



OPEN SESSION

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

**Tuesday, April 18, 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 Engdahl**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. March 21, 2023 – Regular Board Meeting
 - b. March 30, 2023 - Budget Workshop Meeting
 - c. April 6, 2023 - Annual Audit Meeting
 - d. April 7, 2023 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Director diLorenzo**
- 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: Security Services – Eric Nunez**

10. CEO Report

11. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event 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 February 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. Recommendations from the Finance Committee

- 1. Approve a Resolution for Recording a Lien against Member ID #931-680-51

c. Recommendations from the Landscape Committee

- 1. Recommendation To Approve The Request To Alter The Common Area Landscape At 5079 Ovalo
- 2. Recommendation To Deny The Request For Removal Of One Eucalyptus Tree, And Approve The Request For The Removal Of One Eucalyptus Tree And One Stone Pine Tree Located At 5241 Elvira
- 3. Recommendation To Approve The Modified Request To Alter The Common Area Landscape At 5241 Elvira
- 4. Recommendation To Deny The Request For The Removal Of One Magnolia Tree Located At 3255-C San Amadeo
- 5. Recommendation To Deny The Request For The Removal Of One Aleppo Pine Tree Located At 3282-C San Amadeo
- 6. Recommendation To Approve The Request For The Removal Of One Silk Oak Tree Located At 3478-B Bahia Blanca
- 7. Recommendation To Deny The Request For The Removal Of One Monterey Pine Tree Located At 3498-3D Bahia Blanca
- 8. Recommendation To Approve The Request For The Removal Of One Carrotwood Tree Located At 5343-B Bahia Blanca
- 9. Recommendation To Approve The Updated And Revised Version Of The Landscape Committee Charter

d. Recommendation from the Architectural Controls and Standards Committee

- 1. Approve The Variance Request For 13'-8" X 6'-4" Laundry Room Addition On Side Patio Common Area Located At Manor 5569-B Luz Del Sol

2. Approve The Variance Request To Retain Six Vinyl Posts, Fence, And Gate Around The Rear Patio Slab On Common Area At Manor 3150-C Alta Vista
3. Approve The Variance Request For The Front Patio Slab 16' Extension And Installation Of A Vinyl Fence Surrounding The Extension At Manor 3213-D Via Carrizo
4. Approve The Variance Request For Installing Condenser On Balcony Stucco Wall At Manor 3364-2F Punta Alta

e. Entertain a Motion to Approve a Supplemental Appropriation for Emergency Roof Repairs

12. Unfinished Business

- a. Entertain a Motion to Approve the Alteration Application Processing Fee for Solar Panels **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations **(February initial notification – Revised March – 28-day notification for member review and comments to comply with Civil Code §4360)**

13. New Business

- a. Entertain a Motion to Approve the 2023 Annual Election Schedule
- b. Entertain a Motion to Approve the Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings **(April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Landscape Prior to Paint Program – (Oral Discussion)

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on April 4, 2023; next meeting June 6, 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 April 10, 2023; next meeting May 8, 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 April 6, 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 March 29, 2023; next meeting April 25, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. This committee met on April 13, 2023; the next meeting is May 11, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Landscape Committee – Director Lewis. This committee met on April 12, 2023; the next meeting is May 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Website Ad Hoc Committee – Director Rane-Szostak. The committee last met on April 12 2023; the next meeting is TBA.
- d. Broadband Ad Hoc Committee – Director Prince. This closed committee last met on March 28, 2023; the next meeting is April 17, 2023, at 10:00 a.m. in the Sycamore Room.
- e. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on April 12, 2022; next meeting June 14, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse Facilities Removal Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
- f. Mobility and Vehicles Committee – Director Cook. This committee met on February 1, 2023; the next meeting is June 7, 2023 at 1:30 p.m. in the Board Room.
- g. Compliance Ad Hoc Committee – Director Prince. This committee met on April 3, 2023; next meeting TBA.
- h. Disaster Preparedness Task Force – Director Cook. The task force met on March 28, 2023; the next meeting is May 30, 2023 at 9:00 a.m. in the Board Room.
- i. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 8, 2023; and the next meeting is TBA.
- j. Information Technology Advisory Committee – This closed committee last met on February 24, 2023; next meeting TBA.

- k. The following GRF Committees have not met since the last Third Board Meeting of March 21, 2023
- i. GRF Finance Committee – This committee last 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 Security and Community Access Committee – This committee last met on February 27, 2022, and the next meeting is April 26, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. GRF Media and Communications Committee – This committee last met on March 20, 2023; the next meeting is May 15, 2023 at 1:30 p.m. in the Board Room.
 - iv. Laguna Woods Village Traffic Hearings – The hearings were last held on March 15, 2023; next hearings are April 19, 2023 at 9:00 a.m.

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.*

- 12b - Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations
- 13b - Entertain a Motion to Approve the Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings

17. Directors' Comments

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

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) March 16, 2023 – Special Closed Meeting

(b) March 21, 2023 – Regular Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

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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, March 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, Cush Bhada, S.K. Park, Moon Yun

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Bart Mejia, Carlos Rojas, Dan Yost, Randall Damron, Jacob Huanosto

Others Present: VMS – Director Wei-Ming Tao
GRF – None
United – None

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.

- Director Bhada discussed Nowruz which is a New Year springtime festivity celebrated throughout Central Asia.

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 Lewis seconded.

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

4. Approval of Minutes

- a. February 21, 2023 – Regular Board Meeting**
- b. March 3, 2023 – Agenda Prep Meeting**

Director Prince made a motion to approve the minutes of February 21, 2023 – Regular Board Meeting. Director Zalon seconded.

Hearing no changes or objections, the February 21, 2023 – Regular Board Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of March 3, 2023 – Agenda Prep Meeting. Director Ginocchio seconded.

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

5. Report of the Chair

President Laws commented on the following:

- Gave an update on Fannie Mae
- Proposed Update Standards for Washer and Dryers in 3 Story Buildings. Upon further discussion with members, this item is being sent back to the Architectural Control and Standards Committee.

6. Update from the VMS Board – Director Tao

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

- VMS Executive Committee
- Bright Ideas Program
- Strategic Plan Update
- Strategic Objectives
- Reporting of KPIs (Key Performance Indicators)
- Attract, Retain, and Develop Quality Staff
- Other Initiatives
- CSIP Implemented
- Union Contract

VMS Director Tao answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on getting a reimbursement for electricity usage for fans and humidifier
- A member commented on Solar Panels and Solar Bills
- A member commented on The Foundation of Laguna Woods Village

8. Responses to Open Forum Speakers

- Director Lewis commented on solar panels
- CEO Foster responded back to the member's reimbursement request

Director Moon Yun entered the meeting at 10:06 a.m.

9. Department Update: Landscape Services – Kurt Wiemann

Kurt Wiemann, Director of Landscape Services, provided a presentation discussing the following topics:

- Maintained Acreage
- Nine Work Centers
- Cycles Completion
- 2022 Total Buildings Mulch
- Water-Savings Landscape Projects
- Turf Reduction
- Urban Forest Management Plan Mapping the Steps
- Central Irrigation Control System
- Landscaping Services 2023 Initiatives

10. Fannie Mae / Lending Update (Oral Discussion) – Dan Yost

Dan Yost, Risk Manager, provided an update on Fannie Mae and lending in Third Mutual.

Mr. Yost answered questions from the Board.

A member commented on the item.

11. CEO Report

CEO Siobhan Foster reported on:

- Third Key Dates
- Ways Residents Can Control Costs
- Opt out of Paper Mailing
- Use dwellingLive®
- dwellingLive® Training Coming in April
- Automated Payments
- Total GRF Savings \$417,420
- Update on Driving Range Rehabilitation Closure

CEO Foster answered questions from the Board.

12. 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 Consent Calendar was approved unanimously.

- 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

RESOLUTION 03-23-21

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

S.K. Park

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards 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
S.K. 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
S.K. 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 03-23-22

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

S.K. 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

S.K. Park
Moon Yun
Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

Jules Zalon
S.K. 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.

c. Recommendation from the Finance Committee – None

d. Recommendation from the Landscape Committee – None

- e. **Recommendation from the Architectural Control 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 February – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 03-23-23

**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 Prince made a motion to approve Resolution 03-23-23. Director Lewis seconded.

Discussion ensued among the Board.

Director Lewis requested item 3.8 on page 18 of 22 change to read, “All exterior wiring, condensate, and coolant lines must be encased in a single, square **or rectangle** sheet metal two-piece chaseway painted to match the color of the wall to which it is attached”.

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

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

RESOLUTION 03-23-24

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.~~ with the exception of service animals and emotional support animals as required by local, state, and federal statutes.
- 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.

Director Prince made a motion to approve the Policy. Director Park seconded.

Discussion ensued among the Board.

Director Cook requested that multiple changes be made. Item 1a. on page 8 of 10 to have the last sentence removed. Item 3c. on page 8 of 10 will now read;

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.~~ with the exception of service animals and emotional support animals as required by local, state, and federal statutes.

Multiple members commented on this item.

Director Lewis made motion to approve Director Cook's changes. Director Yun seconded. Hearing no further changes or objections, the amended motion was called to a vote and passed 10-0-1. Director Park abstained.

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

RESOLUTION 03-23-25

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

BE IT RESOLVED, March 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 Cook made a motion to approve the Investment Policy. Director Bhada seconded.

Discussion ensued among the Board.

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

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)**

Director Prince read the following resolution:

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.

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

There being no objections, the motion was approved unanimously.

b. Entertain a Motion to Approve Resident Policy and Compliance Committee Charter

**THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE
CHARTER**

RESOLUTION 03-23-26

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.

Director Cook made a motion to approve the charter. Director Prince seconded.

Discussion ensued among the Board.

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

c. Entertain an Appeal Request to Retain Fruit Trees after Resale – 5194 Duenas

The residents of 5194 Duenas presented their stance regarding the appeal request to retain fruit trees after resale.

RESOLUTION 03-23-27

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.

Kurt Wiemann discussed the issue at hand and answered questions from the Board.

The member/owner of 5194 presented his case to the Board.

Another member commented on the issue.

Director Park gave a brief presentation on electric rodent repellant devices and requested that the Board use the resident as a 3-year trial research in which an electronic repellant device would be placed near the citrus tree to see the effectiveness of it.

Director Yun made a Motion to approve Director Park's recommendation and allow the owner of 5194 to run an extension cable from an outlet to the area of the tree and connect it to the electric rodent device. Director Zalon seconded.

Hearing no further changes and objections, the motion was called to a vote and failed 4-7-0. Directors Laws, Engdahl, Cook, Prince, Rane-Szostak, Ginocchio and Lewis opposed.

Director Cook made a motion to deny the appeal request to retain fruit trees after resale of 5194 Duenas, and that staff will replace the fruit tree with hedges. Director Lewis seconded.

There being no objections, the motion was called to a vote and passed 7-3-1. Directors Yun, Park, and Zalon opposed and Director Bhada abstained.

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 February 27, 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 April 6, 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 Sycamore Room.
- f. Director Laws discussed the meeting of the Garden Villas; next meeting, July 5, 2023.
- g. 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.

