

OPEN SESSION

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

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

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum President Laws
- 2. Pledge of Allegiance Director Prince
- 3. Approval of the Agenda
- 4. Approval of the Minutes
 - a. June 20, 2023 Regular Board Meeting
 - **b.** July 7, 2023 Agenda Prep Meeting
 - **c.** July 7, 2023 Special Open Meeting
- 5. Report of the Chair
- 6. Update from VMS Board Director diLorenzo
- 7. Open Forum (Three Minutes per Speaker) At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link https://zoom.us/j/94899806730 or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.
- 8. Responses to Open Forum Speakers
- 9. Department Update: Budget/Financial Services Jose Campos, Assistant Finance Services Director
- 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 May 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
 - b. Recommendations from the Finance Committee None
 - c. Recommendations from the Landscape Committee
 - 1. Recommendation to Approve the Request for Removal of One Bottlebrush Tree located at 5480-B Paseo Del Lago West
 - 2. Recommendation to Approve the Request for Removal of One Fern Pine Tree Located at 5554-A Rayo Del Sol
 - d. Recommendation from the Architectural Controls and Standards Committee None

12. Unfinished 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 has been satisfied)
- 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 has been satisfied)
- c. 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 has been satisfied)

13. New Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 42: Ramps (July 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 16: Garage Doors, Sectional or One Piece (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- c. Entertain a Motion to Approve the Contractor Violation Policy (July initial notification 28-day notification for member review and comments to comply with Civil Code §4360)

- d. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- e. Entertain a Motion to Approve the Revised Resale Inspection Fee (July 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 None
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee Director Cook. The committee met July 6, 2023; next meeting August 14, 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 July 11, 2023; next meeting August 30, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Garden Villa Recreation Room Subcommittee President Laws. The subcommittee met on July 5, 2023; next meeting November 1, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee Director Lewis. The committee met on July 6, 2023; next meeting August 3, 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 June 27, 2023; next meeting July 26, 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 June 21, 2023; next meeting August 16, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Compliance Ad Hoc Committee Director Ginocchio. This committee met on July 14, 2023; next meeting TBA.

- c. Security and Community Access Committee Director Park. This committee last met on June 28, 2023, and the next meeting is August 23, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Community Activities Committee Director Laws. This committee met on July 17, 2023; the next meeting is August 10, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Information Technology Advisory Committee Director Laws. This closed committee last met on June 30, 2023; next meeting is July 28, 2023 at 1:30 p.m. as a virtual meeting.
- f. The following GRF Committees have not met since the last Third Board Meeting of June 20, 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 Landscape Committee Director Lewis. This committee met on May 10, 2023; the next meeting is August 22, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. Purchasing Ad Hoc Committee Director Rane-Szostak. This committee last met on May 25, 2023; and the next meeting is TBA.
 - iv. 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.
 - v. Website Ad Hoc Committee Director Laws. The committee last met on May 22, 2023; the next meeting is TBA.
 - vi. Broadband Ad Hoc Committee Director Cook. This closed committee last met on May 31, 2023; the next meeting is August 1, 2023.
 - vii. Report of the Laguna Woods Village Traffic Hearings Director Park. The hearings were held on May 17, 2023; next meeting July 19, 2023.
 - viii.GRF Maintenance & Construction Committee Director Engdahl. The committee met on June 14, 2023; next meeting August 9, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - ix. 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.
 - x. 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.
- **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 takenby the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.
 - Approve the Revision to Architectural Standard 42: Ramps
 - Approve the Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece
 - Approve the Contractor Violation Policy
 - Approve the Revision to the Alteration Fee Schedule
 - Approve the Revised Resale Inspection Fee

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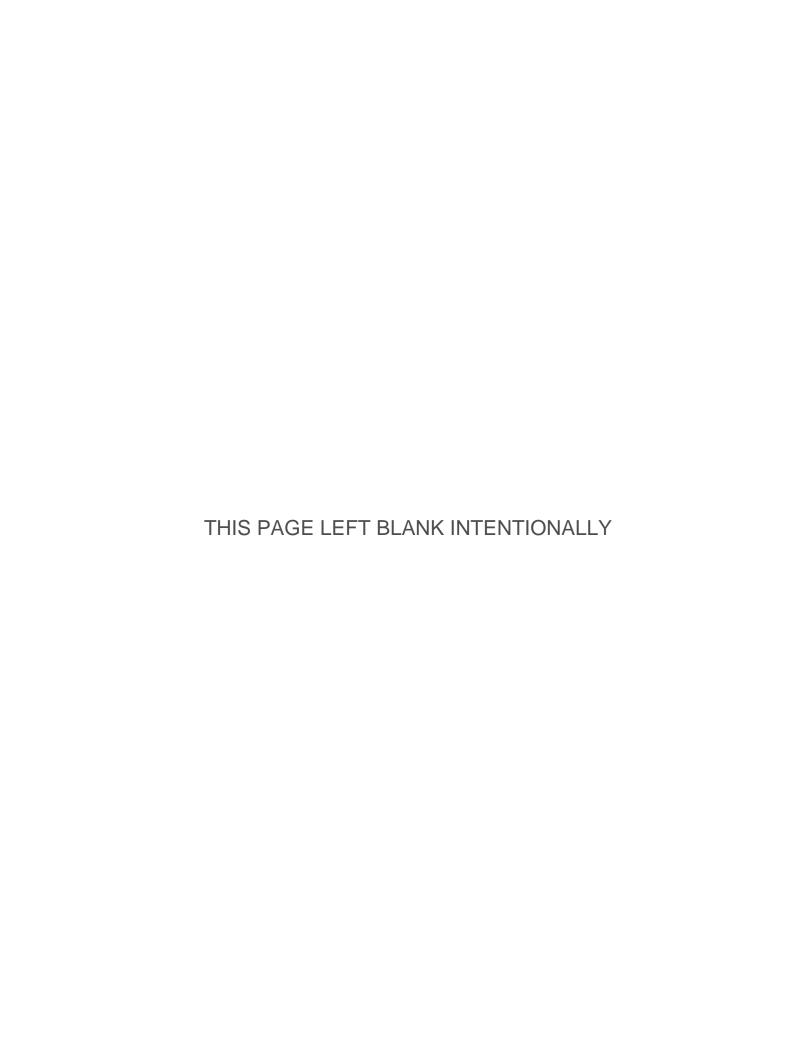
17. Directors' Comments

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) June 20, 2023 – Regular 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, June 20, 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, Ralph Engdahl, Donna Rane-Szostak,

Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, S.K. Park,

Cush Bhada, Jules Zalon

Directors Absent: Cris Prince (excused)

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert

Ian Barnette, Michael Horton, Dan Yost, Eric Nunez, Bart Mejia,

Carlos Rojas, Randal Damron, Jay Allen, Kurt Wiemann

Others Present: VMS – Wei-Ming Tao, Mary Seto

GRF – Elsie Addington

United - None

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

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

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

President Laws requested item 11. C.3. be removed from the consent calendar.

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

4. Approval of Minutes

- a. May 16, 2023 Regular Board Meeting
- b. June 2, 2023 Agenda Prep Meeting

Director Lewis made a motion to approve the minutes of May 16, 2023– Regular Board Meeting. Director Ginocchio seconded.

Hearing no changes or objections, May 16, 2023 – Regular Board Meeting minutes were approved by consent.

Director Engdahl made a motion to approve the minutes of June 2, 2023– Agenda Prep Meeting. Director Ginocchio seconded.

Hearing no changes or objections, June 2, 2023 – Agenda Prep meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Third Property Insurance
- \$255 Million in Property Insurance purchased by Third Mutual
- Insurance Broker will be making presentation at next week's Third Mutual Town Hall Meeting on June 28, 2023

6. Update from the VMS Board – Director Tao

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

- Bright Ideas Program
- KPIs Vacancy and Termination Trends
- Resident Employment
- Landscaping Budgeted Employees
- Strategic Plan 2024 Staffing Budget
- Five Year Funded Staffing Trend
- Internal Audit Program
- Contractor Work Hours
- Other Work Hours
- Upcoming

VMS Director Tao answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- A member commented on a plumbing issue at their unit and potential piping issues in the building
- A member commented on noise nuisance policy
- A member commented on abandoned vehicle policy
- A member commented on an alteration request

A member commented on EV charging station

8. Responses to Open Forum Speakers

- Multiple Directors commented on Securities procedures and violations
- President Laws commented on looking into the plumbing issue
- President Laws commented on the noise nuisance issue
- President Laws commented on the EV charging stations
- President Laws commented on the alteration request
- Michael Horton, Building Permits and Inspection Manager, gave clarification and a background on the alteration request

9. Department Update: Property Insurance - Dan Yost

Dan Yost, Risk Manager, provided a presentation discussing the following topics:

- Third Property Insurance Program
- Property Market 2017-2021
- Property Market 2022
- Unique Insurance Features of Third Laguna Hills Mutual
- Property Insurance is Vastly More Expensive than Previous Renewals
- Total Property Values Stretch Total Availability Capacity in Entire Marketplace
- Next Step

10. CEO Report

CEO Siobhan Foster reported on:

- Employee Excellence Awards
 - CEO's Office: Makayla Schwietert and Paul Nguyen
 - Financial Services: Mandy Webb
 - General Services: John Sanchez
 - Human Resources: Gaby Espinoza, Nicole Sarmiento, and Marcie Viveros
 - Information Services: Timothy Osborn, Daniel Simoncelli, Joshua Glass, and Grant Schultz
 - Landscaping Services: Jose Vargas and Jorge Munoz
 - Maintenance and Construction: Laurie Chavarria
 - Media and Communications: Mark Weiss
 - Recreation and Special Events: Gail Ford, Renee Anderson, and Shoon Aung
 - Security Services: Kyle Belanger

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 Lewis 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 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. Recommendation from the Finance Committee
 - 1. Approve a Resolution for Recording a Lien against Member ID #931-660-68

RESOLUTION 03-23-53

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.

2. Approve a Resolution for Recording a Lien against Member ID #934-330-08

RESOLUTION 03-23-54

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.

3. Approve a Resolution for Recording a Lien against Member ID #932-720-16

RESOLUTION 03-23-55

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.

- 4. Approve the Treasury Bill Reinvestment (Staff Report Only)
- c. Recommendation 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

RESOLUTION 03-23-56

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.

2. Recommendation to Approve the Modified Request to Alter the Common Area Landscape at 2380-A Via Mariposa East

RESOLUTION 03-23-57

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.

THIS ITEM WAS REMOVED DURING THE APPROVAL OF THE AGENDA

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

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.

4. Recommendation to Deny the Request for Removal of One Fern Pine Tree Located at 3077-A Via Serena South

RESOLUTION 03-23-58

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.

5. Recommendation to Deny the Request for Removal of One Eucalyptus Spotted Gum Tree and One Canary Island Pine Tree Located at 2387-3A

RESOLUTION 03-23-59

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.

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

RESOLUTION 03-23-60

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.

- 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

RESOLUTION 03-23-61

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.

2. Approve the Variance Request to Add 18'x10', Pavers to the Rear Patio on Common Area at Manor 5071 Avenida Del Sol

RESOLUTION 03-23-62

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.

3. Approve the Variance Request for Driveway Extension at Manor 3401-A Punta Alta

RESOLUTION 03-23-63

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.

4. Approve the Variance Request to Install Black Vinyl Windows and Sliding Glass Doors through at Manor 3518-B Bahia Blanca West

RESOLUTION 03-23-64

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.

5. Approve the Variance Request for Front Entry Enclosure, Extend the Roof Line, Convert Garden Room to Rood Addition, install 3rd Bathroom in Hallways, Raise the Ceiling in the Hallway, and Install Trapezoid Transom Window above Family Room at Manor 5007 Duverney

RESOLUTION 03-23-65

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.

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'x9" and the other will be 7'x5". 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

RESOLUTION 03-23-66

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.

e. Update GRF Committee Appointments

RESOLUTION 03-23-67

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.

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)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-68

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 Standard 4: Air Conditioning Units/Heat Pumps. Director Lewis seconded.

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

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)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-69

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 Recordable Exclusive Use of Common Area Revocable License Legal Fee. Director Bhada seconded.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Park abstained and Director Zalon was absent for the vote.

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)

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-70

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 Bhada made a motion to approve the resolution for Appeals Policy Amended, June 20, 2023. President Laws seconded.

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

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)

Director Rane-Szostak read the following resolution:

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.

Director Lewis made a motion to approve the Resolution for Alteration Standard 41A: Solar Panels, 2 Story Buildings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded.

President Laws requested the following changes;

- section 2.19, the phrase "Or it will automatically be approved".
- section 3.1, the word resident should be changed to "manor".

• On the map, add approximate number per square feet with a disclaimer.

Director Cook requested the following changes;

 Section 2.16, it conflicts with civil code section 714a, eliminate 2.16, and move the other section up appropriately.

Hearing no further changes or objections, the motion, with the requested changes, was called to a vote and passed 8- 1. Director Park voted against and Director Zalon was absent from the vote.

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)

Director Rane-Szostak read the following resolution:

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.

Director Cook made a motion to approve the Resolution for Section 1: General Requirements for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded.

Director Cook requested the following changes be made;

- 1.5 strike parking passes must be displayed in the windshield at all times.
- Mark Laws requested CEO Foster get clarification on this.
- 1.11 Contractor Staging Areas, add verbiage, if it is an equipment used during ongoing process, it may by staged there in common area.

President Laws requested the following changes be made;

• 1.5 requested the re-wording of the contractor parking spot.

1.6 Requested clarification if this applies to staff too, CEO Foster will look into this.

Hearing no further changes or objections, the motion, with the requested changes, was called to a vote and passed unanimously. Director Zalon was absent from the vote.

c. Entertain a Motion to Approve the Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load – Justin Allen

Director Rane-Szostak read the following resolution:

RESOLUTION 03-23-71

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.

Director Cook made a motion to approve the resolution for Supplemental Appropriations for Damage Restoration Reimbursement Backlog Case Load. Director Lewis seconded.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. President Laws abstained and Director Zalon was absent from the vote.

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

Director Rane-Szostak read the following resolution:

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.

Director Cook made a motion to approve the Resolution for Lease/Rental Authorization Policy and Application 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 8-0-1. Director Yun abstained and Director Zalon was absent from the vote.

Director Lewis left the meeting at 11:15 a.m.

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 is 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 TBA.
- 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.
- I. 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 June 22, 2023 at 9:00 a.m. in the Willow Room.
- **16. Future Agenda Items--** All matters listed under Future Agenda Items are Resolutionson 28-day public review or items for a future Board Meeting. No action will be takenby 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
 - Non-Assessment Revenue (Per Director Ginocchio's Request)

Director Lewis re-entered the meeting at 12:02 p.m.

17. Directors' Comments

- Director Ginocchio commented on committee assignments
- Director Bhada commented on Board Room partitions
- Director Zalon commented on the concern for member's interest

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 12:04 p.m.

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. Adjournment

The meeting was adjourned at 4:40 p.m.

Donna Kane-Syostak

Donna Rane-Szostak, Treasurer of the Board
Third Mutual Laguna Hills

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OPEN SESSION

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

Friday, July 7, 2023 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California

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

Directors present: Mark Laws, Nathaniel Ira Lewis, N. Cris Prince, Donna Rane-

Szostak, Cush Bhada, S.K. Park, Andy Ginocchio, Moon Yun

Directors absent: Jules Zalon (excused), Jim Cook (excused), Ralph Engdahl

(excused)

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

Others present: None

1. Call Meeting to Order / Establish Quorum

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

2. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

Director Lewis made a motion to approve the Agenda. Director Rane-Szostak 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 July 18, 2023

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

Director Rane-Szostak made a motion to approve the amended Open and Closed Agenda. Director Lewis seconded.

Hearing no objections, the July 18, 2023 open and closed session amended agenda were approved by consent.

4. Directors' Comments

- President Laws will be attending GVA Meeting next Tuesday at 1 p.m.
- President Laws commented on looking into Leasing Cap and having legal counsel reviewing this matter

5. Adjournment

The meeting was adjourned at 10:16 a.m.

--- DocuSigned by:

N. Cris Prina

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



SPECIAL OPEN SESSION

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

Friday, July 7, 2023 – Following Agenda Prep Willow Room/Virtual Meeting 24351 El Toro Road Laguna Woods, California

Directors present: Mark Laws, N. Cris Prince, Cush Bhada, Donna Rane-Szostak,

Nathaniel Lewis, Moon Yun, S.K. Park, Andy Ginocchio

Directors absent: Jules Zalon (excused), Ralph Engdahl (excused), Jim Cook

(excused)

Staff present: CEO-Siobhan Foster, Makayla Schwietert, Paul Nguyen, Kurt

Wiemann, Catherine Laster

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 10:16 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

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

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

3. Contractual Matters

a. Entertain a Motion to Approve Proposed Addition of Two Full Time Equivalents for the Grounds Maintenance Division

Kurt Wiemann, Landscape Director of Field Operations, discussed Proposed Addition of Two Full Time Equivalents for the Grounds Maintenance Division.

Director Lewis made a motion to approve Proposed Addition of Two Full Time Equivalents for the Grounds Maintenance Division. Director Rane-Szostak seconded.

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

- 4. Directors' Comments None
- 5. Adjournment

The meeting was adjourned at 10:26 a.m.

