

OPEN SESSION

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

Tuesday, August 15, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum President Laws
- 2. Pledge of Allegiance Director Bhada
- 3. Approval of the Agenda
- 4. Approval of the Minutes
 - a. July 13, 2023 Third Budget 2024 Business Plan Review Version 2
 - **b.** July 18, 2023 Regular Board Meeting
 - c. August 4, 2023 Agenda Prep Meeting
- 5. Report of the Chair
- 6. Update from VMS Board None
- 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 Steve Hormuth, Finance Services Director

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10. Department Update: Information and Resident Services – Chuck Holland, Information and Resident Services Director, IS/Resident Services/ITAC

11. CEO Report

- **12. Consent Calendar** All matters listed under the Consent Calendar are recommended for action by Committees and will be enacted by the Board by one motion. In the event an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.
 - **a.** Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of June 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendations from the Finance Committee

- 1. Approve a Resolution for Recording a Lien against Member ID # 931-480-78
- 2. Approve a Resolution for Recording a Lien against Member ID # 932-790-09
- 3. Approve a Resolution for Recording a Lien against Member ID # 931-530-71
- 4. Approve a Resolution for Recording a Lien against Member ID # 931-460-54
- 5. Approve a Resolution for Recording a Lien against Member ID # 934-900-50
- 6. Approve a Resolution for Recording a Lien against Member ID # 931-511-75
- 7. Approve a Resolution for Recording a Lien against Member ID # 934-590-54
- 8. Approve a Resolution for Recording a Lien against Member ID # 934-901-99

c. Recommendations from the Landscape Committee

- 1. Recommendation to Approve the Request for the Removal of One Melaleuca Tree Located at 3365-1G Punta Alta
- 2. Recommendation to Approve the Request for the Removal of One Carrotwood Tree Located at 5391-B Paseo Del Lago
- d. Recommendation from the Architectural Controls and Standards Committee None

13. Unfinished Business

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

14. New Business

a. Entertain a Motion to Rescind the Barbeque Rules and Regulations (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

- b. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- c. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- **d.** Entertain a Motion to Approve Revised Maintenance & Construction Committee Charter
- **e.** Entertain a Motion to Approve a Preferred Vendor Referral Program for Small Drywall Removals
- **f.** Entertain a Motion to Approve 2022 Operating Surplus
- **g.** Entertain a Motion to Consider Landscape Appeal for Resident Members of 5191 Duenas

15. Third Mutual Committee Reports

- **a.** Report of the Finance Committee / Financial Report Director Rane-Szostak. The Committee met on August 1, 2023; next meeting October 3, 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 August 14, 2023; next meeting September 11, 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.
- **d.** Report of the Landscape Committee Director Lewis. The Committee met on August 3, 2023; next meeting September 7, 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 July 27, 2023; next meeting, October 26, 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 July 26, 2023; next meeting August 22, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- **a.** Community Activities Committee Director Bhada. This Committee met on August 10, 2023; the next meeting is September 14, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- **b.** GRF Maintenance & Construction Committee Director Engdahl. The Committee met on August 9, 2023; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **c.** Disaster Preparedness Task Force Director Park. The task force met on July 25, 2023; the next meeting is September 26, 2023 at 9:00 a.m. in the Board Room.
- **d.** Mobility and Vehicles Committee Director Bhada. This Committee met on August 2, 2023; the next meeting is October 4, 2023 at 1:30 p.m. in the Board Room.
- **e.** Information Technology Advisory Committee Director Laws. This closed Committee last met on August 4, 2023; next meeting is August 25, 2023 at 1:30 p.m. as a virtual meeting.
- **f.** Compliance Ad Hoc Committee Director Ginocchio. This Committee met on August 11, 2023; next meeting TBA.
- **g.** Broadband Ad Hoc Committee Director Cook. This closed Committee last met on July 25, 2023; the next meeting is August 21, 2023.
- **h.** Report of the Laguna Woods Village Traffic Hearings Director Park. The hearings were held on July 19, 2023; next meeting August 16, 2023.
- i. The following GRF Committees have not met since the last Third Board Meeting of July 18, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee Director Engdahl. This Committee met on 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. Media and Communications Committee Director Cook. The Committee met on July 17, 2023; the next meeting is September 18, 2023 at 1:30 p.m. in the Board Room.
 - iv. 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.
 - v. 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.
 - vi. Website Ad Hoc Committee Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.

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- 17. Future Agenda Items-- All matters listed under Future Agenda Items are Resolutions that may be on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.
 - Entertain a Motion to Rescind the Barbeque Rules and Regulations
 - Entertain a Motion to Amend Monetary Penalties
 - Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy
 - Entertain a Motion to Approve the Revision to the Alteration Fee Schedule

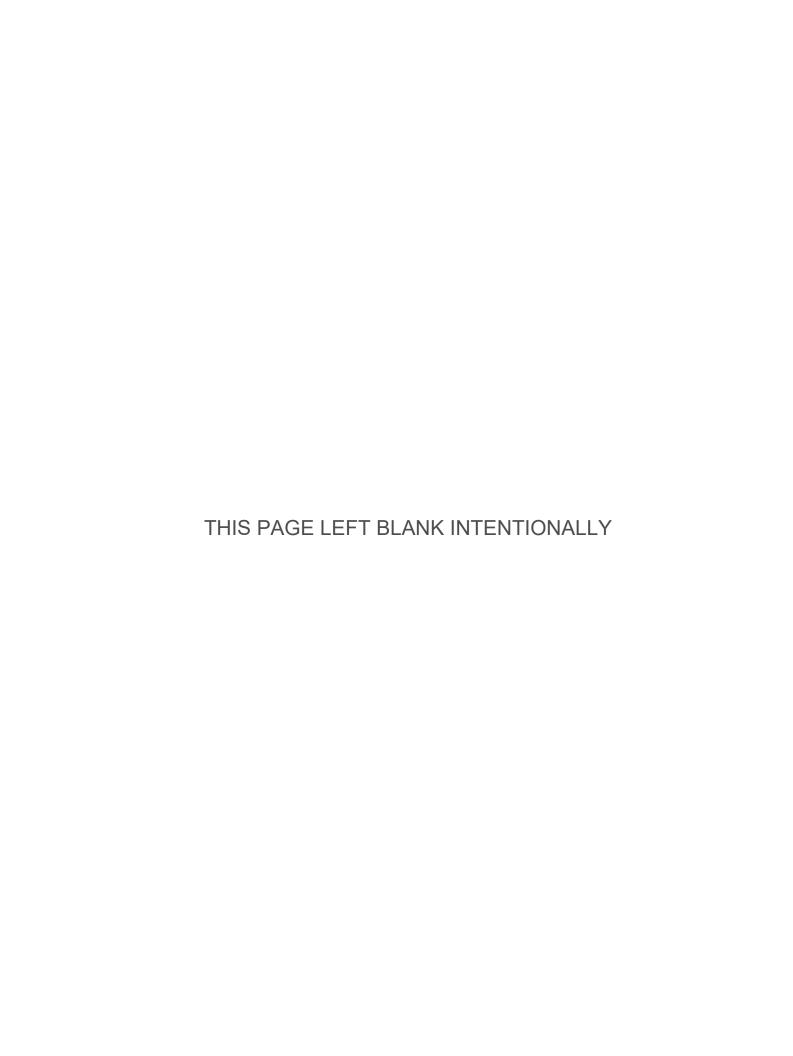
18. Directors' Comments

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

Closed Session Agenda

Approval of Agenda
Approval of the Minutes
(a) July 18, 2023 – Regular Closed Meeting
Discuss and Consider Member Matters
Discuss Personnel Matters
Discuss and Consider Contractual Matters
Discuss and Consider Litigation Matters

20. Adjourn





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

Thursday, July 13, 2023 - 9:30 a.m. 24351 El Toro Road, Laguna Woods, California Hybrid Meeting

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

Directors Absent: Jules Zalon (excused)

Staff Present: Siobhan Foster, Jose Campos, Manuel Gomez, Robert Carroll, Kurt Wiemann

Others Present: None

Call Meeting to Order - Mark Laws, President

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

Approval of Agenda

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

Member Comments (Items not on the agenda)

A member requested that the Board consider adding Shepherds Crook project back into the budget to complete the Santa Maria area.

