



OPEN SESSION

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

**Tuesday, March 21, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

The purpose of this meeting is to conduct the regular Third Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Bhada**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. February 21, 2023 – Regular Board Meeting
 - b. March 3, 2023 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Director Tao**
- 7. Open Forum (Three Minutes per Speaker)** - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. Department Update: Landscape Services – Kurt Wiemann**
- 10. Fannie Mae / Lending Update (Oral Discussion) - Dan Yost**

11. CEO Report

12. **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 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.*

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of January 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Update Committee Appointments**
- c. **Recommendations from the Finance Committee - None**
- d. **Recommendations from the Landscape Committee - None**
- e. **Recommendation from the Architectural Controls and Standards Committee - None**

13. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps **(January initial notification; Revised in February – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Approve Amend the Pet Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve the Third Laguna Hills Mutual Investment Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

14. New Business

- a. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Entertain a Motion to Approve Resident Policy and Compliance Committee Charter
- c. Entertain an Appeal Request to Retain Fruit Trees after Resale - 5194 Duenas

15. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on February 7, 2023; next meeting April 4, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met March 13, 2023; next meeting April 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on March 6, 2023; next meeting May 1, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on March 2, 2023; next meeting May 4, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on January 26, 2023; next meeting, April 27, 2023 at 2:00 p.m. in the Elm Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on February 28, 2023; next meeting March 29, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. This committee met on March 9, 2023; the next meeting is April 13, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee met on March 20, 2023; the next meeting is April 17, 2023 at 1:30 p.m. in the Board Room.
- c. Broadband Ad Hoc Committee – Director Prince. This closed committee last met on February 28, 2023; the next meeting is March 28, 2023, at 10:00 a.m. in the Sycamore Room.
- d. Security and Community Access Committee – Director Park. This committee last met on February 27, 2022, and the next meeting is April 24, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on December 14, 2022; next meeting April 12, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

- (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023; the next meeting is TBA.
- f. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on March 15, 2023; next meeting April 19, 2023 at 9:00 a.m. as a virtual meeting.
 - g. Website Ad Hoc Committee – Director Laws. The committee last met on March 1, 2023; the next meeting is TBA.
 - h. Compliance Ad Hoc Committee – Director Laws. This committee met on March 8, 2023; next meeting TBA.
 - i. Mobility and Vehicles Committee – Director Cook. This committee met on March 2, 2023; the next meeting is April 5, 2023 at 1:30 p.m. in the Board Room.
 - j. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 8, 2023; and the next meeting is TBA.
 - k. Information Technology Advisory Committee – This closed committee last met on February 24, 2023; next meeting TBA.
 - l. The following GRF Committees have not met since the last Third Board Meeting of February 21, 2023
 - i. GRF Finance Committee – Director Rane-Szostak. The committee met on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. GRF Landscape Committee – Director Lewis. This committee met on February 8, 2023; the next meeting is May 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. Disaster Preparedness Task Force – Director Cook. The task force met on January 31, 2023; the next meeting is March 28, 2023 at 9:00 a.m. in the Board Room.
- 17. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

14a. Approve the Revision to the Alteration Fee Schedule

18. Directors' Comments

- 19. 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 Session Agenda

Approval of Agenda

Approval of the Minutes

(a) February 21, 2023—Regular Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

- 20. Adjourn**

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN SESSION

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

**Tuesday, February 21, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Mark Laws, Jim Cook, Cris Prince, Jules Zalon, Ralph Engdahl, Donna Rane-Szostak, Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, Cush Bhada, S.K. Park

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Bart Mejia, Carlos Rojas, Randall Damron, Abraham Ballesteros, Jay Allen, Eric Nunez, Eileen Paulin, Steve Hormuth, Manuel Gomez, Blessilda Wright, Alison Giglio

Others Present: VMS – Rosemarie diLorenzo, Mary Seto, Wei-Ming Tao, Debbie Allen
GRF – Yvonne Horton
United – Lenny Ross

1. Call meeting to order / Establish Quorum – President Laws, Chair

President Laws called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

Director Rane-Szostak made a motion to approve the agenda. Director Bhada seconded.

President Laws requested that item 11.c.5 be removed from the agenda.

Hearing no further changes or objections, the amended agenda was approved by consent.

4. Approval of Minutes

- a. January 17, 2023 – Regular Board Meeting**
- b. February 3, 2023 – Agenda Prep Meeting**
- c. February 3, 2023 – Special Open Meeting**

Director Lewis made a motion to approve the minutes of January 17, 2023 – Regular Board Meeting. Director Bhada seconded.

Hearing no changes or objections, the January 17, 2023 – Regular Board Meeting minutes were approved by consent.

Director Prince made a motion to approve the minutes of February 3, 2023 – Agenda Prep Meeting. Director Bhada seconded.

Hearing no changes or objections, the February 3, 2023 – Agenda Prep Meeting minutes were approved by consent.

Director Bhada made a motion to approve the minutes of February 3, 2023 – Special Open Meeting. Director Zalon seconded.

Hearing no changes or objections, the February 3, 2023 – Special Open Meeting minutes were approved by consent.

5. Report of the Chair - None

6. Update from the VMS Board – Director Seto

VMS Director Seto provided an update from the last VMS Board Meeting with the following information:

- Strategic Planning Session 01-25-2023
- Client Services Meetings – Key Focus Areas
- Recreation and Special Events
- Reporting on Key Performance Indicators
- Upcoming Activities

VMS Director Seto answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- A member commented on Earth Day Celebration scheduled for April 20, 2023 at Clubhouse 1 from 1:00 pm to 4:00 pm
- A member commented on the effects of insurance on Real Estate loans, and moving GRF's investments in bond funds to Treasury Bills
- Multiple members commented on landscape and the infestation of grubs
- A member commented on a commonsense approach to Compliance

8. Responses to Open Forum Speakers

- Director Lewis commented on the grubs infestation and landscape
- Director Rane-Szostak commented on the GRF's investments
- Director Bhada thanked Chris Collins and The Foundation of Laguna Woods
- Director Zalon commented on the Compliance process
- President Laws commented that he will be working with the board on the Earth Day Celebration
- President Laws discussed the Compliance process

9. Department Update: Recreation & Special Events – Alison Giglio

Alison Giglio, Director of Recreation & Special Events, provided a presentation discussing the following topics:

- Mission Statement
- Key Objectives
- Strengthen Foundation
- Priority: Additional Operating Hours
- Priority: Promote Consistency
- Priority: Encourage Creativity
- Upcoming Events
- Tony Orlando live at the PAC

10. CEO Report

CEO Siobhan Foster reported on:

- Susan McInerney, Social Services
- Services Provided
- Jan 2022 – Dec 2022 Social Service Data Report
- Foundation of Laguna Woods Village
- Council on Aging – Southern California
- UCI Division of Geriatric Medicine & Gerontology
- Monthly Fall Prevention Classes
- Contact Information

CEO Foster answered questions from the Board.

11. Consent Calendar - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

President Laws asked for a motion to approve the Consent Calendar as presented.

Director Lewis made a motion to approve the Consent Calendar. Director Rane-Szostak seconded the motion.

Hearing no changes or objections, the motion to approve the amended Consent Calendar was approved by consent.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of December 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Finance Committee**
 1. Approve a Resolution for Recording a Lien against Member ID # 932-200-23

RESOLUTION 03-23-08

Recording of a Lien

WHEREAS, Member ID 932-200-23; 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, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-23; 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.

2. Approve a Resolution for Recording a Lien against Member ID # 931-512-04

RESOLUTION 03-23-09

Recording of a Lien

WHEREAS, Member ID 931-512-04; 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, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-512-04; 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.

3. Approve a Resolution for Recording a Lien against Member ID # 932-810-24

RESOLUTION 03-23-10

Recording of a Lien

WHEREAS, Member ID 932-810-24; 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, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-24; 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.

4. Approve a Resolution for Recording a Lien against Member ID # 934-500-20

RESOLUTION 03-23-11

Recording of a Lien

WHEREAS, Member ID 934-500-20; 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, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-500-20; 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.

5. Approve a Resolution for Recording a Lien against Member ID # 932-810-18

RESOLUTION 03-23-12

Recording of a Lien

WHEREAS, Member ID 932-810-18; 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, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-18; 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.

c. Recommendation from the Landscape Committee

1. Deny Request for Removal of One Silk Oak Tree located at 3347-B Bahia Blanca East

RESOLUTION 03-23-13

**Deny the Request
for Removal of One Silk Oak Tree
3347-B Bahia Blanca East**

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on January 13, 2023, the Landscape Committee reviewed a request from the Member at 3347-B to remove one Silk Oak tree. The Member cited the reasons as litter/debris, and lack of sunlight; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Silk Oak tree located at 3347-B Bahia Blanca East;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Silk Oak tree located at 3347-B; and

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

2. Deny the Request for Removal of One Aleppo Pine Tree located at 5267 Avenida Del Sol

RESOLUTION 03-23-14

Deny the Request for Removal of One Aleppo Pine Tree 5267 Avenida Del Sol

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on January 13, 2023, the Landscape Committee reviewed a request from the Member at 5267 to remove one Aleppo Pine tree. The Member cited the reasons as the tree is leaning towards the unit, and it has exposed roots which would cause damage and personal injury if failure occurred; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Aleppo Pine tree located at 5267 Avenida Del Sol;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Aleppo Pine tree located at 5267; and

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

3. Approve the Request for Removal of One Liquid Amber Tree, and Deny the Removal of One Magnolia Tree located at 5388-C Paseo Del Lago West

RESOLUTION 03-23-15

Approve the Request for Removal of One Liquid Amber Tree and Deny the Request for Removal of one Magnolia Tree 5388-C Paseo Del Lago West

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on January 14, 2023, the Landscape Committee reviewed a request from the Member at 5388-C to remove one Liquid Amber tree and one Magnolia tree. The reasons cited for the removal of the Liquid Amber tree are that it drops balls on the roof that make noise, and it sheds leaves. The reasons cited for the removal of the Magnolia tree are that it drops leaves, is an unsightly mess, ruins the turf, and attracts roaches; and

WHEREAS, staff inspected the condition of the trees and determined that both were in good condition, however, the Liquid Amber tree possesses codominant leaders which could lead to a weak attachment; and

WHEREAS, the Committee determined that the tree Liquid Amber tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Liquid Amber tree located at 5388-C Paseo Del Lago West;

WHEREAS, the Committee determined that the Magnolia tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Magnolia tree located at 5388-C;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors approves the request for the removal of one Liquid Amber tree and denies the request for removal of one Magnolia tree located at 5388-C; and

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

4. Deny the Request for the Removal of One Flaxleaf Paperback tree and approve the Removal of Two Volunteer Pepper Trees, both located at 5064 Avenida Del Sol

RESOLUTION 03-23-16

Deny the Request for Removal of One Flaxleaf Paperbark Tree and Approve the Removal of Two Volunteer California Pepper Trees 5064 Avenida Del Sol

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents’ personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on February 2, 2023, the Landscape Committee reviewed a request from the Member at 5064 to remove one Flaxleaf Paperbark tree. The Member cited the reasons as fire mitigation and the removal of a tree since it is a volunteer; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy, however, Staff discovered there were two volunteer California Pepper trees in the same location that would eventually interfere with the Flaxleaf Paperbark tree if they remained; and

WHEREAS, the Committee determined that the Flaxleaf Paperbark tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Flaxleaf Paperbark tree located at 5064 Avenida Del Sol;

WHEREAS, the Committee determined that the two volunteer California Pepper trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the removal of two California Pepper trees located at 5064 Avenida Del Sol;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Flaxleaf Paperbark tree and approves the removal of two volunteer California Pepper trees located at 5064; and

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

THIS ITEM WAS REMOVED DURING THE APPROVAL OF THE AGENDA

5. Deny the Request for Retainment of Five Citrus Trees located at 5194 Duenas

RESOLUTION 03-23-XX

**Deny the Request
for Retainment of Five Citrus Trees
5194 Duenas**

WHEREAS, January 1, 2020, that the Board of Directors adopted Resolution 03-19-94 Fruit Trees and Vegetables Policy which states:

“...fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents...” and “...hereby prohibits the planting of any fruit trees in Common Area...”, additionally “...existing fruit trees in Common Area are to be removed in the resale process...”

WHEREAS, on February 2, 2023, the Landscape Committee reviewed a request from the Member at 5194 to retain five Citrus Trees; and

WHEREAS, During the resale inspection dated October 17, 2022, five citrus trees were located adjacent to the residence, and the member was aware of the fruit tree policy prior to moving in, as it is noted on the cover page of the resale report; and

WHEREAS, Subsequent to the member moving in to the unit, additional citrus trees have been planted; and

WHEREAS, the Committee determined that no previous exceptions to Resolution 03-19-94 have been made for any members previously and recommends the removal of all Citrus Trees located at 5194 Duenas at no cost to the member;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the retainment of five Citrus Trees located at 5194; and

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

d. Recommendation from the Architectural Controls and Standards Committee

1. Approve the Request for a Variance to Allow for sliding glass door to extend to the edge of the rear patio in exclusive use common area and to add pavers to a 12'x12' area adjacent to the rear patio common area located at Manor 3184-C Alta Vista

RESOLUTION 03-23-17

Variance Request

WHEREAS, Ms. Roberta K. Welsh of 3184-C Alta Vista, a Las Flores style manor, requests approval of a revision to Resolution 03-22-129 and associated variance to allow for the sliding glass door to extend to the edge of the rear patio in exclusive

use common area and to add pavers to a 12'x12' area adjacent to the rear patio in common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Manor Alterations office by February 20, 2023; and

WHEREAS, the Manor Alterations office reviewed the variance as one of similar in scope to previously approved variances and recommends approval of the revision to Resolution 03-22-129 and associated variance to allow for the sliding glass door to extend to the edge of the rear patio and to add pavers to a 12'x12' area adjacent to the rear patio in common area;

NOW THEREFORE BE IT RESOLVED, on February 21, 2023, the Third Laguna Hills Mutual board hereby approves the request for a revision to Resolution 03-22-129 for the sliding glass door to extend to the edge of the rear patio and 12'x12' paver patio on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3184-C Alta Vista and all future Mutual Members at 3184-C Alta Vista; 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

- a. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps (January initial notification – Revised February – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Prince read the following resolution:

RESOLUTION 03-23-XX

STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Standard 4: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, March 21, 2023, that the Board of Directors of this Corporation hereby adopts Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-71 adopted July 16, 2019, is hereby superseded in its entirety and no longer in effect; 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.

Director Lewis made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded the motion.

There being no objections, the motion was approved unanimously.

b. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations (January initial notification – Revised February - 28-day notification for member review and comments to comply with Civil Code §4360)

Director Prince read the following resolution:

RESOLUTION 03-23-XX

Standard 31: Washer and Dryer Installations

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 31: Washer and Dryer Installations; and

WHEREAS, Resolution M3-98-65 ceased the acceptance of variance requests for installations of washers and dryers in three-story buildings and, by inference, “grandfathered” previous permitted installations of washers and dryers;

NOW THEREFORE BE IT RESOLVED, March 21, 2023, that the Board of Directors of this Corporation hereby adopts Standard 31: Washer and Dryer Installations as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution M3-98-65 adopted December 15, 1998, and 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, all washer and dryers installed in three story buildings with a Mutual Consent prior to February 21, 2023 continue to be “grandfathered;” 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.

Director Prince made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Zalon seconded the motion.

Director Prince withdrew her motion.

- Multiple members made comments on this matter

Discussion ensued among the Board.

Director Rane-Szostak made a motion to table this matter until after the Garden Villa Association Meeting on March 1, 2023 where this item will be brought up for discussion.

Director Cook seconded.

Hearing no changes or objections, the revised motion was called to a vote and passed unanimously.

- c. **Entertain a Motion to Approve the Revision to the Care and Maintenance of Patios, Balconies, Breezeways, and Walkways Policy (January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-18

Care & Maintenance of Patios, Balconies, Breezeways & Walkways

WHEREAS, the Resident Policy and Compliance Committee has recognized the need to amend the Care & Maintenance of Patios, Balconies, Breezeways & Walkways to clarify guidelines for management and care of “common areas or “limited common areas”;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors of this Corporation hereby adopts the Care & Maintenance of Patios, Balconies, Breezeways & Walkways, as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that Resolution 03-16-117, adopted on November 18, 2016, is hereby superseded and cancelled; and

RESOLVE 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 Prince made a motion to approve Resolution 03-23-18. Director Laws seconded.

Discussion ensued among the Board.

The motion was called to a vote and passed 8-3. Directors Bhada, Yoon, and Zalon opposed.

13. New Business

- a. **Entertain a Motion to the Amendment to the Pet Policy (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-23-XX

THIRD LAGUNA HILLS MUTUAL PET POLICY

RESOLVED, that pursuant to the Bylaws, Article 2, Section 2.2.3, Third Laguna Hills Mutual (Third Mutual), has the power to adopt rules and regulations to carry out the purposes of this Corporation through its Board of Directors (Board) with regard to its Members.

RESOLVED FURTHER, on this day the Board hereby amends Third Mutual's Pet Policy (Policy) to include, but is not limited to the following:

I. Purpose

The purpose of this Policy is to set out the rules and regulations for the treatment and handling of pets within Third Mutual in accordance with the requirements of Third Mutual's including Bylaws, Amended and Restated Covenants, Conditions and Restrictions, and other governing documents (Governing Documents) and local, state and federal law.

II. Definitions

1. **Member** includes, for purposes of the Policy, Members, Owners, Qualifying Residents, Co-occupants, Tenants, and their Guests.
2. **Ordinance** refers to the Code of Ordinance City of Laguna Woods, California.
3. **Pet** means any domesticated bird, cat, dog, or aquatic animal kept within an aquarium. The Policy shall not prohibit a Member from continuing to keep any pet that the Member currently keeps in the Member's separate interest if the pet otherwise conforms with the previous rules or relating to pets.
4. **Vicious animal** means:
 - a. Any dog, which, twice within a 12-month period, has physically harmed, bitten, attacked, or otherwise caused injury to a person engaged in lawful activity, without provocation; or
 - b. Any dog that when unprovoked inflicts bites or attacks a human being or domestic animal; or

- c. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals; or
- d. Any dog which engages in or is found to have been trained to engage in, exhibitions of dog fighting; or
- e. Any dog at large found to attack, menace, chase, display threatening or aggressive behavior or otherwise threaten or endanger the safety of any domestic animal or person.

III. Responsibilities

1. Number of Pets Permitted.

- a. A maximum combination of three cats and dogs, no more than two of which can be dogs, are permitted in any dwelling unit within Third Mutual.
- b. Animals being fostered as a part of a not-for-profit organization/agency program shall not be included for the purpose of determining the number of animals in a dwelling unit. The foster program shall be registered with the City of Laguna Woods and an individual animal in the dwelling unit shall be fostered for a period of no more than six months. In no event shall the total number of Pets fostered and Pets owned exceed the number of Pets permitted in Section III.1.a above.
- c. If pets are brought in before the adoption of this Policy, the pets are automatically grandfathered and can remain.

2. Vaccination and License.

- a. Dogs four months of age or older shall be currently vaccinated for rabies and licensed in accordance with the regulations of the County of Orange and the City of Laguna Woods. Such dogs shall have attached to its collar current numbered metal tag as evidence of its license. (Ordinance § 5.04.010 and 5.04.030, as may be amended.).
- b. Cats over four months of age may be registered **at the owner's discretion** with the City of Laguna Woods in the same manner in which dogs are registered, and for the same fee. Cats must have a current rabies vaccination valid for the entire one-year registration period.

3. Care and Control.

- a. No Member owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by Third Mutual, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six

(6) feet in length and is in the charge of a Member competent to restrain such dog. Retractable leashes exceeding six (6) feet are not permitted in Third Mutual.