-Docusigned by:
N. (n's frime

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



RESOLUTION 03-23-XX

Approve the Request for Removal of One Bottlebrush Tree 5480-B Paseo Del Lago West

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

- "...Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance. Trees shall not be removed to preserve, enhance or create a view.
- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee..."

WHEREAS, on July 6, 2023, the Landscape Committee reviewed a request from the Member at 5480-B to remove one Bottlebrush tree. The Member cited the reasons as lifting the tiles of the alteration sun room; and

WHEREAS, staff inspected the condition of the tree and determined that it was in fair condition with many surface roots growing toward the unit's sun room; 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 Bottlebrush tree located at 5480-B Paseo Del Lago West;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, the Board of Directors approves the request for the removal of one Bottlebrush tree located at 5480-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.



RESOLUTION 03-23-XX

Approve the Request for Removal of One Fern Pine Tree 5554-A Rayo 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 July 6, 2023, the Landscape Committee reviewed a request from the Member at 5554-A to remove one Fern Pine tree. The Member cited the reasons as structural damage and a massive root system that is unsightly; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with many surface roots growing toward the walkways with separation at the expansion joint of the unit's walkway, as well as a recent grinding to prevent an offset lip or trip hazard; 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 Fern Pine tree located at 5554-A Rayo Del Sol;

NOW THEREFORE BE IT RESOLVED, July 18, 2023, the Board of Directors approves the request for the removal of one Fern Pine tree located at 5554-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.

Third Laguna Hills Mutual Architectural Controls and Standards Committee June 12, 2023

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.



STAFF REPORT

DATE: July 18, 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 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 (incorporated into Attachment 2).

On June 12, 2023, the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 41A.

On June 20, 2023, the Third Board reviewed and voted unanimously to post the Standard for 28-day notification for member review and comment with their suggested changes.

DISCUSSION

Staff has received input from community members, contractors, realtors and board and committee members pertaining to various sections of the standard.

Staff is presenting the proposed reenacted Standard and accompanying resolution to the Third Board. The proposed Standard is intended to reflect the current Building Codes, Municipal Codes, or mutual policies to update general provisions that apply to all the standards.

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.

Third Board of Directors
Reenact Architectural Standard 41A (Previously 45) Solar Panels, 2 Story
Buildings 07/18/2023
Page 2

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

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 twostory 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.



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. Existing solar systems that have been properly approved are grandfathered in.
- **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 2-foot-wide and must maintain sufficient clearance 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

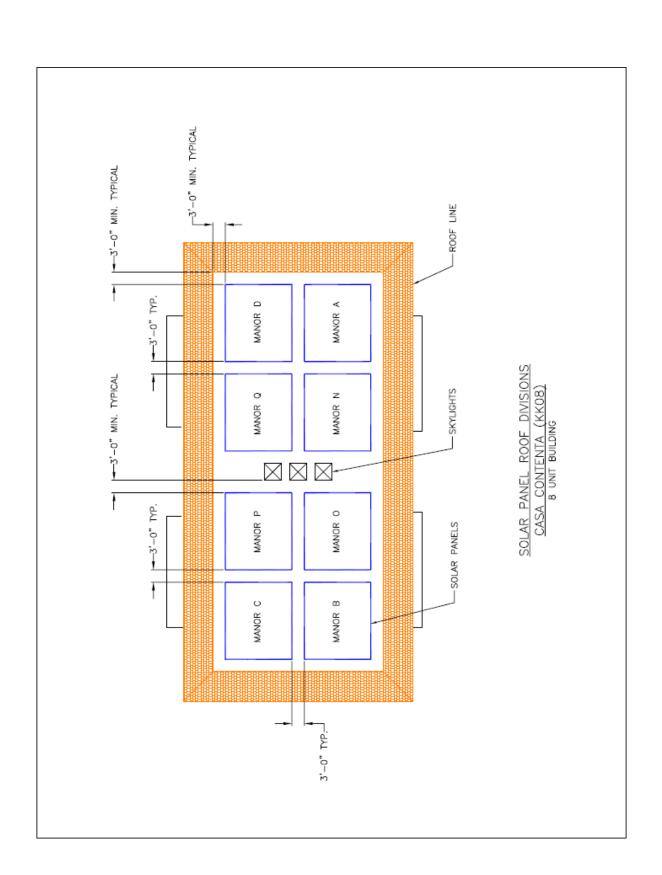
- penetrations required for the installation of the solar system, and for any damage caused by these alterations.
- **2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.
- **2.15** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16 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.
- 2.17 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.
- 2.18 The Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a **complete application submission**. If Manor Alterations and the Board fail to approve or deny a complete application within 45 days of receipt the application, it auto defaults to an approved application.

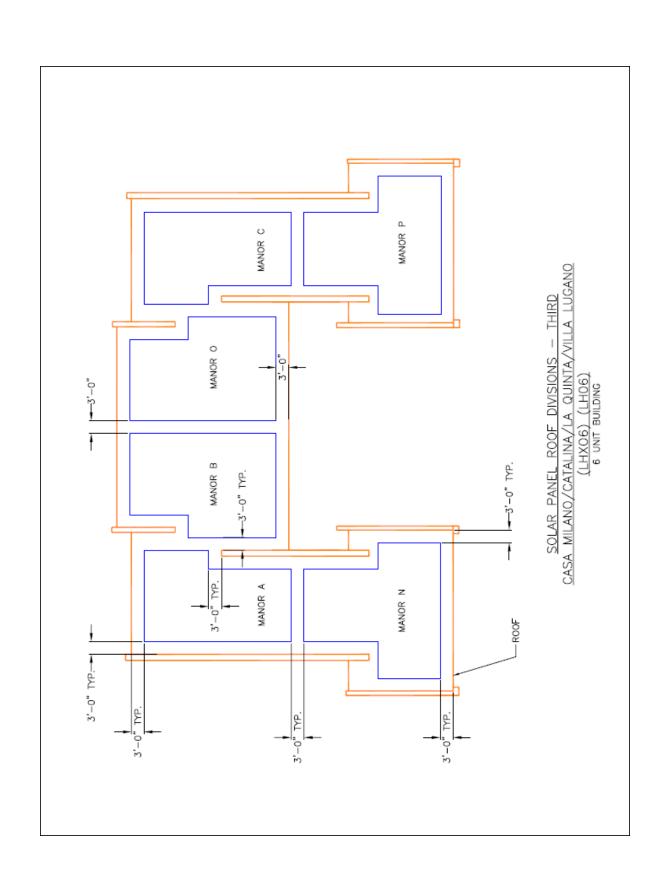
3.0 **OBLIGATIONS**

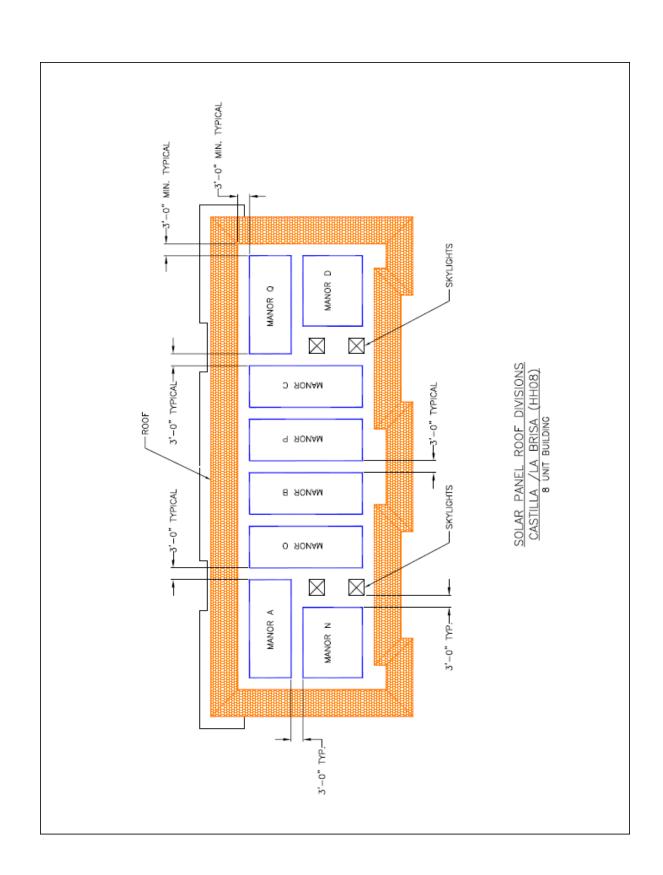
- 3.1 Due to all exterior locations classified as 'exclusive use common area' or 'common area', a Common Area Exclusive Use Revocable License or equivalent current document for Mutual approval to provide rights to utilize common area must be completed prior to the installation of any solar array. Each Manor is allocated a weighted percentage of available roof space. Each Manor's Solar Panel allocation is estimated at 200 ft. This is not a guarantee of allocation. This is an approximation to allow Manor's an understanding of the limited amount of roof space available.
- **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

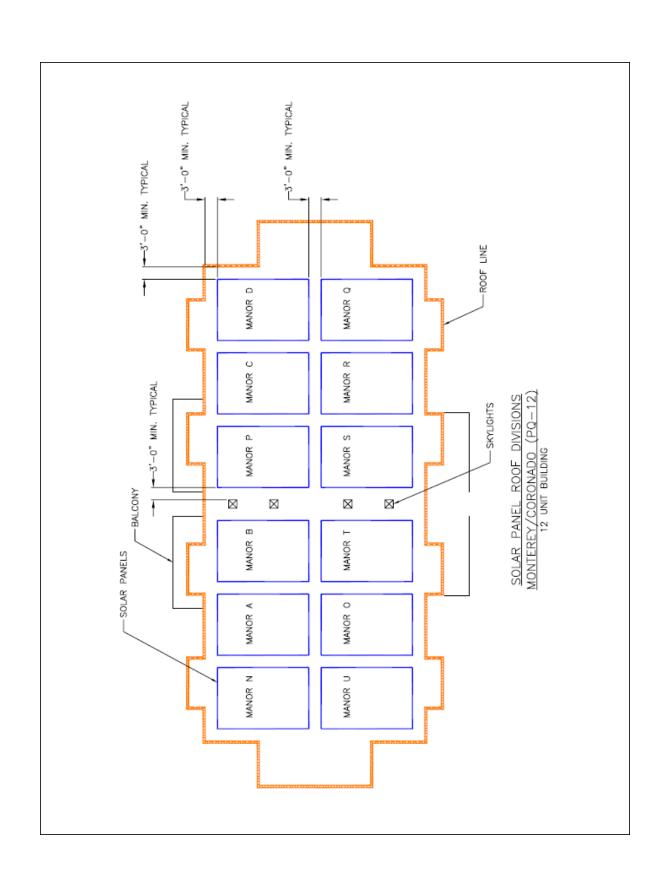
- 3-ft roof transition will be required between the new roof and the existing roof and said transition will take place within the above described area.
- 3.3 Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall 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.
- 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 in a first come first serve capacity. The member's solar panels may not be directly above their 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.











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

Third Laguna Hills Mutual Architectural Controls and Standards Committee June 12, 2023

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.



STAFF REPORT

DATE: July 18, 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.

On June 20, 2023, the Third Board reviewed and voted unanimously to post the Standard for 28-day notification for member review and comment with their suggested changes.

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 Third 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

Third Board of Directors Standard 1: General Requirements 07/18/2023 Page 2

Attachment 4 – Final Draft Standard 1: General Requirements Attachment 5 – Revised Resolution 03-23-XX



SECTION 1 GENERAL REQUIREMENTS

JANUARY 2018, RESOLUTION 03-18-12

- **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** <u>MEMBERS' RESPONSIBILITY:</u> 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.
- **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.
- 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.
- **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and subcontractors 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.
- **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-desacs, 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;



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** <u>MEMBERS' RESPONSIBILITY:</u> The Member is solely responsible for the maintenance, repair, and/or removal of all alterations <u>performed by the Member and/or his/her contractor to the building.</u>
- 1.3 <u>CODES AND REGULATIONS:</u> All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the <u>Cityadopted Building Code current edition of the National Electric Code (NEC)</u>.
- 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 Hholidays: New Year's Day (January 1), Independence Day (July 4),



<u>Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).</u>

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 (unless the Member has given the contractor or other invitees expressed written permission to park in their Members assigned space and only in their Members assigned space. Parking of contractors or other invitees' vehicles is also prohibited in open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be obtained through Resident Services. 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. 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 <u>DUMPSITES:</u> The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work.—<u>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.</u>

USE OF COMMUNITY <u>WASTE REMOVAL LOCATIONS DUMPSITES</u>_FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. <u>ALL COMMUNITY DUMPSTERS AND TRASH CANS ARE USED FOR NORMAL RUBBAGE AND RECYCLE REMOVAL (NON CONTRUCTION RELATED MATERIAL).</u>

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 <u>Division</u> office. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- 1.8987 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.
- 1.91098 CONTRACTOR'S CONDUCT: Member's cContractor'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.
- 1.10 CONTRACTOR STAGING AREAS: Staging areas must be no larger than 20'x20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must also be safely taped down and secured crossing any and all walkways. All materials and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards. Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations.
- 1.9 PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, culdesacs, 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.



STANDARD 1: GENERAL REQUIREMENTS

ADOPTED JANUARY 2018, RESOLUTION 03-18-12

REVISED [DATE], RESOLUTION 03-23-XX

- 1.1 <u>MUTUAL CONSENTS, CITY PERMITS AND FEES:</u> 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** <u>MEMBERS' RESPONSIBILITY:</u> 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 Cityadopted Building Code.
- 1.4 <u>WORK HOURS:</u> 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).

<u>Note</u> 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 <u>PARKING:</u> Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor or other invitees expressed written permission to park in their Members

assigned space and only in their Members assigned space). Parking of contractors or other invitees' vehicles is also prohibited in open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be obtained through Resident Services. 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. 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 <u>DUMPSITES:</u> The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is <u>required</u> 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 WASTE REMOVAL LOCATIONS FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. ALL COMMUNITY DUMPSTERS AND TRASH CANS ARE USED FOR NORMAL RUBBAGE AND RECYCLE REMOVAL (NON CONTRUCTION RELATED MATERIAL).

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 culde-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.

- **1.8** <u>CONTRACTOR:</u> 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.
- 1.9 <u>CONTRACTOR'S CONDUCT:</u> Contractors, their personnel, and subcontractors 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.
- 1.10 <u>CONTRACTOR STAGING AREAS:</u> Staging areas must be no larger than 20'x20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must also be safely taped down and secured crossing any and all walkways. All materials

and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards. Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations.



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

Third Laguna Hills Mutual Resident Policy and Compliance Committee April 25, 2023

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.



STAFF REPORT

DATE: July 18, 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 <u>owner-occupied</u> 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 03-23-XX



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

Lease/Rental Authorization Policy Resolution 03-23-xxx

Adopted xxxxxxx

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

- 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.
- 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.



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:	То:				
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:					

ATTACHMENT 1

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				
Information for Lessee/Renter #2	Lessee/Renter #2 ID No			
Information for Lessee/Renter #2 First Name:	Last Name:			
·				
First Name:	Last Name:			
First Name: Telephone:	Last Name: Cell Phone:			
First Name: Telephone: Date of Birth:	Last Name: Cell Phone:			

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.

or the Lease, Keritain oney, in approved by the board or and		i cccois.				
Acknowledgment			Initial(s)			
			Member #2	Lessee/Renter #1	Lessee/Renter #2	
I have received and read a copy of the Lease/Rental Policy		у				
and agree to comply.						
I agree to comply with the rules	established by this					
Community.						
Third, GRF and VMS are not par	ties to the terms of the					
lease between the Member and	Lessee or Renter.					
I agree that Third has the right t	o 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 a	uthorization to request r	epairs on be	half of the	Member		
or work for which there is a cha	rge?		□ 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 DIRECTOR				
APPLICATION DENIED			APPLICATION APPROVED			
this application. Based on the information provided, the			ne Board of Directors of this Mutual Corporation has viewed this application. Based on the information provided, e application is approved .			
SIGNATURE		SIGNATURE	INATURE			
SIGNATURE			GNATURE			
SIGNATURE			SNATURE			
DATE: DA			TE:			
Dette		D				

Authorized Agent
Agenda Item #12c
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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

Third Laguna Hills Mutual Architectural Controls and Standards Committee July 06, 2023

ENDORSEMENT (to Board)

Revision to Architectural Standard No. 42 - Ramps

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. 42 – Ramps.



STAFF REPORT

DATE: July 18, 2023

FOR: Board of Directors

SUBJECT: Revision to Architectural Standard 42: Ramps

RECOMMENDATION

Approve a resolution to revise Alteration Standard 42: Ramps.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard 42: Ramps was last revised in November 2019, via Resolution 03-19-133 (Attachment 1 and 2).

On July 06, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 42.

DISCUSSION

Staff have reviewed the existing Alteration Standard 42: Ramps, and determined that the Standard needs to be revised to reflect the current technology, materials and construction methods. The proposed revisions to the Standard are as follows:

Removal of all specifications already falling under the American with Disabilities Act (ADA) requirements and replaced Section 2 'Specifications' with applicable references to governing City, State and Federal requirements (see Attachment 4).

FINANCIAL ANALYSIS

The adoption of the revised Standard 42: Ramps would not incur any additional costs to the Mutual.