Review of the Proposed 2024 Business Plan - Version 2

Jose Campos, Assistant Director of Financial Services, presented an overview of the proposed 2024 Business Plan Version 2 to gain some direction from the Board. Several questions were asked by Board members. Questions were addressed and noted by staff. No actions were taken.

A member congratulated the board for maintain a 2% increase of the budget considering the external factors causing inflation and upward costs in materials and proceeded to comment on the relining of the pipes, and shared that by being more "proactive" money could be saved in the long run. Lastly, he requested that the board continue replanting drought-tolerant plants.

Staff requested that any changes to Version 2 of the business plan be provided by the end of Friday July 21st, so they can be included in Version 3 and shared at the next budget meeting which is scheduled for Thursday August 10th.

Director's Comments

None.

Adjournment

The meeting was adjourned at 11:32 a.m.

Ralph Engdahl, Second Vice President Third Laguna Hills Mutual Board of Directors



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

Directors Present: Mark Laws, Ralph Engdahl, Donna Rane-Szostak, Cris Prince,

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

Cush Bhada

Directors Absent: Jules Zalon (excused), Jim Cook (excused)

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

Mejia, Carlos Rojas, Eileen Paulin, Ian Barnette, Michael Horton

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

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

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

4. Approval of Minutes

- a. June 20, 2023 Regular Board Meeting
- b. July 7, 2023 Agenda Prep Meeting
- c. July 7, 2023 Special Open Meeting

Director Ginocchio made a motion to approve the minutes of June 20, 2023– Regular Board Meeting. Director Rane -Szostak seconded.

President Laws stated that on page 21 of 26, Resolution 03-23-71, the vote needs to change as he did not abstain. The video was reviewed to show that Director Yun was the abstaining vote.

Hearing no further changes or objections, the amended June 20, 2023 – Regular Board Meeting minutes were approved unanimously. Director Prince abstained.

Director Lewis made a motion to approve the minutes of July 7, 2023– Agenda Prep Meeting. Director Bhada seconded.

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

Director Prince made a motion to approve the minutes of July 7, 2023– Special Open Meeting. Director Ginocchio seconded.

Hearing no changes or objections, the July 7, 2023 – Special Open meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- 4 Director terms are expiring in October, if interested, please come in to pick up an application
- 2024 Budget Discussion is proceeding as planned

6. Update from the VMS Board – Director diLorenzo

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

- Bright Ideas Program
- KPIs Vacancy and Termination Trends
- Resident Employment
- Reduce 2024 Staff Budget
- Reduce Nonvalue-Added Tasks
- Training
- Internal Audit Program
- Additional Events of Note
- Adjustments

VMS Director diLorenzo answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- A member complemented the work of the Landscape Department and commented on the Shepard's Crook around Gate 11
- A member commented on Landscape removing bushes behind building 5191
- A member commented on the laundry rooms dryers being replaced with residential dryers instead of commercial dryers in their building on the 2nd and 3rd floor
- A member commented on cul-de-sac 202 traffic issues and wanted to thank the Third/GRF Board for the blinking stop signs
- A member commented on a manor alteration demo permit issue

8. Responses to Open Forum Speakers

- President Laws commented on the Shepard's Crook
- President Laws commented that he will reach out to Ms. Wallis
- President Laws commented that he will reach out to Ms. Finick
- President Law will give Ms. Kennedy a status update at the end of the week
- Director Lewis stated they will be using speed clean machines in the laundry room

THIS ITEM WAS TABLED UNTIL NEXT MONTH

9. Department Update: Budget/Financial Services – Jose Campos, Assistant Services Director

10. CEO Report

CEO Siobhan Foster reported on:

- Ways to Reduce Costs
- Use Village Tech Tools
- Cost reductions/Efficiencies

CEO Foster answered questions from the Board.

Michael Horton, Building Permits & Inspections Manager, answered a question pertaining to the elimination of asbestos in a report.

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

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

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. Recommendation from the Finance Committee None
- c. Recommendation from the Landscape Committee
 - 1. Recommendation to Approve the Request for Removal of one Bottlebrush Tree located at 5480-B Paseo Del Lago West

RESOLUTION 03-23-74

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.

2. Recommendation to Approve the Request for Removal of One Fern Pine Tree located at 5554-A Rayo Del Sol

RESOLUTION 03-23-75

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.

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)

Director Prince read the following resolution:

RESOLUTION 03-23-76

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 Ginocchio made a motion to approve the resolution for update of Alteration Standard 41A: Solar Panels, 2 Story Buildings. Director Yun seconded.

Director Lewis requested staff to add the map for the Seville.

President Laws requested that staff add Sq. between 200 an ft.

- A member commented on the slope of solar panels
- A member commented on the net metering

Hearing no further changes or objections, the motion, with requested changes, was called to a vote and passed 8-1-0. President Laws voted against.

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)

Director Prince read the following resolution:

RESOLUTION 03-23-77

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 Bhada made a motion to approve the resolution for revision to Architectural Standard 1: General Requirements. Director Rane-Szostak seconded.

Discussion ensued among the Board.

Director Lewis requested clarification on a few of the items.

Mr. Horton and Mr. Bart Mejia, Assistant Director and Facilities Engineer, answered questions from the Board.

Director Lewis requested that the sentence "Dumpsters may not be placed in cul-desac unless approved by manor alterations and or security" be added.

President Laws requested the wording "Staff is allowed work according to staff hours" be added.

Director Lewis left the meeting at 11:18 a.m.

A member commented on not allowing contractors to play loud music/radio.

Hearing no further changes or objections, the motion, with requested changes, was called to a vote and passed 7-1-0. President Laws voted against.

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)

Director Prince read the following resolution:

RESOLUTION 03-23-78

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 Rane-Szostak made a motion to approve the resolution for Lease/Rental Authorization Policy and Application. Director laws seconded.

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

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)

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

Director Rane-Szostak made a motion to approve the Resolution for revised alteration standard 42: Ramps for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Ginocchio seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed 7-1-0. President Laws voted against.

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)

RESOLUTION 03-23-XX

Revised 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.

Director Prince made a motion to approve the Resolution for Revised Alteration Standard 16: Garage Doors for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Rane-Szostak seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed 7-1-0. President Laws voted against.

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)

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.

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

Director Lewis re-entered the meeting at 11:54 a.m.

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

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)

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.

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

Discussion ensued among the Board.

Director Prince amended the motion to table this at another time. Director Ginocchio seconded.

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

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)

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.

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

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

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 is 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 Prince. The committee met July 6, 2023; next meeting is 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 is 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 is 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 is 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 is 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 is 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 is 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 is August 11, 2023.
- 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 Bhada. 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. Media and Communications Committee Director Prince. This committee met on July 17, 2023; next meeting is September 18, 2023.
- g. 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 nexy meeting is TBA..
- iv. Website Ad Hoc Committee Director Laws. The committee last met on May 22, 2023; the next meeting is TBA.
- v. Broadband Ad Hoc Committee Director Cook. This closed committee last met on May 31, 2023; the next meeting is August 1, 2023.
- vi. Report of the Laguna Woods Village Traffic Hearings Director Park. The hearings were held on May 17, 2023; next meeting July 19, 2023.
- vii. 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.
- viii. 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.
- ix. 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 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.
 - Approve the Revision to Architectural Standard 42: Ramps
 - Approve the Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece
 - Approve the Revision to the Alteration Fee Schedule
 - Approve the Revised Resale Inspection Fee

17. Directors' Comments

- Director Yun commented on getting clarity on the finance report
- **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 12:54 p.m.

