



OPEN SESSION

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

**Tuesday, May 16, 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. April 18, 2023 – Regular Board Meeting
 - b. May 5, 2023 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Director Seto**
- 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: Maintenance & Construction/Manor Alterations – Bart Mejia and Michael Horton**

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 March 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 - None

c. Recommendations from the Landscape Committee

- 1. Recommendation to Approve the Request for the Removal of One Evergreen Pear Tree Located at 3221-A Via Carrizo
- 2. Recommendation to Deny the Request for the Removal of One California Sycamore Tree Located at 3506-C Bahia Blanca West
- 3. Recommendation to Deny the Request for the Removal of One Crape Myrtle Tree Located at 3530-B San Amadeo
- 4. Recommendation to Approve the Request for Removal of Two California Sycamore Trees Located at 5268 Avenida Del Sol

d. Recommendation from the Architectural Controls and Standards Committee

- 1. Approve the Variance Request to Retain White Garage Door Color at Manor 5516-C Paseo Del Lago West

e. Non-Standard Electrical Reimbursement

f. Third Executive Hearings Committee Charter

12. Unfinished Business

- a. 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 has been satisfied**)
- b. Entertain a Motion to Approve Mailbox Replacement for Buildings 3434-3438

13. New Business

- a. Entertain a Motion to Approve the 2023 Inspector of Elections
- b. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve the Recordable Exclusive Use of Common Area Revocable License Legal Fee **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve the updated Appeal Policy **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

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 – None
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met May 8, 2023; next meeting June 12, 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 May 1, 2023; next meeting July 3, 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 May 4, 2023; next meeting June 1, 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 April 27, 2023; next meeting, July 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 April 25, 2023; next meeting May 23, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. GRF Finance Committee – Director Rane-Szostak. The committee met on April 19, 2023; next meeting June 21, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Community Activities Committee – Director Laws. This committee met on May 11, 2023; the next meeting is June 8, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Landscape Committee – Director Lewis. This committee met on May 10, 2023; the next meeting is August 9, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Media and Communications Committee – Director Cook. The committee met on May 15, 2023; the next meeting is July 17, 2023 at 1:30 p.m. in the Board Room.
- e. Website Ad Hoc Committee – Director Laws. The committee last met on April 12 2023; the next meeting is May 22, 2023 at 12:00 p.m. as a virtual meeting.
- f. Broadband Ad Hoc Committee – Director Prince. This closed committee last met on April 25, 2023; the next meeting is May 23, 2023.
- g. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on April 19, 2023; next meeting May 17, 2023.
- h. Compliance Ad Hoc Committee – Director Laws. This committee met on May 3, 2023; next meeting TBA.
- i. Security and Community Access Committee – Director Park. This committee last met on April 26, 2023, and the next meeting is June 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- j. Information Technology Advisory Committee – Director Laws. This closed committee last met on April 28, 2023; next meeting is May 26, 2023.
- k. The following GRF Committees have not met since the last Third Board Meeting of April 18, 2023
 - i. 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.
 - ii. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
 - iii. Disaster Preparedness Task Force – Director Park. The task force met on March 28, 2023; the next meeting is May 30, 2023 at 9:00 a.m. in the Board Room.

- iv. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 22, 2023; and the next meeting is TBA.
- v. Mobility and Vehicles Committee – Director Bhada. This committee met on March 2, 2023; the next meeting is June 7, 2023 at 1:30 p.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.*

- Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps
- Entertain a Motion to Approve the Recordable Exclusive Use of Common Area Revocable License Legal Fee
- Entertain a Motion to Approve the updated Appeal Policy

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) April 18, 2023 – Regular Closed Meeting

(b) May 5, 2023 – Special Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN SESSION

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

**Tuesday, April 18, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Bart Mejia, Carlos Rojas, Steve Hormuth, Abraham Ballesteros, Guy West, Kurt Wiemann, Catherine Laster

Others Present: VMS – Rosemarie diLorenzo, Deb Allen
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 Engdahl led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

Director Cook requested item 12b be removed from the agenda and placed in Future Agenda Items. Additionally, Director Park will now be reporting on Disaster Preparedness Task Force and that item 15f be moved to 15k.

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

4. Approval of 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**

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

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

Director Prince made a motion to approve the minutes of March 30, 2023 – Budget Workshop Meeting. Director Ginocchio seconded.

Hearing no changes or objections, the March 30, 2023 – Budget Workshop Meeting minutes were approved by consent.

Director Ginocchio made a motion to approve the minutes of April 6, 2023 – Annual Audit Meeting. Director Lewis seconded.

Hearing no changes or objections, the April 6, 2023 – Annual Audit Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of April 7, 2023 – Agenda Prep Meeting. Director Rane-Szostak seconded.

Hearing no changes or objections, the April 7, 2023 – Agenda Prep Meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- 2023 Election Schedule; and the four open positions
- Budget for 2024
- May 31, 2023 is the next Third Budget Meeting
- 2024 Budget Proposal for Landscape on June 1, 2023
- Director Bhada discussed the passing of former Director John Frankel

6. Update from the VMS Board – Director diLorenzo

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

- Bright Ideas Program
- Strategic Plan Update - Objectives
- KPI Reporting

- Continuous Service Improvement Program
- Upcoming Events
- VMS Meeting on May 3, 2023
- Spring Real Estate Forum on May 3, 2023
- Employee Excellence Award on May 23, 2023
- Client Services Meeting on June 12, 2023

VMS Chair diLorenzo answered questions from the Board.

Director Moon Yun entered the meeting at 9:47 a.m.

7. Open Forum (Three Minutes per Speaker)

- Multiple members commented on having the drainage issues improved in building
- A member commented on the installation of LED Stop Signs
- A member commented on the GRF room rental fees
- A member commented on The Foundation of Laguna Woods Village

8. Responses to Open Forum Speakers

- Director Zalon commented on President Laws gracefulness of allowing members an additional time to speak
- Director Zalon thanked Ms. Schwietert on the way she read the member's email
- Multiple Directors commented on the drainage issue
- Multiple Directors commented on the GRF room rental fees
- President Laws commented that the flashing stop sign is a GRF Issue
- President Laws thanked the member on her monthly report of The Foundation of Laguna Woods Village

9. Department Update: Security Services – Eric Nunez

Eric Nunez, Director of Security Services, provided a presentation discussing the following topics:

- Work Centers under the Security Umbrella
- Work Center 400 Security Personnel
- Security Issues
- Relocating Security Operations
- New CAD (Computer Aided) and RMS (Record Management System) Technology
- Gate 12 Update
- Security Guard Licensure and Restrictions
- Security Guard Role & Responsibilities

Chief Nunez answered multiple questions from the Board.

10. CEO Report

CEO Siobhan Foster reported on:

- What's Up in the Village
- How to Subscribe
- Subscribe to Board Email Updates

- Important to Know
- Check the Latest News – Updates
- Facebook
- Board and Committee Meetings
- Meetings via Granicus
- Watching meetings on TV6
- Meetings recorded on YouTube
- CodeRed: Emergency Notifications
- Subscribe to CodeRed
- Opting out of Paper Mailing
- Written request for preferred mailing
- Information@vmsinc.org to opt out of hard copies

CEO Foster answered questions from the Board.

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

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

Director Lewis made a motion to approve the Consent Calendar. Director Cook seconded the motion.

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of 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. Recommendation from the Finance Committee

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

RESOLUTION 03-23-28

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 931-680-51 and;

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

c. Recommendation from the Landscape Committee

1. Recommendation to Approve The Request To Alter The Common Area Landscape At 5079 Ovalo

RESOLUTION 03-23-29

**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.

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

RESOLUTION 03-23-30

**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.

3. Recommendation To Approve The Modified Request To Alter The Common Area Landscape At 5241 Elvira

RESOLUTION 03-23-31

**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.

4. Recommendation To Deny The Request For The Removal Of One Magnolia Tree Located At 3255-C San Amadeo

RESOLUTION 03-23-32

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.

5. Recommendation To Deny The Request For The Removal Of One Aleppo Pine Tree Located At 3282-C San Amadeo

RESOLUTION 03-23-33

**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.

6. Recommendation To Approve The Request For The Removal Of One Silk Oak Tree Located At 3478-B Bahia Blanca

RESOLUTION 03-23-34

**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.

7. Recommendation To Deny The Request For The Removal Of One Monterey Pine Tree Located At 3498-3D Bahia Blanca

RESOLUTION 03-23-35

**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.

8. Recommendation To Approve The Request For The Removal Of One Carrotwood Tree Located At 5343-B Bahia Blanca

RESOLUTION 03-23-36

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.

9. Recommendation To Approve The Updated And Revised Version Of The Landscape Committee Charter

RESOLUTION 03-23-37

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.

- 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**

RESOLUTION 03-23-38

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.

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

RESOLUTION 03-23-39

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.

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

RESOLUTION 03-23-40

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.

4. Approve The Variance Request For Installing Condenser On Balcony Stucco Wall At Manor 3364-2F Punta Alta

RESOLUTION 03-23-41

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.

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

RESOLUTION 03-23-42

**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.

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)

Director Prince read the following resolution:

RESOLUTION 03-23-43

**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 Rane-Szostak made a motion to approve the Alteration Fee Schedule. Director Cook seconded.

Discussion ensued among the Board.

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

THIS ITEM WAS REMOVED AND PLACED ON FUTURE AGENDA DURING APPROVAL OF THE AGENDA

- 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)**

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.

13. New Business

a. Entertain a Motion to Approve the 2023 Annual Election Schedule

President Laws requested a motion be made to approve the 2023 Annual Election Schedule.

Director Park made a motion to approve the 2023 Annual Election Schedule. Director Rane-Szostak seconded.

Discussion ensued among the Board.

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

- b. Entertain a Motion to Approve the Revision to the 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)**

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.

Director Cook made a motion to approve Alteration Standard 41: Solar Panels, 1 Story Buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360 with changes made by Mr. Mejia. Director Lewis seconded the motion.

There being no objections, the motion was approved unanimously.

c. Landscape Prior to Paint Program – (Oral Discussion)

Director Lewis discussed the Landscape Prior to Paint program.

Further discussion ensued among the Board.

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 Sycamore Room. In addition, Dr. Rane-Szostak stated Earth Day is on April 20, 2023 at 1:00 pm in Clubhouse 1.
- 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 April 3, 2023; the next meeting is April 25, 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 Renovation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
- f. Compliance Ad Hoc Committee – Director Prince. This committee met on April 3, 2023; next meeting May 3, 2023, at 1:30 p.m. in the Sycamore Room.
- g. Disaster Preparedness Task Force – Director Park. The task force met on March 28, 2023; the next meeting is May 30, 2023 at 9:00 a.m. in the Board Room.
- h. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on March 8, 2022 and March 22, 2023; and the next meeting is TBA.
- i. Information Technology Advisory Committee – This closed committee last met on March 31, 2023; next meeting is on April 28, 2023 .

- j. 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.
 - v. Mobility and Vehicles Committee – Director Cook. This committee met on Feb 1, 2023; the next meeting is June 7, 2023 at 1:30 p.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.*

- 12b - Entertain a Motion to Approve 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

- Director Zalon commented on the importance of showing respect to the members

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 12:24 p.m.

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. Adjournment

The meeting was adjourned at 5:05 p.m.

DocuSigned by:

N. Cris Prince

5441FC1ED518422...
N. Cris Prince, Secretary of the Board
Third Laguna Hills Mutual



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, May 5, 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: Mark Laws, Ralph Engdahl, N. Cris Prince, Donna Rane-Szostak,
Nathaniel Ira Lewis, Jim Cook, Cush Bhada, S.K. Park

Directors absent: Andy Ginocchio (Excused), Jules Zalon, Moon Yun

Staff present: Catherine Laster, CEO Siobhan Foster, Paul Nguyen

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

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

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

Director Park entered the meeting at 9:48 a.m.

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on May 16, 2023

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

Director Cook made a motion to approve the amended Open Agenda. Director Rane-Szostak seconded.

Hearing no objections, the May 16, 2023 open session amended agenda was approved by consent.

Director Bhada made a motion to approve the amended Closed Agenda. Director Rane-Szostak seconded.

Hearing no objections, the May 16, 2023 closed session amended agenda was approved by consent.

4. Director Comments

- Director Bhada commented that he is picking the lunch menu
- President Laws commented on the Realtor Forum
- President Laws commented on possible dates for a Closed Meeting to discuss VMS Bylaw; upon discussion the Closed Meeting is scheduled for May 12, 2023 at 9:30 a.m., with the location TBD

5. Adjournment

The meeting was adjourned at 10:03 a.m.

DocuSigned by:

Cris Prince

5441FC4ED518422...

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



RESOLUTION 03-23-XX

**Approve the Request
for Removal of One Evergreen Pear Tree
3221-A Via Carrizo**

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 May 4, 2023, the Landscape Committee reviewed a request from the Member at 3221-A to remove one Evergreen Pear tree. The Member cited the reasons as litter/debris, personal preference, lack of sunlight and the clogging of the roof gutters; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with many leaves and twigs affected by fire blight, a bacterium that is common and frequently destructive; 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 Evergreen Pear tree located at 3221-A Via Carrizo;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, the Board of Directors approves the request for the removal of one Evergreen Pear tree located at 3221-A; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

Deny the Request for Removal of One California Sycamore Tree 3506-C Bahia Blanca West

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

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

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

WHEREAS, on May 4, 2023, the Landscape Committee reviewed a request from the Member at 3506-C to remove one California Sycamore tree. The Member cited the reasons as litter/debris, sewer damage, and the accumulation of leaves on the alteration patio causing leaks during the rains; and

WHEREAS, staff inspected the condition of the tree and determined that it was in fair condition with no visible infrastructure damage; 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 California Sycamore tree located at 3506-C Bahia Blanca West;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, the Board of Directors denies the request for the removal of one California Sycamore tree located at 3506-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.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

Deny the Request for Removal of One Crape Myrtle Tree 3530-B 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 May 4, 2023, the Landscape Committee reviewed a request from the Member at 3530-B to remove one Crape Myrtle tree. The Member cited the reasons as bee issues when the tree is in bloom, and a bee sting to her husband could cause health problems; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with no signs of pest activity or previous pest damage; 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 Crape Myrtle tree located at 3530-B San Amadeo;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, the Board of Directors denies the request for the removal of one Crape Myrtle tree located at 3530-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.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

**Approve the Request
for Removal of Two California Sycamore Trees
5268 Avenida Del Sol**

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

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

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

WHEREAS, on May 4, 2023, the Landscape Committee reviewed a request from the Member at 5268 to remove two California Sycamore trees. The Member cited the reasons as litter/debris and leaves clogging the landscape drains; and

WHEREAS, staff inspected the condition of the trees and determined both trees displayed large surface roots, girdling roots, and undermining of the soil which is an indication that there is movement in the root structures; and

WHEREAS, the Committee determined that both trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two California Sycamore trees located at 5268 Avenida Del Sol;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, the Board of Directors approves the request for the removal of two California Sycamore trees located at 5268; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5516-C Paseo Del Lago West, a Cabrillo style manor, requests Architectural Controls and Standards Committee approval of a variance to retain the white garage door color; 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 May 8, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to retain the white garage door color;

NOW THEREFORE BE IT RESOLVED, on May 16, 2023, the Third Laguna Hills Mutual Board hereby approves the request for to retain the white garage door color; 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 5516-C Paseo Del Lago West and all future Mutual Members at 5516-C Paseo Del Lago West; 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.

THIS PAGE LEFT BLANK INTENTIONALLY

Third Laguna Hills Mutual
Maintenance & Construction Committee
May 1, 2023

ENDORSEMENT (to board)

Approve Non-Standard Electrical Use Reimbursement Request for 2398-3E Via Mariposa West

Manuel Gomez, Maintenance & Construction Director, presented a staff report and answered questions from the committee.

A motion was made and approved by a vote of 4/1/0 (Director Laws opposed) to recommend the board reimburse the member \$64.71 from Third's Disaster Fund budget for electrical usage due to a moisture intrusion event.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Board of Directors
SUBJECT: Non-Standard Electrical Use Reimbursement Request for 2398-3E Via Mariposa West

RECOMMENDATION

Approve a reimbursement in the amount of \$64.71 to the owner occupants of Manor 2398-3E, for electricity consumption related to restoration work resulting from a moisture intrusion event.

BACKGROUND

On January 3, 2023 a roof leak in the ceiling of the primary bedroom was reported at Manor 2398-3E. Restoration equipment was used to dry the ceiling and surrounding drywall. The members received a reimbursement of \$32 for equipment electricity consumption in accordance with mutual policy.

On March 21, 2023, Ms. Bassili, owner occupant of 2398-E, spoke at the Third Mutual board meeting to request an additional reimbursement from the Mutual due to the high cost of their February electricity bill, which she attributes to the drying equipment used in their manor. Staff reviewed the reimbursement request and presented the matter to the Third M&C Committee for a recommendation.

On May 1, 2023, the Third M&C Committee reviewed the request and by a vote of 4/1/0 (Director Laws opposed) approved a recommendation that the board reimburse the members an additional \$64.71 for electrical usage. A copy of the M&C Committee agenda report, including the reimbursement request, is included as Attachment 1.

DISCUSSION

The Mutual's current Electricity Usage Reimbursement Policy provides members with a reimbursement for electricity used in the dry down of Mutual-controlled property for a moisture intrusion event. The reimbursement is based on a flat rate of \$32.00 for each room where drying equipment was present.

During the restoration at Manor 2398-3E, drying equipment (one dehumidifier and two fans) was placed in the primary bedroom for six days to completely dry the ceiling and surrounding drywall. Subsequently, a reimbursement check in the amount of \$32 was issued to the members.

FINANCIAL ANALYSIS

If the Board approves the M&C Committee's recommendation, the additional reimbursement amount of \$64.71 would be paid from the Disaster Fund.

Prepared By: Laurie Chavarria, Senior Management Analyst

Reviewed By: Jay Allen, Damage Restoration Manager
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – May 1, 2023 M&C Committee Staff Report



STAFF REPORT

DATE: May 1, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Non-Standard Electrical Use Reimbursement Request

RECOMMENDATION

Consider the request for an additional reimbursement in the amount of \$50.00 from Mr. and Mrs. Bassili, owner occupants of Manor 2398-3E, for electricity consumption related to restoration work resulting from a moisture intrusion event, and provide direction to staff.

BACKGROUND

On January 3, 2023 a roof leak in the ceiling of the primary bedroom was reported at Manor 2398-3E Via Mariposa West, a Villa Capri manor. Restoration equipment was used to dry the ceiling and surrounding drywall.

Mr. and Mrs. Bassili spoke during member comments at the March 21, 2023 Third Mutual board meeting to request an additional reimbursement from the Mutual, due to the high cost of their February electricity bill, which they attribute to the drying equipment used in their manor. At the meeting, the Bassili's provided a written request and copies of their utility bills for January, February and March 2023 (Attachment 1).

Staff was directed to review the reimbursement request and bring a recommendation to a future Third M&C Committee meeting.

DISCUSSION

Staff contacted the Bassili's and asked if they had a specific amount they were seeking as an additional reimbursement for their electricity usage. On March 31, 2023, staff received written correspondence from the Bassili's requesting an additional \$50.00 (Attachment 2).

Staff reviewed the Mutual's current, established Electricity Usage Reimbursement Policy (Attachment 3), which provides members with a reimbursement for electricity used in the dry down of Mutual-controlled property, for a moisture intrusion event. The reimbursement is based on a flat rate of \$32.00 for each room where drying equipment was present.

During restoration for the rain leak at Manor 2398-3E, drying equipment consisting of one dehumidifier and two fans, were placed in the primary bedroom, for six days to completely dry the ceiling and surrounding drywall.

Per policy, a check request was sent to Finance on March 21, 2023 to provide a reimbursement to Mr. Taher Bassili in the amount of \$32.00, for utility expenses incurred from drying equipment used in one room. A check in the amount of \$32 was issued on April 11, 2023.

