474	144,413	163,751	19,338	13%
£	ELECTRICAL SERVICE	690'66	106,550	122,876	118,856	142,279	23,423	20%
12	PAINT- TOUCHUP	130,605	103,060	128,039	168,589	118,034	(20,222)	(30%)
5	FIRE PROTECTION	133,385	75,051	68,194	97,238	100,820	3,582	4%
4	APPLIANCE REPAIRS	69,294	89,256	113,354	103,797	93,901	(968'6)	(10%)
15	WELDING	91,352	54,548	39,149	68,812	66,615	(2,197)	(3%)
16	MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	61,071	50,784	75,461	112,305	66,061	(46,244)	(41%)
17	SOLAR MAINTENANCE	0	0	0	0	40,000	40,000	100%
18	TRAFFIC CONTROL	17,810	17,830	14,495	21,574	29,721	8,147	38%
19	CURB CUTS	18,342	0	0	10,000	20,000	10,000	100%
20	STAIR TREAD REPLACEMENTS	13,912	266	2,144	17,248	8,431	(8,817)	(21%)
7	PAINT PROGRAM	1,587,385	1,553,188	4,005	0	0	0	%0
52	REPAIRS PRIOR-TO-PAINT	953,127	988,080	6,138	0	0	0	%0
23	GV MAILROOM RENOVATIONS	18,060	10,036	8,504	28,392	0	(28,392)	(100%)
	TOTAL MAINTENANCE	\$6,381,419	\$6,380,471	\$3,915,932	\$4,299,152	\$4,333,590	\$34,438	1%

Lines 21 and 22 moved to the reserves in 2016. Line 23 moved to reseves in 2018.

Reserve Expenditures by Program THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

DESCRIPTION	2014 ACTUALS	2015 ACTUALS	2016 ACTUAL	2017 BUDGET	2018 BUDGET	Increase/(Decrease) \$	ease) %
ALARM SYSTEMS	\$482,451	\$7,880	\$9,790	0\$	\$0	\$0	%0
BUILDING NUMBERS	0	0	2,391	100,000	33,970	(66,030)	(%99)
BUILDING STRUCTURES	1,523,329	1,057,800	1,448,293	2,339,673	3,152,327	812,654	35%
ELECTRICAL SYSTEMS	131,741	22,148	14,868	119,896	55,046	(64,850)	(24%)
ENERGY PROJECTS	0	0	40,000	50,000	50,000	0	%0
EXTERIOR LIGHTING	0	34,147	0	250,000	500,000	250,000	100%
FENCING	60,558	67,073	35,618	101,905	0	(101,905)	(100%)
GARDEN VILLA LOBBY	0	7,978	42,485	26,160	114,126	87,966	336%
GARDEN VILLA MAILROOM	0	0	0	0	23,649	23,649	100%
GARDEN VILLA RECESSED AREAS	34,980	0	0	099'09	195,000	134,340	221%
GARDEN VILLA REC ROOM HEAT PUMP/WATER HEATER	2,882	489	941	6,675	18,000	11,325	170%
GUTTERS	156,409	79,831	66,379	78,852	137,118	58,266	74%
LANDSCAPE MODERNIZATION	356,232	(3,164)	0	0	250,000	250,000	100%
MAILBOXES	31,346	11,104	2,454	11,590	19,389	7,799	%29
PAINT PROGRAM - EXTERIOR	0	0	1,347,231	1,502,944	1,602,744	99,800	%2
PRIOR TO PAINT	0	0	830,582	930,824	857,243	(73,581)	(8%)
PAVING/CONCRETE	193,826	68,128	273,304	296,694	597,000	300,306	101%
ROOFS	1,904,274	1,154,649	1,644,110	1,193,289	1,598,050	404,761	34%
TREE MAINTENANCE	0	0	996'88	1,101,747	826,476	(275,271)	(52%)
WALLS	33,532	4,863	0	20,000	75,000	25,000	20%
WASTE LINE REMEDIATION	363,702	507,671	292,004	750,000	750,000	0	%0
WATER LINES - COPPER PIPE REMEDIATION	826,954	59,764	119,843	200,000	100,000	(100,000)	(20%)
ELEVATORS	271,695	295,105	306,727	319,566	330,189	10,623	3%
LAUNDRY COUNTERTOP/FLOOR REPLACEMENT	21,126	12,675	16,619	29,972	34,688	4,716	16%
LAUNDRY APPLIANCES	26,780	41,461	32,890	56,519	24,714	(31,805)	(%95)
OTHER SUPPL. APPROPRIATIONS	0	0	0	0	0	0	%0
TOTAL REPLACEMENT FUNDS	\$6,421,816	\$3,429,602	\$6,615,496	\$9,576,966	\$9,576,966 \$11,344,729	\$1,767,763	18%

Line 7 was moved to operating in 2018; fencing repairs are included under Carpentry Services in the operating budget. Line 9 was moved from operations to reserves in 2018. Lines 15, 16 and 19 were moved from operations to reserves in 2016.

\$46,517 \$65,036 \$70,061 \$69,139 (\$922)	\$65.036 \$70.061 \$69.139
\$53,743	\$53.743
GARDEN VILLA RECREATION ROOMS	N ROOM

THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN Projected Fund Balances

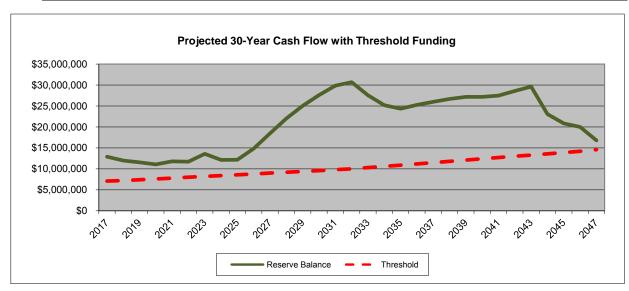
			Beginning					Α	ssessment		Planned	ENDING
Fund	Year		Balance		Interest	C	Contributions		PMPM	ı	Expenditures	BALANCE
REPLACEMENT	2017	\$	11,672,860	\$	170,725	\$	9,885,240	\$	135.00	\$	(8,841,720) \$	12,887,105
RESERVE	2018	\$	12,887,105	\$	170,723	\$	9,885,240	\$	135.00	\$	(10,955,137) \$, ,
FUND	2019	\$	11.990.138	\$	204,364	\$	9.519.120	\$	130.00	\$	(10,143,481) \$	
	2020	\$	11,570,141	\$	196,504	\$	9,519,120	\$	130.00	\$	(10,201,815) \$	11,083,950
	2021	\$	11,083,950	\$	198,340	\$	9,519,120	\$	130.00	\$	(9,019,597) \$	11,781,814
	2022	\$	11,781,814	\$	203,850	\$	9,519,120	\$	130.00	\$	(9,785,638) \$	11,719,146
ELEVATOR	2017	\$	1,547,779	\$	21,995	\$	366,120	\$	5.00	\$	(319,566) \$	1,616,328
REPLACEMENT	2018	\$	1,616,328	\$	22,880	\$	366,120	\$	5.00	\$	(330,189) \$	
RESERVE	2019	\$	1,675,139	\$	30,124	\$	439,344	\$	6.00	\$	(346,905) \$	1,797,702
FUND	2020	\$	1,797,702	\$	32,193		439,344	\$	6.00	\$	(355,577) \$	
	2021	\$	1,913,662	\$	34,785		512,568	\$	7.00	\$	(364,467) \$	
	2022	\$	2,096,548	\$	35,974	\$	585,792	\$	8.00	\$	(667,531) \$	2,050,783
DISASTER	2017	\$	7,757,066	\$	113,142		2,196,720	\$	30.00	_	(1,547,768) \$	
FUND	2018	\$	8,519,160	\$	121,235	-	2,028,305	\$	27.70	·	(1,747,340) \$, ,
	2019	\$	8,921,360	\$	127,739	\$	2,196,720	\$	30.00	\$	(1,791,000) \$	
	2020	\$	9,454,819	\$	134,893	\$	2,196,720	\$	30.00	\$	(1,836,000) \$ (1,882,000) \$, ,
	2021	\$	9,950,432 10,406,661	\$	141,509 147,567	\$	2,196,720 2,196,720	\$	30.00 30.00	\$	(1,882,000) \$ (1,929,000) \$	
	2022	Ψ	10,400,001	Ψ	147,507	Ψ	2,130,720	Ψ	30.00	Ψ	(1,923,000) \$	10,021,940
UNAPPROPRIATED	2017	\$	2,379,453	\$	35,163	\$	1,214,309	\$	11.00	\$	(950,000) \$	2,678,925
EXPENDITURES	2018	\$	2,678,925	\$	39,131	\$	732,240	\$	10.00	\$	(500,000) \$	
FUND	2019	\$	2,950,296	\$	40,789		439,344	\$	6.00	\$	(513,000) \$	
	2020	\$	2,917,429	\$	40,237	\$	439,344	\$	6.00	\$	(526,000) \$	
	2021	\$	2,871,010	\$	39,497	\$	439,344	\$	6.00	\$	(539,000) \$	2,810,851
	2022	\$	2,810,851	\$	38,563		439,344	\$	6.00		(552,000) \$	2,736,758
TOTAL	2017 cor		ition includes a \$		341,025							25 701 510
TOTAL	2017	\$ \$	23,357,158 25,701,518	\$ \$	356,176		13,662,389 13,011,905	\$ \$	181.00 177.70	\$ \$	(11,659,054) \$ (13,532,666) \$	
	2019	\$	25,536,933	\$	403,016	_	12,594,528	\$	172.00	\$	(12,794,386) \$	
	2020	\$	25,740,091	\$	403,827		12,594,528	\$	172.00	\$	(12,919,392) \$	
	2021	\$	25,819,054	\$	414,131	\$	12,667,752	\$	173.00	\$	(11,805,064) \$	
	2022	\$	27,095,873	\$	425,954	\$	12,740,976	\$	174.00	\$	(12,934,169) \$	
SURCHARGE: LAUNDRY	2017	\$	771,071	\$	10,770	\$	82,896	\$	2.00	\$	(86,491) \$	778,246
REPLACEMENT	2018	\$		\$	11,060		82,896		2.00	\$	(59,402) \$	
RESERVE	2019	\$		\$	14,184	\$	124,344	\$	3.00		(128,893) \$	
FUND	2020	\$		\$	14,325		124,344	_	3.00	\$	(132,115) \$	
	2021	\$,	\$	14,544	_	124,344	_	3.00		(120,103) \$	
	2022	\$		\$	14,850		124,344		3.00	_	(122,777) \$	
SURCHARGE:	Note:	Lau	пату Керіасетеі	nt F	und Surcharg	ge a _l	pplies only to ma	nor	's originally bu	ult v	vith common laundry	/ facilities.
GARDEN VILLA	2017	\$	116,718	\$	1,561	\$	59,616	\$	4.00	\$	(70,061) \$	107,834
REC ROOM	2018	\$		\$	1,443		59,616		4.00	\$	(69,139) \$	
FUND	2019	\$		\$	1,422	_	74,520	\$	5.00		(70,900) \$	
	2020	\$		\$	1,480		74,520	\$	5.00		(72,700) \$	
	2021	\$		\$	1,513		74,520		5.00		(74,500) \$	
	2022	\$		\$	1,522		74,520		5.00		(76,400) \$	109,271
	Note:	Gai	den Villa Rec Ro	om	runa surcha.	rge	applies only to m	ianc	DIS WITHIN GAN	uen	viila buildings.	

THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

Replacement Reserve 30-Year Funding Plan

Threshold (Min Balance):	\$ 7,200,000
Indexed for projected inflation	

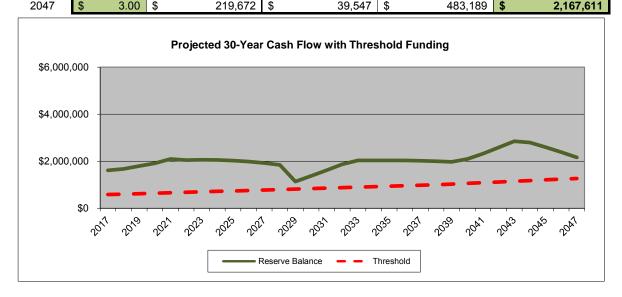
		Δος	:ASSI	ment		indexed for project	ica iii	iliation	
<u>Year</u>	_	r Manor r Month		Total Contribution	Interest Earnings	Other Additions	Ex	Planned openditures	Reserve Balance
2017	\$	135.00	\$	9,885,240	\$ 170,725		\$	8,841,720	\$ 12,887,105
2018	\$	135.00	\$	9,885,240	\$ 172,930		\$	10,955,137	\$ 11,990,138
2019	\$	130.00	\$	9,519,120	\$ 204,364		\$	10,143,481	\$ 11,570,141
2020	\$	130.00	\$	9,519,120	\$ 196,504		\$	10,201,815	\$ 11,083,950
2021	\$	130.00	\$	9,519,120	\$ 198,340		\$	9,019,597	\$ 11,781,814
2022	\$	130.00	\$	9,519,120	\$ 203,850		\$	9,785,638	\$ 11,719,146
2023	\$	130.00	\$	9,519,120	\$ 219,641		\$	7,855,598	\$ 13,602,309
2024	\$	130.00	\$	9,519,120	\$ 223,410		\$	11,191,138	\$ 12,153,701
2025	\$	130.00	\$	9,519,120	\$ 210,989		\$	9,713,457	\$ 12,170,354
2026	\$	130.00	\$	9,519,120	\$ 234,539		\$	7,055,326	\$ 14,868,687
2027	\$	130.00	\$	9,519,120	\$ 289,130		\$	6,213,097	\$ 18,463,840
2028	\$	130.00	\$	9,519,120	\$ 351,248		\$	6,304,179	\$ 22,030,029
2029	\$	130.00	\$	9,519,120	\$ 408,401		\$	6,904,825	\$ 25,052,724
2030	\$	130.00	\$	9,519,120	\$ 456,690		\$	7,431,405	\$ 27,597,130
2031	\$	130.00	\$	9,519,120	\$ 498,420		\$	7,751,119	\$ 29,863,550
2032	\$	130.00	\$	9,519,120	\$ 525,277		\$	9,214,611	\$ 30,693,337
2033	\$	130.00	\$	9,519,120	\$ 505,400		\$	13,145,758	\$ 27,572,099
2034	\$	130.00	\$	9,519,120	\$ 457,690		\$	12,355,880	\$ 25,193,028
2035	\$	130.00	\$	9,519,120	\$ 429,841		\$	10,780,531	\$ 24,361,458
2036	\$	130.00	\$	9,519,120	\$ 430,525		\$	9,039,214	\$ 25,271,889
2037	\$	130.00	\$	9,519,120	\$ 444,634		\$	9,247,547	\$ 25,988,096
2038	\$	130.00	\$	9,519,120	\$ 456,797		\$	9,289,936	\$ 26,674,077
2039	\$	130.00	\$	9,519,120	\$ 467,158		\$	9,477,806	\$ 27,182,549
2040	\$	130.00	\$	9,519,120	\$ 471,554		\$	9,992,312	\$ 27,180,911
2041	\$	135.00	\$	9,885,240	\$ 474,188		\$	10,054,172	\$ 27,486,167
2042	\$	140.00	\$	10,251,360	\$ 486,421		\$	9,632,742	\$ 28,591,207
2043	\$	145.00	\$	10,617,480	\$ 505,033		\$	10,081,887	\$ 29,631,833
2044	\$	150.00	\$	10,983,600	\$ 456,985		\$	18,020,448	\$ 23,051,970
2045	\$	155.00	\$	11,349,720	\$ 380,745		\$	13,939,925	\$ 20,842,510
2046	\$	160.00	\$	11,715,840	\$ 354,170		\$	12,924,264	\$ 19,988,256
2047	\$	165.00	\$	12,081,960	\$ 319,079		\$	15,592,245	\$ 16,797,050



THIRD LAGUNA HILLS MUTUAL **2018 RESERVES PLAN**

Elevator Reserve 30-Year Funding Plan

					reshold (Min B exed for project		<u>, </u>	\$	600,000
	Pos	As Manor	sse	ssment Total	Interest	-	Planned		Reserve
<u>Year</u>		Month		Contribution	Earnings Earnings		Expenditures		Balance
2017	\$	5.00	\$	366,120	\$ 21,995	\$	319,566	\$	1,616,328
2018	\$	5.00	\$	366,120	\$ 22,880	\$	330,189	\$	1,675,139
2019	\$	6.00	\$	439,344	\$ 30,124	\$	346,905	\$	1,797,702
2020	\$	6.00	\$	439,344	\$ 32,193	\$	355,577	\$	1,913,662
2021	\$	7.00	\$	512,568	\$ 34,785	\$	364,467	\$	2,096,548
2022	\$	8.00	\$	585,792	\$ 35,974	\$	667,531	\$	2,050,783
2023	\$	9.00	\$	659,016	\$ 35,668	\$	684,219	\$	2,061,248
2024	\$	9.00	\$	659,016	\$ 35,702	\$	701,325	44	2,054,641
2025	\$	9.00	\$	659,016	\$ 35,433	\$	718,858	44	2,030,233
2026	\$	9.00	\$	659,016	\$ 34,848	\$	736,829	\$	1,987,267
2027	\$	9.00	\$	659,016	\$ 33,935	\$	755,250	\$	1,924,969
2028	\$	9.00	\$	659,016	\$ 32,680	\$	774,131	\$	1,842,533
2029	\$	3.00	\$	219,672	\$ 25,835	\$	952,181	\$	1,135,859
2030	\$	3.00	\$	219,672	\$ 21,800	\$	-	\$	1,377,331
2031	\$	3.00	\$	219,672	\$ 26,025	\$	-	\$	1,623,028
2032	\$	3.00	\$	219,672	\$ 30,325	\$	-	\$	1,873,025
2033	\$	3.00	\$	219,672	\$ 33,906	\$	90,807	\$	2,035,796
2034	\$	3.00	\$	219,672	\$ 35,335	\$	252,999	\$	2,037,804
2035	\$	3.00	\$	219,672	\$ 35,359	\$	254,265	\$	2,038,570
2036	\$	3.00	\$	219,672	\$ 35,317	\$	260,622	\$	2,032,938
2037	\$	3.00	\$	219,672	\$ 35,161	\$	267,137	\$	2,020,634
2038	\$	3.00	\$	219,672	\$ 34,887	\$	273,816	\$	2,001,377
2039	\$	3.00	\$	219,672	\$ 34,490	\$	280,661	\$	1,974,878
2040	\$	3.00	\$	219,672	\$ 35,288	\$	136,560	\$	2,093,278
2041	\$	3.00	\$	219,672	\$ 38,298	\$	29,334	\$	2,321,915
2042	\$	3.00	\$	219,672	\$ 42,556	\$	-	\$	2,584,143
2043	\$	3.00	\$	219,672	\$ 47,145	\$	-	\$	2,850,960
2044	\$	3.00	\$	219,672	\$ 48,960	\$	326,126	\$	2,793,466
2045	\$	3.00	\$	219,672	\$ 46,784	\$	459,906	\$	2,600,015
2046	\$	3.00	\$	219,672	\$ 43,298	\$	471,404	\$	2,391,581
2047	\$	3.00	\$	219.672	\$ 39.547	\$	483.189	\$	2.167.611



THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

Laundry Reserve 30-Year Funding Plan

Threshold (Min Balance):

\$

206,212 \$

216,486 \$

\$

\$

\$

\$

196,802

201,185

206,214

199,280

204,261

194,419 \$

250,000

648,748

650,774

672,691

690,572

703,691

728,939

749,726

765,850

				Inde	exed for project	ed	inflation	Ť	
	As	ses	ssment						
<u>Year</u>	 r Manor r Month		Total Contribution		Interest Earnings		Planned Expenditures		Reserve Balance
2017	\$ 2.00	\$	82,896	\$	10,770	\$	86,491	\$	778,246
2018	\$ 2.00	\$	82,896	\$	11,060	\$	59,402	\$	812,800
2019	\$ 3.00	\$	124,344	\$	14,184	\$	128,893	\$	822,435
2020	\$ 3.00	\$	124,344	\$	14,325	\$	132,115	\$	828,988
2021	\$ 3.00	\$	124,344	\$	14,544	\$	120,103	\$	847,774
2022	\$ 3.00	\$	124,344	\$	14,850	\$	122,777	\$	864,190
2023	\$ 3.00	\$	124,344	\$	15,110	\$	125,847	\$	877,798
2024	\$ 3.00	\$	124,344	\$	15,411	\$	118,648	\$	898,905
2025	\$ 3.00	\$	124,344	\$	15,755	\$	121,614	\$	917,389
2026	\$ 3.00	\$	124,344	\$	16,052	\$	124,655	\$	933,130
2027	\$ 3.00	\$	124,344	\$	16,300	\$	127,771	\$	946,003
2028	\$ 3.00	\$	124,344	\$	16,497	\$	130,966	\$	955,878
2029	\$ 3.00	\$	124,344	\$	16,641	\$	134,240	\$	962,624
2030	\$ 3.00	\$	124,344	\$	16,730	\$	137,596	\$	966,102
2031	\$ 3.00	\$	124,344	\$	16,761	\$	141,036	\$	966,172
2032	\$ 3.00	\$	124,344	\$	16,731	\$	144,561	\$	962,685
2033	\$ 3.00	\$	124,344	\$	16,638	\$	148,175	\$	955,492
2034	\$ 3.00	\$	124,344	\$	16,176	\$	186,676	\$	909,336
2035	\$ 3.00	\$	124,344	\$	15,327	\$	191,342	\$	857,665
2036	\$ 3.00	\$	124,344	\$	14,381	\$	196,126	\$	800,264
2037	\$ 3.00	\$	124,344	\$	13,379	\$	195,801	\$	742,186
2038	\$ 3.00	\$	124,344	\$	12,316	\$	201,183	\$	677,663