Closed Session Agenda

Approval of Agenda
Approval of the Minutes
(a) June 20, 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 4:59 p.m.

DocuSigned by:

N. (ris frimu

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



OPEN SESSION

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

Friday, August 4, 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, Cush Bhada, S.K.

Park, Andy Ginocchio, Moon Yun (left the meeting at 10:57 am),

Jules Zalon, Ralph Engdahl

Directors absent: Jim Cook (excused), Donna Rane-Szostak (excused)

Staff present: CEO Siobhan Foster, Makayla Schwietert, 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 Park made a motion to approve the Agenda. Director Lewis 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 August 15, 2023

Discussion ensued among the Board, and changes were made to the Open and Closed meeting Agendas.

President Laws asked for a motion to approve the Open and Closed meeting Agendas as amended.

Director Lewis made a motion to approve the amended Open and Closed Meeting Agenda. Director Engdahl seconded.

Hearing no objections, the August 15, 2023 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments

- President Laws commented on being cautious with discussion during Open meetings. Reminded the Board that there is a budget meeting next Thursday, August 10, 2023.
- Director Bhada commented on the Financial Statement and the proposed increase in homeowner's association dues
- Director Lewis commented on less rules affecting compliance
- Director Yun commented on the compliance department.
- Director Zalon commented on an upcoming meteor shower.

5. Adjournment

The meeting was adjourned at 11:00 a.m.

—DocuSigned by:
N. (MS PMWW

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



Recording of a Lien

WHEREAS, Member ID 931-480-78; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-480-78 and:

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Recording of a Lien

WHEREAS, Member ID 932-790-09; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member 932-790-09 and;

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Recording of a Lien

WHEREAS, Member ID 931-530-71; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-530-71 and:

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Recording of a Lien

WHEREAS, Member ID 931-460-54; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-460-54 and:

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Recording of a Lien

WHEREAS, Member ID 934-900-50; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-900-50 and:

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Recording of a Lien

WHEREAS, Member ID 931-511-75; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-511-75 and:

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 934-590-54; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-590-54 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.



RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 934-901-99; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-901-99 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.



RESOLUTION 03-23-XX

Approve the Request for Removal of One Melaleuca Tree 3365-1G Punta Alta

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 August 3, 2023, the Landscape Committee reviewed a request from the Member at 3365-1G to remove one Melaleuca tree. The Member cited the reasons as unhealthy, too much litter, peeling, possible root damage, too close to the building, blocking view and the resident had severe water damage to the unit; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with deadwood limbs where previous cuts were made; 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 Melaleuca tree located at 3365-1G Punta Alta;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, the Board of Directors approves the request for the removal of one Melaleuca tree located at 3365-1G; 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 Carrotwood Tree 5391-B Paseo Del Lago

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 August 3, 2023, the Landscape Committee reviewed a request from the Member at 5391-B to remove one Carrotwood tree. The Member cited the reasons as litter/debris; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with multiple codominant limbs; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Carrotwood tree located at 5391-B Paseo Del Lago;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, the Board of Directors approves the request for the removal of one Carrotwood tree located at 5391-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.

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: August 15, 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.

On July 18, 2023, the United Board heard the item, provided comments and revisions, and approved the item to start the 28-day review period in compliance with Civil Code §4360.

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:

Standard 16 has been revised to included commercially available materials and colors.

FINANCIAL ANALYSIS

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

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Gavin Fogg, Manor Alterations Supervisor

Third Board of Directors
Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece 08/15/2023
Page 2

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.
- 2.2 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 criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.

- 2.32.4 All garage doors shall be <u>made with commercially available materials such</u> <u>as wood, wood composites, vinyl, of aluminum, or steel or, fiberglass, etc. construction.</u> 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 Agenda item #13a

building.

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 made with commercially available materials such as wood, wood composites, vinyl, aluminum, steel or, fiberglass, etc. 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

Revised 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 revised 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: 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: August 15, 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.

On July 18, 2023, the United Board heard the item, provided comments and revisions, and approved the item to start the 28-day review period in compliance with Civil Code §4360

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:

The revised standard updates regulatory language, removes all references to American with Disabilities Act (ADA) requirements, and updates Section 2 Specifications, to include allowed materials and incorporates applicable references to governing City, State and Fair Housing 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: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Gavin Fogg, Manor Alterations Supervisor

Third Board of Directors Revision to Architectural Standard 42: Ramps 08/15/2023 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.

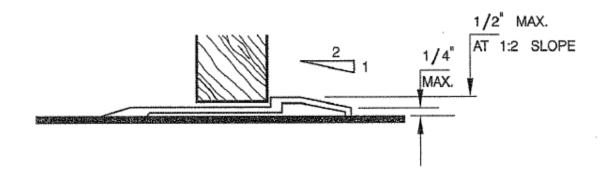
- **3.6.1. Application** Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:
- **3.6.2. Specifications** Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails 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