FINANCIAL ANALYSIS

If the committee approves the Bassili's request, the additional reimbursement amount would be paid from Third's Disaster Fund budget.

Prepared By: Laurie Chavarria, Senior Management Analyst

Reviewed By: Jay Allen, Damage Restoration Manager
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Written Request for Reimbursement (3/21/23)

Attachment 2 – Written Request for Reimbursement (3/31/23)

Attachment 3 – Resolution 03-18-45 Electricity Usage Reimbursement Policy

Elec. Use Reimb. Request

Rec'd M&C
MAR 21 2023 *RC*

Date: March 21st, 2023

To: Compliance Committee Board Members Third Mutual

2398-3E

From: Taher & Maida Bassili

Subject: Reimbursement Appeal of the increase difference in February'2023 Electricity Bill

Dear Board Members,

I am writing you today to appeal for a fair reimbursement amount of the increase balance in our February electricity bill caused by the usage of two fans and one big humidifier. The three equipment were running for an entire week (Feb 1st, 2023 through February, 7th, 2023) 24/7 to dry moisture caused by roof leakage in our master bedroom on New Year's Eve, 2023.

Please note below bill amounts before the leakage, month of leakage, and month after leakage:

Dec'22-Jan'23 \$202.21

Jan'23-Feb'23 \$317.88

Feb'23-Mar'23 \$169.13 (please note we received CA credit for this period of \$71.00) so the actual bill would have been \$240.13

Please be advised that we e-mailed Resident services twice and received two ticket numbers with no one reaching out or responding to us for an entire month.

Ticket # SA21769065 issued on 2/15/23 (Please see attached)

Follow up e-mail to Resident Services (Please see attached)

Ticket #S021772802 issued on 2/27/2023 (Please see attached)

(Please note that the above reported leakage was the second leakage that we experienced in the same bedroom from the same location). The first leakage was in Dec 2021 two weeks after we moved to LW and we went through the same scenario and we paid a higher electric bill in January 2022 but did not ask for any reimbursement because we were new and unaware of the policies.

Damage Restoration Services returned our call on March 16th, 2023 and I inquired about the reimbursement and I was informed that it would be \$32.00 per room. I explained that we only had the leakage in one room and that this is an unreasonable amount with the difference in the electricity bill between two months.

So, my husband and myself are pleading that the board would consider our request for a fair refund as this added an extra financial burden on us. Also, please consider the inconvenience of sleeping outside our bedroom for the entire week, hearing the loud noise of the fans and humidifier for two years in a row.

Thank you for your consideration.

Respectfully, Taher & Maida Bassili



Go paperless at www.sce.com/ebilling. It's fast, easy and secure.

For billing and service inquiries
1-800-684-8123
www.sce.com

Your electricity bill

BASSILI, TAHER/MAIDA / Page 1 of 4

Jan. 2023

Customer account

Rotating outage
Group N001

Amount due \$202.21

Due by 02/02/23

Service account

POD-ID

2398 VIA MARIPOSA W UNIT
3E
LAGUNA WOODS, CA 92637

Date bill prepared
01/13/23

Your account summary

| | |
|---|-----------------|
| Previous Balance | \$181.85 |
| Payment Received 12/29/22 | -\$181.85 |
| Balance forward | \$0.00 |
| Your new charges | \$202.21 |
| Total amount you owe by 02/02/23 | \$202.21 |



Go paperless at www.sce.com/ebilling. It's fast, easy and secure.

For billing and service inquiries
1-800-684-8123
www.sce.com

Your electricity bill

BASSILI, TAHER/MAIDA / Page 1 of 6

March. 2023

Customer account

Rotating outage
Group N001

Amount due \$169.13

Due by 04/04/23

Service account

POD-ID

2398 VIA MARIPOSA W UNIT
3E
LAGUNA WOODS, CA 92637

Date bill prepared
03/15/23

Your account summary

| | |
|---|-----------------|
| Previous Balance | \$317.88 |
| Payment Received 02/24/23 | -\$317.88 |
| Balance forward | \$0.00 |
| Your new charges | \$169.13 |
| Total amount you owe by 04/04/23 | \$169.13 |



Go paperless at www.sce.com/ebilling. It's fast, easy and secure.

For billing and service inquiries
1-800-684-8123
www.sce.com

Your electricity bill

BASSILI, TAHER/MAIDA / Page 1 of 4

Feb. 2023

Customer account

Rotating outage

Amount due \$317.88

Due by 03/06/23

Service account

POD-ID

2398 VIA MARIPOSA W UNIT
3E
LAGUNA WOODS, CA 92637

Date bill prepared
02/13/23

Your account summary

| | |
|---|-----------------|
| Previous Balance | \$202.21 |
| Payment Received 01/27/23 | -\$202.21 |
| Balance forward | \$0.00 |
| Your new charges | \$317.88 |
| Total amount you owe by 03/06/23 | \$317.88 |

Your past and current electricity usage

For meter 222013-297094 from 01/13/23 to 02/12/23

Total electricity you used this month in kWh

874

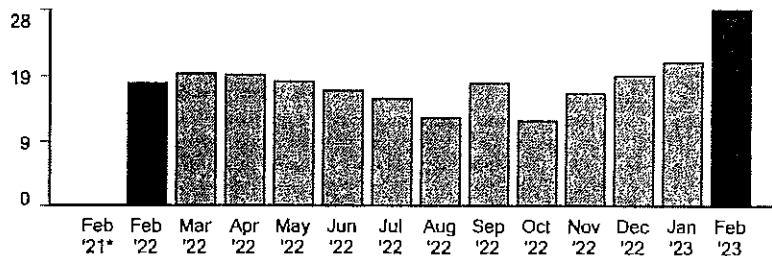
Your next billing cycle will end on or about 03/14/23.

Your daily average electricity usage (kWh)

2 Years ago: N/A

Last year: 17.74

This year: 28.19

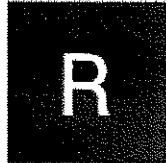


Your monthly usage may be higher than usual...
Based on your historical usage pattern, your monthly usage is trending higher than normal. As a result, you may notice an increase in your bill. If you would like information on tips and programs that can help you lower your energy usage and your bill, please visit www.sce.com/billhelper.

* No data available

Ticket Created SA21769065 - Electrical Use
Reimbursement Request-Drying Equip

Inbox



Resident Services [via sendgrid.net](#)

Wed, Feb
15,
11:32 AM

to me

Laguna Woods Village

Service Confirmation SA21769065

Laguna Woods Village is confirming that a service request

Electrical Use Reimbursement Request-Drying Equip

was received on 2/15/2023 for manor number 2398-3E.

Please call 949-597-4600 with reference number **SA21769065** if you have
any questions or need to cancel this service request.

Thank you for contacting Laguna Woods Village.

Need additional service?

[Contact Us](#)

Follow Up - Ticket Created SA21769065 - Electrical Use Reimbursement Request-Drying Equip



Maida Bassili

Feb 27,
2023,
10:13 AM

to residentservices

Hello Resident Services,

This email to follow up on the above request submitted two weeks ago.

When we called we were informed that someone from Damage Restoration office will call us to advise us of what we need to submit. Unfortunately, no one reached out to us as yet.

Our January bill (Jan13th -Feb12th) was \$115.67 more the Dec/Jan bill.

Note:

Dec/Jan bill was \$202.21

Jan/Feb bill is \$317.88

Please note that two big fans and one powerful humidifier was running continuously from February 1st through February 7th to dry the ceiling from the moisture that was caused by the leakage from the roof midnight of New Year's Eve.

Appreciate advising us of which documents you need from us in order to proceed.

Thank you,
Taher & Maida Bassili

Sent from my iPhone

Begin forwarded message:

From: Resident Services <sendgrid@vmsinc.org>

Date: February 15, 2023 at 11:32:57 AM PST

To: [REDACTED]

Subject: Ticket Created SA21769065 - Electrical Use Reimbursement Request-Drying Equip

Email Request Confirmation 2398-3E



Resident Services via sendgrid.net

Mon, Feb
27,
10:22 AM

to me

Laguna Woods Village

Email Request Confirmation

Your reference number is:

S021772802

Someone will follow up with you within the next 24 – 48 hours or the next business day if this is a holiday or weekend.

For requests related to your Manor, you may log in to LagunaWoodsVillage.com to check the status of your request; if you have additional questions or for further assistance, please contact Resident Service at 949-597-4600, Monday thru Friday, 8 AM – 5 PM.

Thank you for contacting Laguna Woods Village.

Have a nice day!

Written Request for Reimbursement (3/31/23)

Date: March 31st, 2023

To: Third Maintenance & Construction Committee Members

From: Taher & Maida Bassili, 2398 Via Mariposa W, 3E

Subject: Re Additional reimbursement of the SCE electric utility Cost for the month of February 2023

Dear Third M&C Committee Members,

Thank you for considering the additional reimbursement request due to the remarkable increase in our February electricity bill.

Comparing the **February** electric bill amount of **\$317.88** the month when the devices were running in our bedroom for one week, and the month before (Jan'23) which was \$202.21 and the month after (Mar'23) which was \$169.00 after the \$71.00 credit from Edison that month, it seems that the reasonable and fair amount would be **\$50.00** to be added to the standard \$32.00 amount, i.e. total of \$82.00.

Please note that I have already attended and presented my case to The Third Laguna Hills Mutual Board of Directors on March 21st, 2023 and provided the board members 15 copy sets of my letter of appeal along with copies of our electric bills of the three months.

Should you wish additional information, please let us know.

Thank you for your consideration with the above appeal request.

Respectfully,

Taher & Maida Bassili

THIS PAGE LEFT BLANK INTENTIONALLY

Resolution 03-15-45 Electricity Usage Reimbursement Policy

Resolution 03-18-45

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry-down equipment, as verified by the Moisture Intrusion Coordinator. A closet or hallway will be considered as a room for reimbursement purposes.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-11-48 adopted April 19, 2011 is hereby superseded and cancelled; and

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

MARCH Initial Notification

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

Director Baum made a motion to adopt a resolution for electrical use reimbursement policy revision. Director Tung seconded the motion and the motion passed by unanimous consent.

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Third Executive Hearings Charter

The Executive Hearings Committee was established by way of two resolutions and two motions. Resolution 03-08-148 was approved on December 16, 2008 to establish a Committee of the Whole for the sole purpose of holding disciplinary hearing matters as the Compliance Division had a backlog of disciplinary cases to bring before the Board. The resolution was rescinded by way of a motion on March 17, 2009. However, the same Resolution 03-08-148 was re-established by way of a motion on January 20, 2015 as cases increased and the need arose.

On April 27, 2023, the Committee reviewed the Executive Hearings Committee Charter.

Ms. Blessilda Wright, Compliance Supervisor provided an overview of the matter. The Committee discussed the matter.

Director Prince made a motion to approve the charter with minor changes and forward the clean version for full board review and consideration. Director Engdahl seconded the motion.

By unanimous consent, the motion passed.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Executive Hearings Committee
SUBJECT: Executive Hearings Committee Charter

RECOMMENDATION

Staff recommends adopting the Executive Hearings Committee Charter.

BACKGROUND

The Executive Hearings Committee was established by way of two resolutions and two motions. Resolution 03-08-148 was approved on December 16, 2008 to establish a Committee of the Whole for the sole purpose of holding disciplinary hearing matters as the Compliance Division had a backlog of disciplinary cases to bring before the Board. The resolution was rescinded by way of a motion on March 17, 2009. However, the same Resolution 03-08-148 was re-established by way of a motion on January 20, 2015 as cases increased and the need arose.

On February 17, 2015, the Board also approved Resolution 03-15-18 to include Common Area Damage Restoration Hearings at the Executive Hearings Committee.

For clarification, the Executive Hearings Committee is an extension of the Board and that is why its referred to as a “Committee of the Whole”. This is also why the Committee is Chaired by the President of the Board or 1st Vice President.

On February 23, 2023, the Committee made changes to the charter and tabled the matter till the next meeting.

On March 23, 2023, the Committee reviewed the changes and provided staff further direction.

DISCUSSION

The Executive Hearings Committee Charter includes clarifying language and purpose of the committee.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Jacob Huanosto, Compliance Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-23-XX Executive Hearings Committee Charter

THIS PAGE LEFT BLANK INTENTIONALLY



**THIRD LAGUNA HILLS MUTUAL
EXECUTIVE HEARINGS COMMITTEE CHARTER
RESOLUTION 03-23-XXX**

WHEREAS, the Third Laguna Hills Mutual (Third) Board of Directors (Board) recognizes the need to address disciplinary matters with adequate time to review and enforce Third's Governing Documents each month; and

WHEREAS, that pursuant to Bylaws, Article 7, Section 7.1, the Board determined to establish the Executive Hearings Committee (Committee) as a standing committee of this Corporation for the purpose of hearing disciplinary hearing matters, as well as for determining responsibilities for damage reimbursement situations; and

NOW THEREFORE BE IT RESOLVED, on May 16, 2023, that the Board of Directors of this Corporation hereby amends the Members and Responsibilities information for the Committee as follows:

I. Committee Members

1. The Board shall appoint either the Board President or the Board First Vice President as the Committee Chair.
2. The Committee shall consist of 3 Board Directors and 2 alternate Board Directors, all will be voting members appointed by the Board upon recommendation of the Committee Chair.
3. A Committee Member absent from 3 consecutive, regularly scheduled meetings shall no longer qualify for the Committee, unless excused by the Chair.
4. This Committee shall serve at the direction of and at the pleasure of the Board.

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. The Committee shall, pursuant to Bylaws Article 4, Section 4.5, hold disciplinary hearings on matters submitted to the Committee by the Compliance Department.
2. The Committee may, pursuant to Bylaws Article 4, Section 4.5.2, take disciplinary action against any Member, Qualifying Resident, Co-occupant, Tenant, and their Guests for breach of the Bylaws, CC&Rs, and other Governing Documents.
3. The Committee shall have full autonomy for the purpose of hearing and acting on Disciplinary Hearing cases.
4. The Committee shall have full autonomy for the purpose of hearing and acting on Common Area Damage Reimbursement cases.

Attachment 1

Third Laguna Hills Mutual Executive Hearings Committee Charter Resolution 03-23-XX

5. Consult, as appropriate and upon Committee approval, with Third Counsel.
6. Function in accordance with the Governing Documents and federal, state, and local laws.
7. 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.
8. Function as an advisory and liaison body to the managing agent in matters pertaining to Governing Document changes/implementation and coordinate these matters with other standing committees having related concerns.

RESOLVED FURTHER, Resolution 03-15-18 adopted February 17, 2015 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.

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.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 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

THIS PAGE LEFT BLANK INTENTIONALLY



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.

THIS PAGE LEFT BLANK INTENTIONALLY

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.

THIS PAGE LEFT BLANK INTENTIONALLY

**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.**~~ **2.4.** 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.

2.5. Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and 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.

2.6. 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 or equivalent in all major aspects (aesthetics, materials and warranty) 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.

2.7. 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.~~

~~2.9.2.8. 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.

~~2.10.2.9. 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.~~

~~2.12.2.10. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.~~



~~2.13.~~2.11. Detailed plans of the installation of roof jacks (flashing, vents, or planking for installation of Solar). ~~S~~should 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.

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

~~2.14.~~2.13.



~~2.15. The member is responsible for the maintenance and repair of the roof penetrations required for the installation of the solar system, and for any damage caused by these alterations. Flat roofs with PVC roofing shall have all tie-in work completed by the Mutual Roofing Contractor at the Member's expense.~~

~~2.16.~~ **2.14.** Connections to the manor's electrical system must be coordinated with the local electric utility.

~~2.17.~~ **2.15.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.

~~2.18.~~ **2.16.** 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.~~

2.17. 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, 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.~~ **2.18.** 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.~~2.19. 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 For continuous roofs that cover more than one manor, if the roof is required to be replaced, the member may limit the replacement of roof to the projected area of the manor requesting approval for the solar installation. A 3-ft roof transition will be required between the new roof and the existing roof and said transition will take place within the above described area.

3.23.3 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.

3.33.4 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.

3.43.5 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.

3.53.6 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) as per Section 3.4 above. Alternatively, member may assume full responsibility for the future maintenance, repair and replacement of the roof in lieu of removing and re-installing the solar panel system. If this option is selected, the existing roof will be considered an alteration.

3.63.7 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.

3.73.8 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** When applicable, ~~T~~he 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.~~

THIS PAGE LEFT BLANK INTENTIONALLY



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 2019, RESOLUTION 03-19-95
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

- 2.1. 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 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. 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.
- 2.5. Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and 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.
- 2.6. 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 or equivalent in all major aspects (aesthetics, materials and warranty) 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.

- 2.7.** 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.
- 2.8.** 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.
- 2.9.** 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.
- 2.10.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11.** 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.

- 2.12.** Lag screws must have adequate pullout strength and shear capacities.
- 2.13.** The member is responsible for the maintenance and repair of the roof penetrations required for the installation of the solar system, and for any damage caused by these alterations.
- 2.14.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16.** A solar panel system may only serve a single manor.
- 2.17.** 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.
- 2.18.** 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.
- 2.19.** 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** For continuous roofs that cover more than one manor, if the roof is required to be replaced, the member may limit the replacement of roof to the projected area of the manor requesting approval for the solar installation. A 3-ft roof transition will be required between the new roof and the existing roof and said transition will take place within the above described area.
- 3.3** 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.
- 3.4** 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.
- 3.5** 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.
- 3.6** All costs associated with roof replacement above and beyond the

Attachment 4

typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s) as per Section 3.4 above. Alternatively, member may assume full responsibility for the future maintenance, repair and replacement of the roof in lieu of removing and re-installing the solar panel system. If this option is selected, the existing roof will be considered an alteration.

- 3.7** 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.
- 3.8** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.9** 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.

THIS PAGE LEFT BLANK INTENTIONALLY



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

THIS PAGE LEFT BLANK INTENTIONALLY

Third Laguna Hills Mutual
Maintenance & Construction Committee
May 1, 2023

ENDORSEMENT (to board)

Approve Replacement Mailboxes for Buildings 3434 - 3438

Ian Barnette, Maintenance & Construction Assistant Director, presented a staff report and answered questions from the committee.

The committee voted 3/2/0 (Directors Laws and Park opposed) to recommend the board approve the installation of three (3) pedestal-style mailboxes as a pilot program for the five buildings in cul-de-sac 344.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Board of Directors
SUBJECT: Mailbox Replacements for Buildings 3434 – 3438

RECOMMENDATION

Approve the replacement of ten (10) in-wall mailbox units with three (3) freestanding pedestal-mounted mailboxes at Buildings 3434, 3435, 3436, 3437, and 3438 at an estimated cost of \$15,800 funded by the 2023 approved mailbox replacement budget.

BACKGROUND

On January 9, 2023, the Third M&C Committee reviewed and discussed a request from the affected building manor owners to replace in-wall mailboxes with pedestal mailboxes. By unanimous consent, the committee denied the request for pedestal boxes and instead voted to replace the existing in-wall mailboxes with new in-wall, post office compliant, mailbox units with the option for manor owners to pay the difference should the owners desire an upgraded pedestal style mailbox.

On January 11, 2023, Third Board President Laws received a request to appeal the matter to the full board and on February 21, 2023, the board directed staff to return the item back to the M&C Committee for further review and consideration.

On May 1, 2023, the M&C Committee reconsidered the pedestal mailbox alternatives and voted 3/2/0 (Directors Laws and Park opposed) to recommend the board approve the installation of three (3) pedestal-style mailboxes as a pilot program for the five buildings in cul-de-sac 344. A copy of the May 1 M&C Committee staff report is included as Attachment 1.

DISCUSSION

The residents at buildings 3434, 3435, 3436, 3437 and 3438 are requesting that the Board of Directors consider the replacement of their existing in-wall mailboxes with pedestal mailboxes similar to the LH-21 three-story buildings. Each building has two (2) existing in-wall mailbox clusters that are non-compliant with post office requirements. The new in-wall units are slightly larger than the existing units and are compliant with post office regulations. Third Mutual replaces existing mailboxes with new upgraded compliant in-wall boxes on a request basis. There are approximately 260 buildings with existing non-compliant in-wall mailboxes.

