



OPEN SESSION

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

**Tuesday, June 20, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Bhada**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. May 16, 2023 – Regular Board Meeting
 - b. June 2, 2023 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Director Tao**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. Department Update: Property Insurance – Dan Yost, Risk Manager**
- 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 April 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendations from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID # 931-660-68
2. Approve a Resolution for Recording a Lien against Member ID # 934-330-08
3. Approve a Resolution for Recording a Lien against Member ID # 932-720-16
4. Approve the Treasury Bill Reinvestment

c. Recommendations from the Landscape Committee

1. Recommendation to Approve the Retention of a Portion of the Non-Standard Landscape Directly Adjacent to the Exclusive Use Patio and Deny Retention of all Other Features and Plant Material Located at 3531-B with an Extended Removal Date Not to Exceed November 30, 2023.
2. Recommendation to Approve the Modified Request to Alter the Common Area Landscape at 2380-A Via Mariposa East
3. Recommendation to Approve the Request for Removal of Shrubs Planted in the Common Area Landscape Adjacent to 5190 and 5191 Duenas
4. Recommendation to Deny the Request for Removal of One Fern Pine Tree Located at 3077-A Via Serena South
5. Recommendation to Deny the Request for Removal of One Eucalyptus Spotted Gum Tree and One Canary Island Pine Tree Located at 2387-3A
6. Recommendation to Approve the Removal of Three Eucalyptus Blue Gum Trees and Direct Staff to Obtain Quotes for Level 2 and Level 3 Assessments of all Blue Gum Trees in Third located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita

d. Recommendation from the Architectural Controls and Standards Committee

1. Approve the Variance Request to Retain White Garage Door Color at Manor 5516-B Paseo Del Lago West
2. Approve the Variance Request to Add 18'x10, Pavers to the Rear Patio on Common Area at Manor 5071 Avenida Del Sol
3. Approve the Variance Request for Driveway Extension at Manor 3401-A Punta Alta

4. Approve the Variance Request to Install Black Vinyl Windows and Sliding Glass Doors through at Manor 3518-B Bahia Blanca West
5. Approve the Variance Request for Front Entry Enclosure, Extend the Roof Line, Convert Garden Room to Room Addition, install 3rd Bathroom in Hallways, Raise the Ceiling in the Hallway, and Install Trapezoid Transom Window above Family Room Addition at Manor 5007 Duverney
6. Approve the Variance Request for Removal of Two Structural Walls to Enclose the Atrium, three 4x4 Post to be Installed and Two 4x10 Flush Ceiling Beams to be Installed. One Beam will be 10'-9" and the other will be 7'-5". Removal of Existing Window in Bedroom 2 and a New Construction 2'-6"x6' Casement Window will be Installed at Manor 3038-C Via Vista.

e. Update GRF Committee Appointments

12. Unfinished Business

- a. 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 has been satisfied)**
- b. 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 has been satisfied)**
- c. 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 has been satisfied)**

13. New Business

- a. Entertain a Motion to Approve the Reenactment to Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings **(June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Entertain a Motion to Approve the Revision to Architectural Standard 1: General Requirements **(June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve the Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load – Justin Allen
- d. Entertain a Motion to Approve the Leasing/Rental Policy **(June 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 June 6, 2023; next meeting August 1, 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 June 12, 2023; next meeting July 6, 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 June 1, 2023; next meeting July 6, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 27, 2023; next meeting, July 27, 2023 at 2:00 p.m. in the Sycamore Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on May 23, 2023; next meeting June 27, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Laws. This committee met on June 8, 2023; the next meeting is July 17, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee met on May 15, 2023; the next meeting is July 17, 2023 at 1:30 p.m. in the Board Room.
- c. Website Ad Hoc Committee – Director Laws. The committee last met on May 22, 2023; the next meeting is TBA.
- d. Broadband Ad Hoc Committee – Director Cook. This closed committee last met on May 31, 2023; the next meeting is June 27, 2023.
- e. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on May 17, 2023; next meeting June 21, 2023.
- f. Compliance Ad Hoc Committee – Director Laws. This committee met on June 9, 2023; next meeting July 14, 2023 at 9:30 a.m. in the Sycamore Room.

- g. 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.
 - h. Information Technology Advisory Committee – Director Laws. This closed committee last met on June 9, 2023; next meeting is June 30, 2023 at 1:30 p.m. as a virtual meeting.
 - i. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on June 14, 2023; next meeting August 30, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - j. Disaster Preparedness Task Force – Director Park. The task force met on June 5, 2023; the next meeting is July 25, 2023 at 9:00 a.m. in the Board Room.
 - k. Mobility and Vehicles Committee – Director Bhada. This committee met on June 7, 2023; the next meeting is August 2, 2023 at 1:30 p.m. in the Board Room.
 - l. The following GRF Committees have not met since the last Third Board Meeting of May 16, 2023
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This committee met on March 6, 2023 and March 15, 2023; the next meeting is TBA.
 - ii. 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.
 - iii. 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.
 - iv. Purchasing Ad Hoc Committee – Director Rane-Szostak. This committee last met on May 25, 2023; and the next meeting is TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- *Entertain a Motion to Approve the Reenactment to Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings*
 - *Entertain a Motion to Approve the Revision to Architectural Standard 1: General Requirements*
 - *Entertain a Motion to Approve the Leasing/Rental 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) May 12, 2023 – Special Closed Meeting
(b) May 16, 2023 – Regular Closed Meeting
(c) May 30, 2023 – Special Closed Meeting
Discuss and Consider Member Matters
Discuss Personnel Matters
Discuss and Consider Contractual Matters
Discuss and Consider Litigation Matters

19. Adjourn



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, May 16, 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 (arrived at 9:56 a.m.), S.K. Park

Directors Absent: Cush Bhada (Excused)

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

Others Present: VMS –Mary Seto, 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 Ginocchio made a motion to approve the agenda. Director Prince seconded.

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

4. Approval of Minutes

- a. April 18, 2023 – Regular Board Meeting**
- b. May 5, 2023 – Agenda Prep Meeting**

Director Lewis made a motion to approve the minutes of April 18, 2023 – Regular Board Meeting. Director Prince seconded.

Hearing no changes or objections, the April 18, 2023 – Regular Board Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of May 5, 2023 –Agenda Prep Meeting. Director Engdahl seconded.

Hearing no changes or objections, the May 5, 2023 –Agenda Prep Meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Upcoming Third Board 2024 Budget Proposal Meetings on May 31, 2023 for Maintenance and Construction and General Services, and June 1, 2023 for Landscaping Services

6. Update from the VMS Board – Director Seto

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

- Bright Ideas Program
- Vacancy and Termination Trends
- Customer Service KPIs
- Hold Times/Wait Times to Answer Calls
- Ticket Survey to Measure Satisfaction
- Completed Service Orders Through 3/31/23
- Escrow Received to Closed Through 3/31/23
- Spring Real Estate Forum
- Upcoming

7. Open Forum (Three Minutes per Speaker)

- A member commented on the Recordable Exclusive Use of Common Area Revocable License (EUCA) legal fee
- Multiple members commented on the financial requirements to purchase a unit
- A member commented on the conditions of the washers and dryers and broken pipes in their building
- A member commented on the financials from the Mutual
- A member commented on solar panels process
- A member commented on The Foundation of Laguna Woods Village

8. Responses to Open Forum Speakers

- Director Park requested a resident's building information

- Director Engdahl asked for clarity on a resident's broken pipe.
- President Laws commented on financial requirements on living and owning in the village
- President Laws commented on the issues with the washers and dryers
- President Laws commented that he will reach out to the member pertaining to their email
- President Laws thanked the member's update on the Foundation of Laguna Woods Village
- Director Cook commented on the EUCA and boiler plates

9. Department Update: Maintenance & Construction Department/Manor Alterations – Bart Mejia and Michael Horton

Bart Mejia, Maintenance & Construction Assistant Director, and Michael Horton, Manor Alterations Manager, provided a presentation discussing the following topics and took questions from the Board:

- Manor Alterations
- Mutual Consent Process Improvements
- 2023 Q1 Third Mutual - Where Time is Spent
- Mutual Consent Submissions Metrics
- Variance and Resale Process
- Email and Telephone Response
- Email Metrics
- Call Metrics
- Areas of Focus

10. CEO Report

CEO Siobhan Foster reported on:

- Opt out of Paper Mailings
- New Computer Training
- New Ram Promaster 3500 Buses
- New Irrigation System Generates Rebates
- Gate 12
- Asphalt Pavement Program
- Fall Prevention Initiative

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 Cook made a motion to approve the Consent Calendar. Director Park 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 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. **Recommendation from the Finance Committee – None**
- c. **Recommendation from the Landscape Committee**
 1. **Recommendation to Approve the Request for the Removal of One Evergreen Pear Tree located at 3221-A Via Carrizo**

RESOLUTION 03-23-45

**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.

2. Recommendation to Deny the Request for the Removal of One California Sycamore Tree located at 2506-C Bahia Blanca West

RESOLUTION 03-23-46

**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.

3. Recommendation to Deny the Request for the Removal of One Crape Myrtle Tree located at 3530-B San Amadeo

RESOLUTION 03-23-47

**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.

4. Recommendation to Approve the Request for Removal of Two California Sycamore Trees located at 5268 Avenida Del Sol

RESOLUTION 03-23-48

**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.

- 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

RESOLUTION 03-23-49

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.

e. Non-Standard Electrical Use Reimbursement Request

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.

f. Third Executive Hearings Committee Charter

RESOLUTION 03-23-50

**THIRD LAGUNA HILLS MUTUAL
EXECUTIVE HEARINGS COMMITTEE CHARTER**

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.

I. 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.
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.

12. Unfinished Business

- a. 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 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-51

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 the resolution for Alteration Standard 41: Solar Panels, 1 Story Buildings. Director Lewis seconded.

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

- b. Entertain a Motion to Approve Mailbox Replacement for Buildings 3434-3438**

Discussion ensued among the Board.

Director Cook made a motion to approve mailbox replacement for buildings 3434-3438. Director Lewis seconded.

Hearing no changes or objections, the motion was called to a vote and passed 6-3-1. Directors Rane-Szostak, Laws, and Park voted against, and Director Prince abstained.

13. New Business

- a. Entertain a Motion to Approve the 2023 Inspector of Elections**

Director Prince read the following resolution:

RESOLUTION 03-23-52

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.

Director Zalon made a motion to approve the resolution for the Inspector of Election Services. Director Cook seconded.

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

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

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.

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

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

- c. **Entertain a Motion to Approve the Recordable Exclusive Use of Common Area License Legal Fee (May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

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.

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

Hearing no changes or objections, the motion was called to a vote and passed 8-1-1. Director Zalon voted against and Director Yun abstained.

- 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)**

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.

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

There being no objections, the motion was called to a vote and passed 8-2-0. Directors Yun and Zalon voted against.

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 Sycamore 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 met on April 25, 2023 and May 15, 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 June 2, 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 June 5, 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 - None

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 12:01 p.m.

Closed Session Agenda

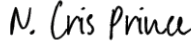
Approval of Agenda

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. Adjournment

The meeting was adjourned at 5:11 p.m.

DocuSigned by:

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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, June 2, 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: N. Cris Prince, Donna Rane-Szostak, Cush Bhada, S.K. Park, Jules Zalon, Jim Cook, Andy Ginocchio (arrived at 10:04 a.m.), Moon Yun (arrived at 10:04 a.m.)

Directors absent: Mark Laws (excused), Nathaniel Ira Lewis (excused), Ralph Engdahl

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

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

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

Director Bhada made a motion to approve the Agenda. Director Park seconded.

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on June 20, 2023

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

Director Prince made a motion to approve the amended Open and Closed Agenda. Director Bhada seconded.

Hearing no objections, the June 20, 2023 open and closed session amended agenda were approved by consent.

4. Director Comments

- Director Bhada stated for everyone to have a good weekend.

5. Adjournment

The meeting was adjourned at 10:05 a.m.

DocuSigned by:

Cris Prince

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



RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 931-660-68; 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-660-68; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 934-330-08; 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330-08; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 932-720-16; 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, June 20, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-720-16 and;

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

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ENDORSEMENT (to Board)

Treasury Bill Reinvestment

A motion was made to continue the with the planned investment strategy for all Treasury Bills to take place upon maturation and roll over into 12-month Treasury Bills. Director Cris Prince moved the motion and Director Mark Laws seconded. Discussion ensued.

The motion passed by a 7-0-1 vote (Director Moon Yun abstained) and will be presented at the next board meeting.

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STAFF REPORT

DATE: June 20, 2023
FOR: Board of Directors
SUBJECT: Treasury Bill Reinvestment

RECOMMENDATION

Staff recommends the Board to approve reinvestment of Treasury Bills upon maturity into 12-month Treasuries.

BACKGROUND

The Third Laguna Hills Mutual Investment Policy provides guidelines and limitations for the responsible management of the corporation's investments. On February 7, 2023 the Third Finance Committee met with Bank of America Representatives to discuss Third Mutual's current investment position at which time they provided advising guidance and suggested reinvestment options. The committee voted to ladder their investments in 4 equal parts of 25% for 3 months, 25% for 6 months, 25% for 9 months, and 25% for 12 months and revisit as they mature. On February 21, 2023 the board met and discussed the Discretionary Portfolio and passed a motion by vote to place the cash into short-term FDIC insured investments as recommended.

DISCUSSION

On June 6, 2023 the Finance committee led a discussion about the upcoming June 2023 maturation of a Treasury Bill. Staff was directed to reinvest the funds into 12-month Treasury Bills to maintain a ladder approach. As future Treasury Bills mature staff will reinvest into 12-month Treasury Bills unless otherwise directed by the Board. A motion was made to continue with the planned investment strategy for all Treasury Bills upon maturation and roll them over into 12-month Treasuries. Director Cris Prince moved the motion and Director Mark Laws seconded. Discussion ensued. The motion passed by a 7-0-1 vote (Director Moon Yun abstained).

Prepared By: Erika Hernadnez, Finance Department Administrative Assistant

Reviewed By: Jose Campos, Assistant Director of Financial Services

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RESOLUTION 03-23-XX

**Approve the Request
to Retain a Portion of the Non-Standard Landscape Directly Adjacent to
the Exclusive Use Patio
3531-B**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 3531-B to retain non-standard landscape, including pavers, a koi pond, a water feature, a decorative bridge, and multiple potted plants; and

WHEREAS, staff has met with the resident and determined that the majority of the non-standard landscape features are not permitted and would need to be removed; and

WHEREAS, the resident understands that all water features, decorative bridge, potted plants, potting materials, and bags of potting soil must be removed from common area no later than November 30, 2023; and

WHEREAS, the resident understands that the non-permanent stepping stones adjacent to the patio could remain until transfer of ownership, all non-standard landscaping adjacent to the patio would be maintained by the resident and removed upon transfer of ownership, and 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 retain a portion of non-standard landscape at 3531-B Monte Hermoso according to the plans agreed upon by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request to retain a portion of the non-standard landscape at 3531-B Monte Hermoso; and

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

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RESOLUTION 03-23-XX

**Approve the Request
to Alter the Common Area Landscape
2380-A Via Mariposa East**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 2380-A to alter the common area landscape by installing a hedge around the existing shrub bed area, installing water-wise ground cover, a brick mow curb, and a small free-standing gate; and

WHEREAS, staff has reviewed the proposed plan and found it acceptable; and

WHEREAS, staff will adjust irrigation as a chargeable service; and

WHEREAS, the resident is requesting to do all maintenance of the shrub and plant material within the hedge which will reduce maintenance costs for the mutual; and

WHEREAS, the resident understands that the gate shall remain unlocked and 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 2380-A Via Mariposa East according to the plans provided by the resident is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the approval to alter the common area landscape at 2380-A Via Mariposa East; and

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

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RESOLUTION 03-23-XX

**Approve the Request for Removal of Shrubs
Planted in the Common Area Landscape
Adjacent to 5190 and 5191 Duenas**

WHEREAS, on June 1, 2023, the Landscape Committee reviewed a request from the Member at 5190 for the removal of a hedge of shrubs and flowers planted adjacent to the patio wall at 5191; and

WHEREAS, staff also reviewed a request from the member at 5191 Duenas for the retainment of a hedge of shrubs and flowers planted adjacent to the patio wall at 5191; and

WHEREAS, staff determined that the hedge effectively functions as a deterrent for passage between the units prohibiting the usage and passage of all members and removing the hedge would enable staff more options to navigate the landscape area for maintenance; and

WHEREAS, the Committee determined that the request to remove the shrubs and flowers in the common area landscape at 5191 Duenas is approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the shrub removal in the common area landscape at 5191 Duenas; and

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

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Fern Pine Tree 3077-A Via Serena South

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 June 1, 2023, the Landscape Committee reviewed a request from the Member at 3077-A to remove one Fern Pine tree. The Member cited the reasons as structural damage, overgrown, and nothing grows because of the invasive roots; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with no deadwood or decay and no signs of pests or prior pest damage; and

WHEREAS, the Committee directed staff to conduct an off-season crown reduction of the Fern Pine tree; 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 Fern Pine tree located at 3077-A Via Serena South;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors denies the request for the removal of one Fern Pine tree located at 3077-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.

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RESOLUTION 03-23-XX

**Deny the Request
for Removal of One Eucalyptus Spotted Gum Tree and One Canary Island
Pine Tree
2387-3A Via Mariposa 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 June 1, 2023, the Landscape Committee reviewed a request from the Member at 2387-3A to remove one Eucalyptus Spotted Gum tree and one Canary Island Pine tree. The Member cited the reasons as overgrown, litter/debris, potential damage to the roof should there be a limb failure, and the clogging of gutters; and

WHEREAS, staff inspected the condition of both trees and determined that they were in good condition with no signs of decay or deadwood; and

WHEREAS, the Committee determined that both trees do not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Eucalyptus Spotted Gum tree and one Canary Island Pine tree located at 2387-3A Via Mariposa West;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors denies the request for the removal of one Eucalyptus Spotted Gum tree and one Canary Island Pine tree located at 2387-3A; and

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

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RESOLUTION 03-22-XX

Approve the Request for Removal of Three Eucalyptus Blue Gum Trees 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita

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 June 1, 2023, the Landscape Committee reviewed a request from staff to remove three Eucalyptus Blue Gum trees in multiple locations; and

WHEREAS, staff engaged the services of an arborist from Great Scott Tree Services, Inc. to evaluate the health of the Eucalyptus Blue Gum trees in Third Mutual at a Level One inspection; and

WHEREAS, staff recommends an annual inspection of all Eucalyptus Blue Gum trees (90) due to this species having a tendency of possessing weakened root structures accompanied by girdling roots. This species is also susceptible to pests and prone to root rot at the base of the tree due to excess water from the turf; and

WHEREAS, the three trees recommended for removal are all dying; and

WHEREAS, the Committee determined that the three trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of three Eucalyptus Blue Gum trees located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita; and

WHEREAS, the Committee directed staff to conduct an annual elevated inspection of the remaining Eucalyptus Blue Gum trees within Third Mutual;

NOW THEREFORE BE IT RESOLVED, June 20, 2023, the Board of Directors approves the request for the removal of three Eucalyptus Blue Gum trees located at 3084 Via Serena, 5371 Punta Alta, and 5427 Calle Carminita; and

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



RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5516-B Paseo Del Lago West, a Villa Fuente 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 June 12, 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 June 20, 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-B Paseo Del Lago West and all future Mutual Members at 5516-B 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.

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5071 Avenida Del Sol, a Villa Terraza style manor, requests Architectural Controls and Standards Committee approval of a variance to add 18'x10' pavers to the rear patio 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 June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to add 18'x10' pavers to the rear patio on common area;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to add 18'x10' pavers to the rear patio on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5071 Avenida Del Sol and all future Mutual Members at 5071 Avenida Del Sol; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 3401-A Punta Alta, a Navarro style manor, requests Architectural Controls and Standards Committee approval of a variance for a driveway extension 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 June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a driveway extension on common area;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for a driveway extension 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 3401-A Punta Alta and all future Mutual Members at 3401-A Punta Alta; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member at of 3518-B Bahia Blanca West, a Cabrillo style manor, requests approval to install black vinyl windows and sliding glass doors throughout; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Manor Alterations office by June 11, 2023; and

WHEREAS, the Manor Alterations office reviewed the variance as one of similar in scope to previously approved variances and recommends approval to install black vinyl windows and sliding glass doors throughout;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to install black vinyl windows and sliding glass doors throughout; 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 3518-B Bahia Blanca West and all future Mutual Members at 3518-B Bahia Blanca 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.