11,505 | \$

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12,094

12,427

12,826

13,146

165,792 \$

207,240

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207,240

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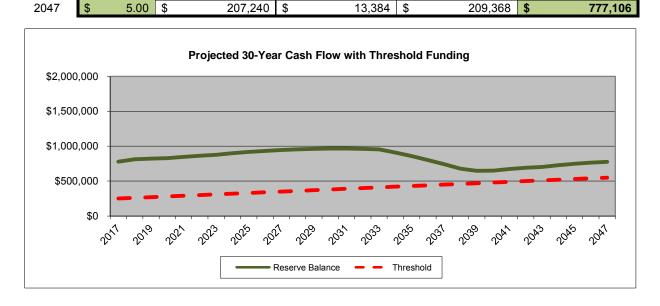
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THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN Replacement Reserves Planned Expenditures

Program	Alarm Systems	Building Numbers	Building Structures	Electrical Alternate Heat Source	Electrical Systems	Energy Projects	Exterior Lighting	Fencing Split Rail	Garden Villa Lobby	Garden Villa Mailrooms	Garden Villa Recessed
Life in Years	40	40	Various	30	50	15-20	30	20	20	20	5
Quantity	81	3,397	Various	6,102	6,102	Various	753	70,000	53	53	53
Unit	ea	ea	Various	ea	Manors	Components	Street Lights	Linear Feet	Building	Building	Building
Unit Cost	\$35,000	\$100	Various	\$306 - \$1,326	Various	Per Study	Various	\$15	\$11,413	\$11,400	\$19,500
Total Cost	\$2,835,000	\$339,700		\$9,223,052	Various	\$2,750,000	\$790,000	\$1,019,050	\$1,797,506	\$50,000	\$1,033,500
								10%			
2018	\$0	\$33,970	\$3,152,327	\$5,046	\$50,000	\$50,000	\$500,000	\$0	\$114,126	\$23,649	\$195,000
2019	\$51,250	\$34,819	\$2,650,627	\$5,172	\$51,250	\$230,625	\$10,250	\$104,453	\$11,698	\$4,848	\$199,875
2020	\$52,531	\$35,690	\$2,724,248	\$5,301	\$52,531	\$236,391	\$10,506	\$107,064	\$11,991	\$4,969	\$204,872
2021	\$452,294	\$36,582	\$2,800,161	\$5,434	\$53,845	\$242,300	\$10,769	\$109,741	\$12,291	\$5,093	\$104,997
2022	\$463,601	\$37,497	\$1,717,245	\$5,570	\$55,191	\$248,358	\$11,038	\$112,484	\$12,598	\$5,221	\$322,865
2023	\$475,191	\$38,434	\$1,871,741	\$5,709	\$56,570	\$254,567	\$11,314	\$115,296	\$12,913	\$5,351	\$220,625
2024	\$0	\$39,395	\$1,927,812	\$5,852	\$57,985	\$260,931	\$11,597	\$118,179	\$13,236	\$5,485	\$226,140
2025	\$0	\$40,380	\$1,985,517	\$5,998	\$59,434	\$267,454	\$11,887	\$121,133	\$13,566	\$5,622	\$185,435
2026	\$0	\$0	\$1,690,956	\$6,148	\$60,920	\$274,141	\$12,184	\$124,161	\$83,434	\$34,577	\$25,075
2027	\$0	\$0	\$1,194,658	\$6,302	\$62,443	\$280,994	\$12,489	0\$	\$114,026	\$47,255	\$51,403
2028	\$0	0\$	\$1,224,524	\$6,459	\$64,004	\$288,019	\$12,801	0\$	\$82,658	\$36,327	\$52,688
2029	\$0	\$0	\$1,255,137	\$6,621	\$65,604	\$295,219	\$13,121	0\$	\$44,925	\$18,618	\$54,005
2030	\$0	0\$	\$1,164,323	\$6,786	\$67,244	\$302,600	\$13,449	0\$	\$107,445	\$44,527	\$44,284
2031	\$0	\$0	\$1,193,431	\$6,956	\$68,926	\$310,165	\$13,785	\$0	\$110,131	\$45,641	\$28,370
2032	\$0	\$0	\$1,223,267	\$7,130	\$70,649	\$317,919	\$14,130	\$0	\$80,631	\$33,415	\$58,158
2033	\$0	\$0	\$1,253,848	\$7,308	\$72,415	\$325,867	\$14,483	\$0	\$115,706	\$47,951	\$59,612
2034	\$0	\$0	\$1,285,194	\$7,491	\$74,225	\$334,014	\$14,845	\$0	\$33,885	\$14,043	\$61,102
2035	\$0	\$0	\$1,317,324	\$7,678	\$76,081	\$152,162	\$15,216	\$0	\$17,366	\$7,197	\$50,104
2036	\$0	\$0	\$1,350,257	\$7,870	\$77,983	\$155,966	\$15,597	\$0	\$53,401	\$22,131	\$32,098
2037	\$0	\$0	\$872,059	\$8,067	\$79,933	\$159,865	\$15,987	\$0	\$91,227	\$37,806	\$65,800
2038	\$0	\$0	\$893,860	\$8,268	\$81,931	\$163,862	\$16,386	\$0	\$187,015	\$31,001	\$67,445
2039	\$0	\$0	\$916,207	\$8,475	\$83,979	\$83,979	\$16,796	\$0	\$19,169	\$7,944	\$69,132
2040	\$0	\$0	\$939,112	\$8,687	\$86,079	\$86,079	\$17,216	\$0	\$19,648	\$8,143	\$56,688
2041	\$0	\$0	\$962,590	\$8,904	\$88,231	\$88,231	\$17,646	\$0	\$20,140	\$8,346	\$36,316
2042	\$0	\$0	\$986,655	\$9,127	\$90,436	\$90,436	\$18,087	\$0	\$20,643	\$8,555	\$74,447
2043	\$0	0\$	\$1,011,321	\$9,355	\$92,697	\$92,697	\$18,539	0\$	\$21,159	692'8\$	\$76,308
2044	\$0	\$0	\$1,036,604	\$9,589	\$95,015	\$95,015	\$19,003	\$0	\$21,688	\$8,988	\$78,216
2045	\$0	\$0	\$1,062,519	\$9,829	\$97,390	\$97,390	\$19,478	\$0	\$22,230	\$9,213	\$64,137
2046	\$0	\$0	\$1,089,082	\$10,074	\$99,825	\$99,825	\$19,965	\$0	\$136,716	\$56,658	\$41,088
2047	\$0	\$0	\$1,116,309	\$10,326	\$102,320	\$102,320	\$20,464	\$0	\$186,845	\$77,433	\$84,230
TOTAL	\$1,494,868	\$296,766	\$43,868,913	\$221,533	\$2,195,135	\$5,987,390	\$929,027	\$912,510	\$1,797,506	\$674,777	\$2,890,516

THIRD LAGUNA HILLS MUTUAL
2018 RESERVES PLAN
Replacement Reserves Planned Expenditures