The M&C Committee discussed two alternatives for freestanding pedestal mailboxes using combinations of 8-slot and 12-slot mailbox units. The committee opted to recommend placing one 12-slot mailbox between buildings 3437 and 3437, one 12-slot mailbox between buildings 3435 and 3436, and one 8-slot mailbox at Building 3434.

FINANCIAL ANALYSIS

The 2023 Business Plan allocates an annual budget of \$25,180 for mailbox repairs and replacements. The cost to replace the existing in-wall units with new in-wall, post office compliant, mailbox clusters is \$2,900 per building, or a total of \$14,500 for all five buildings.

The estimated cost to replace the in-wall units with two 12-door pedestal mailboxes and one 8-slot pedestal mailbox is \$15,800.

If the board approves the recommended action, funding is available from the 2023 approved budget for the mailbox replacements from the Reserve Fund. No new funding would be needed at this time. Mailbox repair expenditures through March 31, 2023 are \$2,880. A balance of \$6,500 would remain available for mailbox replacements for the remainder of the calendar year.

Prepared By: Adam Feliz, Maintenance Operations Manager

Reviewed By: Ian Barnette, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – May 1, 2023 M&C Committee Staff Report



STAFF REPORT

DATE: May 1, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Mailbox Replacements for Buildings 3434 – 3438

RECOMMENDATION

Re-consider the request from residents at Buildings 3434, 3435, 3436, 3437, and 3438 to replace in-wall mailboxes with pedestal-style mailboxes and provide direction to staff.

BACKGROUND

On January 9, 2023, the Third M&C Committee reviewed and discussed the request to replace in-wall mailboxes with pedestal-style mailboxes. By unanimous consent, the committee denied the request for pedestal boxes and instead voted to replace the existing in-wall mailbox cluster with new in-wall, post office compliant, mailbox clusters with the option for manor owners to pay the difference should the owners desire an upgraded pedestal style mailbox.

On January 11, 2023, Third Board President Laws received a request to appeal the matter to the full board.

At the February 21, 2023 Third Board meeting, the Board requested the item be sent back to Third M&C Committee for further review and consideration. A copy of the February 21 board staff report is included as Attachment 1.

DISCUSSION

The residents at buildings 3434, 3435, 3436, 3437 and 3438 are requesting that the Board of Directors consider the replacement of their existing in-wall mailboxes with pedestal mailboxes similar to the LH-21 three-story buildings. Each building has two (2) existing in-wall mailbox clusters that are non-compliant with post office requirements. The new in-wall units are slightly larger than the existing units and are compliant with post office regulations. Third Mutual replaces the existing mailboxes with new upgraded compliant in-wall boxes on a request basis. There are approximately 260 buildings with existing non-compliant in-wall mailboxes.

Attachment 2 is a map of proposed locations of where five 8-door pedestal boxes can be placed in front of each building and locations where two 12-door pedestal boxes can be placed for use by multiple buildings. A sample of the pedestal boxes is included in Attachment 3.

FINANCIAL ANALYSIS

The 2023 Business Plan allocates an annual budget of \$25,000 for mailbox replacements. The cost to replace the existing in-wall units with new in-wall, post office compliant, mailbox clusters is \$2,900 per building.

The estimated cost to replace the in-wall units with either a single 8-door pedestal mailbox or a single 12-door pedestal mailbox is \$4,600 per pedestal. The estimated cost to remove, patch and re-stucco the in-wall units is \$1,000 per building.

Prepared By: Adam Feliz, Maintenance Operations Manager

Reviewed By: Ian Barnette, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – February 21, 2023 Board Staff Report

Attachment 2 – Site Map with Proposed Locations

Attachment 3 – Sample Pedestal Mailboxes



STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Mailbox Replacement Request at Buildings 3434 – 3438 - Appeal

RECOMMENDATION

Consider appeal by residents at Buildings 3434, 3435, 3436, 3437, and 3438 to replace in-wall mailboxes with pedestal-style mailboxes and provide direction to staff.

BACKGROUND

On January 9, 2023, the Third M&C Committee reviewed and discussed the request to replace in-wall mailboxes with pedestal-style mailboxes (Attachment 1). By unanimous consent, the committee denied the request for pedestal boxes and instead voted to replace the existing in-wall mailbox cluster with new in-wall, post office compliant, mailbox clusters with the option for manor owners to pay the difference should the 6-manor building owners desire an upgraded pedestal style mailbox.

On January 11, 2023, Third Board President Laws received a request to appeal the matter to the full board (Attachment 2).

DISCUSSION

The residents at buildings 3434, 3435, 3436, 3437 and 3438 are requesting that the Board of Directors consider the replacement of their existing in-wall mailboxes with pedestal mailboxes similar to the LH-21 three-story buildings. Each building has two (2) existing in-wall mailbox clusters that are non-compliant with post office requirements. The new in-wall units are slightly larger than the existing units and are compliant with post office regulations.

There are approximately 260 buildings with existing non-compliant in-wall mailboxes. Third Mutual replaces the existing mailboxes with new upgraded compliant in-wall boxes on a request basis.

FINANCIAL ANALYSIS

The 2023 Business Plan allocates an annual budget of \$25,000 for mailbox replacements. The cost to replace the in-wall units with a pedestal mailbox is approximately \$4,100 per building compared to \$2,900 per building for the in-wall units.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Third M&C Committee Meeting January 9, 2023 Agenda Item 9c

Attachment 2 – Appeal Request



STAFF REPORT

DATE: January 9, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Mailbox Replacement Request at Buildings 3434 - 3438

RECOMMENDATION

Authorize staff to proceed with the replacement of existing mailboxes at five buildings (3434 through 3438 Bahia Blanca) with new in-wall post office compliant mailboxes.

BACKGROUND

The residents at buildings 3434, 3435, 3436, 3437 and 3438 submitted a letter, signed by owners in each building, requesting the replacement of their existing in-wall mailboxes (Attachment 1). The owners are requesting the in-wall mailboxes to be replaced with pedestal mailboxes similar to the LH-21 three-story buildings.

DISCUSSION

The installation of new pedestal mailboxes requires the addition of a concrete pad for the support and attachment of the pedestal boxes, this will also require a city building permit and the removal of the in-wall units then stucco patch and paint to match. This change would be more costly to the mutual at an average of \$4,100 per building versus the like for similar replacement of the in-wall units at an average cost of \$2,900 per building.

The replacements for the in-wall units meet all requirements set forth by the Postmaster General, they are larger and can accommodate regular mail and some smaller packages. Staff recommends replacing the existing mailboxes with new upgraded in-wall boxes (Attachment 2) consistent with replacements in other similar buildings.

FINANCIAL ANALYSIS

Third Mutual has approved an annual budget of \$25,000 for mailbox replacements in 2023.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Members Request

Attachment 2 – Sample In-Wall Mailboxes

ATTACHMENT 1 - MEMBERS REQUEST

Attachment 1

November 8, 2021

*Mat Boy
Regnaud*

We had intended to present our petition in person at your November 16 meeting. However, we were informed by Resident Services that in person attendance by residents was not permitted at this meeting. Rather than waiting until we could appear in person, we are supplying each of you with a copy of the petition and relevant attachments with the request that our petition be addressed at this meeting.

Thank you.

Beverly Miller
3437 Bahia Blanca W, #O
Phone: [REDACTED]

Burt Dubois
3435 Bahia Blanca W, #C
Phone: [REDACTED]

3rd mutual mtg -

[REDACTED]

Robert Munklich?

*more meeting - Jan 3. Time?
Location?*

TO: THIRD MUTUAL BOARD OF DIRECTORS

FROM: THE RESIDENTS OF LOWER CUL DE SAC 344

RE: MAILBOXES

Attached is a petition signed by the residents of Bahia Blanca W, Manors 3434, 3435, 3436, 3437 and 3438 regarding the mailboxes on our buildings. We have consulted with the Postmaster at the Laguna Hills Post Office and understand that the current mailboxes on our buildings do not meet current Federal Regulations for the secure delivery of our mail. For example, they are not large enough to hold legal sized envelopes, nor is there any secure way for large envelopes or packages to be delivered to the residents. Anything larger than a business size envelope is put in the open bin under the mailboxes, and some packages have simply been left on the area below the mailboxes. Several residents receive medical prescriptions by mail and these are placed in the open bins available to anyone passing by. In addition, during the rainy season magazines and other sensitive items are damaged by the weather.

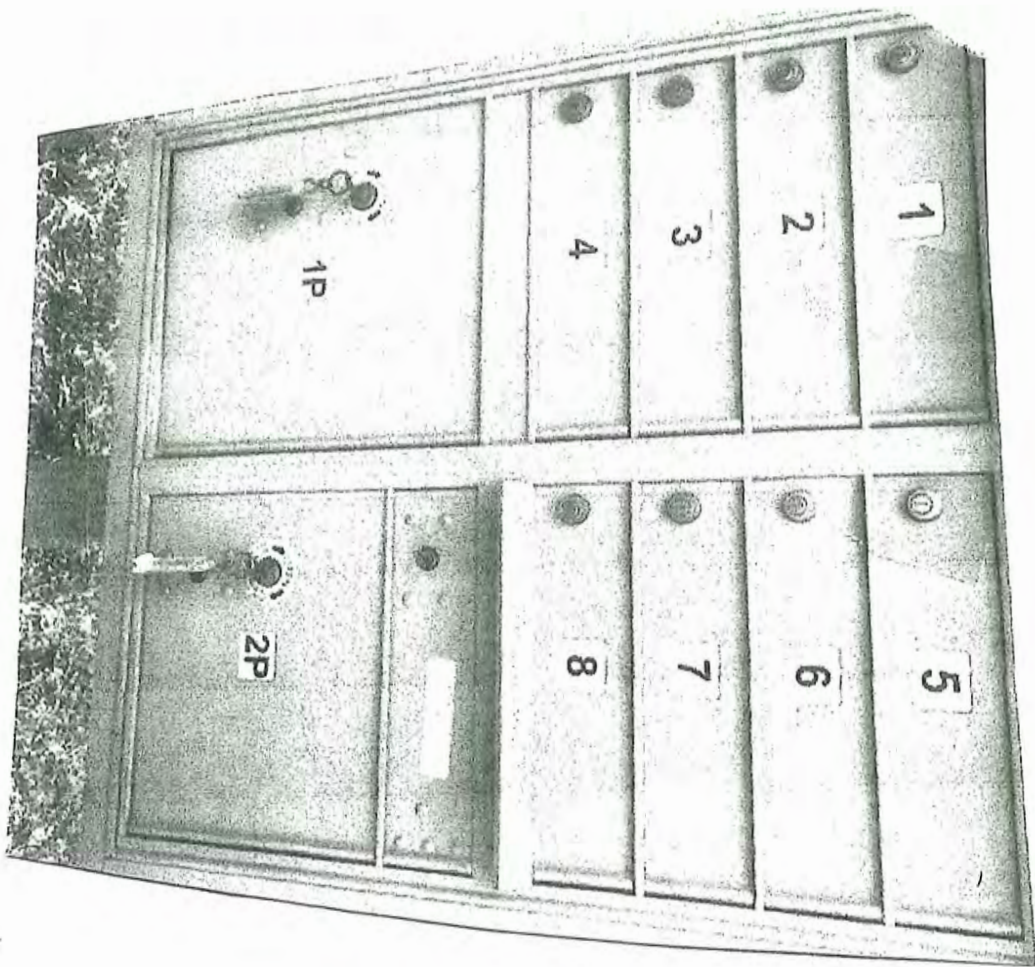
We are requesting that the Board take the appropriate steps to replace these mailboxes and install stand alone boxes as shown in the attached photo as soon as possible. This request is not unreasonable as several of stand alone boxes have already been installed in other areas of Third Mutual.

The rainy season is upon us and we would like to receive our letters, prescriptions, magazines, advertisements, etc. in a secure, dry (not wet and soggy) condition.

CURRENT MAILBOXES



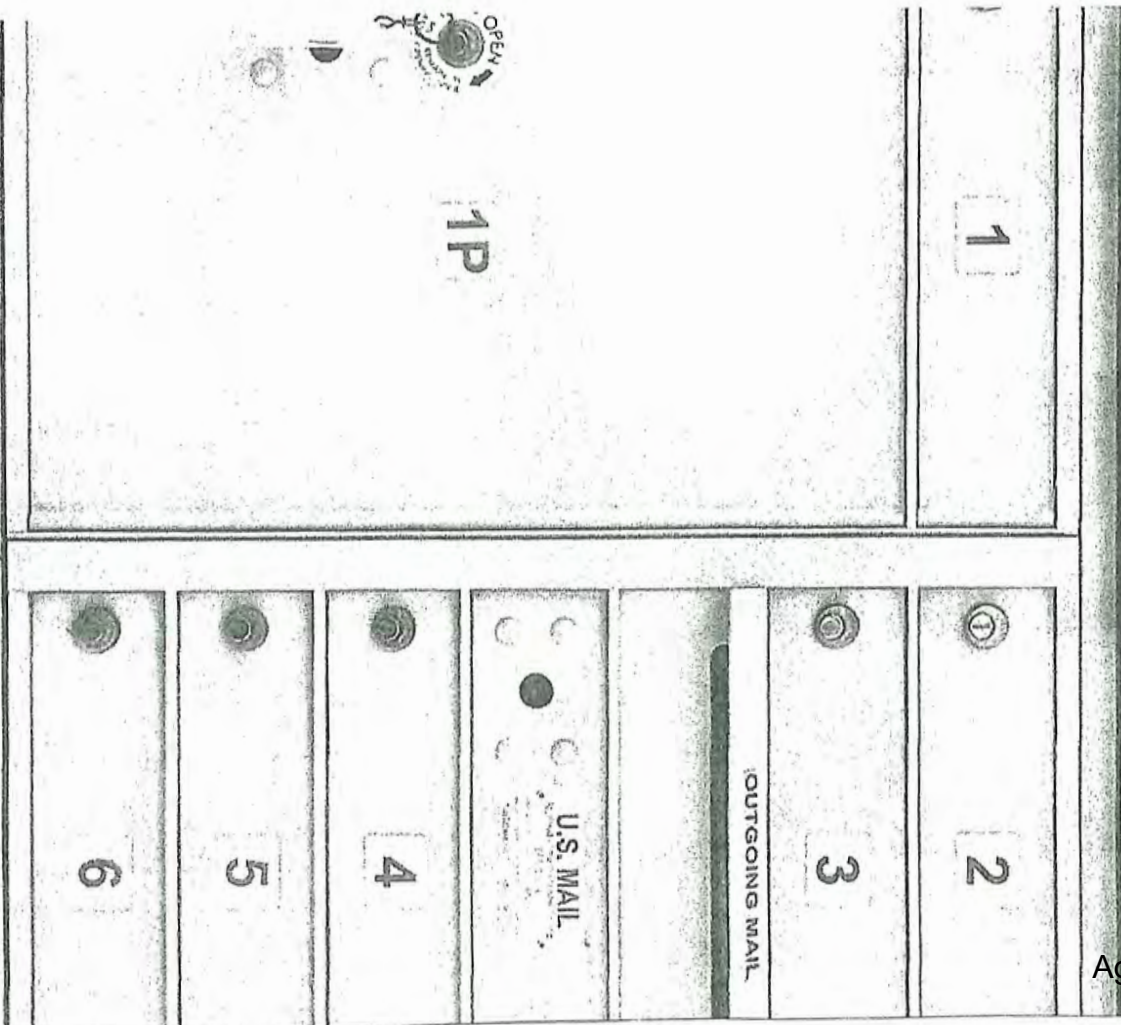
THIS



OR

REPLACE WITH

THIS



MANOR 3434

#A

#B

#C

Chas ae Lee

Phyllis Moore

#N

#O

#P

out of town

Lynne Chang

Barbara J. Wray

MANOR 3435

#A

#B

#C

out of town

Dale H. Baker

Brenda DeSair

B. J. D. Wray

#N

#O

#P

Harry Richards

Henry Sugimae

Warakriston

Mieko Sugimae

MANOR 3436

#A

#B

#C

Anna Sero

R. Kennedy

D. B. Boyle

Eugene J. Doyle

#N

#O

#P

out of town

Robin Munsey

Greg D. Steens

MANOR 3437

#A

#B

#C

Carol Henderson

Sun Kuyk

Gail Vink

Mark Wheeler

Jo

Rick Vink

#N

#O

#P

R. M. Kennedy

Linda Miller

Kent D. Vink

Maurice Kennedy

MANOR 3438

A

Out of town

#B

Out of town

#C



#N

Jay M Miller

#O

St. Anthony

#P

Raymond C. Miller



THIS PAGE LEFT BLANK INTENTIONALLY

From: Beverly Miller [REDACTED]
Sent: Wednesday, January 11, 2023 10:54 AM
To: Third Board President <thirdmutual@lagunawoodsvillage.com>
Subject: Re: From the President of Third: Members' Top Priorities for the Third Board

My neighbor, Burt DuBois, and I attended the maintenance committee meeting on Monday, January 9, to provide additional input with respect to our request for new mailboxes. Unfortunately, the committee denied our request for stand- alone units and will be recommending new wall units, which do not provide an adequate solution to the problems we have.. We were informed that we can appeal this decision to the Third Mutual Board. I would appreciate your informing me when this item will be on your agenda, so we can take the proper steps to provide whatever documents are required for the appeal. I know that you meet on Tuesday mornings. Unfortunately, i have a ongoing commitment on Tuesday mornings, so I would appreciate having advance notice of when you will be addressing our concern so that I can make arrangements so that I can attend your meeting. Thank you.
Beverly Miller

This Page Left Intentionally Blank



Proposed
Location of 8 slot with
outgoing slot and parcel
box

Proposed
Location of 12 slot with
outgoing slot and parcel
box

THIS PAGE LEFT BLANK INTENTIONALLY

Attachment 3 – Sample Pedestal Mailboxes



**8-door pedestal mailbox
with out-going slot and parcel box**



**12-door pedestal mailbox
with out-going slot and parcel box**

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Board of Directors
SUBJECT: Approve 2023 Inspector of Election Services

RECOMMENDATION

Appoint UniLect Corporation as the Inspector of Election for the annual election of directors.

BACKGROUND

Civil Code §5110 requires an association to select an independent third party as an inspector of elections. The Inspector of Elections is used to perform several tasks during an election including, but not limited to: Print, collate, mail, receive, register, store, and safeguard all secret ballots ("Ballots") Ballots, and required inner ("Ballot Envelope") and outer envelope ("Mailing Envelope"); and election day services including ballot counting, tabulating, validating, and certification of election results.

UniLect was appointed as Inspector of Election for the 2019 annual election. UniLect has proven expertise with homeowner association elections and Davis-Stirling Act compliance. Based on the firm's satisfactory performance during the 2022 cycle, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2023.

DISCUSSION

For compliance with Civil Code §5110, transparency purposes and due to the scale and magnitude of the election (i.e., number of ballots processed) it is necessary to contract for an Inspector of Elections.

Working with the CEO's Office, the Purchasing Division advertised for bids from a variety of election service companies, including firms that are members of the Community Associations Institute (CAI). The results are as follows:

| Name | Response |
|----------------------------|---|
| HOA Elect CA | Declined to provide a quote after reviewing scope of work on April 19, 2023 |
| UniLect | Provided a quote to VMS |
| The Ballot Box | Declined to provide a quote after reviewing scope of work on March 16, 2023 |
| The Inspectors of Election | Did not respond after reviewing the scope of work on March 17, 2023 |

Following the extensive search to identify a specialized contractor with proven expertise in homeowner association elections on the scale and magnitude of Laguna Woods Village and Third Mutual, and Davis-Sterling Act compliance, UniLect Corporation is recommended to serve as Inspector of Elections for the 2023 annual election. Based on the firm's satisfactory performance during the 2019, 2020, 2021, and 2022 elections, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2023.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2023 election of the directors is \$28,120.00, excluding postage. Funding for annual inspector of election services is included in the annual operating budget.