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5007 Duverney, a Villa Paraisa style manor, requests Architectural Controls and Standards Committee approval of a variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; 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 June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request to enclose the front entry, extend the roof line at the rear of the manor, convert the garden room to a room addition, install a 3rd bathroom in the hallway, raise the ceiling in the hallway, and install a trapezoid transom window in the family room; 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 5007 Duverney and all future Mutual Members at 5007 Duverney; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 3038-C Via Vista, a Villa Nova style manor, requests Architectural Controls and Standards Committee approval of a variance for 3038-C: Variance for removal of two structural walls to enclose the atrium, three 4x4 post to be installed and two 4x10 flush ceiling beams to be installed. One beam will be 10'-9" and the other will be 7'-5". Removal of existing window in bedroom 2 and a new construction 2'-6"x6' casement window will be installed; 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 June 12, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an atrium enclosure with two structural walls removed;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Third Laguna Hills Mutual Board hereby approves the request for an atrium enclosure with two structural walls removed; 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 3038-C Via Vista and all future Mutual Members at 3038-C Via Vista; and

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

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RESOLUTION 03-23-XX

GRF Committee Appointments

RESOLVED, June 20, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Cush Bhada
Mark Laws
Jules Zalon, Alternate

GRF Finance Committee

Donna Rane-Szostak
Andy Ginocchio
Mark Laws, Alternate

GRF Landscape Committee

Jules Zalon
Nathaniel Ira Lewis
Andy Ginocchio, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl
Jim Cook
Andy Ginocchio, Alternate

Clubhouse Renovation Ad Hoc Committee

Ralph Engdahl
Andy Ginocchio
Moon Yun, Alternate

GRF Media and Communications Committee

Jim Cook
Cris Prince
Moon Yun, Alternate

Mobility and Vehicles Committee

Cush Bhada

Moon Yun

Jim Cook, Alternate

Security and Community Access Committee

SK Park

Donna Rane-Szostak, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak

Andy Ginocchio

Ralph Engdahl, Alternate

Broadband Ad Hoc Committee

Cris Prince

Jim Cook

Disaster Preparedness

SK Park

Moon Yun

Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

~~Jules Zalon~~

SK Park, ~~Alternate~~

Mark Laws, Alternate

IT Technology Advisory Committee (ITAC)

Mark Laws

SK Park

Website Ad Hoc Committee

Mark Laws

Donna Rane-Szostak

Compliance Ad Hoc Committee

Mark Laws

Cris Prince

Finance Advisory Group

Donna Rane-Szostak

Compliance Ad Hoc

SK Park

Andy Ginocchio

RESOLVED FURTHER, that Resolution 03-23-20, adopted March 21, 2023, is hereby superseded and canceled; and

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

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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.

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STAFF REPORT

DATE: June 20, 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

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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

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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.

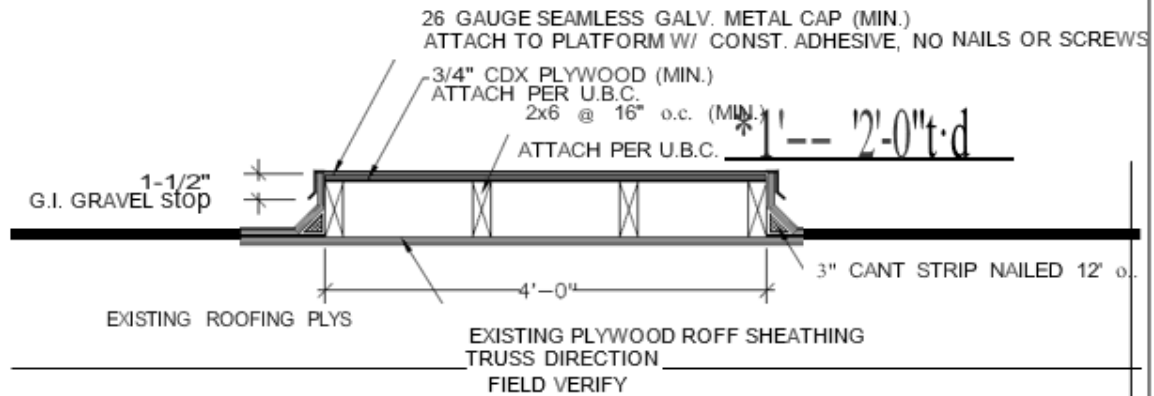
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured 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.

ROOFING NOTES

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

ROOF AS FOLLOWS PER 100 SQ.FT.

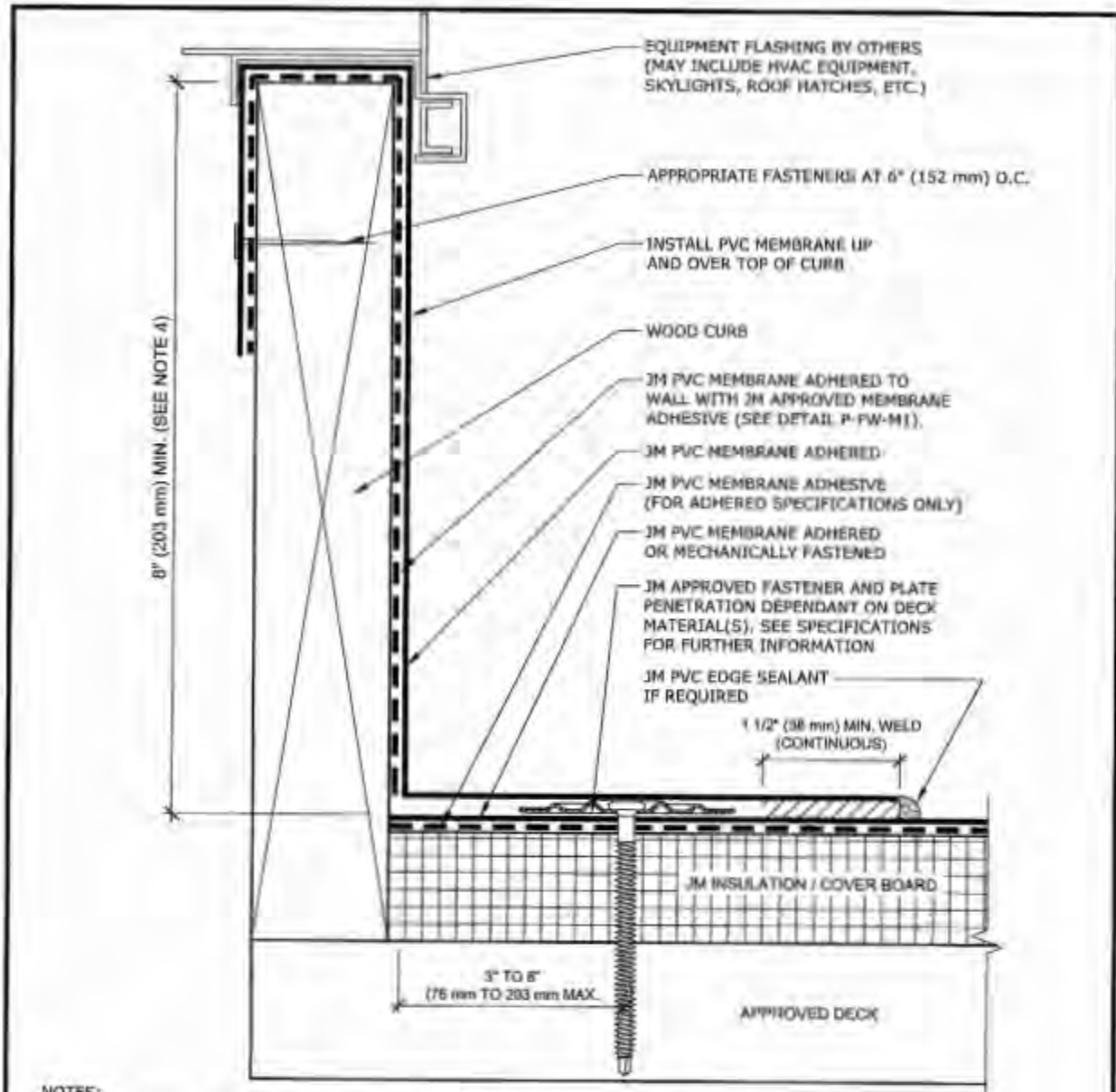
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). . .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . .	400lbs	PER 100 SQ.FT.




HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/05

**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 design of this building or any other material not specified by Johns Manville.

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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.

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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

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REVISED MARCH 2023, RESOLUTION 03-23-23

REVISED [DATE], RESOLUTION 03-23-XX

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SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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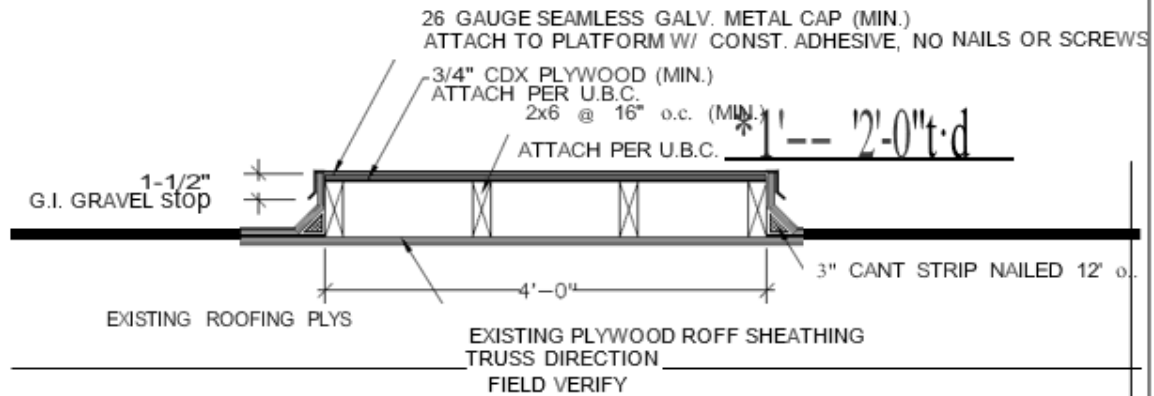
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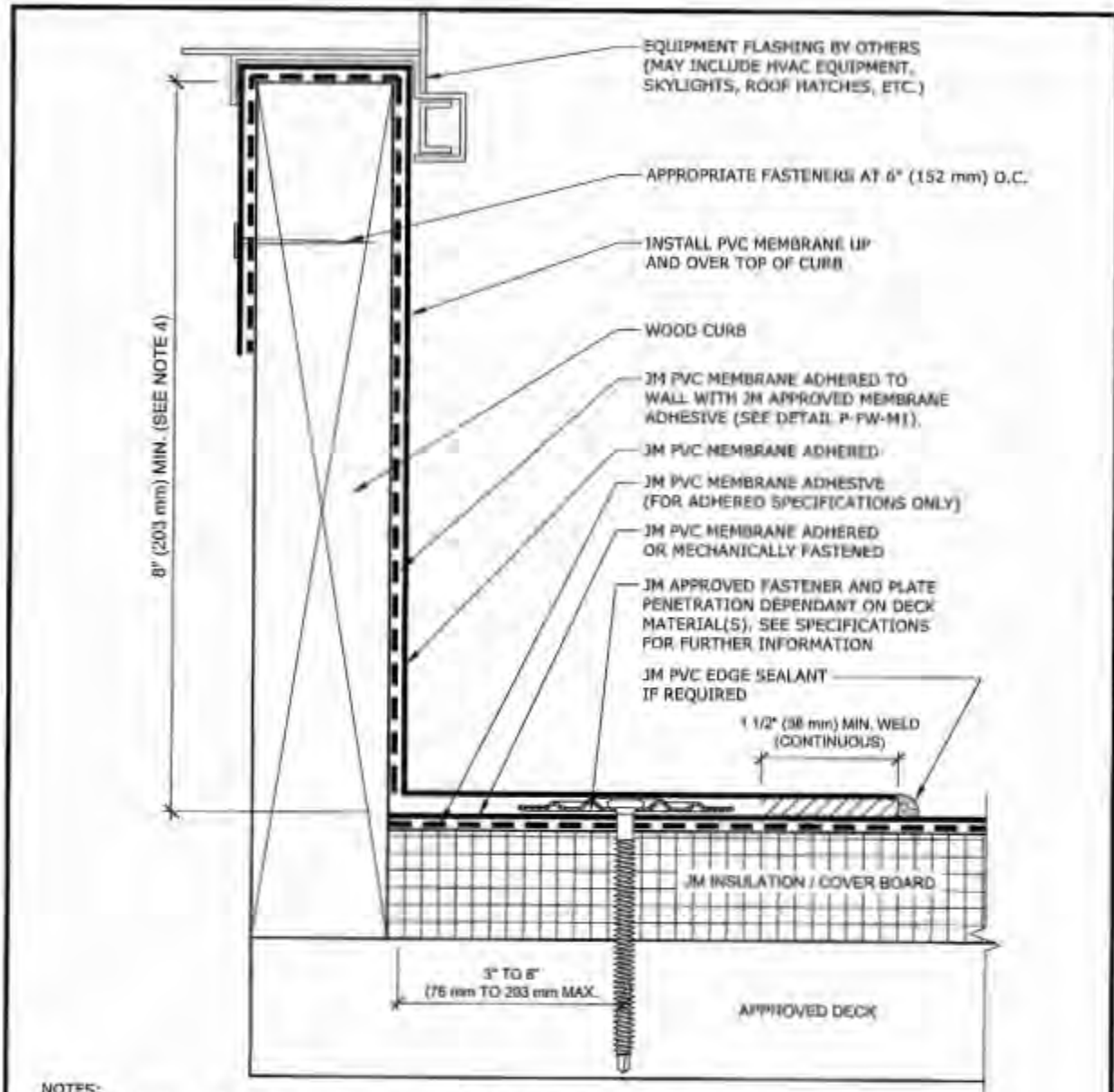
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CURB & CORNER		JM PVC		
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STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20

REVISED FEBRUARY 2006, RESOLUTION 03-06-09

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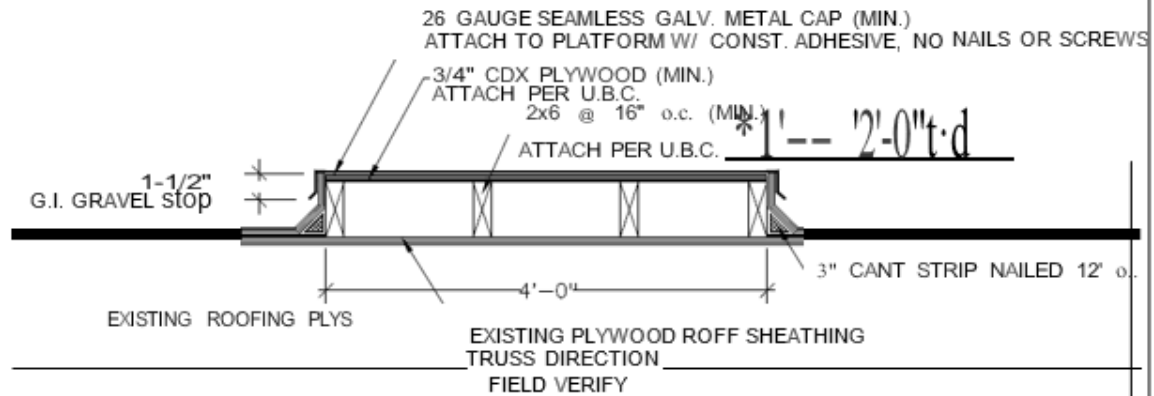
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured 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.

ROOFING NOTES

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

ROOF AS FOLLOWS PER 100 SQ.FT.

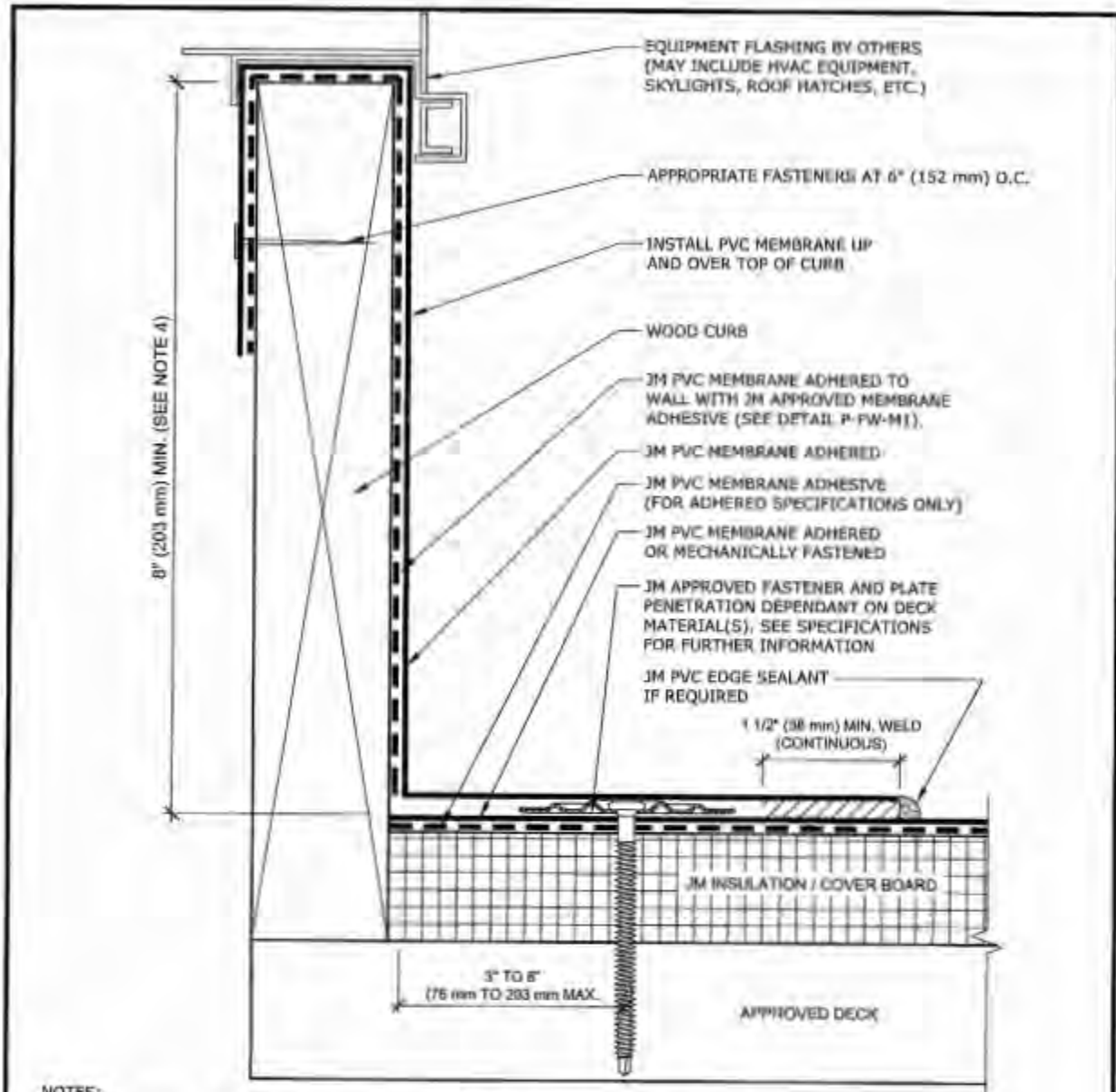
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . .	400lbs	PER 100 SQ.FT.



HVAC ROOFTOP PLATFORM


SCALE: 1" 1'-0"

HVAC.DWG REV. 12/05



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 professional engineering, design and construction expertise by building code, architect or applicable law. By accepting these comments you agree that you will not hold any representatives, contractors or an association or Johns Manville liable for any liability or other the responsibility of the design of this building or any other material not specified by Johns Manville.

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

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ENDORSEMENT (to Board)

Recordable Exclusive Use of Common Area Revocable License Legal Fee

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 Recordable Exclusive Use of Common Area Revocable License Legal Fee.

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STAFF REPORT

DATE: June 20, 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

Third Board of Directors

Recordable Exclusive Use of Common Area Revocable License Legal Fee

06/202023

Page 2

ATTACHMENT(S)

Attachment 1 – Resolution 03-23-XX

Attachment 2 – Alteration Fee Schedule with the Added Legal Fee



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

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Laguna Woods Village®

Alteration Fee Schedule

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

All items below require HOA Mutual Consent from Manor Alterations.