15. 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 May 15, 2023 at 1:30 p.m. in the Board Room.
- c. Broadband Ad Hoc Committee – Director Cook. 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.
- f.
 - (1) Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023; the next meeting is TBA.
- g. 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.
- h. Website Ad Hoc Committee – Director Laws. The committee last met on March 1, 2023; the next meeting is TBA.
- i. Compliance Ad Hoc Committee – Director Laws. This committee met on March 8, 2023; next meeting April 3, 2023 at 1:30 p.m. in the Sycamore Room.
- j. 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.
- k. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 8, 2023; and the next meeting is March 22, 2023, at 1:30 p.m. in the Cypress Room.
- l. Information Technology Advisory Committee – This closed committee last met on February 24, 2023; next meeting March 31, 2023.
- m. 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.

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.

- a. Approve the Revision to the Alteration Fee Schedule

17. Directors' Comments

- Director Park commented on street sweepers driving around in the rain
- Director Zalon thanked Director Park for stepping in during Traffic Hearing

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 1:09 p.m.

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

19. Adjournment

The meeting was adjourned at 5:10 p.m.

DocuSigned by:

N. Cris Prince

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



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

Thursday, March 30, 2023 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Hybrid Meeting

Directors Present: Mark Laws – President, Jim Cook, Ralph Engdahl, Cris Prince, Donna Rane-Szostak, Cush Bhada, Ira Lewis, Andy Ginocchio, S.K. Park

Directors Absent: Jules Zalon, Moon Yun

Staff Present: Siobhan Foster, Jose Campos, Steve Hormuth, Manuel Gomez, Robert Carroll, Kurt Wiemann, Erika Hernandez

Others Present: None.

Call Meeting to Order – Mark Laws, President

President Mark Laws called the meeting to order at 9:30 a.m. and confirmed there is a quorum.

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Member Comments (Items not on the agenda)

None.

Budget Workshop: 2023 Service Level Review

Maintenance & Construction – Manuel Gomez, Director of Maintenance and Construction, presented the Third Mutual Department Budget Review discussing the type of services they provide.

General Services – Robert Carroll, Director of General Services, presented the Third Mutual Department Budget Review discussing the type of services they provide.

Landscape Services – Kurt Wiemann, Director of Landscape Services, presented the Third Mutual Department Budget Review discussing the type of services they provide.

Multiple comments and questions were made by members. Staff addressed members and noted follow up items, if any. No action was taken.

Director's Comments

Minor comments were made by directors.

Adjournment

The meeting was adjourned at 11:07 a.m.

Mark W. Laws

Mark W. Laws (Apr 12, 2023 11:40 PDT)

Mark W. Laws, President

Third Laguna Hills Mutual Board of Directors



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

Thursday, April 6, 2023 – Following
KPMG Presentation Scheduled at 1:30 p.m.
Laguna Woods Community Center
Board Room

DIRECTORS PRESENT: Jim Cook – Chair, Cris Prince, Donna Rane-Szostak, Ira Lewis, S.K. Park, Andy Ginocchio
DIRECTORS ABSENT: Mark Laws, Ralph Engdahl, Cush Bhada, Jules Zalon, Moon Yun
STAFF PRESENT: Jose Campos
OTHERS PRESENT: VMS – Cynthia Rupert

Call to Order

Director Jim Cook chaired the meeting and called it to order at 1:51 p.m.

Approval of Agenda

A motion was made by Director Ira Lewis and seconded by Director Cris Prince to approve the agenda as presented. Hearing no objection, the motion passed by unanimous consent.

Open Forum (Three Minutes per Speaker)

None.

Entertain a Motion to Accept the 2022 Audit Report

The committee received the 2022 audited financials for review. Director Donna Rane-Szostak made a motion to accept the 2022 Audit Report. Director Lewis seconded the motion. Hearing no objection, the motion passed unanimously to accept the 2022 Audit Report.

Director Comments

None.

Adjournment

The meeting was adjourned at 1:57 p.m.

JAMES CLAYTON COOK

JAMES CLAYTON COOK (Apr 13, 2023 09:24 PDT)

Jim Cook, Chair (Substitute for Mark Laws)

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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, April 7, 2023 – 9:30 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 Ira Lewis, Jim Cook, Jules Zalon, Andy Ginocchio, Cush Bhada, Moon Yun

Directors absent: Mark Laws (Excused), S.K. Park (Excused)

Staff present: Catherine Laster, Makayla Schwietert

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.

Director Lewis made a motion to approve the Agenda. Director Engdahl seconded.

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 April 18, 2023

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

Director Zalon left the meeting at 9:49 a.m.

Director Yun entered the meeting at 9:57 a.m.

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

Hearing no objections, the April 18, 2023 open and closed session amended agendas were approved unanimously.

4. Director Comments

- Director Bhada provided a letter to the Board discussing the importance of finding new revenue sources.
- Directors Lewis and Yun were in agreeance with Director Bhada.
- Director Prince discussed the importance of expanding chargeable services as a revenue source.

5. Adjournment

The meeting was adjourned at 10:46 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 931-680-51; 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, April 18, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-680-51and;

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

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RESOLUTION 03-23-XX

**Approve the Request
to Alter the Common Area Landscape
5079 Ovalo**

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5079 to alter the common area landscape by planting drought tolerant non-standard landscape material; and

WHEREAS, staff has reviewed the proposed plant material and found it acceptable and similar to plant material currently being planted within the community by staff; and

WHEREAS, the resident understands that the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to alter the common area landscape at 5079 Ovalo according to the plans provided by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 5079 Ovalo; and

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

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RESOLUTION 03-23-XX

**Deny the request for removal of one Eucalyptus tree (A), and approve the request for removal of one Eucalyptus tree (B) and one Stone Pine tree (C)
5241 Elvira**

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 5241 to remove two Eucalyptus trees and one Stone Pine tree. The Member cited the reasons as structural damage, overgrown, poor condition, trees are too tall, and branches are hanging over the roof; and

WHEREAS, staff inspected the condition of the trees and determined that tree A was in good condition while trees B and C had large roots that were causing major damage to the alteration patio wall and walkway; and

WHEREAS, the Committee determined that tree A does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Eucalyptus tree located at 5241 Elvira; and

WHEREAS, the committee determined that trees B and C both meet the guidelines set forth in resolution 03-21-10 and recommends approving the removal of one Eucalyptus tree and one Stone Pine tree located at 5241 Elvira;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Eucalyptus tree and approves the removal of one Eucalyptus tree and one Stone Pine tree located at 5241; and

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

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RESOLUTION 03-23-XX

**Approve the Modified Request
to Alter the Common Area Landscape
5241 Elvira**

WHEREAS, on April 6, 2023, the Landscape Committee reviewed a request from the Member at 5241 to alter the common area landscape by planting drought tolerant non-standard landscape material along with artificial turf; and

WHEREAS, staff has reviewed the proposed plant material and found it acceptable and similar to plant material currently being planted within the community by staff except for the artificial turf; and

WHEREAS, staff discussed replacing the turf with drought tolerant ground cover instead of artificial turf with the resident, and the resident agreed to this change; and

WHEREAS, the resident understands that the area shall remain common area, subject to the use and passage of all Members regardless of the approved alteration landscaping; and

WHEREAS, the Committee determined that the request to alter the common area landscape at 5241 Elvira according to the plans provided by the resident is approved;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 5241 Elvira; and

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

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Magnolia Tree 3255-C San Amadeo

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 3255-C to remove one Magnolia tree. The Member cited the reasons as a potential trip hazard from fallen seed pods; 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 Magnolia tree located at 3255-C San Amadeo;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Magnolia tree located at 3255-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.

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Aleppo Pine Tree 3282-C San Amadeo

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 3282-C to remove one Aleppo Pine tree. The Member cited the reasons as choking out two other trees, needle drop prevents ground cover growth, sap on parked cars and the possibility of tree failure; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good health with a slight lean; 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 3282-C San Amadeo;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Aleppo Pine tree located at 3282-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.

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RESOLUTION 03-22-XX

Approve the Request for Removal of One Silk Oak Tree 3478-B Bahia Blanca

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 3478-B to remove one Silk Oak tree. The Member cited the reasons as overgrown, exposed roots, and the potential of damage to the unit should the tree suffer a complete failure during a weather system; and

WHEREAS, staff inspected the condition of the tree and determined that it was in fair condition, however, several large surface roots were observed as far as 18 feet from the trunk; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Silk Oak tree located at 3478-B Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the removal of one Silk Oak tree located at 3478-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.

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Monterey Pine Tree 3498-3D Bahia Blanca

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 3498-3D to remove one Monterey Pine tree. The Member cited the reasons as view obstruction and debris; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition; 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 Monterey Pine tree located at 3498-3D Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors denies the request for the removal of one Monterey Pine tree located at 3498-3D; and

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

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RESOLUTION 03-22-XX

Approve the Request for Removal of One Carrotwood Tree 5343-B Bahia Blanca

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 April 6, 2023, the Landscape Committee reviewed a request from the Member at 5343-B to remove one Carrotwood tree. The Member cited the reasons as structural damage, sewer damage, multiple main line stoppages and the tree is not trimmed often enough; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with noticeable unhealed areas from previous trimming; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Carrotwood tree located at 5343-B Bahia Blanca;

NOW THEREFORE BE IT RESOLVED, April 18, 2023, the Board of Directors approves the request for the removal of one Carrotwood tree located at 5343-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.

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RESOLUTION 03-23-XX

THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE CHARTER

RESOLVED, that pursuant to Bylaws, Article 7, Section 7.1, the Landscape Committee (Committee) has been established as a standing committee of this Corporation for the purpose of overseeing the processes and procedures used to develop and maintain the Landscape features of this Corporation in an aesthetically pleasing, environmentally appropriate and cost-effective manner.

RESOLVED FURTHER, April 18, 2023, 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. This Committee shall serve at the direction of and at the pleasure of the Board.
5. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.

II. Responsibilities

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 level of service provided by the landscaping managing agent, and the funds needed to accomplish this, are adequate to appropriately provide landscaping services and maintain Third Mutual landscaping in a cost-effective manner.

2. Review annual landscape budgets prepared by the managing agent and make recommendations to the Board and Managing Agent regarding the annual budget. Periodically review expenditures to assure conformance within budget.
3. Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document revision and implementation. Coordinate as appropriate with other standing committees.
4. Ensure that the rules and regulations as listed in the Third Mutual Landscape Maintenance Manual and other landscape-related policies and resolutions are clear, complete, and relevant.
5. Work with the landscaping managing agent to develop, adopt, and implement long-range plans to transition Third Mutual's plant palette to vibrant, water-wise, low-maintenance plants.
6. Review each member petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary, and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
7. Function in accordance with the Governing Documents and federal, state, and local laws.
8. 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.

RESOLVED FURTHER, that Resolution 03-12-146, adopted December 18, 2012 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.



RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5569-B Luz Del Sol, a Casa Siena style manor, requests Architectural Controls and Standards Committee approval of a variance for a 13'-8" x 6'-4" laundry room addition on side patio 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 Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a 13'-8" x 6'-4" laundry room addition on side patio common area;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a 13'-8" x 6'-4" laundry room addition on side patio 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 5569-B Luz Del Sol and all future Mutual Members at 5569-B Luz Del Sol; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 3150-C Alta Vista, a El Doble style manor, requests Architectural Controls and Standards Committee approval of a variance to retain six vinyl posts, fence, and gate around the rear patio slab on 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 Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to retain six vinyl posts, fence, and gate around the rear patio slab on common area;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for to retain six vinyl posts, fence, and gate around the rear patio slab 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 3150-C Alta Vista and all future Mutual Members at 3150-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.