at Pumps 40 As Needed 10 at Buildings ea Manor 4.271 As Needed 10 st 81 53 53 4.271 As Needed 10 y Buildings ea Manor s23 5.33 4.271 sf st \$10,000 \$932 \$647 \$233 \$25,000 \$16,02,744 \$10,000 \$49,396 \$34,291 \$926,236 \$1602,744 \$1602,744 \$10,000 \$49,396 \$34,291 \$20,002 \$10,304 \$10,2744 \$10,000 \$49,306 \$3,000 \$19,389 \$250,000 \$11,024,008 \$10,004 \$3,406 \$4,002 \$20,402 \$20,202 \$1,181,062 \$51,007 \$3,246 \$4,002 \$20,402 \$20,206 \$1,181,062 \$51,007 \$3,246 \$4,002 \$20,402 \$20,202 \$1,181,062 \$51,007 \$3,219 \$20,402 \$20,202 \$21,861,062 \$1,861,062 <th>Program</th> <th>Gutter Replacement</th> <th>GV Rec Room Heat</th> <th>GV Rec Room Water Heaters</th> <th>Mailboxes</th> <th>Landscape Modernizaiton</th> <th>Paint Exterior</th> <th>Prior to Paint</th> <th>Paving: Asphalt</th> <th>Paving: Parkway Concrete</th> <th>Paving: Seal Coat</th>	Program	Gutter Replacement	GV Rec Room Heat	GV Rec Room Water Heaters	Mailboxes	Landscape Modernizaiton	Paint Exterior	Prior to Paint	Paving: Asphalt	Paving: Parkway Concrete	Paving: Seal Coat
3.0 1.0 4.0 AS Needed 1.0 8.1 53 4.7 4.0 AS Needed 16,465,23 Buildings ea Manor 523 4.7 51 \$10,000 \$892 \$647 \$233 \$75 \$17,130,443 \$10,000 \$893 \$647 \$233 \$75,000 \$1,602,744 \$81,000 \$89,000 \$10,000 \$10,000 \$10,000 \$10,000 \$81,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$81,000 \$10,000		G	Pumps	4	•	1	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	0.0	00		,
81 53 53 4,271 16,495,233 8 buildings ea Manor Feb 16,495,233 8 buildings ea Amor Feb 16,495,233 8 10,000 \$9326 \$647 \$233 \$17,130,443 8 10,000 \$949,396 \$3,4291 \$20,302 \$16,204 \$ 80,000 \$10,000 \$10,000 \$10,000 \$10,000 \$ 80,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$ 80,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$ 80,000 \$10,000	lie in rears	30	CI	01	40	As Ineeded	01	01	30	30	4
Buildings ea Manor st \$10,000 \$9932 \$647 \$233 \$10,000 \$49,396 \$34,291 \$995,236 \$17,130,443 \$10,000 \$49,396 \$34,291 \$995,236 \$17,130,443 \$137,118 \$9,000 \$19,389 \$226,000 \$1,602,744 \$1,346 \$4,079 \$20,402 \$26,626 \$1,811,362 \$1,07,493 \$3,636 \$4,382 \$22,626 \$1,997,11 \$6,027 \$3,406 \$21,435 \$26,922 \$1,861,088 \$107,493 \$3,636 \$4,382 \$22,526 \$1,997,11 \$6,027 \$3,406 \$21,971 \$26,922 \$1,961,008 \$6,37 \$3,406 \$21,435 \$26,922 \$1,961,008 \$6,37 \$4,402 \$24,866 \$21,717 \$2,961,008 \$6,37 \$2,402 \$23,660 \$29,717 \$2,106,108 \$6,37 \$4,429 \$5,24 \$22,860 \$22,102 \$2,106,108 \$6,17 \$4,429 <td>Quantity</td> <td>81</td> <td>53</td> <td>53</td> <td>4,271</td> <td></td> <td>16,495,223</td> <td>16,495,223</td> <td>2,806,052</td> <td></td> <td>3,006,420</td>	Quantity	81	53	53	4,271		16,495,223	16,495,223	2,806,052		3,006,420
\$10,000 \$932 \$647 \$233 \$17,130,443 \$10,000 \$49,366 \$34,291 \$996,236 \$17,130,443 \$10,000 \$19,306 \$19,389 \$250,000 \$1,602,744 \$89,568 \$3,375 \$2,079 \$20,402 \$25,626 \$1,761,982 \$81,301 \$3,460 \$4,079 \$20,402 \$25,626 \$1,841,362 \$81,301 \$3,460 \$4,079 \$20,402 \$26,626 \$1,841,362 \$81,301 \$3,460 \$4,382 \$20,402 \$26,626 \$1,761,982 \$81,301 \$3,766 \$4,382 \$20,912 \$26,626 \$1,961,068 \$6,302 \$3,460 \$4,382 \$21,435 \$27,596 \$1,964,068 \$6,31 \$3,726 \$4,392 \$23,083 \$28,286 \$1,964,068 \$6,32 \$3,314 \$3,444 \$2,488 \$21,777 \$2,041,060 \$60,654 \$4,413 \$2,244 \$24,460 \$25,400 \$2,041,060 \$60,654 \$4,429 \$5,264	Unit	Buildings	ea	ea	Manor		sf	sf	sf	CDS	sf
\$810,000 \$49,396 \$34,291 \$995,236 \$17,130,443 \$810,000 \$49,396 \$20 \$10,389 \$10,200 \$10,380 \$813,7118 \$3,000 \$19,380 \$25,000 \$10,382 \$1,602,144 \$81,301 \$3,460 \$4,079 \$20,912 \$26,266 \$1,841,362 \$81,301 \$3,460 \$4,079 \$20,912 \$26,266 \$1,841,362 \$81,026 \$3,546 \$4,180 \$21,971 \$26,266 \$1,841,362 \$51,026 \$3,726 \$4,802 \$22,803 \$28,286 \$1,981,062 \$51,026 \$3,312 \$4,322 \$23,866 \$22,866 \$1,986,002 \$56,323 \$3,914 \$3,845 \$22,866 \$22,802 \$1,986,002 \$56,172 \$4,121 \$2,244 \$24,862 \$24,860 \$22,101 \$56,174 \$4,221 \$5,094 \$22,480 \$32,002 \$2,103,902 \$66,17 \$4,221 \$2,480 \$25,480 \$25,002 \$2,103,902 \$66,17 </td <td>Unit Cost</td> <td>\$10,000</td> <td>\$932</td> <td>\$647</td> <td>\$233</td> <td></td> <td></td> <td>Various</td> <td>\$3.48</td> <td>Various</td> <td>\$0.11</td>	Unit Cost	\$10,000	\$932	\$647	\$233			Various	\$3.48	Various	\$0.11
\$137,118 \$9,000 \$19,389 \$250,000 \$1,602,744 \$89,568 \$3,375 \$3,979 \$20,002 \$25,625 \$1,761,982 \$81,376 \$3,409 \$20,002 \$25,625 \$1,761,982 \$81,007,493 \$3,375 \$4,079 \$20,135 \$26,226 \$1,861,088 \$61,026 \$3,466 \$4,180 \$21,371 \$27,536 \$1,99,711 \$63,070 \$3,766 \$4,180 \$21,971 \$27,536 \$1,99,711 \$63,070 \$3,766 \$4,392 \$22,520 \$28,260 \$1,99,711 \$63,070 \$3,766 \$4,392 \$22,083 \$26,922 \$1,99,711 \$60,072 \$6,202 \$2,240 \$23,083 \$24,608 \$1,99,711 \$60,173 \$2,424 \$23,680 \$29,717 \$2,081,083 \$2,265 \$5,017,091 \$60,644 \$4,132 \$2,424 \$24,486 \$23,460 \$2,23,602 \$2,23,131 \$60,644 \$4,221 \$4,486 \$2,5486 \$23,460 \$2,23,31,31 </td <td>Total Cost</td> <td>\$810,000</td> <td>\$49,396</td> <td>\$34,291</td> <td>\$995,236</td> <td></td> <td>\$17,130,443</td> <td>\$6,377,554</td> <td>\$9,765,100</td> <td>\$9,765,100</td> <td>\$322,649</td>	Total Cost	\$810,000	\$49,396	\$34,291	\$995,236		\$17,130,443	\$6,377,554	\$9,765,100	\$9,765,100	\$322,649
\$137,118 \$9,000 \$19,389 \$250,000 \$1,602,744 \$89,568 \$3,375 \$3,979 \$20,402 \$25,625 \$1,761,982 \$81,301 \$3,460 \$4,1079 \$20,912 \$25,626 \$1,761,982 \$51,007,493 \$3,546 \$4,107 \$20,917 \$27,596 \$1,841,058 \$51,07,493 \$3,546 \$4,180 \$21,971 \$27,596 \$1,841,058 \$51,07,493 \$3,546 \$4,180 \$21,971 \$27,596 \$1,909,711 \$54,950 \$3,819 \$4,180 \$21,971 \$27,596 \$1,909,711 \$56,322 \$5,194 \$4,502 \$23,083 \$28,892 \$1,909,711 \$56,172 \$4,012 \$2,244 \$24,602 \$24,603 \$2,046 \$2,041 \$56,176 \$4,113 \$2,244 \$24,666 \$24,403 \$2,160,666 \$2,171 \$66,951 \$4,413 \$5,244 \$24,868 \$23,402 \$2,162,665 \$60,644 \$4,413 \$5,244 \$24,868 \$2,162,665					2%				20%		
\$89,668 \$3,375 \$3,979 \$20,402 \$25,625 \$1,761,982 \$81,301 \$3,460 \$4,079 \$20,912 \$26,266 \$1,441,362 \$81,301 \$3,460 \$4,180 \$20,912 \$26,266 \$1,861,168 \$10,246 \$3,460 \$4,180 \$21,435 \$26,922 \$1,861,168 \$51,026 \$3,726 \$4,382 \$21,250 \$28,992 \$1,996,002 \$54,950 \$3,819 \$4,502 \$23,083 \$28,992 \$1,996,002 \$56,323 \$3,914 \$3,845 \$23,083 \$28,992 \$1,996,002 \$56,323 \$3,914 \$3,845 \$23,083 \$29,717 \$2,081,794 \$56,323 \$4,113 \$2,346 \$24,242 \$24,242 \$20,604 \$20,607 \$60,664 \$4,221 \$5,044 \$24,425 \$3,046 \$2,150,108 \$60,664 \$4,429 \$5,244 \$26,044 \$26,171 \$2,160 \$2,160 \$60,61 \$4,429 \$5,244 \$26,171 \$2,171	2018	\$137,118	\$9,000	\$9,000	\$19,389	\$250,000	\$1,602,744	\$857,243	\$375,000	\$150,000	\$72,000
\$81,301 \$3,460 \$4,079 \$20,912 \$26,266 \$1,841,362 \$51,026 \$3,546 \$4,180 \$21,435 \$26,922 \$1,851,058 \$51,026 \$3,546 \$4,180 \$21,971 \$26,922 \$1,851,058 \$51,026 \$3,635 \$4,285 \$22,520 \$28,285 \$1,996,002 \$54,960 \$3,914 \$3,845 \$22,520 \$28,992 \$1,996,002 \$56,323 \$3,914 \$3,845 \$23,660 \$29,717 \$2,081,092 \$50,175 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,092 \$50,176 \$4,113 \$2,424 \$24,252 \$30,460 \$2,081,098 \$60,654 \$4,113 \$2,424 \$24,262 \$30,460 \$2,081,098 \$60,654 \$4,221 \$24,866 \$22,177 \$2,081,098 \$2,156,656 \$60,561 \$4,429 \$5,341 \$26,117 \$22,304 \$2,344,657 \$66,561 \$4,429 \$5,351 \$27,439 \$34,463 \$2,344,657	2019	\$89,568	\$3,375	\$3,979	\$20,402	\$25,625	\$1,761,982	\$878,674	\$119,842	\$153,750	\$86,154
\$51,026 \$4,180 \$21,435 \$26,922 \$1,851,056 \$107,493 \$3,546 \$4,180 \$21,471 \$27,595 \$1,981,057 \$53,610 \$3,726 \$4,392 \$22,520 \$28,286 \$1,996,002 \$54,950 \$3,819 \$4,392 \$22,520 \$28,992 \$1,996,002 \$56,323 \$3,819 \$4,225 \$23,080 \$20,717 \$2,081,794 \$57,732 \$4,012 \$2,366 \$24,262 \$30,460 \$2,081,608 \$59,175 \$4,113 \$2,424 \$24,858 \$31,222 \$2,081,608 \$60,654 \$4,215 \$4,669 \$26,117 \$32,002 \$2,031,97 \$60,654 \$4,229 \$5,649 \$26,117 \$32,446 \$2,444,667 \$60,518 \$4,429 \$5,621 \$28,300 \$2,536,324 \$2,444,667 \$6,518 \$4,629 \$5,621 \$28,642 \$2,444,667 \$2,567,39 \$6,518 \$4,229 \$28,642 \$31,045 \$3,562 \$3,562 \$6,519 </td <td>2020</td> <td>\$81,301</td> <td>\$3,460</td> <td>\$4,079</td> <td>\$20,912</td> <td>\$26,266</td> <td>\$1,841,362</td> <td>\$681,627</td> <td>\$122,838</td> <td>\$157,594</td> <td>\$88,606</td>	2020	\$81,301	\$3,460	\$4,079	\$20,912	\$26,266	\$1,841,362	\$681,627	\$122,838	\$157,594	\$88,606
\$107,493 \$3,635 \$4,285 \$21,971 \$27,595 \$1,909,771 \$55,610 \$3,726 \$4,392 \$22,520 \$28,285 \$1,954,608 \$54,900 \$3,819 \$4,502 \$23,083 \$28,992 \$1,954,608 \$56,323 \$3,914 \$3,845 \$23,660 \$29,717 \$2,081,794 \$57,732 \$4,1012 \$2,365 \$24,252 \$30,460 \$20,81,794 \$50,664 \$4,113 \$2,365 \$24,262 \$30,460 \$2,081,608 \$60,654 \$4,133 \$2,365 \$24,868 \$31,022 \$2,152,655 \$60,654 \$4,215 \$4,669 \$25,480 \$32,002 \$2,253,958 \$60,654 \$4,215 \$5,094 \$26,117 \$32,002 \$2,253,958 \$60,664 \$4,215 \$5,094 \$26,177 \$32,665 \$2,253,958 \$60,674 \$4,215 \$5,094 \$26,177 \$32,602 \$2,253,958 \$60,674 \$4,321 \$5,094 \$26,177 \$3,602 \$2,165,165	2021	\$51,026	\$3,546	\$4,180	\$21,435	\$26,922	\$1,851,058	\$684,517	\$125,909	\$161,534	\$68,777
\$53,610 \$3,726 \$4,392 \$22,520 \$28,285 \$1,954,608 \$54,950 \$3,819 \$4,502 \$23,083 \$28,992 \$1,954,608 \$56,323 \$3,914 \$2,365 \$23,047 \$2,081,794 \$56,323 \$3,914 \$2,365 \$23,046 \$2,081,704 \$56,323 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,708 \$60,654 \$4,113 \$2,424 \$24,868 \$31,222 \$2,151,655 \$60,654 \$4,215 \$4,245 \$25,480 \$32,602 \$2,253,958 \$62,171 \$4,321 \$5,094 \$26,117 \$32,602 \$2,253,958 \$66,951 \$4,250 \$5,221 \$26,770 \$33,622 \$2,368,572 \$66,951 \$4,429 \$5,351 \$26,770 \$34,463 \$2,503,958 \$66,951 \$4,429 \$5,361 \$26,770 \$34,463 \$2,503,958 \$66,951 \$4,639 \$5,622 \$28,828 \$36,707 \$2,560,952 \$2,560,952 \$2,560,952	2022	\$107,493	\$3,635	\$4,285	\$21,971	\$27,595	\$1,909,711	\$706,545	\$129,057	\$165,572	\$78,204
\$54,950 \$3,819 \$4,502 \$23,083 \$28,992 \$1,996,002 \$56,323 \$3,914 \$3,845 \$23,660 \$29,717 \$2,081,794 \$56,323 \$3,914 \$3,845 \$23,660 \$29,717 \$2,081,794 \$56,175 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,608 \$60,654 \$4,215 \$4,969 \$26,480 \$32,002 \$2,203,917 \$60,654 \$4,215 \$5,094 \$26,717 \$32,002 \$2,233,958 \$60,657 \$4,209 \$5,094 \$26,770 \$33,622 \$2,23,385 \$66,951 \$4,653 \$5,485 \$28,170 \$34,657 \$2,444,657 \$66,951 \$4,653 \$5,622 \$28,828 \$32,374 \$2,444,657 \$66,951 \$4,663 \$5,622 \$28,828 \$35,374 \$2,444,657 \$66,951 \$4,663 \$5,622 \$28,828 \$35,374 \$2,444,657 \$66,951 \$4,689 \$5,763 \$29,236,174 \$36,324 \$2,444,657	2023	\$53,610	\$3,726	\$4,392	\$22,520	\$28,285	\$1,954,608	\$722,868	\$132,283	\$169,711	\$87,723
\$56,323 \$3,914 \$3,845 \$23,660 \$29,717 \$2,081,794 \$57,732 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,608 \$50,175 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,608 \$50,175 \$4,113 \$2,424 \$24,858 \$31,222 \$2,152,655 \$60,654 \$4,215 \$4,969 \$25,480 \$32,002 \$2,203,197 \$60,654 \$4,429 \$5,094 \$26,117 \$32,802 \$2,253,958 \$65,176 \$4,429 \$5,351 \$26,770 \$33,627 \$2,253,958 \$66,951 \$4,653 \$5,485 \$28,1770 \$34,657 \$2,356,725 \$66,951 \$4,429 \$5,351 \$26,770 \$34,657 \$2,130,872 \$66,961 \$4,663 \$5,622 \$28,828 \$35,271 \$2,130,672 \$68,625 \$4,769 \$5,622 \$28,828 \$35,241 \$2,146,677 \$70,340 \$5,136 \$5,763 \$25,148 \$37,113 \$2,156,781	2024	\$54,950	\$3,819	\$4,502	\$23,083	\$28,992	\$1,996,002	\$738,225	\$135,590	\$173,954	\$118,387
\$57,732 \$4,012 \$2,365 \$24,252 \$30,460 \$2,081,608 \$50,175 \$4,113 \$2,424 \$24,858 \$31,222 \$2,152,655 \$60,654 \$4,215 \$4,969 \$25,480 \$32,002 \$2,233,197 \$60,654 \$4,215 \$4,969 \$25,480 \$32,002 \$2,253,968 \$62,171 \$4,321 \$5,094 \$26,117 \$32,802 \$2,253,968 \$62,175 \$4,321 \$5,094 \$26,170 \$33,622 \$2,253,968 \$66,951 \$4,429 \$5,221 \$26,770 \$33,622 \$2,366,73 \$66,951 \$4,429 \$5,351 \$24,425 \$24,44657 \$2,444,657 \$66,951 \$4,653 \$5,622 \$28,828 \$36,207 \$2,444,657 \$66,951 \$4,653 \$5,622 \$28,828 \$36,007 \$2,665,207 \$70,340 \$5,622 \$28,125 \$35,207 \$2,665,207 \$70,340 \$5,136 \$5,037 \$36,037 \$2,665,207 \$70,444 \$5,396	2025	\$56,323	\$3,914	\$3,845	\$23,660	\$29,717	\$2,081,794	\$770,718	\$138,980	\$178,303	\$83,097
\$59,175 \$4,113 \$2,424 \$24,858 \$31,222 \$2,152,655 \$60,654 \$4,215 \$4,969 \$25,480 \$32,002 \$2,152,653 \$60,654 \$4,215 \$4,969 \$25,480 \$22,002 \$2,203,197 \$62,171 \$4,321 \$5,094 \$26,117 \$32,802 \$2,203,197 \$62,172 \$4,29 \$5,21 \$2,302 \$2,203,197 \$65,318 \$4,429 \$5,351 \$27,439 \$3,463 \$2,30,872 \$66,951 \$4,653 \$5,485 \$28,125 \$23,607 \$2,30,872 \$66,051 \$4,663 \$5,162 \$28,607 \$2,500,958 \$2,500,958 \$66,051 \$4,689 \$5,622 \$28,622 \$28,607 \$2,500,958 \$70,340 \$4,889 \$5,622 \$28,604 \$3,027 \$38,040 \$2,566,203 \$7,090 \$7,136 \$3,027 \$31,045 \$38,991 \$2,665,206 \$7,544 \$5,136 \$5,136 \$31,027 \$31,996 \$2,665,207	2026	\$57,732	\$4,012	\$2,365	\$24,252	\$30,460	\$2,081,608	\$769,125	\$142,454	\$182,760	\$87,727
\$60,654 \$4,215 \$4,969 \$25,480 \$32,002 \$2,203,197 \$62,171 \$4,321 \$5,094 \$26,117 \$32,802 \$2,23,958 \$62,171 \$4,321 \$5,094 \$26,117 \$32,802 \$2,253,958 \$65,318 \$4,429 \$5,221 \$26,770 \$33,622 \$2,358,572 \$66,951 \$4,653 \$5,351 \$27,439 \$34,463 \$2,370,872 \$66,951 \$4,653 \$5,485 \$28,125 \$23,4463 \$2,370,872 \$66,951 \$4,663 \$5,622 \$28,828 \$34,463 \$2,444,657 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,444,657 \$6,70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,444,657 \$70,340 \$5,136 \$5,763 \$29,549 \$37,113 \$2,665,20 \$77,030 \$5,136 \$3,027 \$31,045 \$38,991 \$2,665,20 \$77,643 \$5,366 \$6,361 \$31,027 \$31,037 \$31,037 <tr< td=""><td>2027</td><td>\$59,175</td><td>\$4,113</td><td>\$2,424</td><td>\$24,858</td><td>\$31,222</td><td>\$2,152,655</td><td>\$796,343</td><td>\$146,016</td><td>\$187,329</td><td>\$98,231</td></tr<>	2027	\$59,175	\$4,113	\$2,424	\$24,858	\$31,222	\$2,152,655	\$796,343	\$146,016	\$187,329	\$98,231
\$62,171 \$4,321 \$5,094 \$26,117 \$32,802 \$2,253,958 \$63,725 \$4,429 \$5,221 \$26,770 \$33,622 \$2,253,958 \$66,318 \$4,429 \$5,351 \$27,439 \$34,463 \$2,370,872 \$66,951 \$4,653 \$5,485 \$28,125 \$34,463 \$2,370,872 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,444,657 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,444,657 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,444,657 \$70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,566,739 \$77,030 \$73,011 \$4,922 \$30,287 \$38,991 \$2,566,739 \$77,643 \$5,264 \$3,103 \$31,821 \$38,991 \$2,665,780 \$7,544 \$5,366 \$6,361 \$33,432 \$40,965 \$2,86,567,781 \$7,643 \$5,669 \$6,683 \$34,267 \$44,115 \$3,076,781	2028	\$60,654	\$4,215	\$4,969	\$25,480	\$32,002	\$2,203,197	\$814,727	\$149,666	\$192,013	\$130,677
\$63,725 \$4,429 \$5,221 \$26,770 \$33,622 \$2,358,572 \$65,318 \$4,540 \$5,351 \$27,439 \$34,463 \$2,370,872 \$66,951 \$4,653 \$5,485 \$28,125 \$34,463 \$2,370,872 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,444,657 \$70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,566,739 \$72,099 \$5,101 \$4,922 \$30,287 \$38,040 \$2,665,260 \$73,901 \$5,136 \$3,1027 \$31,045 \$38,991 \$2,665,260 \$77,643 \$5,264 \$3,103 \$31,821 \$39,966 \$2,665,260 \$77,643 \$5,396 \$6,361 \$32,616 \$40,965 \$2,80,560 \$77,643 \$5,396 \$6,520 \$33,432 \$41,990 \$2,885,304 \$7,444 \$5,531 \$6,520 \$33,432 \$44,096 \$2,885,304 \$447,448 \$5,566 \$6,850 \$5,767 \$44,096 \$2,885,304 <	2029	\$62,171	\$4,321	\$5,094	\$26,117	\$32,802	\$2,253,958	\$833,565	\$153,408	\$196,813	\$91,723
\$65,318 \$4,540 \$5,351 \$27,439 \$34,463 \$2,370,872 \$66,951 \$4,653 \$5,485 \$28,125 \$35,324 \$2,444,657 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,500,958 \$70,340 \$4,922 \$30,287 \$38,040 \$2,566,739 \$72,099 \$5,011 \$4,922 \$30,287 \$38,040 \$2,665,260 \$73,901 \$5,136 \$3,103 \$31,821 \$38,091 \$2,665,260 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,665,781 \$77,643 \$5,366 \$6,361 \$32,616 \$40,965 \$2,80,530 \$79,584 \$5,531 \$6,683 \$34,267 \$44,195 \$2,885,304 \$79,584 \$5,531 \$6,880 \$34,267 \$44,115 \$3,016,848 \$70,126 \$5,669 \$6,880 \$5,124 \$3,016,848 \$3,016,848 \$403,016 \$6,569 \$6,683 \$34,267 \$44,115 \$3,016,848 \$403,	2030	\$63,725	\$4,429	\$5,221	\$26,770	\$33,622	\$2,358,572	\$872,540	\$157,243	\$201,733	\$96,834
\$66,951 \$4,653 \$5,485 \$28,125 \$35,324 \$2,444,657 \$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,500,958 \$70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,556,739 \$72,099 \$5,011 \$4,922 \$30,287 \$38,040 \$2,566,260 \$73,901 \$5,136 \$3,027 \$31,045 \$38,040 \$2,665,260 \$73,901 \$5,264 \$3,103 \$31,821 \$38,040 \$2,665,260 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,755,781 \$75,749 \$5,364 \$3,1821 \$39,966 \$2,755,781 \$77,643 \$5,364 \$3,132 \$40,965 \$2,820,530 \$79,584 \$5,51 \$6,850 \$33,427 \$40,965 \$2,820,530 \$81,573 \$5,669 \$6,860 \$33,424 \$34,115 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,270,629 \$30,042 \$6,414<	2031	\$65,318	\$4,540	\$5,351	\$27,439	\$34,463	\$2,370,872	\$876,239	\$161,174	\$206,777	\$117,956
\$68,625 \$4,769 \$5,622 \$28,828 \$36,207 \$2,500,958 \$70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,556,739 \$72,099 \$5,011 \$4,922 \$30,287 \$38,040 \$2,665,260 \$73,901 \$5,136 \$3,027 \$31,045 \$38,991 \$2,665,781 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,663,266 \$75,749 \$5,366 \$6,361 \$32,616 \$40,965 \$2,820,530 \$70,543 \$5,396 \$6,361 \$33,432 \$40,965 \$2,820,530 \$70,543 \$5,511 \$6,520 \$33,432 \$40,965 \$2,820,530 \$70,120 \$6,860 \$5,334,267 \$40,965 \$2,820,530 \$101,259 \$5,811 \$6,860 \$35,124 \$44,115 \$3,016,848 \$101,259 \$5,811 \$6,850 \$7,271 \$36,002 \$46,349 \$3,202,669 \$100,42 \$6,258 \$7,377 \$36,002 \$46,349 \$3,413,891	2032	\$66,951	\$4,653	\$5,485	\$28,125	\$35,324	\$2,444,657	\$904,438	\$165,203	\$211,946	\$120,887
\$70,340 \$4,889 \$5,763 \$29,549 \$37,113 \$2,556,739 \$72,099 \$5,011 \$4,922 \$30,287 \$38,040 \$2,665,260 \$73,901 \$5,136 \$3,027 \$31,045 \$38,991 \$2,665,260 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,755,781 \$77,643 \$5,396 \$6,361 \$32,616 \$40,965 \$2,820,530 \$79,584 \$5,531 \$6,683 \$34,267 \$41,990 \$2,885,304 \$81,573 \$5,669 \$6,683 \$34,267 \$44,115 \$3,034,722 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$403,046 \$5,956 \$7,021 \$36,002 \$445,218 \$3,129,057 \$403,042 \$6,105 \$7,377 \$36,002 \$46,349 \$3,270,629 \$30,042 \$6,258 \$7,377 \$36,705 \$44,165 \$3,411,178 \$344,463 \$6,575 \$3,875 \$49,912 \$3,411,178 \$34	2033	\$68,625	\$4,769	\$5,622	\$28,828	\$36,207	\$2,500,958	\$925,332	\$169,333	\$217,245	\$112,380
\$72,099 \$5,011 \$4,922 \$30,287 \$38,040 \$2,665,260 \$73,901 \$5,136 \$3,027 \$31,045 \$38,991 \$2,663,266 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,755,781 \$77,643 \$5,396 \$6,361 \$32,616 \$40,965 \$2,820,530 \$79,584 \$5,531 \$6,520 \$33,432 \$41,990 \$2,885,304 \$81,573 \$5,669 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,042 \$6,105 \$7,377 \$36,002 \$46,349 \$3,270,629 \$30,042 \$6,258 \$7,377 \$38,705 \$46,349 \$3,411,178 \$34,074 \$6,575 \$3,875 \$48,695 \$3,411,178 \$340,025 \$6,575 \$3,972 \$49,912 \$3,411,178 \$340,026 \$3,	2034	\$70,340	\$4,889	\$5,763	\$29,549	\$37,113	\$2,556,739	\$944,990	\$173,567	\$222,676	\$120,406
\$73,901 \$5,136 \$3,027 \$31,045 \$38,991 \$2,663,266 \$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,755,781 \$77,643 \$5,366 \$6,361 \$32,616 \$40,965 \$2,820,530 \$79,584 \$5,531 \$6,520 \$33,432 \$41,990 \$2,885,304 \$81,573 \$6,689 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,042 \$6,105 \$7,377 \$36,902 \$46,349 \$3,270,629 \$384,463 \$6,414 \$6,301 \$37,825 \$48,695 \$3,413,891 \$384,074 \$6,575 \$3,875 \$48,695 \$3,411,178 \$394,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,572 \$49,912 \$3,411,178	2035	\$72,099	\$5,011	\$4,922	\$30,287	\$38,040	\$2,665,260	\$986,584	\$177,906	\$228,243	\$130,201
\$75,749 \$5,264 \$3,103 \$31,821 \$39,966 \$2,755,781 \$77,643 \$5,396 \$6,361 \$32,616 \$40,965 \$2,820,530 \$79,584 \$5,531 \$6,520 \$33,432 \$41,990 \$2,885,304 \$81,573 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,042 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$384,463 \$6,414 \$6,301 \$37,825 \$44,139 \$3,270,629 \$384,463 \$6,576 \$3,87 \$38,770 \$48,695 \$3,411,178 \$394,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,572 \$49,912 \$3,411,178	2036	\$73,901	\$5,136	\$3,027	\$31,045	\$38,991	\$2,663,266	\$984,545	\$182,353	\$233,949	\$122,244
\$77,643 \$5,396 \$6,361 \$32,616 \$40,965 \$2,820,530 \$79,584 \$5,531 \$6,520 \$33,432 \$41,990 \$2,885,304 \$81,573 \$5,669 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$384,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$49,912 \$3,411,178	2037	\$75,749	\$5,264	\$3,103	\$31,821	\$39,966	\$2,755,781	\$1,019,387	\$186,912	\$239,798	\$124,046
\$79,584 \$5,531 \$6,520 \$33,432 \$41,990 \$2,885,304 \$81,573 \$5,669 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,902 \$45,218 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$334,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,502,863 \$3,530,185	2038	\$77,643	\$5,396	\$6,361	\$32,616	\$40,965	\$2,820,530	\$1,042,920	\$191,585	\$245,792	\$132,779
\$81,573 \$5,669 \$6,683 \$34,267 \$43,039 \$3,016,848 \$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$334,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,530,785 \$49,912 \$3,530,185	2039	\$79,584	\$5,531	\$6,520	\$33,432	\$41,990	\$2,885,304	\$1,067,034	\$196,375	\$251,937	\$143,717
\$101,259 \$5,811 \$6,850 \$35,124 \$44,115 \$3,034,722 \$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$394,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,572 \$40,733 \$51,160 \$3,530,185	2040	\$81,573	\$5,669	\$6,683	\$34,267	\$43,039	\$3,016,848	\$1,116,924	\$201,284	\$258,236	\$134,935
\$447,448 \$5,956 \$7,021 \$36,002 \$45,218 \$3,129,057 \$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$394,074 \$6,575 \$3,875 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2041	\$101,259	\$5,811	\$6,850	\$35,124	\$44,115	\$3,034,722	\$1,121,660	\$206,316	\$264,692	\$136,924
\$403,016 \$6,105 \$7,197 \$36,902 \$46,349 \$3,202,569 \$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$394,074 \$6,575 \$3,875 \$39,740 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2042	\$447,448	\$5,956	\$7,021	\$36,002	\$45,218	\$3,129,057	\$1,157,757	\$211,474	\$271,309	\$146,703
\$90,042 \$6,258 \$7,377 \$37,825 \$47,507 \$3,270,629 \$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$394,074 \$6,575 \$3,875 \$39,740 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2043	\$403,016	\$6,105	\$7,197	\$36,902	\$46,349	\$3,202,569	\$1,184,503	\$216,761	\$278,092	\$158,637
\$384,463 \$6,414 \$6,301 \$38,770 \$48,695 \$3,413,891 \$39,4074 \$6,575 \$3,875 \$39,740 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2044	\$90,042	\$6,258	\$7,377	\$37,825	\$47,507	\$3,270,629	\$1,209,667	\$222,180	\$285,044	\$148,943
\$394,074 \$6,575 \$3,875 \$39,740 \$49,912 \$3,411,178 \$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2045	\$384,463	\$6,414	\$6,301	\$38,770	\$48,695	\$3,413,891	\$1,262,912	\$227,735	\$292,170	\$151,138
\$403,926 \$6,739 \$3,972 \$40,733 \$51,160 \$3,530,185	2046	\$394,074	\$6,575	\$3,875	\$39,740	\$49,912	\$3,411,178	\$1,260,301	\$233,428	\$299,474	\$161,932
*** *** *** *** *** *** *** *** ***	2047	\$403,926	\$6,739	\$3,972	\$40,733	\$51,160	\$3,530,185	\$1,304,901	\$239,264	\$306,961	\$175,106
_	TOTAL	\$3,890,854	\$150,281	\$153,768	\$873,355	\$1,322,568	\$75,721,699	\$28,496,812	\$5,391,134	\$6,585,405	\$3,527,074

THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN Replacement Reserves Planned Expenditures

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Total Replacement Fund							\$10,955,137	\$10,143,481	\$10,201,815	\$9,019,597	\$9,785,638	\$7,855,598	\$11,191,138	\$9,713,457	\$7,055,326	\$6,213,097	\$6,304,179	\$6,904,825	\$7,431,405	\$7,751,119	\$9,214,611	\$13,145,758	\$12,355,880	\$10,780,531	\$9,039,214	\$9,247,547	\$9,289,936	\$9,477,806	\$9,992,312	\$10,054,172	\$9,632,742	\$10,081,887	\$18,020,448	\$13,939,925	\$12,924,264	\$15,592,245	\$303,315,088
Ř					0		\$	\$	8	•	97	97	₩	97	97	97	97			97	97	₩	₩	₩	97	97	97	97	97	\$	97	\$	₩	₩			
Water Lines Copper	02	6,102	Manors	\$5,125	\$31,272,750	%27	\$100,000	\$128,218	\$131,424	\$134,709	\$138,077	\$141,529	\$145,067	\$148,694	\$152,411	\$156,222	\$160,127	\$164,130	\$168,233	\$172,439	\$176,750	\$181,169	\$185,698	\$190,341	\$195,099	\$199,977	\$204,976	\$210,101	\$215,353	\$220,737	\$226,255	\$173,933	\$178,282	\$182,739	\$187,307	\$191,990	\$5,161,989
Waste Lines GV Garage	35	53	Building	\$19,900	\$1,054,700		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,167	\$121,121	\$124,149	\$127,253	\$130,434	\$133,695	\$137,037	\$140,463	\$143,975	\$147,574	\$151,263	\$155,045	\$158,921	\$40,724	\$1,829,819
Waste Lines	20	6,102	Manors	\$8,000	\$48,816,000		\$750,000	\$768,750	\$787,969	\$807,668	\$55,191	\$56,570	\$57,985	\$59,434	\$60,920	\$62,443	\$64,004	\$65,604	\$67,244	\$68,926	\$70,649	\$72,415	\$74,225	\$76,081	\$77,983	\$79,933	\$81,931	\$83,979	\$86,079	\$88,231	\$90,436	\$92,697	\$95,015	\$97,390	\$99,825	\$102,320	\$5,101,896
Perimeter Walls	02	30,184	H.	\$200	\$6,036,840		\$50,000	\$25,625	\$26,266	\$26,922	\$27,595	\$28,285	\$28,992	\$29,717	\$30,460	\$31,222	\$32,002	\$32,802	\$33,622	\$34,463	\$35,324	\$36,207	\$37,113	\$38,040	\$38,991	\$39,966	\$40,965	\$41,990	\$43,039	\$44,115	\$45,218	\$46,349	\$47,507	\$48,695	\$49,912	\$51,160	\$1,122,568
Common Walls	As Needed				\$25,000/yr		\$25,000	\$25,625	\$26,266	\$26,922	\$27,595	\$28,285	\$28,992	\$29,717	\$30,460	\$31,222	\$32,002	\$32,802	\$33,622	\$34,463	\$35,324	\$36,207	\$37,113	\$38,040	\$38,991	\$39,966	\$40,965	\$41,990	\$43,039	\$44,115	\$45,218	\$46,349	\$47,507	\$48,695	\$49,912	\$51,160	\$1,097,568
Tree Maintenance	As Needed						\$826,476	\$605,045	\$560,548	\$437,110	\$535,266	\$814,883	\$612,528	\$453,305	\$1,000,591	\$602,373	\$466,007	\$1,060,445	\$679,749	\$540,608	\$1,053,504	\$718,175	\$713,760	\$885,144	\$790,552	\$999,276	\$845,106	\$793,329	\$1,278,557	\$932,034	\$679,708	\$1,517,349	\$916,582	\$709,084	\$1,622,664	\$1,022,922	\$24,672,682
Roofs Preventive Maint.	20	4,023,624	Sf	\$0.35	\$1,408,268		\$205,096	\$103,335	\$125,702	\$63,351	\$71,784	\$69,964	\$47,928	\$31,874	\$86,392	\$57,681	\$159,956	\$135,820	\$141,341	\$47,159	\$190,166	\$184,078	\$295,422	\$37,878	\$0	\$0	\$0	\$0	\$0	0\$	\$0	0\$	\$144,273	\$233,044	\$117,450	\$133,084	\$2,682,781
Roofs Tile	40	3,760,897	sf	\$4.43	\$16,660,800		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,802	\$0	\$521,301	\$5,951,015	\$2,791,118	\$0	\$0	\$0	\$0	\$954,607	\$1,463,477	\$647,617	\$421,545	\$647,461	\$1,763,179	\$1,413,813	\$1,944,395	\$852,491	\$19,388,823
Roofs Metal	40	502,525	Sf	\$4.69	\$2,356,800		\$0	\$0	\$0	0\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$719,443	\$1,205,530	\$1,338,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,263,596
Roofs Built-Up PVC Cool Roof	16	4,026,042	sf	\$6.56	\$26,410,800		\$1,392,954	\$1,988,663	\$2,069,505	\$690,503	\$2,784,394	\$468,642	\$4,325,530	\$2,893,935	\$0	0\$	\$0	\$0	0\$	\$0	\$0	\$0	\$2,112,435	\$3,412,204	\$1,719,687	\$1,948,606	\$1,899,201	\$1,301,012	\$604,621	\$1,748,983	\$1,224,053	\$539,197	\$7,987,251	\$3,836,745	\$1,280,155	\$5,383,197	\$51,611,475
Program	Life in Years	Quantity	Unit	Unit Cost	Total Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	TOTAL

THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN Replacement Reserves Planned Expenditures

Program	Elevator Cab Door	Cab Door	Elevator Cab Refurbish	Elevator Flooring	Elevator Call Buttons	Elevator Controllers	Elevator Hoistway Doors (3 stop)	Elevator Hoistway Doors (4 stop)	Elevator Machine Room Power Units
Life in Years	30	30	40	40	30	30	30	30	30
Quantity	82	82	82	82	82	82	29	53	82
Unit	ea	ea	ea	ea	еа	ea	ea	ea	ea
Unit Cost	\$12,234	\$4,733	\$8,160	\$2,040	\$8,400	\$50,600	\$4,906	\$4,906	\$9,557
Total Cost	\$1,003,188	\$388,106	\$669,120	\$167,280	\$688,800	\$4,149,200	\$142,280	\$260,029	\$783,707
2018	\$0	\$47,739	\$81,600	\$17,083	\$0	\$0	\$0	\$49,544	\$96,700
2019	\$0	\$50,156	\$85,731	\$17,948	\$0	\$0	\$0	\$52,052	\$101,595
2020	\$0	\$51,410	\$87,874	\$18,397	\$0	\$0	\$0	\$53,353	\$104,135
2021	\$0	\$52,695	\$90,071	\$18,856	\$0	\$0	\$0	\$54,687	\$106,739
2022	\$0	\$0	\$0	\$0	\$95,038	\$572,493	\$0	\$0	\$0
2023	\$0	\$0	\$0	\$0	\$97,414	\$586,805	\$0	\$0	\$0
2024	\$0	\$0	\$0	\$0	\$99,850	\$601,475	\$0	\$0	\$0
2025	0\$	0\$	0\$	\$0	\$102,346	\$616,512	\$0	\$0	0\$
2026	0\$	0\$	0\$	\$0	\$104,904	\$631,925	\$0	\$0	0\$
2027	\$0	0\$	0\$	0\$	\$107,527	\$647,723	0\$	\$0	0\$
2028	0\$	0\$	0\$	0\$	\$110,215	\$663,916	0\$	\$0	\$0
2029	\$0	\$0	\$0	\$0	\$135,565	\$816,616	\$0	\$0	\$0
2030	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2032	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2033	\$90,807	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2034	\$223,386	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2035	\$228,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2036	\$234,695	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2037	\$240,562	0\$	0\$	0\$	0\$	0\$	0\$	\$0	0\$
2038	\$246,576	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2039	\$252,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2040	\$107,941	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2041	0\$	0\$	0\$	0\$	0\$	0\$	0\$	\$0	\$0
2042	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2043	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2044	\$0	\$92,185	\$0	\$0	\$0	\$0	\$0	\$47,781	\$186,159
2045	\$0	\$113,388	\$0	\$0	\$0	\$0	\$117,542	\$0	\$228,976
2046	\$0	\$116,223	\$0	\$0	\$0	\$0	\$120,481	\$0	\$234,700
2047	\$0	\$119,128	\$0	\$0	\$0	\$0	\$123,493	\$0	\$240,568
TOTAI	\$1 625 678	\$642.924	\$345.276	\$72.284	\$852.860	\$5.137.464	\$361.516	\$257.418	64 299 572

THIRD LAGUNA HILLS MUTUAL
2018 RESERVES PLAN
Replacement Reserves Planned Expenditures

TOTAL LAUNDRY FUND						\$59,402	\$128,893	\$132,115	\$120,103	\$122,777	\$125,847	\$118,648	\$121,614	\$124,655	\$127,771	\$130,966	\$134,240	\$137,596	\$141,036	\$144,561	\$148,175	\$186,676	\$191,342	\$196,126	\$195,801	\$201,183	\$206,212	\$216,486	\$196,802	\$201,185	\$206,214	\$194,419	\$199,280	\$204,261	\$209,368	\$4.823.755
LAL						\$5	\$1;	\$1	\$1;	\$1;	\$1;	\$1	\$1;	\$1;	\$1	\$1	\$1:	\$1:	\$1,	\$1,	\$1,	\$18	\$13	\$13	\$13	\$2(\$2(\$2,	\$1	\$2(\$2(\$1	\$18	\$2(\$2(_
Laundry Washers	15	489	ea	\$1,804	\$882,156	\$6,230	\$60,281	\$61,788	\$63,332	\$64,916	\$66,539	\$68,202	\$69,907	\$71,655	\$73,446	\$75,282	\$77,164	\$79,093	\$81,071	\$83,098	\$85,175	\$87,304	\$89,487	\$91,724	\$94,017	\$96,368	\$98,777	\$101,246	\$103,777	\$106,372	\$109,031	\$111,757	\$114,551	\$117,415	\$120,350	\$2 520 256
Laundry Dryers	10	456	ea	\$524	\$238,931	\$13,099	\$24,490	\$25,103	\$25,730	\$26,373	\$27,033	\$27,709	\$28,401	\$29,111	\$29,839	\$30,585	\$31,350	\$32,134	\$32,937	\$33,760	\$34,604	\$35,469	\$36,356	\$37,265	\$38,197	\$39,152	\$40,130	\$41,134	\$42,162	\$43,216	\$44,296	\$45,404	\$46,539	\$47,702	\$48,895	¢4 020 476
Laundry Water Heaters	10	159	ea	\$337	\$53,509	\$5,385	\$5,519	\$5,657	\$5,799	\$5,944	\$6,092	\$6,244	\$6,401	\$6,561	\$6,725	\$6,893	\$7,065	\$7,242	\$7,423	\$7,608	\$7,799	\$7,993	\$8,193	\$8,398	\$8,608	\$8,823	\$9,044	\$9,270	\$9,502	\$9,739	\$9,983	\$10,232	\$10,488	\$10,750	\$11,019	\$236 308
Laundry Counters	20	287	ea	\$297	\$85,335	\$6,244	\$9,448	\$9,684	\$9,926	\$9,846	\$10,092	\$0	\$0	\$0	\$0	\$0	\$0	0\$	\$0	\$0	\$0	\$13,683	\$14,025	\$14,376	\$9,507	\$10,232	\$10,487	\$15,868	\$16,265	\$16,134	\$16,537	\$0	\$0	\$0	\$0	¢102251
Laundry Floors	20	243	ea	\$1,580	\$383,993	\$28,444	\$29,155	\$29,884	\$15,316	\$15,698	\$16,091	\$16,493	\$16,905	\$17,328	\$17,761	\$18,205	\$18,660	\$19,127	\$19,605	\$20,095	\$20,598	\$42,225	\$43,281	\$44,363	\$45,472	\$46,609	\$47,774	\$48,968	\$25,096	\$25,724	\$26,367	\$27,026	\$27,702	\$28,394	\$29,104	\$227 A70
TOTAL ELEVATOR FUND						\$330,189	\$346,905	\$355,577	\$364,467	\$667,531	\$684,219	\$701,325	\$718,858	\$736,829	\$755,250	\$774,131	\$952,181	\$0	\$0	\$0	\$90,807	\$252,999	\$254,265	\$260,622	\$267,137	\$273,816	\$280,661	\$136,560	\$29,334	\$0	\$0	\$326,126	\$459,906	\$471,404	\$483,189	\$40 074 287
Elevator Solid State Soft Starters	20	82	еа	\$1,622	\$132,988	\$16,804	\$17,655	\$18,096	\$18,548	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,613	\$25,295	\$25,927	\$26,575	\$27,239	\$27,920	\$28,618	\$29,334	\$0	\$0	\$0	\$0	\$0	\$0	\$291 625
Elevator Fuse	30	82	ea	\$224	\$18,401	\$2,244	\$2,358	\$2,417	\$2,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 10E
Elevator Door Protective Devices	40	82	ea	\$1,836	\$150,552	\$18,475	\$19,410	\$19,896	\$20,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0\$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	£78 17 <i>1</i>
Program	Life in Years	Quantity	Unit	Unit Cost	Total Cost	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	IVIOI

RESOLUTION 03-17-XX

2018 BUSINESS PLAN

RESOLVED, September 19, 2017, that the Business Plan of this Corporation for the year 2018 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said business plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$32,033,719 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions for the year 2018. In addition, the sum of \$14,539,717 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2018. Therefore, a total of \$46,573,436 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$13,161,207 of which \$10,955,137 is planned from the Replacement Fund, \$330,189 from the Elevator Replacement Fund, \$59,402 from the Laundry Replacement Fund, \$1,747,340 from the Disaster Fund, and \$69,139 from the Garden Villa Recreation Room Fund; and

RESOLVED FURTHER, that all sums paid into the Replacement Reserves shall be used for capital expenditures only and shall be credited on the books of account of the Corporation to Paid-In Surplus as a capital contribution; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2018 and as filed in the records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2018; 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.

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RESOLUTION 03-17-XX

2018 RESERVE FUNDING PLAN

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments;

WHEREAS, planned assessments or other contributions to replacement reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years; and

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plans (attached) with the objective of maintaining replacement reserve balances at or above established thresholds totaling \$8,050,000, while meeting its obligations to repair and/or replace major components; 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.

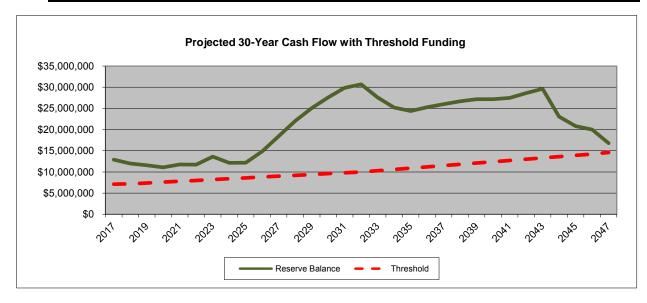
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THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

Replacement Reserve 30-Year Funding Plan

Threshold (Min Balance): \$ 7,200,000
Indexed for projected inflation

	Assessment										
	_	r Manor	_	Total	Interest	Other	_	Planned		Reserve	
<u>Year</u>	Pei	r Month	C	Contribution	Earnings	Additions	Expenditures			Balance	
2017	\$	135.00	\$	9,885,240	\$ 170,725		\$	8,841,720	\$	12,887,105	
2018	\$	135.00	\$	9,885,240	\$ 172,930		\$	10,955,137	\$	11,990,138	
2019	\$	130.00	\$	9,519,120	\$ 204,364		\$	10,143,481	\$	11,570,141	
2020	\$	130.00	\$	9,519,120	\$ 196,504		\$	10,201,815	\$	11,083,950	
2021	\$	130.00	\$	9,519,120	\$ 198,340		\$	9,019,597	\$	11,781,814	
2022	\$	130.00	\$	9,519,120	\$ 203,850		\$	9,785,638	\$	11,719,146	
2023	\$	130.00	\$	9,519,120	\$ 219,641		\$	7,855,598	\$	13,602,309	
2024	\$	130.00	\$	9,519,120	\$ 223,410		\$	11,191,138	\$	12,153,701	
2025	\$	130.00	\$	9,519,120	\$ 210,989		\$	9,713,457	\$	12,170,354	
2026	\$	130.00	\$	9,519,120	\$ 234,539		\$	7,055,326	\$	14,868,687	
2027	\$	130.00	\$	9,519,120	\$ 289,130		\$	6,213,097	\$	18,463,840	
2028	\$	130.00	\$	9,519,120	\$ 351,248		\$	6,304,179	\$	22,030,029	
2029	\$	130.00	\$	9,519,120	\$ 408,401		\$	6,904,825	\$	25,052,724	
2030	\$	130.00	\$	9,519,120	\$ 456,690		\$	7,431,405	\$	27,597,130	
2031	\$	130.00	\$	9,519,120	\$ 498,420		\$	7,751,119	\$	29,863,550	
2032	\$	130.00	\$	9,519,120	\$ 525,277		\$	9,214,611	\$	30,693,337	
2033	\$	130.00	\$	9,519,120	\$ 505,400		\$	13,145,758	\$	27,572,099	
2034	\$	130.00	\$	9,519,120	\$ 457,690		\$	12,355,880	\$	25,193,028	
2035	\$	130.00	\$	9,519,120	\$ 429,841		\$	10,780,531	\$	24,361,458	
2036	\$	130.00	\$	9,519,120	\$ 430,525		\$	9,039,214	\$	25,271,889	
2037	\$	130.00	\$	9,519,120	\$ 444,634		\$	9,247,547	\$	25,988,096	
2038	\$	130.00	\$	9,519,120	\$ 456,797		\$	9,289,936	\$	26,674,077	
2039	\$	130.00	\$	9,519,120	\$ 467,158		\$	9,477,806	\$	27,182,549	
2040	\$	130.00	\$	9,519,120	\$ 471,554		\$	9,992,312	\$	27,180,911	
2041	\$	135.00	\$	9,885,240	\$ 474,188		\$	10,054,172	\$	27,486,167	
2042	\$	140.00	\$	10,251,360	\$ 486,421		\$	9,632,742	\$	28,591,207	
2043	\$	145.00	\$	10,617,480	\$ 505,033		\$	10,081,887	\$	29,631,833	
2044	\$	150.00	\$	10,983,600	\$ 456,985		\$	18,020,448	\$	23,051,970	
2045	\$	155.00	\$	11,349,720	\$ 380,745		\$	13,939,925	\$	20,842,510	
2046	\$	160.00	\$	11,715,840	\$ 354,170		\$	12,924,264	\$	19,988,256	
2047	\$	165.00	\$	12,081,960	\$ 319,079		\$	15,592,245	\$	16,797,050	