Prepared By: Gavin Fogg, Manor Alterations Supervisor

Reviewed By: Michael Horton, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Assistant Director

Third Board of Directors Revision to Architectural Standard 42: Ramps 07/18/2023 Page 2

ATTACHMENT(S)

Attachment 1 – Current Standard 42: Ramps Attachment 2 – Current Resolution 03-19-133 Attachment 3 – Revised Redline Standard 42: Ramps Attachment 4 – Final Draft Standard 42: Ramps Attachment 5 – Revised Resolution 03-23-XX



STANDARD 42: RAMPS

ADOPTED APRIL 2008, RESOLUTION 03-08-31 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED NOVEMBER 2019, RESOLUTION 03-19-133

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 **DEFINITIONS**

- **2.1. Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a unit.
- **2.2. Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- **2.3. Cross slope** is the slope that is perpendicular to the direction of travel.
- **2.4.** Level area is a specified surface that does not have a slope in any direction exceeding ½ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3. SPECIFICATIONS

3.1. Materials Concrete with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.

3.2. Exterior ramps

- **3.2.1. Width.** The clear width of ramps shall in no case be less than 48 inches. (1219 mm). Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.
- **3.2.2. Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8-percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

- **3.2.3.** Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7 mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.
- **3.2.4. Changes in level exceeding ½ inch** (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).
- **3.2.5.** Cross slope. The cross slope of ramp surfaces shall be no greater than ½ inch (6.35 mm) per foot (2.083-percent slope).
- **3.2.6. Ramps**, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

- **3.3.1. Level.** Ramp landings shall be level as defined.
- **3.3.2. Height relative to door.** The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).
- **3.3.3. Location of landings**. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.
- **3.3.4. Size of top landings.** Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).
- **3.3.5. Size of intermediate landings.** The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (*See Figure 2*).
- **3.3.6. Size of intermediate turning landings.** The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- **3.3.7. Size of bottom landings**. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 72 inches (1829 mm) in length (*See Figure 2*).
- **3.3.8. Encroachment of doors**. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See Figure 3).



3.4. Maneuvering clearances at doors.

- **3.4.1. General.** Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.
- **3.4.2. Strike edge maneuvering space.** The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note**: 24 inches (610 mm) is preferred.
- **3.4.3. Front approach.** The following provisions shall apply to swinging doors with front approach:
 - **3.4.3.1. Pull side** For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
 - **3.4.3.2. Push side** For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
 - **3.4.3.3.** Push side with closer and latch Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See Figure 4).
- **3.4.4. Hinge side approach**. The following provisions shall apply to swinging doors with hinge side approach:
 - **3.4.4.1. Pull side** Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See Figure 5). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.
 - 3.4.4.2. Push side Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 5).
- **3.4.5. Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:
 - **3.4.5.1. Pull side** Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and



shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).

3.4.5.2. Push side Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).

3.5. Handrails

- **3.5.1. Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.
- 3.5.2. Where required. Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. Exception: Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.
- **3.5.3. Handrail height**. The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.
- **3.5.4.** Handrail ends. Handrail ends shall be returned.
- **3.5.5. Handrail extension**. Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See Figure 7).
- **3.5.6. Handrail projections**. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.
- **3.5.7. Handrail grips**. The handgrip portion of handrails shall not be less than 1½ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See Figure 8).



3.6. Curbs and wheel guides.

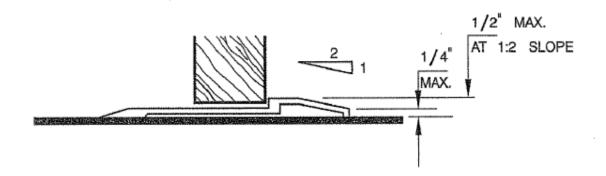
- **3.6.1. Application** Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:
- **3.6.2. Specifications** Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See Figure 7).
- **3.6.3. Exception:** Ramps or ramp landings bounded by a wall or fence.

3.7. Hazards on accessible routes

- **3.7.1. Headroom clearance**. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).
- **3.7.2. Exception:** Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).
- **3.7.3. Overhanging obstructions**. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (See Figure 9).



3.8. Figures

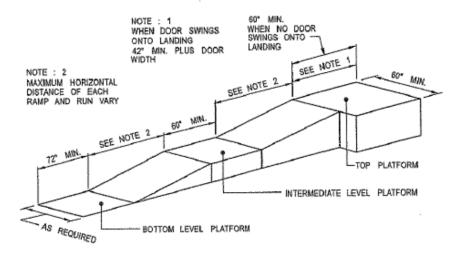


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

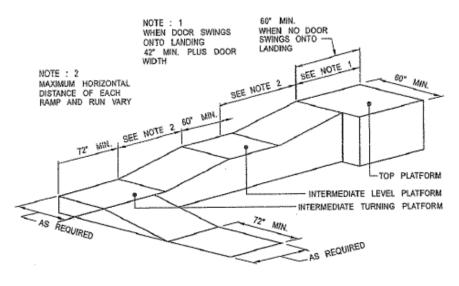
Figure 1

Thresholds





(a) STRAIGHT RAMP RUN



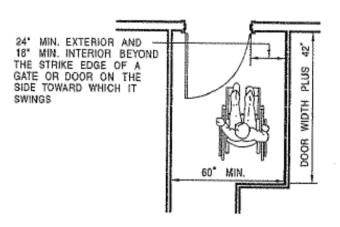
(b) RAMP WITH TURNING PLATFORM

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 2

Ramp Dimensions





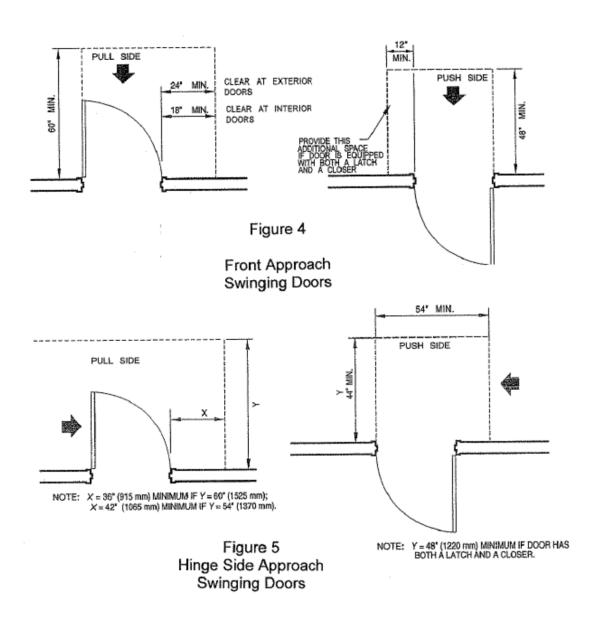
(b) RAMP LANDING AT DOORWAY

THESE DIAGRAMS LLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 3

Ramp Landing and Doorway





THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

LEVEL MANEUVERING CLEARANCE AT DOORS



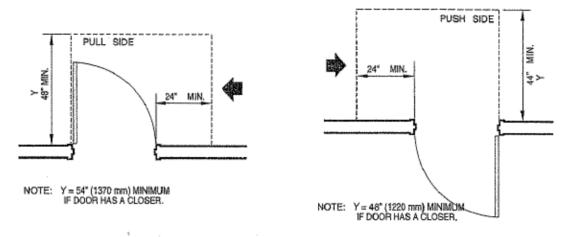
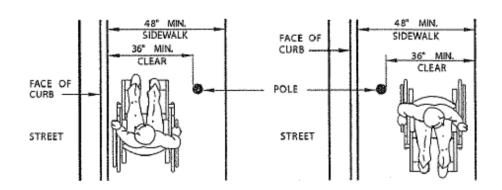
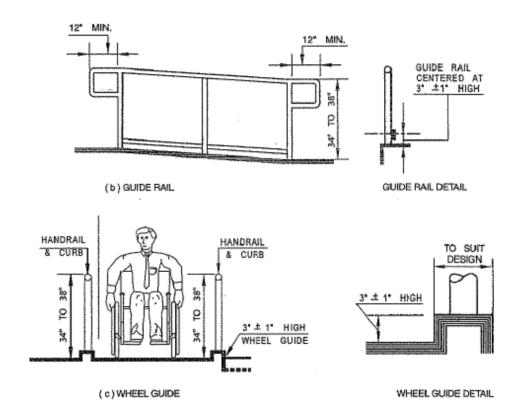


Figure 6 Latch Side Approach Swinging Doors





(a) SIDEWALK OBSTRUCTIONS

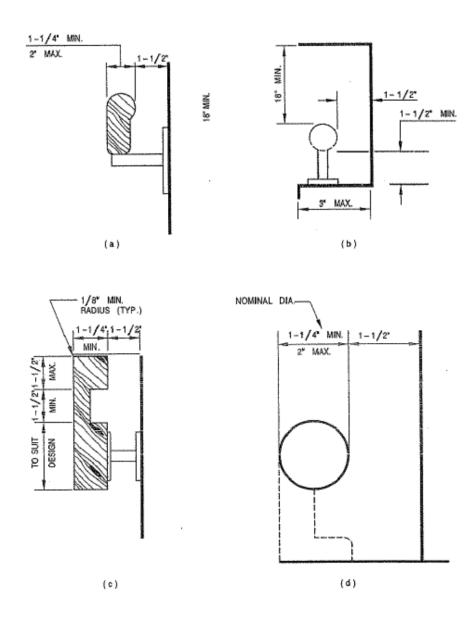


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 7

Ramps and Sidewalks



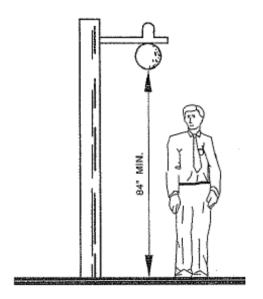


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION,

Figure 8

Handrails





THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 9
Overhanging Obstruction

RESOLUTION 03-19-133 REVISED ALTERATION STANDARD 42: RAMPS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend a policy to address the proper installation and maintenance of Ramps;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 42: Ramps and,

NOW THEREFORE BE IT RESOLVED, December 17, 2019, that the Board of Directors of this Corporation hereby revises Alteration Standard 42: Ramps as attached to the official meeting minutes; 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.



STANDARD 42: RAMPS

ADOPTED APRIL 2008, RESOLUTION 03-08-31 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED NOVEMBER 2019, RESOLUTION 03-19-133

REVISED [DATE] 2023, RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

3.0____

- **3.1.** Pedestrian ramp is a sloping accessible route intended for pedestrian traffic to and from a unit.
- **3.2. Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- **3.3.** Cross slope is the slope that is perpendicular to the direction of travel.
- 3.4. Level area is a specified surface that does not have a slope in any direction exceeding ½ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

SPECIFICATIONS

2.1. Materials

<u>2.1.1.</u> Concrete with a minimum 3.5 inchesPoured concrete must meet current International Code Council (I.C.C.) requirements pour; and have heavy broom-swept finish on the surface.



2.1.2. Slab extensions must be sufficiently doweled to existing slab to prevent movement. Submitted plans must be approved by Manor Alterations for methods and materials to ensure sufficient stabilization of extension area, up to and including additional concrete removal and replacement to ensure extension is sufficiently tied into surrounding concrete.

2.1.2.2. Exterior Rramps

- 2.2.1. Width. The clear width of ramps shall in no case be less than 48 inches. (1219 mm). Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp. All ramps must meet current applicable City, State and Federal Fair Housing requirements.
 - Ramps for wheelchair access must meet current Americans with Disabilities Act (ADA) requirements.
- 2.2.2. Member shall contact Landscape Services for any removal of landscaping and alteration of the irrigation system, as a chargeable service.
- 2.2.3. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Exclusive Use of Common Area Revocable License" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Exclusive Use of Common Area Revocable License" must be filed with the Orange County Clerk/Recorder.
- 2.1.1. Member(s) are responsible for applicable "Recordable Common Area Exclusive Use Revocable License" fee and any applicable filing fees with the Orange County Clerk/Recorder.
- **2.1.2.** Slope. The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8-percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.



- 2.1.3. Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7 mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.
- 2.1.4. Changes in level exceeding ½ inch (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).
- **2.1.5.** Cross slope. The cross slope of ramp surfaces shall be no greater than ½ inch (6.35 mm) per foot (2.083-percent slope).
- **2.1.6.** Ramps, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.
- 2.1.7.
- 2.1.8. Exterior landings
- 2.1.9.
- 2.1.10.Level. Ramp landings shall be level as defined.
- 2.1.11.Height relative to door. The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).
- 2.1.12.Location of landings. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.
- 2.1.13.Size of top landings. Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).
- 2.1.14.Size of intermediate landings. The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 2.1.15.Size of intermediate turning landings. The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- **2.1.16.Size of bottom landings**. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 72 inches (1829 mm) in length (See Figure 2).
- 2.1.17.Encroachment of doors. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See Figure 3).



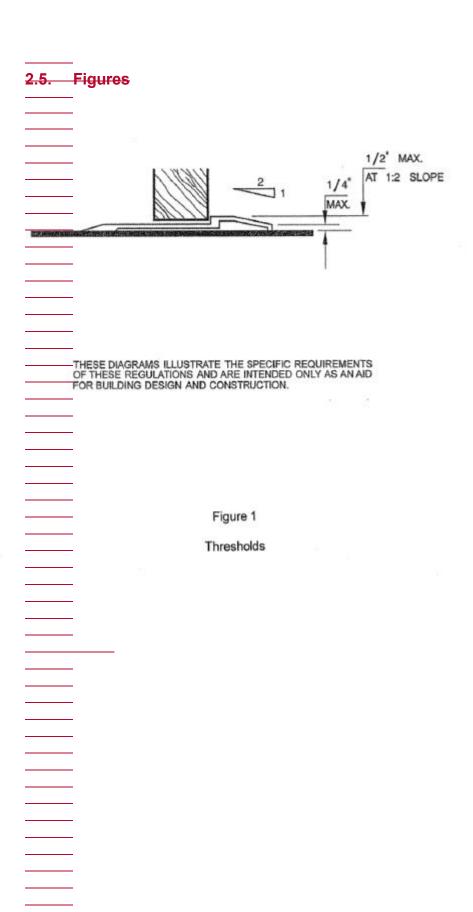
- 2.2. Maneuvering clearances at doors.
- 2.2.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.
- **2.2.2.** Strike edge maneuvering space. The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note**: 24 inches (610 mm) is preferred.
- **2.2.3. Front approach.** The following provisions shall apply to swinging doors with front approach:
- **2.2.4.** Pull side For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
- 2.2.5. Push side For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
- 2.2.6. Push side with closer and latch Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See Figure 4).
- **2.2.7. Hinge side approach**. The following provisions shall apply to swinging doors with hinge side approach:
- 2.2.8. Pull side Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See Figure 5). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.
- 2.2.9. Push side Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 5).
- **2.2.10.Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:
- 2.2.11.Pull side Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and



- 2.2.12.
- 2.2.13.shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).
- 2.2.14.Push side Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).
- 2.2.15.Handrails
- 2.2.16.
- **2.2.17.Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.
- 2.2.18.Where required. Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. Exception: Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.
- **2.2.19.Handrail height**. The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.
- 2.2.20.Handrail ends. Handrail ends shall be returned.
- **2.2.21.Handrail extension**. Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See Figure 7).
- 2.2.22.Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.
- 2.2.23.Handrail grips. The handgrip portion of handrails shall not be less than 1½ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See Figure 8).



- 2.3. Curbs and wheel guides.
- **2.3.1. Application** Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:
- **2.3.2. Specifications** Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See Figure 7).
- **2.3.3.** Exception: Ramps or ramp landings bounded by a wall or fence.
- 2.4. Hazards on accessible routes
- **2.4.1. Headroom clearance**. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).
- **2.4.2. Exception:** Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).
- **2.4.3.** Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (See Figure 9).