Prepared By: Makayla Schwietert, Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATTACHMENT 1: Resolution 03-23-XX to Approve Inspector of Election Services



RESOLUTION 03-23-XX

Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the Inspector of Elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, May 16, 2023, that the Board of Directors of Third Laguna Hills Mutual hereby approves awarding a contract to UniLect Corporation to perform Inspectors of Election services for the 2023 Annual Election of Directors; and

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Revised Architectural Standard No. 4 – Air Conditioning Units/Heat Pumps

Michael Horton, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Architectural Standard No. 4 – Air Conditioning Units/Heat Pumps.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 4: Air Conditioning Units/Heat Pumps

RECOMMENDATION

Recommend that the Board of Directors approve a resolution to revise Standard 4: Air Conditioning Units/Heat Pumps.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 4: Air Conditioning Units/Heat Pumps (Attachment 1). Standard 4 was last revised in March 2023, via Resolution 03-23-23 (Attachment 2).

On May 08, 2023, the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 4.

DISCUSSION

Staff is presenting the proposed revised Standard and accompanying resolution for consideration by the full board. The proposed changes to the standard are shown in the redlined version (Attachment 3). A final draft of the proposed standard is included as Attachment 4. The proposed standard is intended to reflect the current Building Codes, Municipal Codes, or mutual policies to allow for the removal of the wall mounted sleeve and replacement with a wall mounted mini-split condenser.

FINANCIAL ANALYSIS

There is no financial impact to the mutual. The removal and repair of the wall mounted wall sleeve will be the responsibility of the requesting mutual member. The cost to repair any damage to the mutual property resulting from the removal and replacement of the wall sleeve with a wall mounted mini-split will also be the responsibility of the member.

Prepared By: Michael Horton, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

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

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20

REVISED FEBRUARY 2006, RESOLUTION 03-06-09

REVISED SEPTEMBER 2006, RESOLUTION 03-06-40

REVISED JULY 2010, RESOLUTION 03-10-100

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

REVISED SEPTEMBER 2013, RESOLUTION 03-13-98

REVISED JULY 2015, RESOLUTION 03-15-101

REVISED JANUARY 2018, RESOLUTION 03-18-13

REVISED JULY 2019, RESOLUTION 03-19-71

REVISED MARCH 2023, RESOLUTION 03-23-23

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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

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

2.8 Removal of sleeves in stucco walls:

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

3.0 CENTRAL AND DUCTLESS UNITS

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

Attachment 1

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

Attachment 1

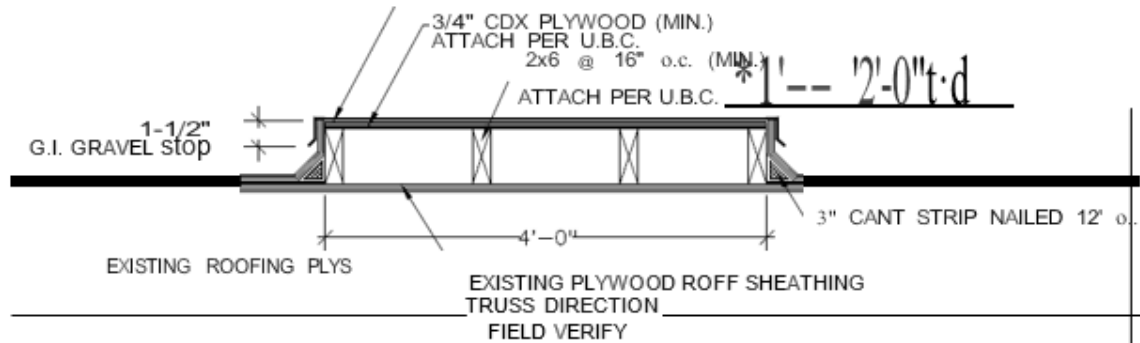
ROOFING NOTES

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

ROOF AS FOLLOWS PER 100 SQ.FT.

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

26 GAUGE SEAMLESS GALV. METAL CAP (MIN.)
ATTACH TO PLATFORM W/ CONST. ADHESIVE, NO NAILS OR SCREWS

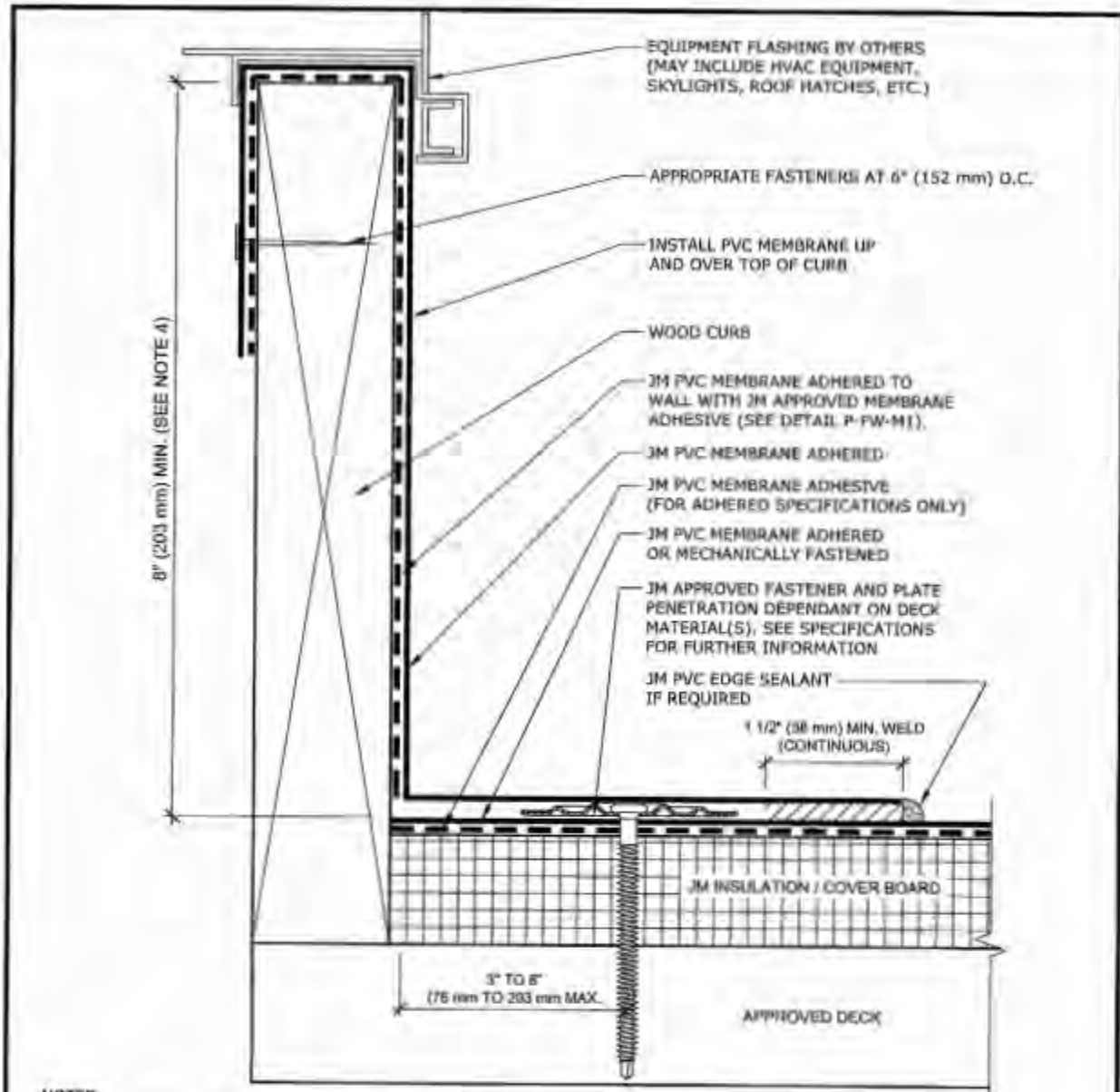


HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"


HVAC.DWG REV. 12/05

Attachment 1



NOTES:

1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. HEIGHT OF CURB TO BE ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND FLASHING HEIGHT.
5. PVC EDGE SEALANT IS OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. THIS INCLUDES FACTORY CUT MEMBRANE (SEE DETAIL P-MS-01).
6. SEE P-FW-B DETAILS FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

| | | | | |
|---------------|------------|--------------------------|--|--|
| DRAWING NO. | | WOOD CURB BASE FLASHING | |  <p>Agenda Item #10a Johns Manville</p> |
| P-FC-05 | | MEMBRANE TYPE | | |
| CURB & CORNER | | JM PVC | | |
| SCALE | ISSUE DATE | MAXIMUM GUARANTEE PERIOD | | |
| N.T.S. | 08-07-19 | 30 YEAR | | |

Johns Manville is a manufacturer of commercial roofing products and offers this general recommendation information to you as a courtesy. This complementary information is not to be used as a substitute for any contract, warranty, or applicable law. By accepting these comments you agree that you will not hold any representative, contractor, or installer liable for any damage or loss resulting from the design of this building or any other material not specified by Johns Manville.

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 2 – CURRENT RESOLUTION

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.

THIS PAGE LEFT BLANK INTENTIONALLY

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



STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-71
REVISED MARCH 2023, RESOLUTION 03-23-23
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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

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

Attachment 3

2.8 Removal of sleeves in stucco walls:

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

3.0 **CENTRAL AND DUCTLESS UNITS**

- 3.1 Only one condensing unit per manor is permitted.
- 3.2 Roof-mounted self-contained package units are prohibited.
- 3.3 Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4 Outdoor condensing units for single level manors shall be installed at ground level only and must meet a 71 db rating or less. Outdoor condensing unit locations for two and three story buildings are as follows: second and third floor manors shall be installed at ground level unless not feasible. Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor.
- 3.5 The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

Attachment 3

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

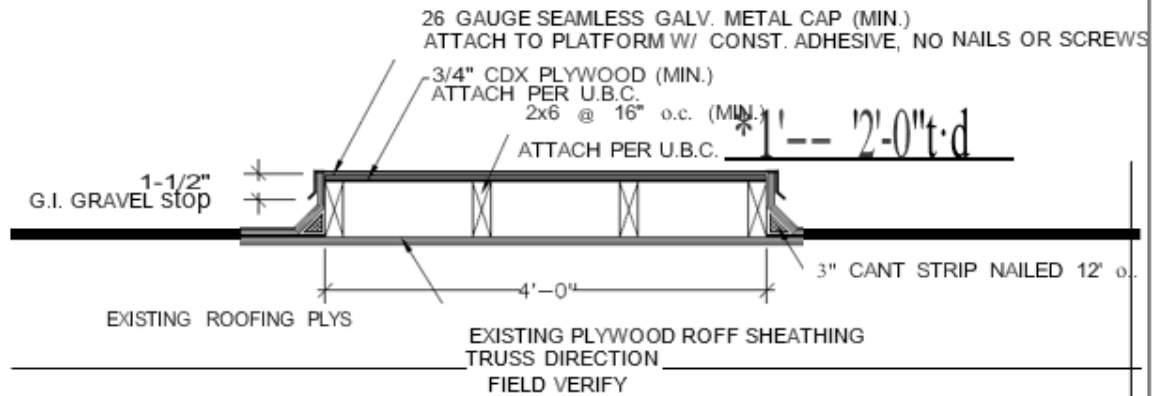
Attachment 3

ROOFING NOTES

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

ROOF AS FOLLOWS PER 100 SQ.FT.

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

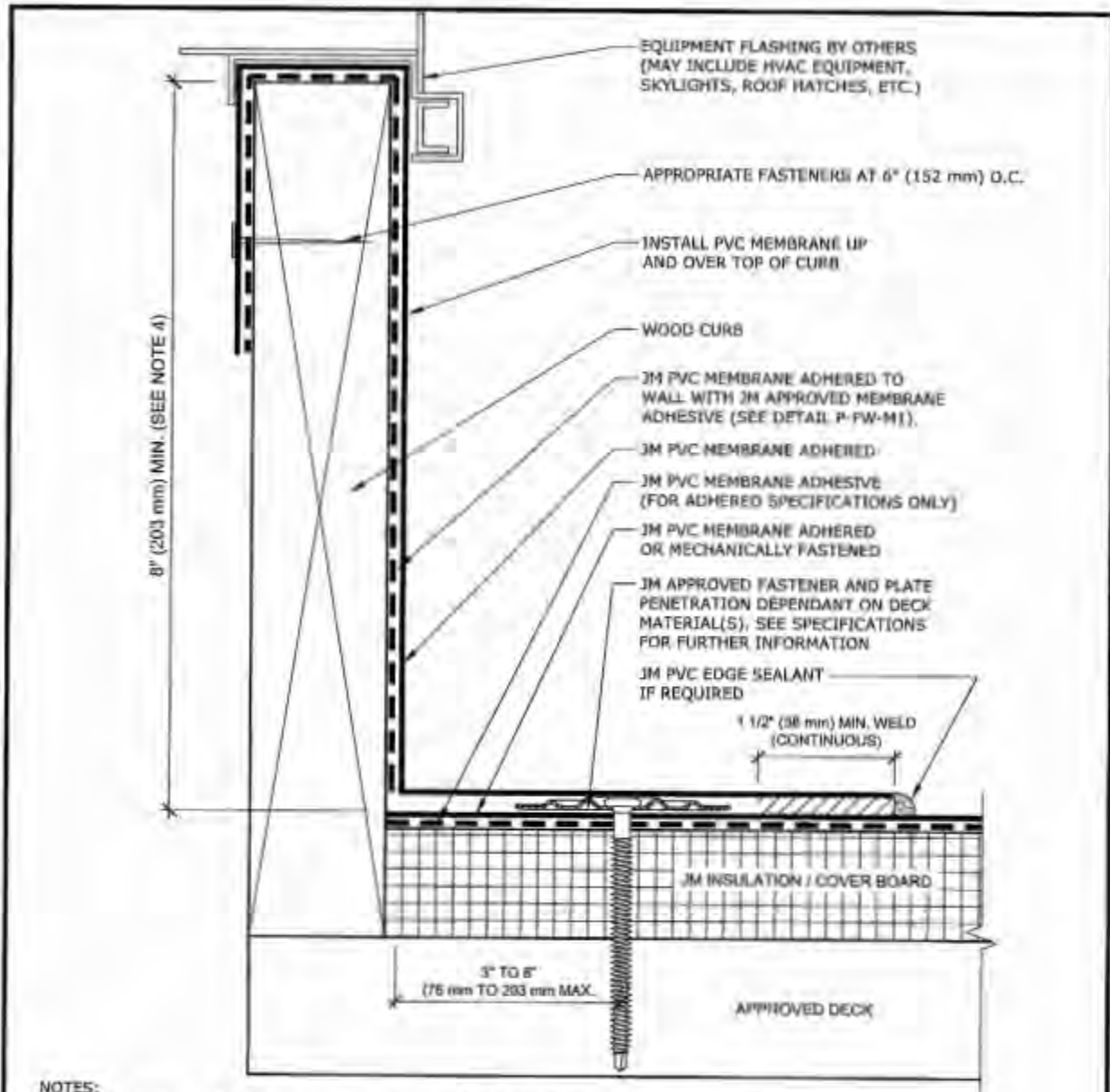


HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"


HVAC.DWG REV. 12/05

Attachment 3



NOTES:

1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. HEIGHT OF CURB TO BE ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND FLASHING HEIGHT.
5. PVC EDGE SEALANT IS OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. THIS INCLUDES FACTORY CUT MEMBRANE (SEE DETAIL P-MS-01).
6. SEE P-FW-B DETAILS FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

| | | | | |
|---------------|------------|--------------------------|---|--|
| DRAWING NO. | | WOOD CURB BASE FLASHING | |  <p>Agenda Item #10a Johns Manville</p> |
| P-FC-05 | | | | |
| CURB & CORNER | | MEMBRANE TYPE | <p>Johns Manville is a manufacturer of commercial roofing products and offers this product as a recommendation to you as a customer. The accompanying membrane is not an actual or stated warranty or recommendation or endorsement for professional engineering design work. Commercial exposure to weathering, wind, hail, etc., or application load, by exceeding these maximums, may cause the membrane to fail. For more information, contact your local Johns Manville representative, or contact the Johns Manville Division of the Johns Manville Corporation, 10000 North 10th Avenue, Denver, CO 80231.</p> | |
| SCALE | ISSUE DATE | MAXIMUM GUARANTEE PERIOD | | |
| N.T.S. | 08-07-19 | 30 YEAR | | |

Johns Manville is a manufacturer of commercial roofing products and offers this general recommendation information to you as a courtesy. This complementary information is not to be used to replace applicable code, contract or applicable law. By accepting these comments you agree that you will not hold any representative, contractors, etc. or an association or other business liable for any liability or other the responsibility of the design of this building or any other material not specified by Johns Manville.

THIS PAGE LEFT BLANK INTENTIONALLY

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



STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-71
REVISED MARCH 2023, RESOLUTION 03-23-23
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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

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

Attachment 4

2.8 Removal of sleeves in stucco walls:

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

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only and must meet a 71 db rating or less. Outdoor condensing unit locations for two and three story buildings are as follows: second and third floor manors shall be installed at ground level unless not feasible. Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor.
- 3.5** The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

Attachment 4

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

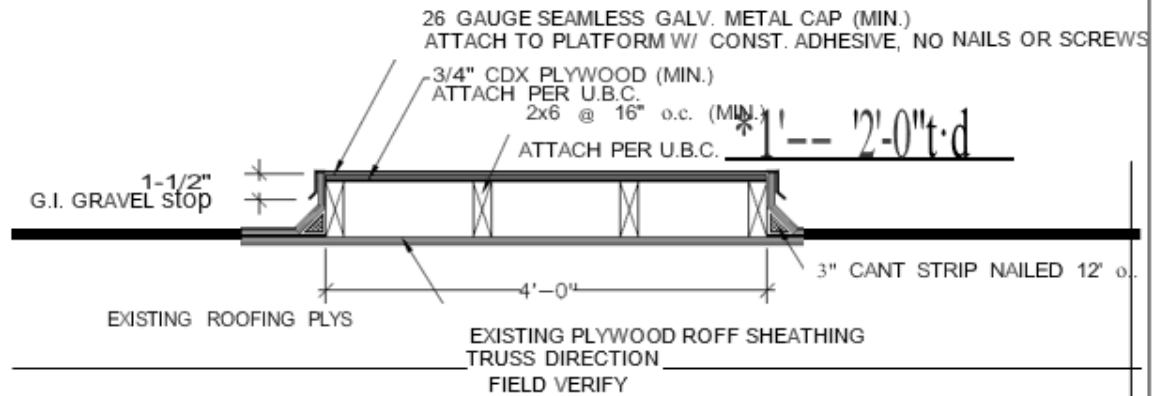
Attachment 4

ROOFING NOTES

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

ROOF AS FOLLOWS PER 100 SQ.FT.