- b. Any animal found running at large within any real property owned or managed by Third Mutual may be reported to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.
- c. No Member owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by Third Mutual contrary to the provisions of any sign posted conspicuously thereon by Third Mutual, provided that appropriate exception, as in the case of guide dogs for blind persons, may be noted upon any such sign.
- d. No Member owning or having charge, care or custody of any animal shall permit such animal to damage or destroy public property or the property of any person other than that of the owner of such animal.
- e. Any Member or person having charge, custody or control of any dog shall immediately remove and dispose of its waste in a sanitary manner, by depositing in a trash receptacle any feces deposited by such animal upon Third Mutual property.

4. Noise.

No Member shall keep, maintain, or permit within any dwelling unit under his control, or within any other real property owned or managed by Third Mutual, any Pet which by any persistent sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.

5. Vicious Animal.

Whenever a Member owning or having charge, care, control, custody, or possession of any dog has knowledge that the dog has bitten a person, the Member shall report the facts of the incident to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.

6. Violation of Pet Policy.

Third Mutual is authorized to take disciplinary action against any Member who may be found in violation of the Policy, or whose unit or Residents, tenants, or guests are found to be in violation of the Policy. When a complaint is lodged regarding the occurrence of a violation, the Board has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and the Governing Documents.

RESOLVED FURTHER, that Resolution M3-76-509 adopted February 27, 1976, and Resolution M3- 71-50 adopted July 23, 1971 are hereby superseded and cancelled.

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

Director Rane-Szostak made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Prince seconded the motion.

Director Lewis made a recommendation to section 2.b. and added the language “At the owner’s discretion” after may be registered.

There being no further changes or objections, the motion was called to a vote and passed 10-0-1. Director Zalon abstained.

b. Entertain a Motion to Consider the Appeal for Mailbox Replacement Request at Buildings 3434-3438 and Provide Direction to Staff

Maintenance and Construction Director, Manuel Gomez, discussed the Appeal for Mailbox Replacement Requests, and answered questions from the Board.

Further discussion ensued among the Board.

Director Yun made a motion to table the Appeal for Mailbox Replacement Request at buildings 3434-3438 and send it back to the committee for more investigation. Director Bhada seconded.

There being no objections, the motion to table was called to a vote and passed unanimously.

c. Entertain A Motion to Approve Cancelling the Scheduled Gate 11 Shepherd’s Crook Installation for 2023

Manuel Gomez discussed the cancelling of the scheduled gate 11 Shepherd’s Crook installation for 2023 and answered questions from the Board.

Further discussion ensued among the Board.

Director Lewis made a motion to approve the cancelling of the scheduled gate 11

- Shepherd’s crook installation for 2023. Director Yun seconded.

There being no changes or objections, the motion was called to a vote and passed 9-2. Directors Engdahl and Zalon opposed.

d. Update Committee Appointments

RESOLUTION 03-23-19

Third Mutual Committee Appointments

RESOLVED, February 21, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

Finance Committee (meets every-other month)

Donna Rane-Szostak, Chair

Mark Laws

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

Moon Yun

Andy Ginocchio

SK Park

Non-Voting Advisors: Wei-Ming Tao

Architectural Standards and Control Committee (meets monthly)

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

Andy Ginocchio, Alternate

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Mark Laws

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Non-Voting Advisors: Cindy Baker

Maintenance and Construction Committee (meets every-other month)

Ralph Engdahl, Chair

James Cook

~~Cush Bhada~~

Mark Laws

Moon Yun

SK Park

~~Cris Prince, Alternate~~

Andy Ginocchio, Alternate

Non-voting Advisors: ~~David Bienek~~, Judith Troutman, ~~Peter Henschel~~

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Ralph Engdahl

Cris Prince

~~Donna Rane-Szostak, Alternate~~

~~Jim Cook, Alternate~~

~~Jules Zalon, Alternate~~

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Cush Bhada

Jules Zalon

Cris Prince

Nathaniel Ira Lewis

Andy Ginocchio, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Water Conservation Committee (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Garden Villa Recreation Room Subcommittee (meets thrice yearly)

Mark Laws, Chair

Donna Rane-Szostak

~~Nathaniel Ira Lewis~~

~~SK Park~~

Voting Advisors: Stuart Hack, Sharon Molineri

Non-Voting Advisors: Lynn Jarrett

RESOLVED FURTHER, that Resolution 03-23-03, adopted January 17, 2023, 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.

RESOLUTION 03-23-20

GRF Committee Appointments

RESOLVED, February 21, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Cush Bhada
Mark Laws
Jules Zalon, Alternate

GRF Finance Committee

Donna Rane-Szostak
Andy Ginocchio
Mark Laws, Alternate

GRF Landscape Committee

Jules Zalon
Nathaniel Ira Lewis
Andy Ginocchio, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl
Jim Cook
~~Cush Bhada, Alternate~~
Andy Ginocchio, Alternate

Clubhouse Renovation Ad Hoc Committee

Ralph Engdahl
~~Cush Bhada~~
Andy Ginocchio
Moon Yun, Alternate

GRF Media and Communications Committee

Jim Cook
Cris Prince
Moon Yun

Mobility and Vehicles Committee

Jim Cook, Alternate
Cush Bhada
Moon Yun

Security and Community Access Committee

~~Cris Prince~~

~~SK Park~~

Donna Rane-Szostak, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak

~~Mark Laws~~

~~Andy Ginocchio~~

Ralph Engdahl, Alternate

Broadband Ad Hoc Committee

Cris Prince

Jim Cook

Disaster Preparedness

~~Jim Cook~~

~~SK Park~~

~~Moon Yun~~

Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

Jules Zalon

~~SK Park, Alternate~~

~~Mark Laws, Alternate~~

IT Technology Advisory Committee (ITAC)

Mark Laws

Website Ad Hoc Committee

Mark Laws

~~Donna Rane-Szostak~~

Compliance Ad Hoc Committee

Mark Laws

Cris Prince

RESOLVED FURTHER, that Resolution 03-23-04, adopted January 17, 2023, 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.

Director Bhada made a motion to approve Resolution 03-23-19 and Resolution 03-23-20. Director Yun seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

e. Damage Restoration Process – (Oral Discussion)

Damage Restoration Manager, Jay Allen, discussed the damage restoration process, and answered questions from the Board.

Further discussion ensued among the Board.

f. Entertain a Motion to Approve the Third Laguna Hills Mutual Investment Policy (February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

BE IT RESOLVED, February 21, 2023, this Corporation, is hereby authorized to invest the assets of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions; and

NON-DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; Assets administered by the corporation's managing agent ("Managing Agent") must be invested in a "non- discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America; and

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non- discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation; and

DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds ("discretionary investments"). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be

managed in this discretionary account; and

RESOLVED FURTHER; the Board may authorize either (1) a qualified Investment Advisor, interviewed and selected by the Board, or (2) the Managing Agent to transact purchases and sales of investments for Third Laguna Hills Mutual's discretionary investment account. Such discretion is subject to the underlying conditions as stated below;

1. Assets shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America, including;
 - FDIC insured Certificates of Deposit with a maximum maturity value per institution not to exceed current FDIC insured limits; and
 - United States Treasury Bills and Treasury Notes
2. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
3. Any authorized investments, as defined in Item 1 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-19-120 adopted on November 19, 2019, is hereby superseded and cancelled.

Director Lewis made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Rane-Szostak seconded the motion.

There being no objections, the motion was called to a vote and passed unanimously 10-0. Moon Yun was absent for the vote.

g. Entertain a Motion to Approve the Discretionary Portfolio Reinvestments

Steve Hormuth, Director of Finances, discussed the Discretionary portfolio reinvestments, and answered questions from the Board.

Further discussion ensued.

Director Rane-Szostak made a motion to approve the discretionary portfolio reinvestments. Director Lewis seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

Director Rane-Szostak made a motion to take the cash and put it into a short term investment that will be federally guaranteed until The Federal Reserve meets on March 22nd and announce what they will do. Director Cook seconded.

Hearing no changes or objections, the motion was called to a vote and passed 10-0-1. President Laws abstained.

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on February 7, 2023; next meeting April 4, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met January 23, 2023; next meeting February 27, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on January 9, 2023; next meeting March 6, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on February 2, 2023; next meeting March 2, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on January 26, 2023; next meeting, April 27, 2023 at 2:00 p.m. in the Elm Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on January 24, 2023; next meeting February 28, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. GRF Finance Committee – Director Rane-Szostak. The committee met on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee will meet on February 22, 2023.
- c. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on December 14, 2022; next meeting April 12, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This committee met on January 24, 2023; the next meeting is TBA.
- d. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on February 15, 2023; next meeting March 15, 2023 at 9:00 a.m. as a virtual meeting.
- e. Website Ad Hoc Committee – Director Laws. The committee last met on February 8, 2023; next meeting TBA.
- f. Compliance Ad Hoc Committee – Director Laws. This committee met on February 17, 2023 the next meeting March 8, 2023.
- g. Disaster Preparedness Task Force – Director Cook. The task force met on January 31, 2023; the next meeting is March 28, 2023 at 9:00 a.m. in the Board Room.
- h. Mobility and Vehicles Committee – Director Bhada. This committee met on February 1, 2023; the next meeting is April 5, 2023 at 1:30 p.m. in the Board Room.
- i. GRF Landscape Committee – Director Lewis. This committee met on February 8, 2023; the next meeting is May 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – This closed committee last met on January 27, 2023; the next meeting is February 24, 2023.
- k. The following GRF Committees have not met since the last Third Board Meeting of January 17, 2023:
 - i. Community Activities Committee – This committee met on January 13, 2023; the next meeting is March 9, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. Security and Community Access Committee – This committee last met on October 31, 2022, and the next meeting is February 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- iii. Purchasing Ad Hoc Committee – This committee last met on April 7, 2022; the next meeting is TBA.

16. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- 12a. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps
- 12b. Revision to Architectural Standard 31: Washer and Dryer Installations
- 13a. Approve Amend the Pet Policy
- 13f. Third Laguna Hills Mutual Investment Policy

17. Directors' Comments

- Director Yun commented on the Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy
- Director Ginocchio discussed theft of bicycles and if there was a way to find a solution to the issue at hand
- Director Park commented on member comment times

18. Recess - *At this time, the meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The meeting was recessed into closed session at 1:41 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) January 17, 2023—Regular Closed Meeting

(b) January 30, 2023—Special Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjournment

The meeting was adjourned at 5:04 p.m.

DocuSigned by:

N. Cris Prince

5441FC1ED518422...

N. Cris Prince, Secretary of the Board
Third Mutual Laguna Hills



OPEN SESSION

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

**Friday, March 3, 2023 – 10:00 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

The purpose of this meeting was to discuss agenda items for the Third Board Regular Meeting
Civil Code §4930

Directors present: Ralph Engdahl, N. Cris Prince, Donna Rane-Szostak, Nathaniel Lewis, Jim Cook, Jules Zalon, S.K. Park, Andy Ginocchio, Cush Bhada

Directors absent: Mark Laws (excused), Moon Yun (excused)

Staff present: CEO-Siobhan Foster, Paul Nguyen, Catherine Laster, Carlos Rojas

Others present: None

1. Call Meeting to Order / Establish Quorum

First Vice President Cook called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Approval of the Agenda

First Vice President Cook asked for a motion to approve the Agenda.

Hearing no changes or objections, the Agenda was approved by consent.

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on March 21, 2023

Discussion ensued among the Board, and changes were made to the open and closed agendas.

Director Lewis made a motion to approve the amended Agenda. Director Prince seconded.

Hearing no objections, the March 21, 2023 open and closed session amended agendas were approved unanimously.

4. **Director Comments - None**

5. **Adjournment**

The meeting was adjourned at 9:44 a.m.

DocuSigned by:

N. Cris Prince

5441FC1ED618422...

N. Cris Prince, Secretary of the Board
Third Mutual Laguna Hills



RESOLUTION 03-23-XX

Third Mutual Committee Appointments

RESOLVED, March 21, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

Finance Committee (meets every other month)

Donna Rane-Szostak, Chair
Mark Laws
Ralph Engdahl
Cris Prince
Cush Bhada
Jim Cook
Ira Lewis
Jules Zalon
Moon Yun
Andy Ginocchio
SK Park
Non-Voting Advisors: Wei-Ming Tao

Architectural Standards and Control Committee (meets monthly)

James Cook, Chair
Cush Bhada
Ralph Engdahl
Nathaniel Ira Lewis
Cris Prince
Andy Ginocchio, Alternate
Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair
Mark Laws
Jules Zalon
Ralph Engdahl
Donna Rane-Szostak
Cush Bhada, Alternate
Non-Voting Advisors: ~~Cindy Baker~~

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Mark Laws

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Ralph Engdahl

Cris Prince

Donna Rane-Szostak, Alternate

Jim Cook, Alternate

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Cush Bhada

Jules Zalon

Cris Prince

Nathaniel Ira Lewis

Andy Ginocchio, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Water Conservation Committee (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Garden Villa Recreation Room Subcommittee (meets thrice yearly)

Mark Laws, Chair

Donna Rane-Szostak

SK Park

Voting Advisors: Stuart Hack, ~~Sharon Molineri~~, Lynn Jarrett

Non-Voting Advisors: ~~Lynn Jarrett~~, Lorna Seung

RESOLVED FURTHER, that Resolution 03-23-19, adopted February 21, 2023, 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.



RESOLUTION 03-23-XX

GRF Committee Appointments

RESOLVED, March 21, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Cush Bhada
Mark Laws
Jules Zalon, Alternate

GRF Finance Committee

Donna Rane-Szostak
Andy Ginocchio
Mark Laws, Alternate

GRF Landscape Committee

Jules Zalon
Nathaniel Ira Lewis
Andy Ginocchio, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl
Jim Cook
Andy Ginocchio, Alternate

Clubhouse Renovation Ad Hoc Committee

Ralph Engdahl
Andy Ginocchio
Moon Yun, Alternate

GRF Media and Communications Committee

Jim Cook
Cris Prince
Moon Yun, **Alternate**

Mobility and Vehicles Committee

Cush Bhada

Moon Yun

Jim Cook, Alternate

Security and Community Access Committee

SK Park

Donna Rane-Szostak, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak

Andy Ginocchio

Ralph Engdahl, Alternate

Broadband Ad Hoc Committee

Cris Prince

Jim Cook

Disaster Preparedness

SK Park

Moon Yun

Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

Jules Zalon

SK Park, Alternate

IT Technology Advisory Committee (ITAC)

Mark Laws

Website Ad Hoc Committee

Mark Laws

Donna Rane-Szostak

Compliance Ad Hoc Committee

Mark Laws

Cris Prince

RESOLVED FURTHER, that Resolution 03-23-20, adopted February 21, 2023, 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.

ENDORSEMENT (to Board)

Revisions to Architectural Standard 4: Air Conditioning Units/Heat Pumps

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve the revised Architectural Standard 4: Air Conditioning Units/Heat Pumps.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: March 21, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 4 - Air Conditioning Units/Heat Pumps

RECOMMENDATION

Approve a resolution to revise Standard 4 – Air Conditioning Units/Heat Pumps.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Standards for applicability, usefulness, and current technology. There are currently 40 Standards available for Members to use to perform alterations to their Manor. Standard 4 – Air Conditioning Units/Heat Pumps was last revised in July, 2019, via Resolution 03-19-71.

DISCUSSION

The ACSC has reviewed the existing Standard 4 – Air Conditioning Units/Heat Pumps and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, industry standards or Mutual policies. The proposed revisions to the Standard are as follows:

1. Update the Standard to allow for modern design of outdoor units.
2. Incorporate language to address roof installations under warranty.
3. Allow structural modifications with properly engineered plans and specifications.

On December 19, 2022, the ACSC reviewed and approved the revisions to the Standard (Attachment 3) with the additional recommended revisions (blue font) to Section 3.9.

On January 17, 2023, the Board considered the adoption of this resolution, suggested additional revisions to the standard and directed the item to go back to the ACSC.

On January 23, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 3) with the additional recommended revisions (purple font) to Section 3.4, and 3.5.

FINANCIAL ANALYSIS

None.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Gavin Fogg, Manor Alterations Interim Manager

ATTACHMENT(S)

- Attachment 1 – Current Standard 4 – Air Conditioning Units/Heat Pumps
- Attachment 2 – Current Resolution 03-19-71
- Attachment 3 – Redlined Revised Standard 4 – Air Conditioning Units/Heat Pumps
- Attachment 4 – Final Draft Standard 4 – Air Conditioning Units/Heat Pumps
- Attachment 5 – Revised Resolution 03-23-XX

STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-71

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located at least 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:
 - a. Removal of sleeves in three-story buildings is prohibited.
 - b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.

- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

2.8.1 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only.
- 3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed only flat roofs, directly above the manor, or at ground level.
- 3.6** Outdoor condensing unit locations for three story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed on flat roofs directly above the manor, or at ground level, third floor manors will be installed only on flat roofs, directly above the manor.
- 3.7** The location of outdoor condensing units must be approved by the Alterations office. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed necessary by the Alterations office.
- 3.8** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.

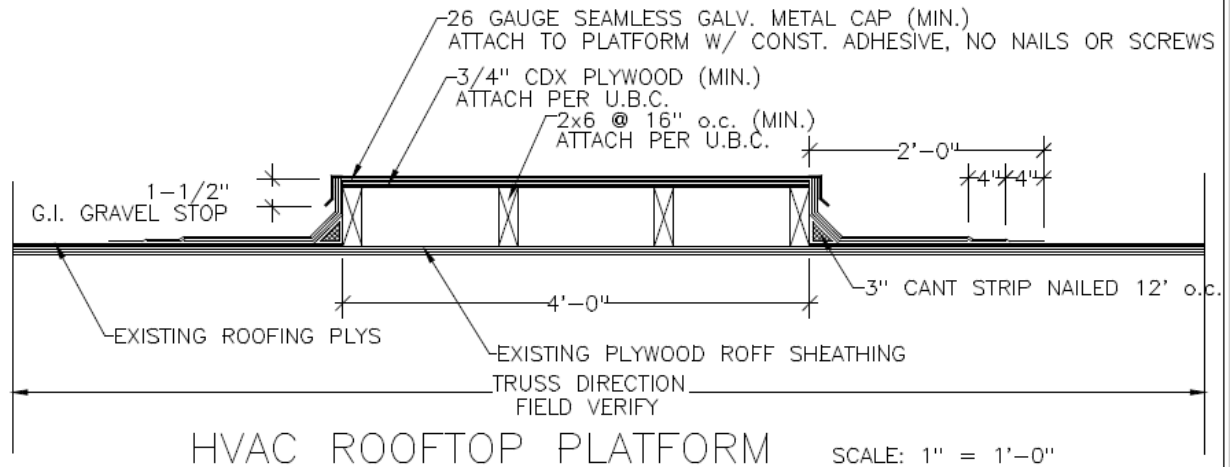
- 3.9** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.10** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.11** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.14** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.15** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.16** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.17** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.18** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM
A MINIMUM OF 2 FEET AWAY FROM EACH SIDE.
PRIMER PLATFORM SIDES, CANT STRIP, AND
SPUDED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

ROOF AS FOLLOWS PER 100 SQ.FT.

CONPLY TYPE A-IV(2LAYERS)	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES)	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER)	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE)	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2")	400lbs	PER 100 SQ.FT.



HVAC.DWG REV. 12/95

ATTACHMENT 2 – CURRENT RESOLUTION 03-19-71

**RESOLUTION 03-19-71
ALTERATION STANDARD 4:
AIR CONDITIONING UNITS/HEAT PUMPS**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 4: Air Conditioning Units/Heat Pumps and,

NOW THEREFORE BE IT RESOLVED, July 16, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes;

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.

**ATTACHMENT 3 – REDLINE REVISED STANDARD 4: AIR
CONDITIONING UNITS/HEAT PUMPS**

STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20 REVISED
FEBRUARY 2006, RESOLUTION 03-06-09 REVISED SEPTEMBER
2006, RESOLUTION 03-06-40 REVISED JULY 2010, RESOLUTION 03-
10-100 GENERAL REQUIREMENTS REVISED APRIL 2011,
RESOLUTION 03-11-49 REVISED SEPTEMBER 2013, RESOLUTION
03-13-98 REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13 REVISED JULY
2019, RESOLUTION 03-19-71
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2 No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3 Window mounted units are prohibited.
- 2.4 Condensing units must not be located ~~at least~~ more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5 Sleeves must be painted to match the color of the wall.
- 2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7 In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.