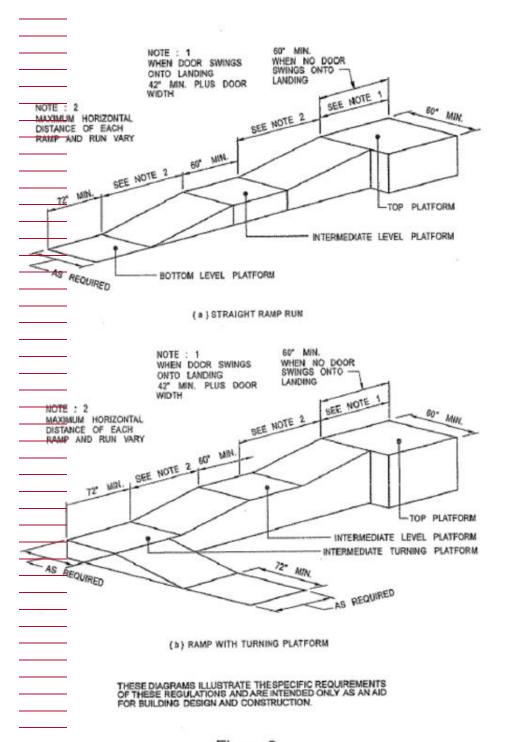
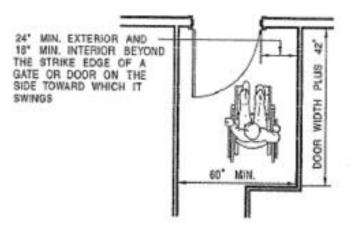


Figure 2

Ramp Dimensions

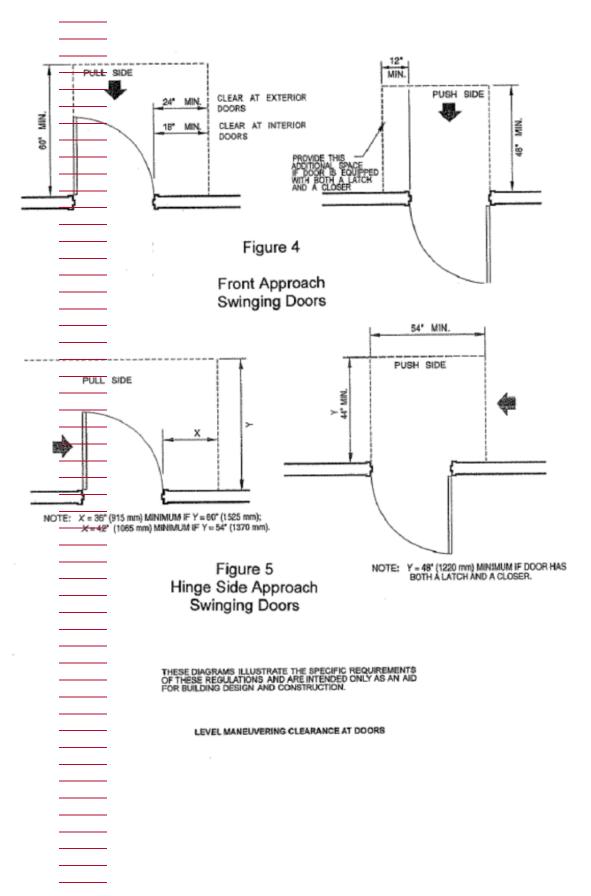


(b) RAMP LANDING AT DOORWAY

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 3

Ramp Landing and Doorway



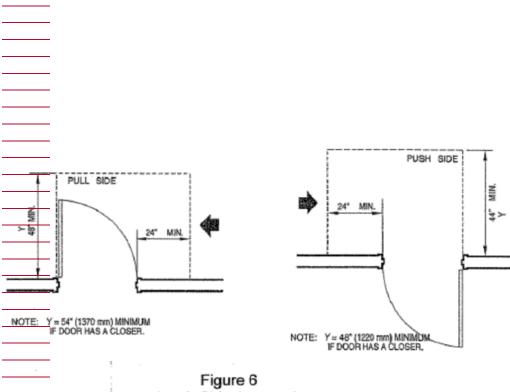
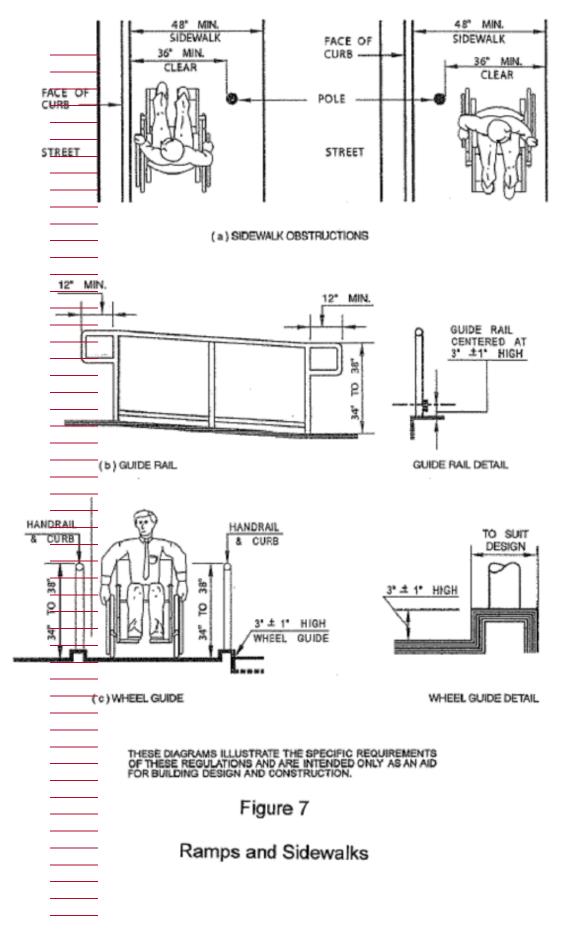
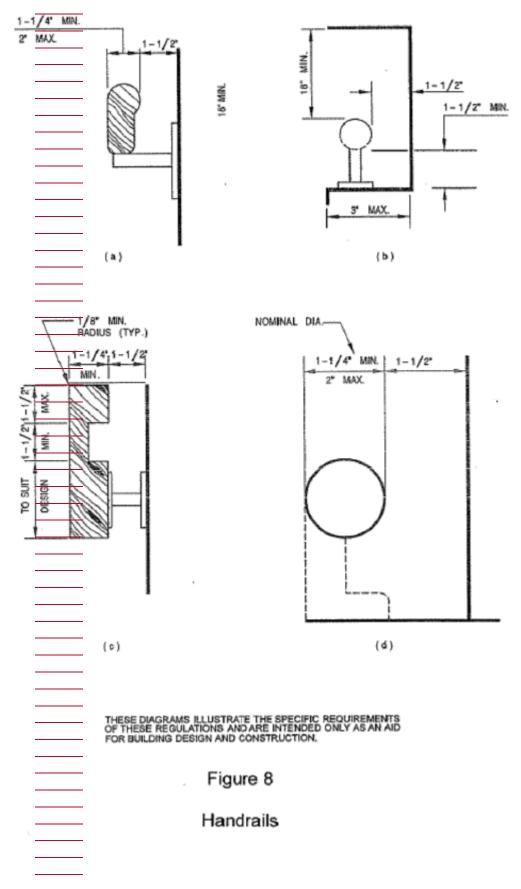
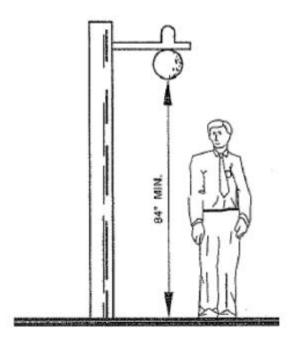


Figure 6 Latch Side Approach Swinging Doors







THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 9
Overhanging Obstruction



STANDARD 42: RAMPS

ADOPTED APRIL 2008, RESOLUTION 03-08-31 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED NOVEMBER 2019, RESOLUTION 03-19-133 REVISED [DATE] 2023, RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 **SPECIFICATIONS**

2.1. Materials

- **2.1.1.** Poured concrete must meet current International Code Council (I.C.C.) requirements and have heavy broom-swept finish on the surface.
- 2.1.2. Slab extensions must be sufficiently doweled to existing slab to prevent movement. Submitted plans must be approved by Manor Alterations for methods and materials to ensure sufficient stabilization of extension area, up to and including additional concrete removal and replacement to ensure extension is sufficiently tied into surrounding concrete.

2.2. Exterior Ramps

- **2.2.1.** All ramps must meet current applicable City, State and Fair Housing requirements.
- **2.2.2.** Member shall contact Landscape Services for any removal of landscaping and alteration of the irrigation system, as a chargeable service.
- 2.2.3. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Exclusive Use of Common Area Revocable License" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Exclusive Use of Common Area Revocable License" must be filed with the Orange County Clerk/Recorder.
- 2.2.4. Member(s) are responsible for applicable "Recordable Common Area Exclusive Use Revocable License" fee and Agendaplicable 13a

ATTACHMENT 4

filing fees with the Orange County Clerk/Recorder.



RESOLUTION 03-23-XX

REVISED ALTERATION STANDARD 42: RAMPS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend a policy to address the proper installation and maintenance of Ramps; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 42: Ramps;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors of this Corporation hereby revises Alteration Standard 42: Ramps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-133 adopted December 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 the purpose of this resolution.

JULY 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.

Third Laguna Hills Mutual Architectural Controls and Standards Committee July 06, 2023

ENDORSEMENT (to Board)

Revision to Architectural Standard No. 16 - Garage Doors, Sectional or One Piece

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. 16 – Garage Doors, Sectional or One Piece.



STAFF REPORT

DATE: July 18, 2023

FOR: Board of Directors

SUBJECT: Revision to Architectural Standard 16: Garage Doors, Sectional or One

Piece

RECOMMENDATION

Approve a resolution to revise Alteration Standard 16: Garage Doors.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current materials.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard 16: Garage Doors was last revised in June, 2018, via Resolution 03-18-90 (Attachment 1 and 2), while the applicable paint policy 'Garage Doors on Multi-Unit Building Paint Policy' was last revised March 2015 via resolution 03-15-34 (Attachment 3).

On July 06, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 16.

DISCUSSION

Staff have reviewed the existing Alteration Standard 16: Garage Doors and determined that the Standard needs to be revised to reflect the current materials and applicability. The proposed revisions to the Standard are as follows:

Replace the current color policy list in section 2.3

2.3 All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.

With

2.3 Approvable garage door colors consist are: standard pre-painted manufacturer colors; Standard White, Almond, Desert Tan, Sandstone or Chocolate, or be an approved garage door color for any building type under the existing Third Mutual Exterior Paint Scheme.

Add the use of fiberglass as a door material in section 2.4.

Third Board of Directors
Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece 07/18/2023
Page 2

FINANCIAL ANALYSIS

The adoption of the revised Standard 16: Garage Doors would not incur any additional costs to the Mutual.

Prepared By: Gavin Fogg, Manor Alterations Supervisor

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

Michael Horton, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 - Current Standard 16: Garage Doors, Sectional or One Piece

Attachment 2 – Current Resolution 03-18-90

Attachment 3 – Current Garage Doors on Multi-Unit Building Paint Policy

Attachment 4 – Revised Redline Standard 16: Garage Doors

Attachment 5 – Final Draft Standard 16: Garage Doors, Sectional or One Piece

Attachment 6 – Revised Resolution 03-23-XX



STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993
REVISED AUGUST 2002, RESOLUTION M3-02-39
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED DECEMBER 2014, RESOLUTION 03-14-141
REVISED SEPTEMBER 2015, RESOLUTION 03-15-127
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED JUNE 2018, RESOLUTION 03-18-90

1.0 **GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIRMENTS

2.0 APPLICATIONS

- **2.1** No garage door will be installed that requires modification to the building structure.
- **2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3 All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- **2.4** All garage doors shall be of aluminumor steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- **2.5** Built-in self closing mail slots are permissible.
- **2.6** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.7 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Alterations Department will be deemed in keeping with the existing architecture of the building.
- **2.8** No built-in type access or pet doors will be permitted.

RESOLUTION 03-18-90 Revise Alteration Standard 16: Garage Doors

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

WHEREAS, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 16: Garage Doors.

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 16: Garage Doors;

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

No garage door will be installed that requires modification to the building structure.

- **2.1** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- **2.2** All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- **2.3** All garage doors shall be of aluminum or steel construction. One-piece or all panel style is optional. Sectional style shall be limited to five panels maximum.
- **2.4** Built-in self-closing mail slots are permissible.
- **2.5** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.6 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- **2.7** No built-in type access or pet doors will be permitted.

RESOLVED FURTHER, that Resolution 03-15-127 adopted September 15, 2015, 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.

RESOLUTION 03-15-34

Garage Doors on Multi-Unit Building Paint Policy

WHEREAS, alteration metal garage doors, like other components of a residential building, are painted the Board-approved color schemes for the body or accent color during the Mutual's Exterior Paint Program; and

NOW THEREFORE BE IT RESOLVED, March 17, 2015, the Board of Directors hereby adopts a Multi-Unit Building Garage Door Paint Policy exempting alteration metal garage doors with a white/off-white factory finish from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building; and

RESOLVED FURTHER, all other garage doors on multi-unit buildings will be painted the designated color from the color scheme option selected for the building (whichever is selected for the building following established Board approved color selection procedures) in which the garage doors are located; and

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



STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED DECEMBER 2014, RESOLUTION 03-14-141 REVISED SEPTEMBER 2015, RESOLUTION 03-15-127 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12 REVISED JUNE 2018, RESOLUTION 03-18-90 REVISED [DATE] 2023, RESOLUTION 03-23-XX

1.0 **GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIRMENTS

2.0 **APPLICATIONS**

- 2.1 No garage door will be installed that requires modification to the building structure.
- Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.22.3 Approvable garage door colors consist are: standard pre-painted manufacturer colors; Standard White, Almond, Desert Tan, Sandstone or Chocolate, or be an approved garage door color for any building type under the existing Third Mutual Exterior Paint Scheme.

All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteriaas dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.

- 2.32.4 All garage doors shall be of aluminum, or steel or, fiberglass construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.42.5 Built-in self closing mail slots are permissible.
- 2.52.6 Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.62.7 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Alterations Department will be deemed in keeping with the existing architecture of the building. Agenda Item #13b

Page 11 of 16

2.72.8 No built-in type access or pet doors will be permitted.



STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED DECEMBER 2014, RESOLUTION 03-14-141
REVISED SEPTEMBER 2015, RESOLUTION 03-15-127
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED JUNE 2018, RESOLUTION 03-18-90
REVISED [DATE] 2023, RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIRMENTS

2.0 APPLICATIONS

- **2.1** No garage door will be installed that requires modification to the building structure.
- **2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3 Approvable garage door colors consist are: standard pre-painted manufacturer colors; Standard White, Almond, Desert Tan, Sandstone or Chocolate, or be an approved garage door color for any building type under the existing Third Mutual Exterior Paint Scheme.
- **2.4** All garage doors shall be of aluminum, steel or, fiberglass construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- **2.5** Built-in self closing mail slots are permissible.
- **2.6** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.7 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Alterations Department will be deemed in keeping with the existing architecture of the building.
- **2.8** No built-in type access or pet doors will be permitted.



RESOLUTION 03-23-XX

Revise Alteration Standard 16: Garage Doors

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

WHEREAS, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 16: Garage Doors;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors of this Corporation hereby adopts the attached Alteration Standard 16: Garage Doors; and

RESOLVED FURTHER, that Resolution 03-18-90 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, that Resolution 03-15-34 adopted March 17, 2015, 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.

JULY 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.

Third Laguna Hills Mutual Architectural Controls and Standards Committee July 06, 2023

ENDORSEMENT (to Board)

Approve the Contractor Violation Policy

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 Contractor Violation Policy.



STAFF REPORT

DATE: July 18, 2023

FOR: Board of Directors

SUBJECT: Contractor Violation Policy

RECOMMENDATION

Approve a resolution to adopt Contractor Violation Policy.

BACKGROUND

Manor Alterations (MA) is seeing more frequent violations by member-hired contractors. Many violations are minimal yet some are severe, causing additional time management required by MA and extensive additional member costs. These costs may include, but are not limited to, asbestos cleanups, removing mutual structural components (damage to the mutual), and starting work without MA or city permits. Frequently, violations are found to be repeat offenders. Currently, MA has no policy in place to manage contractor violations in this effort. As contractors are in direct contract with members and not the mutual, the mutual is limited in its deployment of contractor violations. Third's attorney advises limiting the course of action against contractors to suspension or total exclusion from work in Third if the contractor has a proven track record justifying such action. MA has increased its presence in an ongoing effort to educate members, contractors and realtors with the addition of a news bulletin, additional staff to answer inquiries and guide applicants through the application process, articles in the Village Breeze, additional new tools such as a process map, townhall meetings and a frequently asked questions guide. In the past year, much more information has been provided; however, violations continue to occur.

On March 15, 2022, the Third Board reviewed and voted to table the item.

On July 06, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the Contractor Violation Policy.

DISCUSSION

MA is seeking to enact the Contractor Violation Policy as a method of leverage for enforcement of Third's current Rules and Obligations. This policy would benefit Third Mutual members, as it would provide clarity on potential contractor conduct and expectations. It would also provide clarity on current mutual rules and regulations. This policy would be incorporated within the revised verbiage of the Mutual Consent for Alterations (Attachment 3) and Mutual Consent for Demolition (Attachment 4) as a method of acknowledgment for both contractors and applicants.

FINANCIAL ANALYSIS

It is anticipated that the implementation of the proposed Policy, if approved, can be absorbed our current staff and budget.

Third Board of Directors Contractor Violation Policy 07/18/2023 Page 2

Prepared By: Michael Horton, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Contractor Violation Policy 03-23-XX

Attachment 2 – Exhibit A – Construction Rules & Obligations

Attachment 3 – Mutual Consent for Alterations Application Revised Verbiage

Attachment 4 – Mutual Consent for Demolition Application Revised Verbiage

Attachment 5 – Resolution 03-23-XX

CONTRACTOR VIOLATION POLICY

Contactors hired by members must follow Mutual rules and restrictions related to construction, improvement and repair projects. Members and contractors who fail to abide by mutual rules and restrictions are subject to penalties. This Contractor Violation Policy (policy) provides for penalties in the form of prohibiting offending contractors from performing work in Third in an effort to protect members and Third property.

Manor Alterations (MA) is the representative acting on behalf of the managing agent (VMS) for the mutual (Third). This policy classifies the noticing, violation severity, enforcement, ramifications of disciplinary actions and remedies relating to the offenses. The policy criteria are listed herein to evaluate the contractors' performance and administer notices and violations to member contractors. The circumstances for providing a notice of violation and issuing violation suspensions are as defined below:

Moderate Violation

- 1. Any violation of Exhibit A Conditions Rules & Obligations, unless noted as a Severe Violation.
- 2. Any violation of existing Community Rules, Policies or Requirements established for any guests within the Community (i.e. Parking Policy, Smoking Policy etc.)