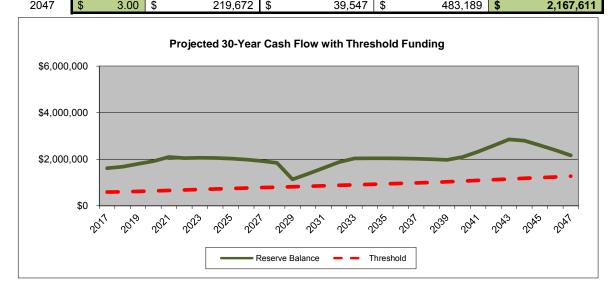


THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

Elevator Reserve 30-Year Funding Plan

Threshold (Min Balance):

					d illili) bieliee		Ψ	000,000
	Λ.		ssment	Ind	exed for project			
<u>Year</u>	Per Manor Per Month		Total Contribution		Interest Earnings	Planned Expenditures		Reserve Balance
2017	\$ 5.00	\$	366,120	\$	21,995	\$ 319,566	\$	1,616,328
2018	\$ 5.00	\$	366,120	\$	22,880	\$ 330,189	\$	1,675,139
2019	\$ 6.00	\$	439,344	\$	30,124	\$ 346,905	\$	1,797,702
2020	\$ 6.00	\$	439,344	\$	32,193	\$ 355,577	\$	1,913,662
2021	\$ 7.00	\$	512,568	\$	34,785	\$ 364,467	\$	2,096,548
2022	\$ 8.00	\$	585,792	\$	35,974	\$ 667,531	\$	2,050,783
2023	\$ 9.00	\$	659,016	\$	35,668	\$ 684,219	\$	2,061,248
2024	\$ 9.00	\$	659,016	\$	35,702	\$ 701,325	\$	2,054,641
2025	\$ 9.00	\$	659,016	\$	35,433	\$ 718,858	\$	2,030,233
2026	\$ 9.00	\$	659,016	\$	34,848	\$ 736,829	\$	1,987,267
2027	\$ 9.00	\$	659,016	\$	33,935	\$ 755,250	\$	1,924,969
2028	\$ 9.00	\$	659,016	\$	32,680	\$ 774,131	\$	1,842,533
2029	\$ 3.00	\$	219,672	\$	25,835	\$ 952,181	\$	1,135,859
2030	\$ 3.00	\$	219,672	\$	21,800	\$ -	\$	1,377,331
2031	\$ 3.00	\$	219,672	\$	26,025	\$ -	\$	1,623,028
2032	\$ 3.00	\$	219,672	\$	30,325	\$ -	\$	1,873,025
2033	\$ 3.00	\$	219,672	\$	33,906	\$ 90,807	\$	2,035,796
2034	\$ 3.00	\$	219,672	\$	35,335	\$ 252,999	\$	2,037,804
2035	\$ 3.00	\$	219,672	\$	35,359	\$ 254,265	\$	2,038,570
2036	\$ 3.00	\$	219,672	\$	35,317	\$ 260,622	\$	2,032,938
2037	\$ 3.00	\$	219,672	\$	35,161	\$ 267,137	\$	2,020,634
2038	\$ 3.00	\$	219,672	\$	34,887	\$ 273,816	\$	2,001,377
2039	\$ 3.00	\$	219,672	\$	34,490	\$ 280,661	\$	1,974,878
2040	\$ 3.00	\$	219,672	\$	35,288	\$ 136,560	\$	2,093,278
2041	\$ 3.00	\$	219,672	\$	38,298	\$ 29,334	\$	2,321,915
2042	\$ 3.00	\$	219,672	\$	42,556	\$ -	\$	2,584,143
2043	\$ 3.00	\$	219,672	\$	47,145	\$ -	\$	2,850,960
2044	\$ 3.00	\$	219,672	\$	48,960	\$ 326,126	\$	2,793,466
2045	\$ 3.00	\$	219,672	\$	46,784	\$ 459,906	\$	2,600,015
2046	\$ 3.00	\$	219,672	\$	43,298	\$ 471,404	\$	2,391,581
2047	\$ 3.00	\$	219.672	\$	39.547	\$ 483.189	\$	2.167.611



\$ 600,000

THIRD LAGUNA HILLS MUTUAL 2018 RESERVES PLAN

Laundry Reserve 30-Year Funding Plan

Threshold (Min Balance):

\$

201,185 \$

206,214 \$

\$

194,419

199,280

204,261

250,000

690,572

703,691

728,939

749,726

765,850

						doniora (illiii) B	aic		Ψ	200,000	
					Inde	exed for project					
		As	ses	ssment							
<u>Year</u>		Manor Month		Total Contribution		Interest Earnings		Planned Expenditures	Reserve Balance		
2017	c	2.00	\$	82,896	\$	10,770	\$	86,491	\$	778,246	
-	\$ \$	2.00	\$		_		\$	·		•	
2018	_		_	82,896	\$	11,060	_	59,402	\$	812,800	
2019	\$	3.00	\$	124,344	\$	14,184	\$	128,893	\$	822,435	
2020	\$	3.00	\$	124,344	\$	14,325	\$	132,115	\$	828,988	
2021	\$	3.00	\$	124,344	\$	14,544	\$	120,103	\$	847,774	
2022	\$	3.00	\$	124,344	\$	14,850	\$	122,777	\$	864,190	
2023	\$	3.00	\$	124,344	\$	15,110	\$	125,847	\$	877,798	
2024	\$	3.00	\$	124,344	\$	15,411	\$	118,648	\$	898,905	
2025	\$	3.00	\$	124,344	\$	15,755	\$	121,614	\$	917,389	
2026	\$	3.00	\$	124,344	\$	16,052	\$	124,655	\$	933,130	
2027	\$	3.00	\$	124,344	\$	16,300	\$	127,771	\$	946,003	
2028	\$	3.00	\$	124,344	\$	16,497	\$	130,966	\$	955,878	
2029	\$	3.00	\$	124,344	\$	16,641	\$	134,240	\$	962,624	
2030	\$	3.00	\$	124,344	\$	16,730	\$	137,596	\$	966,102	
2031	\$	3.00	\$	124,344	\$	16,761	\$	141,036	\$	966,172	
2032	\$	3.00	\$	124,344	\$	16,731	\$	144,561	\$	962,685	
2033	\$	3.00	\$	124,344	\$	16,638	\$	148,175	\$	955,492	
2034	\$	3.00	\$	124,344	\$	16,176	\$	186,676	\$	909,336	
2035	\$	3.00	\$	124,344	\$	15,327	\$	191,342	\$	857,665	
2036	\$	3.00	\$	124,344	\$	14,381	\$	196,126	\$	800,264	
2037	\$	3.00	\$	124,344	\$	13,379	\$	195,801	\$	742,186	
2038	\$	3.00	\$	124,344	\$	12,316	\$	201,183	\$	677,663	
2039	\$	4.00	\$	165,792	\$	11,505	\$	206,212	\$	648,748	
2040	\$	5.00	\$	207,240	\$	11,272	\$	216,486	\$	650,774	
2041	\$	5.00	\$	207,240	\$	11,480	\$	196,802	\$	672,691	
							_				

11,825 | \$

12,094 | \$

\$

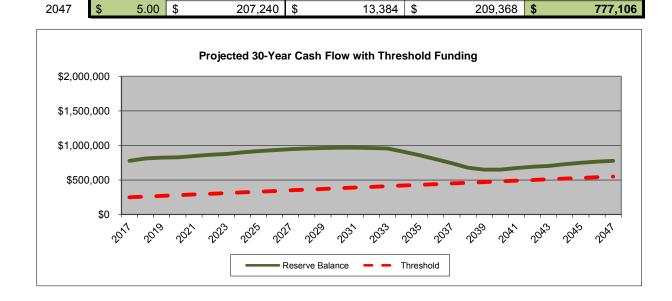
\$

\$

12,427

12,826

13,146



207,240 \$

207,240 | \$

207,240 \$

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2042

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2044

2045

2046

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5.00 \$

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Important Notice

Attachment Pending for Agenda Item 12i:

Entertain a Motion to Approve Amendments to the 2017 Collection Policy - Resolution (initial notification - postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Any Questions Call 949.597.4600

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STAFF REPORT

DATE: September 19, 2017 FOR: Board of Directors

SUBJECT: Standard Manor Alteration Conditions

RECOMMENDATION

Staff recommends approval of the Standard Manor Alteration Conditions for use by the Manor Alterations Division.

BACKGROUND

Staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after hours. The Architectural Control and Standards Committee has met and reviewed the Amended Conditions of Approval (Attachment 1) on several occasions.

DISCUSSION

Condition #12 has been added to address the Committee's acoustical concerns. The Architectural Control and Standards Committee met on September 7, 2017 and made final changes to the document.

This document is considered a rule change to certain members who wish to alter their manors, and requires a 30-day member notification.

FINANCIAL ANALYSIS

None.

Prepared By: Lori Moss, Community Manager

ATTACHMENT(S)

ATT 1 – Standard Manor Alteration Conditions

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Standard Manor Alteration Conditions

1.	No improvement shall be installed, constructed, modified or altered at Manor
	, ("Property") within the Third Laguna Hills Mutual ("Mutual")
	unless and until a Mutual Consent for Manor Alterations application for the
	improvement has been made to, and approved, in writing, by, the Village
	Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"),
	or, in the event of a Variance from the Mutual's Alteration Standards, the
	Architectural Control and Standards Committee ("ACSC"). In the event written
	permission is given for the installation, construction, modification or alteration of
	any improvement(s) upon the Property, the Member Owner or Owners ("Member
	Owner") agrees to comply with the Mutual's Governing Documents and any
	specific terms or conditions imposed, and that the installation, construction,
	modification or alteration shall be in strict compliance with the terms of the
	approval.

2.	A	Mutual	Consent	for	Manor	Alteration	s has	been	granted	at	XXXX	for
			, SL	ıbjec	t to the	attached p	ans st	amped	approved	d an	d is sub	ject
	to	the fina	I inspectio	n by	the Div	vision. Any	/ varia	tions to	the app	rove	ed attac	hed
	pla	ıns are r	not allowed	d and	d could i	esult in a s	top wo	ork notic	ce and/or	sev	ere fine	s to
	the	Membe	or The									

- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at xxxx and all future Mutual members at xxxx.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance

of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.

- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com/residents/resident-services and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall have business signage on vehicles traveland travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

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- 11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
- 12. Prior to the Issuance of a Mutual Consent for Manor Alterations, acoustical <u>impacts</u> <u>shall be consideredation</u> <u>Prior to Final Inspection by Manor Alterations Division, as shown on shall be installed as approved on Attachment _____.</u>
- 13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
- 14. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

Page 4 of 8

- 16. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
- 17. Prior to the issuance of a Mutual Consent for Manor Alternations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- 18. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified on Attachment .
- 19. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall post a Conformance Deposit in an amount determined by the Division Staff, which is a percentage of the value of the improvements. See http://www.lagunawoodsvillage.com. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
- 20. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

- 21. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
- 22. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
- 23. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 24. This approvaled does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
 - 25. Paver install must be set in compacted subgrade.
- 26. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 27. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 28. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

Conditions of Approval
Manor
Page 6 of 6

29. A	dumpster is	appi	roved for	or plac	ement	at the	locat	ion	identifie	d on	Attac	hmen [.]
			Any dur	<u>mpster</u>	must b	e cov	ered a	nd l	ocked a	t the	end of	f each
da	ay. Dumpste	ers mu	ıst be o	rdered	from th	ne app	roved	City	of Lag	ına V	Voods	waste
ha	auler and mu	st be	maintai	ned at	all time	s.						

25.A portal	ble bathrooi	m is	approved	for	placement	at	the	location	identified	on
Attachm	ent									

- 30. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 31. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 32. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

Resolution 03-17-XX

Standard Manor Alteration Conditions

WHEREAS, staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after hours; and

WHEREAS, the standard Manor Alteration Conditions impose requirements, in order to project the Mutual and neighbors, on members who wish to conduct alterations; and

NOW THEREFORE BE IT RESOLVED, September 19 2017, as part of the Conditions of Approval a Conformance Deposit (Good Faith Deposit) is being required; and

RESOLVED FURTHER, a Conformance Deposit will be held to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof; 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.

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: September 19, 2017 FOR: Board of Directors

SUBJECT: Manor Alteration Conformance Deposit

RECOMMENDATION

Staff recommends approval of a refundable Conformance Deposit in the amount of \$250 for alteration projects valued over \$500.

BACKGROUND

Historically, while administering the 1,350 Mutual Consent alterations approved each year, staff has encountered numerous instances in which a contractor working for a Member on an approved alteration has damaged or broken Mutual property or violated Mutual rules and policies. There is no existing deposit mechanism in place for the Mutual to recover any costs, with the exception of the lengthy discipline process.

Additionally, Members and contractors consistently fail to contact the Manor Alterations Division for final inspection once the alterations are complete. This creates potentially unsafe property conditions, unrecorded alterations, and potential delays in the resale process when missing inspections are discovered.

DISCUSSION

Staff has encountered many situations where a resident or contractor has damaged Mutual property such as landscaping and irrigation or violated Mutual rules such as illegally dumping construction debris in Mutual dumpsters. Additionally, there have been instances of contractors failing to follow proper protocol on asbestos abatement and risking contamination of surrounding areas, putting Members at risk. A reactive approach makes costs difficult and time consuming to recover.

Staff is recommending adoption of a resolution for a refundable conformance deposit (attachment 1). This resolution would require a Member/Owner working within the Community to pay a refundable deposit of \$250 for any project valued above \$500. If the contractor complies with all Mutual rules and regulations and calls for final inspection, the deposit will be returned to the Member/Owner after the Mutual Consent has been signed off and the notice of City Final Inspection has been received. If no final inspection is ordered, the deposit will be retained by the Mutual and used to offset the cost of administration, repairs and damages.

The Committee discussed the potential of a sliding scale for projects above \$500. At this time Staff is recommending a flat fee of \$250 for the Conformance Deposit as a pilot, allowing time

Third Laguna Woods Mutual Architectural Control and Standards Committee September 19, 2017 Page 2

to collect information and determine how much damage actually occurs to Mutual property. Staff recommends keeping all of the conformance related conditions, in the event that the deposit increases or a sliding scale depending on valuation is adopted after historic data is collected.

FINANCIAL ANALYSIS

Administrative costs to implement the deposit program will be absorbed in existing operations and potentially offset by forfeited deposits.

Prepared By: Brett Crane, Alterations Supervisor

Reviewed By: Kurt Wiemann, Operations Manager

Lori Moss, Community Manager

Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1: Conformance Deposit Resolution

RESOLUTION 03-17-XX

Proposed Conformance Deposit

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents preforming alterations that damage Mutual Property or violate Mutual Policies such as disposing of construction debris in Mutual dumpsters; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

NOW THEREFORE BE IT RESOLVED, the fee will be required for all Construction with a value of \$500 or greater and will be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards:

NOW THEREFORE BE IT RESOLVED, that in order to partially further offset Mutual costs associated with Contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

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

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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STAFF REPORT

DATE: September 19, 2017
FOR: Board of Directors
SUBJECT: Manor Alteration Fees

RECOMMENDATION

Staff recommends increases in certain fees in order to recover the cost for the services provided by the Manor Alteration Division.

BACKGROUND

The Manor Alterations were last revised in 1995 (resolution G-95-93, to establish a base fee of \$10 for Standard Alteration requests and an additional fee schedule based on valuation for the proposed alterations.

In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated for Variance requests. In September 2011, the Board increased the processing fee to \$100 include costs associated with appeals of the Board's decision of Variance requests.

The Architectural Controls and Standards Committee met on September 11, 2017 to analyze the criteria used to justify an increase in fees and review the proposal. The Committee discussed how the valuation of the project is used to arrive at inspections fees. The Committee unanimously supports Staff's proposal.

DISCUSSION

The Mutual Consent fee schedule requires updates to reflect current processing costs. The existing schedule (Attachment 1) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those alterations which meet Mutual Standards and can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,700 Mutual Consent applications annually for United and Third. The existing flat fee is \$10; staff costs to review and process the requests exceed that significantly; therefore staff recommends increasing the flat fee to \$35.

The second column contains a partial list of the alterations which do not meet Mutual Standards and require a Variance Request. The fee is based on the estimated value of the alteration. As mentioned above, the processing fee for the Variance Requests was revised in 2011 to \$100. Staff processes an average of 150 Variance Requests annually for United and

Third Laguna Woods Mutual Architectural Control and Standards Committee September 19, 2017 Page 2

Third. Variance Requests and the accompanying staff report require significant staff time for proper processing including: request processing and data entry, research and plan checking, field investigation and photography, report preparation and review, and presentation to the Committee and the Board. After thorough review of staff costs involved in the Variance Request procedures, staff recommends increasing the processing fee to \$150.

The schedule includes fees based on value of the alteration (Attachment 2). The percentage varies from 4.3 to 8 percent, with an average fee of 5.6 percent. To make the fees more consistent, staff proposes a valuation-based fee of 5.6 percent, effective January 1, 2018. Further, Staff recommends raising the minimum threshold from \$250 to \$750 to reflect more recent alteration cost estimates.

Administrative costs for processing the various alteration requests are estimated at \$106,000 in 2018. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2018 to offset processing costs.

The revised fee schedule has been attached (Attachment 3) for review and consideration. Additionally, based on new regulations, Staff has added three items to verify that all codes and regulations are met with both the Mutual and the City.

FINANCIAL ANALYSIS

Additional fee revenue will offset existing administrative costs in operations, as outlined above.

Prepared By: Brett Crane, Alterations Supervisor

Reviewed By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Lori Moss, Community Manager

Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1: Current Fee Schedule Attachment 2: Valuation Fee Comparison Attachment 3: New Proposed Fee schedule

Attachment 4: Resolution

ATTACHMENT 1 Existing Fee Schedule



Mutual Consent for Manor Alteration(s) FEES

For Items not listed, please check with Manor Alterations Department 949-597-4616

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans All items require HOA Mutual Consent for Manor Alteration; City Permit Required as Shown

\$10.00 ALTERATION FI	EE	ALTE	RATION FEE	S BASED ON VAL	UATION
Alteration Type	City Permit Required		Alteration T		City Permit Required
Awnings <i>(standard)</i>	No	Bathroom Addition	on, Split		Yes
Awnings (powered)	Yes	Central Heating	& Air (new)		Yes
Air Conditioner (t <i>hrough the wall</i>)	Yes	Covers (atrium,	balcony, patic))	Vee
Air Conditioner Central (replacement)	Yes	Replace o	r New		Yes
Balcony Modesty Panels	No	Doors (New)			Yes
Bath Tub Replacement	Yes	Sliding Glass Do	ors-New		Yes
Block Walls	No	French Doors (N	ew)		Yes
Block Walls (over 4 feet high)	Yes	Man Doors (New	/)		Yes
Planter Wall	No	Enclosures Atriu	m/Balcony/Pa	atio	Yes
Dishwasher	Yes	Garden Room/ S	Solarium		Yes
Doors revisions (Exterior)	No	Room Addition			Yes
Electrical	Yes	Skylights			Yes
Exhaust Fan	Yes	Solatubes			Yes
Fences & Gates	No	Wall Revisions			Yes
Floor Coverings-exterior	No	Windows (New o	Construction)		Yes
Gutters & Downspouts	No				•
Heat Pumps (through the wall)	Yes				
Metal Drop Shades	No				
Modesty Panels	No				
Patio Slab Revision	No		\$100 PR	OCESSING FEE	
Patio Wall Revision	No	ESTIMATE	D VALUE OF	ALTERATION	FEE
Plumbing (Minor)	No	\$1	То	\$250	\$10
Plumbing (New or Relocation)	Yes	\$251	То	\$500	\$20
Satellite Dish	No	\$501	То	\$750	\$30
Shower to Shower	Yes	\$751	То	\$1,000	\$40
Sliding Glass Door (retrofit)	No	\$1,001	То	\$1,250	\$60
Soft Water System	No	\$1,251	То	\$1,500	\$80
If connected to Water Heater	Yes	\$1,501	То	\$1,750	\$100
Solar Panels City	Yes	\$1,751	То	\$2,000	\$120
Storage Cabinets (Carport)	No	\$2,001	То	\$2,500	\$140
Shades Roll-up	No	\$2,501	То	\$3,000	\$160
Tub to Shower	Yes	\$3,001	То	\$4,000	\$200
Washer and Dryer	Yes	\$4,001	То	\$5,000	\$240
Water Heater Relocation	Yes	\$5,001	То	\$6,000	\$260
Windows (retrofit)	Yes		Over \$600	0	\$300