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

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

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	
Acoustic Ceiling Removal	
Awnings (Standard, Less than 54")	
Awnings (Powered)	
HVAC (No Increase in Amperage)	
Tub Replacement	
Block Walls (Less than 48" H)	
Block Walls (More than 48" H)	
Planter Wall	
Dishwasher (New Installation)	
Door Revision (Exterior)	
Electrical	
Exhaust Fan	
Fences (Less than 84") and Gates	
Floor Coverings (Exterior)	
Flooring (Vinyl)	
Gutters and Downspouts	
Metal Drop Shades	
Modesty Panels (Balcony)	
Patio Slab Revision	
Patio Wall Revision	
Plumbing	
Soft Water System (Independent)	
Soft Water System (Connected to Water Heater)	
Storage Cabinets (Carport)	
Shades (Roll-up)	

NOTES

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

Variance Processing Fee	\$150
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Alteration Fees Based on Valuation	
Alteration Type	
Air Conditioner (Through the Wall)	
Bathroom Addition (Split)	
Central HVAC (New Installation)	
Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Sliding Glass Doors (Retrofit)	
Solar Tubes	
Tub to Shower Installation	
Tub to Tub Replacement	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Windows (Retrofit)	

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

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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

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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.

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STAFF REPORT

DATE: June 20, 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:

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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.

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

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ENDORSEMENT (to Board)

Revised Architectural Standard No. 41A – Solar Panels, 2 Story Buildings

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. 41A – Solar Panels, 2 Story Buildings.

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STAFF REPORT

DATE: June 20, 2023
FOR: Board of Directors
SUBJECT: Reenact Architectural Standard 41A (Previously Standard 45) Solar Panels, 2 Story Buildings

RECOMMENDATION

Recommended that the Board of Directors approve a resolution to reenact Standard 41A (Previously Standard 45): Solar Panels, 2 Story Buildings.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review to reenact Standard 41A to allow for installations of solar panels in 2-story buildings. Standard 45 was rescinded in June 2018, via Resolution 03-18-85 (Attachment 1).

On June 12, 2023, the ACSC reviewed and vote unanimously to recommend that the Board of Directors approve the revisions to Standard 1.

DISCUSSION

On February 27, 2023, the ACSC reviewed the proposed new Standard 41A and directed staff to make additional revisions for applicability, usefulness, and current technology. The revisions are included in the revised Standard 41A (Attachment 2) and will be presented by staff for committee review at the April 10, 2023 ACSC Meeting.

On April 10, 2023, it was the consensus of the committee that the item be postponed till next month for additional revisions (insert revisions).

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: Michael Horton, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-18-85 Rescinding Standard 45
Attachment 2 – Revised Draft Standard 41A: Solar Panels, 2 Story Buildings
Attachment 3 – Reenacted Resolution 03-23-XX

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RESOLUTION 03-18-85

Rescind Standard 45: Solar Panels on Two-Story Buildings

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

WHEREAS, due to the increased complexity of solar panel installation for two-story buildings, Standard 45 should to be rescinded in its entirety.

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 03-16-43 adopted April 19, 2016; 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

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

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STANDARD 41A: SOLAR PANELS, 2 STORY BUILDINGS
ADOPTED [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 two story dwellings with shared roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 8, 9, 10 and 11 for typical roof allocation on flat roofs of 6-,8-, and 12- unit buildings respectively. Roof allocation plans for all other types of roofs will be prepared by Manor Alterations when a request is received.
- 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 wet-stamped by a California-licensed engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.
- 2.6** 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 (JM) 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 the clear perimeter around the edges of the roof shall be a minimum 4-foot-wide (1290 mm) and must maintain sufficient clearance (but not less than 48" as per California Code) 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.

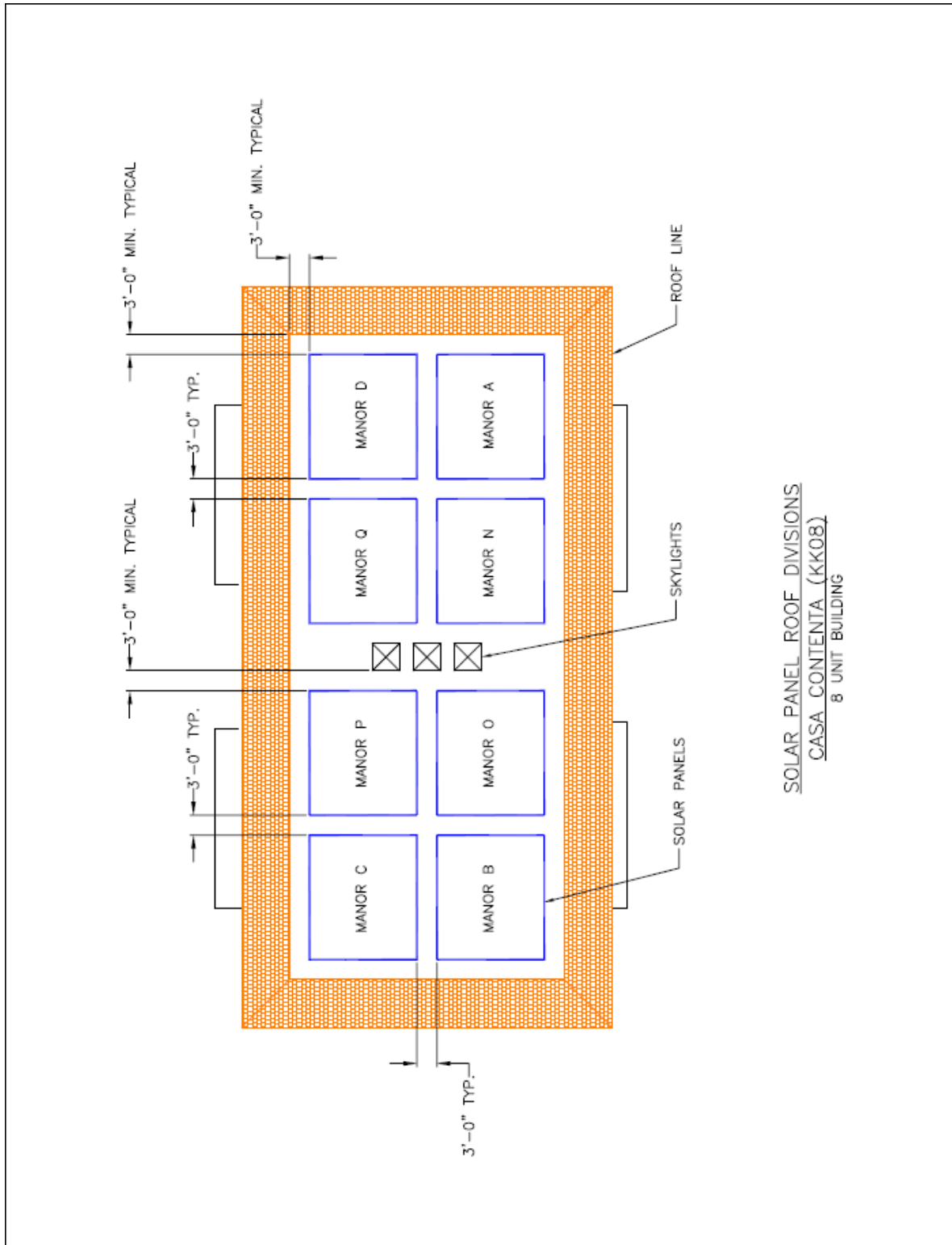
- 2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16** A solar panel system may only serve a 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

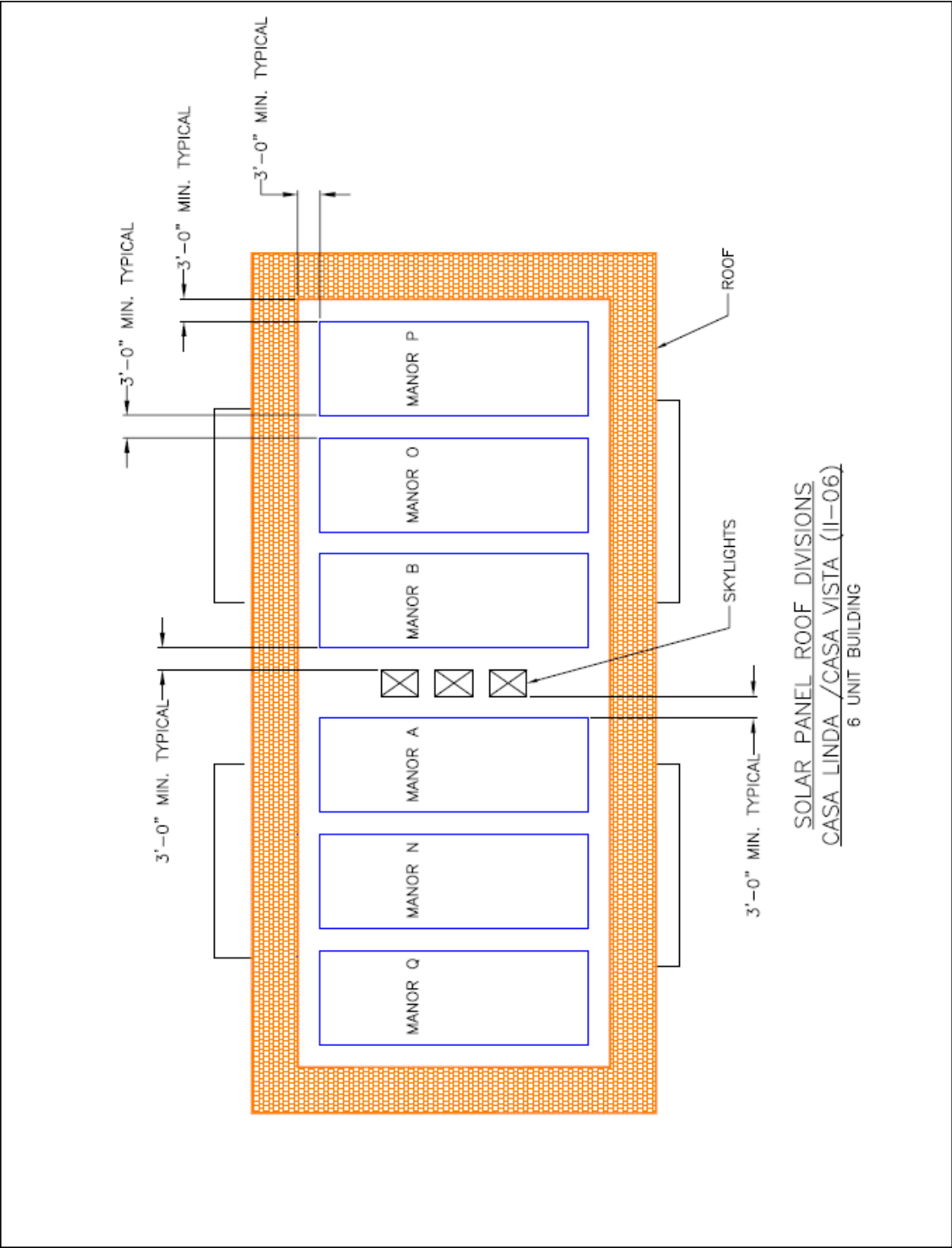
- 3.1** Due to all exterior locations classified as 'exclusive use common area' or 'common area', a Common Area Exclusive Use Revocable License or equivalent current document for Mutual approval to provide rights to utilize common area must be completed prior to the installation of any solar array. Each resident is allocated an equal percentage of available roof space. Ex: if there are 8 residents in a building, each resident is allocated 1/8 of the available usable roof space for the exclusive use of Solar.
- 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.

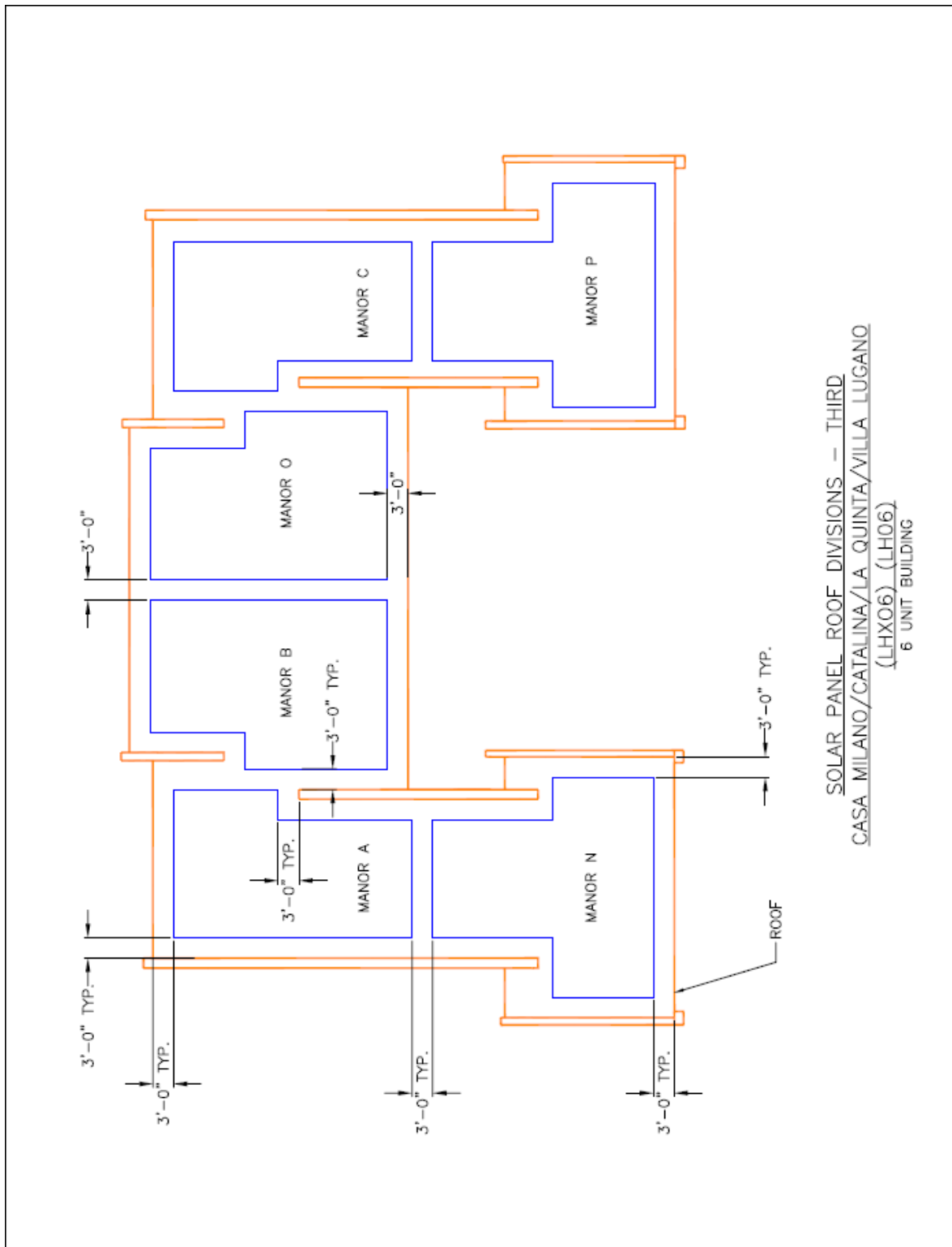
- 3.3** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal; and, Member accepts all responsibility 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 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

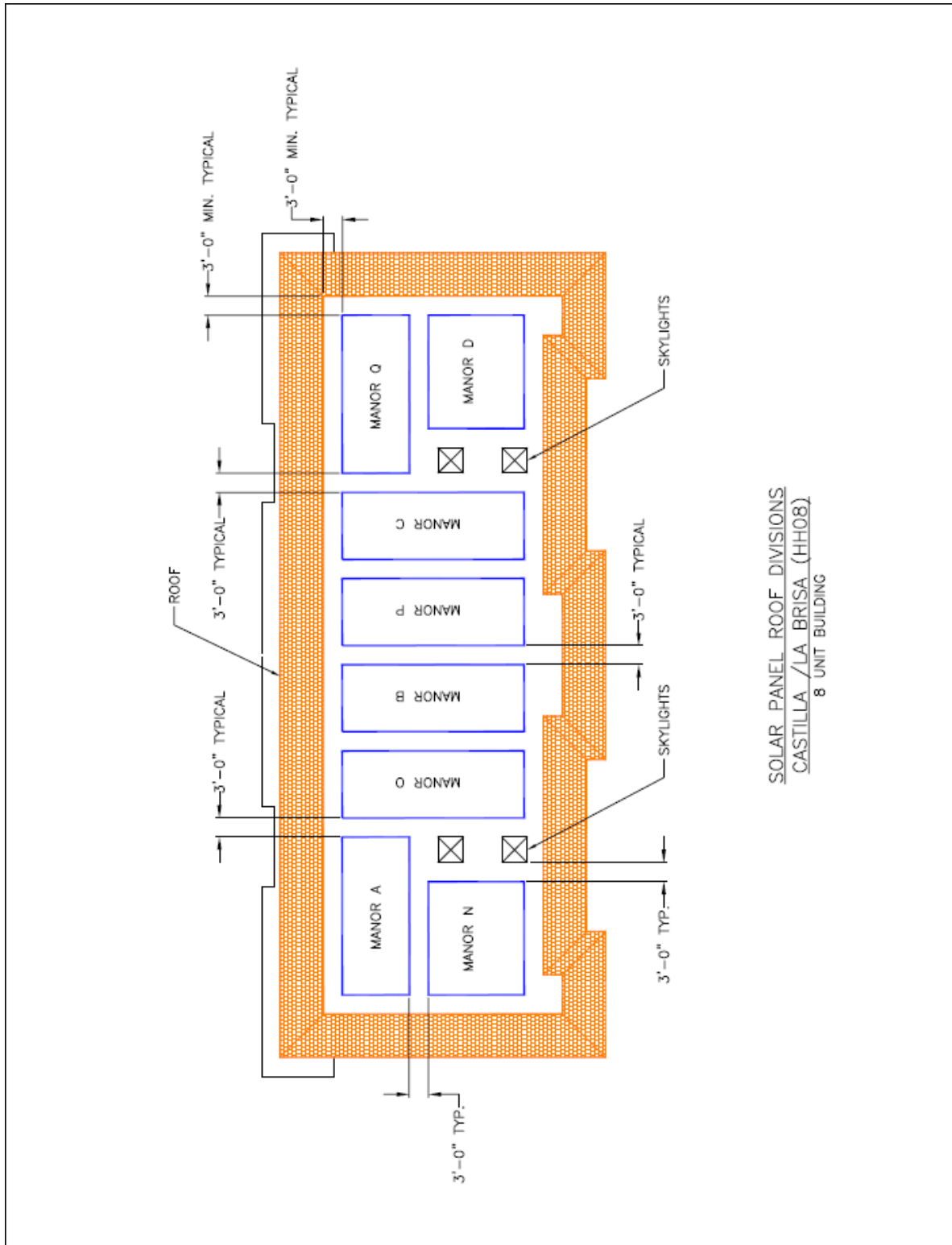
to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.