Severe Violations

- Any violation by a contractor performing demolition or renovation work without all approvals inclusive of mutual consents issued by MA and City of Laguna Woods approvals, and;
- 2. Any contractor performing work contrary to the work specifically noted on the mutual consent (MC) issued by MA for the following:
 - a. Performing any structural removal or modification, any work that would have required a variance approval from the board or lapse of any insurance coverage so disclosed by the contactor on the Certification of Liability Insurance (COLI).
 - b. Performing work beyond the scope of work defined by the mutual consent (MC).
- 3. Any expansion or amendment of the MC description for demolition or alteration further authorization from MA. Any unauthorized asbestos release contrary to city code, SCAQMD or Cal/OSHA regulations, or;
- 4. The failure to complete the approved MC scope of work within the specified time, exempting therefrom, any reasonable MA extension of time affecting the completion of the work such as a Force Majeure event. See 'Exhibit A Construction Rules & Obligations Contractor, Item 17', for complete terms. Contractor shall notify MA within 3 business days of knowledge of such delay or the potential of a force majeure event to allow consideration.

MA is responsible for providing the following enforcement actions of this policy:

- Substantiate violations with notices, notes and photographs; document and archive the violation events; and transmit violation material to contractor and member,
- 2. Maintain a log of violations recording at a minimum the contractor's name and address; detail of the violation circumstances; and other pertinent information of the event.
- 3. MA shall notify the manor member/contractor of all violations and potential consequences,
- 4. Issuance of all violation notice documents are to be posted on the manor with a description of the violation(s). Contractor violations shall also be published in the biweekly news bulletin only after validation of the violation.
- 5. Maintain a master list of contractors who are ultimately determined to have engaged in violation of and/or have been suspended under this policy. This list will be published within the MA News Bulletin.

Contractor Violations

- Moderate First Violations Any violation of the Exhibit A Construction Rules & Obligations unless noted as a severe violation. Contractor and member will be notified of the first violation – no penalty. All subsequent violations in this category will then escalate to a Severe Violation as described below.
- 2. Severe Violations If the first violation is a first Severe Violation (or a second moderate violation) then MA shall issue a violation notice and allow the contractor the opportunity to explain the circumstances of the violation. If promoted to a valid Severe Violation, a 30-day suspension is considered. Under special circumstances the contractor may be allowed to continue work.
- 3. If a Second Severe Violation is to be issued, the Contractor shall be subject to a review by the ACSC and a 90 day suspension. While waiting on the ACSC hearing the Contractor will no longer be allowed to do work within Third. After the Third Severe Violation, Board approval is necessary for contractor reinstatement. Thereafter, any violation would result in permanent suspension from Third.
 - a. The member is responsible for any supplemental cost to mitigate the actions of the contractor that might be attributable to damage to mutual property and fines established by governmental agencies.
 - b. The member is responsible for any increased costs in replacing a suspended contractor from an existing project, subject to No. 4 below.
- 4. Upon issuance of a notice of severe violation, the contractor shall not be allowed to submit any new application(s), and existing applications will be cancelled or rejected. However, the member of the manor issued the

offense and any member who is currently using this contractor shall be allowed, with the written approval of MA to continue to use the offending contractor to finish an existing contract in consideration of code compliance.

Contractor Violation Description

Any violation or suspension due to a violation hereunder will be viewed in totality for any work performed by the contractor in the mutual, and not on a per-project/mutual basis.

Moderate Violation

- 1. First offense Notice of moderate violation issued and no further action to be taken.
- 2. Second offense Escalation to Severe Violation pending MA conference (i.e., MA can determine if there was a violation or a misunderstanding). If MA determines no further action is needed, it remains a moderate violation without suspension. If determined to be a second violation, MA may apply a 30-calendar-day suspension from working in the mutual.

Severe Violation

- 1. First offense Notice of potential violation. Pending conference with MA (i.e., contractor will discuss with MA the basis for what was done so that MA can determine if there was a violation or a misunderstanding). The result of this conference will be the basis of a 30-calendar-day suspension.
- 2. Second offense Notice of violation and basis of a mandatory 90-day suspension.
- 3. Third offense Notice of violation and potential ban of contractor from all work within the mutual. A hearing shall be convened at an ACSC meeting for review of the circumstances. Only board reinstatement can result in the contractor continuing to work in the mutual.

Suspensions resulting from the second and third offense violations will occur after a conference between MA and the contractor. It shall be determined if the member of the manor issued the offense and any member that is currently using this contractor, shall be allowed, to continue to use the offending contractor to finish their existing contract at the discretion of MA and in consideration of code compliance.

Regardless of the violations issued as noted herein, contractor and member may be subject to other costs as a result of damages to mutual property.

Contractor Right to Dispute

The contractor's right to dispute the violation shall be as follows:

1. The contractor has the right to dispute the MA notice of violation by emailing a hearing request to alterations@vmsinc.org and copying the MA supervisor

- and MA manager within seven calendar days of the notice of violation issuance to contractor.
- 2. Said hearing request will be heard by Third's ACSC at its next appropriate hearing date.
- 3. Should the contractor make a hearing request, all conditions of the violation, including the suspension, will remain in effect until the ACSC provides a final determination.

Exhibit A – Construction Rules & Obligations

Both member and contractor shall abide by and comply with all rules and regulations, Exhibit A – Construction Rules & Obligations, Contractor Violation Policy and violation provisions, and may be held responsible for damages and violations as a result of non-compliance.

- 1. Mutual consent (MC) approvals: No improvement shall be installed, constructed, modified or altered at any manor (property) within Third Laguna Woods Mutual (mutual) without obtaining the proper permits in the forms of MCs for alterations and demolitions made to and approved in writing by Village Management Services Inc. (VMS), Manor Alterations Division (MA) or, in the event of a variance from the mutual's alteration standards, the Architectural Control and Standards Committee (ACSC). The member agrees to comply with the mutual's governing documents, and that the alteration shall be in strict compliance.
- All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's member and/or all future mutual members. Contractor may be held responsible to repair mutual property damaged and/or modified in the course of work.
- 3. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor or other invitees expressed written permission to park in their Members assigned space and only in their Members assigned space. Parking of contractors or other invitees' vehicles is also prohibited in open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be obtained through Resident Services. 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. 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.
- 4. A City of Laguna Woods permit may be required, and/or a clearance requirement from the South Coast Air Quality Management District (SCAQMD). Prior to the issuance of an MC for alterations and/or demolition, the appropriate City of Laguna Woods permit number(s) must be submitted to MA. The city permit must be approved within the prescribed time frame, and a copy of the final permit must be submitted to MA.
- 5. Member hereby consents and grants to the mutual, MA, the M&C Dept. and their representatives a right of property entry to inspect said property and

for the mutual and the department, to remedy any violation and, to bring the same into compliance during regular business hours.

6. Subject to the policy, member and contractor shall be responsible for all activity by contractors and their agents, any others who perform work on the property and any violation of the mutual's governing documents. Member acknowledges and agrees that all such persons are his/her invitees and shall be responsible for informing all invitees of the mutual's

rules and regulations; this does not relieve contractor from compliance. Member shall be liable for any violation of the mutual's governing documents or for any damage caused, including any fine, assessment or other charge levied; contractor is also responsible to repair all damage.

- 7. Member and contractor are responsible for following the gate clearance process in place to admit contractors and other invitees.
- 8. Member contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use mutual recreational facilities or other amenities while in Laguna Woods Village in connection with the property.
- 9. All improvements must be installed in accordance with California State building code, mutual architectural alterations standards, policies and guidelines.
- 10. 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.

11. During construction, MC for demolition, alterations, and the city building permit must be on display for public view at all times in a location approved by MA.

- 12. No waste or materials associated with the construction may be dumped in Laguna Woods Village trash bins; any construction waste must be disposed of offsite by the contractor.
- 13. Call the Security Services Department at 949-580-1400 to receive dumpster location approval. All dumpsters must conform to the policy for temporary containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- 14. Call Security at 949-580-1400 for portable bathroom placement approval.
- 15. Violations of the forgoing conditions or the Mutual's governing documents will result in disciplinary action, which could result in a stop-work notice, loss of privileges and/or severe violations to the Contractor as presented in the policy.
- 16. Mutual member and his/her contractor shall indemnify, defend and hold harmless Third and its officers, directors, committee members, employees and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from the mutual shareholder's actions.
- 17. Mutual Consent (MC) Time of Completion
 - a. The MC initial time of completion shall be a duration of 180 days or less.
 - b. If the Contractor determines that additional time is needed beyond 180 calendar days, the contractor and owner may request of MA an extension of time as a result of Force Majeure events prior to expiration of the then valid MC. The board would have to approve all extensions of time exceeding the reasonable time allowed by MA.
 - c. The contractor shall not perform any work beyond the time approved by MA.

THIRD: MUTUAL CONSENT FOR MANOR ALTERATIONS

The undersigned, a member of Third Laguna Hills Mutual, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, and the latest version of the Contractor Violation Policy, which terms and conditions set out the responsibilities of the member and the below named contractor.

Third Laguna Hills Mutual hereby designates that the member of Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein. By signing hereon below both member and contractor acknowledge receipt of the entire Contractor Violation Policy and will adhere to the terms and conditions.

Manor:	_
Street:	
Mutual Consent#:	
Final Inspection:	
A copy of the signed City Final Ins required for final acceptance by th	
City Demo Permit#:	
Final Inspection:	
City Permit#:	
Final Inspection:	
NAF:	
Expiration Date of Mutual Consent:	
Duration of Extension Granted:	
Revised Expiration Date of Mutual	Consent:

MANOR MODEL NAME:		PLAN #:	
	PROPERTY OWNER	/ APPLICANT INFORMATION	
Name:		Phone:	
Street Address:			
City:	State:	Zip Code:	Or to
Email:			
	CONTRAC	CTOR INFORMATION	
Company Name:		Phone:	
Street Address:			
City:	State:	Zip Code:	\$2 ·
Email:	License:	Class:	Expires:
PROJECT DESCRIPTION:			VALUATION: \$
			-
		- Table 1	
ALTERATIONS TO BE COMPLETED PE	R MUTUAL RULES & STANDARD SECT	ION(S):	
PER MUTUAL APPROVED STANDARD	PLAN(S) #		
PER MUTUAL APPROVED VARIANCE	RESOLUTION #		

MEMBER & CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

- 1. The Mutual's Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member's signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature. 2. We (Member and Contractor) understand that we will be in non-
- conformance if we do not conform to Mutual Rules and Regulations, and that the Member may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.
- We (Member and Contractor) also understand and agree that we are responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.
- The Member understands and agrees that the Member is responsible for, and will bear all costs in connection with all alteration(s) or improvement(s), and remediation(s) required to complete the alteration(s) or improvement(s). The member and contractor will be responsible for any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof as a result of the contractor not following the protocols and policies outlined in the Mutual Rules and Regulations, Mutual Consent Form, and the Contractor Violation

By signing below, both Member and Contractor agree to adhere to the four directives listed above.

VMS, Inc.	Permit Fee	Penalty Fee (If Applicable)	Paid By	Date
Alteration Code	e(s):			
	This application is a	pproved and said member is hereby granted permis	sion to make the above describ	ed alteration(s).
		FOR OFFICE USE ONLY		
AND OTHER BU PRUDENT MEA FEDERAL, STAT	JILDING COMPONENTS. LEAD- SURES TO PROTECT PERSONS 'E, AND LOCAL LAWS, ORDINAL	G MATERIALS THAT ARE BASICALLY INERT AND HARN BASED PAINT MAY BE PRESENT. MEMBER AND CONT AND PROPERTY BEFORE DISTURBING SUCH MATERIA NCES, CODES AND REGULATIONS RELATING TO DISTU DISPOSAL MANIFESTS WILL BE PROVIDED TO THE C	TRACTOR ARE CAUTIONED TO T ALS. MEMBER AND CONTRACTO JRBANCE, REMOVAL AND/OR I	AKE ALL REASONABLE AND DR AGREE TO ABIDE BY ALL
Signature	of Contractor:		Date:	
licensed pu applicat INSPECTO	rsuant to the laws of the State tion. I will ensure that items re DR. I also understand that Mut	ree to follow and confirm to all current Mutual Stan of California and agree to perform the work subject quiring Inspections will not be covered WITHOUT IN ual Consent will EXPIRE within such reasonable time t for extension. For all work performed in the Mutua Policy and will adhere to its terms and c	to the terms and conditions p SPECTION AND APPROVAL by t as established by MA and Cont I, the contractor acknowledges	rinted on the reverse side of this the CITY OF LAGUNA WOODS tractor, unless and until Manor
		CONTRACTOR: IMPORTANT, PLEASE READ	CAREFULLY	
	of Member:		Date:	
inspection and a		ent will be represented on the City of Laguna Woods bu /oods. I also understand that the Mutual Consent will E) r Alterations		

Page 1 of 2

THIRD: MUTUAL CONSENT FOR DEMOLITION

The undersigned, a member of Third Laguna Hills Mutual, a California nonprofit corporation (hereafter referred to as the "Corporation"), requests permission of the Corporation to perform the demolition required to make the alteration described below to the dwelling. Said alteration (hereafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a, contractor is to perform said alteration; and which is incorporated herein and made a part hereof, and the latest revision Contractor Violation Policy, which terms and conditions set out the responsibilities of the member and the below named contractor.

Third Laguna Hills Mutual hereby designates that the member of Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein. By signing hereon below both member and contractor acknowledge receipt of the entire Contractor Violation Policy and will adhere to the terms and conditions.

Revised Expiration Date of Mutual Conser	nt:
□ WASTE LINE □ LANDSCAPE	-

Expiration Date of Mutual Consent:

Manor:

Street:

Final Date:___ City Permit #

Final Date:

NAF:

Demo Consent #

City Demo Permit #

MANOR MODEL NAME:		PLAN #:		
APPLICANT INFORMATION				
Name:		Phone:		
Street Address:				
City:	State:	Zip Code:		
Email:				
	PROPERTY OWN	ER INFORMATION		
Name:		Phone:		
Street Address:				
City:	State:	Zip Code:		
Email:				
	CONTRACTOR	INFORMATION		
Company Name:		Phone:		
Street Address:				
City:	State:	Zip Code:		
Email:	License#:	Class:	Expires:	
DEMOLITION DESCRIPTION:			VALUAT	ION: \$

IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS MAY BE PRESENT IN ALL BUILDING COMPONENT, SUCH AS CEILINGS, FLOORS, AND MANY MORE. SUCH MATERIALS DO NOT IMPOSE RISK IF NOT DISTURBED. LEAD-BASED PAINT AND LEAD CONTAINING CERAMIC TILES MAY A L S O BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATED TO PROPER TESTING, PERMITS & REQUIRED LICENCES DURING DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS. DISPOSAL MANIFESTS AND POST REMOVAL CLEARANCES MUST BE PROVIDED TO THE CORPORATION.

ALL DEMOLITION IS TO BE PERFORMED PER STATE, FEDERAL, CITY, AND MUTUAL REGULATIONS

MEMBER & CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

- The Mutual's Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable.
 To ensure compliance, the Member's signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.
- We (Member and Contractor) understand that we will be in non-conformance if we do
 not conform to Mutual Rules and Regulations, and that the Member may be subject to
 Member Disciplinary Procedures, including the possibility of a fine in accordance with
 the Schedule of Monetary Penalties.

Signature of Member:

- We (Member and Contractor) also understand and agree that we are responsible for all
 risks in connection with all alteration(s) or improvement(s), including but not limited to,
 the costs of removing, altering, protecting, or replacing the same as may be necessary or
 appropriate to conduct Corporation business.
- 4. The Member understands and agrees that the Member is responsible for, and will bear all costs in connection with all alteration(s) or improvement(s), and remediation(s) required to complete the alteration(s) or improvement(s). The member and contractor will be responsible for any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof as a result of the contractor not following the protocols and policies outlined in the Mutual Rules and Regulations, Mutual Consent Form, and the Contractor Violation Policy.

Date:

By signing below, both Member and Contractor agree to adhere to the four directives listed above.

I certify that all items listed on this Mutual Consent will be represented on the City of Laguna Woods building and demolition permit, and no work shall be covered without inspection and approval by the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within such reasonable time as established by MA and Contractor, unless extended in writing by Manor Alterations.

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring Inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS INSPECTOR. I also understand that Mutual Consent will EXPIRE within such reasonable time as established by MA and

will adhere to its terms and conditions.			
Signature of Contractor:		Date:	
	ı	FOR OFFICE USE ONLY	
Alteration Code(s):			
Date: VA	MS, INC:	Permit Fee: \$	Penalty Fee: \$

Page 1 of 2



RESOLUTION 03-23-XX

Contractor Violation Policy

WHEREAS, the purpose of the Contractor Violation Policy is to enact a unilateral and unambiguous matrix of violations, and potential ban, for contractors who violate current Mutual rules and obligations or exceed the scope of approval for a project; and

WHEREAS, this Resolution would make the Contractor Violation Policy permanent and provide a clear template for invoking penalties, inclusive of temporary or potentially permanent suspension from work within Laguna Woods Village with the allowance for approved timeline extensions; and

WHEREAS, the Third ACSC and Manor Alterations agree that the Contractor Violation Policy will be effective and both recommend the approval by the Board;

NOW THEREFORE, BE IT RESOLVED, on August 15, 2023, the Third Mutual Board hereby approve the Contractor Violation Policy as attached to these minutes; and

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

JULY INITIAL NOTIFICATION: 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.