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 3213-D Via Carrizo, a La Reina style manor, requests Architectural Controls and Standards Committee approval of a variance for a front patio slab extension and installation of a vinyl fence surrounding extension; 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 Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a front patio slab extension and installation of a vinyl fence surrounding extension;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a front patio slab extension and installation of a vinyl fence surrounding extension; 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 3213-D Via Carrizo and all future Mutual Members at 3213-D Via Carrizo; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 3364-2F Punta Alta, a Sierra style manor, requests Architectural Controls and Standards Committee approval of a variance to install condenser on balcony stucco wall; 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 Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on April 10, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to install condenser on balcony stucco wall;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Third Laguna Hills Mutual Board hereby approves the request to install a mini split condenser on balcony stucco wall; and will allow the removal of the existing air conditioner wall sleeve in stucco wall and the installation of the mini split condenser in its place. The wall must be framed in and the stucco must be repaired to match the adjacent surface; 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 3364-2F Punta Alta and all future Mutual Members at 3364-2F Punta Alta; and

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

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ENDORSEMENT (to Board)

Supplemental Appropriation for Emergency Roof Repairs

Guy West, Projects Division Manager, presented a recommendation for approval of a supplemental appropriation from the Reserves Fund for purchase order amount of \$235,000 for emergency roofing repairs completed and projected for the remainder of 2023.

A motion was made by Director Ralph Engdahl to approve and endorse staff's recommendation. Discussion ensued. Director Ira Lewis suggested to increase the amount from \$235,000 to \$300,000. Director Engdahl amended the original motion to approve a supplemental appropriation from the Reserves Fund in the amount of \$300,000. Director Jules Zalon seconded.

Hearing no objection, the amended motion passed by unanimous consent and will be presented at the next board meeting.

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STAFF REPORT

DATE: April 18, 2023
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Emergency Roof Repairs

RECOMMENDATION

Approve a supplemental appropriation from the Reserve Fund and a purchase order in the amount of \$300,000 for emergency roofing repairs completed and projected for the remainder of 2023.

BACKGROUND

There are 1,405 buildings in Third Mutual with a mixture of flat and sloped roofs. Starting in late December 2022 through early March 2023, Laguna Woods Village has experienced an unusually wet rain season which has resulted in an unprecedented number of roof repair requests.

The approved budget allocation for emergency roof repairs in 2023 is \$123,000. This was determined based on the 3-year average of actual expenditures for repairs from 2020 through 2022. Through March 2023, emergency repairs in the amount of approximately \$276,100 were required due to roof leaks on 426 buildings. By comparison, we experienced 90 roof leaks during this same period last year. This necessitates a supplemental budget appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2023.

On April 4, 2023, the Third Finance committee voted to recommend the board approve a supplemental appropriation in the amount of \$300,000 for emergency roof repairs.

DISCUSSION

The existing roofing contract includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to the Mutual and member's property. This is then followed by a permanent repair that is authorized by staff and is billed at the contract rate for repair work.

For the remaining months of 2023, staff estimates that another \$81,900 will be needed for emergency roof repairs based on the 3-year historic average during this same period for roofing repair expenditures. This estimate of \$81,900 combined with already approved repair work of \$276,100 exceeds the budget for emergency roof repairs. Staff originally recommended that the Board of Directors approve a supplemental appropriation in the amount of \$235,000 to cover these unanticipated expenses. However, the Finance Committee is recommending an appropriation in the amount of \$300,000 to provide a contingency in case any additional unforeseen repairs are needed for the remainder of 2023.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$123,000 for 2023 (JA910010000). A supplemental appropriation in the amount of \$300,000 is necessary to pay for services rendered through March 2023 and to fund future roof repair work for the remainder of the fiscal year 2023. Funding for the supplemental appropriation is proposed from the Third Mutual Reserve Fund. Any funds not used in 2023 will be returned to the Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services

Attachment(s):
Attachment 1 - Resolution

Attachment 1 – Resolution



RESOLUTION 03-23-XX

Supplemental Appropriation for Emergency Roof Repairs

WHEREAS, the 2023 Business Plan approved by the Third Board allocates \$123,000, from the Reserve Fund for emergency roof repairs; and

WHEREAS, on April 4, 2023, the Third Finance Committee endorsed a recommendation for a supplemental appropriation in the amount of \$300,000 for emergency roofing repairs;

NOW THEREFORE BE IT RESOLVED, on April 18, 2023, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$300,000; and

RESOLVED FURTHER, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$300,000 to be used for emergency roof repairs; and

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

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ENDORSEMENT (to 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.

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STAFF REPORT

DATE: April 18, 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
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\$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
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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

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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.

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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
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\$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
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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: Alteration fee + Demolition Fee + Mutual Consent fee + Variance Fee (if applicable).

Agenda Item #12a

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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

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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:

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

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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
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\$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
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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

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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

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ENDORSEMENT (to Board)

Revised Architectural Standard No. 31 – Washer and Dryer Installations

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 that the Board of Directors approve the revisions to the Architectural Standard No. 31 – Washer and Dryer Installations.

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STAFF REPORT

DATE: April 18, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 31: Washer & Dryer Installations

RECOMMENDATION

Approve a resolution to revise Standard 31: Washer & Dryer Installations.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 31: Washer & Dryer Installation (Attachment 1) and proposed revisions to the Standard to allow for the installation of washers and dryers in 3-story buildings. Standard 31 was last revised in December 2018, via Resolution 03-18-156 (Attachment 2).

DISCUSSION

On January 17, 2023, the Third Board reviewed the ACSC recommendation and directed staff to make additional revisions to the Standard (Attachment 3) and deferred the matter for 28-day member review.

On February 21, 2023, the Third Board again reviewed the proposed revisions and voted to table the matter until the Garden Villa Association had an opportunity to discuss the topic at their March 9th meeting.

On March 9, 2023, the Garden Villa Association discussed the proposed Standard 31 revisions. Extensive discussion took place and included concerns with noise and plumbing. The discussion also included an option to revise the proposed Standard to only apply to those buildings that have been epoxy coated. There was no consensus in support or against the Standard as presented or for the option that excludes unlined buildings.

On April 10, 2023, the ACSC reviewed and voted to recommend that the Board of Directors approve the revisions to the Standard with an additional recommended revision (purple font) to the noise level provision in Section 2.6 (Attachment 3).

Staff is presenting the proposed revised Standard (Attachment 4) and accompanying resolution (Attachment 5) for additional consideration by the Third Board. The proposed revisions are intended to reflect the current Building Codes, Municipal Codes, or mutual policies to allow for the installation of washers and dryers in 3-story buildings.

FINANCIAL ANALYSIS

The installation of the washers and dryers will be considered an alteration and the installation cost will be the responsibility of the requesting mutual member. The cost to repair any damage

to mutual property resulting from an alteration washer and dryer will also be borne by the responsible mutual member.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Michael Horton, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 31: Washer & Dryer Installations
Attachment 2 – Current Resolution 03-18-156
Attachment 3 – Redlined Revised Standard 31: Washer & Dryer Installations
Attachment 4 – Final Draft Standard 31: Washer & Dryer Installations
Attachment 5 – Proposed Resolution 03-23-XX



STANDARD 31: WASHER & DRYER INSTALLATIONS

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED DECEMBER 2018, RESOLUTION 03-18-156

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 EXTERIOR CABINETS

- 2.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements.
- 2.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4** Cabinets to be painted to match existing color of building.
- 2.5** Location of unit and/or plumbing connections must be submitted in writing to the the Alterations Division prior to issuance of a Mutual Consent.
- 2.6** A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.
- 2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

ATTACHMENT 1

- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11 All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12 **The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.**

ATTACHMENT 2 – CURRENT RESOLUTION 03-18-156

RESOLUTION 03-18-156

REVISE ALTERATION STANDARD 31: WASHER AND DRY INSTALLATIONS

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 Control and Standard Committee recognizes the need to revise Alteration Standard 31: Washer and Dry 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, November 29, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 31: Washer and Dry Installations as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution M3-98-65 adopted December, 1998, is hereby superseded in its entirety and no longer in effect;

RESOLVED FURTHER; all washer and dryers installed in three story buildings with a Mutual Consent prior to December 15, 1998, continue to be “grandfathered;”

RESOLVED FURTHER, all washers and dryers installed after December 15, 1998, or without a Mutual Consent, shall be removed at the sole expense of the owner upon its discovery;

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.

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**ATTACHMENT 3- REDLINED REVISED STANDARD 31: WASHER & DRYER
INSTALLATIONS**



STANDARD 31: WASHER & DRYER INSTALLATIONS

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED DECEMBER 2018, RESOLUTION 03-18-156

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIAL REQUIREMENTS

- 2.1** Location of units and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.
- 2.2** A Mutual Consent will be not be issued for the installation of new washers and dryers for manors that do not meet the minimum waste line flow calculations.
- 2.3** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper and as required by the current City-adopted Building code.
- 2.4** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.5** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.6** Washers and dryers in multi-story buildings or manors with common walls, ceiling/floors must be the quietest available on the market at the time of installation, but in no case should the washer exceed 73

ATTACHMENT 3

db and the dryer 65 db. All installations must include commercial grade anti-vibration pads for the legs of the approved appliance.

- 2.7 Any flooring on which a washer/dryer is being installed must meet field impact insulation class (FIIC) rating of 50 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard as per Standard 11A: Interior Hard-Surface Flooring requirements.

2.03.0 EXTERIOR CABINETS

- 2.13.1 All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.

- 2.23.2 The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.

- 2.33.3 Cabinets must be obscured from public view (i.e., block wall, closed patio).

- 2.43.4 Cabinets to be painted to match existing color of building.

- 2.53.5 All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines. Location of unit and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.

- 2.63.6 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete. A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes.

- 2.7 All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.

- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper

- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.

- 2.11 All electrical wiring to be located in walls. No exposed conduit will

~~be permitted.~~

4.0 INSTALLATION IN THREE-STORY BUILDINGS

4.1 ~~The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.~~ may be permitted under one of the following conditions:

- a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
- b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of any obstructions and/or build up. Depending on the condition of the waste line, the Member may be required to replace or epoxy-line the waste line from the washer to the main line. The engineer of record must certify that the waste line meets the requirements of the design.

~~**2.124.2**~~ All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled.

4.3 All washer hook ups shall be required to have a leak detecting automatic shut off system installed as per manufacturers requirements and meet current California Plumbing Code at the time of install.

~~**2.134.4**~~ New dryers must be ventless unless unfeasible. If a conventional dryer is the only option, any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.

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**ATTACHMENT 4- FINAL DRAFT STANDARD 31: WASHER & DRYER
INSTALLATIONS**



STANDARD 31: WASHER & DRYER INSTALLATIONS

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED DECEMBER 2018, RESOLUTION 03-18-156

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIAL REQUIREMENTS

- 2.1** Location of units and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.
- 2.2** A Mutual Consent will be not be issued for the installation of new washers and dryers for manors that do not meet the minimum waste line flow calculations.
- 2.3** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper and as required by the current City-adopted Building code.
- 2.4** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.5** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.6** Washers and dryers in multi-story buildings or manors with common walls, ceiling/floors must be the quietest available on the market at the time of installation, but in no case should the washer exceed 73

ATTACHMENT 4

db and the dryer 65 db. All installations must include commercial grade anti-vibration pads for the legs of the approved appliance.