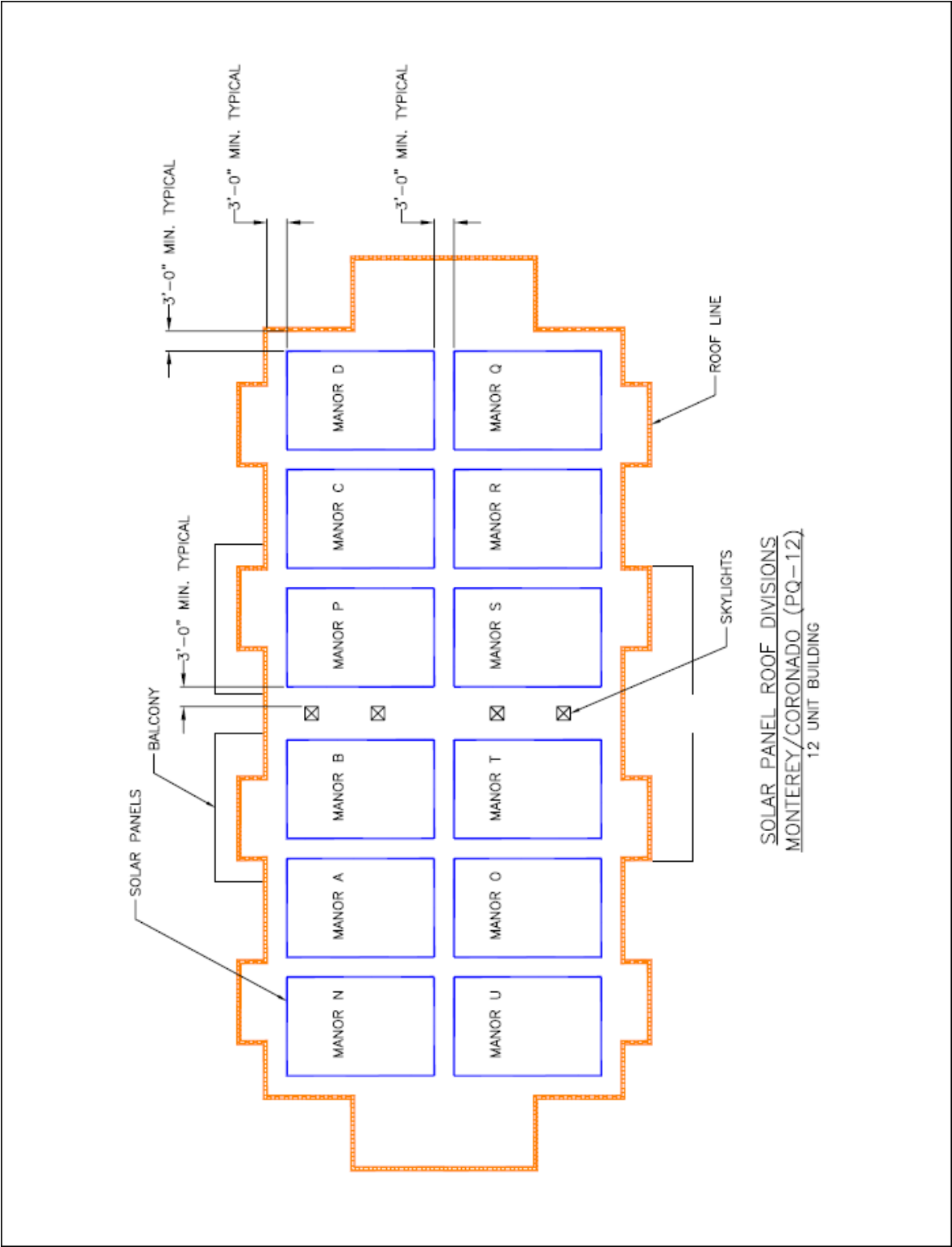
SOLAR PANEL ROOF DIVISIONS
CASA CONTENTA (KK08)
8 UNIT BUILDING







SOLAR PANEL ROOF DIVISIONS
 CASTILLA / LA BRISA (HH08)
 8 UNIT BUILDING





RESOLUTION 03-23-XX

**Alteration Standard 41A:
Solar Panels, 2 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 reenact Standard 41A (Previously Standard 45) - Solar Panels, 2 Story Buildings with Flat Roofs;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board hereby adopts Standard 41A - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-85 adopted June 19, 2018, 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.

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

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ENDORSEMENT (to Board)

Revised Architectural Standard No. 1 – General Requirements

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. 1 – General Requirements.

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STAFF REPORT

DATE: June 20, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 1: General Requirements

RECOMMENDATION

Recommended that the Board of Directors approve a resolution to revise Standard 1: General Requirements.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 1: General Requirements (Attachment 1) and proposed revisions to the Standard to update its sections and revise the contractor working hours. Standard 1 was last revised in January 2018, via Resolution 03-18-12 (Attachment 2).

On June 12, 2023, the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 1.

DISCUSSION

Staff has received input from community members, contractors, realtors and board and committee members pertaining to various sections of the standard. The suggested revisions have been incorporated and are shown in redline form as Attachment 3.

Staff is presenting the proposed revised Standard (Attachment 4) and accompanying resolution (Attachment 5) to the ACSC for review and comments, and to obtain the Committee's recommendation prior to presenting the matter to the full board. The proposed revisions are intended to reflect the current Building Codes, Municipal Codes, or mutual policies to update general provisions that apply to all the standards.

FINANCIAL ANALYSIS

There is no fiscal impact for the implementation of the proposed standard and resolution.

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 1: General Requirements
Attachment 2 – Current Resolution 03-18-12
Attachment 3 – Redlined Revised Standard 1: General Requirements
Attachment 4 – Final Draft Standard 1: General Requirements
Attachment 5 – Revised Resolution 03-23-XX

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SECTION 1 GENERAL REQUIREMENTS

JANUARY 2018, RESOLUTION 03-18-12

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or Holidays.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Manor Alterations office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Manor Alteration office.



- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

RESOLUTION 03-18-12

Section 1: General Requirement for all Alteration Standards

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

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

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STANDARD 1: GENERAL REQUIREMENTS

ADOPTED JANUARY 2018, RESOLUTION 03-18-12

REVISED [DATE], RESOLUTION 03-23-XX

SECTION 1 GENERAL REQUIREMENTS

JANUARY 2018, RESOLUTION 03-18-12

- 1.1 **MUTUAL CONSENTS, CITY PERMITS AND FEES:** A Mutual consent permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid ~~for~~ by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the ~~Manor Alterations office with~~ City permit ~~number(s)~~ prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code ~~current edition of the National Electric Code (NEC).~~
- 1.4 **WORK HOURS:** ~~No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am — 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am — 5:00 pm.~~ Construction hours are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet hours), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 am to 8:00 am and from 7:00 am to 9:00 am on Saturdays.

No work whatsoever shall be permitted on Sunday or the following ~~H~~holidays: New Year's Day (January 1), Independence Day (July 4),



Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).

Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number. The resident may allow the contractor to park in the residents designated or assigned parking space. However, as stated above, the contractor is not permitted to park in any other covered or open resident spaces. Contractors may temporarily park as close to the resident's units, turn their hazard lights on and unload/load equipment and materials in an expeditious reasonable amount of time.
- 1.6** PLANS: The Member applying for a ~~Mutual Consent~~ permit shall provide to the Manor Alterations Division office—a detailed plan(s) ~~for approval~~ indicating all work to be done, i.e., size, location, description and specifications.
- 1.76** DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work.— ~~The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris.~~ The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

**USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED
DUMPING IS NOT PERMITTED.**

Cleaning of paint tools, buckets, or equipment ~~must be contained in trays and ground cover protected with drop cloths or plastic~~ is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by ~~the Manor~~ Manor Alterations Division office. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.



- 1.987** CONTRACTOR: In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured. Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.1098** CONTRACTOR'S CONDUCT: ~~Member's~~ eContractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices ~~Radio, MP3, CD or cassette players~~ are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.
- 1.9** PARKING: ~~Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.~~

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STANDARD 1: GENERAL REQUIREMENTS

ADOPTED JANUARY 2018, RESOLUTION 03-18-12

REVISED [DATE], RESOLUTION 03-23-XX

- 1.1 MUTUAL CONSENTS, CITY PERMITS AND FEES: A Mutual consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the City permit prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor.
- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code.
- 1.4 WORK HOURS: Construction hours are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet hours), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 am to 8:00 am and from 7:00 am to 9:00 am on Saturdays.

No work whatsoever shall be permitted on Sunday or the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).

Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5 PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number. The resident may allow the contractor to park in the residents

designated or assigned parking space. However, as stated above, the contractor is not permitted to park in any other covered or open resident spaces. Contractors may temporarily park as close to the resident's units, turn their hazard lights on and unload/load equipment and materials in an expeditious reasonable amount of time.

- 1.6 **PLANS:** The Member applying for a Mutual Consent shall provide to the Manor Alterations Division a detailed plan(s) indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

**USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED
DUMPING IS NOT PERMITTED.**

Cleaning of paint tools, buckets, or equipment must be contained in trays and ground cover protected with drop cloths or plastic in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by Manor Alterations. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- 1.9 **CONTRACTOR:** In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured.
- 1.10 **CONTRACTOR'S CONDUCT:** Contractors, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.



RESOLUTION 03-23-XX

Section 1: General Requirements

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

WHEREAS, the General Requirements are and should remain the same for all Standards;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board hereby adopts Standard 1 – General Requirements for all Standards as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-12 adopted January 19, 2018, 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.

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

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ENDORSEMENT (to Board)

**Supplemental Appropriation for Damage Restoration Reimbursement Backlog
Case Load**

Jay Allen, Damage Restoration Manager, presented a recommendation for approval of a supplemental appropriation from the Operating Fund in the amount of \$98,100 for temporary staffing and current employee over-time compensation to assist with processing a backlog of more than 710 cases resulting from damage restoration events. A motion was made by Director Mark Laws to approve and endorse staff's recommendation as presented. Discussion ensued. Director Cris Prince seconded.

The motion passed by a 7-0-1 vote (Director Moon Yun abstained) and will be presented at the next board meeting.

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STAFF REPORT

DATE: June 20, 2023
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load

RECOMMENDATION

Entertain a motion to approve a supplemental appropriation from the Operating Fund in the amount of \$98,100 for temporary staffing to assist with processing a backlog of reimbursement cases resulting from damage restoration events.

BACKGROUND

More than 710 damage restoration events occurred between 2020 to 2022 that may have been caused by a member's alteration or negligence. Each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member. This evaluation requires extensive research to satisfy the procedural requirements set forth by the civil code. If the members accept responsibility or the Third Executive Hearings Committee determines that a member is responsible for reimbursement for damage restoration costs, the potential amount recovered for the mutual is estimated at approximately \$3.0 million.

On June 6, 2023, the Finance Committee voted to recommend that the Board of Directors approve proposed supplemental appropriation. The motion passed by a 7-0-1 vote (Director Moon Yun abstained.)

DISCUSSION

If approved by the Board of Directors, the supplemental funding will be used to hire a team of temporary-agency administrative personnel to assist VMS staff in processing the backlog of cases. The temporary-agency teams will be supervised by VMS staff and assigned to work exclusively on Third mutual reimbursement cases. The temporary staff is expected to be needed for a period of approximately 16 months working a 6-hour shift on Saturdays only. Staff is also exploring the possibility of recruiting Village residents to work in temporary part-time positions to assist with some of the administrative duties, in place of temporary-agency personnel.

Cases where members do not accept responsibility for the damage and associated restoration costs will be presented for consideration to the Third Executive Hearings Committee. The details of the proposal are included in Attachment 1.

FINANCIAL ANALYSIS

Funding for temporary-agency support staffing is not budgeted in the adopted 2023 business plan. Staff is recommending approval of an unbudgeted expenditure in the amount of \$98,100 for the remainder of 2023 to pay for the temporary-agency services and for the overtime needed for VMS staff to supervise the work. An additional budget amount of \$179,100 will be included in the proposed 2024 business plan to pay for the temporary-agency backlog team services.

The proposed expenditure of \$277,200 is expected to result in recovering approximately \$3.0 million in damage reimbursement revenue to the mutual.

Prepared By: Jay Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Jose Campos, Assistant Director of Financial Services

ATTACHMENT(S)

Attachment 1 – Case Reimbursement Backlog Proposal
Attachment 2 – Resolution



Third Laguna Hills Mutual Damage Restoration Reimbursement Backlog PROPOSAL

Number of backlog cases

2020 – 189 cases
 2021 – 264 cases
 2022 – 259 cases
 712 cases

Proposed Plan

- Hire 1 temporary full-time Claims Representative (18 months) to assist with Damage Restoration process and customer service inquiries
- Establish a backlog team consisting of:
 - 3 existing VMS staff with experience and access to Stellar
 - 6 temp agency contract staff to provide administrative clerical support
- Backlog team will be scheduled to work 6 hours every Saturday until backlog has been eliminated (estimate 16 months)
- Tasks for backlog team include:
 - Research and document individual case details from Stellar
 - Gather supporting documentation; Courtesy Notices for pending cases
 - Determine reimbursement amount due to Mutual
 - Prepare and process Reservation of Rights Letter
 - Prepare and process Hearing Notice
 - Prepare and process Determination Letter
 - Close file

Preliminary Estimated Cost

\$140,400 – Full time temp agency Claims Representative
 \$ 90,000 – Part time temp agency contract staff
\$ 46,800 – Overtime pay for VMS staff
\$277,200

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Resolution 03-23-XX

**Supplemental Appropriation for Damage Restoration Reimbursement Backlog
Case Load**

WHEREAS, there is a backlog of more than 710 damage restoration events between 2020 and 2022 that may have been caused by a member's alteration or negligence; and

WHEREAS, each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member; and

WHEREAS, the potential amount recovered to the mutual is estimated at approximately \$3.0 million; and

WHEREAS, the amount of staff time it will take to complete a responsibility evaluation for each of the backlogged cases exceeds the resources of existing staff; and

WHEREAS, a supplemental appropriation in the amount of \$98,100 is needed to engage temporary staffing services to complete the evaluation of the backlogged cases;

NOW THEREFORE BE IT RESOLVED, on June 20, 2023, the Board of Directors of this Corporation hereby authorize a supplemental appropriation in the amount of \$98,100 to be funded from the Operating Fund, for temporary staffing services to assist with processing the backlog of reimbursement cases resulting from damage restoration events; and

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

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ENDORSEMENT (to Board)

LEASING POLICY

On January 19, 2021, by way of Resolution 03-21-04, the Board revised its Lease Authorization Policy to comport with Assembly Bill 3182 which restricted community associations' enforcement of rental restrictions deemed to be unreasonable. Since adoption of the current Lease Authorization Policy, the law changed once again affecting common interest developments and the leasing of a separate interest. The Board of Directors authorized staff to work with legal counsel to update its current lease policy to comport with the new law.

Civil Code § 4739, which became effective on January 1, 2023, states that a community association cannot prohibit an owner living in their owner-occupied unit from renting out a portion of their unit so long as the rental is for more than a 30-day period, thus compelling the Mutual to allow for more leases/rentals though this time in owner-occupied units.

However, in connection with this new law, no room rental will count towards the Mutual's current 30% rental cap and the Mutual cannot limit the number of room rentals within the community, so long as the owner continues to reside in the unit with the renter.

Director Prince made a motion to forward the Lease/Rental Policy with minor changes to the board of directors. Director Lewis seconded the motion.

By a vote of 3-0-2 (Director Bhada and Director Zalon abstained), the motion passed.

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ENDORSEMENT (to Board)

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On January 19, 2021, by way of Resolution 03-21-04, the Board revised its Lease Authorization Policy to comport with Assembly Bill 3182 which restricted community associations' enforcement of rental restrictions deemed to be unreasonable. Since adoption of the current Lease Authorization Policy, the law changed once again affecting common interest developments and the leasing of a separate interest. The Board of Directors authorized staff to work with legal counsel to update its current lease policy to comport with the new law.

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Director Prince made a motion to forward the Lease/Rental Policy with minor changes to the board of directors. Director Lewis seconded the motion.

By a vote of 3-0-2 (Director Bhada and Director Zalon abstained), the motion passed.

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STAFF REPORT

DATE: June 20, 2023
FOR: Third Board of Directors
SUBJECT: Lease/Rental Authorization Policy and Application

RECOMMENDATION

Approve the revised Lease/Rental Authorization Policy and Application to properly align with Civil Code § 4739 of the Davis-Stirling Act.

BACKGROUND

On January 19, 2021, by way of Resolution 03-21-04, the Board revised its Lease Authorization Policy to comport with Assembly Bill 3182 which restricted community associations' enforcement of rental restrictions deemed to be unreasonable. Since adoption of the current Lease Authorization Policy, the law changed once again affecting common interest developments and the leasing of a separate interest. The Board of Directors authorized staff to work with legal counsel to update its current lease policy to comport with the new law.

DISCUSSION

While Assembly Bill 3182 prohibited short-term leases for thirty (30) days or less and limited the total number of leased homes in the community to no less than twenty-five percent (25%), Civil Code § 4739 further limits community associations' ability to restrict rentals, by allowing owners to take on room renters, so long as the owner resides in the unit.

Civil Code § 4739, which became effective on January 1, 2023, states that a community association cannot prohibit an owner living in their owner-occupied unit from renting out a portion of their unit so long as the rental is for more than a 30-day period, thus compelling the Mutual to allow for more leases/rentals though this time in owner-occupied units.

However, in connection with this new law, no room rental will count towards the Mutual's current 30% rental cap and the Mutual cannot limit the number of room rentals within the community, so long as the owner continues to reside in the unit with the renter.

FINANCIAL ANALYSIS

None.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Pamela Bashline, Community Services Manager
Jeff Spies, Community Services Supervisor

ATTACHMENT(S)

ATT 1 - Proposed Lease/Rental Authorization Policy and Application

ATT 2 - Proposed Lease/Rental Authorization Policy and Application Resolution 03-22-XX

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Lease/Rental Authorization Policy Contents

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To view this Lease/Rental Authorization Policy and Application package online, visit lagunawoodsvillage.com and click on Neighborhoods/Sales & Leasing/Third Laguna Hills/Third Lease Authorization Policy

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Lease/Rental Authorization Policy
Resolution 03-23-xxx
 Adopted xxxxxxxx

I. Purpose

Third Laguna Hills Mutual ("Third") authorizes Owners to lease their Unit (also referred to herein as "Manor(s)"). Effective January 1, 2023, California Civil Code § 4739, permits Resident Members to rent a portion of their Resident Member occupied Manor to an individual for a period of more than 30-days. Any lease entered into by a Non-Resident Member and Lessee automatically transfers the right to use the Community Facilities from the Member to the Lessee (Bylaws Article 3, Section 3.2 and 3.3).

The purpose of this document is to set forth the Lease/Rental Policy which shall be a governing document of Third and shall be enforceable against all Members.

II. Definitions

For the purposes of this Lease/Rental Policy, the definitions set forth below shall apply. To the extent any term is capitalized herein but not defined, the definition set forth in Third's CC&Rs and/or Bylaws shall apply.

- A. Agent:** Individual employed by Village Management Services Inc. ("VMS") authorized to act on behalf of Third.
- B. Application:** The Lease/Rental Authorization Application form (also known as "Lease/Rental Authorization" after approval by Third of the Application) prescribed by Third to apply for approval to lease a Manor or rent a portion of a Manor. A copy of the Lease/Rental Authorization Application can be picked up from the Leasing/Rental Office or downloaded from the website at <https://www.lagunawoodsvillage.com/>.
- C. Approval:** Written authorization to lease a Manor or rent a portion of a Manor granted by the Third Board or authorized VMS staff member(s).
- D. Assessment:** The monthly charge that Third levies against all Members and their Manors and collects pursuant to its Governing Documents.
- E. Charge:** Fee, fine and/or monetary penalty that Third and/or GRF may levy upon a Member pursuant to their Governing Documents.
- F. Community:** Laguna Woods Village.
- G. GRF Rules:** The Articles of Incorporation, Bylaws, and any rules and regulations related to the Community Facilities adopted and enforced by GRF.
- H. Co-occupant:** Any person who seeks to reside with a Qualifying Resident who is approved, in advance, in writing, by the Board of Directors for occupancy and who shall be at least 45 years

of age unless such person is the spouse or cohabitant, or any other person that qualifies pursuant to Section 51.3 of the California Civil Code.

- I.** Golden Rain Foundation (GRF): The nonprofit mutual benefit corporation organized to manage and maintain the Community Facilities and services for the Community.
- J.** Governing Documents: Any reference to Governing Documents herein shall be deemed to include the Articles of Incorporation, Bylaws of Third, the recorded Covenants, Conditions, and Restrictions (CC&Rs) applicable to any Manor and any rules and regulations adopted by Third.
- K.** GRF Rules: The Articles of Incorporation, Bylaws, and any rules and regulations related to the Community Facilities adopted and enforced by GRF.
- L.** Identification (ID) Card: Photo ID card issued by GRF to Members, Co-occupants, Lessees, Renters, and private live-in caregivers of the Community authorizing use and access to the Community Facilities.
- M.** Lease/Rental Office: Located in the Resident Services Department in the Community Center, which shall ensure that a Lease/Rental Authorization Application submitted by an Owner/Resident Member comports with the Governing Documents.
- N.** Lease/Rental Authorization Extension: Parties to the lease/rental agreement may request an extension of time at the end of the lease/rental authorization period if the original term of the lease and/or rental is shorter than 12 months, subject to the Board of Director's prior written approval.
- O.** Lease/Rental Authorization Renewal: Parties to the lease/rental authorization may request a renewal no more than 60 days prior to the end of the 12-month period.
- P.** Lease/Rental Policy: This policy that sets forth the rules, regulations and procedures that governs the leasing of a Unit or renting a portion of a Unit.
- Q.** Lessee: Individual who leases a Manor from a Non-Resident Member.
- R.** Manor: A residential condominium unit in Third, also known as a separate interest.
- S.** Member: A person who has been approved by Third as being entitled to membership in Third and has an appurtenant right of membership in GRF.
- T.** Non-Resident Member: A Member who does not personally reside in the Member's Manor.
- U.** Non-Resident Member Pass: Gate entry pass authorizing a Non-Resident Member access into the Community for the purpose of inspecting his/her property on an as needed basis. This pass does not authorize use of or access to the Community Facilities during any lease period.
- V.** Owner: Person or persons, partnership or corporation, and the successors and assigns of each of the foregoing, in whom title to a Manor is vested, as shown by the official records of the

office of the County Recorder of Orange County, California.