Third Laguna Hills Mutual Architectural Controls and Standards Committee July 06, 2023

ENDORSEMENT (to Board)

Revision to Alteration Fee Schedule

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 Alteration Fee Schedule.



STAFF REPORT

DATE: July 18, 2023

FOR: Board of Directors

SUBJECT: Revision to the Alteration Fee Schedule

RECOMMENDATION

Approve a resolution to revise the alteration fee schedule.

BACKGROUND

The Architectural Controls and Standards Committee requested staff to review and revise the current Alteration Fee schedule for applicability, and current bill rates. The Alteration Fee Schedule (Attachment 1) was last revised in April 2023, via Resolution 03-23-43 (Attachment 2) to address Solar Panel Alteration Processing fees.

DISCUSSION

The Alteration Fee schedule has been reviewed and revised to reflect the processing times spent for applications along with mutual bill rates and mutual policies. Attachment 3 incorporates these revisions and requirements.

Staff recommends that alterations that require less time for plan check processing are moved to the minimum \$50 fixed fee, while raising the valuation threshold at scaled intervals up to \$30,000 and above for application plan checks that incur the maximum \$700 alteration fee.

A final version along with revised fee resolution are included as Attachment 4.

On July 06, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to the alteration fee schedule.

FINANCIAL ANALYSIS

Based on the Mutual Consent Processing Analysis, it is anticipated that the projected revenue for 2023 will be reduced from \$234,415 to \$210,974, a reduction of \$23,441; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

Prepared By: Michael Horton, Manor Alterations Manager

Reviewed By: Gavin Fogg, Manor Alterations Supervisor

Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-23-43

Attachment 3 – Redlined Alteration Fee Schedule

Attachment 4 – Revised Alteration Fee Schedule and Resolution 03-23-XX



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

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

NOTES

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

Variance Processing Fee	\$150

Alteration Fees Based on Valuation
Alteration Type
Air Conditioner (Through the Wall)
Bathroom Addition (Split)
Central HVAC (New Installation)
Atrium, Balcony, Patio Covers (Replacement or New Installation
Poors (New Construction)
Atrium, Balcony, Patio Enclosures
rench Doors (New Installation)
Garden Room, Solarium
leat Pumps (New Installation through Wall)
Aan Doors (New Installation)
Plumbing (New Installation or Relocation)
toom Addition
hower to Shower Replacement
kylights
liding Glass Doors (New Installation)
liding Glass Doors (Retrofit)
olar Tubes
ub to Shower Installation
ub to Tub Replacement
Vall Revisions
Vasher and Dryer (New Installation)
Vater Heater (Relocation)
Vindows (New Construction)
Vindows (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	



Other Fees

Туре	Fee
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a	\$750
Recordable Exclusive Use of Common	
Area Revocable License Agreement (*)	

^(*) 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



RESOLUTION 03-23-43

Alteration Fee Schedule

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

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

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

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

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

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

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

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

RESOLVED FURTHER, that Resolution 03-19-131 adopted December 17, 2019 is hereby superseded and canceled; and

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

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Alteration Fee Schedule

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

A City Permit may also be required. Contact the City Building Permits office for permitting requirements. For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Unauthorized Alteration Fee	\$300
\$50 Alteration Processing Fee	

\$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
Sliding Glass Doors (Retrofit)
Soft Water System (Independent)
Soft Water System (Connected to Water Heater)
Solar Tubes
Storage Cabinets (Carport)
Tub to Tub Replacement
Windows (Retrofit)
Shades (Roll-up)

NOTES

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

Variance Processing Fee	\$150

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

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$10,000	\$280
\$10,001 to \$20,000	\$392
\$20,001 to \$29,999	\$504
Above \$30,000	\$700



Other Fees

Туре	Fee
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a	\$750
Recordable Exclusive Use of Common	
Area Revocable License Agreement (*)	

^(*) 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



Alteration Fee Schedule

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Unauthorized Alteration Fee	\$300

\$50 Alteration Processing Fee
Alteration Type
Acoustic Ceiling Removal
Awnings (Standard, Less than 54")
Awnings (Powered)
HVAC (No Increase in Amperage)
Tub Replacement
Block Walls (Less than 48" H)
Block Walls (More than 48" H)
Planter Wall
Dishwasher (New Installation)
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Fences (Less than 84") and Gates
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Metal Drop Shades
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Soft Water System (Independent)
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Storage Cabinets (Carport)
Tub to Tub Replacement
Windows (Retrofit)
Shades (Roll-up)

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 Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- fee + Variance fee (if applicable).

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

Variance Processing Fee	\$150

Alteration Fees Based on Valuation
Alteration Type
Air Conditioner (Through the Wall)
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RESOLUTION 03-23-XX

Alteration Fee Schedule

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

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

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

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

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-23-43 adopted April 18, 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 the resolution.

JULY 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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Third Laguna Hills Mutual Architectural Controls and Standards Committee July 06, 2023

ENDORSEMENT (to Board)

Revised Resale Inspection 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 revisions to the resale inspection fee.

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STAFF REPORT

DATE: July 18, 2023

FOR: Board of Directors

SUBJECT: Revised Resale Inspection Fee

RECOMMENDATION

Approve a resolution to revise resale inspection fee.

BACKGROUND

The current Resale Inspection Fees were adopted by Resolution 03-07-119 (Attachment 1) in 2007 and provide for the partial reimbursement of the services provided. The current fees for these inspections are as follows: 1. First Inspection: \$60 2. Final Inspection: \$55

On July 06, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to the resale inspection fee.

DISCUSSION

Staff currently conducts inspection of exterior elements noting their state of repair and any alterations that may have been done without the proper Mutual Consents. The inspection also includes the age and condition of the water heater. At the request of the Third ACSC and other Board members, staff was asked to review the inspection process of the manors, including, but not limited to inspection of alteration components, mutual property condition, violation of existing mutual rules and policy, research requirements of present undocumented components and to present a new fee schedule that reimburses the staff time needed to perform these inspections. The Third Board has fiduciary responsibility to the current neighbors and future members that any and all material alterations have been done to ACSC standard for Manor being sold.

Throughout the years, many members have altered their manors and surrounding areas without proper Mutual Consents and/or Building permits. Cosmetic alterations can be simply processed with an After the Fact (ATF) Mutual Consent if required; however, major alterations that include demolition of walls, infrastructure and structural components may not be handled so easily. These types of alterations directly affect Mutual property and may put at risk other structures and/or manors, material warranties, and in some cases the health and/or safety of individuals who enter the manor. The current Resale Correction Policy requires staff to identify and notate such unauthorized alterations and address any corrections prior to the close of escrow. This ensures that the new owner takes possession of a unit that complies with Mutual Standards and the appropriate Building Code requirements when applicable.

Staff has calculated the resources needed to conduct the current inspection process of the exterior of the unit and associated costs by applying current bill rates, and proposes the following Resale Inspection Fee Schedule:

Third Board of Directors Revised Resale Inspection Fee 07/18/2023 Page 2

1. First Inspection: \$220

2. Final Inspection (if needed) *: \$80

*Manors that are found not to have any corrections considered to be Member responsibility during the First Inspection will not require a Final Inspection fee.

Resolution 03-22-XX enacted by the board would serve to update the existing Resale Inspection Fee Schedule (Attachment 3).

FINANCIAL ANALYSIS

The Financial Analysis indicates the changes to the current Resale Inspection fees, as proposed, will allow the Mutual to increase its revenue by \$48,037 and fully recover the costs associated with these inspections.

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 03-07-119

Attachment 2 – Financial Analysis

Attachment 3 – Revised Resolution 03-23-XX

RESOLUTION 03-07-119

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

WHEREAS; a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associate with the transactions;

NOW THEREFORE BE IT RESOLVED, December 18, 2007 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$115; and

RESOLVED FURTHER, that such fee shall be charged as follows: \$60 for the first inspection, \$55 for the final inspection, if necessary, and each charge will be billed separately; and

RESOLVED FURTHER, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, that Resolution M3-80-44 adopted April 15, 1980 and M3-80-145 adopted December 16, 1980 are hereby superseded and cancelled; and

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

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THIRD LAGUNA HILLS MUTUAL

Financial Analysis

RESALE INSPECTION & REPORT FEES CURRENT &		_			
Command Faces \$115		Currer			
Current Fees: \$115 Current Fee is as follows:		\$ 43,4	+70		
1st Inspection: \$60		\$ 22,6	590		
Final Inspection \$55		\$ 22,0 \$ 20,1			
i mai mspection 555		7 20,	750		
Anticipated resales inspections (1 year)	378				
1st Inspection Costs:					
	20	23 Bill Rates	Hrs.	Total	
Initial Requests for Inspection	\$	40.76	0.1	\$	4.08
Research of Manor	\$	40.76	0.75	\$	30.57
Assembly of Archive & Material	\$	40.76	0.25	\$	10.19
Generate Packet	\$	40.76	0.25	\$	10.19
Schedule Inspection	\$	40.76	0.1	\$	4.08
Inspection	\$	40.76	1.5	\$	61.14
Prepare Draft Report	\$	40.76	1	\$	40.76
Final First Inspection Report	\$	40.76	0.75	\$	30.57
Report Issuance	\$	40.76	0.2	\$	8.15
Misc. Calls and Coordination	\$	40.76	0.5	\$	20.38
			5.4	\$	220.10
			Proposed		
			Fee (1st		
			Inspectio		
			n):	\$	220
Final Inspection Costs:					
•	20	23 Bill Rates	Hrs.	Total	
Request for Final Inspection		40.76	0.25		10.19
Final Inspection		40.76	0.75		30.57
Prepare Final Inspection Report		40.76	0.75		30.57
Report Issuance		40.76	0.2		8.152
				\$	79.48
Anticipated resales inspections (1 year)	378				
			Proposed		
			Fee (Final		
			Inspectio		
			n):	\$	80
Resales Inspections Projected Annual Revenue:				\$ 14	2,517.34
Resales Inspections Projected Annual Revenue Incre	ase:				9,047.34
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RESOLUTION 03-23-XX

REVISED RESALE INSPECTION FEE

WHEREAS, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover the administrative costs associate with the transactions:

NOW THEREFORE BE IT RESOLVED, on August 15, 2023, that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$115 to \$300; and

RESOLVED FURTHER, that such fee shall be charged as follows: \$220 for the first inspection, \$80 for the final inspection, if necessary, and each charge will be billed separately; and

RESOLVED FURTHER, that where no Member corrections are required during First Inspection, that no fee will be charged for a Final Inspection; and

RESOLVED FURTHER, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, that Resolution M3-80-44 adopted April 15, 1980 and M3-80-145 adopted December 16, 1980, and 03-07-119 adopted December 18, 2007 are hereby superseded and cancelled; and

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

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

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Chair's Report for July 18, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **May 31**, **2023**, total revenue for Third was \$18,540K compared to expenses of \$15,775K, resulting in a net revenue of \$2,765K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,169K through the reporting period. This chart shows how much of our revenue went into operations, with \$11,941K coming in from assessments and \$873K coming from non-assessment revenue. This is compared to operating expenditures of \$11,645K (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 \$1,768K when combining both operating and reserve revenues and expenses.

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

- Employee Compensation and Related \$724K; 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.
- Outside Services \$468K; Favorable variance resulted primarily from the timing of waste line remediation. Although the program was budgeted throughout the year, it began in June. Similarly, the timing of roof replacement contributed to the variance. The variance was furthered by less building structure component replacements than expected.
- Investment Expense \$225K; Favorable variance resulted primarily from new Treasury Bills currently coming in at or above 4% return. The current YTD annualized return is 3.1% and is currently trending upwards with each month. Third budgeted for an average return on Treasury Bills of 1.5%.
- **Utilities \$116K**; Favorable variance resulted primarily in water and sewer. Water was favorable due to 24.9% lower consumption than budgeted. Conservation efforts are proving effective. Sewer was favorable resulting from lower sewer rates for domestic use than anticipated.
- **Miscellaneous Revenue (\$54K);** Unfavorable variance resulted primarily from less leases processed than anticipated. Further, resale processing fee revenue is lower than



Chair's Report for July 18, 2023 Board Meeting

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.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,275K by category, starting with our largest revenue generating categories of Investment Interest Income, Chargeable Services, 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 \$15,775K 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 May 31, 2023 was \$33,086K. YTD contributions and interest were \$5,727K while YTD expenditures were \$4,085K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$30.2 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements while providing more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through May 31, 2023, Third sales totaled 133, which is 63 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$541K, which is \$21K higher than prior year for the same time period.

As of May 31, 2023

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ACTUAL

THIRD LAGUNA HILLS

Assessment Revenue

\$17,265

Non-assessment Revenue

\$1,275

Total Revenue

\$18,540

Total Expense

\$15,775

Net Revenue/(Expense)

\$2,765

As of May 31, 2023

AC	
OPERATING INCOME STATEMENT	(in I nousands)

ACTUAL

THIRD LAGUNA HILLS

Assessment Revenue

\$11,941

Non-assessment Revenue

\$873

\$12,814

Total Revenue

\$11,645

Total Expense¹

\$1,169

Operating Surplus

1) excludes depreciation

Agenda Item #14a(1) Page 4 of 12

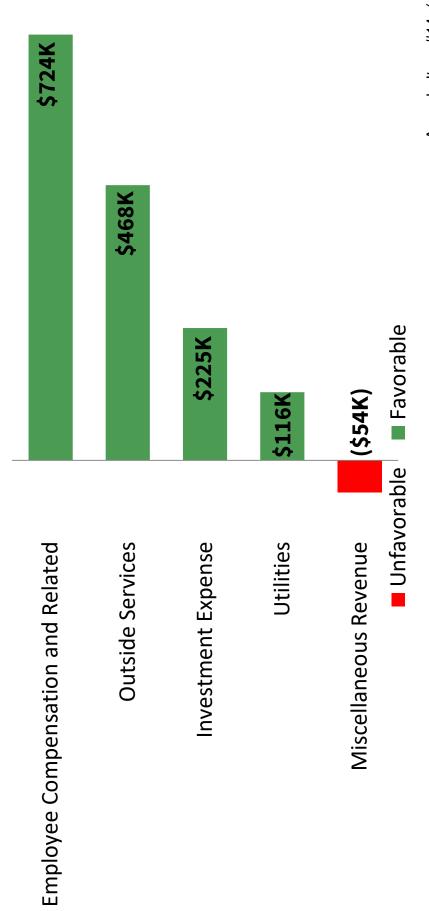
Financial Report As of May 31, 2023

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$17,265	\$17,266	(\$1)
Non-assessment Revenue	\$1,275	\$1,021	\$254
Total Revenue	\$18,540	\$18,287	\$253
Total Expense	\$15,775	\$17,290	\$1,515
Net Revenue/(Expense)	\$2,765	266\$	\$1,768

Financial Report As of May 31, 2023



Year to Date Variances



As of May 31, 2023

Total Non Assessment Revenues \$1,274,782

Permit Fee %6

Lease Processing Fee - Third

%8

Laundry Revenue

1%

Resale Processing Fee - Third

Chargeable Services

30%

Other

Late Fee Revenue

3%

Golf Cart Electric Fee

2%

Inspection Fee

Agenda Item #14a(1) Page 7 of 12

Investment Interest

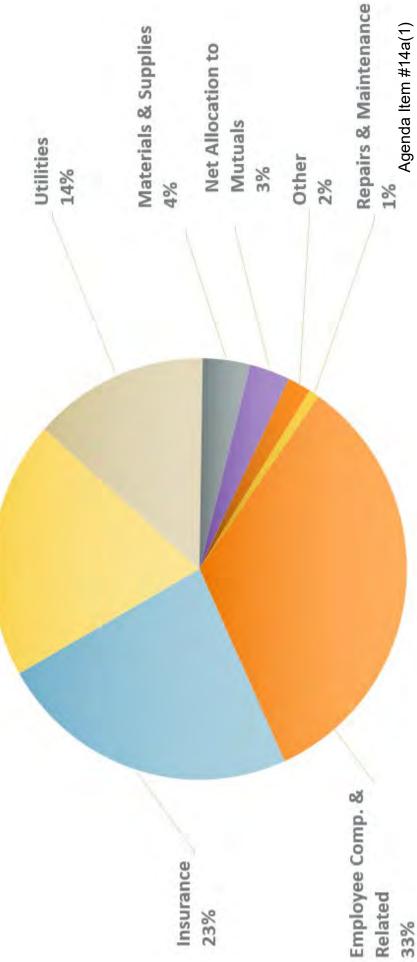
Income

31%

As of May 31, 2023



Outside Services 20%



Related

1% Agenda Item #14a(1) Page 8 of 12

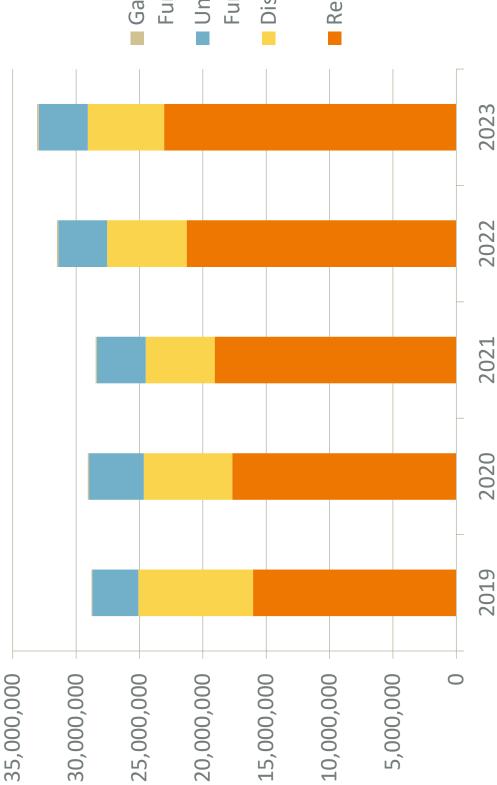
As of May 31, 2023

NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$5,227	\$40	\$439	\$21	\$5,727
Expenditures	\$3,369	\$	\$694	\$13	\$4,085
Current Balances: 5/31/23	\$23,058	\$142	\$6,024	\$3,862	\$33,086