2.8 Removal of sleeves in stucco walls:

- a. Removal of sleeves in three-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

2.8.1

- d. Removal of sleeves in walls with wood siding must be made In accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 3.0 CENTRAL AND DUCTLESS UNITS

3.1 Only one condensing unit per manor is permitted.

3.2 Roof-mounted self-contained package units are prohibited.

3.3 ~~No outdoor condensing units will be larger than 48" high, 37" wide, and 36" deep must be sized to be the most compact unit appropriate for the manor.~~

3.4 Outdoor condensing units for single level manors shall be installed at ground level only. Outdoor condensing unit locations for two and three story buildings are as follows: second and third ~~first~~ floor manors shall be installed at ground level unless not feasible. ~~second floor manors shall be installed~~ Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor. ~~three story buildings are as follows: first floor manors shall be installed at ground level, second and third floor manors shall may be installed on flat roofs directly above the manor, or at ground level, third floor manors will be installed only on flat roofs, directly above the manor.~~

3.73.5 The location of outdoor condensing units must be approved by the Alterations office. Prior to ~~permit~~ issuance of a Mutual consent,

consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

~~3.8~~3.6 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.

~~3.9~~3.7 Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.

~~3.10~~3.8 All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.

~~3.11~~3.9 The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool or expanding foam is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.

~~3.12~~3.10 Watertight seals must be provided around all penetrations.

~~3.13~~3.11 Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.

~~3.14~~3.12 Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.

~~3.15~~3.13 Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

~~3.16~~3.14 Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.

~~3.17~~3.15 Cutting or altering of roof trusses for the installation of air handlers in attic spaces ~~is strictly prohibited~~ must be designed and

ATTACHMENT 3

stamped by a licensed architect or engineer.

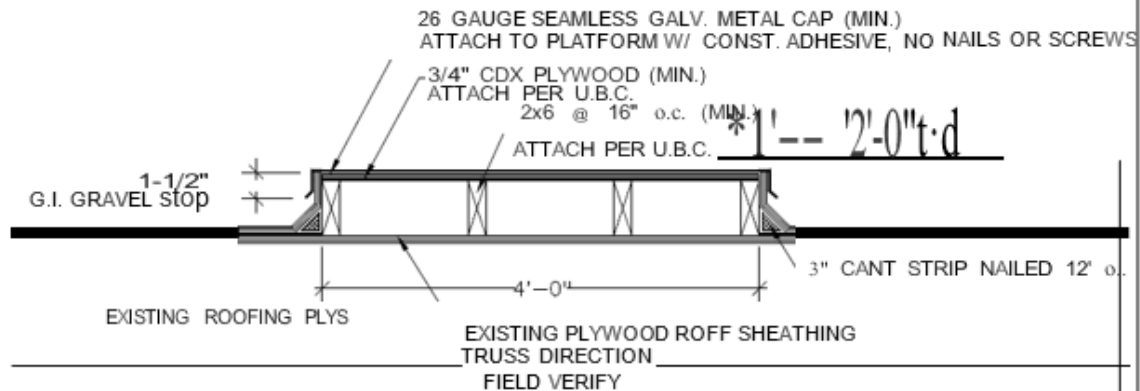
~~3.183.16~~ 3.183.16 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM A
 MINIMUM OF 2 FEET AWAY FROM EACH SIDE.
 PRIMER PLATFORM SIDES, CANT STRIP, AND
 SPURED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

ROOF AS FOLLOWS PER 100 SQ.FT.

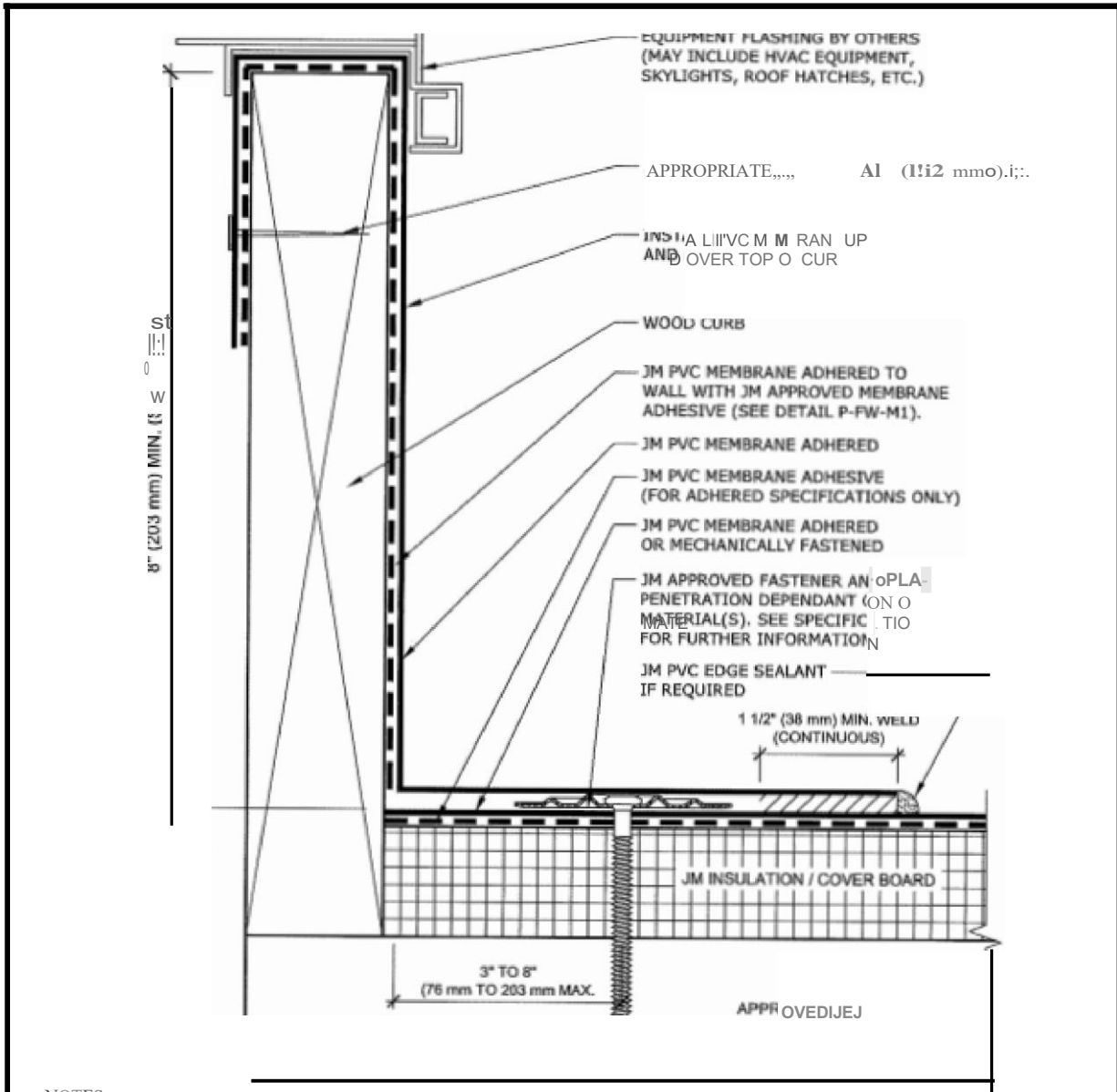
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . .	400lbs	PER 100 SQ.FT.



HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/95



NOTES:

1. REFLECT TO OTHERS HANDED: YI
2. PLEASE SEE SINGLE PLY F R QLIIRI:), I'ENTS: WHIOI A!!
3. ANY CARRIERY Oil: M A' AND/OR PROIECIR SiPECIfi Oi'i:SSJONJ!IL,
4. EIGHT OF CIJRB O - ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND F
5. PVCEIOGESENIANTI OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. 1 [S WOES

MOST UP TO DATE; INFORMATION.

A. RJIL DE5CRIMO D IN TAUJ'P'ION IN ON AND S II AIL.

AND CO STRUCTED J A CORDA! C: WITH LOCAL OIJ RWUIREMEINJS SHOVW ue R'evieNI: D D AP'!Wt/ED y A LICENSED Oil:SIGN

DRAWING NO.

WOOD CURB BASE FLASHING			
P-FC-05		MEMBRANE TYPE:	
CURB & CORNER		JM PVC	
SCALE	ISSUE DATE	MAXIMUM GUARANTEE TERM:	
N.T.S	08-07-19	30 YEAR	

John Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract, or applicable law. By accepting these comments you agree they do not constitute any representation, endorsement of, or an assumption by John Manville of any liability for either the adequacy of the design of this building or any other material not supplied by John Manville.

l/i}

**ATTACHMENT 4 – FINAL DRAFT STANDARD 4: AIR
CONDITIONING UNITS/HEAT PUMPS**



STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-71
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.

2.8 Removal of sleeves in stucco walls:

- a. Removal of sleeves in three-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.
- d. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only. Outdoor condensing unit locations for two and three story buildings are as follows: second and third floor manors shall be installed at ground level unless not feasible. Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor.
- 3.5** The location of outdoor condensing units must be approved by the Alterations office. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

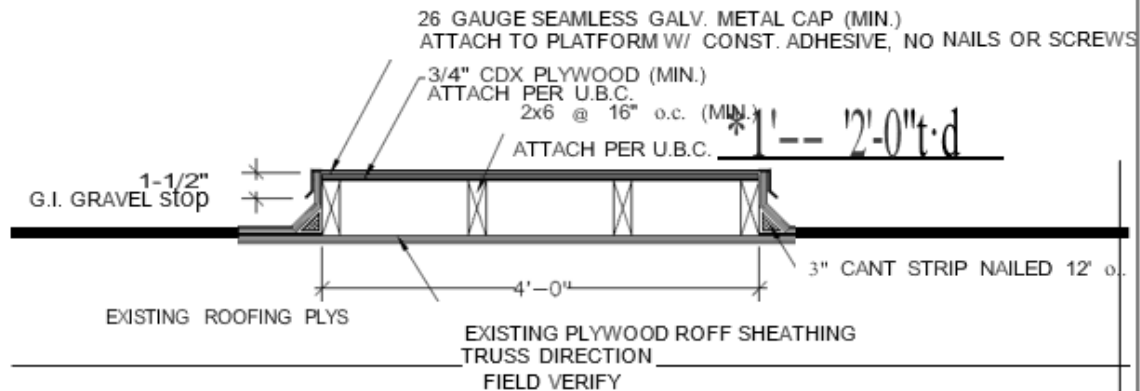
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.9** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.10** Watertight seals must be provided around all penetrations.
- 3.11** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.12** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.13** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.14** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.15** Cutting or altering of roof trusses for the installation of air handlers in attic spaces must be designed and stamped by a licensed architect or engineer.
- 3.16** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM A
 MINIMUM OF 2 FEET AWAY FROM EACH SIDE.
 PRIMER PLATFORM SIDES, CANT STRIP, AND
 SPURED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

ROOF AS FOLLOWS PER 100 SQ.FT.

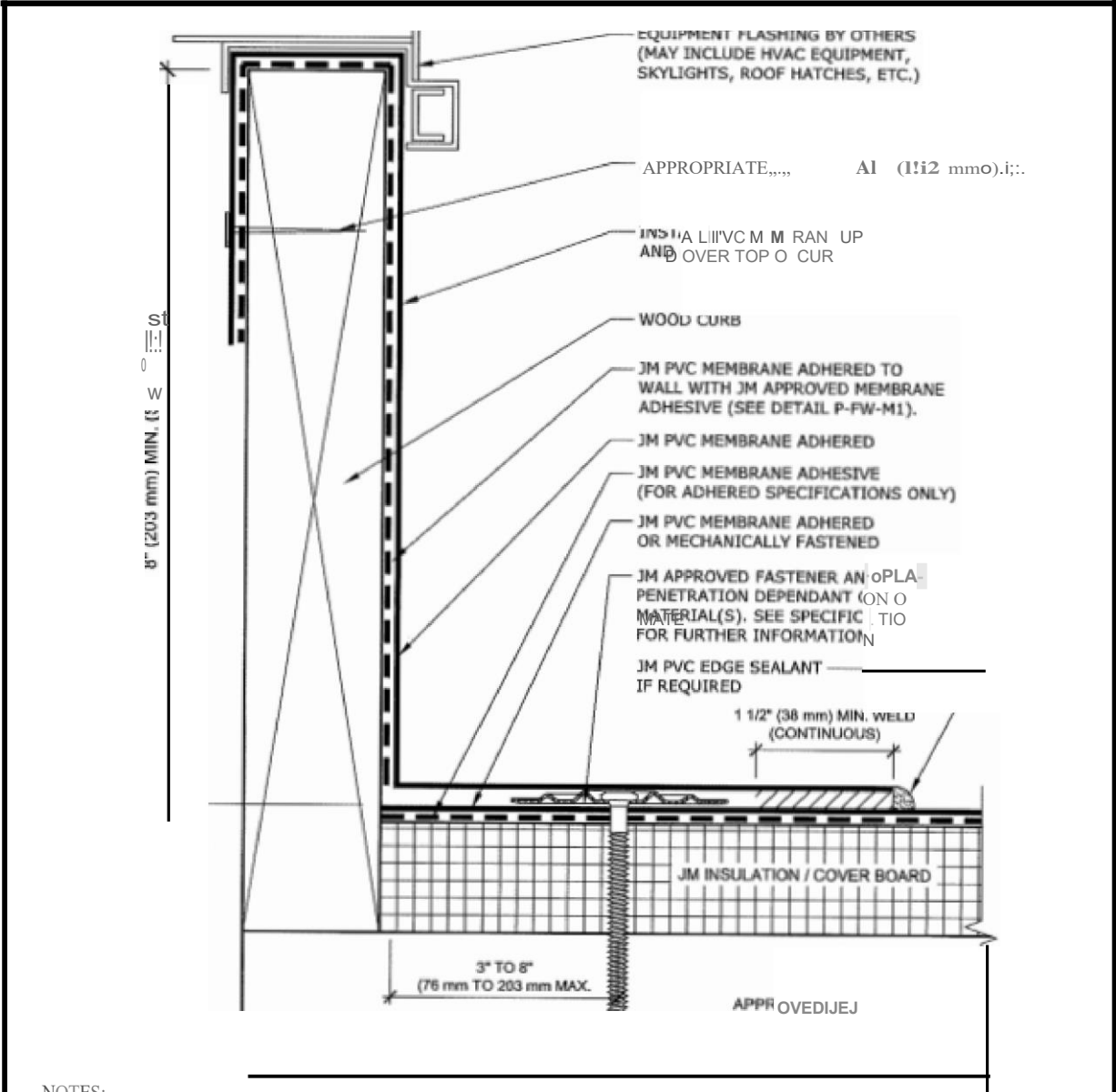
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2")..	400lbs	PER 100 SQ.FT.



HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/95



- NOTES:
1. REFLECT TO OTHERS HANDED: YI
 2. PLEASE SEE SILENTLY P
R QLIIRI:), I'ENTS: WHIOI A!!
 3. ANY CARRIER OIL: M A
AND/OR PROIECIR SPECIF
OIT:SSJONJIL,
 4. EIGHT OF CILRB O
5. PVCEIOGESENIANT
ACTOR: f OJf | -
li: SEli: ?-FW-s OETAD.S
- MOST UP TO DATE; INFORMATION.
A. RJIL DESCRIMO D IN TAUI'P'ION IN ON AND
S II AIL.
AND CO STRUCTED J A CORDA! C: WITH LOCAL OIJ RWUIREMEINJS
SHOVW ue R'evieNI: D D AP'!Wt/ED y A LICENSED Oil:SIGN
- OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. 1 [S WOES
ONE (SEE DETAIL P-MS-01).
FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

DRAWING NO.		WOOD CURB BASE FLASHING	
P-FC-05		MEMBRANE TYPE:	<i>John Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract, or applicable law. By accepting these comments you agree they do not constitute any representation, endorsement of, or an assumption by John Manville of any liability for either the adequacy of the design of this building or any other material not supplied by John Manville.</i>
CURB & CORNER		JM PVC	
SCALE	ISSUE DATE	MAXIMUM GUARANTEE TERM:	
N.T.S	08-07-19	30 YEAR	





RESOLUTION 03-23-XX
STANDARD 4:
AIR CONDITIONING UNITS/HEAT PUMPS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Standard 4: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, March 21, 2023, that the Board of Directors of this Corporation hereby adopts Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-71 adopted July 16, 2019, is hereby superseded in its entirety and no longer in effect; 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.

JANUARY INITIAL NOTIFICATION - REVISED FEBRUARY:

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Discuss and Consider: Pet Policy in Third Laguna Woods Mutual

On December 27, 2022, the Resident Policy and Compliance Committee reviewed Resolution No. 509 Pet Restriction and made changes to the policy to provide clarifications on the purpose of the policy, Conditions and definitions regarding pets.

On January 24, 2023, the Committee reviewed the Pet Policy.

Director Laws, Chair, presented the Pet Policy for discussion. A member made a comment regarding pet safety and dog-walking. The Committee made comments and asked questions.

Director Prince made a motion to send the Pet Policy to the Board of Directors for approval with minor changes. Director Bhada seconded the motion.

By way of consensus, the motion passed.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: March 21, 2023
FOR: Resident Policy and Compliance Committee
SUBJECT: Resolution No. 509 Pet Restrictions

RECOMMENDATION

Discuss and consider changes to the policy.

BACKGROUND

The Resident Policy and Compliance Committee is tasked to review policy and processes for consistency, clarity, and efficiency.

On February 27, 1976, the Board adopted Pet Restrictions to provide guidelines for pet owners (Resolution 509). The resolution addresses, but is not limited to: dog barking, pets off-leash, leash size requirements, the cleaning of pet feces, pet access to common buildings, vicious animal, etc. (Attachment 1).

DISCUSSION

On December 27, 2022 the Committee reviewed Resolution No. 509 Pet Restriction and made changes to the policy to provide clarifications on the purpose of the policy, Conditions and definitions regarding pets.

FINANCIAL ANALYSIS

None.

Prepared By: Jacob M. Huanosto, Interim Compliance Supervisor

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Resolution No. 509 Pet Restrictions – Existing Policy
Attachment 2: Third Pet Policy – Proposed Revisions (Clean Copy)

THIS PAGE LEFT BLANK INTENTIONALLY

Resolution No. 509

RESOLVED, that the following rules and regulations applicable to real property owned or managed by this corporation are hereby adopted:

1. No person shall keep, maintain or permit within any dwelling unit under his control, or within any other real property owned or managed by this corporation, any dog which by any sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.
2. No person owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by this corporation, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such dog.
3. Any animal found running at large within any real property owned or managed by this corporation may be reported to the Poundmaster of the County of Orange for such action as he may deem appropriate according to law.
4. No person owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by this corporation contrary to the provisions of any sign posted conspicuously thereon by the corporation, provided that appropriate exception, as the case of guide dogs for blind persons, may be noted upon any such sign.
5. No person owning or having charge of any dog shall permit any feces therefrom to remain within any real property owned or managed by this corporation except in trash containers.
6. Whenever any animal suspected of being vicious is reported to this corporation, the officers and agents shall report facts and circumstances thereof to the Poundmaster of the County of Orange for such action as he may deem appropriate according to law; and

RESOLVED FURTHER, that resolution No. 155 adopted on October 27, 1972 is hereby cancelled.

Adopted 02/27/1976

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

**THIRD LAGUNA HILLS MUTUAL
PET POLICY**

RESOLVED, that pursuant to the Bylaws, Article 2, Section 2.2.3, Third Laguna Hills Mutual (Third Mutual), has the power to adopt rules and regulations to carry out the purposes of this Corporation through its Board of Directors (Board) with regard to its Members.