- W.** Qualifying Resident: Any person who: (i) meets the age requirements as set forth in California Civil Code Section 51.3, et seq.; and (ii) has been approved by the Board of Directors for occupancy and ownership of a Unit, and membership in the Mutual pursuant to the terms of the Governing Documents.
- X.** Renter: A qualifying individual who rents a portion of the Resident Member occupied Manor.
- Y.** Resident: A person who has been approved by the Board of Directors for occupancy.
- Z.** Resident Member: A Member (owner) who resides in the Member's Manor.
- AA.** RFID: Radio Frequency Identification tag placed on a Member's vehicle to gain access into the Community via the automated gate system.
- BB.** Rush: Application submitted fewer than 10 business days before the lease/rental effective start date.
- CC.** Village Management Services Inc. (VMS): Managing agent for Third and GRF.

III. Fees

Owners and Resident Members applying to lease out their Unit and/or rent out a portion of the Resident Member occupied Unit shall pay the fees associated with the review, processing, and approval of the Lease/Rental Authorization Application. The fees shall be as set forth in the Fee Schedule which will be distributed by the Mutual annually with the Annual Policy Statement.

IV. Terms and Conditions

A. General Information

1. Authorization to lease a Unit or rent a portion of a Unit shall be effective only when approved in advance, in writing by Third or by an authorized VMS staff member(s) of Third; the approval of any lease or rental shall be subject to the minimum term as specified herein.
2. The minimum term of a lease between the Owner and Lessee must: (1) be more than thirty (30) days; and (2) be subject to this Lease/Rental Policy.
3. The minimum term of a rental agreement between the Resident Member and Renter must: (1) be more than thirty (30) days; and (2) be subject to this Lease/Rental Policy.
4. The term of the Lease/Rental Authorization shall not exceed 12 months. In the event that the term of a lease and/or rental agreement exceeds 12 months, the Owner and/or Resident-Member must apply to renew the Lease/Rental Authorization on an annual basis.

5. A copy of a pending written lease/rental agreement between parties must be provided to Third prior to the Lessee's or Renter's move-in to the Member's Manor. It is the responsibility of the Owner or Resident Member to provide Third with an executed lease/rental agreement once Lease/Rental Authorization is granted by Third.
6. Renewal of the Lease/Rental Authorization shall require the prior written approval of Third, provided that Third shall not be obligated or have any duty to, but shall have the right in its sole and reasonable discretion, to approve such extension or renewal regardless of a Member, Lessee's or Renter's circumstances unless otherwise required by law.
7. Any Owner that leases or rents a portion of the Unit is required to comply with all disclosure requirements pursuant to California law, including without limitation, all disclosures related to asbestos, lead based paint, bed bugs, registered sex offender database, no-smoking policy, existence of toxic mold, and/or any death on the property. It is the sole responsibility of the Owner who is leasing their Unit or renting a portion of their Unit to determine, pursuant to California law, and provide such disclosures to any prospective lessee or renter. Each Member hereby agrees to indemnify, defend, and hold harmless Third and its Directors, officers, agents, representatives, employees, and attorneys, as may be applicable, from and against any and all claims by Lessee, Renter or any third party that Third failed to provide any disclosures as required by this Lease/Rental Policy or pursuant to California law.
8. Laguna Woods Village is an independent-lifestyle and age-restricted senior citizen housing development (as defined by California Civil Code §51.3). No form of health care or assisted living is provided by Third. Each Resident is responsible for his/her own health, safety, care and welfare, subject to the conditions and restrictions regarding care providers in Third's Governing Documents and Third's "Private Caregiver Policy."
9. Appearance of the Community is important, and Residents are required to keep their balconies, patios, walkways and carports free from clutter, trash and debris per the Governing Documents.
10. Third, GRF and VMS are not parties to the terms of a lease or rental agreement between the Member and Lessee or Renter, and will not be involved in resolving any disputes between the Member and Lessee or Renter; provided, however that if a Member is in violation of the Governing Documents, GRF Rules and/or this Lease/Rental Policy, or if a Lessee or Renter is violating the Governing Documents, GRF Rules and/or this Lease/Rental Policy, Third shall have all rights and remedies available to it under the Governing Documents, GRF Rules, and/or this Lease/Rental Policy.
11. The Lease/Rental Office will notify the Member of the approval/denial status of the Application within ten (10) business days of its written submittal. The Mutual reserves the right to charge a rush fee if any Member requests for expedited services prior to the routine ten (10) business days of processing. No representation or warranty is made that Third will be able to complete a Rush authorization approval request in the Members' requested timeframe.
12. Third has adopted a No-Smoking Policy and each Member shall be responsible for any and all

violations of said No-Smoking Policy by Member's Lessee or Renter. Third is authorized to take disciplinary action against a Member for any violation of this section.

13. Each Member shall be responsible for any and all violations of the Governing Documents, GRF Rules, and this Lease/Rental Policy committed by Member's Lessee, Renter, or any guest or invitee, vendor, contractor or care provider of Member, Lessee or Renter, of the Member's Unit.
14. Each Member shall at all times be responsible for the acts or omissions of, without limitation, the Member's Lessee, Renter, or any guest or invitee, care provider, vendor, or contractors of the Member's Lessee/Renter.
15. Each Member shall be deemed to have agreed to save, hold harmless, indemnify, and defend Third and its Directors, officers, agents, representatives, attorneys and employees from and against any and all claims, demands, actions, causes of action, liabilities, damages, and expenses arising out of, or incurred as a result of, the rental/leasing of the Member's Unit, or any portion thereof, together with all costs, expenses, and actual attorneys' fees resulting therefrom.

B. Charges

1. Member, Lessee and Renter acknowledge that the Member is obligated to pay Charges and Assessments imposed by GRF and/or Third pursuant to this Lease/Rental Policy and the Governing Documents. See Section III of this Lease/Rental Policy.
2. The Member, Lessee or Renter may incur additional Charges and fees in connection with facilities and services provided by GRF. Some examples are: golf course fee, room reservation fees and cable services upgrade charges.
3. Payment for chargeable repair services is the responsibility of the Member who must indicate on the Lease/Rental Authorization Application whether Lessee/Renter may request such services. In any event, the Member shall be responsible for the chargeable repair services.
4. There is a fee collected by the Lease/Rental office to review and process any new/extension/renewal applications, which include, but are not limited to analysis of payment and disciplinary history. The fee shall be published by the Mutual annually, as set forth in Section III of this Lease/Rental Policy.
5. An authorized and/or designated VMS staff member(s) for the Third Board of Directors assumes responsibility for obtaining Board approval and issuing Lessee or Renter ID Cards.

C. Assignment of Rents

1. If a Member is delinquent in his or her payment of any GRF and/or Third Charges and/or Assessments, as required under the Governing Documents, Member, Lessee and Renter each acknowledge and agree that the Member hereby assigns to and confers upon Third, and/or its agent, the right to collect and retain the rent payable by the Lessee or Renter and to apply the

same to any delinquent Charges and Assessments, as well as any late fees, attorneys' fees, or other costs and expenses permissible by law or the Governing Documents that may be incurred or assessed by Third in connection with the delinquent Assessment and/or GRF and/or Third Charges.

2. Member, Lessee, and Renter acknowledge and agree that concurrent with notice in writing to the Member, Third shall be entitled to directly receive the rent by delivering to the Lessee/Renter at the Manor a "Notice of Assignment of Rents". Upon receipt of such notice, the Lessee/Renter shall directly forward all payments of rent required under the lease/rental agreement to Third at the address set forth in the notice until the Lessee shall receive a second notice to the effect that the Lessee/Renter may again resume making rental payments directly to the Member.
3. To the fullest extent permitted by law, such payments of rent paid directly to Third shall continue until the delinquent Assessments or Charges and any late fees, attorneys' fees, or other collection costs and expenses incurred by the Member are paid in full. In the event that the payment of rent received by Third is in excess of the amounts owed by the Member, then Third shall refund the difference, less any processing fee(s), to the Member within thirty (30) business days of receipt of such rental payment.
4. Member acknowledges and agrees that the Lessee/Renter shall not be in breach of the lease solely as a result of making rental payments directly to Third, and further that the Member shall not take any other action or avail itself of any other remedies against the Lessee/Renter under the lease/rental agreement or otherwise based on the Lessee's/Renter's direct payment of rent to Third following receipt of a "Notice of Assignment of Rents".
5. **Third Not a Landlord.** The exercise and enforcement of Third's rights under this Lease/Rental Policy shall in no way constitute Third as a landlord or lessor under any lease and/or rental agreement, and Third shall have no such responsibility. Each Member hereby agrees to indemnify, defend, and hold harmless Third and its Directors, officers, agents, representatives, employees, and attorneys, as may be applicable, from and against any and all claims by Lessee, Renter or any third party that Third failed to fulfill the duties of landlord or lessor under any lease and/or rental agreement for the Member's Unit.
6. **Process to Effectuate Assignment of Rents.** An assignment of rents pursuant to this Lease/Rental Policy shall only be effective if it complies with the requirements of Section 2938 of the Civil Code and any other applicable law. Any costs and fees incurred by Third in effectuating an assignment of rents pursuant to this Lease/Rental Policy shall be considered a cost of collection of delinquent Assessments, for which the applicable Member shall be responsible.

D. ID Cards and Privileges

1. Lessee or Renter ID Cards shall be issued for a period not longer than the duration of the Lease/Rental Authorization.
2. Lessee or Renter ID cards are not issued until all paperwork required pursuant to this

Lease/Rental Policy is received and the Application has been approved in advance in writing by Third.

3. Lessee or Renter ID cards and resident RFIDs will be available no sooner than seven days prior to the lease/rental start date unless Third approves a lease/rental agreement under the Rush standards referenced herein.
4. Member acknowledges and agrees that the privileges of membership in GRF are granted and assigned to Lessee and Renter for the duration of the Lease/Rental Authorization period; and Non-Resident Member, while leasing the Unit, hereby surrenders all Resident ID Card(s) and Resident Decal(s) and RFID(s) and the right to such privileges while the Lease/Rental Authorization is in effect in accordance with the Governing Documents. Upon surrender of the card, decal and RFID, the Member is given a Non-Resident Member Pass that provides the Member access into the Community for the limited purpose of accessing and inspecting the leased premises. This pass does not permit use of or access to the Community Facilities. Lessees and Renters may use the facilities and receive the services made available by GRF to all Members, subject to the GRF Rules. Pursuant to the GRF Rules, the facilities and services may be modified or discontinued by GRF at any time.
5. At the end of the Lease/Rental Authorization period, the Member is required to return all gate entry passes including ID cards, automobile decals, RFIDs, guest passes, business passes and care provider passes in order to avoid a GRF non-return fee. (See Section III, Fees).

E. Occupancy

1. Members may obtain/perform both background and credit checks on new Lessees or Renters as well as check references provided by the Lessee or Renter to protect such Member's interests, given that the Member will be held responsible for the acts and/or omissions of their Lessees/Renters who violate Third's Governing Documents.
2. No person, including but not limited to a Lessee or Renter, may reside in a Manor without the prior written approval of the Third Board of Directors or VMS authorized staff member(s). Contact Resident Services Department at 949-597-4600 for any change in residency status.
3. Members should obtain a copy of the Application from VMS as set forth herein.
4. The Manor, together with the parking space assigned to such Manor, must be made available to the Lessee during the entire term of the Lease/Rental Authorization, except in the instance of a Renter.
5. Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a Manor during the absence of the Qualifying Resident, Co-Occupant, Lessee or Renter.
6. Unless otherwise required by law, the maximum number of persons allowed to occupy a Manor is equal to the number of original construction bedrooms plus one; no more than two persons in a one-bedroom Manor; no more than three persons in a two-bedroom Manor, no

more than four persons in a three-bedroom Manor. The number of persons residing in a residence at any time shall comply with Third's CC&Rs, Bylaws, rules, policies and this Lease/Rental Policy, as well as all City, County and State codes, regulations, and ordinances regarding the occupancy of residential dwellings, and may not exceed any occupancy limits established under such codes, regulations, or ordinances. There are additional monthly GRF and Third Laguna Hills Mutual fees for each person in excess of two.

7. The Manor shall be used and occupied solely as a private residential dwelling and for no other purpose.
8. No person shall reside in a Manor, other than those listed on the approved Lease/Rental Authorization.
9. No business or commercial venture may be conducted in the Manor.
10. Except for the approval of a Renter, the Member and/or Lessee shall not assign any interest therein and shall not sublet the Manor or any part thereof or any right or privilege appurtenant thereto, pursuant to a formal agreement or otherwise, or permit any other person to occupy or use the premises or any portion thereof. To assure compliance with these provisions and the other Third governing documents, leases/rentals shall not be amended to add additional lessees or renters to an approved lease or rental during the approved lease/rental period.
11. Except as set forth in Civil Code § 4739, as provided for herein, and any other applicable State, County or City requirements, no room rental arrangement or subleases shall be permitted and no Member or Lessee may advertise for any room rental or rent-sharing agreement (for example only, listed on Airbnb, VRBO, Craigslist, Next door or any similar website). Third will not approve any Lease/Rental Authorization amendment submitted for the purpose of adding additional persons to a lease or rental during the term of a Lease/Rental Authorization.
12. No Manor or any portion thereof may be used for vacation rentals or advertised for such use for a period of less than 30 days (for example only, listed on Airbnb, VRBO or any similar website), nor may any Manor be leased to a corporate housing company, including any nonprofit housing organization.

F. Move In/Move Out and Bulky Items Delivery/Pickup

1. When moving into the Community, Lessee(s) or Renter(s) must break down and stack moving boxes next to trash dumpsters or at curbside for routine pickup.
2. The use of an elevator, when moving into or out of a multi-story building, requires the placement of elevator protection pads, which can be requested by calling the Security Department 949-580-1400. Similarly, individuals are required to order elevator protection pads when arranging for delivery or removal of bulky items, such as furniture.
3. When moving out of the Community, the Lessee or Renter is responsible for hauling away excessive materials/furniture. Bulky items are collected on a weekly basis free of charge. The Lessee or Renter shall contact CR&R at 949-625-6735 to obtain information on when the pick-

up service is offered and what items can or cannot be hauled away.

4. Each Member is responsible for any damage caused by his or her movers or deliveries to the elevator, lobby furniture, common area and/or other Third property.
5. No oversized furniture, appliances, non-broken-down boxes or other similar items may be discarded outside of the Manor at any time, except to the extent permitted by the Governing Documents, including, but not limited to the GRF Rules and this Lease/Rental Policy.

G. Alterations, Repairs and Maintenance

1. Member(s) are required to obtain prior written approval in advance of construction from Third for any structural alterations to the building or landscape changes. Applications may be obtained from the Resident Services Department. Resident Services is located at the Community Center and may be reached at 949-597-4600.
2. The Member and Lessee(s)/Renter(s) understand that the Manor shall not be altered, repaired or changed without prior written authorization of Member and Third. Unless otherwise provided by written agreement, all alterations, improvements and changes that may be required shall be performed either by or under the direction of Third; shall be the property of Member; and shall remain upon and be surrendered with the Manor. Only applications submitted by the Member will be considered by the Board. Lessees/Renters shall have no right to submit an application for structural alterations.
3. Lessee or Renter shall authorize Third, Member and/or their respective authorized VMS staff member(s) to enter into and upon the Manor at all reasonable times for the purposes of (a) inspection, (b) responding to emergencies, (c) maintaining the building in which the Manor is situated and (d) making repairs, alterations or additions to any portion of the common areas or said building, including but not limited to the erection of scaffolding, props or other mechanical devices.
4. Lessee/Renter shall not be entitled to any abatement of rent payable by Lessee/Renter hereunder or to any rebate of rent to Lessee/Renter or damages for any loss of occupation or quiet enjoyment of the premises on account of any such entry by Third. No landlord-tenant relationship is created by way of Third's need to enter a Manor or perform work to any common areas accessible only through a Lessee and/or Renter's Manor.

H. Insurance

1. Lessee's or Renter's personal property is not insured by Third.
2. **Property Damage and General Liability Insurance.** Each Member is responsible for insuring his or her personal property located within the Mutual. Each Member is also responsible for insuring all buildings, structures, and other improvements contained within or located upon the Manor (including, but not limited to the Members' residences) against fire and other casualty. Nothing in this Lease/Rental Policy precludes any Member from carrying public liability insurance as he or she may deem reasonable, however, such insurance coverage may

not adversely affect or diminish any coverage under any of Third's insurance policies. If any loss intended to be covered by insurance carried by or on behalf of Third occurs and the proceeds payable are reduced due to insurance carried by a Member, such Member shall assign the proceeds of the Member's insurance to Third, to the extent of such reduction, for application to the same purposes as the reduced proceeds are to be applied.

3. **Renter's and Landlord's Insurance.** A Member whose Manor is subject to a lease/rental agreement shall require as a term of the lease/rental agreement that the Lessee/Renter is required, at all times during the Lessee/Renter's tenancy and occupancy of the Member's Manor, to obtain and maintain "renter's insurance" of no less than fifty thousand dollars (\$50,000.00), insuring, including without limitation, the Lessee/Renter for general liability, property damage, and the replacement value of the Lessee/Renter's personal property and belongings located in the Manor from damage and loss. Such Member shall also be required to maintain "landlord's insurance" during the period of the lease/rental agreement under an insurance policy that covers the Member's Unit from financial losses connected with the Manor; such policy shall cover standard perils such as fire, and, to the extent commercially available, include coverage for accidental damage, malicious damage by tenants, and rent guarantee insurance.
4. **Proof of Insurance.** Duplicate copies of the insurance policies required under these Lease/Rental Policy shall be submitted by a Member to the Board upon request. Notwithstanding the foregoing, Third shall not have the obligation to confirm that any Member or Lessee/Renter carries the insurance required under this Lease/Rental Policy and/or confirm the terms of any insurance purchased by a Member or Lessee/Renter.
5. **Lack of Insurance.** Third shall not be responsible for any damage or loss to a Member's Unit, another Unit, or the Common Area for which the Member is responsible and the Member does not maintain sufficient insurance coverage for the cost of repair and restoration of such damage or loss. Any failure by the Lessee/Renter to have renter's insurance shall be regarded as a material breach of the Lease/Rental Authorization.

I. **Rights and Remedies**

1. As a material part of the consideration to be rendered to Member under a Lease/Rental Authorization hereby waives, to the maximum extent authorized by law, all claims against Third for damages to personal property in, upon or about said Manor and for injuries to persons in, upon or about said premises from any cause arising at any time.
2. Lessee or Renter shall, to the fullest extent permissible by law, hold Member, Third, GRF and VMS harmless from any liability on account of any damage or injury to person or personal property arising from the use of the Manor by Lessee or Renter arising from the failure of Lessee or Renter to keep the Manor in good condition as provided herein or failure to perform or observe any of Lessee's or Renter's obligations under this Lease/Rental Policy. Third, GRF and VMS shall not be liable to Lessee or Renter for any damage caused by any act or negligence of any other occupant of the same building or by any Member or occupant of adjoining or contiguous property. Without limiting the foregoing, the Member shall at all times be responsible for the acts or omissions of his or her Lessee or Renter and shall be liable for any

damages or financial expenses incurred by Third as a result of the Lessee's or Renter's use of the Manor or any other portions of the building in which the Manor is located and/or common areas.