- 2.7** Any flooring on which a washer/dryer is being installed must meet field impact insulation class (FIIC) rating of 50 as defined in the American Society for Testing and Materials (ASTM) E 1007 standard as per Standard 11A: Interior Hard-Surface Flooring requirements.

3.0 EXTERIOR CABINETS

- 3.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 3.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.
- 3.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 3.4** Cabinets to be painted to match existing color of building.
- 3.5** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.
- 3.6** Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.

4.0 INSTALLATION IN THREE-STORY BUILDINGS

- 4.1** The installation of washers and dryers in three-story buildings may be permitted under one of the following conditions:
- a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
 - b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of any obstructions and/or build up. Depending on the condition of the waste line, the Member may be required to

ATTACHMENT 4

replace or epoxy-line the waste line from the washer to the main line. The engineer of record must certify that the waste line meets the requirements of the design.

- 4.2** All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled.
- 4.3** All washer hook ups shall be required to have a leak detecting automatic shut off system installed as per manufacturers requirements and meet current California Plumbing Code at the time of install.
- 4.4** New dryers must be ventless unless unfeasible. If a conventional dryer is the only option, any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.

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ATTACHMENT 5 – PROPOSED 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;

NOW THEREFORE BE IT RESOLVED, May 16, 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 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 May 16, 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.

FEBRUARY INITIAL NOTIFICATION: - REVISED MARCH -

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

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STAFF REPORT

DATE: April 18, 2023
FOR: Board of Directors
SUBJECT: 2023 Election Schedule

RECOMMENDATION

Approve the proposed 2023 election schedule.

BACKGROUND

Article IV Section 5.2 of the Third Laguna Hills Mutual Bylaws states in part that the annual Meeting of Members shall be held on the First Thursday of October of each year at 9:30 a.m. unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Article IV Section 5.4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members.

DISCUSSION

The proposed 2023 election schedule reflects the timeline required by Civil Code §5115 for the annual election process.

The proposed 2023 election schedule has been reviewed by legal counsel and details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

Milestone	Date
Nominations open	June 19, 2023
Nominations close	July 21, 2023
Mail ballot package	August 29, 2023
Ballots due	September 28, 2023
Tabulation of ballots	September 29, 2023
Milestone	Date
Annual Meeting of Mutual Members	October 05, 2023

FINANCIAL ANALYSIS

None

Prepared By: Makayla Schwietert, Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: 2023 Election Schedule



Election Schedule 2023

Approve Election Schedule	April 18, 2023
Resolution to Appoint Inspector of Elections	May 16, 2023
Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard)	April 21, 2023
Member Right to Review Mailing List	June 8, 2023
Nominations Open	June 19, 2023
Mailing of Secondary Annual Election and Call for Candidates and Acclamation Notice (postcard)	June 19, 2023
Nominations Close (5 p.m.)	July 20, 2023
Candidate Statements Due to Inspector of Elections	July 20, 2023
Deadline to Withdraw Candidacy	July 28, 2023
Deadline for Election by Acclamation	July 28, 2023
Record Date for Mailing Lists	July 31, 2023
Copy of Mailing List to Inspector of Elections	July 31, 2023
Ballot Information to Inspector of Elections	July 31, 2023
General Notice of Candidate List/Information (Pre-Ballot Notice)	July 31, 2023
Meet the Candidates and Candidate Video Filming	August 18, 2023
Mail Ballot Package	August 30, 2023
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	September 22, 2023
Ballots Due Back: <ul style="list-style-type: none"> – 11 a.m. Inspector's Post Office box – 5 p.m. Community Center Ballot Box 	September 28, 2023
Notice Annual/Organizational Meeting	September 25, 2023
Tabulation Meeting; Counting of Ballots by Inspector of Elections	September 29, 2023
Annual/Organizational Board Meeting Date	October 5, 2023, 9:30 a.m., Board Room

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ENDORSEMENT (to Board)

Revised Architectural Standard No. 41 – Solar Panels, 1 Story Buildings

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 that the Board of Directors approve the revisions to the Architectural Standard No. 41 – Solar Panels, 1 Story Buildings.

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STAFF REPORT

DATE: April 18, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 41: Solar Panels, 1 Story Buildings

RECOMMENDATION

Approve a resolution to revise Standard 41: Solar Panels, 1 Story Buildings.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 41: Solar Panels, 1 Story Buildings (Attachment 1) and proposed revisions to the Standard to allow for the installation of solar panels in 1-story buildings. Standard 41 was last revised in September 2019, via Resolution 03-19-95 (Attachment 2).

DISCUSSION

On February 27, 2023, the ACSC reviewed the Standard and directed staff to make additional revisions to the Standard (Attachment 3) for applicability, usefulness, and current technology.

On April 10, 2023, the ACSC reviewed, and made minor revisions to the Standard and voted to recommend that the Board of Directors approve Standard 41 (Attachment 4).

FINANCIAL ANALYSIS

The installation of solar panels will be considered an alteration and the installation cost will be the responsibility of the requesting mutual member. The cost to repair any damage to mutual property resulting from an alteration solar panel will also be borne by the responsible mutual member.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Michael Horton, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 41 – Solar Panels, 1 Story Buildings
Attachment 2 – Current Standard 41 Resolution 03-19-95
Attachment 3 – Redlined Revised Standard 41 – Solar Panels, 1 Story Buildings
Attachment 4 – Final Draft Standard 41 – Solar Panels, 1 Story Buildings
Attachment 5 – Revised Standard 41 Resolution 03-23-XX

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Standard 41 - Solar Panels, 1 Story Buildings

ADOPTED JANUARY 2008, RESOLUTION 03-08-09

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED OCTOBER 2014, RESOLUTION 03-14-107

REVISED JANUARY 2016, RESOLUTION 03-16-08

REVISED AUGUST 2019, RESOLUTION 03-19-95

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1.** In this section, “Solar Panel” refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2.** This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5.** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6.** Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the “Agreement Regarding Solar Panel Installation on Common Area Property” or similarly titled document.



- 2.7.** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.
- 2.8.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The stanchions used to connect the array to the roof must be round and have the top of the stanchion able to be water tight.
- 2.10.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11.** Sloped roof mounting requires CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The array must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.
- 2.12.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.13.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval.
- 2.14.** Lag screws must have adequate pullout strength and shear capacities.



- 2.15. Flat roofs with PVC roofing shall have all tie-in work completed by the Mutual Roofing Contractor at the Member's expense.
- 2.16. Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.17. Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.18. A solar panel system may only serve a single manor.
- 2.19. Leasing of Solar Panels is permitted only under the following conditions:
 - a. Only prepaid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and
 - b. The pre-paid lease contract must be assigned by the Member.
- 2.20. All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent.

3.0 OBLIGATIONS

- 3.1 The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2 Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by



the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division.
- 3.9** The solar installer and his roofer will provide a copy of the composition shingle manufacturer's 40 year warranty and will provide a separate workmanship warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the



resident or Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

- 3.10.** Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of the solar panel system.

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ATTACHMENT 2 – CURRENT RESOLUTION 03-19-95

RESOLUTION 03-19-95

ALTERATION STANDARD 41: SOLAR PANELS, 1-STORY BUILDINGS

WHEREAS, the Architectural Controls and Standards Committee (ACSC) 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 41: Solar Panels, 1 Story Buildings and,

NOW THEREFORE BE IT RESOLVED, September 17, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 41: Solar Panels, 1 Story Buildings 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.

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**ATTACHMENT 3 - REDLINED REVISED STANDARD 41: SOLAR
PANELS, 1 STORY BUILDINGS**



STANDARD 41: SOLAR PANELS, 1 STORY BUILDINGS

Standard 41 – Solar Panels, 1 Story Buildings

ADOPTED JANUARY 2008, RESOLUTION 03-08-09
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED OCTOBER 2014, RESOLUTION 03-14-107
REVISED JANUARY 2016, RESOLUTION 03-16-08
REVISED ~~SEPTEMBER~~ AUGUST 2019, RESOLUTION 03-19-95
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

~~ee Standard Section 1: General Requirements~~

2.0 APPLICATIONS

- 2.1. ~~In this section,~~ “Solar Panel” refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers ~~only~~ to flat roofs and pitched roofs of single story dwellings and the roof section of the building that covers the footprint of the Manor; that is unshared roof space –for which the request is being submitted.
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5. Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6. Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed engineer are required to ensure



the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.

2.7. Solar Panels installed on pitched roofs with light weight tile require that the entire section from roof ridge to the edges be removed and replaced with CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The roof must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.

2.8. PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense. Solar panel installations onto roofs outside of the warranty periods must be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.

~~**2.6.** Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the "Agreement Regarding Solar Panel Installation on Common Area Property" or similarly titled document.~~



~~2.7. Structural calculations for the existing roof structure, signed and wet stamped by a California licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.~~

~~2.8. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.~~

2.9. Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top stanchions and racking used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.~~must be round and have the top of the stanchion able to be water tight.~~

2.10. Flat roof mounting ~~must leave a minimum of two feet between the panels and the parapet to permit access.~~The solar panel array must be located away from the edges of roofs and parapets as required by the City but not less than 24" and must maintain sufficient clearance (but not less than 24") between any architectural features such as, but not limited to skylights, mechanical equipment, vent pipes and for the most direct path to these features in order to enable proper access for maintenance.

~~2.11. Sloped roof mounting requires CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The array must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.~~

~~2.12.~~2.11. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.



2.13.2.12. Detailed plans of the installation of roof jacks (flashing, vents, or planking for installation of Solar). Sshould be submitted to Manor Alterations for approval, the Permits and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation. Inspections office for approval.

2.14.2.13. Lag screws must have adequate pullout strength and shear capacities.



~~2.15.2.14.~~ The installer is responsible for maintaining the waterproof integrity of the roof. Flat roofs with PVC roofing shall have all tie-in work completed by the Mutual Roofing Contractor at the Member's expense.

~~2.16.2.15.~~ Connections to the manor's electrical system must be coordinated with the local electric utility.

~~2.17.2.16.~~ Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.

~~2.18.2.17.~~ A solar panel system may only serve a single manor.

~~2.19.~~ Leasing of Solar Panels is permitted only under the following conditions:

- ~~a. Only prepaid leases are permitted, and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of payment before any work on the construction or installation of the solar panel system begins; and~~
- ~~b. The pre-paid lease contract must be assigned by the Member.~~

~~2.18.~~ All solar panel installations located on the roof of a unit that is under mustwarranty must be inspected and approved, in addition to any required City inspections, by a VMS Inc. Roofing Inspector before the solar array is installed, and again, after roof penetrations replacement are is complete, and prior to a final inspection of the Mutual Consent. If re-roofing is required for the solar panel installation, in addition to any City-required inspections, inspections by a Mutual inspector will be performed prior to finalizing the mutual consent.

~~2.20.2.19.~~ Approved locations for Energy Storage Devices: As per California and City code, all energy storage device installations must be inspected by OCFA. Installation must be on the exterior walls, in the garage, or in a California and City code compliant interior area of the manor. Energy storage devices visible to the members must be painted to match the wall it is mounted on or be screened with an approved enclosure that complements the architecture of the building.



~~2.21.2.20.~~ The Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application.