RESOLVED FURTHER, on this day the Board hereby amends Third Mutual's Pet Policy (Policy) to include, but is not limited to the following:

I. Purpose

The purpose of this Policy is to set out the rules and regulations for the treatment and handling of pets within Third Mutual in accordance with the requirements of Third Mutual's including Bylaws, Amended and Restated Covenants, Conditions and Restrictions, and other governing documents (Governing Documents) and local, state and federal law.

II. Definitions

1. **Member** includes, for purposes of the Policy, Members, Owners, Qualifying Residents, Co-occupants, Tenants, and their Guests.
2. **Ordinance** refers to the Code of Ordinance City of Laguna Woods, California.
3. **Pet** means any domesticated bird, cat, dog, or aquatic animal kept within an aquarium. The Policy shall not prohibit a Member from continuing to keep any pet that the Member currently keeps in the Member's separate interest if the pet otherwise conforms with the previous rules or relating to pets.
4. **Vicious animal** means:
 - a. Any dog, which, twice within a 12-month period, has physically harmed, bitten, attacked, or otherwise caused injury to a person engaged in lawful activity, without provocation; or
 - b. Any dog that when unprovoked inflicts bites or attacks a human being or domestic animal; or
 - c. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals; or
 - d. Any dog which engages in or is found to have been trained to engage in, exhibitions of dog fighting; or
 - e. Any dog at large found to attack, menace, chase, display threatening or aggressive behavior or otherwise threaten or endanger the safety of any domestic animal or person.

III. Responsibilities

1. Number of Pets Permitted.

- a. A maximum combination of three cats and dogs, no more than two of which can be dogs, are permitted in any dwelling unit within Third Mutual.
- b. Animals being fostered as a part of a not-for-profit organization/agency program shall not be included for the purpose of determining the number of animals in a dwelling unit. The foster program shall be registered with the City of Laguna Woods and an individual animal in the dwelling unit shall be fostered for a period of no more than six months. In no event shall the total number of Pets fostered and Pets owned exceed the number of Pets permitted in Section III.1.a above.
- c. If pets are brought in before the adoption of this Policy, the pets are automatically grandfathered and can remain.

2. Vaccination and License.

- a. Dogs four months of age or older shall be currently vaccinated for rabies and licensed in accordance with the regulations of the County of Orange and the City of Laguna Woods. Such dogs shall have attached to its collar current numbered metal tag as evidence of its license. (Ordinance § 5.04.010 and 5.04.030, as may be amended.).
- b. Cats over four months of age may be registered at the owner's discretion with the City of Laguna Woods in the same manner in which dogs are registered, and for the same fee. Cats must have a current rabies vaccination valid for the entire one-year registration period.

3. Care and Control.

- a. No Member owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by Third Mutual, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a Member competent to restrain such dog. Retractable leashes exceeding six (6) feet are not permitted in Third Mutual.
- b. Any animal found running at large within any real property owned or managed by Third Mutual may be reported to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.
- c. No Member owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by Third Mutual contrary to the provisions of any sign posted conspicuously thereon by Third Mutual, provided that appropriate exception, as in the case of guide dogs for blind persons, may be noted upon any such sign.
- d. No Member owning or having charge, care or custody of any animal shall permit such animal to damage or destroy public property or the property of any person other than that of the owner of such animal.
- e. Any Member or person having charge, custody or control of any dog shall

immediately remove and dispose of its waste in a sanitary manner, by depositing in a trash receptacle any feces deposited by such animal upon Third Mutual property.

4. Noise.

No Member shall keep, maintain, or permit within any dwelling unit under his control, or within any other real property owned or managed by Third Mutual, any Pet which by any persistent sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.

5. Vicious Animal.

Whenever a Member owning or having charge, care, control, custody, or possession of any dog has knowledge that the dog has bitten a person, the Member shall report the facts of the incident to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.

6. Violation of Pet Policy.

Third Mutual is authorized to take disciplinary action against any Member who may be found in violation of the Policy, or whose unit or Residents, tenants, or guests are found to be in violation of the Policy. When a complaint is lodged regarding the occurrence of a violation, the Board has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and the Governing Documents.

FEBRUARY INITIAL NOTIFICATION:

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Third Investment Policy

On February 7, 2023 Steve Hormuth, Director of Financial Services, presented a resolution of the proposed 2023 Third Investment Policy to be reviewed by the committee.

A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued.

The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: March 21, 2023
FOR: Board of Directors
SUBJECT: Investment Policy

RECOMMENDATION

Staff recommends approval of the 2023 Investment Policy

BACKGROUND

The Third Laguna Hills Mutual Investment Policy provides guidelines and limitations for the responsible management of the corporation's investments.

DISCUSSION

On February 7, 2023 Steve Hormuth, Director of Financial Services, presented a proposed 2023 Third Investment Policy to be reviewed by the committee. A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued. The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

A 28 Day notice will be required to comply with Civil Code §4360.

Prepared By: Erika Hernadnez, Finance Department Administrative Assistant

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Resolution 03-23-XX (Redline)

Attachment 2: Resolution 03-23-XX (Clean)

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-19-12023-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

~~**RESOLVED**, November 19, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and~~

BE IT RESOLVED, (_____, 202x), this Corporation, is hereby authorized to invest the assets of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions; and

NON-DISCRETIONARY INVESTMENTS

~~**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Third Laguna Hills Mutual's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and~~**RESOLVED FURTHER**; Assets administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America; and

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non-discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation; and

DISCRETIONARY INVESTMENTS



RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds (“discretionary investments”). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER; the Board may authorize either (1) a qualified Investment Advisor, interviewed and selected by the Board, or (2) the Managing Agent to transact purchases and sales of investments for Third Laguna Hills Mutual’s discretionary investment account. Such discretion is subject to the underlying conditions as stated below;

1. Assets shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America, including:
 - FDIC insured Certificates of Deposit with a maximum maturity value per institution not to exceed current FDIC insured limits; and
 - United States Treasury Bills and Treasury Notes
2. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
3. Any authorized investments, as defined in Item 1 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-19-120 adopted on November 19, 2019, is hereby superseded and cancelled.

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety;



~~(2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:~~

- ~~1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;~~
- ~~2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;~~
- ~~3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:~~
 - ~~a. Obligations of, or fully guaranteed as to principal by, the United States of America;~~
 - ~~b. Up to 30% of the portfolio may be invested in Corporate Bonds rated BBB through AAA; specifically, Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.~~
 - ~~c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and~~
 - ~~d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association — Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation — Freddie Mac, and FHLB (Federal Home Loan Bank).~~



- ~~4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;~~
- ~~5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and~~

~~**RESOLVED FURTHER,** that Resolution 03-16-54 adopted on May 17, 2016, is hereby superseded and cancelled.~~

February Initial Notification

Should the Board endorse the proposed resolution, 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 28-days from the postponement to comply with Civil Code §4360.



RESOLUTION 03-23-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

BE IT RESOLVED, February 21, 2023, this Corporation, is hereby authorized to invest the assets of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions; and

NON-DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; Assets administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America; and

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non-discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation; and

DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds ("discretionary investments"). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER; the Board may authorize either (1) a qualified Investment Advisor, interviewed and selected by the Board, or (2) the Managing Agent to transact purchases and sales of investments for Third



Laguna Hills Mutual's discretionary investment account. Such discretion is subject to the underlying conditions as stated below;

1. Assets shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America, including;
 - FDIC insured Certificates of Deposit with a maximum maturity value per institution not to exceed current FDIC insured limits; and
 - United States Treasury Bills and Treasury Notes
2. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
3. Any authorized investments, as defined in Item 1 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-19-120 adopted on November 19, 2019, is hereby superseded and cancelled.

February Initial Notification

28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied

ENDORSEMENT (to Board)

Revised Alteration Fee Schedule

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the Third Board.

A motion was made and carried unanimously to recommend the board approve the revised alteration fee schedule.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: March 21, 2023
FOR: Board of Directors
SUBJECT: Revision to the Alteration Fee Schedule

RECOMMENDATION

Approve a resolution to revise the alteration fee schedule.

BACKGROUND

The Architectural Controls and Standards Committee requested staff to review and revise the current Alteration Fee schedule for applicability, and current bill rates. The Alteration Fee Schedule (Attachment 1) was last revised in December 2019, via Resolution 03-19-131 (Attachment 2).

DISCUSSION

The Alteration Fee schedule needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, mutual bill rates and mutual policies. The City of Laguna Woods has requested that the alteration fee schedule be updated to remove references to city permit requirements and that all inquiries regarding city permit requirements be directed to the City of Laguna Woods. Also, to eliminate confusion from members, Manor Alterations has stopped using the word “permit” to refer to Mutual Consents. Attachment 3 incorporates these revisions and requirements.

In December 2019, per Resolution 03-19-131, Third Mutual approved the solar panel mutual consent processing fees to be based on valuation rather than a flat basic fee. Currently, the average valuation of a solar panel installation project is over \$10,000, which means typically the alteration application fee is the maximum \$700.

Staff recommends that solar panel installations be reassigned to a fixed fee in the Alterations Fee Schedule based on the attached Mutual Consent Processing Analysis for Solar Panel Applications (Attachment 4) billed at the current bill rates. The proposed Solar installation fee for 2023 is \$223 and will be adjusted annually with the adoption of the new bill rates. A revised fee resolution and fee schedule are included as Attachment 5.

FINANCIAL ANALYSIS

Based on the Mutual Consent Processing Analysis for Solar Panel Applications, it is anticipated that the projected revenue for 2023 will be reduced from \$9,800 to \$3,122, a reduction of \$6,678.00; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

Prepared By: Gavin Fogg, Manor Alterations Supervisor

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Michael Horton, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-19-131

Attachment 3 – Redlined Alteration Fee Schedule

Attachment 4 – Mutual Consent Processing Analysis for Solar Panel Applications

Attachment 5 – Revised Resolution 03-23-XX and Alteration Fee Schedule



Laguna Woods Village®

Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

Unauthorized Alteration Fee	\$300
-----------------------------	-------

Variance Processing Fee	\$150
-------------------------	-------

\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

*In the event a member requires an "after the fact" ("ATF") Mutual Consent for work completed without prior appropriate authorization, the following will apply as appropriate to the nature of the improvement work: Unauthorized Alteration Fee + Variance Fee and/or Mutual Consent Fee and/or Demolition Fee.

*Variance Processing Fees are in addition to any fees incurred via permit processing.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 2 – CURRENT RESOLUTION 03-19-131

RESOLUTION 03-19-131 ALTERATION/VARIANCE PROCESSING FEE POLICY

WHEREAS, alteration and 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 \$35 fee for a Mutual Consent and a \$150 fee for a Variance; and

WHEREAS, the new alteration fee schedule will be increased to better align the fees with the administrative time required to process said manor alterations; and

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

NOW THEREFORE BE IT RESOLVED, December 17, 2019, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting; the Variance request processing fee will remain at \$150; and

RESOLVED FURTHER, October 20, 2017, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and cancelled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 3 – REDLINED ALTERATION FEE SCHEDULE



Laguna Woods Village®

Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items **below** require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.
A City Permit may also be required. Contact the City Building Permits office for permitting requirements. For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

~~Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans~~

Unauthorized Alteration Fee	\$300
-----------------------------	-------

\$50 Alteration Processing Fee	
Alteration Type	City-Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$150
-------------------------	-------

Permit Alteration Fees Based on Valuation	
Alteration Type	City-Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

NOTES Mutual Consent

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department. Mutual Consent

Mutual Consent

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

~~*In the event a member requires an "after the fact" ("ATF") Mutual Consent for work completed without prior appropriate authorization, the following will apply as appropriate to the nature of the improvement work: Unauthorized Alteration Fee + Variance Fee and/or Mutual Consent Fee and/or Demolition Fee.~~

*Variance Processing Fees are in addition to any fees incurred via Mutual Consent permit processing.

Alteration

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent permit: Demolition Fee + Variance Fee + Demolition Fee + Mutual Consent fee + Variance Fee (if applicable).

Agenda Item #14a

Page 9 of 18

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 4 - MUTUAL CONSENT PROCESSING ANALYSIS FOR SOLAR PANEL APPLICATIONS

Mutual Consent Processing Analysis - Solar Panels	2023 Bill Rate	Hours	Total
Initial submittal, Preliminary review, Re-submittal, Accept complete packet	\$ 40.76	1	\$40.76
Stellar Ticket entry, assign MC#, e-mail response	\$ 40.76	0.2	\$8.15
Plan Check	\$ 40.76	0.75	\$30.57
Process final packet, payment, CAUA and release of consent	\$ 40.76	1	\$40.76
Permit database entry, ticket notation	\$ 40.76	0.25	\$10.19
Processing City permit submission, ticket notes, schedule inspections	\$ 40.76	0.5	\$20.38
Pre-Installation Roof Inspection	\$ 72.45	0.5	\$36.23
Initial submittal, Preliminary review, Re-submittal, Accept Complete Packet	\$ 72.45	0.5	\$36.23
Total		4.7	\$223.27

Fiscal Impact			
Current Fee			\$ 700.00
Estimated number of solar installations			14
Total estimated revenue for 2023			\$ 9,800.00
Proposed New Fee			\$ 223.00
Estimated number of solar installations			14
Total estimated revenue for 2023			\$ 3,122.00
Net estimated revenue reduction for 2023			\$ 6,678.00

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

Alteration Fee Schedule

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

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration and variance applications, including solar installation requests, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the following revisions to the Alteration Fee Schedule are recommended to be approved by the Board:

- 1) The Solar Installation Application Fee is revised to \$223
- 2) Miscellaneous revisions to address current City requirements; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, April 18, 2023 that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, that Resolution 03-19-131 adopted December 17, 2019 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 resolution.

MARCH 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 28-days from the postponement to comply with Civil Code §4360

THIS PAGE LEFT BLANK INTENTIONALLY



Laguna Woods Village®

Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items below require HOA Mutual Consent from Manor Alterations.

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Unauthorized Alteration Fee	\$300
-----------------------------	-------

\$50 Alteration Processing Fee	
Alteration Type	
Acoustic Ceiling Removal	
Awnings (Standard, Less than 54")	
Awnings (Powered)	
HVAC (No Increase in Amperage)	
Tub Replacement	
Block Walls (Less than 48" H)	
Block Walls (More than 48" H)	
Planter Wall	
Dishwasher (New Installation)	
Door Revision (Exterior)	
Electrical	
Exhaust Fan	
Fences (Less than 84") and Gates	
Floor Coverings (Exterior)	
Flooring (Vinyl)	
Gutters and Downspouts	
Metal Drop Shades	
Modesty Panels (Balcony)	
Patio Slab Revision	
Patio Wall Revision	
Plumbing	
Soft Water System (Independent)	
Soft Water System (Connected to Water Heater)	
Storage Cabinets (Carport)	
Shades (Roll-up)	

NOTES

- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent:
Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

Variance Processing Fee	\$150
-------------------------	-------

Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Sliding Glass Doors (Retrofit)	
Solar Tubes	
Tub to Shower Installation	
Tub to Tub Replacement	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Windows (Retrofit)	

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

THIS PAGE LEFT BLANK INTENTIONALLY



Proposed Solar Application Processing Fee

For questions pertaining to the Solar Application process, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Type	Fee
Solar Application Processing Fee	\$223

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Resident Policy and Compliance Committee Charter

The Resident Policy and Compliance Committee is tasked to review policy and processes for consistency, clarity, and efficiency. The Committee Charter outlines the qualifications for being a committee member, responsibilities and duties of the committee.

On December 27, 2022 the Resident Policy and Compliance Committee discussed and considered revisions to the Resident Policy and Compliance Committee charter and responsibilities.

On January 24, 2023, Director Laws, Chair, presented the Resident Policy and Compliance Committee Charter for discussion. The Committee made comments and asked questions.

Director Prince made a motion to refer the matter to the board of directors for approval. Director Lewis seconded the motion.

By a vote of 4-0-1, the motion passed. Director Zalon abstained, and advisors Hack and Keegan did not vote.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: March 21, 2023
FOR: Resident Policy and Compliance Committee
SUBJECT: Resident Policy and Compliance Committee Charter

RECOMMENDATION

Discuss and Consider adopting changes to the Resident Policy and Compliance Committee Charter.

BACKGROUND

The Resident Policy and Compliance Committee is tasked to review policy and processes for consistency, clarity, and efficiency. The Committee Charter outlines the qualifications for being a committee member, responsibilities and duties of the committee.

In August 2016, a Resident Policy and Compliance Ad Hoc Committee was established in conjunction with United Laguna Woods Mutual to address aligning governing documents when possible to create a streamline process. Later in the year, Third Laguna Hills Mutual broke off from the joint Ad Hoc Committee and established a Resident Policy and Compliance Task Force to review policies and process for consistency. On August 15, 2017, the Board of Directors approved members for the Resident Policy and Compliance Task Force (Resolution 03-17-87).

On December 2, 2019, the Resident Policy and Compliance Task Force approved revisions the charter which include establishing the Task Force as a Committee and outlining the roles and responsibility of the committee.

On December 17, 2019, the Board of Directors approved the changes to Resident Policy and Compliance Committee Charter (Resolution 03-19-136)

DISCUSSION

On December 27, 2022 the Committee discussed and considered revisions to the Resident Policy and Compliance Committee charter and responsibilities.

FINANCIAL ANALYSIS

None.

Prepared By: Jacob M. Huanosto, Interim Compliance Supervisor

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Resident Policy and Compliance Committee Charter – Existing Version

Attachment 2: Resident Policy and Compliance Committee Charter – Proposed Red line Copy

Attachment 3: Resident Policy and Compliance Committee Charter – Proposed Clean Copy

Agenda Item #14b

Page 3 of 10

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-19-36
Amended January 17, 2019

RESIDENT POLICY AND COMPLIANCE COMMITTEE CHARTER

WHEREAS, pursuant to Bylaws, Article VII, Section 1, the Resident Policy and Compliance Committee is established as a standing committee of this Corporation for the purpose of reviewing the governing documents for clarity, legality and current applicability; and

WHEREAS, pursuant to Bylaws, Article VII, Section 7.1.3.1, Committee Advisors shall have voting rights;

NOW THEREFORE BE IT RESOLVED, December 17, 2021 that the Board of Directors of this Corporation hereby assigns the following procedures for this Committee as follows:

I. Committee Members

1. The Board of Directors shall appoint the Resident and Compliance Committee Chair;
2. The Committee shall consist of no more than 5 directors and 3 advisors, all will be voting members appointed by the Board of Directors upon recommendation of the Committee Chair;
3. A Committee Member absent from three consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

II. Responsibilities

This Committee shall serve at the direction of and at the pleasure of the Board of Directors. The primary responsibility of the Committee is to recommend general and specific actions related to the governing documents for the Boards approval and implementation.

1. The Committee's scope includes assuring that the governing documents are consistent with the Bylaws, CC&Rs and other governing documents, as well as current federal, state and local laws;
2. Review all governing documents and make recommendations to the Board of Directors regarding proposed revisions to the governing documents;
3. Consult, as appropriate and upon Committee approval, with Corporate Counsel;

4. Perform such additional functions as may be assigned or referred to this Committee by the President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities;
5. Function as an advisory and liaison body to the managing agent in matters pertaining to governing document changes/implementation and coordinate these matters with other standing committee having related concerns.

RESOLVED FURTHER, the Resident Policy and Compliance Task Force will now be known as the Resident Policy and Compliance Committee from henceforth;

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

**THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE CHARTER
RESOLUTION XX-XX-XXX**

RESOLVED, that pursuant to Bylaws, Article 7, Section 7.1, the Resident Policy and Compliance Committee (Committee) has been established as a standing committee of this Corporation for the purpose of reviewing the governing documents (Governing Documents) for Third Laguna Hills Mutual (Third Mutual) for clarity, legality and current applicability, recommending to the Board of Directors (Board) revisions to the rules, and overseeing the processes used to manage discipline within this Corporation.