* Includes Elevator and Laundry Funds

As of May 31, 2023

FUND BALANCES – Third Mutual

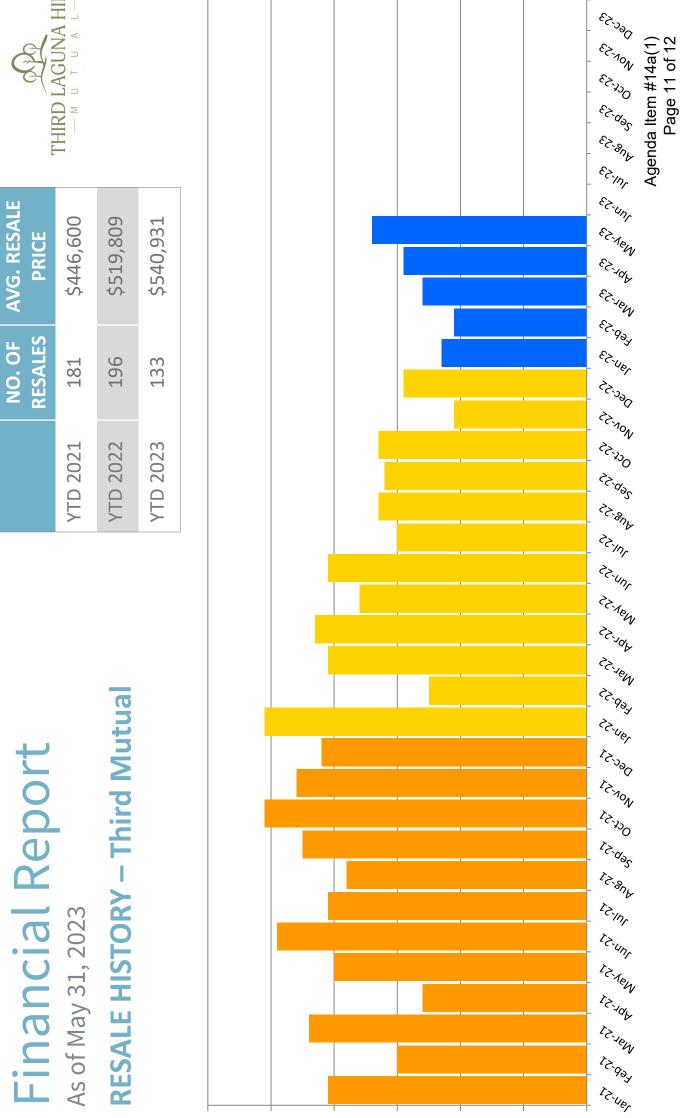




- Unappropriated Expenditures Fund
- Disaster Fund
- Replacement Funds



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	181	\$446,600
YTD 2022	196	\$519,809
YTD 2023	133	\$540,931



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Monthly Resale Report

PREPARED BY MUTUAL REPORT PERIOD

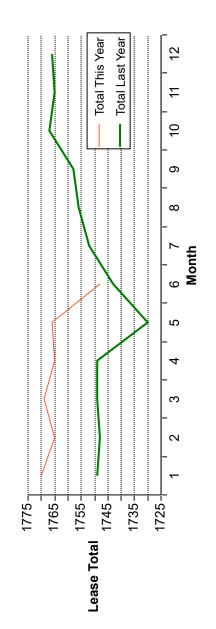
Community Services Department Third June, 2023

	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESALE PRICE		
MONTH	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	35	41	\$20,775,900	\$23,772,900	\$593,597	\$579,827	
July		* 30		* \$13,801,990		* \$460,066	
August		* 33		* \$19,925,700		* \$603,809	
September		* 32		* \$14,594,000		* \$456,063	
October		* 33		* \$17,632,500		* \$534,318	
November		* 21		* \$10,409,612		* \$495,696	
December		* 29		* \$15,819,500		* \$545,500	
TOTAL	168.00	237.00	\$92,719,656	\$125,655,505			
ALL TOTAL	168.00	415.00	\$92,719,656	\$217,838,807			
MON AVG	28.00	39.00	\$15,453,276	\$20,942,584	\$545,864	\$531,592	
% CHANGE - YTD	-29.1%		-26.2%		2.7%		

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

^{*} Amount is excluded from percent calculation

Monthly Active Leasing Report **2023 Period 6 (Mutual 3)**



		1		1	1	1	1	1	1	1			
Total Total Renewals Expirations	28	59	35	42	53	74							
Total Renewals	120	95	125	128	147	119							
% Change	0.3	0.3	0.3	0.2	0.5	0.0							
% Leased % % Leased % % Leased Last Year Change	28.7	28.6	28.7	28.7	28.4	28.6							
% Leased	29.0	28.9	29.0	28.9	28.9	28.6							
Total Last Year	1,749	1,748	1,749	1,749	1,730	1,743	1,752	1,756	1,758	1,767	1,765	1,766	
Total This Year	1,770	1,765	1,769	1,765	1,766	1,748							
12+ Month	1,510	1,491	1,471	1,445	1,421	1,372							
7 to 12 Month	224	242	266	290	319	348							
4 to 6 Month	24	20	19	18	18	17							
1 to 3 Month	12	12	13	12	∞	1							
Month	January	February	March	April	May	June	July	August	September	October	November	December	
Year	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	

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OPEN MEETING

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

Monday, June 12, 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, Lisa Mills, Mike Plean,

STAFF PRESENT:

Bart Mejia – Maintenance & Construction Assistant Director, Mike Horton – Manor Alterations Manager, 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

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for May 08, 2023

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

4. Remarks of the Chair

Chair Cook advised members that on Monday, July 10th from 3:00 p.m. - 4:30 p.m. in Clubhouse 5 there will be a Contractor Town Hall.

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

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting June 12, 2023 Page 2 of 4

• A member commented on their request for consideration to reverse a decision by Manor Alterations regarding her Mutual Consent for a bathroom renovation.

6. Response to Member Comments

 Staff advised that Manor Alterations Department has a fiduciary duty to inform the City when demolition takes place. Chair Cook and Mike Horton Manor Alterations Manager will meet with Chris Seeley Contract Building Official to discuss the process.

7. Department Head Update

None.

- 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** Hearing no objection, the Over-The-Counter Variances report was approved by consensus.

3518-B: Install black vinyl windows and sliding glass doors throughout

5516-B: Retain white garage door color

9. Variance Requests

a. <u>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</u>

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

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

b. 3401-A: Variance for driveway extension

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

A motion was made to approve the variance as described. The variance was approved by majority vote. (Director Engdahl recused).

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting June 12, 2023 Page 3 of 4

c. <u>5007: Variance for front entry enclosure, extend the roof line, convert garden room to room addition, install 3rd bathroom in hallway, raise the ceiling in the hallway, and install trapezoid transom window above family room addition</u>

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

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

d. 5071: Variance to add 18'x'10' pavers to the rear patio on common area

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

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

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 1: General Requirements

Mr. Horton introduced the item and answered questions from the Committee. The Committee suggested revisions to Section 1.4 as follows: Regular Working Hours: Monday-Saturday 7 am-5 pm. Quiet working hours: 7 am-8 am Monday-Friday & 7 am-9am Saturday. No work on Sundays and the following holidays: New Year's Day Independence Day, Thanksgiving Day and Christmas Day. Replacing carpet installation under work may result in excessive noise and should not be included as quiet work, **unloading/loading of equipment** is. Section 1.5 allowing contractors and invitees to park in a member's space if given permission. Allowing for a temporary contractor unloading zone with time limits for equipment and materials if not objected by Security. Section 1.7 revision "Cleaning of paint tools, buckets, or equipment **must be contained in trays and ground cover protected with drop cloths or plastic** in Common Areas." Section 1.10 include no smoking.

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

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

Mr. Horton introduced the item and answered questions from the Committee. The Committee suggested revisions to the standard specifying allocated space. Staff recommended that the

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting June 12, 2023 Page 4 of 4

space allocation plan for building types that do not have a space allocation plan be done when the first member asks for the plan.

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.

11. Items for Future Agendas

- Updated Resale Inspection Fees July
- b. Updated Alteration Fees July
- Contractor Violation Policy To include Smoking Policy.
- Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package – In Process
- e. Work with City of Laguna Woods to Streamline all aspects of Alterations to lessen confusion **On going**
- f. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- g. Revision to Architectural Standard 42: Ramps
- h. Revision to Architectural Standard 8: Porch Lift/Elevators
- i. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece

12. Committee Member Comments

- Advisor Butler commented on whether members do a cost analysis between installing a solar panel, the energy it generates and the ongoing maintenance expense.
- Director Lewis responded to Advisor Butler's comments. The solar company runs the cost analysis for the member.
- 13. Date of Next Meeting: Thursday, July 06, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 3:06 p.m.

I look 06/27/2023

Jim Cook, Chair

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



OPEN MEETING

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

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

REPORT

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

Moon Yun

MEMBERS ABSENT: None

OTHERS PRESENT: Third: Andy Ginocchio (Alternate)

STAFF PRESENT: Manuel Gomez, Maintenance & Construction Director, Bart

Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West, Projects Division Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative

Assistant

1. Call Meeting to Order

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

2. Approval of the Agenda

The agenda was amended to add Electrical Reimbursement Policy Discussion as Item 9h. Hearing no objection, the agenda was approved as amended.

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

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

4. Remarks of the Chair

The Chair will comment on individual agenda items.

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Maintenance & Construction Committee
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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.

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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.

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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.

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- 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.

Raiph Engdahl, Chair

Ralph Engdahl, Chair Manuel Gomez, Staff Officer Telephone: 949-268-2380 THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL GARDEN VILLA RECREATION ROOM SUBCOMMITTEE

Wednesday, July 5, 2023 – 1:30 PM Laguna Woods Village Board Room 24351 El Toro Road Laguna Woods, CA 92637

DIRECTORS PRESENTS: Mark Laws – Chair, Donna Rane-Szostak, S.K. Park

DIRECTORS ABSENT: None

ADVISERS PRESENT: Stuart Hack, Lynn Jarrett, Lorna Seung

ADVISERS ABSENT: None

STAFF PRESENT: Adam Feliz – Staff Officer, Ian Barnette – Maintenance and

Construction Assistant Director, Chontelle Crite – Maintenance Operations Coordinator, Czarina Livelo – Senior Operations

Specialist

Call to Order

Chair Mark Laws called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of Meeting Agenda

A motion was made by Chair Laws, and duly seconded, to approve the agenda.

A request was made to add Agenda Item #10 Carpet. Director Park asked to discuss ceiling repainting. Chair Laws referred the matter to the Maintenance and Construction Committee

By consensus, the motion passed with the updated agenda.

3. Approval of Meeting Report for March 3, 2023

Chair Laws motioned to approve the March 3, 2023 meeting report. Adviser Stuart Hack seconded the motion.

By consensus, the motion carried.

4. Chair Remarks

None.

5. Member Comments (Items Not on the Agenda)

None.

Items for Discussion

6. Garden Villa Recreation Room Budget and Expenditures Summary

Staff Officer Adam Feliz presented the proposed renovations and expenditures summary. Members expressed a need to establish an inspection procedure for the building captains and staff to evaluate collaboratively whether a component replacement is necessary. Discussion ensued.

Maintenance and Construction Assistant Director Ian Barnette entered the meeting via Zoom at 1:45 p.m.

Assistant Director Barnette confirmed that building captains should communicate renovation needs with the subcommittee. Staff Officer Feliz reiterated that it is standard procedure to meet with building captains to verify the needed components.

7. Epoxy Flooring, Heat Pump, and Water Heater Expenditure Summary

Staff Officer Feliz presented the summary and noted that these components are from Third Mutual funds and are not Garden Villa Recreation Room expenditures. Questions from the subcommittee were addressed and noted by staff.

Director Park expressed concern about the noise and efficiency of the heat pumps. Staff Officer Feliz referred the matter to the Maintenance and Construction Committee. Chair Laws suggested, and Director Park agreed, to review a recently installed heat pump to verify if the noise of a newer model is still an issue.

8. 2023 Garden Villa Recreation Room Component Replacement Schedule

Staff Officer Feliz reviewed and explained the proposed component replacement schedule. Questions from the subcommittee were addressed and noted by staff.

Staff confirmed that restroom countertop resurfacing is pending as they await bids from potential vendors.

Adviser Hack suggested a default replacement schedule for the building captains to review and adjust in partnership with Maintenance Operations staff.

Chair Laws requested to combine Agenda Items Six and Eight in future agendas.

9. Component Replacement Lifespan Schedule

Staff Officer Feliz reviewed the component replacement lifespan schedule. Questions and requests from the subcommittee were addressed and noted by staff.

Third Laguna Hills Mutual Garden Villa Recreation Room Subcommittee July 5, 2023 Page 2 of 4

Per the subcommittee's requests, Staff committed to correcting the numerical errors in the original lifespan schedule. Staff will also create a projected cost 10-year lifespan schedule, with an assumed cost of living increase. Both items will be presented to the subcommittee within the next month and reviewed at the next scheduled meeting.

Adviser Hack suggested discussion should be had about the lifespan of each component relative to actual usage per building. Discussion ensued. The subcommittee concurred that building captain involvement is necessary to implement an effective replacement schedule.

10. Carpet

Staff Officer Feliz presented and explained the possible carpet square replacements available from an outside service. Questions from the subcommittee were addressed and noted by staff.

Discussion ensued among the subcommittee regarding the need to acquire carpet squares to stockpile for future replacements and the selection of potential carpet square colors. Staff agreed to consider historical use and determine the percentage of carpet needed to be purchased and stored going forward for each color: staff was requested to include this figure when presenting the contract to the full board for consideration.

Per Staff Officer Feliz's suggestion, the subcommittee approved selecting carpet colors today while proceeding with the original schedule to complete the work by the end of the year. Staff will determine costs with the vendor and present findings at the next meeting.

Maintenance Operations Coordinator Chontelle Crite presented six carpet samples. The subcommittee chose three designs in blue/gray (Awakening, Scoop, and Stimulus) for each building's selection.

Items for Future Agendas

- Review the corrected Component Replacement Lifespan Schedule
- Review the Recreation Room Component Replacement List and Budget
- Review Recreation Room Carpet Replacement costs and stockpiling plan
- Review procedure for Staff inspections in collaboration with building captains

Concluding Business

Subcommittee Member Comments

Adviser Lynn Jarrett noted that the ceilings of some Rec Rooms can use updated painting; it was suggested that this be raised to the Maintenance and Construction Committee.

Adviser Jarrett acknowledged and shared appreciation for new and current staff members. All subcommittee members seconded the sentiment.

Third Laguna Hills Mutual Garden Villa Recreation Room Subcommittee July 5, 2023 Page 2 of 4

Staff Member Comments

None.

Date of Next Meeting

Wednesday, November 1, 2023, at 1:30 p.m.

Adjournment

The meeting was adjourned at 2:38 p.m.

Mark W. Laws
Mark W. Laws (Jul 12, 2023 11:20 PDT)

Mark W. Laws, Chair

Mark Laws, Chair Adam Feliz, Staff Officer Telephone: 597-4614



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE

Thursday, July 6, 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, Mark Laws, Donna Rane-Szostak, S.K. Park

COMMITTEE MEMBERS ABSENT: Ralph Engdahl (Excused), Jules Zalon (Excused)

OTHERS PRESENT: Kay Havens (President, El Toro Water District Board of Directors), Cush Bhada (Committee Alternate, arrived at 11:04 a.m.)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of Agenda

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

3. Approval of the May 4, 2023 Report

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

4. Remarks of the Chair

Chair Lewis informed the audience that the Landscaping Department is currently focused on repairing turf that was impacted by the rain events this last Winter and Spring, and that the focus will shift to slope renovation in Fall 2023.

5. Department Head Update

Mr. Wiemann informed the audience that landscaping services has been busy reseeding the turf areas and spraying the turf weeds along with the shrub bed weeds. He also gave a brief overview of the status of the plastic covered slope areas.

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.

5c. Tree Work Status Report

Mr. Wiemann discussed the provided list of tree work in detail. Members made comments and asked questions.