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

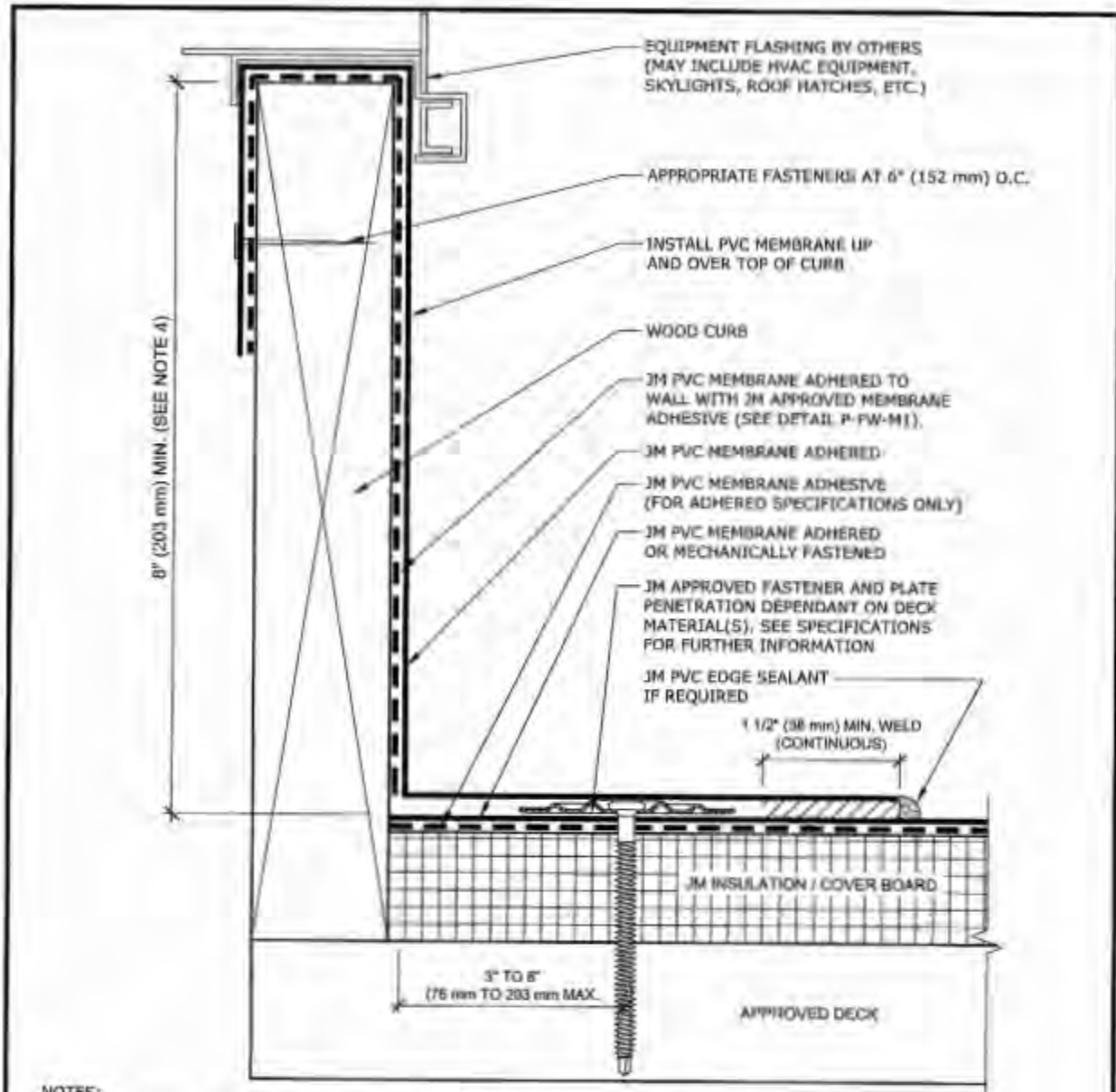


HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"


HVAC.DWG REV. 12/05

Attachment 4



NOTES:

1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. HEIGHT OF CURB TO BE ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND FLASHING HEIGHT.
5. PVC EDGE SEALANT IS OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. THIS INCLUDES FACTORY CUT MEMBRANE (SEE DETAIL P-MS-01).
6. SEE P-FW-B DETAILS FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

| | | | | |
|---------------|------------|--------------------------|--|---|
| DRAWING NO. | | WOOD CURB BASE FLASHING | |  Agenda Item #10a Johns Manville |
| P-FC-05 | | MEMBRANE TYPE | | |
| CURB & CORNER | | JM PVC | | |
| SCALE | ISSUE DATE | MAXIMUM GUARANTEE PERIOD | | |
| N.T.S. | 08-07-19 | 30 YEAR | | |

Johns Manville is a manufacturer of commercial roofing products and offers this general recommendation information to you as a courtesy. This complementary information is not to be used as a substitute for any contract, warranty, or applicable law. By accepting these comments you agree that you will not hold any representative, contractor, or installer liable for any damage or loss resulting from the use of this information. The design of this building or any other material not specified by Johns Manville.

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 5 – REVISED RESOLUTION



RESOLUTION 03-23-XX

STANDARD 4:

AIR CONDITIONING UNITS/HEAT PUMPS

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

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

NOW THEREFORE BE IT RESOLVED, June 20, 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 03-23-23 adopted March 21, 2023, 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.

MAY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Board of Directors
SUBJECT: Recordable Exclusive Use of Common Area Revocable License Legal Fee

RECOMMENDATION

Recommend that the Board of Directors approve a resolution to establish a pass-through legal fee of \$750 for the preparation of Recordable Exclusive Use of Common Area Revocable License agreements for variances on common areas outside the manor.

BACKGROUND

Third mutual current practice is to require an Exclusive Use of Common Area Revocable License Agreement to be recorded for variances that allow members to use portions of common areas outside the manor floorplan. The Third Mutual legal team (Roseman Law, APC) recommends that the recordable agreements be prepared individually to ensure all aspects of law are properly included. Roseman Law has agreed to a flat rate of \$750 and a preparation time of 5-7 working days for each agreement.

DISCUSSION

The variance approvals granted by the Third board must be in strict compliance with Civil Code Section 4600, and in accordance with current laws, regulations and policies. Roseman Law is qualified to provide these services and, as a legal representative of Third Mutual, will ensure the proper language is incorporated to protect the mutual's interest. There are currently three variances pending approval that will be subject to the proposed legal fee.

On May 08, 2023, the ACSC reviewed and voted to recommend that the Board of Directors approve a Recordable Exclusive Use of Common Area Revocable License legal fee.

FINANCIAL ANALYSIS

The adoption of the proposed resolution will not result in a fiscal impact to the mutual as the fee to the resident will offset the cost incurred from the attorney, i.e. it is a pass-through legal fee. The current variance processing fee of \$150 applies to all variance applications and will remain as adopted. If the board approves the recommended legal fee of \$750, this fee will be in addition to the variance processing fee for a total cost of \$900 for these types of variances.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Michael Horton, Manor Alterations Manager
Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1 – Resolution 03-23-XX

Attachment 2 – Alteration Fee Schedule with the Added Legal Fee

ATTACHMENT 1 – RESOLUTION 03-23-XX



RESOLUTION 03-23-XX

Recordable Exclusive Use of Common Area Revocable License Legal Fee

WHEREAS, approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; and

WHEREAS, the required agreement should be prepared by the Mutual's legal counsel to ensure protection of the mutual's interests;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, that the Board hereby adopts a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team; and

RESOLVED FURTHER, the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member; and

RESOLVED FURTHER, the current Variance Application fee in the amount of \$150, which includes the preparation of the boilerplate agreement, remains as adopted under the most current Alteration Fee Schedule; and

RESOLVED FURTHER, the adopted legal fee for the preparation of the Recordable Exclusive Use of Common Area Revocable License agreement in the amount of \$750 will be in addition to the adopted Variance Application fee and is hereby added to the Alteration Fee Schedule; and

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

MAY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 2 - ALTERATION FEE SCHEDULE WITH THE ADDED LEGAL FEE



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 |
|-----------------------------|-------|

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

| \$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) | |

| 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) | |

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.

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

THIS PAGE LEFT BLANK INTENTIONALLY

ATTACHMENT 2



Other Fees

~~Solar Application Processing Fee Schedule~~

~~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 |
| <u>Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement (*)</u> | <u>\$750</u> |

(*) applies only to board approved variances that allow members to use portions of common area outside the manor floorplan and is collected after board approval of the variance

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Appeal Policy

The purpose of the Appeal Policy is to set forth appeals of certain decisions by the Board, Committees, or Management on architectural and landscape matters, Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale related matters, as well as decisions made regarding Member discipline and reimbursement to Third by Members for expenses incurred by Third for which the Member is responsible, including without limitation applicable, legal fees and costs.

On December 27, 2022, the Resident Policy and Compliance Committee reviewed the Appeal Policy and proposed changes to simplify the process of appeals and provide uniformity and clear guidelines for appeals.

On April 25, 2023, the Committee reviewed the simplified Appeal Policy.

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

Director Lewis made a motion approve the Appeal Policy for full board consideration after making minor changes as determined by the Committee. Director Bhada seconded the motion.

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

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: May 16, 2023
FOR: Resident Policy and Compliance Committee
SUBJECT: Appeal Policy

RECOMMENDATION

Discuss and consider adopting changes to the Appeal Policy

BACKGROUND

Third Laguna Hills Mutual's ("Third") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure for review of a question that may/will ultimately be determined by the Board. For example, a resident requesting an alteration variance or a landscape change is reviewed at the Committee level before it is brought before the Board for final decision.

Civil Code Section §4765 provides that decisions made by the Board or of a committee having the same composition as the Board relating to a member's architectural and/or landscape request that occur in an Open Session Board meeting in compliance with the requirements of Civil Code §4900 et seq. (the Open Meeting Act) may be final, without the right of a Member to appeal said decision.

On August 20, 2019, Third amended the Appeal Policy (Resolution 03-19-79) to conform with Civil Code §4765; allowing for Board decisions to be final. The policy also streamlined the process to provide guidelines for a member if they meet the criteria for an appeal. The policy amendment added further review stipulating that if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no member shall be entitled to such reconsideration as a matter of right.

The purpose of the Appeal Policy is to set forth appeals of certain decisions by the Board, Committees, or Management on architectural and landscape matters, Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale related matters, as well as decisions made regarding Member discipline and reimbursement to Third by Members for expenses incurred by Third for which the Member is responsible, including without limitation applicable, legal fees and costs. (Attachment 1)

On December 27, 2022, the Committee reviewed the Appeal Policy and proposed changes to simplify the process of appeals and provide uniformity and clear guidelines for appeals (Attachment 2).

On January 24, 2023, the Committee tabled the matter to further update the policy.

On February 29, 2023, the Committee tabled the matter for further review.

On March 29, 2023, the Committee tabled the matter for further updating to simplify the process.

DISCUSSION

Review the proposed Appeal Policy.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Jacob M. Huanosto, Compliance Coordinator

ATTACHMENT(S)

Attachment 1: Current Resolution 03-19-79 Appeal Policy

Attachment 2: Appeal Policy Proposed Version and Resolution 03-23-XX



Appeal Policy
Resolution 03-19-79; Adopted August 20, 2019

I. Purpose

Third Laguna Hills Mutual (“Third”) requires a Member to seek approval from the Board of Directors (“Board”) on certain matters of Corporate business by way of the committee structure for review of a question that may ultimately be determined by the Board in Open session, including without limitation, certain architectural and landscape approvals, and variance requests, or in Executive Session, including without limitation, approvals for Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale, as well as decisions on discipline of members for governing document violations and reimbursement for expenses incurred by Third.

Depending on the circumstances and the powers granted to the Committee (as defined below), the Committee may either act to approve or deny a Member’s request, or, if such request requires Board consideration, forward the Committee’s recommendations regarding the Member’s request to the Board for its consideration and decision.

The purpose of this document is to set forth the Appeal Policy for appeals of certain decisions by the Board, Committees, or Management on architectural and landscape matters, Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale related matters, as well as decisions made regarding Member discipline and reimbursement to Third by Members for expenses incurred by Third for which the Member is responsible, including without limitation when applicable, legal fees and costs.

A decision made by a Committee or Management, within its powers, to deny a Member’s request shall be appealable to the Board if permitted by the Community Rules and/or required by statute. However, except as specifically provided in this Policy or otherwise in the Community Rules (as defined below), or as may otherwise be required by law, **all decisions, including other matters of Corporate business made by the Board, whether in an Open Meeting or in Executive Session, shall be final and not subject to additional review or a right of appeal by Third Members.**

II. Definitions

For the purposes of this Policy:

- a. **Committee** is a group of individuals appointed by the Board for a specific function. For example, the Architectural Control and Standards Committee and Landscape Committee review Member requests for nonstandard architectural or landscape changes and make recommendations to the Board for approval or denial.
- b. **Community Rules** shall mean and refer to the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions ("CC&Rs"); and any rules and regulations adopted by Third. Any reference to the "**Governing Documents**" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- c. **Executive Hearing Committee** is comprised of three (3) Directors and two (2) alternate Directors for the purpose of making decisions on disciplinary/confidential matters in Executive Session, including without limitation, discipline for Governing Document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage.
- d. **Executive Session** is defined as a closed meeting of the Board to address disciplinary/confidential matters as described in Civil Code Section 4935.
- e. **Management** shall mean and refer to Village Management Services, Inc., the managing agent for Third.
- f. **Member** is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third.
- g. **Open Meeting** is defined as a meeting open to the Members of Third as provided in the Open Meeting Act as codified in the Civil Code at Section 4900 et seq. Per Civil Code Section 4765, decisions made by the Board relating to a Member's architectural and/or landscape request that occur in an Open Session meeting may be final.
- h. **Subject Matter Expert** ("SME") is defined as the Staff Member from Management with the highest level of expertise in the specialized job, task, or skill pertinent to a Member's appeal request.

III. Architectural and Landscape Decisions

As further described in the Community Rules, including without limitation, the Architectural Review Procedures, applications for Standard Plan alterations submitted to the Manor Alterations and Permits Division may typically be approved without Board review.

An application with plans not in conformance with the approved Standard Plan alterations or for which neighbor objections have been received are considered and reviewed by the Architectural Control and Standards Committee ("ACSC").

Applications that are not in conformance with Third's architectural standards may be recommended for denial by the ACSC.

Meanwhile, an application that may otherwise meet the application requirements, but with plans that do not conform to the approved Standard Plan alterations, requires the approval of a variance request, which must be submitted for review by the ACSC. The ACSC reviews the architectural application, variance request, and other documentation provided regarding the proposed alteration at its regularly scheduled meetings and makes a written recommendation to the Board as to whether the architectural/variance request should be granted or denied.

Similarly, requests by Members for landscape modification are submitted to the Landscape Division for review by Management and/or the Landscape Committee, which may approve standard landscape alterations without Board review. Nonstandard landscape requests will be reviewed by the Landscape Committee, who will then make a written recommendation to the Board as to whether the landscape modification should be approved or denied.

The recommendation from the ACSC or Landscape Committee, as may be applicable, on a matter to be ultimately determined by the Board is considered by the Board at the next regularly scheduled Open Meeting, at which time the Board will either approve (either with or without conditions) or deny the Member's architectural/variance or landscape modification request.

Such decisions made by the Board at an Open Meeting are not subject to appeal, in accordance with Civil Code Section 4765. Nor shall decisions made by the Board on such matters in Executive Session, as may be applicable, be subject to appeal.

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.

IV. Disciplinary Decisions

The Executive Hearing Committee makes decisions on disciplinary/confidential matters, including discipline for governing document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage, in Executive Session meetings, to which the Member has been invited to be heard, and issues written decisions to Members within fifteen (15) days from the date of the noticed hearing in accordance with the hearing and enforcement procedures in Third's Community Rules.

Within thirty (30) days of receipt of a written decision by the Executive Committee relating to Member discipline or a reimbursement by the Member to Third, made at an Executive Session meeting, the Member may appeal to the Board the Executive Committee's decision by providing an explanation, in writing, as to why the Member believes the Committee made an incorrect decision, along with any additional evidence or documentation pertinent to the Member's appeal.

Upon receipt of such appeal request, the information will be reviewed by the SME for consideration. If approved, a new hearing will be scheduled before the Board, at which the Board will consider the written appeal as well as any evidence or documentation previously provided, after which the Board will make a decision and provide notice of same in accordance with Third's Governing Documents and applicable statute.

No further appeals, other than as directly referenced above, will be granted upon reconsideration by the Board of the matter that was the subject of the initial hearing before the Executive Committee and a final determination by the Board. In addition, the decision on any such matter heard directly before the Board (rather than first being heard by the Executive Committee) shall be final and not subject to appeal.

V. Occupancy and Membership Decisions

Pursuant to Third's Lease Policy, Care Provider Policy, Resale Policy and the Governing Documents, a Member seeking authorization to occupy or obtain Membership must submit the required Permit application to the Community Services Division along with all required supporting documentation. The application is then reviewed by Management, who may either approve or deny the application based on the conformance of the application to the requirements in the Lease Policy, Care Provider Policy, Resale Policy, and the Governing Documents and ability of the Member to pursue such action as otherwise specified in the Community Rules and/or based on prior disciplinary action against the Member.

If Management denies the request within its authority (without consideration by the Board), the Member may appeal such decision to the Board upon written appeal by providing an explanation, in writing, as to why the Member believes Management made an incorrect decision, along with any additional documentation pertinent to the Member's appeal. Upon receipt of such appeal request, the information will be reviewed by the SME for consideration as well as any evidence or documentation previously provided, for consideration by the Board, which will make a final decision on the Member's application.

In some instances, Management may refer the approval/denial decision directly to the Board, and provide a recommendation for approval or denial of the application based on its review of the submitted application and documentation.

A decision on the approval or denial by the Board, whether in an Open Meeting or in Executive Session shall be final, and not subject to appeal or further review by the Member.

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid

Attachment 1

Third Laguna Hills Mutual
Appeal Policy
Resolution 03-19-79

out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.

Appeal Form
Compliance Division
PO BOX 2220, Laguna Hills, CA 92654; 949-268-CALL; compliance@vmsinc.org

If you disagree with the Determination Notice by the Third Laguna Hills Mutual (Third) Executive Hearings Committee, you may appeal the decision(s) to the Board of Directors by completing this form and explaining why you disagree. You must sign the form and return it to the Compliance Division. **YOU HAVE 30 DAYS FROM THE MAIL DATE OF THE DETERMINATION NOTICE TO FILE A TIMELY APPEAL.** The Subject Matter Expert (SME) will review the appeal request for consideration. If approved, a new hearing will be scheduled before the Board, in accordance with Resolution 03-19-79, Appeal Policy.

| Section I: Member(s) Information | | | |
|---|---------------|--------------------|---------------|
| Name: | Unit # | Telephone # | Email: |
| | | | |
| Name: | Unit # | Telephone # | Email: |
| | | | |
| Date of Disciplinary Hearing: | | | |
| | | | |

| Section II: Appeal Statement |
|--|
| <p>PLEASE PRINT</p> <p>Explain the reason for your appeal and why you disagree with the decision(s). If required, attach additional pages to this form and write your name and unit on each page.</p> |
| |

FOR OFFICE USE ONLY

Action Taken By: _____

| | | |
|---|---|--------------|
| <input type="checkbox"/> Appeal Approved | <input type="checkbox"/> Appeal Denied | Date: |
| | | |

THIS PAGE LEFT BLANK INTENTIONALLY



Third Mutual Appeal Policy

Adopted June 20, 2023

I. Purpose

Board committees are made up of individuals who advise the board on a specific area of operations. Committees are made up of board members, staff members, and advisors who come together to provide expert guidance for the board as a whole. Third Laguna Hills Mutual ("Third") utilizes committees to address relevant issues and make recommendations to the entire board for final approval. These committees tend to function independently from each other and are provided with sufficient authority, resources, and assigned responsibilities in assisting the entire board.

Depending on the circumstances and the powers granted to a committee, a committee may either act to approve or deny a member's request, or discipline members for governing document violations and determine that reimbursement for expenses incurred by Third are the responsibility of a member.

The purpose of this document is to set forth the Appeal Policy for appeals of decisions made by committees.

II. Policy

It is the stated policy that Members shall have the right to appeal decisions made by a committee whose membership is made up of less than the full board and have their appeal considered by the Board, after which the Board will make a decision and provide notice of same in accordance with Third's Governing Documents and applicable statute.

Information regarding how to request an appeal of a committee's decision will be included in the determination letter sent to a member as a result of a committee's decision, but essentially the process is:

- A member who wishes to appeal a committee's decision has 30 days, from the date of the committee decision, to appeal the decision.
- The appeal request must be sent to the general manager and the committee chair and/or Board president.
- The appeal request must be received in writing (electronic version is acceptable).
- The member may – but is not obliged to – explain why the member believes the committee's decision is incorrect.
- The member may – but is not obliged to – provide such new evidence or documentation that the member feels will aid the member's appeal.