3.0 OBLIGATIONS

~~3.1~~ ~~The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o VMS, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.~~

3.1 Due to all exterior locations classified as 'exclusive use common area' or 'common area', a Common Area Exclusive Use Revocable License or equivalent current document for Mutual approval to provide rights to utilize common area must be completed prior to the installation of any solar array.

3.2 Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal¹⁷; and¹⁸ - Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by



the installation, operation, maintenance or removal of the solar panels.

- 3.3 The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give ~~If the Mutual gives~~ a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the ~~and the Member does not accomplish this within five calendar days before the~~ removal, alteration, or covering is necessary, then the Mutual will ~~accomplish the removal, alteration or covering~~ at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.4 The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5 All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6 The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7 Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- ~~3.8 If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division.~~
- ~~3.9~~ 3.8 When applicable, ~~T~~the solar installer and his roofer will provide a copy of the composition shingle manufacturer's ~~40 year~~ warranty



and will provide a separate workmanship-labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the



~~resident or~~ Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

~~3.10. Member must present to the Mutual a vendor/installer agreement that requires vendor to hold harmless and indemnify the Mutual for any and all claims, damages, costs and expenses, including attorney fees related to or arising from the installation, use, maintenance, repair or removal of the solar panel system.~~

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STANDARD 41: SOLAR PANELS, 1 STORY BUILDINGS

ADOPTED JANUARY 2008, RESOLUTION 03-08-09
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED OCTOBER 2014, RESOLUTION 03-14-107
REVISED JANUARY 2016, RESOLUTION 03-16-08
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See Standard 1: General Requirements

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- 2.5** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6** Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed engineer are required to ensure the solar panel system does not

ATTACHMENT 4

compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.

- 2.7** Solar Panels installed on pitched roofs with light weight tile require that the entire section from roof ridge to the edges be removed and replaced with CertainTeed Landmark TL composition shingle roofing on the entire roof area where the array will be located. The roof must then be trimmed with light weight tiles (LWT) to match in materials and appearance of the original roof being replaced. The current composition shingle roofing standards for waterproofing the roof at the time of installation must be followed and will include a single layer underlayment, drip edge metal, step flashings at existing skylights and chimneys, penetration flashings for all vents and vent pipes, and valley metal at valley areas.
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- 2.10** The solar panel array must be located away from the edges of roofs and parapets as required by the City but not less than 24" and must maintain sufficient clearance (but not less than 24") between any architectural features such as, but not limited to skylights, mechanical equipment, vent pipes and for the most direct path to these features in order to enable proper access for maintenance.
- 2.11** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.12** Detailed plans of the installation of roof jacks (flashing, vents, or planking for installation of Solar). Should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.

ATTACHMENT 4

- 2.13** Lag screws must have adequate pullout strength and shear capacities.
- 2.14** The installer is responsible for maintaining the waterproof integrity of the roof.
- 2.15** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.16** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.17** A solar panel system may only serve a single manor.
- 2.18** All solar panel installations located on the roof of a unit that is under warranty must be inspected and approved, in addition to any required City inspections, by a VMS Inc. Roofing Inspector before the solar array is installed, after roof penetrations are complete, and prior to a final inspection of the Mutual Consent. If re-roofing is required for the solar panel installation, in addition to any City-required inspections, inspections by a Mutual inspector will be performed prior to finalizing the mutual consent.
- 2.19** Approved locations for Energy Storage Devices: As per California and City code, all energy storage device installations must be inspected by OCFA. Installation must be on the exterior walls, in the garage, or in a California and City code compliant interior area of the manor. Energy storage devices visible to the members must be painted to match the wall it is mounted on or be screened with an approved enclosure that complements the architecture of the building.
- 2.20** The Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete application.

3.0 OBLIGATIONS

- 3.1** Due to all exterior locations classified as 'exclusive use common area' or 'common area', a Common Area Exclusive Use Revocable License or equivalent current document for Mutual approval to provide rights to utilize common area must be completed prior to the installation of any solar array.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation,

ATTACHMENT 4

operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration, or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
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- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

ATTACHMENT 5 – REVISED RESOLUTION 03-23-XX



RESOLUTION 03-23-XX

Alteration Standard 41:

Solar Panels, 1 Story Buildings

WHEREAS, the Board of Directors of the Third Laguna Hills Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 41 - Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, that the Board hereby adopts Standard 41 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-95 adopted September 17, 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.

APRIL 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

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Chair's Report for April 18, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **February 28, 2023**, total revenue for Third was \$7,305K compared to expenses of \$5,460K, resulting in a net revenue of \$1,846K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$695K through the reporting period. This chart shows how much of our revenue went into operations, with \$4,776K coming in from assessments and \$319K coming from non-assessment revenue. This is compared to operating expenditures of \$4,400K (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 \$1,352K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$784K;** Favorable variance resulted primarily from the timing of payments. Waste line remediation, water line – copper pipe remediation, and Tree maintenances are all in process and are awaiting invoice processing. Building structures replacements favorable variance resulted from a lower volume of work than budgeted. Roof replacements favorable variance resulted from delays associated with rain and is currently rescheduled for April. Pest control favorable variance resulted from a late start for fumigation tenting, which runs from April to October.
- **Employee Compensation and Related \$325K;** Favorable variance resulted primarily due to open positions in M&C and Landscape departments. Impacted areas include Grounds Maintenance, Damage Restoration, Carpentry, Paint and Plumbing.
- **Utilities \$90K;** Favorable variance resulted primarily from water and sewer. Water was favorable \$57K. Water Consumption in 2023 lower than budgeted due to conservation efforts. Sewer was \$34K favorable resulting from lower sewer rates for domestic usage that became effective in the second half of 2022.
- **Miscellaneous Revenue (\$37K);** Unfavorable variance resulted primarily from less leases processed than anticipated. Further, resale processing fee revenue was lower than expected due to a decrease in home sales when compared to the



Chair's Report for April 18, 2023 Board Meeting

same period last year. 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 \$399K 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.

SLIDE 6 – On this pie chart, we see the expenses to date of \$5,460K 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 February 28, 2023 was \$32,613K. YTD contributions and interest were \$2,211K while YTD expenditures were \$1,042K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$30.1 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 February 28, 2023, Third sales totaled 44, which is 32 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$478K, which is \$1K higher than prior year for the same time period.

Financial Report

As of February 28, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$6,906
Non-assessment Revenue	\$399
Total Revenue	\$7,305
Total Expense	\$5,460
Net Revenue/(Expense)	\$1,846

Financial Report

As of February 28, 2023



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$4,776
Non-assessment Revenue		\$319
Total Revenue		\$5,095
Total Expense ¹		\$4,400
Operating Surplus		\$695

1) excludes depreciation

Financial Report

As of February 28, 2023



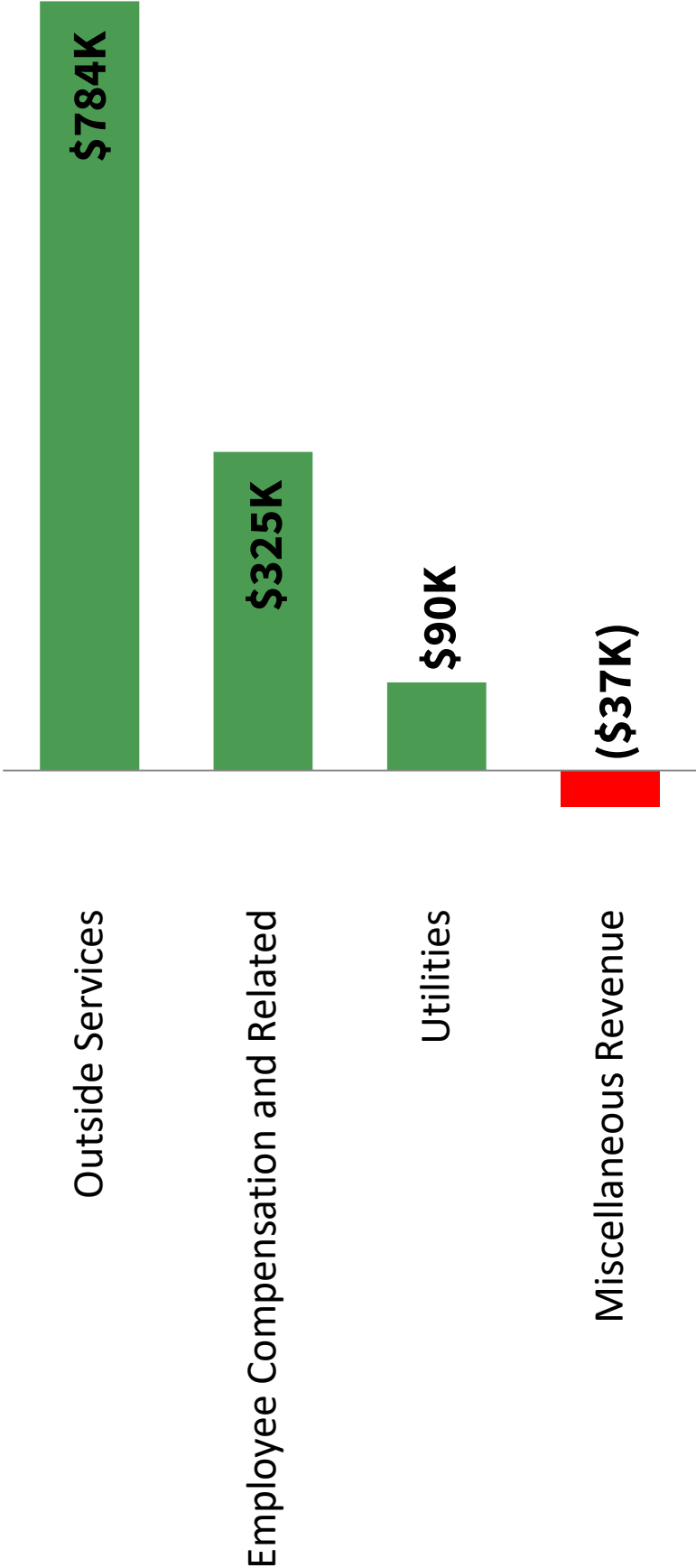
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$6,906	\$6,906	\$0
Non-assessment Revenue	\$399	\$407	(\$8)
Total Revenue	\$7,305	\$7,313	(\$8)
Total Expense	\$5,460	\$6,819	\$1,360
Net Revenue/(Expense)	\$1,846	\$494	\$1,352