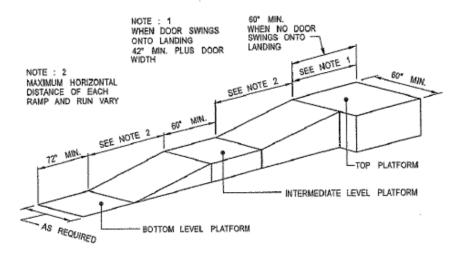


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

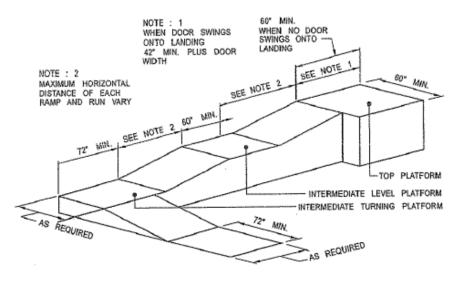
Figure 1

Thresholds





(a) STRAIGHT RAMP RUN



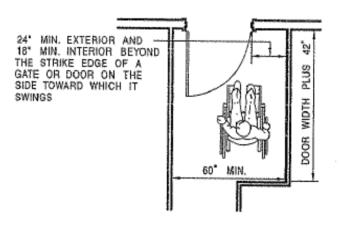
(b) RAMP WITH TURNING PLATFORM

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





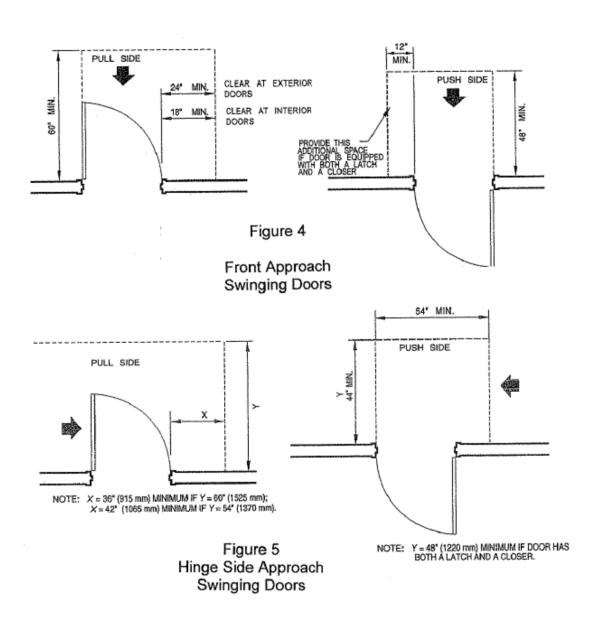
(b) RAMP LANDING AT DOORWAY

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



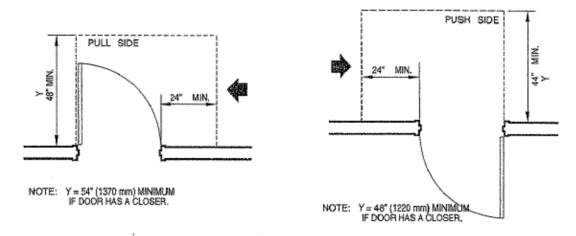
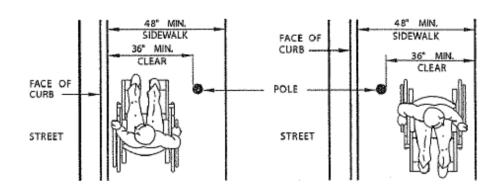
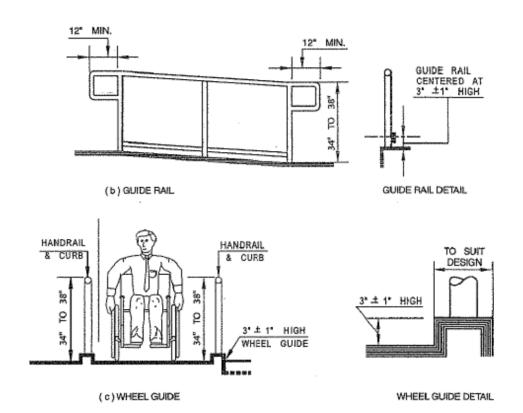


Figure 6 Latch Side Approach Swinging Doors





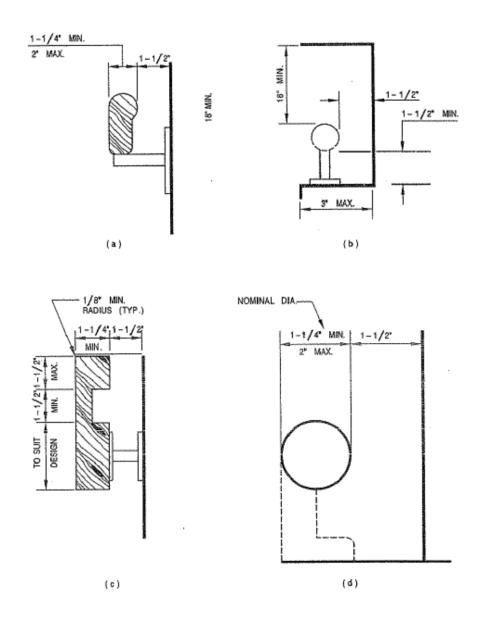
(a) SIDEWALK OBSTRUCTIONS



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



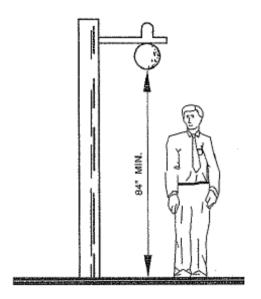


THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION,

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 <u>DEFINITIONS</u>

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 \(\frac{1}{4} \) inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

SPECIFICATIONS

2.1. Materials

2.1.1. Concrete with a minimum 3.5 inches Materials for the installation of ramps at existing paths must match the materials it is replacing.

For example, replacing concrete steps with a ramp requires that the materials of the ramp be concrete. Poured concrete must meet Agenda Item #13b

- <u>current International Code Council (I.C.C.) requirements</u> <u>pour;</u> and <u>have</u> 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.
- 2.1.3. Materials for new construction may be any material that meets accessibility requirements; however, topography, landscape, irrigation, and other factors may limit the use of certain materials. For example, decomposed granite is a type of material that when properly installed will meet accessibility requirements; however, due to its granular nature, it erodes easily particularly at steep slopes. Proposed materials must be reviewed and approved by Manor Alterations and Landscape Services.

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 Fair Housingederal 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. Agenda Item #13b

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).



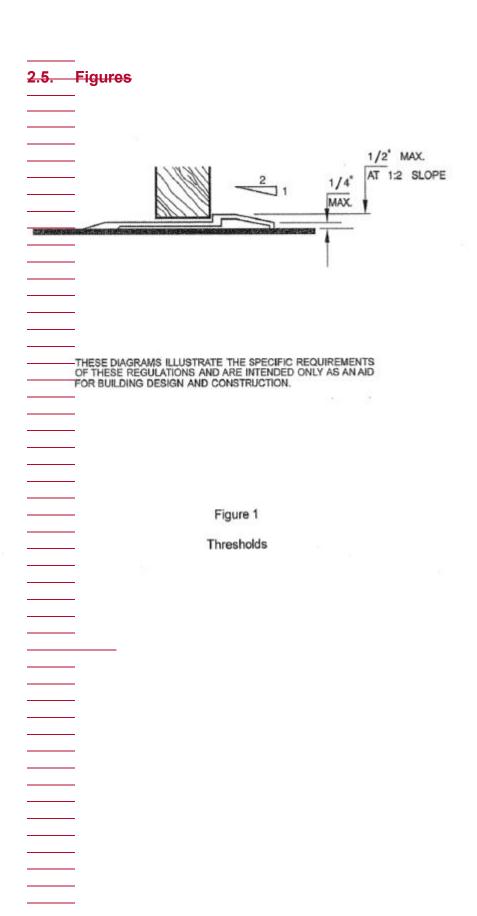
- 2.2. Maneuvering clearances at doors.
- 2.2.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door 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).



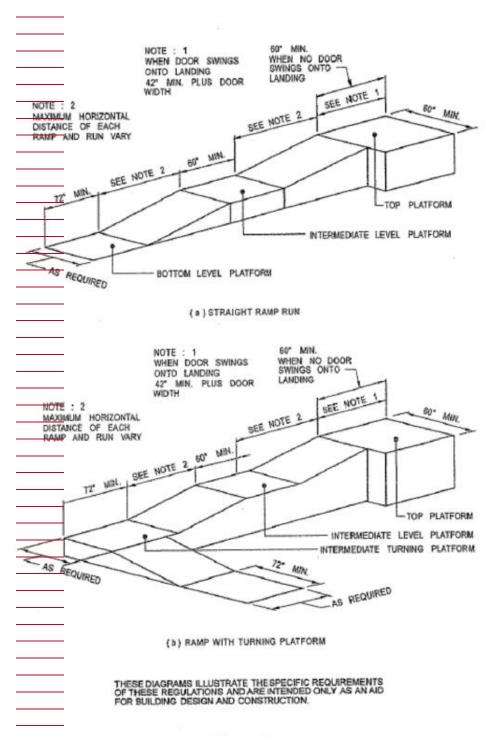
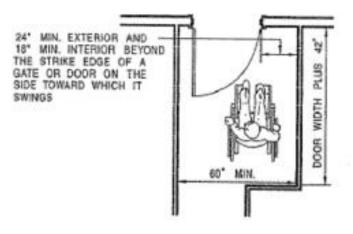