If the Board approves a committee decision within 30 days of the decision being made by the committee, the member can still appeal the decision of the committee to the Board and the Board will hear it.

As per Community Rules and applicable law, any appeal decision made by the Board, whether in an Open Meeting or in Executive Session, shall be final and not subject to additional review or a right of appeal by Third Members. However, should new evidence be presented regarding the decision, the committee has the option to re-hear the request and make a decision, which could result in an appeal to the Board as per this policy.

THIS PAGE LEFT BLANK INTENTIONALLY



Resolution 03-23-XX

Appeals Policy Amended, June 20, 2023

WHEREAS, from time to time Resident Members seek approval from the Third Laguna Hills Mutual Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members' requests to the Third Laguna Hills Mutual Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the Third Laguna Hills Mutual Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, that the Board of Directors of this Corporation hereby establishes and adopts the attached Appeal Policy pertaining to the rights of Members to appeal decisions of Committees of the Board and, as applicable, by the Board regarding certain Corporate business, for this Corporation; and

RESOLVED FURTHER, Resolution 03-19-79, adopted August 20, 2019 is hereby superseded in its entirety and canceled; and

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

May Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

THIS PAGE LEFT BLANK INTENTIONALLY



Chair's Report for May 16, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **March 31, 2023**, total revenue for Third was \$11,082K compared to expenses of \$8,627K, resulting in a net revenue of \$2,455K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$852K through the reporting period. This chart shows how much of our revenue went into operations, with \$7,164K coming in from assessments and \$544K coming from non-assessment revenue. This is compared to operating expenditures of \$6,831K (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 \$1,786K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$912K;** Favorable variance resulted primarily from the timing of payments. Waste line remediation, water line – copper pipe remediation, and tree maintenance are in process and 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 has currently started in April. Pest control favorable variance resulted from a late start for fumigation tenting, which runs from April to October.
- **Employee Compensation and Related \$462K;** 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 \$127K;** Favorable variance primarily resulted from water and sewer. Water was favorable \$98K. Water consumption in 2023 was lower than budgeted due to



Chair's Report for May 16, 2023 Board Meeting

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 (\$43K);** Unfavorable variance resulted primarily from less leases processed than anticipated. Also, resale processing fee revenue was lower than expected due to a decrease in home sales compared to the same period last year.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$723K by category, starting with our largest revenue generating categories of Chargeable Services, Investment Interest Income, Permit Fee, Laundry Revenue, Lease Processing Fee, Resale Processing Fee and so on.

SLIDE 6 – On this pie chart, we see the expenses to date of \$8,627K 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 March 31, 2023 was \$33,049K. YTD contributions and interest were \$3,375K while YTD expenditures were \$1,770K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$30.2 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 March 31, 2023, Third sales totaled 70, which is 47 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$507K, which is \$36K higher than prior year for the same time period.

Financial Report

As of March 31, 2023



| INCOME STATEMENT (in Thousands) | | ACTUAL |
|------------------------------------|--|----------|
| Assessment Revenue | | \$10,359 |
| Non-assessment Revenue | | \$723 |
| Total Revenue | | \$11,082 |
| Total Expense | | \$8,627 |
| Net Revenue/(Expense) | | \$2,455 |

Financial Report

As of March 31, 2023



| OPERATING INCOME STATEMENT (in Thousands) | | ACTUAL |
|--|--|---------|
| Assessment Revenue | | \$7,164 |
| Non-assessment Revenue | | \$544 |
| Total Revenue | | \$7,709 |
| Total Expense ¹ | | \$6,831 |
| Operating Surplus | | \$852 |

1) excludes depreciation

Financial Report

As of March 31, 2023



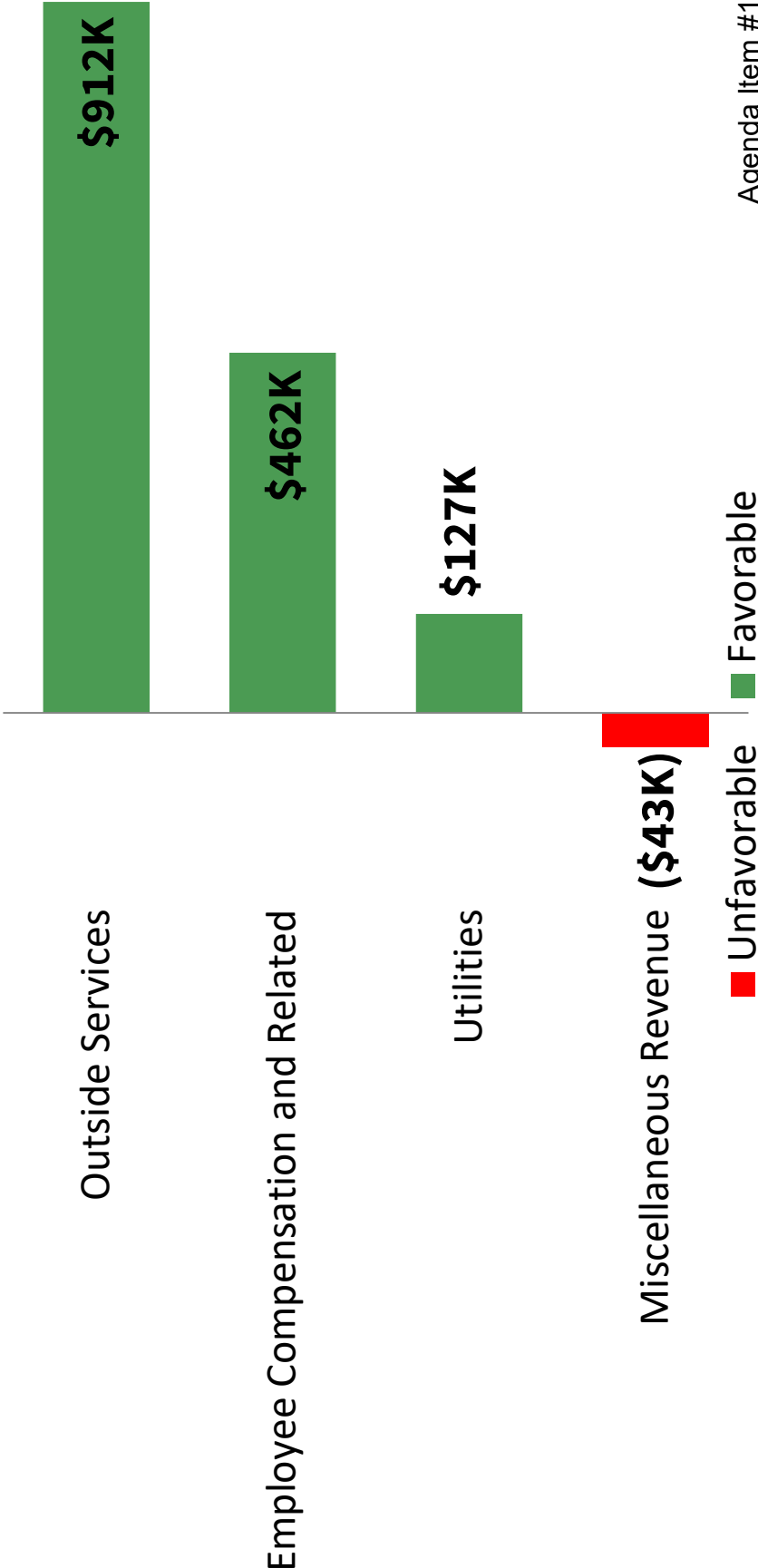
| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue | \$10,359 | \$10,359 | \$0 |
| Non-assessment Revenue | \$723 | \$611 | \$112 |
| Total Revenue | \$11,082 | \$10,970 | \$112 |
| Total Expense | \$8,627 | \$10,301 | \$1,674 |
| Net Revenue/(Expense) | \$2,455 | \$669 | \$1,786 |

Financial Report

As of March 31, 2023



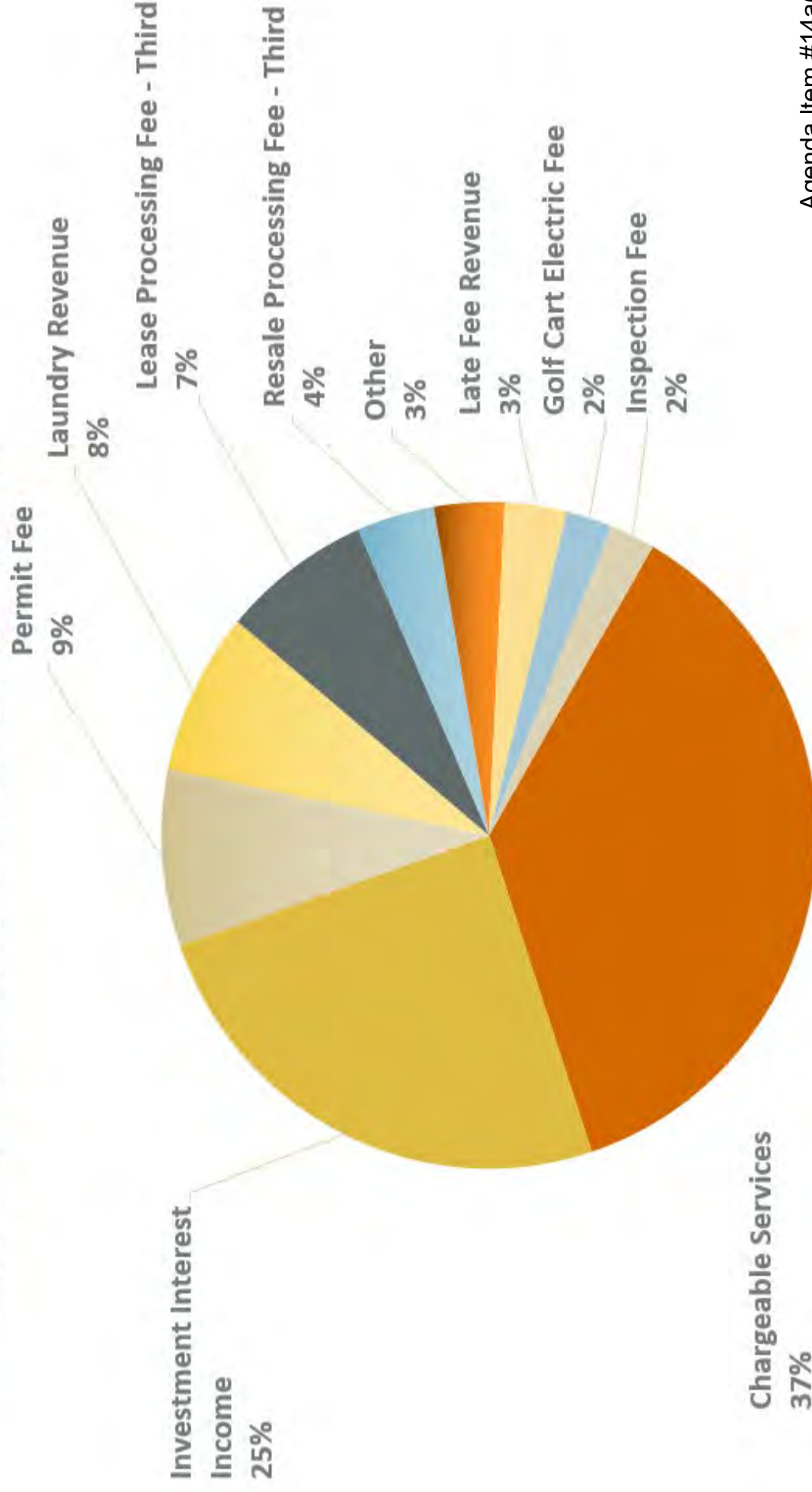
Year to Date Variances



Financial Report

As of March 31, 2023

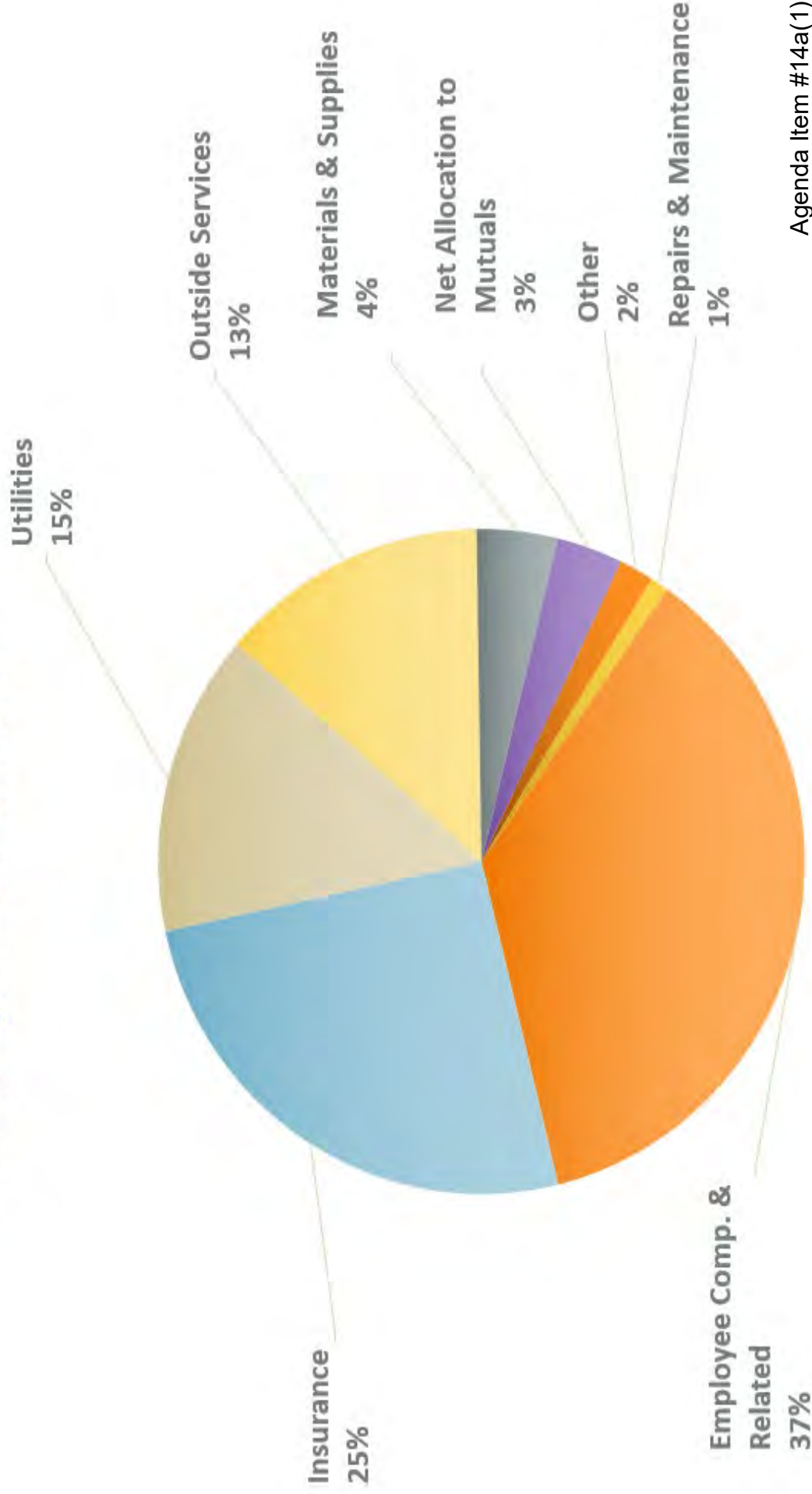
Total Non Assessment Revenues \$722,935



Financial Report

As of March 31, 2023

Total Expenses \$8,626,815



Financial Report

As of March 31, 2023



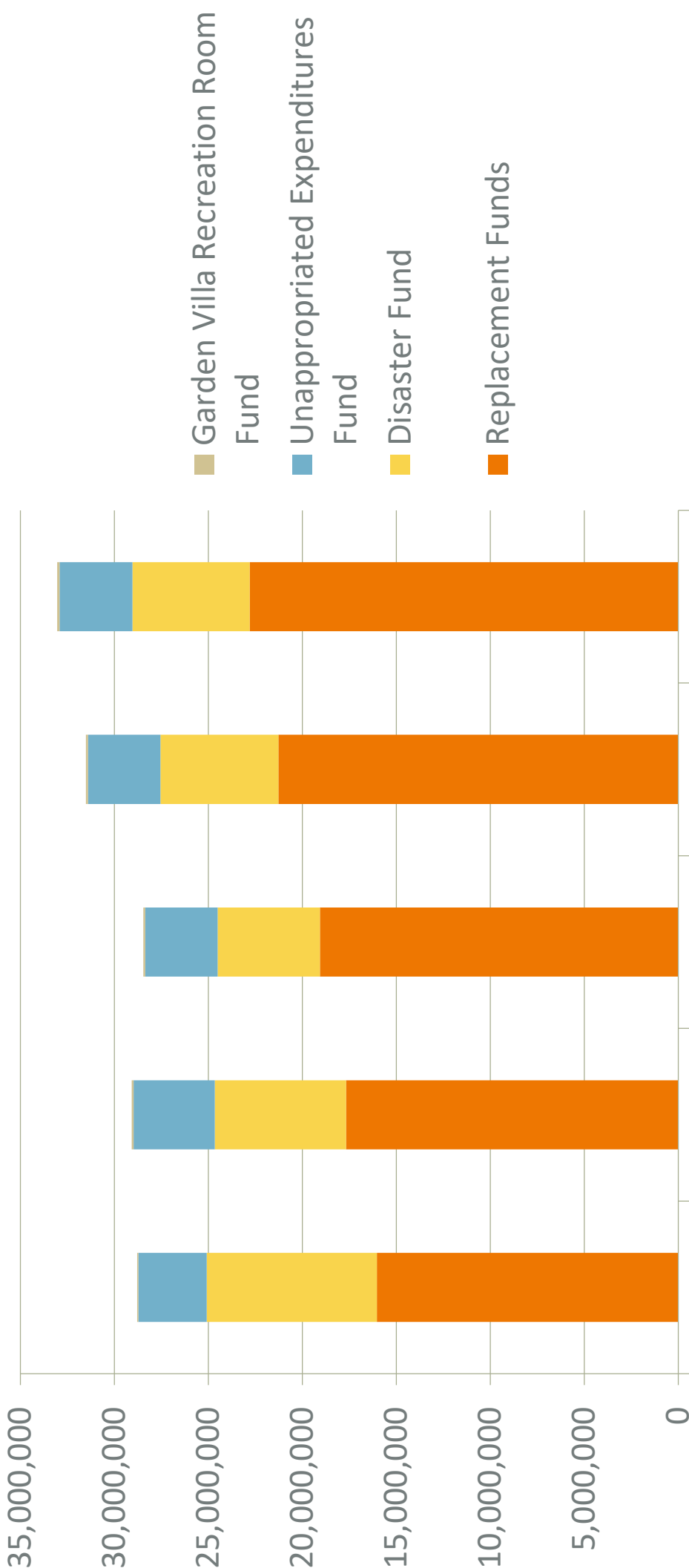
| NON OPERATING FUND BALANCES (in Thousands) | Replacement Funds* | Garden Villa Fund | Disaster Fund | Unappropriated Expenditures Fund | TOTAL |
|--|-----------------------|----------------------|------------------|--|----------|
| Beginning Balances: 12/31/22 | \$21,200 | \$111 | \$6,279 | \$3,854 | \$31,444 |
| Contributions & Interest | \$3,077 | \$24 | \$260 | \$14 | \$3,375 |
| Expenditures | \$1,471 | \$5 | \$294 | \$0 | \$1,770 |
| Current Balances: 3/31/23 | \$22,806 | \$130 | \$6,245 | \$3,868 | \$33,049 |