Financial Report

As of February 28, 2023



Year-to-Date Variances

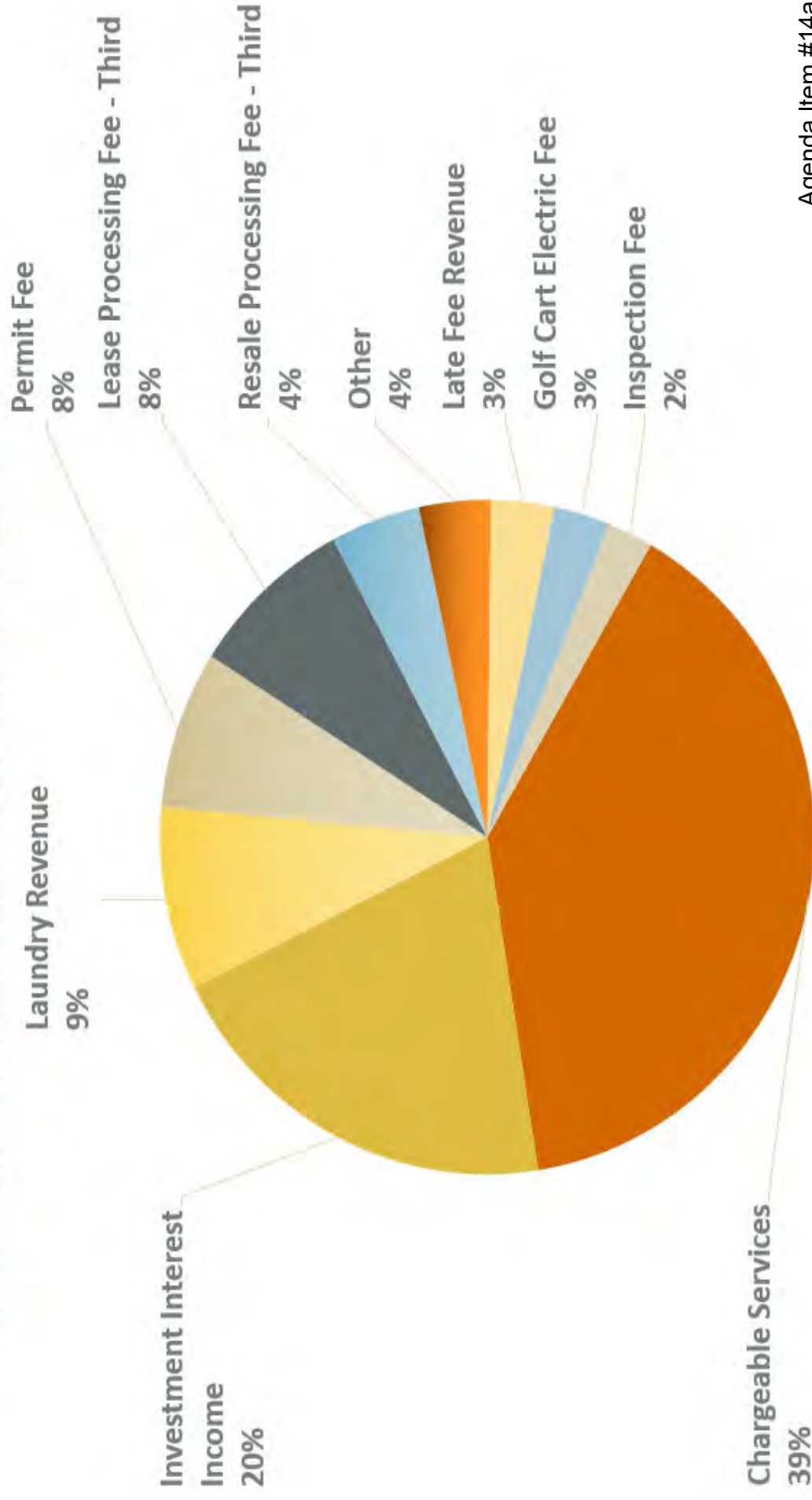


■ Unfavorable ■ Favorable

Financial Report

As of February 28, 2023

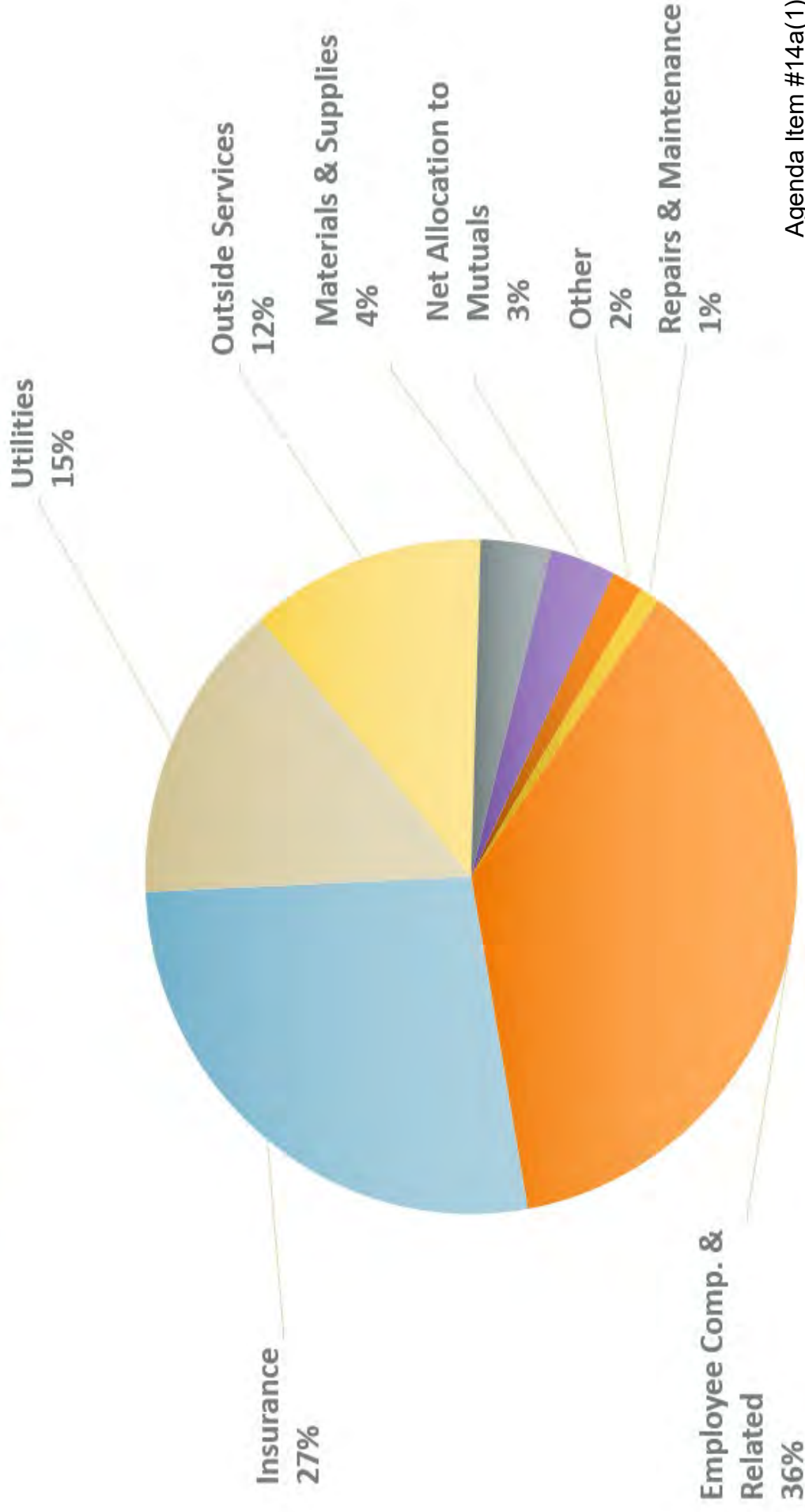
Total Non Assessment Revenues \$399,296



Financial Report

As of February 28, 2023

Total Expenses \$5,459,891



Financial Report

As of February 28, 2023



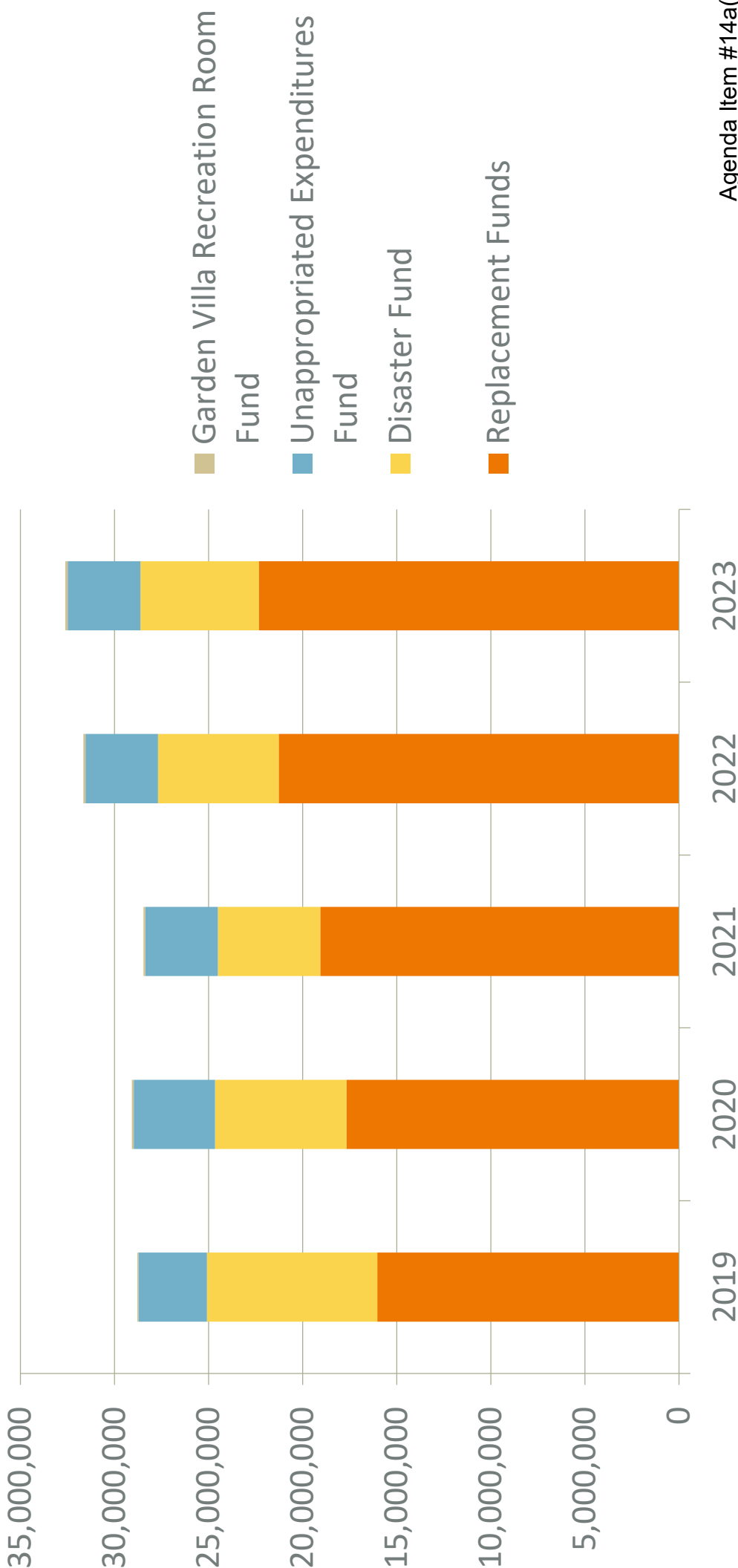
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$2,024	\$16	\$165	\$6	\$2,211
Expenditures	\$880	\$3	\$159	\$0	\$1,042
Current Balances: 2/28/23	\$22,344	\$124	\$6,285	\$3,860	\$32,613