RESOLVED FURTHER, *on this date*, that the Board ~~of Directors (Board)~~ of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

I. Committee Members

1. The Board shall appoint the Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. The Committee may include Resident Advisors, all who will be non-voting members appointed by the Board upon recommendation of the Committee Chair.
4. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

II. Responsibilities

This Committee shall serve at the direction of and at the pleasure of the Board. The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. Ensure that the Governing Documents are consistent with the Bylaws, Amended and Restated Covenants, Conditions and Restrictions and other governing documents, as well as current federal, state and local laws.
2. Review all Governing Documents and make recommendations to the Board regarding proposed revisions to the Governing Documents.
3. Ensure that the processes used to manage adherence to the Governing Documents are clear, relevant, reflect kindly on members, and are ~~fairly and consistently enforced~~fair and consistent.
4. Consult, as appropriate and upon Committee approval, with Corporate Counsel.
5. Function in accordance with the Governing Documents and federal, state, and local laws.
6. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

7. Function as an advisory and liaison body to the managing agent in matters pertaining to the Governing Document changes/implementation and coordinate these matters with other standing committees having related concerns.

RESOLVED FURTHER, that Resolution 03-XX-XXX, adopted MMMMMMM DD, YYYY is hereby superseded and cancelled.

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.



**THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE CHARTER
RESOLUTION 03-23-XX**

RESOLVED, that pursuant to Bylaws, Article 7, Section 7.1, the Resident Policy and Compliance Committee (Committee) has been established as a standing committee of this Corporation for the purpose of reviewing the governing documents (Governing Documents) for Third Laguna Hills Mutual (Third Mutual) for clarity, legality and current applicability, recommending to the Board of Directors (Board) revisions to the rules, and overseeing the processes used to manage discipline within this Corporation.

RESOLVED FURTHER, on March 21, 2023, that the Board of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

I. Committee Members

1. The Board shall appoint the Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. The Committee may include Resident Advisors, all who will be non-voting members appointed by the Board upon recommendation of the Committee Chair.
4. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

II. Responsibilities

This Committee shall serve at the direction of and at the pleasure of the Board. The primary responsibility of the Committee is to recommend general and specific actions related to the Governing Documents for the Board's approval and implementation, including but not limited to:

1. Ensure that the Governing Documents are consistent with the Bylaws, Amended and Restated Covenants, Conditions and Restrictions and other governing documents, as well as current federal, state and local laws.
2. Review all Governing Documents and make recommendations to the Board regarding proposed revisions to the Governing Documents.
3. Ensure that the processes used to manage adherence to the Governing Documents are clear, relevant, reflect kindly on members, and are fair and consistent.
4. Consult, as appropriate and upon Committee approval, with Corporate Counsel.
5. Function in accordance with the Governing Documents and federal, state, and local laws.
6. Perform such additional functions as may be assigned or referred to the Committee by the Board President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

7. Function as an advisory and liaison body to the managing agent in matters pertaining to the Governing Document changes/implementation and coordinate these matters with other standing committees having related concerns.

RESOLVED FURTHER, that Resolution 03-19-36, adopted January 17, 2019 is hereby superseded and canceled.

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.



STAFF REPORT

DATE: March 21, 2023
FOR: Board of Directors
SUBJECT: Request to Retain Fruit Trees after Resale – 5194 Duenas

RECOMMENDATION

Deny the request for the retention of five citrus trees located adjacent to the residence at 5194 Duenas.

BACKGROUND

The member purchased the unit in December 2022, and submitted a Landscape Request Form (Attachment 1), requesting to retain five citrus trees designated for removal on the resale report. (Attachment 2).

On February 2, 2023, the Landscape Committee reviewed the provided Staff Report and attachments. The Committee voted unanimously to recommend the denial of this request to the Board of Directors.

DISCUSSION

Per Resolution 03-19-94 (Attachment 3), dated September 17, 2019, states "...fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents..." and "...hereby prohibits the planting of any fruit trees in Common Area...", additionally "...existing fruit trees in Common Area are to be removed in the resale process..."

During the resale inspection dated October 17, 2022, five citrus trees were located adjacent to the residence. One in the front of the unit, and four located at the rear. The member was aware of the fruit tree policy prior to moving in, as it is noted on the cover page of the resale inspection report.

Subsequent to the member moving in to the unit, additional citrus trees have been planted (Attachment 4). In compliance with Resolution 03-19-94, Staff recommends removal of all fruit trees from common area adjacent to 5194 Duenas. Staff will remove the existing fruit trees at no cost to the member.

FINANCIAL ANALYSIS

The cost to remove fruit trees discovered at resale is included in the 2023 Business Plan.

Prepared By: Kurt Wiemann, Director of Field Operations
Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

Committee Routing: None

ATTACHMENT(S)

Attachment 1: Landscape Request Form
Attachment 2: Resale Inspection Report Documents
Attachment 3: Resolution 03-19-94
Attachment 4: Photographs
Attachment 5: Resolution 03-23-XX



MUTUAL LANDSCAPE REQUEST FORM

PLEASE NOTE: THIS FORM IS NOT INTENDED FOR ROUTINE MAINTENANCE REQUESTS

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

5194 Duenas
Address

January 7th 2023
Today's Date

Dr. Seung Soo Lee
Resident's Name

[REDACTED]
Telephone Number

Non-Routine Request

Please checkmark the item that best describes your request. If none apply, please checkmark "Other" and explain.

☐ Tree Removal ☐ New Landscape ☐ Off-Schedule Trimming

☒ Other (explain): I am writing to request to keep the fruit trees in my wife and my new home, 5194 Duenas. We grew up with fruit trees at our old home in Chicago – beautiful apple and berry trees that were part of our lives and our children's lives since we moved to America. We took care of over 5 trees and enjoyed the fruits of our attentive labor. The fruit trees brought our family and our four children and five grandchildren much happiness over all our years and we recall picking fruit and gardening together as one of our best activities in the Lee family.

We are excited to move into our new home at 5194 Duenas and were drawn to the house largely because of the trees and the positive memories they hold. After going through much of the process and being locked into the house purchase, we discovered that the trees would be taken down causing us much stress and disappointment.

The removal of the fruit trees will cause myself and my wife, who is already taking our move very hard and has been crying every day, additional unnecessary hardship and mental stress. The fruit trees are a key part of our history and of our continued well-being and we find it painful to even think of their removal from our new home.

We have been coming to this village since 2007, escaping from harsh Chicago winter and are very happy with our new home with mature fruit trees and do our duty to take care of the community we live in. We understand there is a resolution in place to protect resident's health and we will take care of the trees so that we do not harm our own health and others. Our experience with a variety of fruit trees in our past will help us maintain these trees today, should you allow us to keep them. We are willing to take care of fruit trees well so that it would not cause any health issues to ourselves and/or neighbor. The removal of the trees would be

Attachment 1

a much harder burden on our physical and mental well-being. I propose, if the third mutual does not wish to give the exemption out right, then giving us, at the least, 3 years trial period. Should third mutual find dissatisfaction with our caring the fruit trees at any time, then we are willing to hire people to help us. Should the board find dissatisfaction still, then will follow, or we may have to find another house.

We know we are getting old at 83, and this will be our last home. We want it to be a place of joy and positive memories that allow us to live comfortably and remember our good days with our family, who now live far from us.

We thank you for your time today. Our fond memories with our family and children, new relationships and happiness are affected by your decision today, so we thank you for your thoughtful consideration to keep our fruit trees.

With appreciation,
Dr. and Mrs. Seung Soo Lee

Reason for Request

Please checkmark the item(s) that best explain the reason for your request.

- ☐ Structural Damage ☐ Sewer Damage ☐ Overgrown ☐ Poor Condition
☐ Litter/Debris ☐ Personal Preference
☒ Other (explain): Please see above

GUIDELINES:

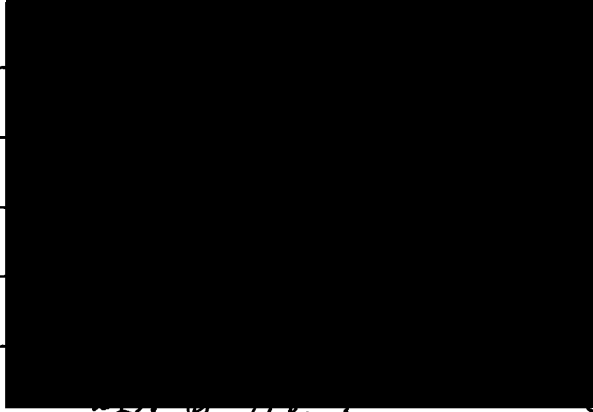
- Structural/Sewer Damage: Damage to buildings, sidewalks, sewer pipes, or other facilities may justify removal if corrective measures are not practical.
- Overgrown/Crowded: Trees or plants that have outgrown the available space may justify removal.
- Damaged/Declining Health: Trees or plants that are declining in health will be evaluated for corrective action before removal/replacement is considered.
- Litter and Debris: Because all trees shed litter seasonally, generally this is not an adequate reason to justify removal. However, if granted, removal/replacement may be at the resident's expense.
- Personal Preference: Because one does not like the appearance or other characteristics of the tree or plant generally does not justify its removal. However, if granted, removal/replacement is usually at the resident's expense.

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

Signatures of All Neighbors Affected By This Request

Because your request may affect one or more of your neighbors, it is imperative that you obtain their signatures, manor numbers, and whether they are for, undecided, or against this request.

Signature	Manor #	For	Undecided	Against
	5195	X		
	5190	X		
	5193	X		
	5188	X		
	5191	X		
	5196	X		

(Please attach a separate sheet if more signatures are necessary.)

Acknowledgement - Owner

By signing, you are acknowledging this request.

Owner's Signature

Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____

530 _____ 540 _____

DATE: _____ INITIALS: _____

570 _____ LAST PRUNED: _____

RELANDSCAPED: _____

NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

Third Laguna Hills Mutual

Village Management Services, Inc. Agent
 Attention: Resale Inspections
 P.O. Box 2220
 Laguna Hills, CA 92654
 949-597-4636

Final Inspection**Inspection Report****Condo**

Manor #: 5194
 Street: Duenas
 Carport #: -----
 Occupied:

First Request Date: 10/11/22
 First Inspection Date: 10/17/22
 First Inspection Issued: 10/25/22
 Final Inspection Date: 11/14/22
 Final Inspection Issued: 11/14/22

ESCROW

Company: Corner Escrow
 [REDACTED]
 [REDACTED]

Final Inspections are subject to revision for correction items occurring between issue date and close of escrow.

NOTES:

Fruit Trees in common area are Non-Compliant to Mutual Standards (RESOLUTION 03-19-94) and cannot be Accepted in Non-Standard Landscaping.

For Reference Only:

WATER HEATER: S#1350J008005 M# INSTALLATION (BY HOA) DATE: 12/24/14

Corrections Required**Responsibility**

Remove Non-Standard Landscape (Edging in Front, Potted Plants in Rear and Pebbles in Rear)	ACCEPTED
Remove Non-Standard Landscape (1 Citrus/Fruit in Front and 4 in Rear)	MUTUAL
Install Chimney's Spark Arrestor	MUTUAL

Agent for Seller:

Century 21 Rainbow Realty
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Seller:

5194 Duenas
 Laguna Woods, CA 92637

Buyer:

Seung Soo Lee & Kay Kyung Lee

Phone:
 [REDACTED] [REDACTED]

Attachment 2



Responsibility Agreement for Nonstandard Landscape

Manor address

5194 Duenas

This form is to be completed by the escrow office and must be received *before* the issuance of a Final Inspection.

1. Email completed form to ResalesInspections@vmsinc.org as soon as possible in order for a work order to be established.
2. Include this document with the membership application package.

This office has been notified that the manor noted above has nonstandard landscape, and both the prospective member and seller have been informed accordingly. If the prospective member declines to accept the nonstandard landscape, the landscape division will perform the work as a chargeable service, and seller is responsible for all costs.

In accordance with the governing rules of Third Laguna Hills Mutual, the prospective member understands that he/she may accept or refuse to accept the nonstandard landscaping, except fruit trees which must be removed from common area. Further, the prospective member understands that if he/she accepts it, he/she also accepts all future responsibility for its care and maintenance, and all associated costs thereof. Refer to Third Mutual's Landscape Manual on the Laguna Woods Village website.

Both prospective member and seller understand that if the prospective member refuses to accept such responsibility, the seller is required to pay the costs of all work required to restore the landscaping to the community standard, including the removal of nonstandard plants and hardscape, and the planting of standard plants.

Acknowledgement by prospective owner

- ☒ Prospective owner accepts the nonstandard landscaping and agrees to be responsible for any and all costs related to its future maintenance.
- ☐ Prospective owner declines to accept the nonstandard landscaping and directs the escrow officer to so inform the management agent. Restoration costs are to be withheld from the proceeds of resale transfer of membership.

	SEUNG-SOO LEE	11-5-22
Signature	Print name	Date
	Kay Kyung Lee	11-5-22
Signature	Print name	Date

Acknowledgement by seller

Seller has been informed that the unit has nonstandard landscaping. Seller will be charged the amount shown on the inspection report to restore the property to community standard landscaping if the prospective owner refuses to accept the nonstandard landscaping.

Signature	Print name	Date
Signature	Print name	Date

Escrow officer signature:	Escrow No.:	Date:
---------------------------	-------------	-------



RESOLUTION – Fruit Tree and Vegetables Policy

Resolution 03-19-94 – Revised September 17, 2019 – Third Laguna Hills Mutual

WHEREAS, fruit trees in the Common Area were planted by or at the request of Members as part of the discontinued “Yellow Stake” program;

WHEREAS, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain;

WHEREAS, the maintenance of fruit trees is passed on to new Members with the purchase of the residence;

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem and;

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow tomatoes or other crops.

WHEREAS, there has been a consistent increase in rodent activity over the past six years.

NOW THEREFORE BE IT RESOLVED, effective January 1, 2020, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

RESOLVED FURTHER, the planting of vegetables in Common Area is prohibited;

RESOLVED FURTHER, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

RESOLVED FURTHER, existing fruit trees in Common Area are to be removed in the resale process;

RESOLVED FURTHER, Resolution 03-11-30, revised March 15, 2011, and Resolution M3-84-122, revised November 15, 1984, are hereby superseded in their entirety and no longer in effect;

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

Two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops.

Attachment 4



Attachment 4



Attachment 4



Attachment 4



Attachment 4



THIS PAGE LEFT BLANK INTENTIONALLY

Attachment 5



RESOLUTION 03-23-XX

Deny the Request for Retainment of Five Citrus Trees 5194 Duenas

WHEREAS, January 1, 2020, that the Board of Directors adopted Resolution 03-19-94 Fruit Trees and Vegetables Policy which states:

“...fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents...” and “...hereby prohibits the planting of any fruit trees in Common Area...”, additionally “...existing fruit trees in Common Area are to be removed in the resale process...”

WHEREAS, on February 2, 2023, the Landscape Committee reviewed a request from the Member at 5194 to retain five Citrus Trees; and

WHEREAS, During the resale inspection dated October 17, 2022, five citrus trees were located adjacent to the residence, and the member was aware of the fruit tree policy prior to moving in, as it is noted on the cover page of the resale report; and

WHEREAS, Subsequent to the member moving in to the unit, additional citrus trees have been planted; and

WHEREAS, the Committee determined that no previous exceptions to Resolution 03-19-94 have been made for any members previously and recommends the removal of all Citrus Trees located at 5194 Duenas at no cost to the member;

NOW THEREFORE BE IT RESOLVED, March 21, 2023, the Board of Directors denies the request for the retainment of five Citrus Trees located at 5194; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



Chair's Report for March 21, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **January 31, 2023**, total revenue for Third was \$3,672K compared to expenses of \$2,814K, resulting in a net revenue of \$858K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$247K through the reporting period. This chart shows how much of our revenue went into operations, with \$2,388K coming in from assessments and \$188K coming from non-assessment revenue. This is compared to operating expenditures of \$2,329K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$574K when combining both operating and reserve revenues and expenses.

SLIDE 4 – The most significant variances from budget were attributable to:

- **Outside Services \$314K;** Favorable variance resulted primarily due to the timing of invoice payments in building structures, waste line remediation, tree maintenance, water lines copper pipe remediation, moisture intrusion and pest control with an offset from landscape. Although work is ongoing in these areas, not all programs have been invoiced.
- **Employee Compensation and Related \$178K;** Favorable variance due to open positions in M&C and Landscape departments. Impacted areas in Landscape include Grounds Maintenance. Impacted areas in M&C include Damage Restoration, Carpentry, Paint and Plumbing.
- **Miscellaneous Revenue (\$20K);** Unfavorable variance resulted from a less leases processed than anticipated. Further, resale processing fee revenue is lower than expected due to a decrease of over 50% in home sales compared to January 2022. To a lesser extent, Resident violation revenues has been less than anticipated in 2023.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$219K by category, starting with our largest revenue generating categories of Chargeable Services, Investment Interest Income, Laundry Revenue, Permit Fee, Lease Processing Fee, Resale Processing Fee and so on.



Chair's Report for March 21, 2023 Board Meeting

SLIDE 6 – On this pie chart, we see the expenses to date of \$2,814K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services and so on.

SLIDE 7 – The non-operating fund balance on January 31, 2023 was \$32,065K. YTD contributions and interest were \$1,097K while YTD expenditures were \$476K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$30.0 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements while providing more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through January 31, 2023, Third sales totaled 23, which is 28 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$355K, which is \$91K lower than prior year for the same time period.