ATTACHMENT 2 Fee Comparison

Existing Fee Schedule										
* VALUATION	MEAN	FEE	% of MEAN							
1 to 250	126	\$10	8.0%							
251 to 500	376	\$20	5.3%							
501 to 750	626	\$30	4.8%							
751 to 1000	876	\$40	4.6%							
1001 to 1250	1126	\$60	5.3%							
1251 to 1500	1376	\$80	5.8%							
1501 to 1750	1626	\$100	6.2%							
1750 to 2000	1876	\$120	6.4%							
2001 to 2500	2251	\$140	6.2%							
2501 to 300	2751	\$160	5.8%							
3001 to 4000	3501	\$200	5.7%							
4001 to 5000	4501	\$240	5.3%							
5001 to 6000	5501	\$260	4.7%							
Over 6000	7000	\$300	4.3%							
		Average	5.6%							

	Proposed Fee Schedule										
VALUATION	MEAN	FEE	% of MEAN								
750 oi	Less	\$35	Base Fee								
751 to 1000	876	\$49	5.6%								
1001 to 1250	1126	\$63	5.6%								
1251 to 1500	1376	\$77	5.6%								
1501 to 1750	1626	\$91	5.6%								
1750 to 2000	1876	\$105	5.6%								
2001 to 2500	2251	\$126	5.6%								
2501 to 300	2751	\$154	5.6%								
3001 to 4000	3501	\$196	5.6%								
4001 to 5000	4501	\$252	5.6%								
5001 to 6000	5501	\$308	5.6%								
Over 6000	7000	\$392	*5.6%								

ATTACHMENT 3

Proposed Fee Schedule

* indicates new item



Mutual Consent for Manor Alteration(s) Fee Schedule

For Items not listed, please check with Manor Alterations Department 949-597-4616

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

\$35.00 ALTERATION FEE						
Alteration Type	City Permit Required					
Acoustic Ceiling Removal	Yes					
Awnings (standard)	No					
Awnings (powered)	Yes					
Air Conditioner (t <i>hrough the wall</i>)	Yes					
Air Conditioner Central (replacement)	Yes					
Balcony Modesty Panels	No					
Bath Tub Replacement	Yes					
Block Walls (under 4 feet high)	No					
Block Walls (over 4 feet high)	Yes					
Planter Wall	No					
Dishwasher	Yes					
Doors Revisions (Exterior)	No					
Electrical	Yes					
Exhaust Fan	Yes					
Fences & Gates	No					
Floor Coverings-exterior	No					
Flooring (Vinyl)	Yes					
Gutters & Downspouts	No					
Heat Pumps (Through the wall)	Yes					
Metal Drop Shades	No					
Modesty Panels	No					
Patio Slab Revision	No					
Patio Wall Revision	No					
Plumbing (Minor)	No					
Plumbing (New or Relocation)	Yes					
Satellite Dish	No					
Shower to Shower	Yes					
Sliding Glass Door (retrofit)	No					
Soft Water System	No					
Soft Water System	No					
If connected to Water Heater	Yes					
Storage Cabinets (Carport)	No					
Shades Roll-up	No					
Tub to Shower	Yes					
Washer and Dryer	Yes					
Water Heater Relocation	Yes					
Windows (retrofit)	Yes					

	RATION FEE	S BASED ON VA	
	Alteration Ty	уре	City Permit Required
Bathroom Addit	ion, Split		Yes
Central Heating	& Air-new		Yes
Covers (atrium,	balcony, patio)	V
Replace (or New		Yes
Doors (New)			Yes
Sliding Glass De	oors-New		Yes
French Doors (I	New)		Yes
Man Doors (Nev	w)		Yes
Enclosures Atric	um/Balcony/Pa	atio	Yes
Garden Room/	Solarium		Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows (New	Construction))	Yes
	\$150 PR	OCESSING FEE	
ESTIMATI		OCESSING FEE ALTERATION	FEE
ESTIMATI		ALTERATION	FEE \$35
ESTIMATI	ED VALUE OF	ALTERATION	
	ED VALUE OF \$750 or Les	ALTERATION	\$35
\$751	\$750 or Les	ALTERATION ss \$1,000	\$35 \$49
\$751 \$1,001	\$750 or Les To To	\$1,000 \$1,250	\$35 \$49 \$63
\$751 \$1,001 \$1,251	\$750 or Les To To To	\$1,000 \$1,250 \$1,500	\$35 \$49 \$63 \$77
\$751 \$1,001 \$1,251 \$1,501	**To To T	\$1,000 \$1,250 \$1,500 \$1,750	\$35 \$49 \$63 \$77 \$91
\$751 \$1,001 \$1,251 \$1,501 \$1,751	FD VALUE OF \$750 or Les To	\$1,000 \$1,250 \$1,500 \$1,750 \$2,000	\$35 \$49 \$63 \$77 \$91 \$105
\$751 \$1,001 \$1,251 \$1,501 \$1,751 \$2,001	FD VALUE OF \$750 or Les To	\$1,000 \$1,250 \$1,500 \$1,750 \$2,000 \$2,500	\$35 \$49 \$63 \$77 \$91 \$105 \$126
\$751 \$1,001 \$1,251 \$1,501 \$1,751 \$2,001 \$2,501	To T	\$1,000 \$1,250 \$1,500 \$1,750 \$2,000 \$2,500 \$3,000	\$35 \$49 \$63 \$77 \$91 \$105 \$126
\$751 \$1,001 \$1,251 \$1,501 \$1,751 \$2,001 \$2,501 \$3,001	FOR TO	\$1,000 \$1,250 \$1,500 \$1,750 \$2,000 \$2,500 \$3,000 \$4,000	\$35 \$49 \$63 \$77 \$91 \$105 \$126 \$154

Third Mutual

	Estimated Fee Increase Revenue										
Proposed \$7.50 Increase	Fee	Avg. # Annual Mutual Consent Applications		Proposed \$50 Increase	Avg. Fee Incl. Processing	Avg. # Annual Variance Applications					
Current (2016)	\$10	1350	\$13,500.00	Current (2016)	\$719.21	75	\$	53,941			
Proposed (2018)	\$35	1350	\$47,250.00	Proposed (2018)	\$769.21	75	\$	57,691			
	Sub-Total Revenue Increase \$33,750.00 Sub-Total Revenue Increase							3,750			

2016 Annual Revenue 2016 Staff Costs 2016 Total	\$ 101,148	2018 Total Estimated Budgeted Revenue (existing) 2018 Total Estimated Staff Costs 2018 Total	\$	67,500 105,869 (38,369)
2017 To Date Revenue	- , -	2018 Total Estimated Proposed Revenue		104,941
2017 To Date Staff Costs 2017 To Date Total		2018 Total Estimated Staff Costs 2018 Total	\$ \$	105,869 (928)

		201	8 Projecte	1utual Consent & Variance Sta	ff Costs		
Staff Costs per Mutual Consent					Staff Costs per Variance		
1.1	operations specialist	\$	40.72	1	operations specialist	\$	38.78
0.5	Inspector II	\$	19.39	1.5	Inspector II	\$	58.17
1.5	Total Per Consent	\$	60.11	5	5 Inspector I \$		193.90
				1	Insp Supv	\$	38.78
				8.5	Total Per Variance	\$	329.63
	Annual Costs (@1350)	\$	81,147		Annual Costs (@75) \$		24,722

	2017 To Date Mutual Consent & Variance Staff Costs									
Staff Costs per Mutual Consent					Staff Costs per Variance					
1.0	operations specialist	\$	38.39		1 operations specialist \$			38.39		
0.5	Inspector II	\$	19.20		1.5	Inspector II	\$	57.59		
1.5	Total Per Consent	\$	57.59		5 Inspector I		\$	191.95		
					1	Insp Supv	\$	38.39		
					8.5	Total Per Variance	\$	326.32		
	Annual Costs @900	\$	51,827		Annual Costs @50 \$ 1			16,316		

	2016 Calculated Mutual Consent & Variance Staff Costs										
	Staff Costs per Mutual Conse	nt			Staff Costs per Variano	e					
1.0	operations specialist	\$37.99		1	operations specialist	\$	37.99				
0.5	0.5 Inspector II \$19.00			1.5	Inspector II	\$	56.99				
	·			5	Inspector I	\$	189.95				
				1	Insp Supv	\$	37.99				
2	Total Per Consent	\$56.99		8.5	Total Per Consent	\$	322.92				
	Annual Costs (@1350)	\$ 76,930		•	Annual Costs (@75)	\$	24,219				

Staff Costs

2016	Rate	2017	Rate	2018 (projected)	Rate
operations specialist	\$ 37.99	operations specialist	\$ 38.39	operations specialist	\$ 38.78
Inspector II	\$ 37.99	Inspector II	\$ 38.39	Inspector II	\$ 38.78
Inspector I	\$ 37.99	Inspector I	\$ 38.39	Inspector I	\$ 38.78
Insp Supv	\$ 37.99	Insp Supv	\$ 38.39	Insp Supv	\$ 38.78



Proposed Variance Process Fee Policy

RESOLUTION 03-17-XX

WHEREAS, variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, in order to offset administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the Mutual currently charges a \$10 fee for a Mutual Consent and a \$100 fee for a Variance, to offset administrative costs associated with processing these requests; and

WHEREAS, the Board realizes that the current fee does not appropriately cover staff time:

NOW THEREFORE BE IT RESOLVED, that in order to come closer to partially offsetting administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105, the Board of Directors of this Corporation hereby sets the Mutual Consent request processing fee at \$35 and the variance request processing fee at \$150; and

RESOLVED FURTHER, that Resolution 03-15-44 adopted April 21, 2015 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 this resolution.

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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REPORT OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL FINANCE COMMITTEE

Tuesday, September 5, 2017 – 1:30 p.m. Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

MEMBERS PRESENT: Rosemarie di Lorenzo Dickins, Burt Baum, John Frankel, Susan

Caine, Annette Soule, Jules Zalon, Advisor – John Hess

Bert Moldow (Arrived 2:16 p.m.)

MEMBERS ABSENT: Steve Parsons, Bill Walsh, James Tung, Bunny Carpenter,

Advisor – Weiming Tao

STAFF PRESENT: Betty Parker, Solange Backes

Call to Order

Director Dickins chaired the meeting and called it to order at 1:32 p.m.

Acknowledgment of Media

None.

Approve Meeting Agenda

The agenda was approved as presented.

Approval of the Regular Meeting Report for August 1, 2017

The Committee report was approved as presented.

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Betty Parker, Financial Services Director, noted that 2018 budget resolutions will be presented for approval at the upcoming regular board meeting.

Review Preliminary Financial Statements dated July 31, 2017

Ms. Parker reviewed the financial report and addressed questions.

Solange Backes, Controller, noted that intercompany was settled in late July and short-term Treasury investments were made in early August. Staff will review a cash flow projection and recommend additional funding for the discretionary investment account, if warranted.

Report of Third Finance Committee Regular Open Meeting September 5, 2017 Page 2 of 2

Staff was asked to look at the original cost noted on Merrill Lynch statements vs. internal investment schedule.

Payments by Credit Cards for Assessments and Charges

Staff met with PayLease, an provider of online assessment payment services in the HOA industry. Chuck Holland, IT Director, will confer with two other merchant providers that interface with AX financial software system. Staff will propose a policy for credit card payments once a viable solution is identified.

Method of Billing Legal Fees

The committee requested coordination between accounting and compliance to include billing of legal fees on a member's account for collection of fines, fees, or chargeable services.

Chargeable Services Update

Staff confirmed that a system correction has been made to properly record service charge.

Willows Wrought Iron Fence Request

A motion was made and by consensus the Committee recommended an expenditure of \$50,300 from the Replacement Fund – Fencing for a shared cost agreement with The Willows Foundation, Inc., with this amount representing 50 percent of the cost to replace the common property line fence between Laguna Woods Village and The Willows.

Future Agenda Items

Janitorial Productivity Credit Card Payments

Committee Member Comments

None.

Date of Next Meeting

Tuesday, October 3, 2017 at 1:30 p.m.

Adjournment

The meeting recessed to closed session at 2:55 p.m.

DRAFT	
Rosemarie di Lorenzo Dickins, Chair	



Financial Report for September 19, 2017 Board Meeting

SLIDE 1 – Total revenue for Third through July 31, 2017 was \$19,387K compared to expenses of \$15,046K, resulting in more revenue than expense by \$4,341K.

SLIDE 2 – Now we look at those same results with a distinction between operating and funds. This chart shows how much of our revenue went into operations, with \$10,739K coming in from assessments and \$614K coming from other sources such as resident violations and insurance reimbursements. This is compared to operating expenditures of \$10,941K. After backing out depreciation, which is not funded through operations, we can see that bottom line we had an operating surplus of \$501K as of the reporting period.

SLIDE 3 – This chart shows how much of our revenue went into our reserve funds and the amount expended to date.

SLIDE 4 – Through July, Third was better than budget by \$3,008K primarily due to timing of reserve programs:

- Building structure contract was awarded in July; work started in August at buildings 3336, 3371, 4025, 4026 and 5372.
- Waste Line replacement work is currently in progress; invoices will be reflected on August Financial Statements.
- Roofing program is currently in progress. The budget is distributed evenly throughout 2017. However, work did not start until May.

SLIDE 5 – On this pie chart, we show the Operating expenses to date of \$10.9 Million by category, showing that our largest categories of expense are for compensation and utilities.

SLIDE 6 – The reserve balances on July 31, 2017 were nearly \$28.6 Million. To date, contributions to reserves including assessments and interest earnings totaled just over \$8 Million and expenditures to date totaled \$4.1 Million. Additionally, fund transfers from operating surplus totaled \$409K as approved by the Board in June via resolution 03-17-69.

As mentioned previously, much of the increase is due to timing; reserve program expenditures are anticipated later in the year.

[No slide] – In closed session, we reviewed delinquencies for unpaid assessments totaling \$299,945, which represents less than 1% of the annual assessment budget. We are able to maintain such a relatively low level of delinquencies by following prescribed collection policies to pursue payment on these accounts, either through the non-judicial foreclosure process or by obtaining personal judgments in small claims court. The Board has been working closely with our collection firm and legal counsel to pursue further collection activity for unpaid accounts.



Financial Report for September 19, 2017 Board Meeting

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As of July 31, 2017



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

15,046

\$19,387

TOTAL EXPENSE

\$4,341

Revenue over Expense

As of July 31, 2017



INCOME STATEMENT - OPERATING

	ACTUAL
	(iii iiiodsailds)
Assessment Revenue	\$10,739
Non-assessment Revenue	\$614
Total Revenue	\$11,353
Total Expense	\$10,941
Net Revenue/(Expense)	\$412

\$501

As of July 31, 2017



INCOME STATEMENT – NON OPERATING

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Assessment Revenue

\$220

\$7,814

Non-assessment Revenue

Total Revenue

\$8,034

Total Expense

\$4,105

Net Revenue/(Expense)

\$3,929

As of July 31, 2017



Through July, Third was better than budget by \$3 Million primarily due to:

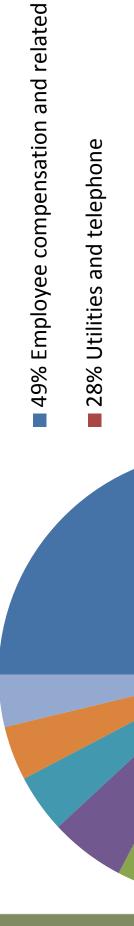
- Timing of Reserve Expenditures
- **Building Structures started in August**
- Waste Line replacement in progress
- Roof Replacements started in May

Financial Report

As of July 31, 2017

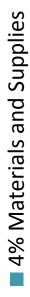


Total Operating Expenses \$10,940,615





■ 6% Insurance







Financial Report

As of July 31, 2017



NON OPERATING FUND BALANCES

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\$24,218

Beginning Balances: 1/1/17

Contributions & Interest

Fund Transfer from Surplus

Expenditures

Current Balances: 7/31/17

409

8,034

(4,105)

\$28,556

Monthly Resale Report

PREPARED BY MUTUAL REPORT PERIOD

Community Services Department All Mutuals August, 2017

	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESA	LE PRICE
MONTH	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	76	78	\$23,481,992	\$20,660,350	\$308,974	\$264,876
February	64	70	\$18,628,200	\$20,379,400	\$291,066	\$291,134
March	80	89	\$24,765,800	\$22,910,361	\$309,573	\$257,420
April	88	97	\$29,024,579	\$28,616,128	\$329,825	\$295,012
May	105	91	\$34,046,751	\$24,537,100	\$327,373	\$269,638
June	90	86	\$31,945,600	\$22,067,900	\$354,951	\$256,603
July	68	91	\$21,413,120	\$27,013,400	\$314,899	\$296,851
August	90	104	\$29,277,556	\$32,699,074	\$325,306	\$314,414
September		* 83		* \$23,485,500		* \$282,958
October		* 76		* \$21,449,050		* \$282,224
November		* 88		* \$27,762,000		* \$315,477
December		* 70		* \$20,628,100		* \$294,687
TOTAL	661.00	706.00	\$212,583,598	\$198,883,713		
MON AVG	82.00	88.00	\$26,572,950	\$24,860,464	\$320,246	\$280,744

^{*} Amount is excluded from percent calculation

Monthly Resale Report

MUTUAL

Community	/ Services De	partment	Third		August, 2017	
	NO. OF F	RESALES	TOTAL SALES	S VOLUME IN \$\$	AVG RESA	ALE PRICE
MONTH	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	30	\$14,513,062	\$10,663,350	\$381,923	\$355,445
February	28	31	\$9,887,500	\$11,354,000	\$353,125	\$366,258
March	42	44	\$15,185,800	\$14,408,861	\$361,567	\$327,474
April	45	49	\$18,847,150	\$18,170,528	\$418,826	\$370,827
May	44	44	\$18,157,951	\$13,703,900	\$412,681	\$311,452
June	49	42	\$21,011,450	\$12,838,300	\$428,805	\$305,674
July	36	46	\$13,526,020	\$16,112,500	\$375,723	\$350,272
August	47	56	\$17,967,189	\$21,085,200	\$382,281	\$376,521
September		* 41		* \$12,651,500		* \$308,573
October		* 40		* \$13,386,500		* \$334,663
November		* 43		* \$16,453,200		* \$382,633

TOTAL	329.00	342.00	\$129,096,122	\$118,336,639		
MON AVG	41.00	42.00	\$16,137,015	\$14,792,080	\$389,366	\$345,490
% CHANGE - YTD	-3.8%		9.1%		12.7%	

36

\$12,528,800

PREPARED BY

December

REPORT PERIOD

\$348,022

[%] Change calculated (ThisYear - LastYear)/LastYear

^{*} Amount is excluded from percent calculation

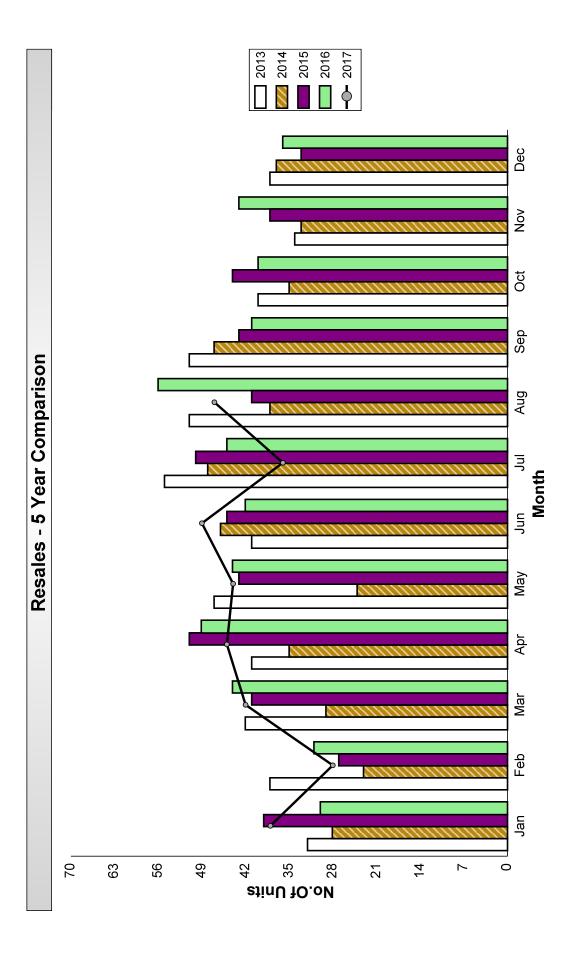
Monthly Resale Report

PREPARED BY	MUTUAL	REPORT PERIOD
Community Services Department	United	August, 2017