3. The Member and Lessee or Renter shall be liable for all damages to the Manor, to the building in which the Manor is located and to the Common Areas of the Community, as well as all damage to other occupants thereof caused by the Member's and/or Lessee's or Renter's misuse or neglect of the premises, equipment, apparatus or appurtenances. The Member and Lessee or Renter also shall be liable for all damage or injury done to the Manor, to the building in which the Manor is located or to the Common Areas by any person who may be in or upon the building, the Manor or the Common Areas with the authorization of the Member and/or Lessee or Renter. Without limiting the foregoing, the Member shall be primarily liable for all damages, as described in this paragraph, stemming from the acts or omissions of the Lessee or Renter.
4. In the event of any total or partial destruction of the Manor during the term of the Lease/Rental Authorization from any cause, the Member is solely responsible, to the fullest extent permitted by law, for terminating the Lease/Rental Authorization.
5. In the event that the real property upon which the Manor is located or any part thereof shall be acquired by any public body, agency or other entity having the power of eminent domain, whether by voluntary sale, threat of condemnation or by judgment of a court in condemnation proceedings, the Member is solely responsible, to the extent permitted by law, for terminating the Lease/Rental Authorization .
6. In the event of any breach of this Policy by the Member and/or Lessee or Renter, Third shall have the same rights and remedies to enforce the Lease/Rental Authorization as are available to Member hereunder, which may be exercised by Third without regard to any exercise thereof by Member. Additionally, Third shall have the same rights to dispossess the Lessee or Renter or otherwise act for the Member as may be necessary or appropriate in the event of any breach of the Lease/Rental Authorization or the Lessee's or Renter's failure to vacate following expiration of the Lease/Rental Authorization term. Third shall also have the right to bring an unlawful detainer action against the Member and/or Lessee or Renter after proper notice has been given as provided in California Civil Code Section 1946 or any successor statute thereto. Nothing contained in this paragraph or otherwise in this Lease/Rental Policy shall be deemed to create a landlord-tenant relationship between Third and the Member or Lessee or Renter.
7. Any notice to Member or Lessee shall be given by personal service, electronic document notice, or by registered or certified mail addressed to Member: at the address indicated on the Application or to Lessee: at the Manor's address. Any notice to Third Mutual shall also be given by personal service, electronic document notice, or by registered or certified mail addressed to Third Laguna Hills Mutual Board of Directors at P.O. Box 2220, Laguna Hills, CA 92654-2220. There is no mail delivery to the street address.
8. The terms and provisions contained herein shall apply to and bind the heirs, successors, personal representatives and assigns of all of the parties hereto.

9. If any legal action or proceeding is commenced by either party or Third to enforce any part of this policy, the prevailing party shall be entitled to recover, in addition to all other relief, reasonable attorney's fees and costs.

J. Enforcement

Third is authorized to take disciplinary action against a Member whose property may be found in violation of this Lease/Rental Policy or the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, Member discipline as set forth in the Governing Documents. The Board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member and Lessee or Renter are entirely responsible for ensuring that the Governing Documents, GRF Rules and this Lease/Rental Policy are complied with by anyone they allow into the Community. This includes, without limitation, any Co-Occupant, Lessee, Renter, guest, care provider, vendor, invitee or contractor. Disciplinary action suspending or revoking a Member's privileges shall apply to the Member's Lessee or Renter, his or her Co-Occupants as applicable, and their guest and invitees.

1. The Member and Lessee or Renter must read and agree to comply with and be bound by all the Governing Documents, the GRF Rules, and this Lease/Rental Policy.
2. Nothing contained herein shall relieve Member of the performance of any obligation owed to Third and/or GRF under the Governing Documents and GRF Rules.
3. The Member and/or Lessee/Renter is/are responsible for any visitor or guest who violates any Governing Documents, GRF Rules, and this Lease/Rental Policy, and for any Charges or Assessments incurred.
4. Lessee or Renter shall be responsible to the Member to promptly pay when due, all charges and fees incurred by Lessee or Renter, guest or invitee for use of facilities or for services rendered by the Third and/or GRF. Notwithstanding the foregoing, whether or not Lessee or Renter complies with the foregoing, a Member shall be solely responsible to Third for any and all costs incurred by Third resulting from a Member's Lease including but not limited to costs incurred solely due to the acts or omissions of a Lessee or Renter, their Co-Occupants as applicable, their guests and invitees.

- K. No Discrimination.** No Member shall execute or cause to be recorded any instrument that imposes a restriction on the rental or occupancy of the Member's Unit on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information, nor shall any Member discriminate against or harass any prospective Lessee or Renter of the Member's Unit because of such bases. Notwithstanding the foregoing, selection preferences based on age in the rental of a Member's Unit, imposed in accordance with Section 51 of the Civil Code or a federally approved housing program, as may be applicable, shall not constitute age discrimination.

-- END --



Third Mutual Lease/Rental Authorization Application and Procedures

Members applying for approval to lease their Unit or a rent a portion of their Resident Member occupied Unit, along with each of their prospective Lessees/Renters must fill out the Application on the following pages in order to obtain the necessary approval from Third for such Lease/Rental Authorization period. The steps and required information/documentation that must be provided along with the Application are described below.

A. The Member must complete and submit the written Lease/Rental Authorization Application to the Leasing/Rental Office for board review. The Application is available for download at lagunawoodsvillage.com or upon request from the Leasing/Rental office.

B. The Application and additional documentation must be submitted to the Leasing/Rental Office for new leases/rentals, renewals and extensions.

Required documentation:

1. Lease/Rental Authorization Application
2. Check for processing fee made payable to GRF
3. Member's resident ID card (only for initial lease), except in the instance of a room rental.
4. Copy of proof of age/identity (driver's license, birth certificate or passport) for each Lessee/Renter
5. Copy of the pending written lease/rental agreement between the Member and Lessee or Renter for the current year. Such agreement is not included with the Lease/Rental Authorization Application or provided by the Laguna Woods Village Leasing/Rental Office.

C. The Board or authorized VMS staff member(s) will review the Lease/Rental Authorization Application and approve or deny the request in writing.

D. Upon receipt of a Lease/Rental Authorization Application for a new, renewal or extension, the Leasing/Rental Office will research and take into consideration whether the Member and/or Lessee / Renter has received notices of rule violations or any outstanding charges and assessments before approval of the application can occur. Extensive history of such events may result in application denial.

E. The Leasing/Rental Office will notify the Member of the results within 10 business days subject to the terms and conditions that exist. Rush applications may be delayed if the Leasing/Rental Office notifies the Member that it requires additional time to review and/or requests additional information from the Member while conducting its review.

F. The completed package can be mailed to the Lease/Rental Office at Laguna Woods Village, Attn Leasing/Rental Office, P.O. Box 2220, Laguna Hills, CA 92654-2220 / or dropped off in the black drop box in front of the Community Center entrance located at 24351 El Toro Road, Laguna Woods, CA 92637. The Leasing/Rental Office hours of operation are Monday through Friday, federal holidays excepted, 8 a.m. to 5 p.m., phone number 949-597-4323 and email leasing@vmsinc.org.



Third Lease/Rental Authorization Application

Unit No: _____

Return completed application to the Leasing/Rental Office located in Community Center at 24351 El Toro Road, Laguna Woods, CA 92637; phone 949-597-4600; email leasing@vmsinc.org

This Third Lease/Rental Authorization Application is subject to the terms and provisions of the Third Lease/Rental Policy and this Application incorporated herein by reference and made a part hereof and shall be effective when approved by the Mutual.

Manor Information	
Manor Address:	
Carport #:	Space #:
Lease/Rental Term Date From:	To:
Member #1 Information	
First Name:	Last Name:
Telephone:	Cell Phone:
Email:	
Mailing Address:	
Member #2 Information	
First Name:	Last Name:
Telephone:	Cell Phone:
Email:	
Mailing Address:	
Agent or Agency	
First Name:	Last Name:
Telephone:	Cell Phone:
Email:	
Mailing Address:	

Information for Lessee/Renter #1		Lessee/Renter #1 ID No. _____
First Name:	Last Name:	
Telephone:	Cell Phone:	
Date of Birth:	SS#	
Email:		
Move-in Date:		
Prior Address:		
Information for Lessee/Renter #2		Lessee/Renter #2 ID No. _____
First Name:	Last Name:	
Telephone:	Cell Phone:	
Date of Birth:	SS#	
Email:		
Move-in Date:		
Prior Address:		

Third Mutual Lease/Rental Authorization Agreement

The undersigned acknowledges receipt of the Third Lease/Rental Policy and acknowledges that it does not represent any direct or indirect liability on behalf of Third Laguna Hills Mutual (Third), the Golden Rain Foundation of Laguna Woods (GRF) and Village Management Services Inc. (VMS), and each of their respective directors, officers, employees and agents. By executing this Lease/Rental Authorization Application, all parties hereby agree to abide by the Lease/Rental Authorization and Terms and Conditions of the Lease/Rental Policy, if approved by the board of directors.

Acknowledgment	Initial(s)			
	Member #1	Member #2	Lessee/Renter #1	Lessee/Renter #2
I have received and read a copy of the Lease/Rental Policy and agree to comply.				
I agree to comply with the rules established by this Community.				
Third, GRF and VMS are not parties to the terms of the lease between the Member and Lessee or Renter.				
I agree that Third has the right to collect and retain the rent payable and to apply it to any delinquent assessments and charges.				
I understand that falsification of any information related to this Application renders this Application null and void.				

Does Lessee(s)/Renter(s) have authorization to request repairs on behalf of the Member or work for which there is a charge? ☐ Yes ☐ No

Member #1 Name (Print):	Member Signature:	Date:
Member #2 Name (Print):	Member Signature:	Date:
Lessee #1 Name (Print):	Lessee/Renter Signature:	Date:
Lessee #2 Name (Print):	Lessee/Renter Signature:	Date:

ACTION BY MUTUAL BOARD OF DIRECTORS

APPLICATION DENIED	APPLICATION APPROVED
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied .	The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved .
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE:	DATE:

Date _____

By _____
Authorized Agent

Agenda Item #13d

Page 22 of 24



Resolution 03-23-XX

Lease/Rental Authorization Policy and Application

WHEREAS, Civil Code § 4739 of the Davis-Stirling Act, effective January 1, 2023, provides that owners of a separate interest in a common interest development shall not be subject to any provision in the governing documents that prohibits an owner from renting or leasing out a portion of an **owner-occupied** unit for a period of more than 30-days, (i.e. owners of a separate interest in the Mutual are permitted to rent or lease out a portion of the owner-occupied unit to a tenant, so long as that lease term is a period of more than 30-days, and the Mutual need not allow owners of a separate interest to rent a portion of the owner-occupied unit to a tenant for a lease term of a period of less than 30-days); and

WHEREAS, the Third Mutual Board recognizes the need to amend its Lease Authorization Policy and Application to align with the new law;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, that the Board of Directors of this Corporation hereby approves and adopts the revised Lease/Rental Authorization Policy and Application, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-21-04 adopted January 19, 2021, is hereby superseded in its entirety 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.

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

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HOA Reserve Funds

June 2023



Davis-Stirling Act Re: HOA Reserve Funds



Must be deposited in accounts that:

- Protect principal and
- Are covered by insurance provided by an agency of federal government or a guaranty corporation (i.e., a credit union)

Investment Strategy, Guiding Principles

(in order of importance)

- Safety: Preservation against loss
- Liquidity: Ability to quickly convert to cash
- Yield: Return on investment:
 - *“Boards should seek a reasonable return on the association’s reserve accounts but should never adopt a strategy that emphasizes return over preservation of capital ...”*

Most Common HOA Investments



- Certificate of deposit (CD):
 - Problem: \$250K federal insurance limit per account holder:
 - How to fulfill Davis-Stirling requirements without purchasing CDs from at least 100 different institutions?
 - Solution: INTRA-FI - Network of banks working together to help high-balance savers insure all deposits protected:
 - Spreads funds across multiple CD accounts at different banks while managing them under a single umbrella

Most Common HOA Investments

- U.S. Government Treasury Bills:
 - Federally insured
 - No fees for managing these funds
 - Various terms (i.e., 3/6/9 mo., 1 year)
 - Interest rate at purchase paid at maturity

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Chair's Report for June 20, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **April 30, 2023**, total revenue for Third was \$14,795K compared to expenses of \$12,039K, resulting in a net revenue of \$2,756K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,078K through the reporting period. This chart shows how much of our revenue went into operations, with \$9,552K coming in from assessments and \$699K coming from non-assessment revenue. This is compared to operating expenditures of \$9,173K (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 \$1,862K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$780K;** Favorable variance resulted primarily from the timing of roof replacement, which began in April. Structure & replacement operations have a lower volume of work than expected. There is currently less structure work within the community required than anticipated. There are less items within the community that need replacement than are budgeted. Dry rot and fire damage repair have not yet been required. Waste Line Remediation began in June 2023.
- **Employee Compensation and Related \$639K;** Favorable variance primarily due to open positions in M&C and Landscape departments. Impacted areas in Landscape include Grounds Maintenance. Impacted areas in M&C include Damage Restoration, Carpentry, Paint and Plumbing.
- **Investment Income \$142K;** Favorable variance resulted primarily from Treasury Bills currently coming in at or above 4% return. Third budgeted for an average return on Treasury Bills of 1.5%.
- **Utilities \$124K;** Favorable variance resulted primarily in water and sewer. Water was favorable due to 24.9% lower consumption than budgeted. Conservation efforts are



Chair's Report for June 20, 2023 Board Meeting

proving effective. Sewer was favorable resulting from lower sewer rates for domestic use than anticipated.

- **Miscellaneous Revenue (\$52K);** Unfavorable variance resulted primarily from less leases processed than anticipated. Further, resale processing fee revenue is lower than expected due to a decrease in home sales when comparing to the same period last year. To a lesser extent, Resident violation revenues has been less than anticipated in 2023.
- **Materials & Supplies (\$52K);** Unfavorable variance resulted primarily in plumbing, appliances and paint. Unfavorable plumbing variance was due to more chargeable services than anticipated. Third anticipates collecting offsetting revenue in the coming months. Unfavorable appliances variance was due to more washer and dryer replacements than anticipated. To a lesser extent, the variance was furthered in paint resulting from timing of invoices.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$983K by category, starting with our largest revenue generating categories of Chargeable Services, Investment Interest Income, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee and so on.

SLIDE 6 – On this pie chart, we see the expenses to date of \$12,039K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Outside Services, Utilities and so on.

SLIDE 7 – The non-operating fund balance on April 30, 2023 was \$33,157K. YTD contributions and interest were \$4,544K while YTD expenditures were \$2,831K.

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.

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through April 30, 2023, Third sales totaled 99, which is 61 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$533K, which is \$19K higher than prior year for the same time period.

Financial Report

As of April 30, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$13,812
Non-assessment Revenue	\$983
Total Revenue	\$14,795
Total Expense	\$12,039
Net Revenue/(Expense)	\$2,756

Financial Report

As of April 30, 2023



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$9,552
Non-assessment Revenue		\$699
Total Revenue		\$10,251
Total Expense ¹		\$9,173
Operating Surplus		\$1,078

1) excludes depreciation

Financial Report

As of April 30, 2023



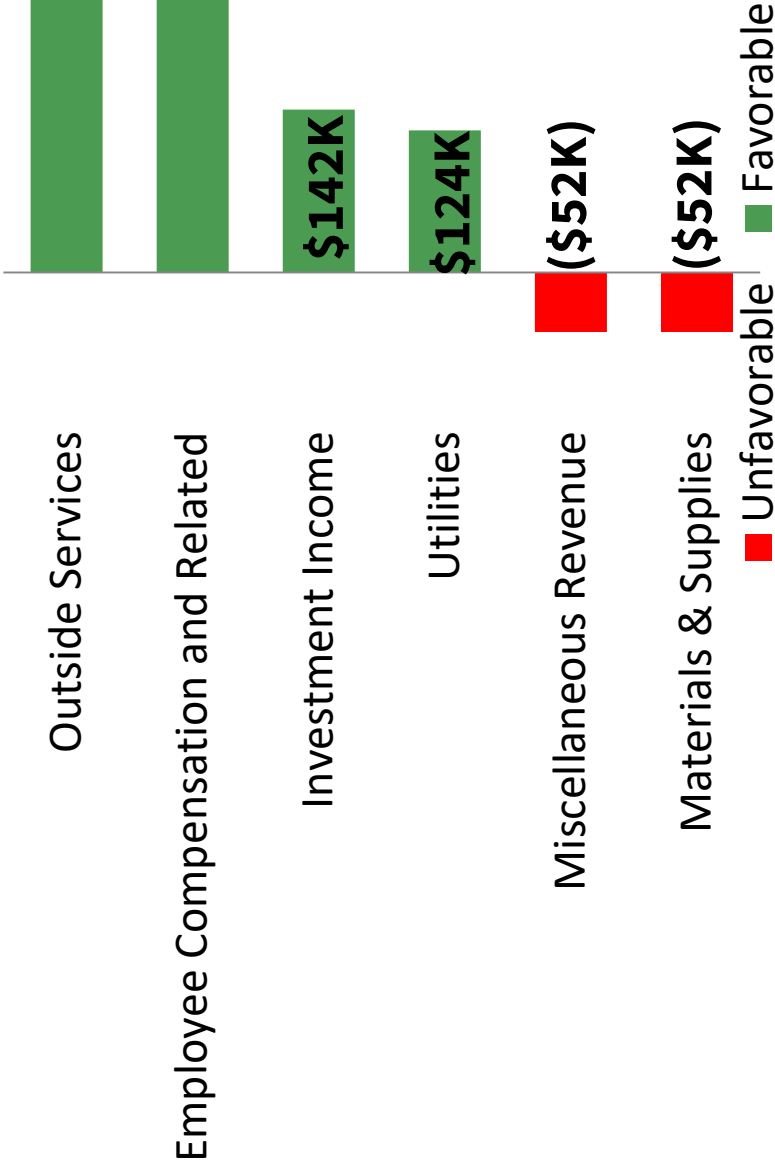
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$13,812	\$13,812	\$0
Non-assessment Revenue	\$983	\$816	\$167
Total Revenue	\$14,795	\$14,628	\$167
Total Expense	\$12,039	\$13,734	\$1,696
Net Revenue/(Expense)	\$2,756	\$894	\$1,862