Figure 2

Ramp Dimensions

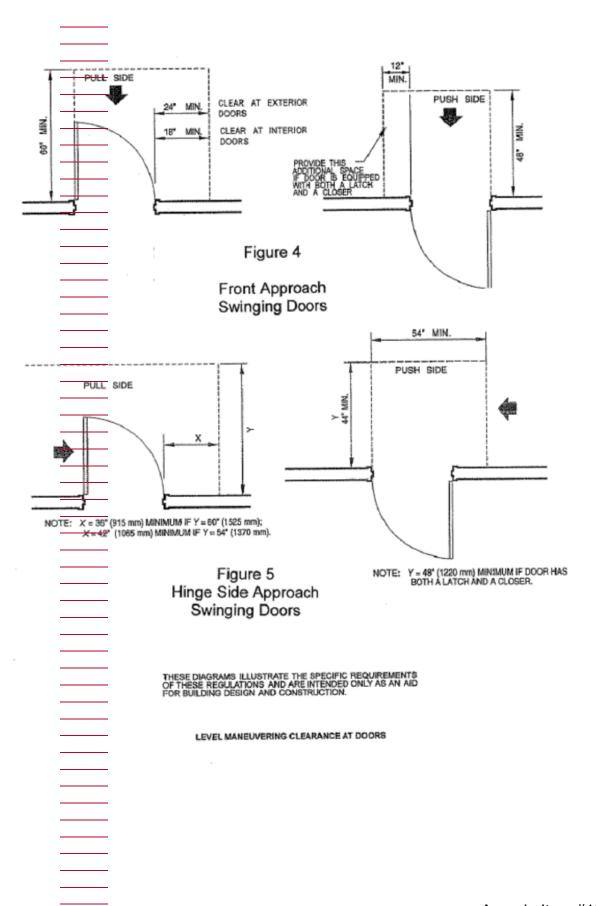


(b) RAMP LANDING AT DOORWAY

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



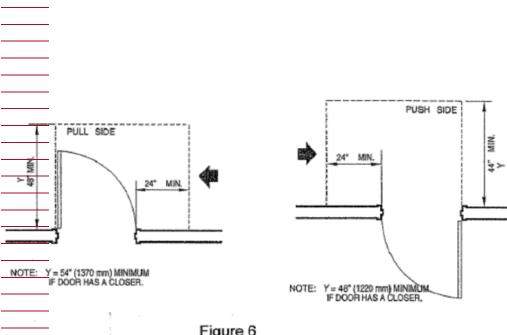
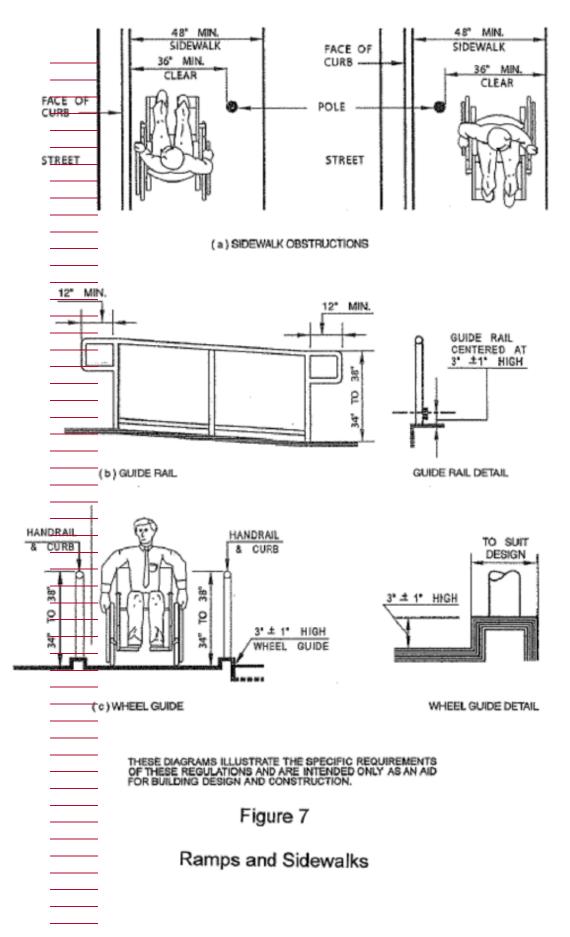
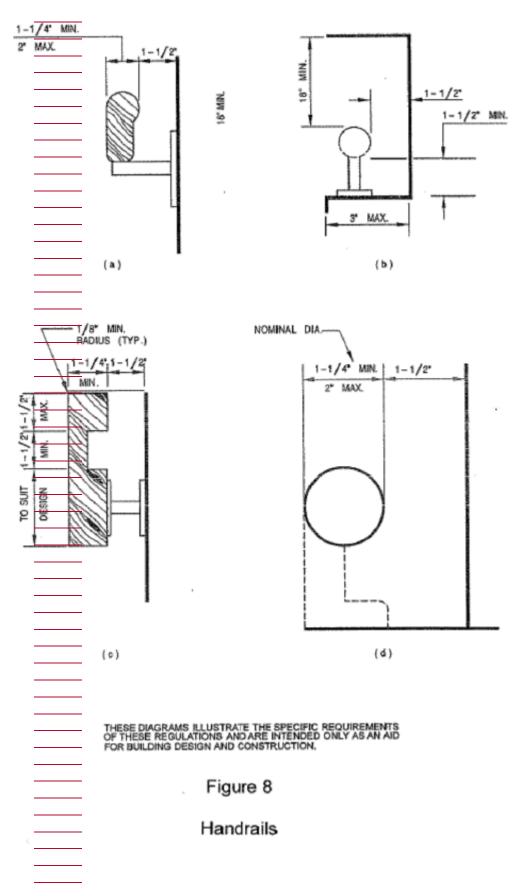
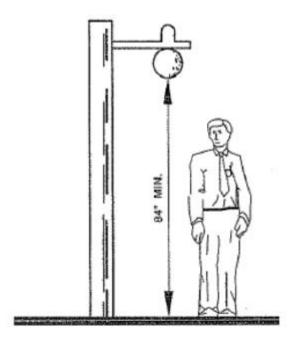


Figure 6 Latch Side Approach Swinging Doors







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. Materials for the installation of ramps at existing paths must match the materials it is replacing. For example, replacing concrete steps with a ramp requires that the materials of the ramp be concrete. 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.
- 2.1.3. Materials for new construction may be any material that meets accessibility requirements; however, topography, landscape, irrigation, and other factors may limit the use of certain materials. For example, decomposed granite is a type of material that when properly installed will meet accessibility requirements; however, due to its granular nature, it erodes easily particularly at steep slopes. Proposed materials must be reviewed and approved by Manor Alterations and Landscape Services.

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 any applicable 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 Alteration Standards and create new Alteration Standards as necessary; 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 adopts the attached revised Alteration Standard 42: Ramps; 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: 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 July 26, 2023

ENDORSEMENT (to Board)

Entertain a Motion to rescind: The Barbecue Rules and Regulations

On December 3, 2020 and February 3, 2021, the Resident Policy and Compliance Committee approved the Barbecue Grill Rules and Regulations information sheet. On March 16, 2021, the information sheet was converted into a policy and approved by the Board (Resolution 03-21-18).

On July 26, 2023, Chair Laws, presented the Barbecue Rules and Regulations Policy for discussion. The Committee discussed the matter and asked questions.

Director Bhada made a motion to rescind Resolution 03-21-18 Barbecue Grill Rules and Regulations and allow three-story buildings (also known as the "Garden Villas Associations") to adopt a Barbecue Rules and Regulations Policy. Director Prince seconded the motion.

Director Zalon amended the motion to rescind the Barbecue Rules and Regulations with no specific provision for three-story buildings. Director Lewis seconded the motion.

By way of vote, 3-2-0 (Chair Laws and Director Prince voted No) the amended motion passed. The original motion failed.



STAFF REPORT

DATE: August 15, 2023

FOR: Resident Policy & Compliance Committee

SUBJECT: Barbecue Grill Rules & Regulations

RECOMMENDATION

Review and provide direction.

BACKGROUND

On December 3, 2020 and February 3, 2021, the Resident Policy and Compliance Committee approved the Barbecue Grill Rules and Regulations information sheet. On March 16, 2021, the information sheet was converted into a policy and approved by the Board (Resolution 03-21-18).