Financial Report

As of January 31, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$3,453
Non-assessment Revenue	\$219
Total Revenue	\$3,672
Total Expense	\$2,814
Net Revenue/(Expense)	\$858

Financial Report

As of January 31, 2023



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$2,388
Non-assessment Revenue		\$188
Total Revenue		\$2,576
Total Expense ¹		\$2,329
Operating Surplus		\$247

1) excludes depreciation

Financial Report

As of January 31, 2023



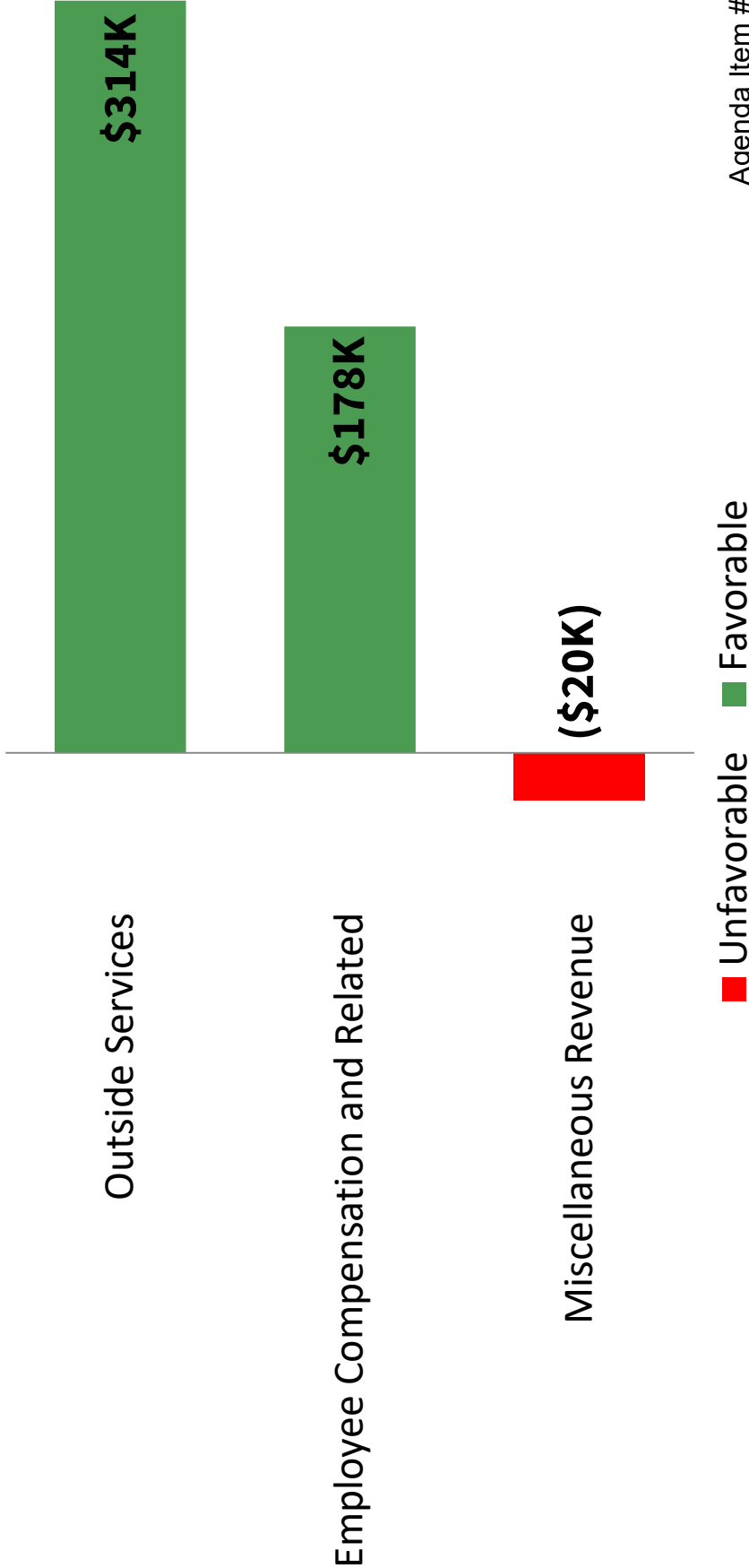
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$3,453	\$3,453	\$0
Non-assessment Revenue	\$219	\$204	\$15
Total Revenue	\$3,672	\$3,657	\$15
Total Expense	\$2,814	\$3,374	\$560
Net Revenue/(Expense)	\$858	\$283	\$574

Financial Report

As of January 31, 2023



Year to Date Variances

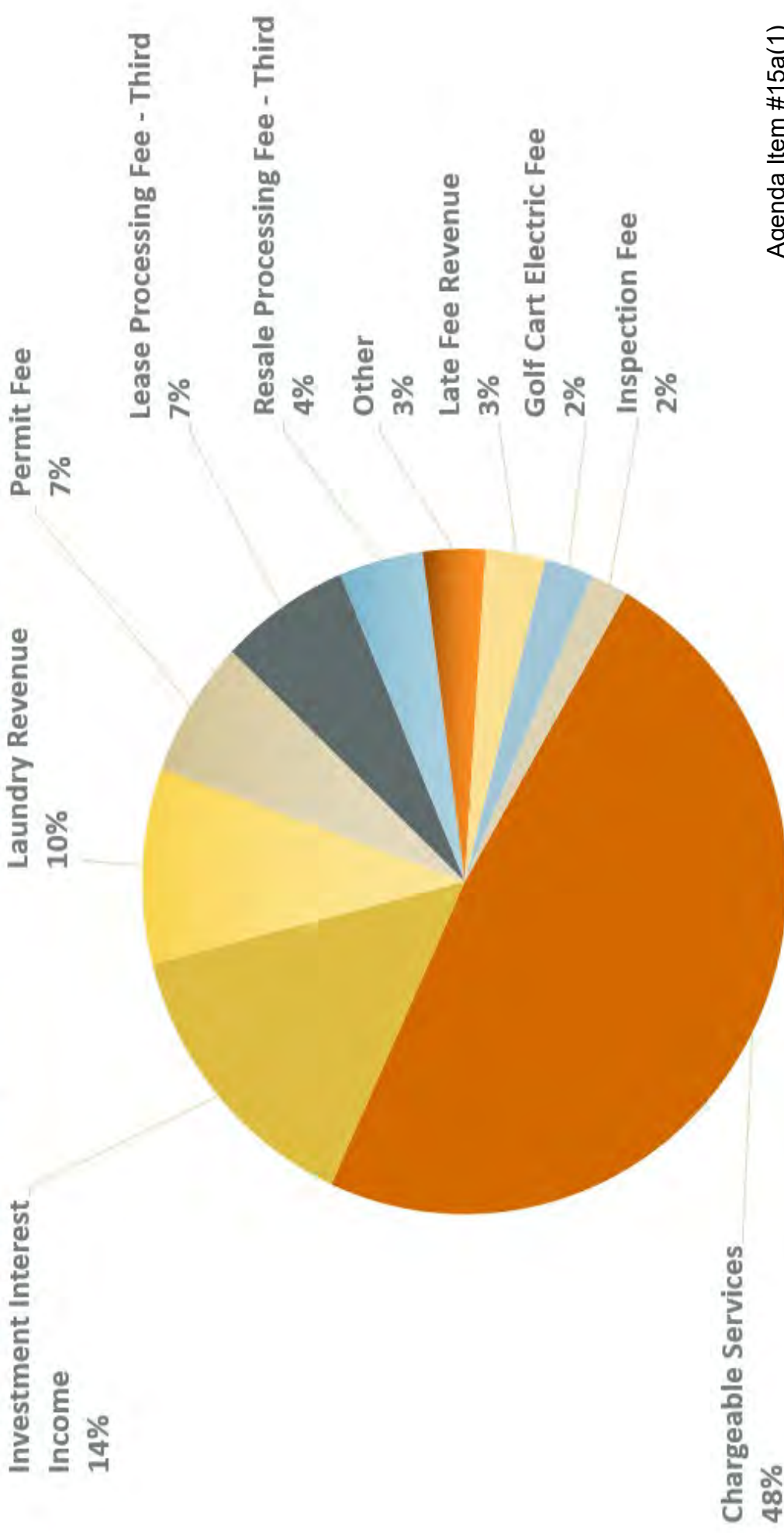


Financial Report

As of January 31, 2023



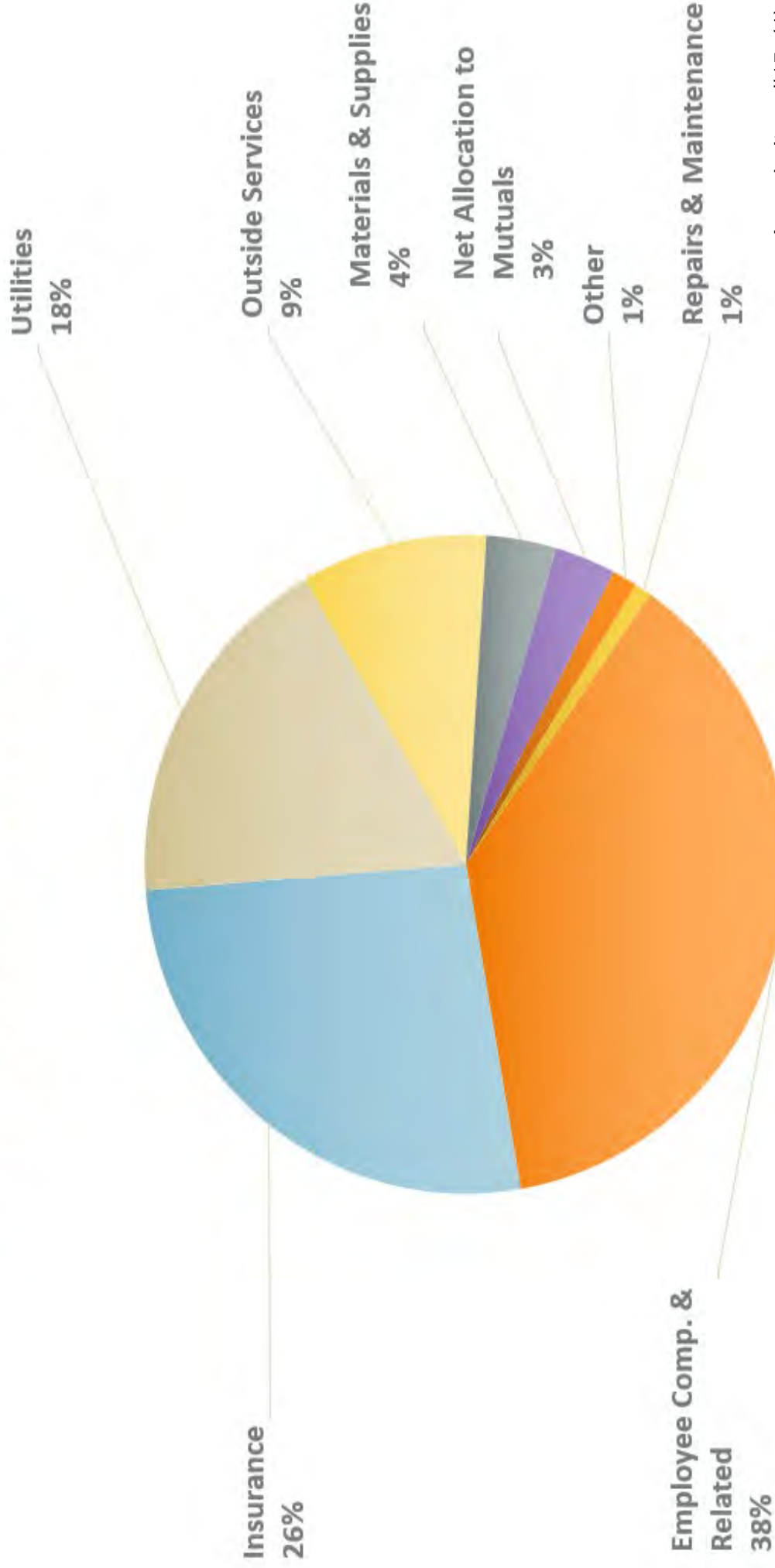
Total Non Assessment Revenues \$218,649



Financial Report

As of January 31, 2023

Total Expenses \$2,814,021



Financial Report

As of January 31, 2023



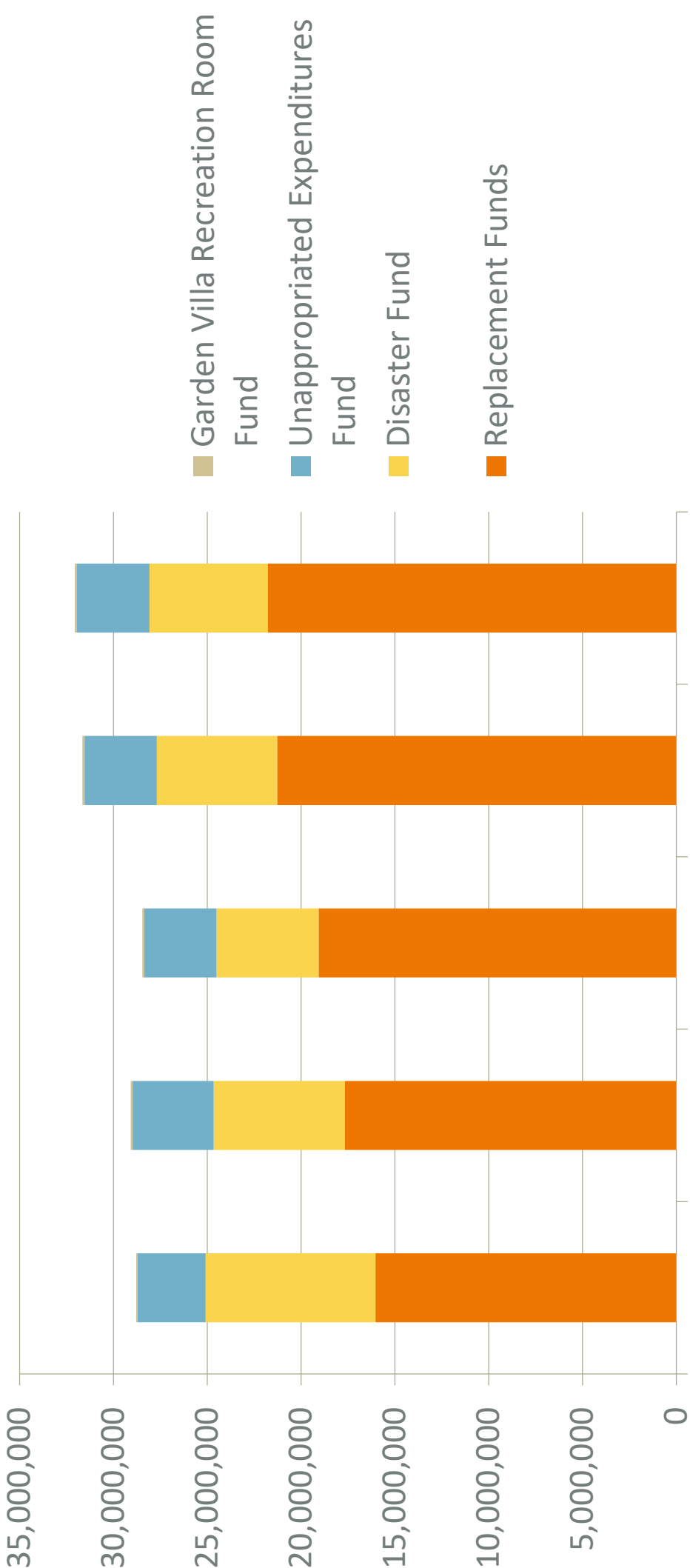
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$1,005	\$8	\$81	\$3	\$1,097
Expenditures	\$424	\$1	\$51	\$0	\$476
Current Balances: 1/31/23	\$21,781	\$118	\$6,309	\$3,857	\$32,065

* Includes Elevator and Laundry Funds

Financial Report

As of January 31, 2023

FUND BALANCES – Third Mutual

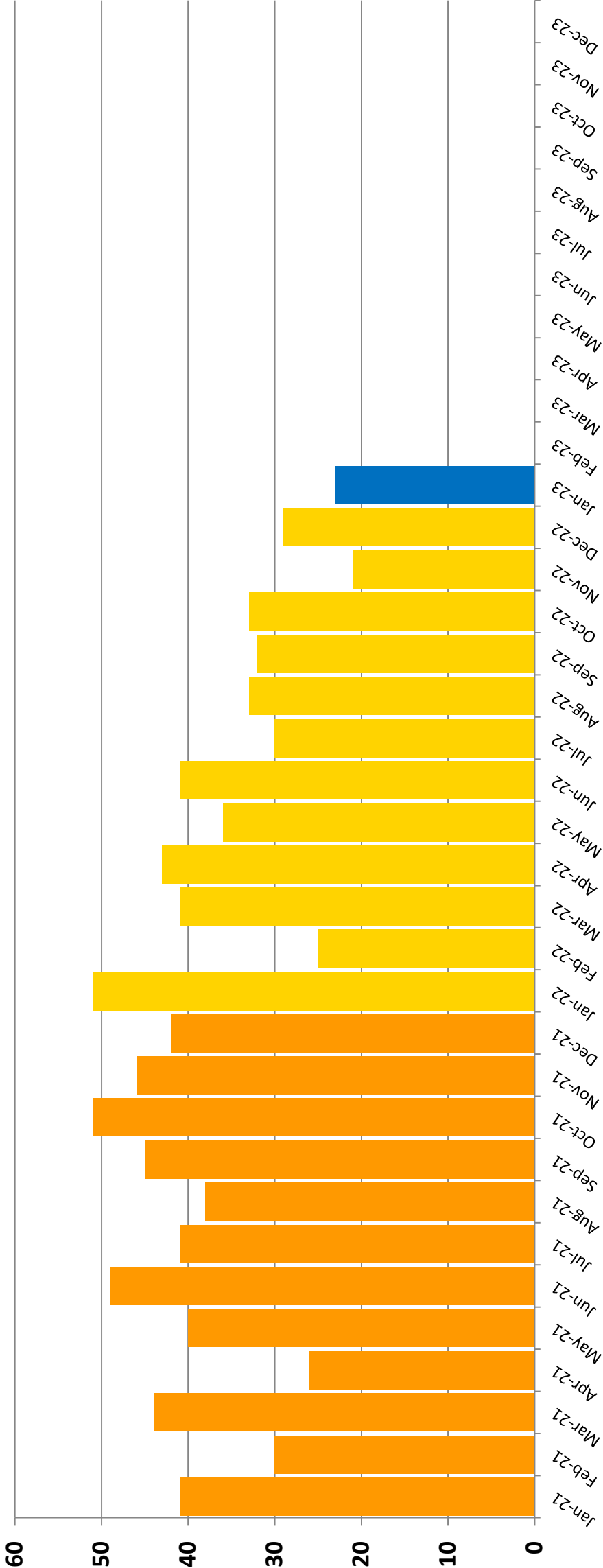


Financial Report

As of January 31, 2023

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	41	\$400,823
YTD 2022	51	\$446,851
YTD 2023	23	\$355,408



THIS PAGE LEFT BLANK INTENTIONALLY



**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, February 7, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak – Chair, Mark Laws, Ralph Engdahl, Cris Prince, Cush Bhada, Jim Cook, Ira Lewis, Moon Yun. S.K. Park, Andy Ginocchio
DIRECTORS ABSENT: Jules Zalon
ADVISORS PRESENT: None.
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

Call to Order

Director Donna Rane-Szostak, Treasurer, chaired and called the meeting to order at 1:32 p.m.

Approval of Meeting Agenda

A motion was made and the agenda was approved as presented.

Approval of Meeting Report for December 6, 2022

A motion was made to approve the meeting report as presented; no changes were requested, and the report was approved by consent.

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, discussed the 2022 Financial Statement Audit meeting schedule and the 2024 budget timeline.

Preliminary Financial Statements dated December 31, 2022

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated December 31, 2022. Questions and comments were noted by staff.

Discretionary Investments

Bank of America representatives, Russell Goldstein, Senior Vice President and John Wong, Client Advisor, shared an overview of Third Mutual's current investment position and provided advising

guidance on current the interest rate environment, inflation and treasury bonds and suggested reinvestment options. Multiple questions and comments were made by members.

A motion was made by Director Ira Lewis to ladder investments and to be determined with a second motion. Director Bhada seconded. Discussion Ensued. By consensus, the motion passed by a 9-1 vote.

A second motion was made by Director Lewis to ladder \$25M investment in 4 equal parts of 25% for 3 months, 25% for 6 months, 25% for 9 months, and 25% for 12 months and revisit as they mature. Director Jim Cook seconded. Discussion ensued. By consensus, the motion passed by a 6-4 vote to approve and endorse the recommendation and present at the next Board meeting.

Investment Policy Review

Steve Hormuth, Director of Financial Services, presented a resolution of the proposed 2023 Third Investment Policy to be reviewed by the committee.

A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued.

The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

Multiple directors commented on current investments and the current market and Steve Hormuth thanked the committee for the efforts made regarding investments.

Date of Next Meeting

Tuesday, April 4, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:51 p.m.