	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESA	ALE PRICE
MONTH	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	46	\$8,968,930	\$9,883,000	\$236,024	\$214,848
February	36	38	\$8,740,700	\$9,023,400	\$242,797	\$237,458
March	38	45	\$9,580,000	\$8,501,500	\$252,105	\$188,922
April	43	48	\$10,177,429	\$10,445,600	\$236,684	\$217,617
May	60	47	\$15,888,800	\$10,833,200	\$264,813	\$230,494
June	40	44	\$10,744,150	\$9,229,600	\$268,604	\$209,764
July	32	45	\$7,887,100	\$10,900,900	\$246,472	\$242,242
August	43	48	\$11,310,367	\$11,613,874	\$263,032	\$241,956
September		* 42		* \$10,834,000		* \$257,952
October		* 36		* \$8,062,550		* \$223,960
November		* 45		* \$11,308,800		* \$251,307
December		* 34		* \$8,099,300		* \$238,215
TOTAL	330.00	361.00	\$83,297,476	\$80,431,074		
MON AVG	41.00	45.00	\$10,412,185	\$10,053,884	\$251,317	\$222,912
% CHANGE - YTD	-8.6%		3.6%		12.7%	

[%] Change calculated (ThisYear - LastYear)/LastYear

^{*} Amount is excluded from percent calculation



Resales Report Third Laguna Hills Mutual August, 2017

Escrow	Granite Escrow	West Coast Escrow	Escrow Options Group	West Coast Escrow	Escrow Options Group	Granite Escrow	Granite Escrow	NETCO Title Co	Homestead Escrow	Pacific Closing Services	Homestead Escrow	Homestead Escrow	Homestead Escrow	Homestead Escrow	Homestead Escrow	Lawyers Title	West Coast Escrow	Team Escrow, Inc.	Escrow Options Group	Regency Escrow	Granite Escrow	Escrow Options Group
Buyer Realtor	No Broker	Keller Williams Downtown LA	Century 21 Rainbow	Coldwell Banker	First Team Real Estate	Realty One Group	First Team Estates	Newport Realty	No Broker	Tarbell Realtors	Mark Carlson, Broker	Villa Real Estate	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Gustavo A. Duran	Laguna Premier Realty, Inc	Team Spirit Realty	HomeSmart Evergreen	Thomas Schulze	HomeSmart Evergreen	Realty One Group
Listing Realtor	Mark A. Carlson	Coldwell Banker	HomeSmart Evergreen	Coldwell Banker	Home Smart	Coldwell Banker	Century 21 Rainbow	Balboa Real Estate	No Broker	Laguna Premier Realty, Inc	Mark Carlson, Broker	Berkshire Hathaway	Berkshire Hathaway	ReMax Select One	Century 21 Rainbow	Meredith Lancona	Eagle Real Estate	Century 21 Award	Berkshire Hathaway	Regency Real Estate	Presidential Incorporated	HomeSmart Evergreen
Model/Style	Casa Linda	Coronado	Casa Contenta	Casa Contenta	Casa Contenta	Castilla	San Sebastian	Castilla	Casa Linda	Valencia	Garden Villa	Garden Villa	Garden Villa	Garden Villa	Villa Capri	Villa Capri	Casa Del Mar	Casa Del Mar	San Clemente	Ventura	Mariposa	La Brisa
Price	\$204,000	\$157,500	\$215,000	\$169,000	\$345,000	\$250,000	\$280,000	\$239,000	\$205,000	\$333,000	\$290,000	\$446,888	\$334,000	\$248,500	\$510,000	\$255,000	\$157,901	\$300,000	\$335,000	\$340,000	\$340,000	\$230,000
Mutual	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က
Manor M	2115-B	2119-0	2196-A	2259-D	2260-C	2269-0	2274-B	2288-B	2324-Q	2333-D	2354-1G	2388-2G	2389-1D	2394-1D	2401-3A	2404-1F	3020-P	3045-B	3073-C	3076-C	3096-C	3111-B
Close	08/29/2017	08/16/2017	08/25/2017	08/31/2017	08/14/2017	08/25/2017	08/29/2017	08/25/2017	08/30/2017	08/01/2017	08/15/2017	08/11/2017	08/14/2017	08/17/2017	08/14/2017	08/17/2017	08/16/2017	08/25/2017	08/22/2017	08/02/2017	08/29/2017	08/18/2017

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Prepared by Community Services Department as of: 09/05/2017

Resales Report Third Laguna Hills Mutual August, 2017

Escrow	Granite Escrow	Homestead Escrow	Granite Escrow	Homestead Escrow	Homestead Escrow	Homestead Escrow	Escrow Source	Homestead Escrow	Escrow Options Group	Homestead Escrow	Granite Escrow	kelley Escrow	Granite Escrow	Granite Escrow	Granite Escrow	Granite Escrow	Homestead Escrow	Homestead Escrow	Homestead Escrow	Mission Country Escrow	Homestead Escrow	Homestead Escrow	Escrow Options Group	Escrow Options Group	Granite Escrow
Buyer Realtor	HomeSmart Evergreen	Village Real Estate	Century 21 Rainbow	Keller Williams Downtown LA	No Broker	Century 21 Rainbow	Stan Kerlick	Laguna Premier Realty, Inc	HomeSmart Evergreen	Gatehouse properties	Jack Wallace	Property Shop	No Broker	Century 21 Rainbow	HomeSmart Evergreen	Laguna Premier Realty, Inc	Century 21 Rainbow	Re/Max Associated Realtors	Teles Properties	Re/Pro	TNG Real Estate	Professionals Broker	HomeSmart Evergreen	Coldwell Banker	Century 21 Rainbow
Listing Realtor	Hardy Homes and Estates Associates	Barela Investments, Inc	Tarbell Realtors	Prime Realty Grp	FSBO	First Team Estates	Stan Kerlick	First Team Real Estate	HomeSmart Evergreen	Laguna Premier Realty, Inc	Century 21 Rainbow	Keller Williams Real Estate	Presidential Incorporated	Surterre Properties, Inc.	Century 21 Rainbow	Century 21 Rainbow	Keller Williams Real Estate	Century 21 Rainbow	Century 21 Award	Wright Realty Partners	TNG Real Estate	Coldwell Banker	HomeSmart Evergreen	HomeSmart Evergreen	Casa Lorenzo Century 21 Rainbow
Model/Style	La Brisa	El Doble	Casa Vista	Casa Vista	Villa Puerta	Casa Vista	Casa Arriba	La Brisa	Catalina	Catalina	Catalina	Andaluz	Andaluz	La Quinta	La Quinta	Casa Rosa	Villa Nueva	Casa Milano	Villa Terraza	Aragon	Villa Fuente	Casa Rosa	El Mirador	Villa Lugano	Casa Lorenzo
Price	\$325,000	\$515,000	\$248,000	\$449,000	\$180,000	\$420,000	\$452,000	\$418,900	\$420,000	\$477,500	\$392,000	\$665,000	\$720,000	\$330,000	\$348,000	\$575,000	\$389,000	\$480,000	\$670,000	\$185,000	\$400,000	\$665,000	\$628,000	\$295,000	\$1,135,000
Mutual	3	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က	က
Manor M	3123-P	3156-B	3167-B	3170-P	3244-2G	3251-Q	3260-B	3298-P	3332-N	3362-C	3368-P	3446-A	3466-B	3493-P	3497-N	3505-C	4003-1A	4022-0	5141	5368-1D	5483-B	5484-B	5510-3E	5531-0	5549-A
Close	08/24/2017	08/03/2017	08/23/2017	08/01/2017	08/03/2017	08/29/2017	08/10/2017	08/24/2017	08/08/2017	08/08/2017	08/15/2017	08/18/2017	08/21/2017	08/16/2017	08/11/2017	08/31/2017	08/16/2017	08/14/2017	08/21/2017	08/03/2017	08/07/2017	08/07/2017	08/31/2017	08/02/2017	08/24/2017

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Prepared by Community Services Department as of: 09/05/2017

Resales Report Third Laguna Hills Mutual August, 2017

<u> </u>	Close Manor Mutual Price	Price Model/Style	Listing Realtor	tor
		47		
i	\$17,967,189	67,189		
Average Resale Price:	\$382	\$382,281		
Median Resale Price:	\$340,000	000		

THIRD LAGUNA HILLS MUTUAL

MONTHLY LEASING REPORT	IG REPORT					Report Period: Aug-17					
			LEASES II	LEASES IN EFFECT		Total this		Total	New	New Monthly Transactions	ctions
MONTH	1 Month	3 Months	6 Months	12 Months	12+Months	year	ı otal last year	Expirations	Leases	Renewals	Extensions
JAN.		0 20	26	298	1334	1678	1658	42	22	20	99
FEB.		1 21	27	285	1330	1664	1659	43	47	, 23	62
MARCH		0 23	3 27	283	1334	1667	1646	48	20	32	26
APRIL		0 10	24	288	1308	1630	1655	99	43	23	22
MAY		11	31		1297	1653	1662	26	99	34	28
JUNE		0 21	26	318	1287	1652	1676	62	34	5	09
JULY		0 24	1 27	327	1281	1659	1664	46	49	25	61
AUGUST		0 19	29	348	1271	1667	1680	51	63	6	17
SEPT.							1670				
OCT.							1991				
NOV.							1658				
DEC.											
Monthly	0.1	18.6	27.1	307.6	1305.3	1658.8	1662.5	48.0	46.8	21.4	62.0
Average							*Jan-Aug				
Percentage Leased	1667	_	6102	II	27%						

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE

Thursday, September 7, 2017 – 11:30 a.m. Laguna Woods Village Community Center Sycamore Room 24351 El Toro Road

(The Bus Tour for Directors and Advisors began at 2:00 p.m. on Sept. 7, 2017)

REPORT

MEMBERS PRESENT: Chair - Bert Moldow, Annette Soule, John Frankel, Steve

Parsons

MEMBERS ABSENT: Bill Walsh, Rosemarie diLorenzo Dickins

ADVISORS PRESENT: Mike Butler

STAFF PRESENT: Kurt Wiemann, Lori Moss, Brett Crane, Gavin Fogg, and Eve

Morton

1. Call to Order

Chair Moldow called the meeting to order at 11:32 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Director Moldow said Agenda Item 15, Review and Finalize Decision Tree, will be moved to a special meeting on September 11, 2017. Director Frankel made a motion to approve the agenda, with this change, and it was approved by consensus.

4. Approval of Meeting Report for August 3, 2017

Director Frankel made a motion to approve the August 3 report and it was approved by consensus.

5. Committee Chair Remarks

None.

6. Member Comments - (Items Not on the Agenda)

(3505- C) Lynn Carboz asked the committee what she should do to streamline this process about requesting a variance which goes into common area. Mr. Wiemann said to make an appointment with staff and they will take her through the process.

(5478-A) Edward Dalen has a common area request and he needed information on how to get it approved by his Mutual.

(5058) Mark Schneider said only some units are having a problem with common area requests. He said there is no process in place to address people who need a decision on their common area requests. He has been in the process for months. He suggested staff start a list of the residents who are requesting common area. Ms. Moss told him that staff will begin to make a list of residents who are requesting common area.

(3499-3B) Leonard Krantz is applying for a washer dryer in a three-story building. He read a letter he wrote to General Manager, Brad Hudson, with his request. He has a million dollar liability policy to cover any damage that could occur. Chair Moldow said the Board is very sensitive to the fact that if a washer fails, neighbors below have to move out until the damage is fixed. This led to the policy of prohibiting washer dryers in three-story buildings.

7. Department Head Update

Mr. Wiemann introduced himself and explained that he been tasked with making the Manor Alterations Division more efficient. He informed the Committee that Manor Alterations will soon have their own new space to meet with people regarding their variance requests which will make that process easier and more transparent.

He presented the committee with his proposed new format for variance reports. He addressed past Committee requests for acoustical requirements, reported that an acoustical condition has been added, and that he will bring more information back to the Committee regarding requirements.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such items) shall be the subject of further discussion and action by the Committee.

None

Reports:

8. Review Proposed Conformance Deposit

Director Frankel made a motion and Director Parsons seconded to approve staff's recommendation for a conformance deposit and to send an endorsement and the proposed resolution to the Board. The committee concurred by consensus.

9. Review Proposed Fee Schedule

This item was continued to the September 11, 2017 meeting. Agenda Item # 14b

<u>Items for Discussion and Consideration:</u>

10. 3044-B Retain Non-Standard Entry Door Color

Mr. Kevin Sheridan of 3044-B Via Serena S - Retain Non-Standard (Blue) Front Entry Door Color.

A motion was made and passed unanimously to recommend the Board approve the request to retain the non-standard (blue) front entry door. The motion carried with the following conditions:

- 1. No improvement shall be installed, constructed, modified or altered at Manor 3044-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 2. A Mutual Consent for Manor Alterations has been granted at 3044-B for Retaining Non-Standard Blue Color for Front Entry Door, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3044-B and all future Mutual members at 3044-B.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- 6. Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 10. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com. Agenda Item # 14b
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- 11. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 12. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 13. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 14. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

11. 3488-B Patio Enclosure

Myrna Sheinblum, from 3488-C, was present and read an email she sent to staff about why she was against this request. She was told she could file an appeal if the outcome is not to her liking. Staff was asked to keep her informed of the status of this variance request.

A motion was made and passed unanimously to recommend the Board approve the Rear Patio Enclosure. The motion carried with the following conditions:

- 1. No windows are permitted on the left or right elevations of the Patio Enclosure. Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 2. The width of enclosure can only extend to last full size tile on south east elevation Total width of patio slab no more than 31'3½". Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
- 3. Rear Patio light must be removed or relocated to inside the enclosered litem # 14b Page 5 of 20

- 4. The hedge located on South East elevation bordering unit C must remain. If the hedge dies or sustains significant damage from alteration construction, a new like size hedge must be installed.
- 5. No improvement shall be installed, constructed, modified or altered at Manor 3488-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 6. A Mutual Consent for Manor Alterations has been granted at 3488-B for rear patio enclosure, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 7. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3488-B and all future Mutual members at 3488-B.
- 9. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all time gendal term #6f14b

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Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 11. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 15. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural and them # 14b

integrity of the building is maintained upon completion of the proposed improvement.

- 16. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 17. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 22. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 23. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, of world light 14b Page 8 of 20

hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- 24. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 25. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

12. 5073 Master Bedroom Extension and Room Addition

Patricia Gahan from 5075 was in attendance and read a letter from her attorney. She's requesting a slope failure study and a geological survey. She is worried the construction will affect her home. Resident from 5127 was also in attendance and expressed concern.

This item was continued to the special September 11, 2017 meeting.

13. 5448 Room Addition on Rear Patio

A motion was made and passed unanimously to recommend the Board approve the request to install a room addition on the rear patio. The motion carried with the following conditions:

1. No improvement shall be installed, constructed, modified or altered at Manor 5448, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

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- 2. A Mutual Consent for Manor Alterations has been granted at 5448 for installing a room addition on back patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- 4. All costs for maintenance, repair, renovation, replacement, or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5448 and all future Mutual members at 5448.
- 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment
 - or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes.

Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.
- 12. 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 Owner 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 Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order 14b

to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

- 14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 16. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 17. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 18. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 19. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 20. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 21. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Harmer's 14b Page 12 of 20

improvements and installation, construction, design and maintenance of same.

22. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

14. 5515-1G HVAC Install

Julia Dahl (5515-2G) was present and expressed concern over the placement of this HVAC unit. The owner of 5515-2G, David Gilbert, was also present.

A motion was made and passed unanimously to recommend the Board approve the HVAC Install. The motion carried with the following conditions:

- 1. The external condenser unit is approved to be installed between the patio and bedroom window only.
- 2. No improvement shall be installed, constructed, modified or altered at Manor 5515-1G, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- 3. A Mutual Consent for Manor Alterations has been granted at 5515-1G for Installing an HVAC System, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
- 4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, reserving the Page 13 of 20

removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

- 5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5515-1G and all future Mutual members at 5515-1G.
- 6. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
- Member is responsible for following the gate clearance process (http://www.lagunawoodsvillage.com) in place to admit contractors and other invites.
- 8. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- 9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

- 11.A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- 12. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
- 14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See http://www.lagunawoodsvillage.com.
- 15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- 16. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- 18. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

- 19. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com, including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 20. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
- 21. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

15. Review and Finalize Decision Tree

This item was continued to the September 11, 2017 meeting.

16. Approve Standard Manor Alteration Conditions

The committee made some changes. Director Frankel made a motion and Director Soule seconded to approve the document with the changes and forward on to the Board for approval. The committee concurred by consensus.

Items for Future Agendas:

Concluding Business:

17. Committee Member Comments

Director Parsons was concerned about misinformation realtors are giving buyers.

- 18. Date of Next Meeting and Bus Tour October 5, 2017
- 19. Recessed at 1:30 p.m.
- 20. Bus Tour at 2:00 p.m.
- 21. Bus Tour adjourned at 3:36 p.m.

DRAFT

Chair, Bert Moldow Brett Crane, Staff Officer Telephone: 268-2358

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SPECIAL MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE

Monday, September 11, 2017 – 1:00 p.m. Laguna Woods Village Community Center Sycamore Room 24351 El Toro Road

REPORT

MEMBERS PRESENT: Chair - Bert Moldow, Annette Soule, John Frankel, Susan Caine, and Bill Walsh

MEMBERS ABSENT: Steve Parsons and Rosemarie diLorenzo Dickins

ADVISORS PRESENT: Mike Butler

STAFF PRESENT: Kurt Wiemann, Lori Moss, Gavin Fogg, and Eve Morton

1. Call to Order

Chair Moldow called the meeting to order at 1:04 p.m.

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

Director Frankel made a motion, and the agenda was approved by consensus.

4. Committee Chair Remarks

Chair Moldow stated that every time a rooftop solar installation has been approved, it should have had 67 percent approval of people in their Mutual. Discussions need to occur with legislators about relief of the 67 percent approval requirement.

5. Member Comments - (Items Not on the Agenda)

(3505) – Lynn Carboz distributed a proposal to the Committee regarding passed out a proposal for people with her model to do patio additions with a one-time vote to get 67 percent. She wanted information on the new voting process for common area variances. Ms. Moss said she will provide that to her as soon as the process is confirmed.

(5064) - Bob Hatch suggested forming committees of non-board members who have expertise or live in a certain type of manor. Or, have an advisory committee. Mr. Hatch was asked to be an advisor on ACSC, which required Board approval.

Ms. Noursi was in attendance.

6. Department Head Update

Kurt Wiemann stated that Mr. Dahlberg has been waiting a year for a variance. He lives in Mutual 72, which is one of the smaller Mutuals, and has agreed to be a pilot case for getting 67 percent needed prior to a variance approval for use of common area.

Ms. Moss reported that she received a bid from Martin and Chapman who is quoting \$10 per ballot.

Chair Moldow asked staff to provide how many units are in each Mutual, as well as the type of units in each Mutual.

Discussion ensued regarding the process for how soon a vote would go to residents of a certain Mutual.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such items) shall be the subject of further discussion and action by the Committee.

None

Reports:

Items for Discussion and Consideration:

7. Review Proposed Fee Schedule

Chair Moldow asked that a revision number and date be placed on documents that had been revised.

Staff is proposing to increase the processing fees. Mr. Wiemann presented the report.

Director Caine made a motion, seconded by Director Walsh to accept staff's recommendations and move this item onto the Board for approval.

Discussion ensued regarding adding a fee for multiple resubmittals. Mr. Wiemann asked for some time to evaluate what is considered a resubmittal and the committee agreed.

8. Review Decision Tree

The committee reviewed the draft Decision Tree. Ms. Moss was asked to redline the document and email it to the Committee. This item will require review by the Attorney.

9. **5073 Master Bedroom Extension and Room Addition**

Committee requested the following:

- That this variance be tabled until new, accurate, architectural drawings are provided.
- That the proposed roof remain at the same pitch as the existing sunroom.
- That a geotechnical and structural report be performed, with a recommendation prior to returning to the committee.

10. Consider moving meeting ACSC to fourth Monday

Staff was asked to permanently change ACSC to 9:30 a.m. on the fourth Monday of each month.

Items for Future Agendas:

Analysis of stoop transition to common area

Concluding Business:

- 11. Committee Member Comments None
- 12. Date of Next Meeting and Bus Tour October 5, 2017
- 13. Adjourn

Adjourned at 4:40 p.m.

Chair, Bert Moldow Brett Crane, Staff Officer Telephone: 268-2358

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OPEN MEETING

REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE

Tuesday, August 29, 2017 – 9:00 AM Laguna Woods Village Community Center Sycamore Room 24351 El Toro Road

MEMBERS PRESENT:

Bert Moldow - Chair, John Frankel, Burt Baum,

Annette Sabol Soule, Jules Zalon, Bunny Carpenter

Advisor: Marty Lopata

MEMBERS ABSENT:

Susan Caine, Rosemarie di Lorenzo-Dickens, Bill

Walsh, Steve Parsons, James Tung

STAFF PRESENT:

Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order

Chair Moldow called the meeting to order at 9:03 PM stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

The Press was not present for the meeting.