On May 27, 2023, the Committee discussed the policy and tabled the matter for pending review of the Orange County Fire Authority Barbecue Flyers.

In the last six years there have been four fires started by barbecue grills. Only one of the incidents required Third Laguna Hills Mutual (Third) insurance company to be involved. Since 2011, the Compliance Division has mailed eleven (11) disciplinary letters regarding nuisance violations caused by the use of barbecue grills.

On June 27, 2023, the Committee discussed the policy and table the matter for full committee review.

DISCUSSION

The Chair requested review of the policy to allow the use of charcoal grills.

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-23-XX



RESOLUTION 03-23-XX

Barbecue Grill Rules & Regulations

WHEREAS, on March 16, 2021, the Board of Directors adopted the Barbecue Grill Rules & Regulations to set forth guidelines for the use of barbeque grills; and

WHEREAS, the Compliance Ad Hoc Committee has recognized the need to reevaluate the Barbecue Grill Rules & Regulations and determined they are constricting to the member and should be rescinded in its entirety;

NOW THEREFORE BE IT RESOLVED, on September 19, 2023, the Board of Directors of this Corporation hereby rescinds Resolution 03-21-18 the Barbecue Grill Rules & Regulations; 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.

AUGUST 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 Maintenance & Construction Committee July 11, 2023

ENDORSEMENT (to board)

Approve Revised Electrical Use Reimbursement Policy

Jay Allen, Damage Restoration Manager, presented a staff report and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events based on the average amount of the member's electricity bill for the month prior and the month following the event.



STAFF REPORT

DATE: August 15, 2023 FOR: Board of Directors

SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events.

BACKGROUND

The current Electricity Usage Reimbursement Policy, Resolution 03-18-45 (Attachment 1), authorizes staff to process reimbursements to members for electricity consumption related to the dry-down and restoration of manors as a result of moisture events that are the responsibility of the Mutual as well as for excess electricity consumed due to hot water supply line leaks.

For moisture intrusion events where dry-down equipment such as dehumidifiers and air movers are required, the Mutual currently reimburses the member for electricity used in the dry-down of mutual property at a flat rate of \$32 for each room affected.

On July 11, 2023, the Third M&C Committee voted unanimously to recommend the board approve the revised Electricity Usage Reimbursement Policy.

DISCUSSION

In 2022, there were 41 members who received an electrical use reimbursement. The average reimbursement was \$67 per manor. The reimbursements issued ranged from \$32 to \$160. The average cost to the Mutual for staff time to process these requests under the current policy amounted to \$81 per reimbursement, based on 2.5 hours of staff time for preparation, review of each reimbursement, and approval of each check request. The average total cost of each reimbursement amounts to a Mutual expense of \$148 which includes the costs of staff time and the average reimbursement of \$67 to the resident.

Due to rising electricity costs, staff recommends the Board of Directors approve a revised reimbursement based on the average amount of the member's electricity bill for the month prior and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. For example:

Electricity bill prior month	\$150
Electricity bill following month	\$210
Average bill	\$180
Electric bill for event month	\$300
Average bill	\$180
Amount reimbursed	\$120

Third Laguna Hills Mutual **Electrical Use Reimbursement Policy Revisions** August 15, 2023 Page 2

The proposed process would eliminate the need to regularly reset the flat rate amount of the current policy. This also reduces the amount of staff time required to process these events. Staff would be able to generate a form that members would fill in and submit with copies of their electricity bills. Once received, the amount of needed staff time required is greatly reduced.

The same process will apply for reimbursing the electricity cost associated with hot water supply leaks (under slab leaks).

FINANCIAL ANALYSIS

The average amount of reimbursement under the proposed policy is unknown. However, based on the number of reimbursements processed in 2022, the total expense for future reimbursements under the proposed policy is not expected to exceed \$5,000.

Prepared By: Justin "Jay" Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance and Construction Assistant Director

Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-18-45

Attachment 2 – Proposed Revised Resolution 03-23-XX

Resolution 03-18-45 Revised Electricity Usage Reimbursement Policy

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

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

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

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

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



Resolution 03-23-XX

Revised Electricity Usage Reimbursement Policy

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

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-18-45 adopted March 20, 2018 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 purpose of this resolution.

AUGUST 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 August 14, 2023

ENDORSEMENT (to Board)

Revision to Alteration Fee Schedule

Staff will report the ACSC Committee recommendation verbally at the August 14 Board Meeting.



STAFF REPORT

DATE: August 15, 2023 FOR: Board of Directors

SUBJECT: Revision to the Alteration Fee Schedule

RECOMMENDATION

Approve a resolution to revise the Alteration Fee Schedule which includes future revisions to be incorporated in the Annual Assessment Letter packet that is mailed every year in November.

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 June 2023, via Resolution 03-23-69 (Attachment 2) to incorporate a pass-through fee for Recordable Exclusive Use of Common Area Revocable Licenses.

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.

Staff will report the ACSC Committee recommendation verbally at the August 18 Board Meeting.

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; 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: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

Third Board of Directors Revision to the Alteration Fee Schedule 08/15/2023 Page 2

ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-23-69

Attachment 3 – Redlined Alteration Fee Schedule

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



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.



Alteration Fee Schedule

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

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

Unauthorized Alteration Fee					\$300	
					·	
		_		_		

\$50 Alteration Processing Fee
Alteration Type
Acoustic Ceiling Removal
Awnings (Standard, Less than 54")
Awnings (Powered)
HVAC (No Increase in Amperage)
Tub Replacement
Block Walls (Less than 48" H)
Block Walls (More than 48" H)
Planter Wall
Dishwasher (New Installation)
Door Revision (Exterior)
Electrical
Exhaust Fan
Fences (Less than 84") and Gates
Floor Coverings (Exterior)
Flooring (Vinyl)
Gutters and Downspouts
Metal Drop Shades
Modesty Panels (Balcony)
Patio Slab Revision
Patio Wall Revision
Plumbing
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 (1)	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement (2*) to be collected after board approval of the variance	\$750

(*) 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

<u>Future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.</u>

Following are the applicable sections of the approved resolutions adopting the respective fees:

- (1) 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 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. [Resolution 03-23-43]
- The 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; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and 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. [Resolution 03-23-69]

Agenda Item #14d



Alteration Fee Schedule

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

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

Unauthorized Alteration Fee	\$300

\$50 Alteration Processing Fee
Alteration Type
Acoustic Ceiling Removal
Awnings (Standard, Less than 54")
Awnings (Powered)
HVAC (No Increase in Amperage)
Tub Replacement
Block Walls (Less than 48" H)
Block Walls (More than 48" H)
Planter Wall
Dishwasher (New Installation)
Door Revision (Exterior)
Electrical
Exhaust Fan
Fences (Less than 84") and Gates
Floor Coverings (Exterior)
Flooring (Vinyl)
Gutters and Downspouts
Metal Drop Shades
Modesty Panels (Balcony)
Patio Slab Revision
Patio Wall Revision
Plumbing
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).
- 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 (1)	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement (2) to be collected after board approval of the variance	\$750

Future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.

Following are the applicable sections of the approved resolutions adopting the respective fees:

- (1) 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 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. [Resolution 03-23-43]
- (2) The 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; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and 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. [Resolution 03-23-69]



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, September 19, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that the following sections from prior resolutions remain valid:

- (1) 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 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
- (2) The 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; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and 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;

RESOLVED FURTHER, that Resolution 03-23-43 adopted April 18, 2023 and Resolution 03-23-69 adopted June 20, 2023 are hereby superseded and canceled; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

AUGUST 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 Maintenance & Construction Committee July 11, 2023

ENDORSEMENT (to board)

Maintenance & Construction Committee Charter

Manuel Gomez, Maintenance & Construction Director, presented the revised and current committee charter for consideration by the committee.