Donna Rane-Szostak

Donna Rane-Szostak (Mar 15, 2023 11:58 PDT)

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

February, 2023

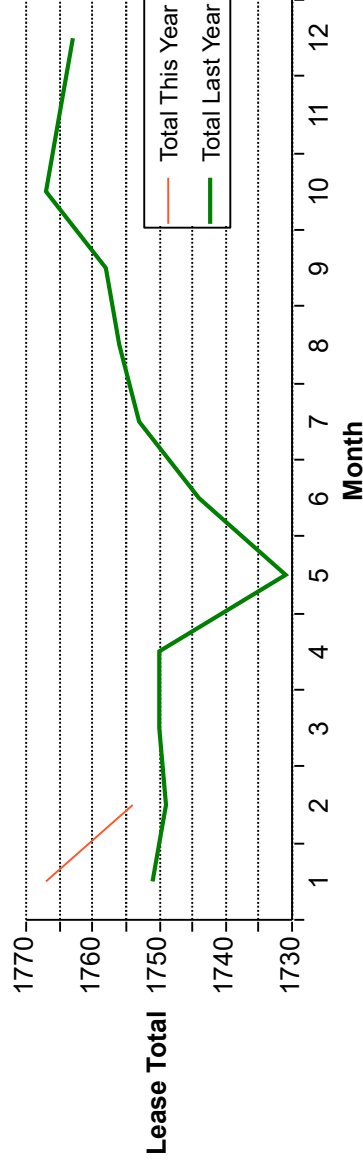
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	51	\$8,174,400	\$22,789,400	\$355,409	\$446,851
February	21	25	\$12,607,846	\$12,688,000	\$600,374	\$507,520
March		*		\$19,655,200		* \$479,395
April		*		\$27,123,000		* \$630,767
May		*		\$19,627,005		* \$545,195
June		*		\$23,772,900		* \$579,827
July		*		\$13,801,990		* \$460,066
August		*		\$19,925,700		* \$603,809
September		*		\$14,594,000		* \$456,063
October		*		\$17,632,500		* \$534,318
November		*		\$10,409,612		* \$495,696
December		*		\$15,819,500		* \$545,500
TOTAL	44.00	76.00	\$20,782,246	\$35,477,400		
ALL TOTAL	44.00	415.00	\$20,782,246	\$217,838,807		
MON AVG	22.00	38.00	\$10,391,123	\$17,738,700	\$477,891	\$477,185
% CHANGE - YTD	-42.1%		-41.4%		0.1%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2023 Period 2 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2023	January	11	26	335	1,395	1,767	1,751	29.0	28.7	0.3	120	36
2023	February	10	22	351	1,371	1,754	1,749	28.7	28.7	0.0	92	61
2023	March						1,750					
2023	April						1,750					
2023	May						1,731					
2023	June						1,744					
2023	July						1,753					
2023	August						1,756					
2023	September						1,758					
2023	October						1,767					
2023	November						1,765					
2023	December						1,763					



OPEN MEETING

**REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE***

**Monday, February 27, 2023 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince, Advisors: Michael Butler, Lisa Mills (arrived at 10:00 a.m.), Mike Plean

COMMITTEE MEMBERS ABSENT: Cush Bhada (excused), Andy Ginocchio (Alternate-excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager, Abraham Ballesteros – Inspector II, Manor Alterations (arrived at 9:37 a.m. via Zoom), Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Cook called the meeting to order at 9:30 a.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for January 23, 2023

Hearing no objection, the meeting report was approved by consent.

4. Remarks of the Chair

Chair Cook advised those present that the Third Architectural Controls and Standards Committee has been moved to the 2nd Monday of every Month at 1:30 p.m. in the Board and via Zoom in order to better fit the needs for variance approvals.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Mejia introduced Mike Horton the new Manor Alterations Manager. Mr. Horton provided background on his experience and expertise.

- 8. Consent Calendar:** 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.

No items on the Consent Calendar for this meeting.

9. Variance Requests

None.

10. Items for Discussion and Consideration

- a. Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings

Mr. Mejia left the meeting at 9:39 a.m.

Chair Cook advised those present that on March 3rd the corporate attorneys will be doing a drive around of the Third Mutual to review restrictions for limited construction on common area, and exclusive use common area.

Mr. Mejia returned to the meeting at 9:43 a.m.

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested revisions to Section 2.17 to address the different types of roofs, warranties and complete re-roofing. The Committee suggested that Section 3.7 be omitted as VMS does not

verify discontinued use of solar panels. The Committee suggested that Section 2.9 be revised to read "distances as required by code". The Committee suggested that Section 2.16 be revised to remove the requirement prohibiting leasing. The Committee suggested that a new section be added to address battery locations.

Mr. Mejia informed the Committee that the processing fee for solar panels can be postponed along with Standard 41 or voted on separately.

A motion was made to recommend the Third Board approve the Alteration Application Processing fee for solar panels. Hearing no objection, the motion was approved by consent.

b. Reenact Architectural Standard 41A (Previously 45) Solar Panels, 2 Story Buildings

Postponed till next month.

11. Items for Future Agendas

- a. Revised Resale Inspection Fee Schedule
- b. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service
- c. Incentive to Upgrade Pipes in Walls
- d. Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings
- e. Reenact Architectural Standard 41A (Previously 45) Solar Panels, 2 Story Buildings


12. Committee Member Comments

- Advisor Mills asked for an update on the water heater replacement process.
- Director Ira Lewis provided clarification on 11d. Third Mutual is looking to abandon pipes in concrete slab and looking for a complete re-pipe while bringing it to code.

13. Date of Next Meeting: March 13, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 11:10 a.m.


James C Cook (Mar 2, 2023 12:21 PST)

Jim Cook, Chair

Jim Cook, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-597-4616

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Monday, March 6, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl - Chair, Jim Cook, Mark Laws, SK Park, Moon Yun

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Andy Ginocchio (Alternate)
Peter Henschel and Judith Troutman, Advisors

STAFF PRESENT: Manuel Gomez, Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Adam Feliz – Maintenance Operations Manager, Guy West, Projects Division Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

The agenda was amended to remove Item 9a and add items to Future Agendas previously on the Third Architectural Controls and Standards Committee agenda. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from January 9, 2023

Hearing no objection, the meeting report was approved by unanimous consent.

4. Remarks of the Chair

Chair Engdahl requested the committee members review the provided suggested changes to the M&C Committee Charter and be prepared to discuss at the May 1, 2023 meeting of this committee.

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

- Two members commented on the mailbox replacement options not being on the current agenda.
- A member commented on water intrusion event procedures and washer/dryer repair delays.
- A member commented on rain gutters.

Director Yun arrived at 1:35 p.m.

6. Response to Member Comments

- Chair Engdahl indicated that additional mailbox replacement options will be presented at a future M&C committee meeting.
- Advisor Troutman commented on mailbox location options.
- Mr. Gomez offered to provide advance notice to members in buildings 3434-3438 of the May 1, 2023 committee meeting.
- Mr. Gomez shared the process for reporting water intrusion and offered to provide additional details to the member.
- Mr. Barnette commented on the shortage of repair parts for washer/dryers.
- Mr. Gomez will have staff inspect the manor requesting rain gutters.

7. Department Head Update

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who is responsible for various maintenance operations work centers including carpentry and painting and oversees the termite and fumigation programs. Mr. Feliz spoke briefly about his construction experience and expressed his enjoyment in working with VMS for the past few weeks.

Mr. Gomez introduced Bart Mejia, Maintenance & Construction Assistant Director, who gave a brief summary of his recent meeting with the Garden Villa Association regarding potential individual washer/dryer installations in three-story buildings. Results of upcoming discussions will be presented to the Third M&C Committee at a future meeting.

8. 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.*

- a. Project Log
- b. Solar Production Report

The Project Log was pulled for discussion. Director Laws asked for a status update on the installation of water pressure regulator valves and for that item to be added to the project log.

Hearing no objections, the motion to approve the Consent Calendar was passed by unanimous consent.

9. Items For Discussion and Consideration

a. Review M&C Committee Charter

This item was removed by the Chair in order to provide time for the committee to review suggested edits to the Charter. Staff was directed to add this item to a future agenda.

b. 2023 Asphalt Seal Coat Program – Verbal Report

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the seal coating process. Staff will present a recommendation for this item in closed session.

c. Annual Termite Inspection Program – Verbal Report

Mr. Barnette presented the topic and answered questions from the committee regarding the process for residents to report concerns; confirmed that carports and laundry rooms are included; and the contract includes inspections only, no repairs. Staff will present a recommendation for this item in closed session.

d. Garden Villa Building 2399 Trash Area Door Replacement

Mr. Gomez presented the topic and answered questions from the committee. The committee unanimously recommended staff proceed with replacing the rolling door with a metal swinging door, estimated at less than \$15,000, in Building 2399.

10. Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- a. Shepherd's Crook Alternatives for 2024
- b. Mailbox Replacement Options for Buildings 3434-3438
- c. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As Chargeable Service
- d. Incentive to Upgrade Pipes/ in Walls During Remodeling/Possible Sharing Cost of Repiping During Renovation
- e. Adding Dedicated Potable Water Isolation (Shut-Off) Valve to a Manor and Possible Cost Sharing With Owner Desiring To Do So
- f. Methods to Minimize Water Waste While Waiting For Hot Water
- g. Washer/Dryers Parts Supply Status Update
- h. Garden Village Garage Leaks Status Update
- i. Replace Windows in Rec Rooms Status Update

11. Committee Member Comments

- Director Moon suggested establishing a priority system for responding to water intrusion events.

- Director Cook suggested the Security staff be trained to turn off water at the valve in the event of an after-hours water intrusion event.
- Advisor Troutman thanked the committee for allowing her to participate.

12. Date of Next Meeting: Monday, May 1, 2023 at 1:30 p.m.

13. Recess

The meeting was recessed at 3:03 p.m.


Ralph Engdahl, Chair

Ralph Engdahl, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

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

**Friday, March 2, 2023 – 9:30 AM
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Mark Laws, Ralph Engdahl, Donna Rane-Szostak, Jules Zalon

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Doug Gibson, Vu Chu, Siobhan Foster, Kay Havens (joined the meeting at 10:01 a.m.)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:31 a.m.

2. Approval of the Agenda

Director Rane-Szostak made a motion to approve the agenda with the additional item added. Director Laws seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the February 2, 2023 Report

Director Laws made a motion to approve the meeting report. Director Rane-Szostak seconded. The committee was in unanimous support.

4. Remarks of the Chair

Chair Lewis did not have any comments to share.

5. Department Head Update

5a. Project Log

Mr. Wiemann discussed the provided Project Log in detail. Members made comments and asked questions.

5b. Water Use Comparison

Mr. Wiemann discussed the provided Water Use graph briefly, stating that all the recent rains have enables staff to turn off the irrigation water for most of the month.

6. Member Comments

Multiple members made comments and asked questions regarding specific issues within the mutual.

7. Response to Member Comments

Mr. Wiemann, along with other committee members, responded to each comment individually.

8. Items for Discussion and Consideration

8a. Committee Charter

Members of the committee reviewed a revised version of the charter provided in the agenda packet. Director Laws committed to adding additional revisions, and bringing the charter back as a topic of discussion on the next agenda. The committee was in unanimous support.

8b. Landscape Manual

Members of the committee briefly reviewed the first 12 pages of the Landscape Manual. Chair Lewis suggested that the committee review these pages between meetings, and return ready to discuss at the next meeting. The committee was in unanimous agreement.

9. Items for Future Agendas

- Landscape Charter
- Landscape Manual

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, April 6, 2023 at 9:30 a.m.

12. Recess at 10:35 a.m. to a Special Closed Session

Ira Lewis

Ira Lewis (Mar 14, 2023 09:55 PDT)

Ira Lewis, Chair
Kurt Wiemann, Staff Officer
Jayanna Abolmoloki, Landscape Administrative Assistant | 949-268-2565



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
WATER CONSERVATION COMMITTEE**

**Thursday, January 26, 2023 – 2:00 p.m.
ELM ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Donna Rane-Szostak, Cush Bhada, Ira Lewis, Jules Zalon

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Vu Chu (ETWD Water Use Efficiency Expert), Kay Havens (President of El Toro Water District Board of Directors)

ADVISORS PRESENT: Lee Goldstein

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Rane-Szostak called the meeting to order at 2:00 p.m.

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from October 27, 2022

Director Lewis moved to approve the Report. Director Bhada seconded. It was approved by consensus.

4. Committee Chair Remarks

Chair Rane-Szostak began by thanking the residents of Third Mutual for their efforts in creating a 19% reduction in domestic water usage which saves the Mutual approximately \$150,000 per year. Chair Rane-Szostak shared that the money saved by the reduction in irrigation water will be used for future turf reduction projects throughout the Mutual.

5. Member Comments

Various comments were made. Topics included the following.

- The upgraded Master Control Irrigation System

- Rain fall
- Turf Reduction projects
- Artificial turf
- Tree ring watering
- Hydro zoning

6. Response to Member Comments

Discussion ensued after each member comment.

7. Consent

None.

8. Third Mutual Water Usage Graphs

None.

9. Items for Future Agendas

Chair Rane-Szostak shared that she would like to see the committee focus on community education regarding water conservation in the year of 2023.

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting: Monday, April 27, 2023 at 2:00 p.m.

12. Adjournment at 3:12 p.m.

DRAFT

Donna Rane-Szostak, Chair



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

Tuesday, February 28, 2023– 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws - Chair, Cris Prince, Nathaniel “Ira” Lewis and Jules Zalon

MEMBER EXCUSED: Cush Bhada

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None

STAFF PRESENT: Jacob Huanosto, Ruby Rojas, Pamela Bashline and Jeff Spies

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:32 a.m.

2. Approval of Agenda

Director Lewis made a motion to approve the agenda with minor changes. Director Prince seconded the motion.

By way of unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Zalon made a motion to approve the January 24, 2023 meeting report. Director Prince seconded the motion.

By way of consensus, the motion passed. Director Zalon abstained.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

Ms. Phyllis Waite, the member/ owner-occupant at 3428-N Bahia Blanca West provided written email correspondence suggesting that “Fountains and Fire Tables” be added to the “Care and Maintenance of Patios, Balconies, Breezeways, and Walkways Policy”.

Ms. Yvonne Horton, the member/ owner-occupant at 5475-B Paseo del Lago East discussed the issues with rentals and subletting in the community.

6. Response to Members Comments

It was suggested that Ms. Horton stick around for agenda item 8d.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Appeal Policy

Director Laws, Chair, presented the Appeal Policy for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter and elected to continue updating the appeal policy and bring it back to the committee at next month's meeting.

b. Compliance Letters

Mr. Jacob Huanosto provided an overview of the Letter's templates. The Committee discussed the Compliance letters template and directed staff to implement minor changes and bring "clean" draft versions back at next month's meeting.

c. Barbecue Rules and Regulations

Director Laws, Chair, presented the Barbecue Rules and Regulations Policy for discussion. The Committee discussed the matter and asked questions.

Mr. Ralph Engdahl, the member/owner-occupant at 3399-B Punta Alta shared his comments regarding the updated Barbecue Rules.

The committee elected to table the matter until the Garden Villa Association could discuss the proposed changes, which probably won't happen until early May 2023; it is expected that the updates will be again discussed at the May Resident Policy and Compliance Committee meeting.

Ms. Pamela Bashline, Community Services Manager and Mr. Jeff Spies, Community Services Supervisor, entered the meeting at 10:45 AM and left the meeting at 11:17 a.m.

d. Co-Occupancy without a Qualifying Member

Ms. Pamela Bashline, presented co-occupancy without a qualifying member for discussion. The Committee discussed the matter and asked questions.

The Committee tabled the matter for further assessment and elected to take no action at this time.

9. Items for Future Agendas

- Internal Dispute Resolution Policy
- Monetary Fee Schedule
- Room Rentals "Bedroom Bill"

10. Committee Member Comments

None.

11. Date of Next Meeting

Wednesday, March 29, 2023 at 9:30 a.m.

12. Adjournment

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

Mark W. Laws

Mark W. Laws (Mar 6, 2023 10:11 PST)

Mark W. Laws, Chair
Third Laguna Hills Mutual

THIS PAGE LEFT BLANK INTENTIONALLY

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, March 9, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey, Pearl Lee, Cush Bhada, Mark Laws, Frank Stern, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman, S. K. Park, Andy Ginocchio

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom, McCray, Laura Cobarruviaz, Jose Campos, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Addington requested to amend the agenda to include Clubhouse Renovation Ad Hoc Committee Update under Reports. Chair Horton stated this item is to be added as 11b.

Director Bhada made a motion to approve the agenda with amendment. Director Addington seconded.

Motion passed unanimously.

Approval of Committee Report for January 12, 2023

Director Laws made a motion to approve the report. Director Casey seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she will make her remarks at the conclusion of the meeting.

Report of the Recreation and Special Events Director

Ms. Giglio stated all CAC Directors are invited to attend a special joint meeting for the Clubhouse Renovation Ad Hoc Committee next Wednesday, March 15 at 1:30 p.m. to provide feedback about color palettes and materials that are proposed for the Clubhouse 1 renovation project. Meeting details are being confirmed.

Ms. Giglio reported the following Recreation Department highlights: Recreation staff recently partnered with the Maintenance and Construction and the General Services Departments to perform walk-throughs of all facilities to address maintenance items that need attention; the PC club received an IRS grant for 21 new computers in the learning center which is a welcome asset in order to continue assisting many residents with taxes and other educational services; Laura Cooley, longtime Recreation Supervisor, has transferred to the Performing Arts Center and will continue to supervise Clubhouses 2 and 7 during the recruitment process for a replacement; ushers are still needed at the Performing Arts Center; Clubhouse 1 improvements include paint refreshment at the bocce ball courts, new drought resistant plants at the front lawn and a door replacement at the drop-in lounge which is in progress; the Senior Pool Technician is back to work after medical leave; Clubhouse 5 hosted the Valentine's Dinner Dance and the Saturday Night Dance with 132 attendees at both events; maintenance at Pool 4 is almost completed and is scheduled to reopen on Wednesday, March 13; Pool 5 will close when Pool 4 reopens; all pool maintenance is scheduled to be completed by May 27; patience during pool maintenance period is appreciated; pool schedules are located at the pools or on the Laguna Woods Village website; the Equestrian Center hosted a well-received clinic with visiting trainer, Matney Cook last weekend which focused on building better partnerships with horses addressing human and horse brain activity and neuro responses, responsibilities of horses and humans when working in partnership, body language and a groundwork demonstration and individual work on how to apply what was learned with horses; Equestrian staff recently finished the beautiful and long-awaited cross ties for grooming horses; two replacement Fitness Assistants were hired; Village Games sign-ups have begun and forms may be obtained at the Fitness Centers; Library volunteers worked 727 hours to support 2,962 visitors which include those who attended the two day backroom clearance event.

Ms. Murphy stated an AARP Smart Driver course refresher will be held at Clubhouse 2 on Saturday, March 18, 8:30 a.m. to 12:30 p.m.; the Performing Arts Center free movie on March 20 at 2 p.m. will be *Amsterdam*; Clubhouse 5 will host the Health and Wellness Expo on March 25, 10 a.m. to 2 p.m. featuring a sponsor expo with lots of free goodies, screenings, lecture and free lunch until supplies last; the Village Bazaar will be hosted at Clubhouse 5 on April 1, 10 a.m. to 2 p.m.; the Equestrian Center will host the Easter Eggstravaganza on April 8 at 9 to 11 a.m.; Clubhouse 5 will host the Easter Buffet on April 9 at 1 p.m.; the annual Village Games will begin on April 10 and continue until May 4 with registration closing March 24; Tony Orlando will be performing on Saturday, May 6 at the Performing Arts Center at 7:30 p.m.

Mr. McCray stated the golf greens committee meets monthly to discuss all golf topics including the most recent discussion of perimeter path traffic safety in regards to recent resident concerns; signs are posted along the path indicating walkers may utilize the perimeter path only, not those within the golf course, and the VMS Risk Manager is addressing the concerned resident; the driving range project will start on March 27; the driving range was closed after the rains due to unsafe conditions; Garden Centers are now under his supervision and staff is proactively addressing all concerns and the use of a long-term handyman as he does not have a contractor's license.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding opposition of pool enclosure of Pool 1; agreement of the use of the tennis reservation system; review of tennis operating rules. Members who were called to speak regarding volleyball were informed that this cannot be discussed in open forum due to litigation.

Director Skillman reported that the library clearance giveaway hosted in February collected \$373 in donations with 375 attendees. The library depends upon donations to cover subscriptions. An opportunity drawing will be held for a quilt created by the Crazy Quilters which is in on display in the library through March. The Village Reads event will be held on April 22 which includes group discussions.

Staff was directed to ensure the piano has been tuned at Clubhouse 5 and to ensure the lights at the Performing Arts Center are off when illumination is not necessary.

CONSENT

Director Laws stated his requested review of the financial statement has not been completed.

Director Addington made a motion to approve the consent calendar. Director Laws seconded.

Motion passed 6-1. Director Laws opposed.

REPORTS

Golf Greens Committee Update – This item was discussed within Mr. McCray's report.

Events and Activities Cost Recovery - Ms. Murphy presented the list of the 2023 Recreation events separated by free or fee based.

Discussion ensued.