* Includes Elevator and Laundry Funds

Financial Report

As of March 31, 2023

FUND BALANCES – Third Mutual

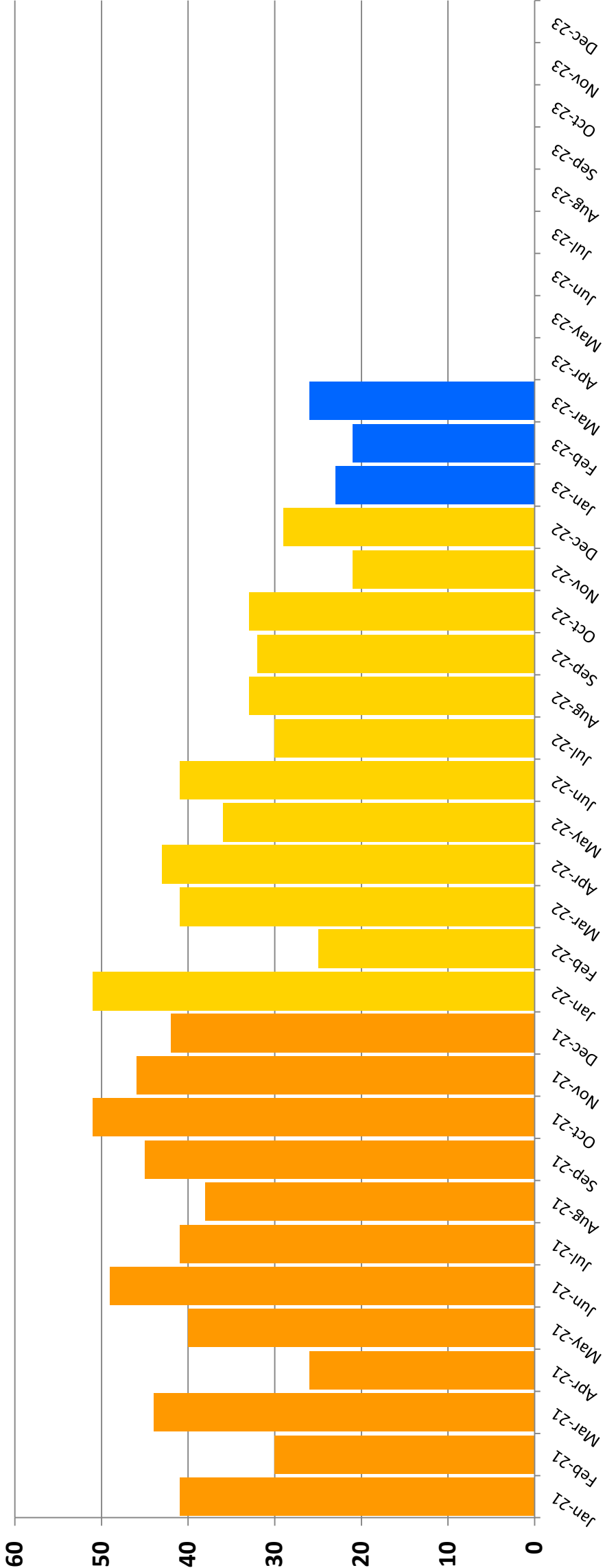


Financial Report

As of March 31, 2023

RESALE HISTORY – Third Mutual

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|-------------------|----------------------|
| YTD 2021 | 115 | \$428,186 |
| YTD 2022 | 117 | \$471,219 |
| YTD 2023 | 70 | \$507,349 |



THIS PAGE LEFT BLANK INTENTIONALLY

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

April, 2023

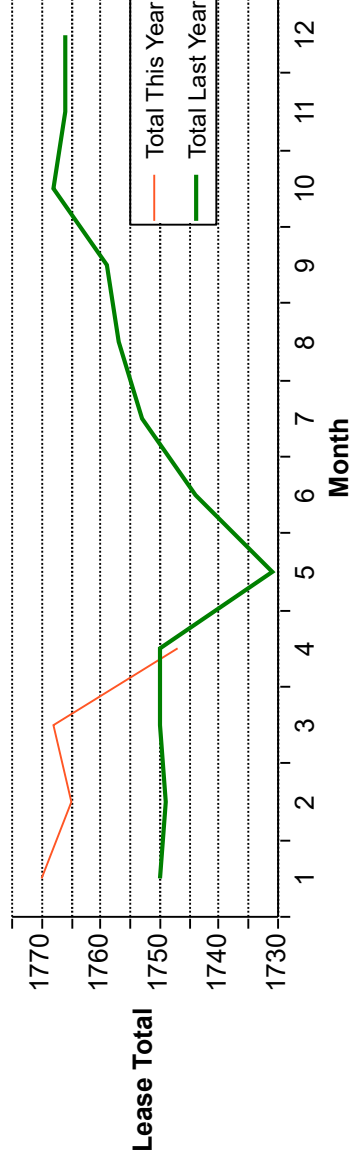
| MONTH | NO. OF RESALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|----------------|----------------|-----------|----------------------------|---------------|------------------|-------------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 23 | 51 | \$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 | 29 | 43 | \$17,300,000 | \$27,123,000 | \$596,552 | \$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 | 99.00 | 160.00 | \$52,814,446 | \$82,255,600 | | |
| ALL TOTAL | 99.00 | 415.00 | \$52,814,446 | \$217,838,807 | | |
| MON AVG | 24.00 | 40.00 | \$13,203,612 | \$20,563,900 | \$529,739 | \$516,133 |
| % CHANGE - YTD | -38.1% | | -35.8% | | 2.6% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2023 Period 4 (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 | 282 | 1,450 | 1,770 | 1,750 | 29.0 | 28.7 | 0.3 | 120 | 28 |
| 2023 | February | 12 | 22 | 300 | 1,431 | 1,765 | 1,749 | 28.9 | 28.7 | 0.2 | 92 | 29 |
| 2023 | March | 13 | 21 | 323 | 1,411 | 1,768 | 1,750 | 29.0 | 28.7 | 0.3 | 125 | 48 |
| 2023 | April | 12 | 19 | 343 | 1,373 | 1,747 | 1,750 | 28.6 | 28.7 | -0.1 | 128 | 86 |
| 2023 | May | | | | | 1,731 | | | | | | |
| 2023 | June | | | | | 1,744 | | | | | | |
| 2023 | July | | | | | 1,753 | | | | | | |
| 2023 | August | | | | | 1,757 | | | | | | |
| 2023 | September | | | | | 1,759 | | | | | | |
| 2023 | October | | | | | 1,768 | | | | | | |
| 2023 | November | | | | | 1,766 | | | | | | |
| 2023 | December | | | | | 1,766 | | | | | | |



OPEN MEETING

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

**Monday, April 10, 2023 – 1:30 p.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, Andy Ginocchio (Alternate),
Advisors: Michael Butler (arrived at 1:33 p.m.), Mike Plean

COMMITTEE MEMBERS ABSENT: Cush Bhada (excused), Lisa Mills (Advisor-excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor (arrived at 1:35 p.m. via Zoom), Abraham Ballesteros – Inspector II, Manor Alterations, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for February 27, 2023

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

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Mejia announced David Rudge the new Manor Alterations Inspector II. Mr. Mejia informed the committee that the requirement for asbestos testing and abatement process has been streamlined by not requiring an asbestos report to obtain a mutual consent; the City of Laguna Woods, as the enforcing agency, will determine the requirements for environmental testing and abatement.

- 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.

- a. **Over-The-Counter Variances** – None.

9. Variance Requests

- a. 5569-B: Variance for a 13'-8" x 6'-4" laundry room addition on side patio common area

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

- b. 3150-C: Variance to retain six vinyl posts, fence, and gate around the rear patio slab on common area

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

- c. 3213-D: Variance for the front patio slab 16' extension and installation of a vinyl fence surrounding the extension

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

d. 3364-2F: Variance for installing condenser on balcony stucco wall

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee.

- Two members asked questions regarding the variance and staff responded.

A motion was made to approve the variance with an added provision to allow for the removal of the existing air conditioner sleeve and install the new unit in its place. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

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

Mr. Mejia introduced the item and answered questions from the Committee.

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

b. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings and 3 Story Buildings

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested an additional section addressing the reimbursement costs for the initial member that installs a new roof. Any new member that chooses to install a solar panel on that new roof should reimburse the initial member that installed it; with consideration for roof life expectancy. Additionally, notwithstanding the fact that there are already community wide solar panels, the standard will need to accommodate for roof space for individual members in three story buildings per state statues. Lastly, the Standards should be divided by buildings: Standard 41 (1 Story), Standard 41A (2 Story), and Standard 41B (3 Story).

It was the consensus of the committee that the item be postponed till next month for additional revisions.

c. Revision to Architectural Standard 31: Washer and Dryer Installations

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested revisions to Section 2.6 "...but in no case should the washer exceed **73 db...**" Additionally, the committee instructed staff to provide an education process to inform the membership how new washer models are safer and quieter. Highlighting the cost savings for the HOA with respects to electricity and the benefit for less use of community laundry rooms.

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by majority vote.

11. Items for Future Agendas

- a. Updated Resale Inspection Fees
- b. Updated Alteration Fees
- c. Contractor Violations Policy
- d. Change Contractor Work Hours to Monday-Saturday 8-5; only Holidays are Thanksgiving Day, Christmas Day, and New Year's Day
- e. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package
- f. Revise and/or Justify Levels of Contractor Certificate of Liability Insurance
- g. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion
- h. Approve the variance request for solar panel installation at three story building at Manor 4002-2A Calle Sonora
- i. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings
- j. Enact Architectural Standard 41B: Solar Panels, 3 Story Buildings
- k. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

12. Committee Member Comments

- Advisor Plean advised he will not be able to attend May's ACSC meeting.
- Chair Cook requested for a commitment to provide a schedule for future agenda items.

13. Date of Next Meeting: May 08, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 3:17 p.m.

JAMES CLAYTON COOK

JAMES CLAYTON COOK (Apr 17, 2023 11:42 PDT)

Jim Cook, Chair

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



OPEN MEETING

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

**Monday, May 1, 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)

STAFF PRESENT: Manuel Gomez, Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, 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 add Electrical Reimbursement Policy Discussion as Item 9h. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 6, 2023

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

4. Remarks of the Chair

The Chair will comment on individual agenda items.

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

- A member commented on asbestos testing during demolition and renovation.
- A member commented on recent maintenance projects at their building including roofing and paint.
- A member commented on prior request for installation of a rain gutter.
- A member commented on in-house fabrication and work center staffing.

6. Response to Member Comments

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

- Garden Villa Rec Room Subcommittee Staff Liaison

Mr. Gomez commented that Adam Feliz, Maintenance Operations Manager, will be the staff liaison to that subcommittee.

- Garden Villa Building 2399 Trash Area Door Replacement

Mr. Gomez commented that the trash area door has been replaced and the project is complete.

- Rubber Feet Installation on 3-Story Buildings' Washers and Dryers

Mr. Barnette commented that there is no program in place to install the rubber feet/pads but they are replaced as requested or when other work is performed on the machines. Discussion ensued and staff was directed to draft a proposal to include staff availability and the estimated cost to replace the rubber feet/pads as part of a separate program for review by the committee at future meeting.

- Contract for Pressure Regulator Valve Installations

Mr. Barnette commented that no contractor bids have been received to date for this budgeted program. Discussion ensued regarding staff availability to perform inspections and potential committee volunteers to check building water pressure readings. Staff was directed to provide the committee with the RFP for potential revisions and the list of approximately 650 buildings which potentially need the valve installed.

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.*

The Solar Production Report was pulled for discussion. The remainder of the consent calendar was approved unanimously.

- a. Project Log
- b. Solar Production Report

Mr. Mejia answered questions from the committee regarding staff time spent preparing the Solar Production Report for inclusion in the agenda packet. A motion was made and unanimously approved to provide the report annually, instead of bi-monthly, and to provide status updates on the solar panel maintenance, as appropriate. The committee will direct staff as to the information to be provided on the annual report as that date approaches.

9. Items For Discussion and Consideration

a. Non-Standard Electrical Use Reimbursement Request

Mr. Gomez introduced the member's request and answered questions from the committee. A motion was made and approved by a vote of 4/1/0 (Director Laws opposed) to recommend the board reimburse the member \$64.71 for electrical usage due to a moisture intrusion event.

b. Review M&C Committee Charter

Chair Engdahl introduced the charter and after a short discussion of possible revisions, the committee agreed to table the item until all the committee members were provided with the same version for review.

c. Mailbox Replacement Options for Buildings 3434-3438

Mr. Barnette introduced the report and answered questions from the committee regarding options and costs. A motion was made and approved by a vote of 3/2/0 (Directors Laws and Park opposed) to recommend the board approve the installation of three pedestal-style mailboxes for five buildings in CDS 344 at an estimated cost of \$15,800.

d. Laundry Appliance (Washers) Replacement

Mr. Barnette provided information via a PowerPoint presentation and answered questions from the committee and members. Discussion ensued regarding the need to replace the current brand; and the style, features and warranty of the recommended replacement brand. Staff was directed to begin purchasing Speed Queen and continue to research other potential styles and brands.

e. Gate 11 Seepage Update – Verbal Report

Mr. West provided an update regarding resolution of ground water seepage at three locations within Gate 11. Discussion ensued regarding the scope of work; contractor bid due dates; committee and board approval schedule; and project commencement. The committee suggested Landscaping and General Services review the entire community for other potential areas of oversaturation.

f. Replace Windows in Rec Rooms Status Update – Verbal Report

Mr. Barnette commented that non-repairable rec room windows are replaced as needed. Discussion ensued regarding prior replacement estimates; number of windows; and current estimates for replacements. Staff was directed to prepare a proposal to replace 258 windows for review by the board as part of the 2024 budget process.

A member commented that a request for a rec room window replacement at Building 2404 has not been addressed. Staff will reinspect Building 2404.

g. Shepherd's Crook Alternatives for 2024 – Verbal Report

Mr. Gomez provided background on the program, suggested material options, and potential program changes via PowerPoint presentation. Discussion ensued regarding the Conditional Use Permit "CUP" with the City of Laguna Woods; direction provided by GRF and United for 2024; and future options for the program. A motion was made and unanimously approved to discontinue replacing barbed wire with Shepherd's Crook and to add the item for consideration at the Third Board's budget meeting.

h. Electrical Reimbursement Policy Discussion

The committee discussed the current policy of reimbursing owners \$32 per room, if requested, for electrical usage due to a moisture intrusion event. Discussion ensued regarding variables used to create the formula for the reimbursement amount; number of moisture intrusion events where a reimbursement was requested; and staff time to process a reimbursement request.

A motion was made and approved by a vote of 3/2/0 (Chair Engdahl and Director Laws opposed) to revise the reimbursement policy. Staff was directed to draft a proposal of the new policy for review by the committee at a future meeting.

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. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As Chargeable Service
- b. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- c. Minimize Water Waste While Waiting for Water to Heat
- d. Garden Village Garage Leaks

Staff was directed to move items 10a, 10b, and 10d to Items for Discussion on the next Third M&C Committee meeting agenda.

11. Committee Member Comments

- Director Moon commented on Resident Services' staff training, completed maintenance work sign-off procedures, utilization of members as volunteers, and availability of close-of-escrow inspection reports to members.

12. Date of Next Meeting: Monday, July 3, 2023 at 1:30 p.m.

13. Adjournment - The meeting was adjourned at 5:30 p.m.


Ralph Engdahl, Chair

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

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Thursday, May 4, 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, Mark Laws, Donna Rane-Szostak, Jules Zalon (Joined the meeting at 9:36 a.m.)

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: S.K. Park, Kay Havens (President, El Toro Water District Board), Vu Chu (Water Use Efficiency Expert at El Toro Water District)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of the Agenda

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

3. Approval of the April 6, 2023 Report

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

4. Remarks of the Chair

Chair Lewis did not have any comments to share.

5. Department Head Update

5a. Project Log

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

5b. Water Use Comparison

Mr. Wiemann noted that due to the extended rainy season there was nothing notable on the chart.

Mr. Wiemann also guided the Committee and audience through a presentation containing instructions that taught everyone how to access the three-week projected landscaping schedules on the Village website. Members made comments and asked questions.

6. Member Comments

Several 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. Tree Removal Request – 3221-A

Director Rane-Szostak made a motion to accept Staff Recommendation for all Tree Removal Requests listed on the agenda, excluding Agenda Item #8c due to the member being present to speak. Director Laws seconded. The motion passed unanimously.

8b. Tree Removal Request – 3506-C

8c. Tree Removal Request – 3530-B

Director Rane-Szostak made a motion to accept Staff Recommendation for the Tree Removal Request at 3530-B. Director Laws seconded. The motion passed unanimously.

8d. Tree Removal Request – 5268

8e. Water Saving Landscape Projects

Chair Lewis made a motion to approve turf reduction work to begin at locations listed on Pages one through 11 of the provided packet. Director Rane-Szostak seconded. The motion passed with three Committee Members in favor, and one abstention by Director Engdahl.

9. Items for Future Agendas

- Alteration Request – 5193
- Training Programs Presentation
- Landscape Manual

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, June 1, 2023 at 9:30 a.m.

12. Adjourned at 10:50 a.m.

DRAFT

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

DRAFT

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Thursday, April 27, 2023 – 2:00 p.m.
SYCAMORE ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Donna Rane-Szostak, Cush Bhada, SK Park (Alternate for Ira Lewis), Jules Zalon

COMMITTEE MEMBERS ABSENT: Ira Lewis (Excused)

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

ADVISORS PRESENT: Lee Goldstein

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Rane-Szostak called the meeting to order at 2:02 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

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

Chair Rane-Szostak thanked the members and audience for their attendance and participation.

5. Member Comments

Various comments were made. Topics included the following.

- The upgraded Centralized Irrigation System
- The Earth Day event held at Clubhouse 1
- Water Costs

6. Response to Member Comments

Discussion ensued after each member comment.

7. Consent

None.

8. Items for Discussion and Consideration

8a. Third Mutual Water Usage Report

Chair Rane-Szostak discussed the provided graphs in detail. Members made comments and asked questions.

At this time, Mr. Wiemann discussed the new Centralized Irrigation System and provided an update. Members made comments and asked questions.

8b. Current State of the Water Supply in California – Presentation by Kay Havens from El Toro Water District

Ms. Havens discussed the presentation in detail. Members made comments and asked questions.

8c. Laguna Woods Earth Day Report

Advisor Goldstein, who also Chaired the Laguna Woods Earth Day event, discussed the event in detail and mentioned that there was an approximate increase in participation of 200% compared to last year's event.

9. Items for Future Agendas

Chair Rane-Szostak encouraged members to share their ideas for future agendas.

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting: Thursday, July 27, 2023 at 2:00 p.m.

12. Adjournment at 3:59 p.m.

DRAFT

Donna Rane-Szostak, Chair



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

Tuesday, April 25, 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, Ruby Rojas, Pamela Bashline, Patty Kurzet and Jeff Spies

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:30 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 Prince made a motion to approve the March 29, 2023 meeting report. Chair Laws seconded the motion.

By way of consensus, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

None.

6. Response to Members Comments

None.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Leasing Policy

Ms. Pamela Bashline, Community Services Manager, presented the Leasing Policy for discussion. The committee discussed the matter and asked questions.

Director Bhada made a motion to table the matter for further review by legal counsel and Director Zalon seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline exited the meeting at 10:23 a.m.

b. Appeal Policy

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

Director Lewis made a motion approve the Appeal Policy for full board consideration after making minor changes as determined by the Committee. Director Bhada seconded the motion.

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

c. Compliance Letters

Chair Laws, presented the Compliance Letters templates for discussion. The Committee discussed the letters and asked questions.

Director Bhada made a motion to table the matter. Director Lewis seconded the motion.

By a vote of 4-0-1 (Director Zalon had stepped out of the room and didn't vote), the motion passed.

d. Internal Dispute Resolution Policy

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

It was determined that the current Internal Dispute Resolution Policy was appropriate. By consensus the Internal Dispute Resolution Policy was removed from future agenda items. The committee may consider how to inform the community of the policy.