A motion was made and unanimously approved to recommend the board approve the revised Maintenance & Construction Committee Charter.



STAFF REPORT

DATE: August 15, 2023 FOR: Board of Directors

SUBJECT: Maintenance & Construction Committee Charter Revision

RECOMMENDATION

Approve a resolution revising the responsibilities and scope of the Maintenance and Construction Committee Charter.

BACKGROUND

The current M&C Committee Charter (Attachment 1) was approved by the Board of Directors on October 17, 1995. The Board periodically reviews the charters of all standing committees to ensure the role and responsibility of the committee are consistent with current Board policies.

On July 11, 2023, the Third M&C Committee voted unanimously to recommend the board approve the revised Charter.

DISCUSSION

The M&C Committee recently initiated a review of the committee Charter led by Committee Chair Engdahl and President Laws. The proposed revised Charter includes revisions to committee membership, scope and responsibilities as included in Attachment 2.

FINANCIAL ANALYSIS

There is no financial impact as a result of the recommended Charter revisions.

Prepared By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Current M&C Committee Charter

Attachment 2 - Revised M&C Committee Charter Resolution 03-23-XX

THIRD M&C COMMITTEE CHARTER

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

Resolution No. M3-95-92

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, a Maintenance and Construction Committee ("M & C") is hereby established as a standing committee of this corporation;

RESOLVED FURTHER, that the board of directors of this corporation hereby assigns to the M & C the duties and responsibilities assigned to the Architectural Control Committee pursuant to Article X of the amended and restated Declaration of Covenants, Conditions and Restrictions appurtenant to the mutual corporations now comprising Third Laguna Hills Mutual, with the following exceptions:

- (1) The board of directors shall retain the authority to approve or deny all requests by members for nonstandard alterations to their units or to the common or limited common area property, and
- (2) The board of directors shall retain the authority to approve, rescind or amend all architectural standards and to approve new architectural standards;

RESOLVED FURTHER, that the board of directors of this corporation hereby accepts the current Architectural Control Standards ("Standards") regarding the use of common and limited common areas with which all proposed alterations must comply;

RESOLVED FURTHER, that it shall be the duty and responsibility of the M & C to:

- (a) Review advancements in technology and methods that could produce increased efficiencies and/or cost savings in regular maintenance and/or preventive maintenance programs.
- (b) Review proposed changes in regular maintenance preventive maintenance procedures and to make recommendations to the board of directors on same.
- (c) Review the M & C budget vs. spending on a continuing basis.
- (d) Review on a continuing basis the long range needs and plans for facilities maintenance, in consultation with the appropriate committees, and to recommend to the Board the various means for meeting those needs.
- Uphold the Architectural Control Standards approved by the Board.
- (f) Recommend to the Board changes, amendments or modifications of the current Standards, or new Standards, related to the use of common or limited common area property and incorporate said boardapproved changes, amendments or modifications within the Standards.

(g) Review all requests of members for alterations or modifications of their respective dwelling units and all requests for variances from the Standards or for a nonstandard alteration, addition to, modification, removal or use of the common and/or limited common area, and to recommend to the Board either approval or denial of said requests. Further, if the costs of said alterations are to be borne by the corporation, to present a recommendation to the Finance Committee and the Board for approval or denial; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they deem appropriate to carry out the purposes of this resolution; and

RESOLVED FURTHER, that Resolution Nos. M3-95-71, dated 7-18-95; M3-88-52, dated 10-18-88, and M3-88-57 dated 10-18-95, are hereby canceled and superseded.



THIRD LAGUNA HILLS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE CHARTER RESOLUTION 03-23-XX

RESOLVED, that pursuant to Article 7, Section 7.1 of the Bylaws of the Third Laguna Hills Mutual Corporation (Third Mutual), the Maintenance and Construction Committee (M&C Committee) has been established as a standing committee for the purpose of providing general oversight and recommendation to the Third Mutual Board of Directors on policies, programs, procedures, and budget necessary to maintain, repair and replace the physical assets and improvements of the Third Mutual.

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby amends the Membership and Responsibilities for the M&C Committee as follows:

I. Membership

- 1. The Board of Directors shall appoint the M&C Committee Chair upon recommendation of the Board President.
- 2. The Committee shall consist of no more than 5 Board Directors, including the Chair, to be appointed by the Board upon recommendation of the Board President. All appointed Directors shall be voting members.
- 3. The Committee may include Resident non-board members of Third Mutual as Advisors appointed by the Board of Directors upon recommendation of the President. Advisors shall be non-voting members.
- 4. The Committee shall serve at the direction of and at the pleasure of the Board of Directors.
- A Committee Member or Advisor absent from three consecutive, regularly scheduled committee meetings shall no longer qualify for the Committee, unless previously excused by the Chair.

II. Scope

The Scope of the M&C Committee responsibilities includes but is not limited to:

- 1. Structures, and components, including roofs, walls, foundations, balconies, elevators, carports, laundry rooms, etc. excluding "separate interest" or "exclusive use common areas."
- Common areas, such as streets, cul-de-sacs, sidewalks, walkways, driveways, fencing except those assigned as the responsibility of the Landscape Committee as set forth in the most recent applicable Board adopted Resolution or within the responsibility of the Golden Rain Foundation (GRF).
- 3. Ground water and storm drainage not specifically designated as the responsibility of the Landscape Committee as set forth in the most recent applicable Board adopted

Resolution, particularly storm damage which may threaten the integrity of Third Mutual structures.

- 4. Plumbing systems for both potable water and waste lines except as modified as part of permitted alterations.
- 5. Electrical power systems including golf cart and EV charging facilities except those within "separate interest" or "exclusive use common areas," or those modified and/or licensed as part of permitted alterations to be serviced and maintained by and at the cost of the manor owner.
- 6. Lighting of common areas including streets, and designated walkways.
- 7. Solar installations which are not member-owned and maintained.
- 8. Parking, including open carports, Garden Villa under-building parking, and cul-de-sac parking.

III. Responsibilities

The primary responsibility of the M&C Committee is to assure adequate maintenance, serviceability, and functionality of the physical assets of the Third Mutual, including but not limited to:

- 1. Develop and recommend to the board, in cooperation with the managing agent, programs, procedures and policies, intended to maintain and improve the functional and operational standards and responsibilities of the Third Mutual, as set forth in the governing documents.
- 2. Coordinate with the Third Board and managing agent to develop an annual budget to provide the desired maintenance standards and goals of the Mutual.
- 3. Focus on future strategic planning for maintenance and repair of Third Mutual infrastructure to reduce costs, increase efficiency, and improve member satisfaction.
- 4. Review progress of the M&C Programs, schedules, and goals on a regular basis to assure conformance with the planned schedule and approved budget.
- 5. Develop proactive procedures and programs in cooperation with the managing agent, where feasible.
- 6. Direct the operating agent to implement projects per Board approval to include preparation of specifications and contracts for procurement of goods and services and review and modify design criteria as appropriate.
- 7. Review all unbudgeted requests for programs suggested by the operating agent, Board and Committee as necessary to maintain the functional standards of the community and make appropriate recommendations to the Board.