5d. Key Performance Indicators

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

6. Member Comments

Several comments were made. Topics included:

- Member specific requests
- Fire fuel reduction procedures in Gate 11
- Slopes
- Drought tolerant plantings

7. Response to Member Comments

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

8. Items for Discussion and Consideration

8a. Tree Removal Request: 5480-B Paseo Del Lago West

Director Laws made a motion to accept staff recommendation for the removal of one Bottlebrush tree located at 5480-B. Director Rane-Szostak seconded. The motion passed unanimously.

8b. Tree Removal Request: 5554-A Rayo Del Sol

Director Laws made a motion to accept staff recommendation for the removal of one Fern Pine tree located at 5554-A. Director Rane-Szostak seconded. The motion passed unanimously.

8c. Urban Forest Management Plan (UFMP)

Mr. Wiemann instructed the Committee to review the 80% Completion Draft of the UFMP and send their notes to Mrs. Abolmoloki at their earliest convenience. Mr. Wiemann also recommended that the notes be reviewed by the Committee in a "special open working group meeting" format instead of the more formal "regular open committee meeting" format.

8d. Proposed Addition of Two Full Time Equivalents

Mr. Wiemann discussed and reviewed the provided Staff Report. Director Laws made a motion to recommend to the Board of Directors to add two Gardener positions to the Grounds Maintenance Division for the period of July through December 2023. Director Rane-Szostak seconded. The motion passed unanimously.

9. Items for Future Agendas

- Addition of One Full Time Equivalent for Quality Control
- Architect Design Templates
- Passive Park Concept Plans
- Landscape Manual (September)

10. Committee Member Comments

No comments were made.

- 11. Date of Next Meeting: Thursday, August 3, 2023 at 9:30 a.m.
- 12. Adjourned at 11:23 a.m.

DRAFT

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

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OPEN MEETING

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

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

<u>REPORT</u>

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

COMMTTEE 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, June 27, 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, Nathaniel "Ira" Lewis, Cush Bhada, and Andy

Ginnochio (Alternate)

MEMBER ABSENT: Jules Zalon

ADVISORS PRESENT: Stuart Hack and Theresa Keegan (entered meeting at 9:31 a.m.)

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright, Ruby Rojas, Pamela Bashline, Jeff Spies and

Patty Kurzet

OTHERS PRESENT: Third: S. K. Park, Cris Prince (listening in via Zoom)

1. Call to Order

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

2. Approval of Agenda

Director Lewis made a motion to approve the agenda with a correction for the next meeting date Wednesday, July 26, 2023. Director Bhada seconded the motion.

By way of unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Lewis made a motion to approve the May 23, 2023 meeting report. Director Ginocchio seconded the motion.

By way of consensus, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member commented on the nuisance policy to address noises during non-quiet hours

6. Response to Members Comments

Director Lewis and Bhada commented on the issue and stated it could be difficult to address but will review the matter.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Leasing/ Rental Policy

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

Director Lewis made a motion to forward the matter to the Finance Team for suggestions regarding some possible changes. Director Bhada seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline, Mr. Spies and Ms. Kurzet exited the meeting at 10:20 a.m.

b. Barbecue Grill Rules and Regulations

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

Director Lewis made a motion to rescind Resolution 03-21-18 Barbecue Grill Rules and Regulations and reference general Orange County Fire Authority (OCFA)recommendations for fire-safety in the summer fire-safety article. Director Bhada seconded the motion.

By way of vote, 2-2-0 (Director Laws and Director Bhada voted no) the motion failed.

Director Lewis made a motion to postpone and readdress rescinding the Barbecue Grill Rules and Regulations Policy with standard full committee. Director Bhada seconded the motion.

By way of unanimous consent, the motion passed.

c. Disciplinary Violations Matrix

Chair Laws, presented the Disciplinary Violations Matrix for the committee to review for relevance and updating. The Committee discussed the matter and asked questions.

Chair Laws made a motion to table the matter and review at the next meeting.

By consensus, the motion passed.

d. Schedule of Monetary Penalties

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

Chair Laws made a motion to table the matter and review at the next meeting.

By consensus, the motion passed.

9. Items for Future Agendas

a. Noise Nuisance

10. Committee Member Comments

None.

11. Date of Next Meeting

Wednesday: July 26, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:26 a.m.

Mark W. Laws
Mark W. Laws (Jul 10, 2023 11:30 PDT)

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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 21, 2023 – 1:30 p.m. Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Donna Rane-Szostak,

Andy Ginocchio, Azar Asgari, Thomas Tuning, Margaret Bennett

DIRECTORS ABSENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Jose Campos, Pam Jensen, Alison Giglio, Eric Nunez, Baltazar

Mejia, Erika Hernandez

OTHERS PRESENT: GRF – Joan Milliman, Yvonne Horton, Reza Karimi, Juanita Skillman

United – Maggie Blackwell, Cash Achrekar

Third – S.K. Park, Jim Cook

Call to Order

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

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of April 19, 2023

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

Chair Remarks

Director Hopkins thanked the Finance staff for the hard work being placed wit h the ERP system and testing the system while working with IT and the Financial Planning for the 2024 Business Plan and disclosed appreciation for all the work. He briefly mentioned that the advisor committee was authorized by GRF and will be working with Finance to start setting up the meeting.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Jose Campos, Assistant Director of Financial Services, shared an update on the 2024 Business Plan development that began in March 2023 and commented on the Finance Teams participation with the IT team in regards to the ERP system.

Review Preliminary Financial Statements dated May 31, 2023

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

Endorsement from Standing Committees

Community Activities Committee – Donation of Computers for PC Classroom. Alison Giglio, Recreation and Special Events Director, presented a staff report requesting an endorsement to accept a donation of 21 Dell computers for use in the PC Classroom in accordance with the Donation Policy. A motion was made and moved by Director Donna Rane-Szostak and moved by Director Azar Asgari to approve and endorse staff's recommendation as presented. Discussion ensued. The motion passed unanimously and will be presented at the next board meeting.

Community Activities Committee – Garden Center Vegepods Rental Fee. Alison Giglio presented a staff report requesting to approval to implement a \$50 annual rental fee for Vegepods located at Garden Center 2. A motion was made and moved by Director Thomas Tuning and seconded by Director Asgari to accept staff's recommendation as presented. Discussion ensued. The motion passed unanimously and will be presented at the next board meeting.

Security and Community Access Committee – Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza. Eric Nunez, Director of Security, presented a staff report requesting to hire a traffic engineer consultant to perform a study on Avenida Sevilla and Via Mendoza for the purpose of installing stop signs and crosswalks.

A member from "Concerned Residents & Friends for Safety" commented on the research he found regarding the cross streets and shared the basis of their request to bring forth the recommendation to the SCAC Committee was to simply keep residents safe from speeding vehicles.

A motion was made and moved by Director Elsie Addington and seconded by Director Ginocchio to accept staff's recommendation as presented. Discussion ensued. Director Thomas Tuning amended the motion to accept staff's recommendation for the installation of stop signs and crosswalks without an engineer study. Director Asgari seconded. The motion failed to pass by a vote of 2-5 (Directors Asgari and Tuning in favor). The original motion was voted on to accept staff's recommendation as presented and passed by vote 5-1 (Director Asgari against) and will be presented at the next board meeting.

Maintenance and Construction Committee – Pricing Rates for Electric Vehicle Charging Stations. Baltazar Mejia, Maintenance and Construction Assistant Director, presented a staff report recommending that the committee approve and endorse the revised electric vehicle charging rates for a year and conduct adjustments for the following 2 years. A motion was made

Report of GRF Finance Committee Regular Open Meeting June 21, 2023 Page 3 of 3

by Director Asgari to accept staff's recommendation to revise the electric vehicle charging rates for a year and revisit the discussion in July 2024. Director Donna Rane-Szostak seconded.

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

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, August 16, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:54 p.m.

DRAFT
James Hopkins, Chair

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MEETING OF THE GOLDEN RAIN FOUNDATION COMPLIANCE AD HOC COMMITTEE

Friday, June 9, 2023 - 9:30 a.m. Laguna Woods Village Community Center Sycamore Room/ Virtual Meeting 24351 El Toro Road, Laguna Woods, CA 92637

DIRECTORS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Reza Karimi, Cris

Prince and Mark Laws and Maggie Blackwell entered at 9:33 a.m.

DIRECTORS EXCUSED: Joan Milliman and Pearl Lee

STAFF PRESENT: Blessilda Wright, Ruby Rojas and Alison Giglio

OTHERS PRESENT: Third: S.K Park and Andy Ginnochio

GRF: Elsie Addington

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:30 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda.

Without objection, the agenda was approved.

APPROVAL OF THE REPORT FROM MAY 3, 2023

Chair Carpenter made a motion to approve the meeting report from May 3, 2023 with changes to include others present.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

Members commented the monetary penalties and Disciplinary Violations Matrix as standalone documents

RESPONSE TO MEMBER COMMENTS

The Committee and Ms. Wright responded to the members comments.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Member Disciplinary Hearing Procedure

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

Chair Carpenter made a motion to with consult with GRF legal counsel to update the Timely Processing of Member Discipline and marry the following policies Schedule of Monetary Penalties, Member Disciplinary Violations Matrix, Nuisance Policy and Flarassment Policy Page 1 of 4

GRF Compliance Ad Hoc Committee Meeting Report June 9, 2023
Page **2** of **3**

into a singular policy.

By consensus, the motion passed.

8. Disciplinary Violations Matrix

Ms. Wright, gave an overview of the Disciplinary Violations Matrix. The Committee members made comments and asked questions.

Director Karimi made a motion to approve the following changes: apply an X to both columns for 'Improper Use of GRF Property', change Non-Smoking Policy to Violation of Non-Smoking Policy and only apply the X to Follow Normal Hearing Process for Violation of Non-Smoking Policy. Director Blackwell seconded the motion.

By consensus, the motion passed.

9. GRF Club Application

Ms. Alison Giglio, Recreation and Special Events Director, gave an overview of the Recreation Club Requirements. The Committee members made comments and asked questions.

Director Skillman made a motion to forward Recreation Club Requirements recommendations to the Community and Activity Committee for review and consideration. The following are the recommendations: Use of GRF Recreations Facilities section A. All facilities/general #17- Include language suggesting that the club should offer a reasonable accommodation to a member with a disability; Club/Groups/Organizations section A. # 2 and 3 reword to the statements; #4- bold last sentence and #14 – Include clarifying language and member expectation information. Director Blackwell seconded the motion.

By consensus, the motion passed.

Director Laws left the meeting at 11:28 pm

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- a. Internal Dispute Resolution (IDR) Policy
- b. Additional Occupancy Fee

Date of Next Meeting

Friday, July 14, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:36 a.m.

Bunny Carpenter

Bunny Carpenter- Chair

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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, June 28, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens (Left meeting at 2:56 p.m.), Martin Roza

MEMBERS ABSENT: Cash Achrekar (No Notice Given)

OTHERS PRESENT: Elsie Addington

STAFF PRESENT: Eric Nuñez, Cody DeLeon, Carmen Aguilar, Tom Siviglia

CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:36 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 April 26, 2023 meeting report.

CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for todays and future SCAC meetings moving forward.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

- 1. Flashing Stop Signs Pilot Program
- 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 and asked questions. Topics included:

- Requesting traffic for Aquatics program for 2hrs
- Frequency of monitoring community cameras
- Miss O'Hara does not feel safe with all the break-ins happening between 1a.m.-5
 a.m. rear or around gates 5 and 6. She suggested officer be on bikes so the
 individual(s) don't hear the patrol car approaching.

Staff Officer Nuñez response:

Members made comments

- Request for security personnel to monitor Aquatics program in August
- Rizzo will be contacted by Cody DeLeon to discuss. Director Addington delivered a
 message from Bunny Carpenter. Currently there are close to 400 cameras and they
 are used for investigative purposes in the event something happens. Our dispatch
 department has the capability to flip back and forth for monitoring purposes. The
 videos are available for three months. Also, in the event a camera is not functioning
 our IT department is notified with the location and problem.

Response to Miss O'Hara- In regards to actively monitor cameras the possibility exists to have a volunteer program however; privacy issue will arise and this needs further discuss since the videos belong to Laguna Woods Village. He would have Tom Siviglia to reach out to Miss. O'Hara in regarding this matter for preventive measures.

RV UPDATE

Staff Officer Nuñez noted that there are only ten on the waiting list as one spot was filled this morning (June 28, 2023) leaving only thirty-two 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.
- 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 rulanteem #0 500th.

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:

- o Gate 12 kiosk was delivered and prepped for installation
- o Gate 12 guest access dropdown menu option has been added
- Hand-held QR reader to scan guest passes
- o 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 August 23rd, 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.

uanita Skillman	
 Chair: Juanita Skillman	_

Signature: Juan Skillman May 8, 2023 23:

Email: juanitaskillman@aol.com

OPEN MEETING

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

Thursday, June 8, 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, Joan Milliman, Maggie Blackwell,

Andy Ginocchio, S.K. Park, Debbie Dotson

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Siobhan

Foster, Jose Campos, Joana Rocha, Paul Nguyen, Erika

Hernandez, Blake LeFante, Randall Damron

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Chair Horton requested to remove item 10 from the agenda per resident request.

Motion to approve agenda as amended passed unanimously.

Approval of Committee Report for May 11, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Performing Arts Center has the dining rooms and the rehearsal room open for reservations and for those interested to please check with the Recreation

Department for availability. Human Resources and the Recreation Department have done a good job of filling positions in a tough labor market. Each month more clubhouses are open for longer hours. Special requests are taken into consideration, but not all requests can be accommodated instantly.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: there were 221 attendees at the Clubhouse 1 patio concert featuring Steve March Torme; the Clubhouse 2 Art Affair was a success with 1,188 attendees and 41 artists; the Mother's Day Buffet at Clubhouse 5 had 236 attendees; the Club Expo was very successful with 68 clubs registered and over 500 attendees; all but four lights awaiting parts in the Clubhouse 5 ballroom have been replaced; the Performing Arts Center Memorial Day event was well received with over 550 in attendance; over \$5.000 was raised from ticket donations and a generous donation from the Korean American Club which is to benefit the American Legion's Operation Comfort Warriors; all pools are open and the summer schedule is posted on lagunawoodsvillage.com; the popular Equestrian Center Renaissance Faire had 500 attendees; the Equestrian Center show season has begun with a group of residents who have signed up to compete in shows with staff trainer support; all positions are filled at the Equestrian Center; the new indoor grooming, vet and therapy space at the Equestrian Center is nearly complete and the upstairs storage conversion to office space is now complete; the new Equestrian trailer is ready for use for emergencies, clinics and shows; Library volunteers worked 726 hours to support 2,716 visitors in May; 34 residents signed up for catalogue access and 3,240 items circulated through the desk last month.

Ms. Murphy stated the following upcoming events: Lottery cards for 2024 room reservations will be collected until end of business day on June 15; the new session-based class, "Aging to Sage-ing" with Lois K. Rubin will be held Mondays, 10:30 a.m. to noon at the Performing Arts Center; the first of three Splash Days will be held at Pool 2 on June 16, noon to 4 p.m.; Father's Day brunch will be hosted at Clubhouse 5 on June 18 at 11 a.m.; the Performing Arts Center will host two free movies per month during the summer on Mondays at 2 p.m.; the 90s Luncheon will be held at Clubhouse 5 on June 20 at 11:30 a.m.; Fourth of July Celebration will host two golf cart parade routes that will end at Clubhouse 2 with an outdoor concert featuring Stone Soul, noon until 2 p.m. and food will be available for purchase.

Mr. McCray stated a bunker renovation project will be managed in-house and completed a few at a time; the driving range project has slowed a bit due to soil test determination that requires added material to grow proper vegetation; practice nets have been ordered to allow for practice while the project is underway and will reutilize warmup cages in the area near the putting green inside gate 12; the Garden Center database is in order which assists with billing accuracy.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: restoration of weekend hours of Clubhouse 4; Emeritus classes at Clubhouse 4.

Discussion ensued.

CONSENT

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

Mr. Campos provided an overview of the Financial Statement. Discussion ensued.

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Computers for PC Classroom - Director Laws made a motion to recommend a resolution of the donation of 21 Dell computers for use in the PC Classroom in accordance with the Donation Policy. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Garden Centers Advisory Committee – Director Bhada made motion to recommend the establishment of a resident advisory committee at the Garden Centers. Director Addington seconded.

Discussion ensued.

Staff was directed to report back to the Community Activities Committee in six months for review of the Garden Centers Resident Advisory Committee.

Motion passed unanimously.

Garden Center Vegepods Rental Fee – Director Bhada made motion to accept staff recommendation with the annual Vegepods rental fee to be \$57. No second, motion failed.

Report of GRF Community Activities Committee Regular Meeting June 8, 2023 Page 4

Director Addington made a motion to accept staff recommendation with the annual Vegepods rental fee to be \$50 and no replacement of any Vegepods without the consent of the Community Activities Committee. Director Casey seconded.

Discussion ensued.

Motion passed 4-2. Directors Laws and Bhada voted against.

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

CONCLUDING BUSINESS

Committee Member Comments

Advisor Boudreau and Director Lee stated they will not be able to attend the July CAC meeting.

Director Addington stated 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 10 a.m. on Monday, July 17, 2023.

Adjournment

There being no	further business,	the Chair ac	ligurned the	meeting at 3:15	n m
There being no	iui ii ei busii less,	uie Chan ac	ijourneu ine	meeting at 3.13	p.111.

Yvonne Horton				
Yvonne Horton, Chair				