* Includes Elevator and Laundry Funds

Financial Report

As of February 28, 2023

FUND BALANCES – Third Mutual

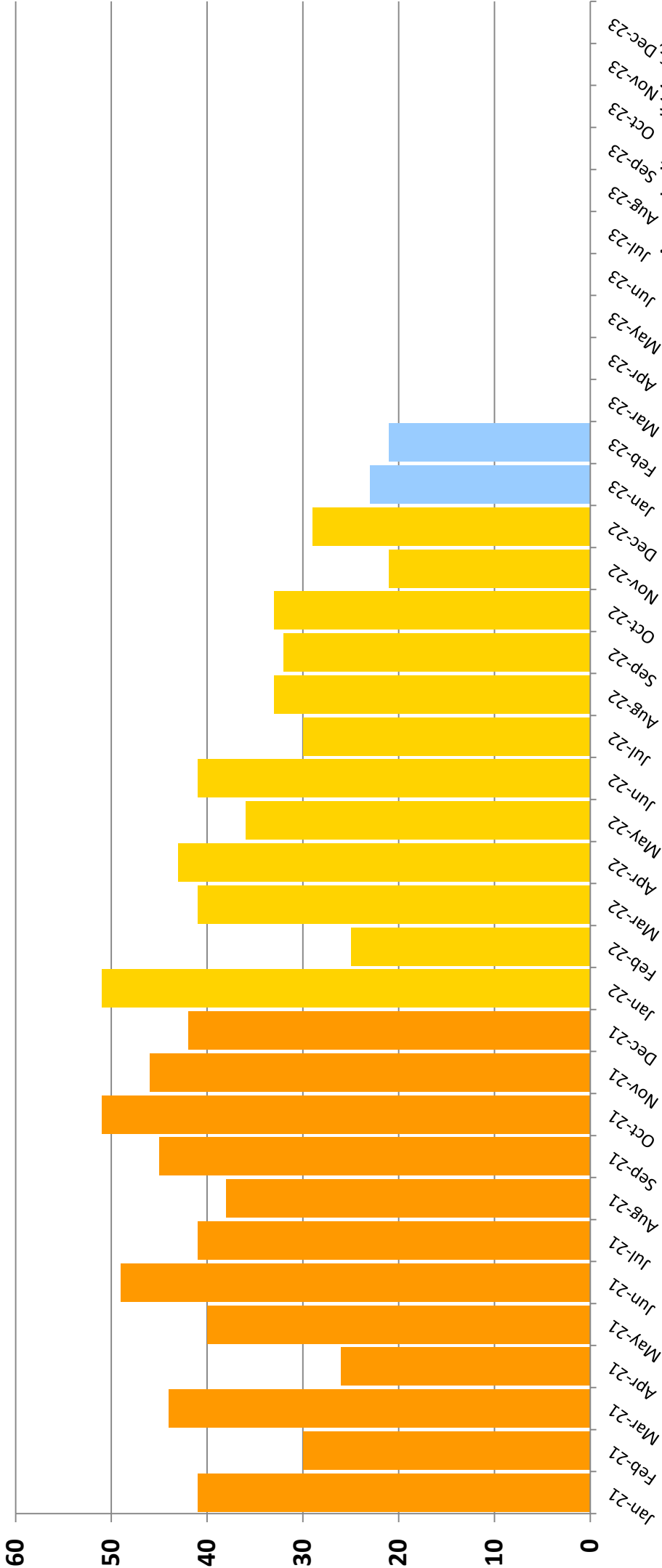


Financial Report

As of February 28, 2023

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	71	\$398,821
YTD 2022	76	\$477,185
YTD 2023	44	\$477,891



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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, April 4, 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, Jules Zalon, Moon Yun, S.K. Park, Andy Ginocchio

DIRECTORS ABSENT: None.

ADVISORS PRESENT: Wei Ming Tao

STAFF PRESENT: Steve Hormuth, Jose Campos, Guy West, Ada Montesinos

Call to Order

Director Donna Rane-Szostak, Treasurer, chaired and called the meeting to order at 1:31 p.m.

Approval of Meeting Agenda

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

Approval of Meeting Report for February 7, 2023

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

Chair Remarks

Director Rane-Szostak briefly shared that the start of the budget season has begun and she looks forward to receive the final report from the 2022 Audit.

Member Comments (Items Not on the Agenda)

A member discussed Third Mutual's insurance criteria not meeting Fannie Mae's eligibility requirement for loan support.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2022 Audit performed by KPMG will be finalized and final report will be issued on April 10th, 2023 and he briefly shared details about the 2024 Budget process.

Preliminary Financial Statements dated February 28, 2023

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated February 28, 2023. Questions and comments were noted by staff.

Approve and Endorse a Supplemental Appropriation for Emergency Roof Repairs

Guy West, Projects Division Manager, presented a recommendation for approval of a supplemental appropriation from the Reserves Fund for a purchase order amount of \$235,000 for emergency roofing repairs completed and projected for the remainder of 2023.

A motion was made by Director Ralph Engdahl to approve and endorse staff's recommendation. Discussion ensued. Director Ira Lewis suggested to increase the amount from \$235,000 to \$300,000. Director Engdahl amended the original motion to approve a supplemental appropriation from the Reserves Fund in the amount of \$300,000. Director Jules Zalon seconded. Hearing no objection, the amended motion passed by unanimous consent and will be presented at the next board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, June 6, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:30 p.m.

Donna Rane-Szostak

Donna Rane-Szostak (Apr 12, 2023 16:13 PDT)

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

Third

REPORT PERIOD

March, 2023

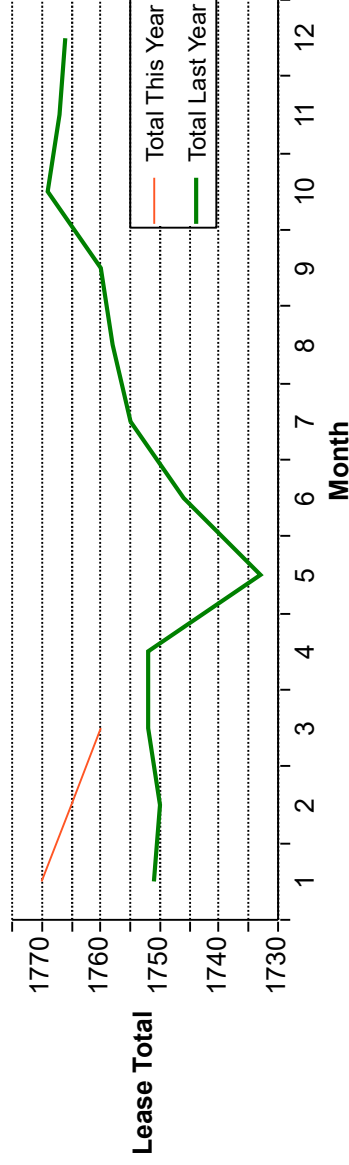
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	51	\$8,174,400	\$22,789,400	\$355,409	\$446,851
February	21	25	\$12,607,846	\$12,688,000	\$600,374	\$507,520
March	26	41	\$14,732,200	\$19,655,200	\$566,623	\$479,395
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	70.00	117.00	\$35,514,446	\$55,132,600		
ALL TOTAL	70.00	415.00	\$35,514,446	\$217,838,807		
MON AVG	23.00	39.00	\$11,838,149	\$18,377,533	\$507,468	\$477,922
% CHANGE - YTD	-40.2%		-35.6%		6.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2023 Period 3 (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	12	26	310	1,422	1,770	1,751	29.0	28.7	0.3	120	28
2023	February	11	22	329	1,403	1,765	1,750	28.9	28.7	0.2	92	36
2023	March	12	21	347	1,380	1,760	1,752	28.8	28.7	0.1	125	77
2023	April						1,752					
2023	May						1,733					
2023	June						1,746					
2023	July						1,755					
2023	August						1,758					
2023	September						1,760					
2023	October						1,769					
2023	November						1,767					
2023	December						1,766					



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

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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**

**Thursday, April 6, 2023 – 9:30 AM
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Ralph Engdahl, Cush Bhada (Alternate), Jules Zalon, Donna Rane-Szostak

COMMITTEE MEMBERS ABSENT: Mark Laws (Excused)

OTHERS PRESENT: Kay Havens, S.K. Park

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:32 a.m.

2. Approval of the Agenda

Director Bhada made a motion to approve the agenda with the additional item added. Director Zalon seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the March 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

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. Alteration Request - 5079

Chair Lewis recommended to the committee that staff recommendation be approved for all of the following alteration and tree removal requests, with the exception of Item 8b, as that would be placed on the next committee agenda. Director Zalon made a motion to approve staff recommendation for all of the following alteration and tree removal requests, with the exception of Item 8b. Director Bhada seconded. The motion passed with unanimous support.

8b. Alteration Request - 5193

Director Engdahl made a motion to move this item to the next committee agenda. Director Bhada seconded. The motion passed with unanimous support.

8c. Tree Removal and Alteration Request – 5241

8d. Tree Removal Request – 3255-C

8e. Tree Removal Request – 3282-C

8f. Tree Removal Request – 3478-B

8g. Tree Removal Request – 3498-3D

8h. Tree Removal Request – 5343-B

8i. Water Saving Landscape Project Locations

Mr. Wiemann explained the provided packet to the committee and informed them that this would be brought back to the next meeting for a vote. Mr. Wiemann added that the location of 2131-H would be added to the provided packet as well.

8j. Committee Charter

Director Bhada made a motion to add a sentence to the Responsibilities section of the committee charter at the end of number one. Director Zalon seconded. The motion passed with unanimous consent.

Director Bhada made a motion to recommend the approval of the proposed final draft of the landscape committee charter to the Board of Directors. Director Zalon seconded. The motion passed with unanimous consent.

8k. Landscape Manual

Mr. Wiemann suggested that the manual be reviewed and brought back to the committee with any recommended changes. The committee was in unanimous consent with this decision.

9. Items for Future Agendas

- Alteration Request – 5193
- Water Saving Landscape Project Locations
- Landscape Manual

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, May 4, 2023 at 9:30 a.m.

12. Adjourned at 10:20 a.m.

DRAFT

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

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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**

Wednesday, March 29, 2023 at 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, Cush Bhada and Jules Zalon

MEMBER ABSENT: None

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Ruby Rojas

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:29 a.m.

2. Approval of Agenda

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

By way of unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Zalon made a motion to approve the February 28, 2023 meeting report. Director Lewis seconded the motion.

By way of consensus, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

Mr. Franklin Smith at 5369-3D provided a comment regarding the motions made for the Approval of Agenda at last month’s meeting report requesting clarification.

6. Response to Members Comments

Chair Laws assured the member the language used was appropriate to the motion made last month.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Appeal Policy

Chair Laws, presented the revised Appeal Policy for discussion. The Committee discussed the matter and made the following changes:

- 1st bullet point change receipt to decision;
- 2nd bullet point include general manger office; and
- Review if Board decision should be appealable.

Director Prince made a motion to table the matter and continue updating the Appeal Policy and bring it back for review at next month's meeting. Director Zalon seconded the motion.

By consensus, the motion passed.

b. Compliance Letters

Chair Laws, presented the Compliance Letters templates for discussion. The Committee discussed the matter and asked questions. Staff was directed to review the Collection and Lien Enforcement Policy verbiage.

The committee elected to table the matter and directed Chair Laws to seek legal opinion on CC&R's Article XXI, Attorney fees and bring both the "clean" and red-line draft versions at next month's meeting.