Financial Report

As of April 30, 2023



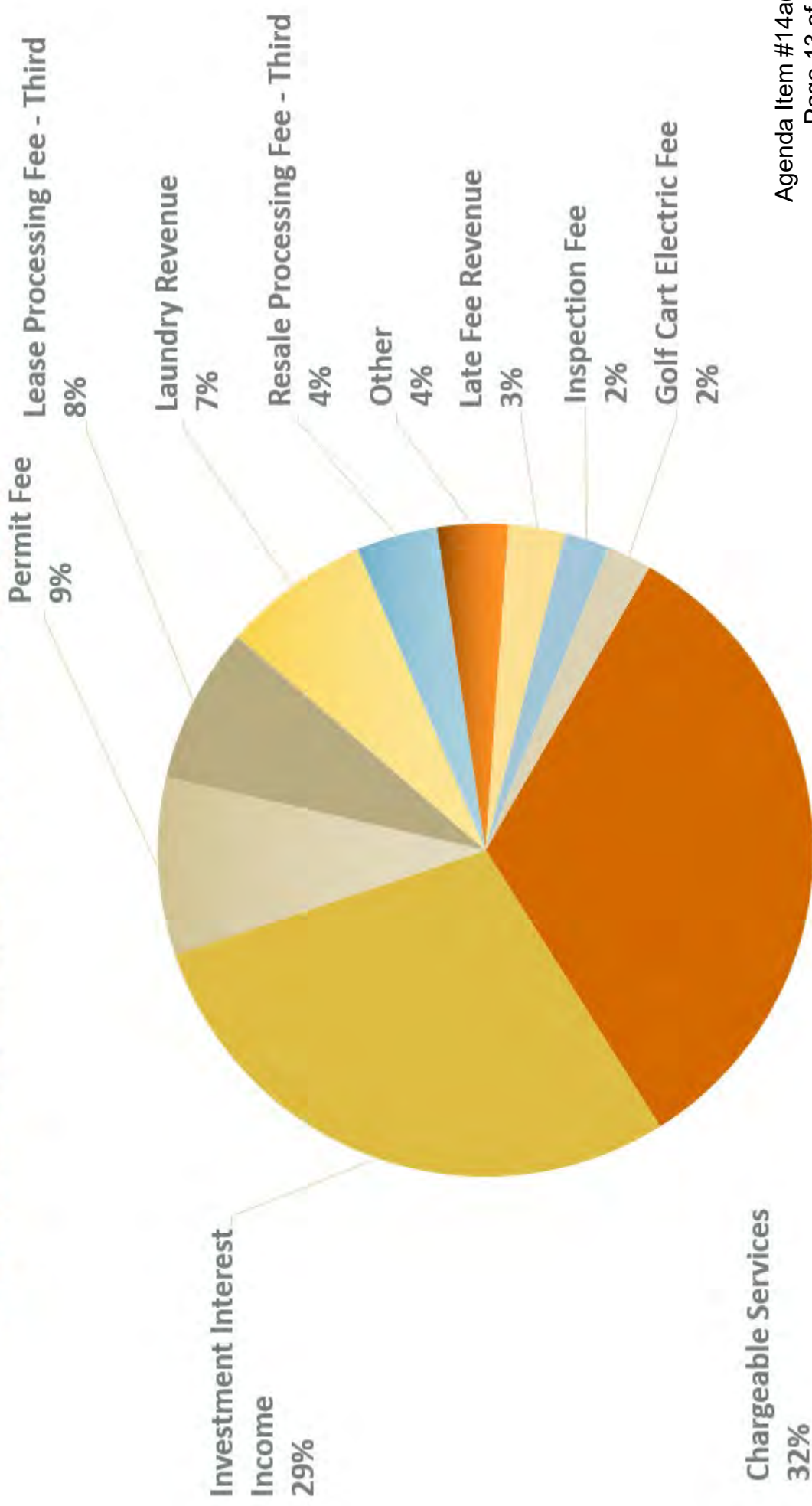
Year to Date Variances



Financial Report

As of April 30, 2023

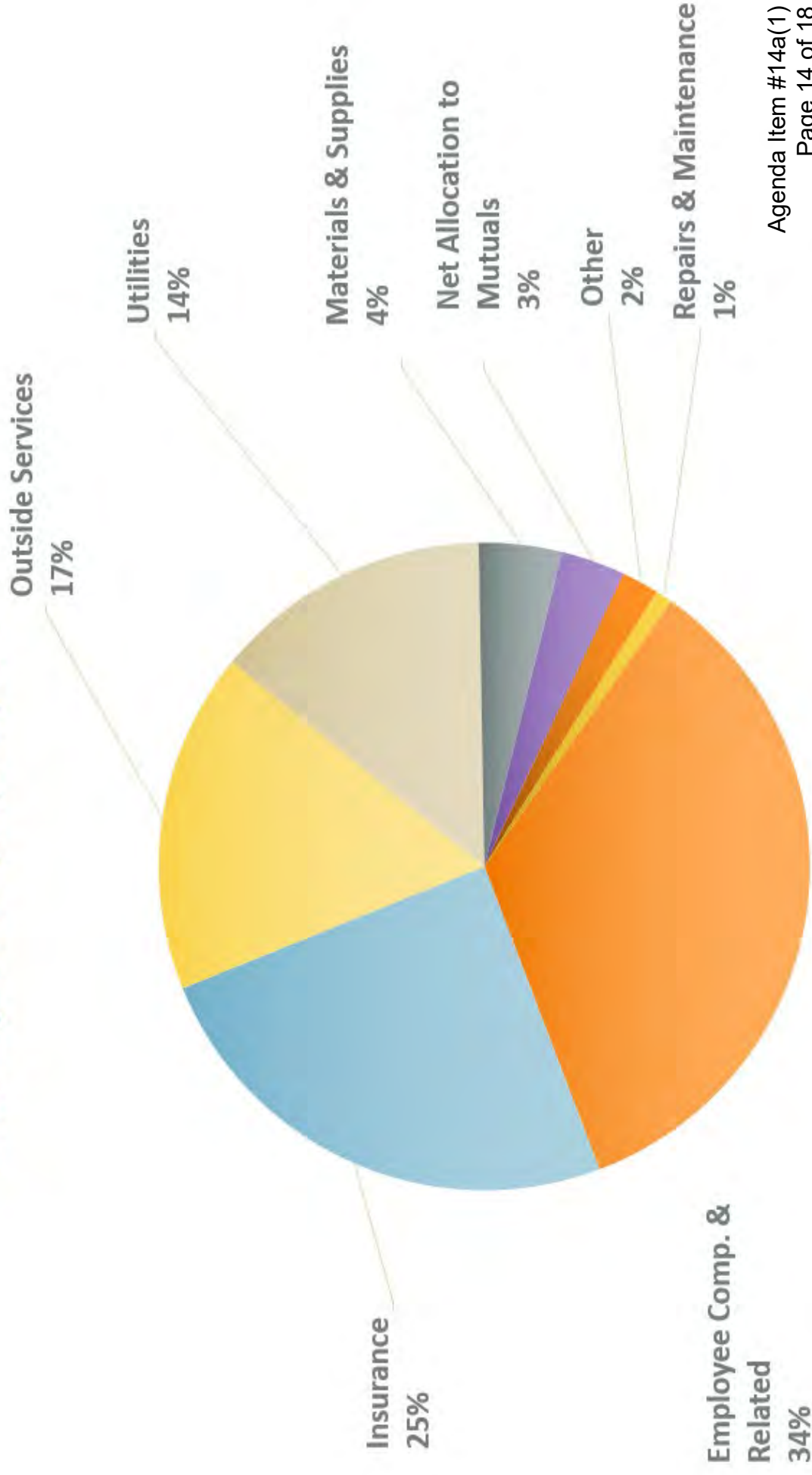
Total Non Assessment Revenues \$982,818



Financial Report

As of April 30, 2023

Total Expenses \$12,038,531



Financial Report

As of April 30, 2023



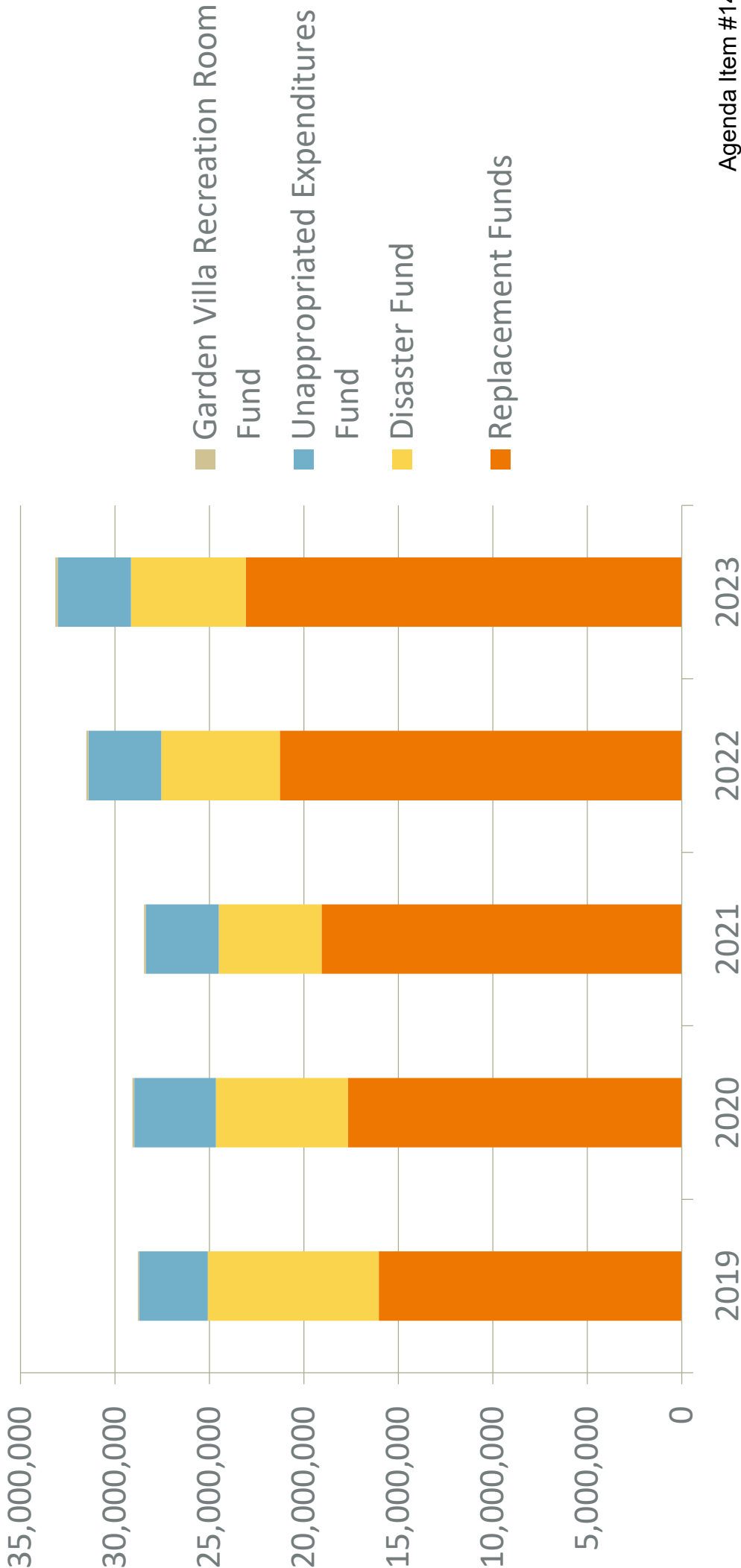
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$4,147	\$32	\$348	\$17	\$4,544
Expenditures	\$2,257	\$7	\$561	\$6	\$2,831
Current Balances: 4/30/23	\$23,090	\$136	\$6,066	\$3,865	\$33,157

* Includes Elevator and Laundry Funds

Financial Report

As of April 30, 2023

FUND BALANCES – Third Mutual

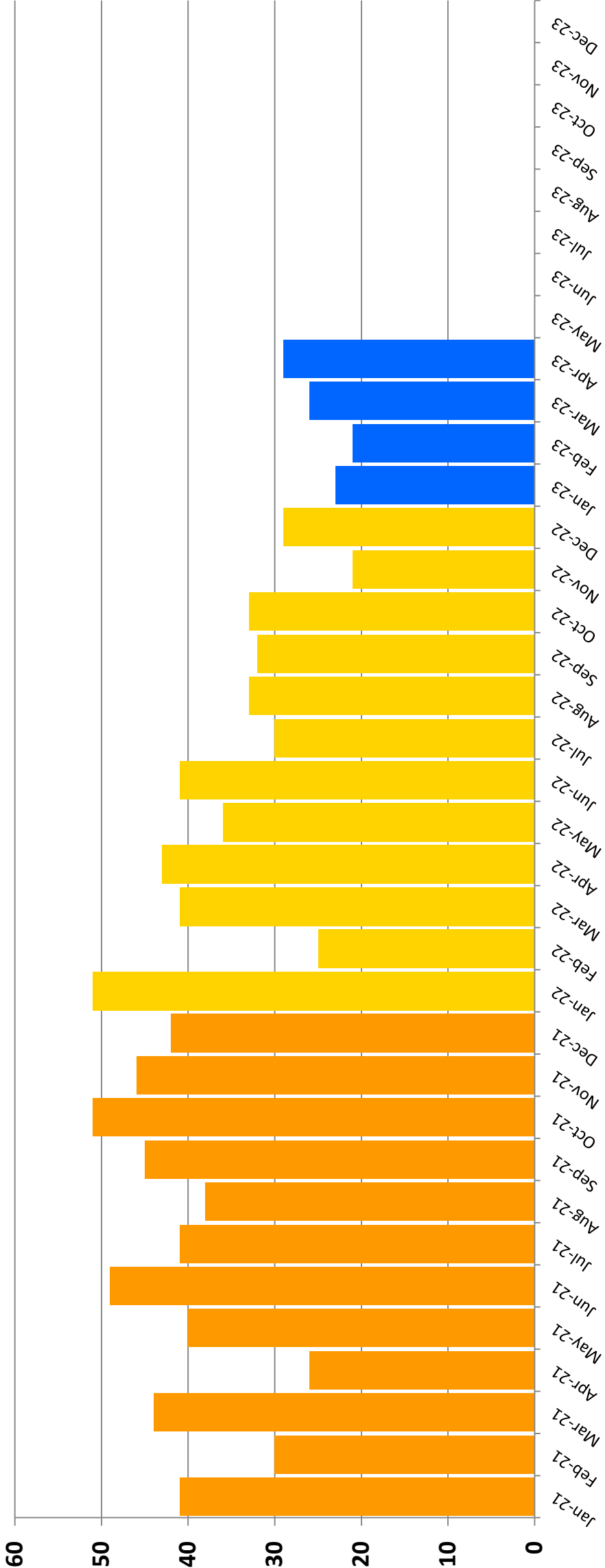


Financial Report

As of April 30, 2023

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	141	\$440,374
YTD 2022	160	\$514,097
YTD 2023	99	\$533,479



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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, June 6, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak – Chair, Mark Laws, Ralph Engdahl, Cris Prince, Cush Bhada, Moon Yun, S.K. Park, Andy Ginocchio
DIRECTORS ABSENT: Cush Bhada (excused), Ira Lewis (excused), Jules Zalon
ADVISORS PRESENT: Wei Ming Tao
STAFF PRESENT: Jose Campos, Pam Jensen Erika Hernandez

Call to Order

Director Donna Rane-Szostak, Treasurer, chaired and called the meeting to order at 1:30 p.m.

Approval of Meeting Agenda

A motion was made to approve the agenda as presented. Director Rane-Szostak amended the agenda and added the following item for discussion:

- Agenda Item # 8a – Treasury Bill Reinvestment

Hearing no objections, the amended agenda was approved.

Approval of Meeting Report for April 4, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Jose Campos, Assistant Director of Financial Services, provided a brief update on the Third Mutual budget meeting kick off for the 2024 Business Plan.

Preliminary Financial Statements dated May 31, 2023

Jose Campos presented the Preliminary Financial Statements dated May 31, 2023. Questions and comments were noted by staff.

Treasury Bill Reinvestment

Director Rane-Szostak led a discussion on the current Third Mutual investment strategy and the upcoming June 2023 treasury bill maturity. The committee directed staff to reinvest into a 12-month treasury bill. A motion was made to continue with the planned investment strategy for all Treasury Bills upon maturation and roll over them into 1-year. Director Cris Prince moved the motion and Director Mark Laws seconded. Discussion ensued.

The motion passed by a 7-0-1 vote (Director Moon Yun abstained) and will be presented at the next board meeting.

Endorsements from Standing Committees

Maintenance and Construction Services - Approve and Endorse a Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load. Jay Allen, Damage Restoration Manager, presented a recommendation for approval of a supplemental appropriation from the Operating Fund in the amount of \$98,100 for temporary staffing and current employee over time compensation to assist with processing a backlog of 712 cases resulting from damage restoration events. A motion was made by Director Laws to approve and endorse staff's recommendation as presented. Discussion ensued. Director Prince seconded.

The motion passed by a 7-0-1 vote (Director Yun abstained) and will be presented at the next board meeting.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, August 1, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:33 p.m.

Donna Rane-Szostak

Donna Rane-Szostak (Jun 13, 2023 14:38 PDT)

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

May, 2023

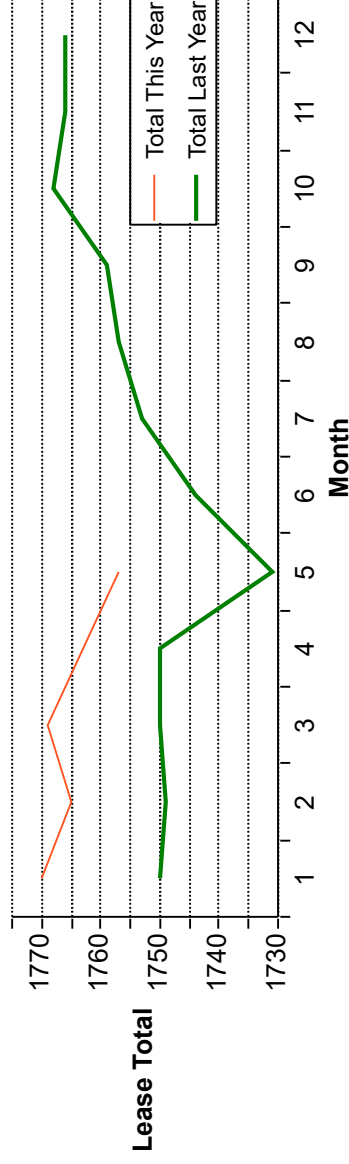
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	51	\$8,174,400	\$22,789,400	\$355,409	\$446,851
February	21	25	\$12,607,846	\$12,688,000	\$600,374	\$507,520
March	26	41	\$14,732,200	\$19,655,200	\$566,623	\$479,395
April	29	43	\$17,300,000	\$27,123,000	\$596,552	\$630,767
May	34	36	\$19,129,310	\$19,627,005	\$562,627	\$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	133.00	196.00	\$71,943,756	\$101,882,605		
ALL TOTAL	133.00	415.00	\$71,943,756	\$217,838,807		
MON AVG	26.00	39.00	\$14,388,751	\$20,376,521	\$536,317	\$521,946
% CHANGE - YTD	-32.1%		-29.4%		2.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2023 Period 5 (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	25	247	1,486	1,770	1,750	29.0	28.7	0.3	120	28
2023	February	12	21	265	1,467	1,765	1,749	28.9	28.7	0.2	92	29
2023	March	13	20	289	1,447	1,769	1,750	29.0	28.7	0.3	125	36
2023	April	12	19	312	1,420	1,763	1,750	28.9	28.7	0.2	128	48
2023	May	8	19	339	1,391	1,757	1,731	28.8	28.4	0.4	147	74
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, May 08, 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, Cush Bhada, Ralph Engdahl, Nathaniel Ira Lewis, Cris Prince, Andy Ginocchio (Alternate-in the audience), Advisors: Michael Butler (arrived at 1:34 p.m.), Lisa Mills

COMMITTEE MEMBERS ABSENT: Mike Plean (Advisor-excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager (arrived at 1:32 p.m.), Gavin Fogg – Manor Alterations Supervisor (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

The agenda was amended to move Department Head update to item 11. To postpone action on Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings. To add the following items: Revised Variance Request 5516-C: Variance to Retain White Garage Door as item 9. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps as item 10b. Recordable Exclusive Use of Common Area Revocable License Legal Fee as item 10c. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for April 10, 2023

Hearing no objection, the meeting report was unanimously approved as written.

4. Remarks of the Chair

Chair Cook advised members to expect delays as standards, procedures and committee compliance to state statutes are being addressed.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Moved to item 11.

- 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. 5516-C: Variance to retain white garage door

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 majority vote. (Director Prince recused).

10. Items for Discussion and Consideration

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

Postponed until next month.

- b. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

Mr. Horton 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.

c. Recordable Exclusive Use of Common Area Revocable License Legal Fee

Mr. Mejia introduced the item and answered questions from the Committee. The Committee suggested changing the title from "Recordable Common Area Exclusive Use Revocable License Legal Fee" to "Recordable Exclusive Use of Common Area Revocable License Legal Fee."

A friendly amendment to the 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.

11. Items for Future Agendas

Mr. Horton briefed the Committee on improvements that have been made to Third Mutual's Consent Application packet, Demolition Consent Application packet and the Water Heater replacement form.

- a. Updated Resale Inspection Fees – **July**
- b. Updated Alteration Fees – **July**
- c. Contractor Violation Policy – **July**
- d. Change Contractor Work Hours to Monday-Saturday 8-5; only Holidays are Thanksgiving Day, Christmas Day, and New Year's Day – **To be implemented with Standard 1: General Requirements**
- e. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package – **In Process**
- f. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion – **On going**
- g. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- h. Revision to Architectural Standard 42: Ramps
- i. Revision to Architectural Standard 8: Porch Lift/Elevators
- j. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece
- k. Revision to Architectural Standard 1: General Requirements
- l. Reenact Architectural Standard 41A (Previously 45): Solar Panels, 2 Story Buildings

12. Committee Member Comments

- Advisor Mills advised that for resale inspections on United co-ops city code now requires GFCI's. She had questions regarding whose responsibility it was for the wiring in the walls. Assistant Director, Ian Barnette clarified that it was only the GFCI receptacles that the United members become responsible for.
- Advisor Butler commented on circuit breakers upgrades.
- Director Lewis commented on arc fault requirements.
- A member commented on solar panels. The committee responded to the member.

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

14. Adjournment

The meeting was adjourned at 2:44 p.m.