Clubhouse Renovation Ad Hoc Committee Update - Director Addington stated the meeting on Wednesday, March 15 at 1:30 p.m. will be held to discuss choices of materials and colors for clubhouse renovations. This will be a joint meeting of select committees for voting purposes.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Baby Grand Piano for Clubhouse 7 - Director Bhada made a motion to decline the donation of a baby grand piano for Clubhouse 7 due to cost of moving and repairs/tuning. Director Casey seconded.

Motion passed unanimously.

Donation of Lathe Machine for Clubhouse 4 Woodshop – Director Addington made a motion to recommend the donation of the lathe machine for Clubhouse 4 woodshop. Director Casey seconded.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

Equestrian Care Services Fees – Director Casey made a motion to recommend additional Equestrian care service fees. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review - Staff was directed to keep this item under Items for Future Agendas.

Performing Arts Center Rental Fees - Staff was directed to keep this item under Items for Future Agendas.

Garden Center Visiting Hours - Staff was directed to keep this item under Items for Future Agendas.

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Laws stated he loves being on this committee.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 13, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:02 p.m.

____*Yvonne Horton*____
Yvonne Horton, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

Wednesday, February 22, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, James Cook, Cris Prince; Alternates Deborah Dotson, Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Directors Maggie Blackwell (excused), Anthony Liberatore (excused); Advisor Theresa Frost (excused)

Others Present: Alison Bok, Diane Casey, Cush Bhada, Bunny Carpenter, S.K. Park, Cynthia Rupert, Mary Simon, Juanita Skillman

Staff Present: Ellyce Rothrock, Paul Ortiz, Susan Logan-McCracken

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman. Director Casey served as an alternate for Director Blackwell; Director Bok served as an alternate for Director Liberatore.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for January 16, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed committee members, directors present who served as alternates and those present in person and via Zoom. She commended staff for all the work accomplished each month.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock highlighted from the Media and Communications Activities Report:

- Trello tracked 76 separate projects.
- Staff added 376 new email address to the subscriber list in iContact.
- Staff posted 105 items to the website.
- Regular publications included the January/February Village Breeze, four editions of “What’s Up in the Village” email blast, press releases to the Globe each week, as well as email blasts for Third Mutual, Garden Centers, Community Services Real Estate Forum and Trash Services

She discussed the Laguna Woods Art Association exhibit on display in the Community Center first and third floors. This year staff placed 150 pieces of art from Art Association members.

Ms. Rothrock highlighted messaging staff completed for other departments, including:

- Satellite maintenance for Broadband Services
- Tony Orlando concert for the Department of Recreation and Special Events
- Rental and fee invoices for the Department of Finance
- Gate 12 information for the Department of Security Services
- Special meetings for the Department of Landscaping Services

Chair Milliman highlighted from the report that the Media and Communications staff reviewed and ranked potential website provider proposals.

8. Broadband Ad Hoc Committee Report – Paul Ortiz

Mr. Ortiz reported that the committee examined the first of three potential scenarios for the future of Broadband Services. The committee examined the first “Status Quo” scenario at the January 24 meeting and concluded that this scenario is not a feasible option. The committee will examine the second “Owner and Operator” scenario at the February 28 meeting. The committee will examine the third “Conduit Lease” scenario at the March 28 meeting.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock discussed the last meeting on February 8 at which committee members discussed proposals for three potential vendors. One vendor was removed from consideration. The two remaining vendors will demonstrate their vision for the new website at the March 1 meeting. The committee will then meet to select the final vendor and move to the discovery phase of the website redesign.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from an updated subscriber report:

- Broadband Services made 239 service calls in January.
- Village Television's YouTube channel saw a 47% year-over-year increase in January.
- Set-top box rentals continue to decrease.
- Internet subscribers continue to increase.
- Internet subscribers are choosing higher speeds.

Advisor Briens asked if she would see faster internet speed on March 1. Mr. Ortiz confirmed that all the speeds will nearly double, which should be noticeable. Discussion ensued.

Director Addington asked about equipment outages. Mr. Ortiz recommended asking neighbors if they're experiencing something similar, to make troubleshooting and pinpointing the outage faster. Discussion ensued.

Director Bhada asked if residents should replace modems to accommodate the faster internet speeds. Mr. Ortiz stated that the highest 500 Mbps speed will require a 3.1 DOCSIS (data over cable service interface specification) modem, but for all the other speeds a 3.0 DOCSIS modem works. Discussion ensued.

Chair Milliman stated one advantage of streaming is the user does not need to record the program, because it will be available on demand. Mr. Ortiz added that streaming services refer to this cache as a library.

Items for Future Agendas

Report on the focus groups

Concluding Business

Committee Member Comments

Director Bok commented that Broadband is a fabulous bargain. She inquired about acquiring video of a "60 Minutes" segment featuring Laguna Woods Village with Leslie Stahl that she had seen several years ago. Mr. Ortiz stated that CBS or "60 Minutes" would own the copyright to that. A discussion ensued.

Director Addington discussed the Aquadettes' appearance on "The World According to Jeff Goldblum" series. She asked where she could find Transportation information that used to appear in the Village Breeze. Ms. Rothrock said she would look into adding it again in future issues and that the information also is available on the website and in the Community Center literature rack or Concierge.

Director Casey commented that she is grateful for the opportunity to serve on the

Broadband Ad Hoc Committee, from which she has learned about the industry.

Advisor Pacella commented that friends in the community are raving about the new internet speeds at a relatively low cost. The community appreciates all the hard work.

Advisor Brians discussed how amazing, unusual and rare the Village Broadband infrastructure is. She also commented on the Village's strong sense of community.

Advisor Parker commended the department's work and the meeting reports. She suggested creating a designated space on the website for national coverage such as the "60 Minutes" segment or the "90+ Study" with UCI.

Director Cook reported that the ad hoc committees are working to solve the problems that the Village will face in the future.

Advisor Nash discussed searching for internet speeds on West Coast Internet's website.

Director Simon commended the "What's Up in the Village" email blast, the Village Breeze magazine and the staff for doing a wonderful job.

Ms. Rothrock stated she is happy and honored to work with the staff and department. She discussed looking into the national publicity the Village has received.

Mr. Ortiz discussed a 1970s segment on the Village by then KABC reporter Regis Philbin and other archived clips we might find for a compilation of publicity. Director Skillman mentioned Huell Howser. Discussion ensued.

Ms. McCracken discussed linking to any Village publicity we can find in the public domain, building a designated place on the Village website for publicity and asking for links back to our website.

Date of Next Meeting – Monday, March 20, 2023, at 1:30 p.m.

Recess/Adjournment

Chair Milliman recessed to the closed meeting at 2:32 p.m. The closed meeting to discuss a contractual matter adjourned at 2:52 p.m.


Joan Milliman, Chair
Media and Communications Committee



REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Hybrid Model Meeting of the Security and Community Access Committee was held on Monday, February 27th, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Maggie Blackwell, Juanita Skillman, SK Park, Cash Achrekar, Moon Yun, Peter Sanborn

MEMBERS ABSENT: Sue Stevens (Gave Notice)

OTHERS PRESENT: Elsie Addington, Jim Cook, Joan Milliman, Mike Epstein, Carlos Rojas, Bunny Carpenter, Siobhan Foster

STAFF PRESENT: Eric Nuñez, Cody DeLeon

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:34 p.m.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda without requested changes.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the October 31st, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts did not have remarks at this time.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

1. Additional cameras that record should be added to RV lots (theft prevention) and Clubhouse 4 (recent assault incident).
2. Fencing is needed at dog park to keep out trespassers and prevent thefts from vehicles.

RESPONSE TO MEMBER COMMENTS

Staff Officer Nuñez responded stating that 5 cameras record at RV Lot A and 2 at RV Lot B.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez discussed the meeting report provided in the packet from January's DPTF meeting. Chief Nuñez shared that the disaster prep bazaar stand was a success. Chief Nuñez also shared the commitment that our new disaster preparedness coordinator has in facilitating meetings with the Clubhouse Coordinators each month. Currently the DPTF team is working on scheduling training events with OCFA as well as working on an office space for the new coordinator to work out of part time.

RV UPDATE

Chief Nuñez noted the success of the temporarily appointed Security Administrative Specialist and the traffic officer who have audited the RV Lots. The audit has freed up spots for residents who have been on the waiting list for over a year.

Director Park pointed out that the RV Lot B statistical data was off by one parking spot.

NOTE: Error has since been corrected.

NOTEWORTHY INCIDENTS

No noteworthy incidents to report on.

SECURITY STATISTICS

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

GATE 12 ENFORCEMENT AND SAFETY ISSUES

Staff Officer Nuñez discussed the staff report with PowerPoint presentation showing safety issues. Discussion only, nothing to be voted on.

TRESPASSING ENFORCEMENT UPDATE

Staff Officer Nuñez discussed the staff report statistics on trespassers admonished by VMS security as well as those admonished by OCSD. Discussion only.

4-WAY STOP SIGN STAFF REPORT (RECONSIDERATION)

Staff Officer Nuñez discussed the staff report previously rejected. Members made comments and suggestions.

Director Blackwell made a motion to deny staff recommendation of hiring a traffic consultant but to approve of stop signs and sidewalks being put at the intersection of Avenida Sevilla and Via Mendoza.

The motion was unanimously approved.

FUTURE SCAC MEETING DATES/TIMES CHANGE

Staff Officer Nuñez notified Chair Tibbetts of the current scheduling conflict with a landscaping committee meeting. Staff Officer Nuñez stated that he will work with his admin coordinator and the landscaping department on coming up with alternate dates and times for future SCAC meetings.

ITEMS FOR FUTURE AGENDAS

No future agenda items.

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is to be determined but will take place in the Board Room at the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 3:38 p.m.

Don Tibbetts

[Don Tibbetts \(Mar 2, 2023 20:30 PST\)](#)

Don Tibbetts, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE***

**Wednesday, December 14, 2022 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: **GRF:** Bunny Carpenter, Yvonne Horton, Egon Garthoffner
Mutual 50: Pete Sanborn

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Karimi called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for October 12, 2022

Hearing no objection, the October 12, 2022 meeting report was approved unanimously.

5. Chair's Remarks

None.

6. Member Comments

None.

7. Department Head Update

Mr. West had no update.

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.

The ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the EV charging station at the community center. Staff was directed to provide additional data on the monthly summary; the conditions of the grant; review of the rates; and the capacity of the charging station at the next meeting of the committee.

8. Project Log

9. ChargePoint Summary

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. 2023 Capital Projects – PowerPoint Presentation

Mr. West provided a recap of projects completed in 2022, projects that have rolled over from prior years, and projects scheduled for 2023 via PowerPoint and answered questions from the committee. Director Simon suggested notice be posted when the driving range improvements are underway that reclaimed water is being used.

- Director Horton commented that the new Director of the Recreation and Special Events should be kept up to date on the proposed improvements at Clubhouse 1.
- Advisor Walsh commented on proposed Senate Bill 1738 which is related to EV charging stations when alterations are made to existing parking facilities.

- President Carpenter commented that a preventative maintenance program for clubhouses is needed. Advisor Randazzo concurred with President Carpenter.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule

Concluding Business:

16. Committee Member Comments

- Director Stephens commented on power blackouts.
- Director Ross commented that more details were requested on the SCE ChargeReady 2 Program at the December 12, 2022, GRF M&C Special Open Meeting.
- Chair Karimi thanked the committee for their contributions and wished everyone a Happy New Year.

17. Date of Next Meeting: Wednesday, February 8, 2023 at 9:30 a.m.

18. Adjourn – The meeting was adjourned at 11:22 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Guy West, Staff Officer
Telephone: 949-268-2380

THIS PAGE LEFT BLANK INTENTIONALLY

**REPORT OF THE REGULAR OPEN MEETING OF THE
GOLDEN RAIN FOUNDATION
CLUBHOUSE RENOVATION AD HOC COMMITTEE***

**Monday, March 6, 2023 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Debbie Dotson, Ralph Engdahl, Andy Ginocchio, Reza Karimi, Anthony Liberatore

MEMBERS ABSENT: Mary Simon

OTHERS PRESENT: Ajit Gidwani and Bill Walsh (Advisors)
GRF: Bunny Carpenter, Juanita Skillman, Elsie Addington

STAFF PRESENT: Guy West - Projects Division Manager, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

REPORT

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for January 24, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

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

None.

7. Department Head Update

Mr. West commented that the PAC restroom interior design project has been loaded into Basecamp portal. 27 Diamonds is requesting recommendations or examples to follow. After 2 weeks, 27 Diamonds will publish the preliminary designs on Basecamp and those will then be brought back to the committee at a future meeting.

Items for Discussion:

8. Clubhouse 1 Interior Design Color Options – Presentation

Director Dotson presented 3 material and color palette options for interior spaces and 3 material and color options for restrooms for the consideration of the committee via PowerPoint. Discussion ensued regarding soundproofing, lighting, and window coverings. Potential window replacement, interior door refreshing and exterior painting will be discussed at a later date, if requested. The kitchen and acoustics in the Drop-In Lounge were briefly discussed.

Mr. West clarified that Option A – Rooms does not have to be matched with Option A – Restrooms; the room options can be matched with any of the restroom options.

On March 15, 2023, this committee will vote on the color options presented by 27 Diamonds.

Items for Future Agendas:

- PAC Restroom Interior Design

Concluding Business:

9. Committee Member Comments

- Advisor Gidwani thanked Director Dotson and the committee for their hard work.
- Director Karimi commented on the timeline.

10. Date of Next Meeting: Wednesday, March 15, 2023 at 1:30 p.m.

11. Adjournment: The meeting was adjourned at 10:53 a.m.



Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

**MEETING OF THE GOLDEN RAIN FOUNDATION
COMPLIANCE AD HOC COMMITTEE**

Friday, February 17, 2023 - 9:30 A.M.

**Laguna Woods Village Community Center- Sycamore Room/Virtual
Meeting 24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Joan Milliman, Reza Karimi (left 10:42 a.m.), Maggie Blackwell, Mark Laws and Pearl Lee (entered 10:15 a.m.)

MEMBERS ABSENT: Cris Prince

STAFF PRESENT: Blessilda Wright and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:32 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda. Without objection the agenda was approved.

APPROVAL OF THE REPORT FROM NOVEMBER 30, 2022

Director Laws made a motion to approve the report from January 27, 2022 with minor changes.

Without objection the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

Members provided topics regarding the Golf Restrictions to be considered. The Committee asked questions.

RESPONSE TO MEMBER COMMENTS

The Committee discussed the topics regarding Gold restrictions and answered the members questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Schedule of Monetary Penalties

Ms. Blessilda Wright, Compliance Supervisor gave an overview of the Schedule of Monetary Penalties. The Committee members made comments and asked questions.

The Committee directed Staff to amend the Schedule of Monetary Penalties table:

- Golf Course Restrictions: instead state 'According to Operating Rules Golf

- Facilities'
- Harassment/Abuse/Intimidation/Restrictions: remove 'Inter-Board Anti-Harassment Policy'
 - Other: include 'improper use of GRF property'
 - Recreation Services and Special Events Policy: remove 'tree-signage'
 - Include "Mutual 50" as part of the residential Mutuals listed in the additional penalties rule number three (#3).

The Committee tabled the matter for next month's meeting.

8. Appeal Policy

Ms. Wright gave an overview of the Appeal Policy. The Committee members made comments and asked questions.

The Committee directed Staff to amend the policy to mirror that of Third's Laguna Hills Mutual. The Committee tabled the matter for next month's meeting.

9. Nuisance Policy

Ms. Wright gave an overview of the Nuisance Policy. The Committee members made comments and asked questions.

The Committee directed Staff to amend the policy with minor changes and tabled the matter for next month's meeting.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items


- a. Resolution 90-0472 Update
- b. Executive Hearings Resolution and Charter
- c. Harassment Policy

Date of Next Meeting

Wednesday, March 8, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 10:45 a.m.


Bunny Carpenter (Feb 28, 2023 08:51 PST)

Bunny Carpenter- Chair



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, February 1, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Cush Bada, Moon Yun, Azar Asgari, Alison Bok, Frank Stern

ADVISORS:

MEMBERS ABSENT:

OTHERS PRESENT: Elsie Addington, Juanita Skillman, Maggie Blackwell

STAFF PRESENT: Robert Carroll - General Services Director, Francisco Perez – Transportation Supervisor, Miguel Camarena – Vehicle Maintenance Supervisor, Liz Cortez – Administrative Coordinator

1. **Call to Order**
Chair Tibbetts called the meeting to order at 1:32 p.m.
2. **Acknowledgment of Media**
None present.
3. **Approval of the Agenda**
Hearing no objection, the agenda was approved by acclamation.
4. **Approval of Meeting Report for**
The regular meeting report of December 7, 2022 was approved by acclamation with the following change:
 - Change Laguna Hills Mall to the Village at Laguna Hills
5. **Chair's Remarks**
None
6. **Member Comments (Items Not on the Agenda)**
Member Harold Midence commented on the Fixed Route Transportation System in addition to the Transportation program budget and cost savings.
Member Rhoda Lindner commented on the need of bus turnouts at the Village at Laguna Hills mall.

7. Response to Member Comments

Director Asgari responded to member comments. Mr. Carroll, director of General Services, also responded to member comments.

Reports

8. Director's Report

Staff provided the committee with a current overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply chain issues.

Items for Discussion

9. Vehicle Purchase – Two Ram Promaster 3500 Low Floor ADA Vans for the Transportation Department

Mr. Carroll presented a report recommending the committee approve the purchase of two Low Floor ADA Vans for the Transportation Department in the estimated amount of \$278,252.

Director Bhada made motion to approve staff's recommendation, Director Stern seconded. Discussion ensued, the motion passed by a vote 4-2. Director's Asgari and Bok opposed. Director Stern abstained.

10. Vehicle Purchase – One Ford F-250 Standard Cab Truck for the Landscape Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Ford F-250 standard cab truck for the Landscape Department in the estimated amount of \$45,425.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensues. Hearing no objections, the motion passed unanimously. Director Stern abstained.

11. Vehicle Purchase – Ten Ford Ranger Pick-Up Trucks for the Maintenance and Construction and Landscape Departments

Mr. Carroll presented a report recommending the committee approve the purchase of ten Ford Ranger pick-up trucks for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensued. Director Yun made an amendment to the motion to postpone action until the next meeting. Director Asgari seconded. Motion to postpone action passed 5-2. Director Tibbetts and Bhada opposed.

12. Vehicle Purchase – Three Ford Transit Cargo Vans for the Maintenance and Construction Department

Mr. Carroll presented a report recommending the committee approve the purchase of three Ford Transit Cargo Vans for the Maintenance and Construction Department in the estimated amount of \$170,253.

Director Bok made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Hearing no objections, the motion passed unanimously. Director Stern abstained.

13. Vehicle Purchase – Ten Utility Vehicles for the Landscape and General Services Departments

Mr. Carroll presented a report recommending the committee approve the purchase of seven Kawasaki Mules and three Club Car Carryall 500 vehicles for the Landscape and General Services Departments in the estimated amount of \$212,200.

Director Yun made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Director Asgari made an amendment to the motion to postpone action until the next meeting. Director Bok seconded. Discussion ensued. Motion to postpone action passed unanimously.

14. Vehicle Purchase – One Trails West Royale Two Horse Equestrian Trailer for the Recreation Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Trails West Royale Two Horse Equestrian Trailer for the Recreation Department in the estimated amount of \$24,903.

Director Stern made motion to approve staff's recommendation, Director Asgari seconded. Hearing no objections, the motioned passed unanimously.

Items for Future Agendas:

None.

Concluding Business:

Committee Member Comments:

Director Garthoffner recommended the committee consider Ford's additional maintenance programs and hiring a triple AAA garage to evaluate the value of replacement vehicles. Director Yun recommended staff address member's comment regarding the turnouts at the Village at Laguna Hills mall.

Date of Next Meeting – Wednesday April 5, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 3:46 p.m.

Don Tibbetts
Don Tibbetts (Feb 14, 2023 15:44 PST)