By a vote of 4-1-0, Director Zalon voting no, the motion passed.

c. Internal Dispute Resolution

Chair Laws, presented the Internal Dispute Resolution for discussion. The Committee discussed the matter and asked questions.

By consensus the committee agreed to allow Chair Laws and Ms. Wright to draft a revised version the Internal Dispute Resolution policy and bring the results to next month's meeting.

9. Items for Future Agendas

- Monetary Fee Schedule
- Room Rentals, also known as the "Bedroom Bill"
- Co-Occupancy without a Qualifying Member
- Barbecue Rules

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday, April 25, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11: 03 a.m.

Mark W. Laws

Mark W. Laws (Apr 8, 2023 13:46 PDT)

Mark W. Laws, Chair
Third Laguna Hills Mutual

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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

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

**WEDNESDAY, February 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Elsie Addington, Lenny Ross, Ira Lewis, Diane Casey, Andy Ginocchio

COMMITTEE MEMBERS ABSENT: Yvonne Horton (Excused), Jules Zalon (Excused)

OTHERS PRESENT: Maggie Blackwell

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media

No press was present.

3. Approval of the Agenda

Director Casey made a motion to approve the agenda. Director Ross seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for December 14, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman reminded the audience to contact herself, Kurt Wiemann, or Jayanna Abolmoloki if they would like to see a specific item listed on the next agenda.

6. Department Head Update

Mr. Wiemann provided updates on the progress of Aliso Creek verbally.

6a. Key Performance Indicators Presentation

Mr. Wiemann discussed the presentation provided in detail.

Members made comments and asked questions.

6b. Update on Aliso Creek

Mr. Wiemann discussed the presentation provided in detail.

Members made comments and asked questions.

Items for Discussion and Consideration

7. Member Comments (Items Not on the Agenda)

Several members made comments and asked questions. Topics included:

- Questions about previous contracts
- Willow trees in Aliso Creek
- Debris in Aliso Creek after storms

8. Response to Members Comments

Members of the Committee responded to member comments.

Concluding Business:

9. Committee Member Comments

Several comments were made.

10. Date of Next Meeting – Wednesday, May 10, 2023 at 1:30 p.m.

11. Adjourned at 2:42 p.m.


Juanita Skillman (Feb 16, 2023 23:10 PST)

Juanita Skillman, Chair



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

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OPEN MEETING

**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

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

**Wednesday, March 15, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: None

OTHERS PRESENT: Ajit Gidwani, Carl Randazzo and Bill Walsh (Advisors)
GRF: Bunny Carpenter, Yvonne Horton, Juanita Skillman, Elsie Addington
UNITED: Diane Casey
THIRD: Cush Bhada

STAFF PRESENT: Guy West - Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 1:30 p.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 March 6, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

6. Member Comments (Items not on the Agenda)

- A member commented on the project cost and insurance.
- A member commented on their request for a permanent musician rehearsal space.

Items for Discussion:

7. 27 Diamonds Interior Design – Verbal Presentation

Director Dotson provided an overview of the process for the voting and introduced 27 Diamonds staff. Design options for Clubhouse 1 were presented via a PowerPoint; the options were discussed in detail; and questions from the committee were answered.

8. Solicit Member Input – Informal Poll

Director Dotson introduced the manner in which the informal poll would be taken and provided instructions on how to access the Google form while reviewing the color boards provided by 27 Diamonds. After approximately 20 minutes, Director Dotson revealed the results of the informal poll. The option with the most votes is listed below:

Color Palette Choice for Rooms: Option C
Color Palette Choice for Restrooms: Option C
Color Choice for Fireplace Façade in Ballroom: Option A and Option C had a tie vote
Style Choice for Ballroom Lighting: Option A
Window Covering Choice for Ballroom: Option A

9. Color Palette and Material Selection

A motion was made and seconded for the committee to make a formal selection between the options presented. Discussion ensued amongst the committee members regarding the scope of work to be included in the RFP and the next steps for the project. A formal vote was taken and the options with the most votes is listed below, and an image of each is attached (Attachment 1):

Color Palette Choice for Rooms: Option C
Color Palette Choice for Restrooms: Option C
Color Choice for Fireplace Façade in Ballroom: Option A
Style Choice for Ballroom Lighting: Option A
Window Covering Choice for Ballroom: Option A
Multi-Purpose Room Lighting: Option B

A further motion was made and unanimously passed to direct staff to proceed with the GRF Clubhouse Renovation Ad Hoc Committee selected and approved color palettes; to prepare a scope of work for contractor bids for review by the GRF CAC and M&C Committees, prior to soliciting contractor bids.

Concluding Business:

10. Committee Member Comments

- Chair Garthoffner commented on next steps in the process.
- Advisor Gidwani thanked the committee for their hard work on this project.

11. Date of Next Meeting: TBD

12. Adjournment

The meeting was adjourned at 3:28 p.m.



Egon Garthoffner, Chair

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

Attachment 1

Item 9. Color Palette and Material Selection

Color Palette Choice for Rooms: Option C

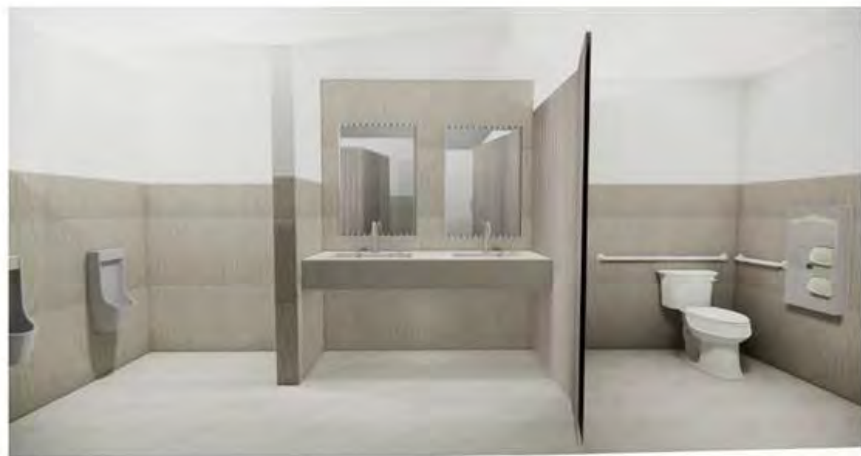
C



OPTION C
ROOM

Color Palette Choice for Restrooms: Option C

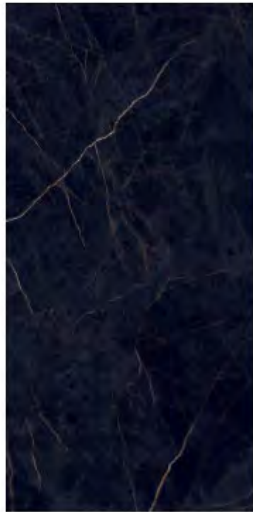
C



OPTION C
RESTROOM

Color Choice for Fireplace Façade in Ballroom: Option A

A



NOIR



Style Choice for Ballroom Lighting: Option A



A



60" diam., 22"H
Bottom Tier: 36" diam., 6"H
Minimum Height: 60"
Maximum Height: 156"

Window Covering Choice for Ballroom: Option A

A



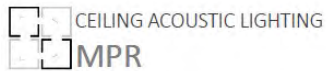
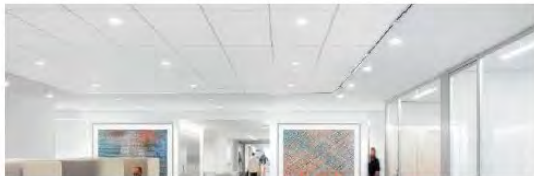
ROLLER SHADES
WITH VALANCES

NOTE - Color choices
palettes we determine



Multi-Purpose Room Lighting: Option B

B





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 Tibbets
Don Tibbets (Feb 14, 2023 15:44 PST)



REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE

Tuesday, March 28th, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric Nuñez (Chair), Sue Stephens, Moon Yun, Juanita Skillman, Anthony Liberatore, SK Park

MEMBERS ABSENT: Gan Mukhopadhyay (No Notice Given), Alison Bok (No Notice Given)

ADVISORS PRESENT: Rick Kopps

OTHERS PRESENT: Doug Gibson, Elsie Addington

STAFF PRESENT: Cody DeLeon, Ed Green

THE MEETING WAS CALLED TO ORDER: 9:34 A.M.

ACKNOWLEDGEMENT OF THE PRESS: None present

APPROVAL OF THE AGENDA: By consensus, the agenda was approved.

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved with 3 grammatical corrections to be made.

CHAIRS REMARKS: Chair Nuñez began his remarks by discussing the move of the security department into the new office space near the LWCC. Chair Nuñez has been in contact with OCFA Division Chief Hunter Div. 25 to present ICS presentation at next DPTF meeting.

MEMBER COMMENTS: Members made comments:

- Tornado disaster concerns
- Shelter in place instructions
- Gate 11 Resident Spring Neighborhood meeting on April 4th, 2023 from 9:45 A.M. to 12:15 P.M. at clubhouse 2:
 1. OCFA Home safety Presentation
 2. Carol Moore (City Council Member) – Discuss services that are available from the city
 3. Mark Laws (Third Mutual President) – Third Mutual Update, Landscaping Q&A

REPORTS

RADIO & COMMUNICATIONS: Ed Green shared that 6 of the 11 radio drill participants participated in this month's radio drill. Ed Green will be following up with the Radio Club members to identify reason for low participation turnout.

OFFICE MANAGER/ADVISOR: Advisor Tom Soule was not present. Doug Gibson mentioned Mr. Soule would have stated that disaster prep supplies need to be ordered.

RECRUITMENT / RETENTION / TRAINING: Director Skillman mentioned 3rd clubhouse coordinator meeting on March 30th, 2023.

GRF BOARD: Director Skillman did not have anything to report.

UNITED BOARD: Director Liberatore did not have anything to report. Made comments.

THIRD BOARD: Director Park asked about OCFA update from previous minutes.

Chair Nuñez responded and referenced his agenda item #5 remarks. Chair Nuñez also added his plan to have OCFA conduct a fire prevention presentation along with ICS and stressed the importance of proper training and education on usage of fire prevention/extinguishing tools.

TOWERS: Advisor Rick Kopps mentioned the importance of working radios and the success the towers had with the radios two months ago when Tower two had two elevators down. Rick also discussed conducting door to door handouts on earthquake and tornado disaster plan.

Chair Nuñez praised Rick for a job well done.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson was absent. No report made.

DISCUSSIONS AND CONSIDERATIONS

UPDATE ON DISASTER PREPAREDNESS: Ed Green discussed his plans moving forward:

- Taking disaster preparedness to the people
- Training and exercises for experience (proper food storage, evacuation practice, proper fire extinguisher usage)
- Outreach program through channel 6, The Globe, and Clubs

ITEMS FOR FUTURE AGENDAS

1. ICS Presentation from OCFA
2. Review Disaster Preparedness EOP


MEMBER COMMENTS: Multiple members made comments. Topics included:

- The need for more good neighbor captains
- OCFA involvement
- Keeping residents and volunteers motivated for retention
- More condensed disaster plan for residents to have/print

NEXT MEETING: (Tentative) May 30th, 2023 at 9:30 a.m.

ADJOURNMENT: 10:49 A.M.

SUBMITTED BY:


Eric R. Nuñez (Mar 31, 2023 10:49 PDT)

Chair Nuñez