Director Lewis exited the meeting at 11:21 a.m.

e. Barbecue Grill Rules and Regulations

The committee tabled the item till after the Garden Villa Association Board discussed the proposed updates later in April.

9. Items for Future Agendas

- Monetary Fee Schedule
- Co-Occupancy without a Qualifying Member

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday, May 23, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:56 a.m.

Mark W. Laws

Mark W. Laws (May 3, 2023 09:40 PDT)

Mark W. Laws, Chair
Third Laguna Hills Mutual

THIS PAGE LEFT BLANK INTENTIONALLY



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 19, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Donna Rane-Szostak, Andy Ginocchio, Azar Asgari, Thomas Tuning, Margaret Bennett

DIRECTORS ABSENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Alison Giglio, Jennifer Murphy, Erika Hernandez

OTHERS PRESENT: GRF – Bunny Carpenter, Juanita Skillman, Yvonne Horton, Debbie Dotson, Egon Garthoffner

United – Lenny Ross, Alison Bok, Diane Casey

Third – Cris Prince, S.K. Park

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:32 p.m.

Acknowledgement of Media

The meeting was streamed via Granicus and Zoom for members of the community to participate virtually.

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of February 15, 2023

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

Chair Remarks

Director Hopkins thanked community members for their attendance and briefly mentioned the fee review process.

Member Comments (Items Not on the Agenda)

Multiple members expressed their perspective regarding the newly installed LED flashing stop signs. A member requested that the board reverse the decision on the installation of the flashing

stop signs and asked for them to be removed. Another member stated that upon proposing the installation of flashing stop signs there was no substantial historical and statistical information.

A member requested for meetings to be broadcast on TV6.

A member requested the annual operating costs for the TV Station and asked the Board to place a hold on spending. Director Hopkins directed members to access the Laguna Woods Village website and review the 2023 Business Plan for more information.

Director Azar Asgari addressed the comments and concerns regarding the flashing stop signs and asked that the Board run some statistics before making a final decision before continuing the project. Additionally, Director Debbie Dotson shared that the project has been on-going for two years and research has been thoroughly conducted and stated that the Vision Club approached the Board requesting for help with navigating hazards in the community and asked that the members take into consideration of all members and reiterated that meetings are open and published online for members to access. She asked members to share ideas on methods to better communicate information to members if what is currently being done isn't sufficient. The board is receptive to all suggestions made by members.

Department Head Update

Steve Hormuth, Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The final audit report was accepted by the board on April 7, 2023 and financials will be mailed to members by the end of April. He briefly mentioned the start of the 2024 Business Plan development and the ongoing fee review conducted by staff.

Review Preliminary Financial Statements dated March 31, 2023

The committee reviewed the financial statements dated March 31, 2023. Questions were addressed and noted by staff.

Recreation Room Rental Fees

Director Hopkins presented a staff report proposing scheduled Room Rental Fee increases phased in over a span of three to four years beginning in January 1, 2024.

A motion was made to table the agenda item pending the appointment of an advisory committee with the purpose to understand and rationalize associated expenses, understand the formula and compare to past data and results to determine a workable solution for fee development. Director Elsie Addington moved and Director Margaret Bennett seconded. Discussion ensued.

Director Thomas Tuning amended the motion to table the agenda item pending the appointment of an advisory committee with the exception that members are allowed to comment on the agenda item. The amended motion passed by a 5-2 vote.

Multiple members expressed their perspective regarding Room Rental Fees. Staff addressed and noted follow up items to be discussed in a future meeting. No action was taken.

Endorsement from Standing Committees

Community Activities Committee – Equestrian Care Service Fees. Alison Giglio, Recreation and Special Events Director, presented a staff report recommending approval of additional equestrian care service fees and shared an estimated annual revenue of \$9,240. Director Thomas Tuning made a motion to approve and endorse staff's recommendation of additional equestrian care service fees. Director Addington seconded. Discussion ensued. Questions were addressed and noted by staff.

Hearing no objection, the motion passed unanimously and will be presented at the next board meeting.

Future Agenda Items

None.

Committee Member Comments

Director Tuning thanks staff for providing data when they receive a request.

Director Andy Ginnochio proposed to include residents to participate in the advisory committee in effort to build credibility and trust with the members of the community and suggested to explore methods to increase supply to meet demand and maintain costs down.

Date of Next Meeting

Wednesday, June 21, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:40 p.m.

DRAFT

DRAFT

James Hopkins, Chair

THIS PAGE LEFT BLANK INTENTIONALLY

OPEN MEETING

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

Thursday, April 13, 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, Jim Hopkins, Maggie Blackwell, Andy Ginocchio, Debbie Dotson, Cris Prince, Jim Cook

STAFF PRESENT: Alison Giglio, Steve Hormuth, Jose Campos, William Arceo, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for March 9, 2023

Director Bhada made a motion to approve the report. Director Addington seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton thanked all in attendance. The committee appreciates an orderly meeting which includes no applause, cheering or shouting. The board room acoustics are sensitive to all sound, so please keep private conversations to a minimum. Many are here today to

speak regarding the room reservation fees and only resident owners may address the committee. The agenda must be adhered so please bear with the process until it is your time to speak.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: St. Patrick's Day buffet at Clubhouse 5 had 181 in attendance; 350 attendees shopped 60 booths at the Village Bazaar hosted at Clubhouse 5; the Easter buffet at Clubhouse 5 hosted 231 attendees; maintenance at Pool 5 is underway and annual pool maintenance will be completed by May 27; Easter at the Equestrian Center hosted over 450 attendees; Equestrian staff is preparing a new indoor vet exam area and grooming space room in the former storage area of the barn; 481 participants enrolled for Village Games which is occurring now through April 29; the golf course is in great shape after the rain; spring aerification is in progress; the driving range project is underway; Garden Center staff continues to make good progress with updating the database and movement off the waiting list; Library volunteers worked 776 hours to support 3,036 visitors in March and the Library has averaged 120 people per weekday and 74 people on Saturdays.

Ms. Giglio reported the following upcoming events: the Club Expo will be held on May 18 and Mr. Arceo will send the registration information next week; the free movie on Monday, April 17 at 2 p.m. at the Performing Arts Center will be *Ticket to Paradise*; the real Tony Orlando will perform live at the Performing Arts Center on Saturday, May 6 at 7:30 p.m. and tickets are on sale at the box office or online; the Mother's Day Buffet will be held Sunday, May 14 at 1 p.m. at Clubhouse 5 and will include tri-tip, baked salmon, chicken marsala and a variety of other delicious sides; tickets for this event are available until they sell out and are \$34 for adults and \$17 for children.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: music club room use; new music club approved; lack of availability of rooms for resident use; restoration of weekend hours of Clubhouse 4 rooms; longer daily hours of studio rooms at Clubhouse 4.

CONSENT

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

Discussion ensued.

Motion passed unanimously.

REPORTS

Clubhouse Renovation Ad Hoc Committee Update - Director Addington stated the designer for the renovation presented at the March 15 meeting with earth tones being selected. The next meeting will be announced soon.

ITEMS FOR DISCUSSION AND CONSIDERATION

Aquadettes Request for Exception to GRF Poster Policy- Director Addington made a motion to recommend an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1. Director Bhada seconded.

Member was called to speak regarding in support of this exception.

Motion passed unanimously.

Hearing Well Club Request for Hearing Loop Installation in Community Center Elm Room – Director Addington made a motion to recommend the Hearing Well Club request for the installation of a hearing loop in the Community Center Elm Room. Director Bhada seconded.

Member was called to speak in favor of the hearing loop in Elm room.

Discussion ensued.

Motion passed unanimously.

Resident Room Reservation Fees – Director Casey made a motion to recommend the following proposed Recreation room rental fees:

- Schedule of Room Rental Fees – Resident Rates 10% shared cost recovery – effective January 1, 2024
- Estimated Schedule of Room Rental Fees – Resident Rates 15% shared cost recovery – effective January 1, 2025
- Estimated Schedule of Room Rental Fees – Resident Rates 20% shared cost recovery – effective January 1, 2026

Director Hopkins presented the room rental fees.

Members were called to speak regarding the following: against the proposed room rental fees; members in 3-story building should be allowed to reserve recreation rooms in those buildings for events; charge craft clubs in Clubhouse 4 instead of subsidizing; incremental fee increases; fiduciary responsibility to the community; completing a poll to report the number of residents denied room access; a new resolution regarding shared cost should be passed; facility closures affected room availability; club dues will need to increase; better technical support at our facilities; hosting a town hall meeting to discuss room rental rate

increase; sociability as longevity of life; not charging clubs for use of rooms, only charge those that use rooms for private use; allowance of a lower minimum of some rooms to reduce club costs; one rate increase is not good for all; raise golf fees; section off rooms; disclose all calculations used for methodology; protection of shared costs; increase should be consistent with national cost of living.

Discussion ensued.

Motion failed 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.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Lee stated she is pleased this motion has not passed and looks forward to future discussions.

Director Casey stated many room rental rates were very low and we need to make them affordable.

Director Addington thanked all who came.

Chair Horton announced the next CAC meeting on Thursday, May 11, 2023.

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, May 11, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:10 p.m.

____*Yvonne Horton*____
Yvonne Horton, Chair

THIS PAGE LEFT BLANK INTENTIONALLY

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

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, March 20, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam; Alternates Deborah Dotson, Moon Yun; Advisors Theresa Frost, Tom Nash, Lucy Parker

Members Absent: Director Elsie Addington (excused); Advisors Catherine Brians (excused), Carmen Pacella (excused)

Others Present: Alison Bok, Bunny Carpenter, Juanita Skillman

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

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman. Director Dotson served as an alternate for Director Addington.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for February 22, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed committee members and introduced new Director Quam, who will represent United Mutual on this committee. Chair Milliman proposed that the Media and Communications Committee meet on a bi-monthly basis while the Broadband Ad Hoc and Website Ad Hoc committees work to meet their objectives.

6. Member Comments

Paul Peters commented that residents may be interested in watching LIV Golf tournaments on KTLA and the CW Network, channels not offered in Broadband Services programming.

In response, Mr. Ortiz discussed the history behind GRF's decision to discontinue its contract with KTLA and trends in sports networks like the CW. Director Dotson recommended alternatives such as watching live on YouTube, livgolf.com and a LIV Golf app.

Alison Bok suggested that Media and Communications promote the 60th anniversary of Laguna Woods Village in 2024.

In response, Ms. Paulin discussed working with the History Center on the Village's 60th anniversary and thanked Director Bok.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

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

- 60 staff projects tracked in February
- 15 regular publications completed
- 26 key messages delivered
- 29 projects completed for other departments
- 31 residents attended United Mutual new resident orientations year to date
- 21 residents attended Third Mutual new resident orientations year to date
- 115 prospective or new residents attended docent tours year to date
- 27% of audience opening electronic communications on smartphones

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin turned the report over to Mr. Ortiz, who reported that the committee examined the first two of three scenarios for the future of Broadband Services. The committee will examine the third "Conduit Lease" scenario at the March 28 meeting.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock discussed the Laguna Woods Art Association reception on March 17. The competition for the single favorite painting received around 150 votes; the winner is Yong S. Kapoor's "Spring Blossoms," which hangs in the Community Center lobby.

Ms. Rothrock reported that the last Website Ad Hoc Committee meeting was March 1 and a follow-up meeting will be scheduled to decide on the final vendor, who will work closely with the ERP vendor to ensure synchronization of efforts including document management, search and single sign-on.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from the subscriber report that service calls and set-top boxes have decreased. More residents are opting for streaming services, cloud storage and higher internet speeds.

Items for Future Agendas

Focus groups report

Concluding Business

Committee Member Comments

Mr. Ortiz stated he looks forward to the next Broadband Ad Hoc Committee meeting.

Ms. Paulin welcomed Director Quam and those attending in person, online or who will listen to the recordings.

Director Yun commented on the subscriber numbers of the Korean channels. Discussion ensued.

Director Blackwell stated the transition ahead will be exciting but nail-biting and that she discovers new channels to watch every day.

Director Quam stated the Laguna Woods Art Association exhibit is beautiful and thanked Ms. Rothrock for all her efforts. She asked about the typical life expectancy of broadband fiber. Discussion ensued.

Advisor Parker commended Mr. Ortiz' group for ensuring Village programming is available on YouTube.

Advisor Frost commended the committee and staff for their direction.

Director Dotson commended the hard work of the Media and Communications, Broadband Ad Hoc and Website Ad Hoc committees. She thanked everyone for a great meeting.

Date of Next Meeting – Monday, May 15, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:25 p.m.


Joan Milliman, Chair
Media and Communications Committee

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

Wednesday, April 3, 2023 - 1:30 P.M.

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

MEMBERS PRESENT: Bunny Carpenter- Chair, Joan Milliman, Reza Karimi, Maggie Blackwell, Pearl Lee, Juanita Skillman and Cris Prince

MEMBER EXCUSED: Mark Laws

STAFF PRESENT: Blessilda Wright and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 1:31 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda.

Without objection, the agenda was approved.

APPROVAL OF THE REPORT FROM MARCH 8, 2023

Chair Carpenter made a motion to approve the meeting report from March 8, 2023.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Appeal Policy

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

The Committee elected to approve the Appeal Policy with minor changes and present the policy at the next scheduled GRF board meeting in May for review.

By consensus, the motion passed.

Agenda Item #15h

Page 1 of 4

8. Nuisance Policy

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

The Committee approved the Policy and made scribner changes and the following changes:

- **Private Nuisance:** Remove his/her/their/they.
- **Odors:** Add strong odors before second-hand...
- **Violation of Laws:** A Violation of federal, state laws, local ordinances, including without limitation, such violations such as public nudity, brandishing of weapon(s) in the presence of another Resident, a guest and/ or invitees or a staff member.
- **V. Enforcement:**
Remove who may be found in violation of the Governing Documents, or and ; make Resident, tenant, guest singular; and add and/or invitees.
Remove or such Member's unit/manor in the last-paragraph's first-line.

9. Executive Hearings Resolution

Ms. Wright gave an overview of the Executive Hearings Resolution. The Committee members made comments and asked questions.

The Committee approved the Policy and made Scribner changes and the follow changes to the following:

- **Now Therefore Be It Resolved:**
Add a comma after DATE.
-;
Add authority after Autonomy;
Add a period at the end of hearing matters in the fourth-line.
-Create a Further resolved, stating the composition of the committee.
Update #3 with To be held in a closed meeting monthly, as needed.

11. Harassment Policy

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

The Committee elected to approve the Harassment Policy with minor changes and present the policy at the next scheduled GRF board meeting in May for review.

By consensus, the motion passed.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- a. Resolution 90-40-72 Update
- b. Disciplinary Violation Matrix

Date of Next Meeting

Monday, May 3, 2023 at 1:30 p.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 3:26 p.m.

DRAFT COPY

Bunny Carpenter- Chair

THIS PAGE LEFT BLANK INTENTIONALLY



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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, April 26th, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens, Gan Mukhopadhyay

MEMBERS ABSENT: Cash Achrekar (No Notice Given)

OTHERS PRESENT: Elsie Addington, Mike Epstein

STAFF PRESENT: Eric Nuñez, Cody DeLeon, Carmen Aguilar

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the February 27th, 2023 meeting report.

CHAIRMAN'S REMARKS

Chair Skillman shared her condolences regarding the passing of former Chair Don Tibbetts. Skillman stated she has big shoes to fill. Chair Skillman shared expectations of respect and order from audience and members for today's and future SCAC meetings moving forward.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

1. Update on camera quality in RV lots to be able to read license plates and identify trespassers.
2. Dangers with lack of or fading crosswalk paint at some intersections throughout the community posing safety hazard, cracked sidewalks and asphalt at intersections also posing a safety risk for residents crossing.

RESPONSE TO MEMBER COMMENTS

Chair Skillman directed speakers to the appropriate agenda item number pertaining to their questions/concerns to be addressed.

REPORTS

Disaster Preparedness Task Force Report

Staff Officer Nuñez discussed the meeting report provided in the packet from the DPTF meeting in March. Staff Officer Nuñez announced that the Disaster prep office at the community center is going to be closed down and used by another department. Disaster preparedness information and supplies will now be brought to the people during events either held by Laguna Woods Village or by the Security Department. Currently the DPTF team is still working on scheduling training events with OCFA. The DPTF Coordinator now has an office space at the new security location next to the LWCC.

Members and Chair made comments:

- Backup generator needed at CH3 (Performing Arts Center) where events hold up to 800 people
- Chair Skillman's big concern is that CH3 PAC lights going out would cause safety hazard with people trying to exit, especially having to go down stairs in the dark
- CH coordinator requested water and electrical shut off training for clubhouse coordinators at CH3 for safety in an emergency situation
- Quantity of backup generators

Staff Officer Nuñez response:

There are currently backup generators located at CH1, CH5, LWCC, warehouse, radio tower, broadband building, and Mutual 50 Towers. Currently there is a limited amount of portable backup generators. Staff Officer Nuñez will look into acquiring more.

RV UPDATE

Staff Officer Nuñez noted that there are only nine on the waiting list as one spot was filled this morning (April 26th, 2023) leaving only thirty-six vacancies in the lots to date. Chief Nuñez also responded to members concerns over camera quality by stating that better cameras in key spots would have helped identify suspects and plates in previous RV theft cases. However, this year's budget may not permit those upgrades.

Chair Skillman intervened to explain the lengthy budget process to the members as to urge the members to exercise patience with said requests.

NOTEWORTHY INCIDENTS

Staff Officer Nuñez shed light on the great job security did collaborating with Station 18 on locating a missing child within an hour of the initial call on April 7th, 2023.

Staff Officer Nuñez also spoke on three traffic collisions that took place:

1. DUI outside the community where subject crossed the median and multiple lanes of traffic before colliding with the GRF exterior wall between Gate #7 and #9 causing a 10ft breach in the wall. Subject was transported to hospital for medical care.
2. Non-resident lost control of their vehicle with a pregnant passenger on Paseo De Valencia/Los Alisos Blvd breaching the GRF perimeter wall. Fortunately, no injuries were sustained.
3. Resident lost control of their vehicle while making a U-turn to exit gate #9 and struck a gate ambassadors' parked vehicle and then hit the gate causing damage to both. No injuries were sustained

Staff Officer Nuñez brought up these traffic accidents to encourage residents and members to always mind their surroundings.

SECURITY STATISTICS

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

Chair Skillman wanted to know, of the 54 deaths within the community, how many were suicides.

Staff Officer Nuñez responded to a members' comment about an officer bike patrol program GRF used to have. Nuñez agreed that it was and could again be a beneficial program to start back up. Staff Officer Nuñez will look into how the program was conducted back then as it may not be feasible today.

ITEMS FOR DISCUSSION AND CONSIDERATION

GATE 12 UPDATE

Staff Officer Nuñez discussed most recent gate 12 updates using his PowerPoint slides, technological updates included:

- Gate 12 kiosk was delivered and prepped for installation
- Gate 12 guest access dropdown menu option has been added
- Hand-held QR reader to scan guest passes
- Increased patrols around gate 12 as a gate running deterring during rush hours

FLASHING STOP SIGN CONCERNS

Staff Officer Nuñez discussed his PowerPoint presentation showing statistics regarding safety concerns over the flashing stop signs. Discussion only, nothing to be voted on. Information involved:

- Benefits they provide to Laguna Woods Village
- Pilot flashing stop sign location reasoning
- Light pollution concerns
- Addressed epileptic seizure concerns

ITEMS FOR FUTURE AGENDA

1. Gate arms appearance
2. Cross walk damage and repainting assessment
3. Neighborhood watch

CONCLUDING BUSINESS

DATE OF NEXT MEETING

The next meeting will be held on Wednesday June 28th, 2023 at 1:30 p.m.

ADJOURNMENT

There being no further business to come before the Committee, Chair Skillman adjourned the meeting at 3:54 p.m.

DRAFT

Chair: Juanita Skillman

THIS PAGE LEFT BLANK INTENTIONALLY