3. Approval of the Agenda

Chair Moldow added a verbal discussion on Dryer Replacement as Item #18. The Project Log was pulled from the Consent Calendar for discussion and remains as Item #8. The agenda was approved as amended.

4. Approval of Committee Report for June 29, 2017

The reference to building model Casa Vista should be changed to Casa Rosa on Item #6, Member Comments. The comment that Director John Frankel left the meeting at

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4:45pm will be stricken from the record. The meeting report was approved as amended.

5. Chairman's Remarks

Chair Moldow had no remarks.

6. Member Comments

- Jeffrey Wu (5519-2C) commented on maintenance issues at his Garden Villa building.
- Lynn Jarrett (4010-1C) commented on water heater installations, leak rates in 3story buildings and mailroom floor replacement.
- Ed McGill (2390-2C) commented on the exterior painting that hasn't been completed yet at Manor 2390-1A. He also stated that damage has occurred to the floor of the 3rd floor laundry room at his building.

Ernesto Munoz, Director Sabol Soule, and Chair Moldow addressed the comments.

7. Department Head Update

Ernesto Munoz introduced Velny Soren and Kurt Wiemann and provided the Committee with a brief background on each.

8. Project Log

Item #4 GV Lobby Renovations: Director Carpenter questioned if there is still wallpaper on any of the lobby walls.

Item #7 Exterior Paint Program: Director Baum would like to see a percentage of completed added to the status, in addition of the list of buildings.

Item #17 GV Breezeway Recessed Areas: Director Carpenter asked how many buildings would be completed in 2018.

Item #19 Elevator Tile Replacement at B4026: This project is complete and can be removed.

Item #21 Gutter Cleaning: Director Sabol Soule asked that eucalyptus trees near 3-story buildings be trimmed more often so the gutters aren't clogged with leaves.

Item #24 Copper Pipe Epoxy Program: Director Carpenter and Chair Moldow asked how was the leak rate formula was determined and expressed concern on the how the leaks were affecting the residents. A copy of the previous staff report on copper pipe leak rates will be sent to Directors Carpenter and Sabol Soule via email.

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Consent:

9. Maintenance Program's Reports (June 30, 2017)

10. Maintenance Expenditures Report & Variance Explanations (June 30, 2017)

A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

Reports:

11. Villa Paraisa & Casa Grande Parapet Wall Removal

Ernesto Munoz provided a brief summary of the need for parapet wall removal and answered questions from the Committee.

Staff is recommending the parapet walls be eliminated for the five (5) buildings that had active leak issues this past rainy season. The recommendation requires approval of a Supplemental Appropriation in the amount of \$230,000 to eliminate the parapet walls on the following five (5) buildings (5193, 5212, 5219, 5265, and 5312).

 Maggie Smeltzer (5312) commented that her parapet wall has leaked three times since she has lived here and would like that feature removed from her home.

A motion was made to accept staff's recommendation and approve a Supplemental Appropriation in the amount of \$230,000, to be funded from the Unappropriated Expenditures Fund for the removal of the parapet walls located on Villa Paraisa & Casa Grande style buildings.

By a vote of 5/0/0, the motion carried.

12. Painting of Repairs Associated with Moisture Intrusion Events

Ernesto provided a brief summary about the revised list of repairs for which the Mutual will provide painting labor service for interior touchup paint subsequent to moisture intrusion events. The labor and paint supplies are furnished by the Mutual and the paint product will be supplied by the resident.

A motion was made to approve the list of repairs for which the Mutual will provide painting service.

By a vote of 5/0/0, the motion carried.

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13. Epoxy Costs for Garden Villa Rec Room Floors

Ernesto provided a brief summary on epoxy and carpet flooring alternatives and answered questions from the Committee.

At the May 1, 2017, M&C Committee Meeting, the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401.

The estimated cost to install epoxy flooring in a GV Rec Room including testing and sealing of the floor is \$15,684. The total cost for buildings 3241, 3242 and 2401 is \$47,052. This cost does not include black mastic abatement.

Removal and replacement of the carpet in Garden Villa Recreation Rooms 3241, 3242 and 2401 would cost approximately \$10,500 and includes sealing of the concrete.

A motion was made to remove and replace carpet in GV Rec Rooms and approve a supplemental appropriation of \$10,500 to be funded from the GV Rec Room Fund.

By a vote of 5/0/0, the motion carried.

By consensus, staff was directed to provide the Committee with a cost for epoxy coating in kitchens and bathrooms and as an alternative, also provide a cost for replacing vinyl over vinyl. Chair Moldow will present this information to the Finance Committee for review and approval.

14. Reflective 3-Story Building Address Signs

Ernesto provided a brief summary on reflective building signs and monument signs. Discussion ensued regarding sign placement, monument signage needs, solar lamps, types of monument signs and landscaping issues with monument signs.

By consensus, staff was directed to table this matter until further information is provided on sign locations from the Garden Villa Association.

15. Attic Rodent Remediation Request for 3215-B

Ernesto provided a brief summary attic rodent remediation and answered questions from the Committee. Discussion ensued regarding baiting, sealing; CDC requirements and the attic clean out process.

Lourdes Hortinela (3215-B) commented that she has had rodent issues for several years and that her home smells from rodent decomposition. She is also worried about any illnesses that could be contracted from rodents in the attic.

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A motion was made to have a contractor perform the attic cleanout at Mutual expense from the Operating Fund.

By a vote of 5/0/0, the motion carried.

By consensus, staff was directed to bring back a report with additional information to see if a funded program to address attic rodent clean out is necessary.

16. Garden Villa Rec Room Improvements

Ernesto provided a brief summary on the Garden Villa Rec Room renovations and answered questions from the Committee.

At the March 8, 2017 Garden Villa Rec Room Sub-Committee meeting, the suggested renovation budget was adopted. However, upon further review of costs, it was determined that additional monies will be required in order to complete all scheduled work.

A motion was made to approve a Supplemental Appropriation in the amount of \$8,000 for budget overages regarding improvements at various Garden Villa Recreation Rooms, to be funded from the Garden Villa Recreation Room Fund.

By a vote of 5/0/0, the motion carried.

17. Southern California Edison Street Light Acquisition Contract (oral discussion)

Ernesto provided a brief summary on the status of the Street Light Acquisition agreement with Southern California Edison and answered questions from the Committee. Discussion ensued regarding the SCE agreement, attorney recommendations, the need for an energy consultant and an operations and maintenance agreement.

A motion was made to recommend that the Board move forward with the procurement of the street light standards (poles) and have the agreement signed prior to the October 12, 2017 deadline.

By a vote of 5/0/0, the motion carried.

By consensus, staff was directed submit the November 7, 2016 staff report relative to the ROI on the purchase of the street lights and costs associated with the conversion of LED technology to the Finance Committee. In addition, staff will provide an estimated cost for consultant services that will include assistance with the pole acquisition, LED fixture conversion and annual operating and maintenance of the poles.

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18. Dryer Replacement (oral discussion)

Chair Moldow commented on the need for commercial size dryers in the laundry rooms. Discussion ensued regarding dryer replacement costs, coin boxes, dryer venting and tankless water heaters.

By consensus, staff was directed to bring back a report showing the costs for commercial size dryers with coin boxes.

Items for Future Agendas:

- Laundry Room Water Heater Alternatives
- Requirement for Water Heaters over 10 Years Old to be Replaced During Resale (Brett)
- Non-wood Alternatives for Dry Rot Repair (Patrick)
- Washing Machine Coin Box Change Out (Mark)
- Mailbox Replacement Program with Bus Tour (Rolando)
- GV Inspection and Replacement of Receptacles in Garages (Mark)
- GV Garage Cabinet Costs per Building (December)

CONCLUDING BUSINESS

Date of Next Meeting - November 6, 2017

Adjournment

The meeting was adjourned at 12:47 PM.

Bert Moldow, Chair

REPORT OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE

Thursday, August 3, 2017 -- 9:00 a.m.
Laguna Woods Village Community Center Sycamore Room -- 24351 El Toro Road

MEMBERS PRESENT:

James Tung, Chairman; Bunny Carpenter, John Frankel, Susan

Caine

MEMBERS ABSENT:

Bob Figeira (Advisor), John Dudley (Advisor)

OTHER DIRECTORS:

None

STAFF PRESENT:

Kurt Rahn, Bob Merget, Dennis Pratt, Mindi Fielding

Call to Order

Chair Tung called the meeting to order at 8:59 a.m.

Acknowledgement of the Media

The media was not represented.

Approval of the Agenda

The agenda was approved with the addition of the topic of Garden Villa Breezeways to Items for Discussion and Consideration.

Approval of Meeting Report of July 6, 2017

The committee report was approved by consensus without objection.

Chair's Remarks

Chair Tung commented on the improvements in the appearance of the lawns and talked about weekly mowing. He also commented about the OCFA slope work on the western perimeter of the Community. Chair Tung also pointed out that OT is being used to help get caught up on the trimming schedules.

Member Comments (Items Not on the Agenda)

Ed McGill (2390-2C) commented about over growth and rats. Staff will follow up.

Patrick Chan (3421-3A) commented on his request for tree removal that will be reviewed during the tour.

Doris Holloway-Brown (5499-3F) requested that several Ficus trees bordering the parking area between 5499 and 5500 be pruned off-schedule to reduce the droppings that fall on the cars. The Committee agreed to add this item to their tour.

Department Head Update

Mr. Rahn introduced Mindi Fielding to the Committee, but deferred the remainder of his comments to the next agenda item.

Third Mutual Landscape Committee Meeting August 3, 2017 Page 2 of 3

Reports

Landscape Staffing Update

Staff presented this information in the PowerPoint presentation during the next agenda item.

Landscape Scheduling and Scope of Work (PowerPoint)

Staff presented a PowerPoint presentation covering grounds and tree maintenance schedules and current challenges in meeting those schedules, desired scope of work and service level, and action plan to get caught back up. Challenges covered included open positions, rain and its effect on growth rate, and other items. These challenges have caused grounds and tree maintenance schedules to suffer. Action plan includes OT on Saturday's to get caught back up.

Irrigation Status Report

The Committee received and filed the staff report and charts.

Items for Discussion and Consideration

Garden Villa Breezeways

Lynn Jarrett (4010-1C), president of the Garden Villa Association, presented the committee with ideas about how to modify Resolution 03-16-117 Care and Maintenance of Patios, Balconies, Breezeways & Walkways. She would like action to be taken prior to the work to remove and replace the green carpet with concrete scheduled to take place at five buildings this year. Director Carpenter volunteered to work with Ms. Jarrett on draft language changes to the resolution for the Committee's consideration.

Committee Tour

The Committee tour followed the meeting, and was attended by Directors Tung, Carpenter, Frankel, and Caine.

3205-C Via Buena Vista (Wurthman) – APPEAL – Request for Tree Removal – Podocarpus gracilior

The Committee found no further justification for removal of this tree.

Recommendation: By a unanimous vote, the board representatives of this corporation recommend the Board's decision be upheld and that this appeal be denied.

3274-B San Amadeo (Choi) – APPEAL – Request for Tree Removal – Shamel Ash Since the decision to deny this request, there have been sewer main line stoppages attributed to the tree's root system. Due to the close proximity of underground utilities, root pruning is not feasible. Prior to making a decision, Committee directed staff to look into the possibility of lining the sewer line to prevent root intrusion and tabled this item until the next meeting.

3010-A Via Buena Vista (Hollis) – **Request for Tree Removal** – **Ficus nitida**Upon further investigation into problems being caused by the root system, staff reversed the original recommendation to deny this request and now recommends approval of the request.

Recommendation: By a unanimous vote, the board representatives of this corporation recommend approval of the request to remove the Ficus nitida.

3421-3A Calle Azul (Chan) – Request for Tree Removal – Eucalyptus (3)
The Committee found the trees to be in good condition and suitably located on the slope

Third Mutual Landscape Committee Meeting August 3, 2017 Page 3 of 3

behind the building, however, they do block a portion of the view.

Recommendation: By a unanimous vote, the board representatives of this corporation recommend approval of the request to remove the three Eucalyptus at the Member's expense.

3530-B Monte Hermoso (Chen) – Request for Off-Schedule Trimming – Carrotwood The Committee found the tree to be suitably located away from the building and with nearly all of the seeds already dropped.

Recommendation: By a unanimous vote, the board representatives of this corporation recommend denial of the request to prune this tree off-schedule.

The Committee also reviewed the request submitted by Doris Holloway-Brown (5499-3F) to prune several Ficus nitidas off-schedule to reduce the berry droppings on the adjacent parking lot and parked cars. Because of the overcrowding of several mature Ficus and Pines, it would be prudent to remove two of the three Ficus nitidas and so directed staff. This will reduce the overcrowding and the messy conditions.

Items for Future Agendas

Modernization Project; Soil Sensor Pilot Project Update; and ArborPro Update.

Concluding Business

Committee Member Comments

There were none.

Date of the Next Meeting

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, September 7, 2017 at 9:00 a.m. in the Sycamore Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

Adjournment

There being no further business to come before the Committee, the chair adjourned the

meeting at 10:34 a.m.

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OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL COMMUNICATIONS COMMITTEE Monday, August 28, 2017 – 1:30 p.m.

Laguna Woods Village Community Center, SWillow Room 24351 El Toro Road, Laguna Woods, CA 92637

REPORT

MEMBERS PRESENT:

Burt Baum - Chair, Bunny Carpenter, Annette Sabol Soule, Susan

Caine

MEMBERS ABSENT:

Bill Walsh, Carol St. Hillaire (Adviser)

OTHERS PRESENT:

Joan Milliman (GRF), Beth Perak (GRF)

STAFF PRESENT:

Heather Rasmussen, Chris Spahr, Paul Ortiz

1. Call to Order

Chair Baum called the meeting to order at 1:40 p.m.

2. Acknowledgment of Press

Chair Baum noted no members of the press were present.

3. Approval of Agenda

The agenda was approved by consensus.

4. Approval of June Meeting Report

The report was approved by consensus as written.

5. Chair's Remarks

Chair Baum thanked the committee members for attending.

6. Member Comments

None.

7. Department Head Update

Chris Spahr, Director of Resident Services, gave an update on her department. Ms. Spahr commented on department enhancements, staff promotions, continuing cross-training, and the mentoring program. She discussed the addition of staff to the Welcome Center.

Ms. Spahr commented on the remodel of the Resident Services lobby and the addition of staff at the front counter.

Director Caine asked if credit cards would be accepted in Resident Services. Ms. Spahr said yes, after the remodel.

Director Carpenter commented on payment of fees and fines by credit card.

Director Sabol Soule complimented the Welcome Center staff.

Chair Baum asked about temporary employees. Ms. Spahr commented that a number of hiring practices are used, including temps.

Director Milliman commented on letting residents know when work is finished.

Chair Baum invited Ms. Spahr to meet with the Third Board to discuss resident issues.

Director Caine requested copies of the Resident Services meeting notes. Ms. Spahr distributed them to the committee.

Ms. Spahr discussed a City 311-style Resident Services operations center.

Chair Baum asked for details on the first floor remodel.

Ms. Spahr commented that the remodel will have additional workstations, quiet rooms available for confidential discussions, and Alterations and Permits will be moved to another location on the first floor to open up more Resident Services windows.

Chair Baum asked about online services. Ms. Spahr commented that Director Holland is working on it, but will be contingent on initial upgrades to Resident Services first.

Director Carpenter asked about the target date for the remodel. Ms. Spahr stated it would be six months to a year.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. None

Reports:

9. Activities Report

Ms. Rasmussen gave the Activities Report.

a. New Resident Orientation Report

Ms. Rasmussen commented on New Resident Orientation attendance, and presented a two-year trend.

b. Docent Tour Report

Ms. Rasmussen commented on Docent Tour affendance

Director Caine suggested a stop a City Hall in lieu of the City portion of the New Resident Orientation meeting.

10. Director Visits to Club Meetings Report

The committee discussed having the Directors reach out to their individual clubs. Chair Baum commented that few clubs are interested in the governance of the community, and that the committee needs to think about different ways to reach out to residents directly.

Director Caine suggested holding presentations at the Village Library.

Director Milliman suggested having informal meetings with less than a quorum of board members.

Director Perak suggested finding the vehicle that is most comfortable for residents go to: a coffee? A town hall?

Director Perak suggested having refreshments.

a. Feedback on Invitation to Club Presidents

Ms. Rasmussen commented on the club newsletter invitation.

Items for Discussion and Consideration:

11. New Resident Orientation Video Status

Mr. Ortiz commented that the New Resident Orientation Video was developed in 2015 by a task force. Mr. Ortiz recommended that if the video were updated, professional talent and a professional voiceover be utilized.

Chair Baum commented that the video is too long, and recommended it be shortened to 15 minutes.

Director Sabol Soule commented that the video should include the solar and other green initiatives.

Chair Baum asked who would write the script for the new resident orientation video.

Mr. Ortiz prefers someone else more involved with governance write the script, and that Village Television would do the voiceover, graphics, production.

The committee watched a snippet of the video.

Mr. Ortiz says once Village Television has a script, should take about a month to film and produce.

Director Milliman suggested that resident volunteers be utilized to write the script.

Mr. Ortiz suggested referring to the new website in the video.

Director Perak said the website should be a focal point of the new resident orientation meeting.

12. TeamUp Calendar

Director Carpenter asked if the TeamUp or Dwelling Live App make your phone easier to hack. Staff will research this and report back to the committee.

Director Sabol Soule suggested making a similar instructional article for DwellingLive.

13. Leasing Brochure

Chair Baum commented on the Leasing Brochure.

The committee discussed the leasing policy, and the need for a checklist for lessees to reference when renewing a lease.

The committee directed Ms. Spahr and Ms. Rasmussen to work on a checklist.

14. Care Provider Brochure Status

The committee discussed the flyer.

Director Sabol Soule asked to add to the flyer that caregivers may not bring their children into the community. She also asked that "original" be added before "number of bedrooms" to clarify the statement.

The committee directed staff to provide the flyers to Social Services as well as Resident Services.

15. Move In/Move Out Brochure Status

The committee discussed the flyer.

Director Sabol Soule suggested placing the Move In/Move Out flyers permanently in the elevators of three-story buildings.

16. Communication with Third Resident

a. Village Breeze

The Committee discussed scheduling a meeting of the Village Breeze subcommittee.

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i. Survey and/or Contest

Chair Baum recommended that the Boards hold a survey to assess what residents like about the Breeze, and what they feel could be improved. He stated that he has been in contact with a professional statistician who lives in the community that can help staff develop surveys.

The committee discussed having the Breeze in Resident Services. Ms. Spahr stated that the Breeze would be put in the magazine racks once the remodel is complete.

Chair Baum suggested holding a contest for good ideas: what would you like to see in the Breeze? The objective would be to gain more interest in the Breeze.

Director Perak suggested bringing the issue to the Community Newsletter Subcommittee. Director Perak will work with Ms. Rasmussen to schedule a meeting.

ii. Garden Villa Association Newsletter

Ms. Rasmussen stated that Garden Villa Association President Lynn Jarrett is working on the next edition.

The committee directed Ms. Rasmussen to get a PDF of the GVA newsletter for posting and linking in the Breeze.

iii. Possible Breeze Article on 110 Club

The committee discussed the 110 club, and other neighborhood groups in Laguna Woods Village.

iv. Fumigation Information

Chair Baum requested an article on fumigation in the Third Breeze. The article should address the damage termites can cause to buildings if not treated; why fumigation is the best option for Third Mutual; and that Third pays for them to stay in a hotel for three days.

b. TeamUp Instructions

The committee directed staff to include the instructions in the September Breeze.

c. General Manager's Correspondence Log

The committee discussed the log.

The committee directed staff to place the Landscape PowerPoint presentation on the new website.

d. Facebook, YouTube

In the interest of time, the committee did not discuss this item.

e. Other Approaches and Ideas

In the interest of time, the committee did not discuss this item.

17. Communication with New Residents

a. New Resident Letter Report

Ms. Rasmussen commented that new resident letters have been sent to all new residents through July 2017.

b. New Resident Phone Calls Report

Ms. Rasmussen commented that all new residents (approximately 70 total for both mutuals) have been called through July 2017.

c. Shaded Map of Laguna Woods Village

The committee directed staff to include the shaded map in the New Resident Orientation Packet.

18. Walking Trail Maps

In the interest of time, the committee did not discuss this item.

Concluding Business:

- 19. Committee Member Comments
 None.
- 20. Date of Next Meeting-October 23, 2017
- 21. Adjournment

Burt Baum, Chair Heather Rasmussen, Staff Officer

Telephone: 949-268-2272