JAMES CLAYTON COOK

Jim Cook, Chair

Signature: JAMES CLAYTON COOK
JAMES CLAYTON COOK (May 22, 2023 15:26 PDT)
Email: jimcook3rdmutual@gmail.com

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

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OPEN MEETING

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

**Thursday, June 1, 2023 at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Ralph Engdahl, Cush Bhada, Donna Rane-Szostak

COMMITTEE MEMBERS ABSENT: Mark Laws (Excused), Jules Zalon (Excused)

OTHERS PRESENT: S.K. Park, Jim Cook, Kay Havens (President, El Toro Water District Board of Directors)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Engdahl seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the May 4, 2023 Report

Director Bhada 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

Mr. Wiemann informed the audience that landscaping services is making progress on the current weed issue by hiring additional contract workers and spraying five times per week in lieu of the normal three times. Additionally, staff is spraying broadleaf on the lawns weekly.

5a. Project Log

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

5b. Water Use Comparison

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

6. Member Comments

One member made a comment and asked questions regarding a specific issue within the mutual.

7. Response to Member Comments

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

8. Items for Discussion and Consideration

8a. Alteration Request – 5193

Mr. Wiemann shared this staff report and attachments with the members of the committee as a document intended to receive and file. No action was necessary. The committee accepted the staff report. Members made comments and asked questions.

8b. Alteration Request – 3531-B

Director Bhada made a motion to accept staff recommendation for the alteration request. Director Engdahl seconded. The motion passed.

Discussion ensued among the committee.

Director Bhada made a motion to extend the removal deadline for all other features and plant material not to exceed November 30, 2023. Director Engdahl seconded. The motion passed.

8c. Alteration Request – 2380-A

Director Bhada made a motion to accept staff recommendation for the alteration request. Director Engdahl seconded. The motion passed.

8d. Request for Shrub Removal – 5190

Director Bhada made a motion to accept staff recommendation for the shrub removal request. Director Engdahl seconded. The motion passed.

8e. Tree Removal Request 3077-A Via Serena South – One Fern Pine Tree

Director Bhada made a motion to accept Staff Recommendation for the Tree Removal Request. Director Engdahl seconded. The motion passed.

Discussion ensued among the committee.

Director Bhada made a motion to direct staff to conduct an off-season crown reduction of the tree. Director Engdahl seconded. The motion passed.

8f. Tree Removal Request: 2387-3A Via Mariposa – One Eucalyptus Spotted Gum Tree and One Canary Island Pine Tree

Director Bhada made a motion to accept Staff Recommendation for the Tree Removal Request. Director Engdahl seconded. The motion passed.

8g. Tree Removal Request: Three Eucalyptus Blue Gum Trees

Director Bhada made a motion to accept Staff Recommendation for the Tree Removal Request. Director Engdahl seconded. The motion passed.

Director Bhada left the room at 10:32 a.m.

9. Items for Future Agendas

- Additional Water Saving Landscape Project Locations for approval by the Committee.

10. Committee Member Comments

No comments were made.

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

12. Adjourned at 10:36 a.m.

Ira Lewis

Ira Lewis Item 13, 2023-11-08 PM1

Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Jayanna Abolmoloki, Landscape Administrative Assistant

949-268-2565

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OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
WATER CONSERVATION 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, May 23, 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, Jeff Spies and Patty Kurzet

1. Call to Order

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

2. Approval of Agenda

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

By way of unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Zalon made a motion to approve the April 25, 2023 meeting report. Director Bhada 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/ Rental Policy

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

Director Prince made a motion to forward the Lease/Rental Policy with minor changes to the board of directors. Director Lewis seconded the motion.

By a vote of 3-0-2 (Director Bhada and Director Zalon abstained), the motion passed.

Ms. Bashline, Mr. Spies and Ms. Kurzet exited the meeting at 10:06 a.m.

b. Compliance Letters

Ms. Blessilda Wright, Compliance Supervisor, presented the Compliance Letters templates for discussion. The Committee discussed the letters and asked questions.

Director Prince made a motion to approve compliance letters with minor changes reviewed by legal counsel attachment 1-4 for staff to implement and to continue to review attachment 5 with legal review. Director Lewis seconded the motion.

By a vote of 3-1-1 (Director Zalon voted No and Director Bhada abstained), the motion passed.

c. Barbecue Grill Rules and Regulations

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

The committee elected to table the matter, requesting Staff to share OCFA guidelines for barbecuing with the Committee for consideration at a future Resident Policy and Compliance Committee Meeting.

d. Operating Rules: Table of Contents (Review and Discussion)

Chair Laws, presented the Operating Rules: Table of Contents for the Laguna Woods Village for the committee to review for relevance and updating. The Committee discussed the matter and asked questions.

The Committee elected to table the matter and bring forward as a future agenda item.

e. Internal Dispute Resolution Policy (Inform Membership)

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

It was suggested that the Board continue to consider ways to inform Third Members about this policy, especially with regards to "neighbor-to-neighbor" disputes.

By consensus the Internal Dispute Resolution Policy was removed from future agenda items.

9. Items for Future Agendas

- Disciplinary Violations Matrix
- Membership Financial Qualifications

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday: June 27, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:45 a.m.

Mark W. Laws

Mark W. Laws (May 30, 2023 17:01 PDT)

Mark W. Laws, Chair
Third Laguna Hills Mutual

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OPEN MEETING

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

Thursday, May 11, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

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

MEMBERS ABSENT: Ajit Gidwani, Frank Stern

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Maggie Blackwell, Andy Ginocchio, S.K. Park

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:32 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 Casey seconded.

Motion passed unanimously.

Approval of Committee Report for April 13, 2023

Director Laws made a motion to approve the report with applied changes as stated by Chair Horton. Director Bhada seconded.

Chair Horton stated the change to be made to the motion at the Community Activities Committee meeting on April 13, 2023 prior to recommending to GRF that no Aquadettes Follies nor Aquadettes fundraiser event signs are to be posted within the Recreation Department office and Restaurant 19.

Motion passed unanimously.

Upon further review, this change was made at the May 2, 2023 GRF meeting and recorded.

Chair's Remarks

Chair Horton stated the Globe featured an article on the new club, Community Bridge Builders. Chair Horton stated she was inspired as diversity and inclusion are what make Laguna Woods Village so special and there is no place in this village for prejudice, bigotry or racism. This is a place for peace.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the new emergency exit door was installed in the drop-in lounge; there have been over 40,000 users in the reservable rooms at Clubhouse 1 in 2023; on May 1, the Performing Arts Center extended the operating hours to Monday, Wednesday and Friday, 9 a.m. to 10 p.m. and Tuesday and Thursday, 9 a.m. to 5 p.m.; three new staff have been hired at the Performing Arts Center; 732 tickets were held for the successful Tony Orlando show; all pools are expected to be open by Memorial Day weekend with summer hours beginning on May 27; pool hours are posted on the website and at each pool; the annual Village Games hosted 502 participants which increased by 126 from last year; Village Games had 13 participants over the age of 90 and one participant that is 100 years of age; the Library volunteers worked 668 hours supporting 2,649 visitors in April; 35 residents registered for Library catalogue access and 2,952 items circulated through the desk in April.

Ms. Murphy stated the following upcoming events: Aqua Zumba returns to Pool 1 from June 5 to September 25 on Mondays 4 to 5 p.m. with cost as \$25 for five sessions; annual room reservation lottery begins Monday, May 15; the Club Expo will be held on May 18 at Clubhouse 5, 10 a.m. to 1 p.m.; the Village Renaissance Faire will be held on May 20 at the Equestrian Center, 11 a.m. to 3 p.m. and entry fee is \$10; the Memorial Day Ceremony will be held at the Performing Arts Center on May 29 at 1 p.m. hosting speakers from the American Legion Post 257 and a performance by the All American Boys Chorus; the Art Affair will be held at Clubhouse 2 on June 3, 11 a.m. to 3 p.m.; the 90s Luncheon will be held at Clubhouse 5 on June 20 at 11:30 a.m.

Mr. McCray stated golf aerification has begun and will be completed soon; the driving range project is underway; batting cages will be set up for golf swing practice; improved drainage at Par 3 course is complete; the Garden Centers database has been reviewed for accuracy and will be integrated with finance records for accurate billing; unkept plots are being addressed; addressing overgrown fruit on trees which will be donated to a food bank if unable to be harvested by the gardener.

Director Bhada inquired as to if the new Performing Arts Center hours will include dining room availability and what is the correct time for the 90s Luncheon. Ms. Giglio stated the dining rooms will be reservable. Ms. Murphy stated 11:30 a.m. and the Recreation Dashboard is incorrect.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Library auction of a quilt donated by the Crazy Quilters which raised \$350 with half donated to the Crazy Quilters to make additional quilts and half to purchase large print paperback books; new club waiting list update inquiry; overuse of facilities by guests; gate pass issuance; guest fees for use of amenities and attendance of club events; reduced hours of Pool 1; 2 p.m. closure of Fitness Center on weekends; restoration of weekend hours of Clubhouse 4.

Discussion ensued.

CONSENT

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

Discussion ensued.

Ms. Giglio stated a member of the Finance Department will attend CAC quarterly to update the committee on the Financial Statement.

Motion passed 5-1. Director Laws opposed.

REPORTS

Golf Greens Committee Update – Mr. McCray reported the update during the Department Head Update.

2023 Event Review – Ms. Murphy stated the event review including the cancellation of the following events: two Afternoon Teas and the Kentucky Derby due to loss of more cost-effective caterer.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Miter Saw for Clubhouse 4 Woodshop - Director Addington made a motion to recommend a resolution of the donation of a used miter saw for use in the Clubhouse 4 woodshop in accordance with the Donation Policy. Director Casey seconded.

Discussion ensued.

Motion passed 5-1. Director Laws abstained.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review/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.

Equestrian Center Non-Resident Boarder Fee

CONCLUDING BUSINESS

Committee Member Comments

Director Casey stated this was a good meeting.

Director Addington stated she wanted the resident to feel heard as clarification was necessary due to many residents believing a large portion of assessments is allocated to the Recreation budget, however monies are allocated for all budgets.

Director Bhada stated this was a good meeting.

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, June 8, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:46 p.m.

____Yvonne Horton____

Yvonne Horton, Chair



OPEN MEETING

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

**Wednesday, May 15, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam; Advisors Catherine Brians, Theresa Frost, Carmen Pacella, Lucy Parker

Members Absent: Advisor Tom Nash (excused)

Others Present: Debbie Allen, Bunny Carpenter, Cynthia Rupert, Juanita Skillman, Richard Rader

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.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for March 20, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed committee members.

6. Member Comments

Catherine Brians discussed sponsorship for reprinting the Friendship, Serpentine and Aliso Creek walking guides. Discussion ensued.

Russell McMurtray discussed an issue with the cable service in his manor. Mr. Ortiz addressed his issue and said he would send a technician to his manor to investigate.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

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

- The mutual email blasts
- The latest Village Breeze
- Clarification about free mulch services
- Opting out of paper mailings
- Recreation and Special Events Department flyers
- Driving range closures
- Work on the ad hoc committees

Director Quam asked about publicizing town hall meetings in the “What’s Up in the Village” email blast. Discussion on the process ensued.

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin discussed the meeting that will be held in the board room immediately following this meeting. She discussed the importance of confidentiality until GRF works through the unknowns and is ready to roll out the education component. She mentioned educational efforts already made to prepare residents for the future of broadband, including Village Breeze articles, Village Television’s “Let’s Talk Tech” with Debbie Dotson, and Mr. Ortiz’ presentations to the Video Club and PC Club.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock reviewed the tasking and meetings involved in requesting and evaluating vendor proposals. She estimated that the committee would make a recommendation on a final vendor at the next meeting on May 22.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from the subscriber report:

- Village Television YouTube subscriber counts continue to increase.
- Set-top box rentals, premium channels and pay services continue to decrease.

Mr. Ortiz announced that Village Television’s “This Day” host Lisa Hart is retiring. Two new hosts will work with Ms. Hart in the next few weeks before she leaves the program in mid-June.

He discussed his presentation on the direction of broadband services that he gave to the PC Club and will possibly give to other groups this year.

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Mr. Ortiz thanked the group and commended the ongoing educational efforts.

Ms. Rothrock commended staff for all the tasking accomplished.

Ms. Paulin discussed the numbers and commended the team.

Director Addington thanked the group.

Director Blackwell discussed including "Let's Talk Tech" in the Friday email blast.

Director Quam asked if Mr. Ortiz' presentation to the Video Club was recorded. He answered that it was and can be viewed on Village Television's YouTube channel by searching Video Club. Director Quam asked about giving this presentation at a United town hall. Discussion ensued.

Advisor Parker discussed a booklet for clubs on how to run fundraising campaigns and publicize them.

Advisor Pacella thanked staff members for all the work they do.

Advisors Brians and Frost reiterated the importance of the educational process.

Ms. Paulin discussed the 60th anniversary of Laguna Woods Village next year. Discussion ensued.

Chair Milliman thanked staff for taking on the extra work of the ad hoc committees.

Date of Next Meeting – Monday, July 17, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:36 p.m.


Joan Milliman, Chair
Media and Communications Committee

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OPEN MEETING

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

**Wednesday, May 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 and Mark Laws
Pearl Lee Maggie Blackwell and Juanita Skillman entered at 1:39 PM

MEMBER EXCUSED: Cris Prince

STAFF PRESENT: Blessilda Wright and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 1:32 p.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 April 3, 2023

Chair Carpenter made a motion to approve the meeting report from April 3, 2023 with minor scrivener changes.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

A Member commented on the compliance process for the garden center.

RESPONSE TO MEMBER COMMENTS

The Committee and Ms. Wright responded to members concerns.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Member Disciplinary Hearing Procedure

Ms. Blessilda Wright, Compliance Supervisor, gave an overview of the Member Disciplinary Hearing Procedure. The Committee members made comments and asked questions.

The Committee elected to table the matter and bring back the document with minor
Agenda Item #15f
Page 1 of 2

scrivener changes and present the updated version at the next scheduled GRF board meeting in June for review.

By consensus, the motion passed.

Director Laws left the meeting at 2:28 pm

8. Disciplinary Violations Matrix

The committee table the matter.

9. Additional Occupancy Fee

Chair Carpenter gave an overview of the Additional Occupancy Fee matter. The Committee tabled the matter.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- a. Website Compliance section
- b. IDR Policy
- c. GRF Club Application

Date of Next Meeting

Monday, June 5, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:53 p.m.

Bunny Carpenter

Bunny Carpenter- Chair



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.

Juanita Skillman

Chair: Juanita Skillman

Signature: _____


Juanita Skillman | May 8, 2023 23:16 PDT

Email: juanitaskillman@aol.com

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OPEN MEETING

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

**Wednesday, April 12, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross, Mary Simon, Sue Stephens

MEMBERS ABSENT: Egon Garthoffner

OTHERS PRESENT: **GRF:** Bunny Carpenter, Juanita Skillman
Third: Andy Ginocchio
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager,
Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Laurie Chavarria – Senior Management Analyst, Heather Ziemba – Projects Division Administrative Coordinator, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Karimi called the meeting to order at 9:38 a.m.

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Reports

a. December 1, 2022 – Special Open Session

- b. December 12, 2022 – Special Open Session**
- c. December 14, 2022 – Regular Open Session**

Hearing no objection, the meeting minutes were each approved separately by unanimous consent.

5. Chair's Remarks

Chair Karimi noted the full meeting agenda. Mr. Karimi also delivered the news that GRF Director Don Tibbetts recently passed away and offered his condolences to Mr. Tibbetts' family.

6. Member Comments

None

7. Department Head Update

Mr. West introduced Heather Ziemba to the Committee. Mr. West also reported that the swamp coolers in the archery range have been repaired and are functioning as intended.

Consent:

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

The ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the ChargePoint usage and revenue. Director Stephens requested information related to resident versus non-resident users. The committee suggested the Finance Department provide a report to the GRF Finance Committee of the breakdown of pricing from ChargePoint and address whether users are being charged appropriate prices to cover the cost of charging; to consider using Time of Use rates; and consider putting the charging stations on a separate meter. Staff will research the cost and feasibility of rewiring the existing panel for the charging stations, submetering the existing meter, and present the findings at a future committee meeting.

The Clubhouse Preventative Maintenance Inspection Report was pulled for discussion. Mr. Gomez introduced the report requested by the Board for quarterly inspection of the clubhouses. Mr. Barnette answered questions from the committee regarding the level of detail provided in the report. Staff will work together to incorporate further detail into the report and bring it back to a future meeting for additional feedback.

- 8. Project Log**
- 9. ChargePoint Summary**
- 10. Clubhouse Preventive Maintenance Inspection Report**

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

11. 2023 Asphalt Seal Coat Program

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

12. Priority Projects Presentation

Mr. West presented an overview of the priority projects via PowerPoint and answered questions from the committee. A comment was heard from a member regarding the number and type of batteries that will be used for landscaping equipment.

13. Temporary Office Lease Update

Mr. Gomez reported that the staff from Building E has been relocated to the new temporary office space in the building across the parking lot as of Monday, April 10. Building E is now uninhabited.

14. Space Study Update

Mr. Gomez reported that this study is on schedule to be completed by the end of April. A special meeting will be held for the consultant to present the results to the GRF M&C Committee, the GRF Finance Committee and the GRF CAC in early May.

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

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule
- Dedicated Meter for EV Charging Stations


Concluding Business:

15. Committee Member Comments

- Advisor Randazzo commented on the EV charging rates.
- Director Mukhopadhyay commented on the space planning study.
- Director Cook requested that information about metering be added to future agenda items.
- Advisor Gidwani thanked the committee and staff for their work for the community with the resourced that are available.

16. Date of Next Meeting: Wednesday, June 14, 2023 at 9:30 a.m.

17. Recess – The meeting was recessed at 10:58 a.m.



Reza Karimi, Chair

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



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

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

HYBRID MEETING

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

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

ADVISORS PRESENT: Rick Kopps

OTHERS PRESENT: Doug Gibson, Elsie Addington

STAFF PRESENT: Cody DeLeon, Ed Green

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

ACKNOWLEDGEMENT OF THE PRESS: None present

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

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

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

MEMBER COMMENTS: Members made comments:

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

REPORTS

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

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

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

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

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

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

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

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

Chair Nuñez praised Rick for a job well done.

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

DISCUSSIONS AND CONSIDERATIONS

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

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

ITEMS FOR FUTURE AGENDAS

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


MEMBER COMMENTS: Multiple members made comments. Topics included:

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

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

ADJOURNMENT: 10:49 A.M.

SUBMITTED BY:


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

Chair Nuñez

**REPORT OF SPECIAL MEETING OF THE GOLDEN RAIN FOUNDATION
MOBILITY AND VEHICLES COMMITTEE**

Thursday, March 2, 2023 – 1:00 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Don Tibbetts (Chair), Elsie Addington (Alternate), Jim Cook (Alternate), Azar Asgari, Alison Bok

ADVISORS:

MEMBERS ABSENT: Egon Garthoffner, Cush Bhada, Moon Yun, Frank Stern

OTHERS PRESENT: Juanita Skillman, Maggie Blackwell, Joan Milliman, Bunny Carpenter

STAFF PRESENT: Robert Carroll - General Services Director, Miguel Camarena – Vehicle Maintenance Supervisor, Liz Cortez – Administrative Coordinator

1. Call to Order

Chair Tibbetts called the meeting to order at 1:03 p.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved by acclamation.

Member commented on the amount of work staff put into the report. Commended the dependability of staff and thanked staff for the work.

Items for Discussion

4. Vehicle Purchase – Ten Ford Ranger Pick-Up Trucks for the Maintenance and Construction and Landscape Departments

Mr. Carroll presented an extensive report recommending the committee approve the purchase of ten Ford Rangers for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288. Director Asgari

made motion to approve staff's recommendation, Director Cook seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

5. Vehicle Purchase – Ten Utility Vehicles for the Landscape and General Services Departments

Mr. Carroll presented an extensive report recommending the committee approve the purchase of seven Kawasaki mules and three Club Car Caryall vehicles for the Landscape and General Services departments in the estimated amount of \$212,200.

Director Cook made motion to approve staff's recommendation, Director Addington seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

Concluding Business:

Committee Member Comments:

Director Asgari suggested residents be given the option to purchase surplus vehicles. Director Bok asked if vehicles are taken out of the insurance policy if not being used for a long period of time. Director Juanita Skillman addressed Director Bok's comment and Director Asgari's comment.

Date of Next Meeting – Wednesday April 5, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 1:38 p.m.

Don Tibbetts

Don Tibbetts (Mar 8, 2023 13:32 PST)