- 8. Review and recommend to the Board an adequate Reserves program to support anticipated future needs based upon commonly used appropriate criteria and procedures. Periodically review the Reserves Program, and recommend revisions when appropriate.
- 9. Recommend maintenance and construction programs policies and procedures to the Board to minimize safety hazards to residents and guests.
- 10. Assure adoption of maintenance procedures consistent with applicable safety, industrial and governmental standards, and requirements.
- 11. Provide liaison between Managing Staff and Community Members to promote owner/resident satisfaction.
- 12. Research and investigate technological developments in materials equipment and procedures which may improve maintenance and value of the community.
- 13. Perform such additional functions as may be assigned or referred to this Committee by the Board President as well as those that are necessary to fulfill the Committee's general duties and responsibilities.
- 14. Function as an advisory and liaison body to the managing agent in matters pertaining to M&C governing document changes and implementation.
- 15. Coordinate with other standing committees having related concerns.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Third Laguna Hills Mutual adopts this Resolution 03-23-XX, effective August 15, 2023.

RESOLVED FURTHER, that Resolution M3-88-52 dated October 18, 1988, Resolution M3-95-71 dated July 18, 1995, Resolution M3-88-57 dated October 18, 1995, and Resolution M3-95-92 are hereby canceled and superseded.

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.

Third Laguna Hills Mutual Maintenance & Construction Committee July 11, 2023

ENDORSEMENT (to board)

Asbestos Removal Preferred Vendor Referral

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

A motion was made and unanimously approved to recommend the board approve staff to direct members to contract directly with South Coast Restoration for small drywall removals.



STAFF REPORT

DATE: August 15, 2023 FOR: Board of Directors

SUBJECT: Preferred Vendor Referral Program for Small Drywall Removals

RECOMMENDATION

Approve a preferred vendor referral program for small drywall removals.

BACKGROUND

The M&C Committee requested staff to investigate the possibility of adding small area (generally under 4 square feet) removals of Possible Asbestos Containing Material (PACM) to the list of non-emergency chargeable services available to members for items such as new electrical outlet cuts and ceiling fan cuts. Chargeable services are provided by VMS personnel and generally allows members to receive timely miscellaneous maintenance services at a reduced cost.

On July 11, 2023, staff presented an option to establish a preferred vendor program as an alternative to the chargeable service option. The M&C Committee voted unanimously to recommend the board approve staff to direct members to contract directly with South Coast Restoration for small drywall removals.

DISCUSSION

Staff estimates the cost of removing PACM by VMS personnel at approximately \$220 per glove bag cut. On behalf of the mutual, staff approached a reputable vendor South Coast Restoration, with experience in the Village for a quote to do this work for the residents when requested. The vendor initially agreed to a cost of \$225 per glove bag cut or approximately 24" X 24" (four square feet). Subsequent to the July 11 M&C Committee meeting, staff reviewed the cost again with the vendor and discussed billing options for cases where multiple cuts may be needed. Based on these discussions, the vendor revised its cost down to \$182 per glove bag cut.

Treating each request as PACM can potentially reduce costs to the manor owners by eliminating the need for testing and post-abatement air clearances. This method and the proposed vendor program will allow the resident to work directly with the vendor without impacting staff resources while keeping costs consistent with in-house services. The \$182 cost covers the labor, material, and the hazardous waste disposal of the PACM for a single cut only. For multiple cuts or any work larger than one 24" X 24" cut, the cost will be agreed upon by the contractor and the mutual member/owner directly.

Third Laguna Hills Mutual **Preferred Vendor Referral Program for Small Drywall Removals**August 15, 2023

Page 2

In 2022, Third Mutual discontinued publishing a list of preferred/recommended vendors. An exception could be made for this specific service. Referring members to a preferred vendor for this service ensures that staff can continue to efficiently process the number of service requests received each month without impacting service times or exploring the possibility of adding one or two additional staff members.

FINANCIAL ANALYSIS

No financial impact to the mutual.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

Third Laguna Woods Mutual Finance Committee August 1, 2023

ENDORSEMENT (to board)

2022 Operating Surplus Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$917,230 transfer from the Operating Fund to the Replacement Fund due to the Operating Surplus in 2022. Director Mark Laws made a motion to approve the recommendation. Director S.K. Park Seconded.

The motion passed by a 9-0-1 vote and one abstention (Director Moon Yun abstained). The recommendation will be presented at the next Board meeting.

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STAFF REPORT

DATE: August 15, 2023

FOR: Board of Directors

SUBJECT: Operating Surplus Transfer

RECOMMENDATION

Staff recommends approval of a \$917,230 transfer from the Operating Fund to the Replacement Reserve Fund (RPF) due to the Operating Fund surplus in 2022.

BACKGROUND

Third's annual business plan is approved each year with zero anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed actual OPR expenses at the close of the fiscal year, IRS Revenue Ruling 70-604 requires the surplus to either be returned to the membership or be applied to next year's assessment. Historically, surpluses have been transferred to the Unappropriated Expenditure Fund (UEF) or the Disaster Fund (DSF) at the Board's discretion.

DISCUSSION

Third ended the 2022 fiscal year with \$30,581,580 in OPR Revenues (less unrealized gain in GRF) and \$29,664,350 in OPR Expenses (less depreciation), a net OPR income of \$917,230. The primary driver of the surplus was a reduction in property insurance premiums that began June 1, 2022 that were not anticipated at the time of budget, resulting in a savings. Staff recommends the transfer of the operating surplus to the Replacement Reserve Fund (RPF) to supplement additional reserve programs expected to begin in 2024.

Operating Fund Surplus: Transfer OPR → RPF

FINANCIAL ANALYSIS

The balance in the Operating Fund as of June 30, 2023 was \$48,802,177 allowing sufficient funds available for the \$917,230 transfer.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Pam Jensen, Controller

Attachment(s):

Attachment 1: Resolution 03-23-XX

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RESOLUTION 03-23-XX

Operating Surplus Transfer

WHEREAS, the Third Laguna Hills Mutual operating statement as of December 31, 2022 reflected a net Operating Fund surplus of \$917,320; and

WHEREAS, the Board desires to return this amount to the members by way of a transfer to the Unappropriated Expenditure Fund;

NOW THEREFORE BE IT RESOLVED, August 15, 2023 that the Board of Directors of this Corporation hereby authorizes the transfer of \$917,320 of a 2022 accumulated operating surplus from the Operating Fund to the Unappropriated Expenditure Fund; 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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DATE: August 15, 2023 FOR: Board of Directors

SUBJECT: Neighbor Dispute: Shrubs Between 5190 and 5191

RECOMMENDATION

- Approve the request for removal of shrubs planted in the common area landscape adjacent to 5190 and 5191 Duenas.
- Deny the request to retain the shrubs planted in common area landscape adjacent to 5190 and 5191 Duenas.

BACKGROUND

The requesting residents live in adjacent units; The Member at 5190 purchased the unit in February of 2016, and the Member at 5191 purchased the unit in September 2021. 5190 is requesting that staff remove shrubs planted between the two units. 5191 is requesting to retain the shrubs (Attachment 1).

This report and attachments were reviewed by the Third Landscape Committee on June 1, 2023; the committee voted to recommend approval of the request for removal of the shrubs and recommend denial of the request for the retainment of the shrubs. Subsequent to the committee's recommendation to the Board, the resident at 5191 approached the Board for reconsideration of the committee's recommendation.

DISCUSSION

The issue at hand is a hedge of shrubs and flowers planted adjacent to the patio wall at 5191. The resident at 5190 states that the former resident at 5191 planted the shrubs. It's possible that they were planted under the yellow stake program. However, there is no documentation to prove or disprove this claim.

The hedge effectively functions as a deterrent for passage between the units; common area is to be open to the passage and use of all members. Staff has been able to function in the area with the hedge in place, though removing the hedge would enable staff more options to navigate the landscape area for maintenance. Staff recommends removal of the hedge.

FINANCIAL ANALYSIS

No cost to the Mutual.

Prepared By: Kurt Wiemann, Director of Field Operations

Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

Third Landscape Committee Neighbor Dispute - 5190 and 5191 August 15, 2023

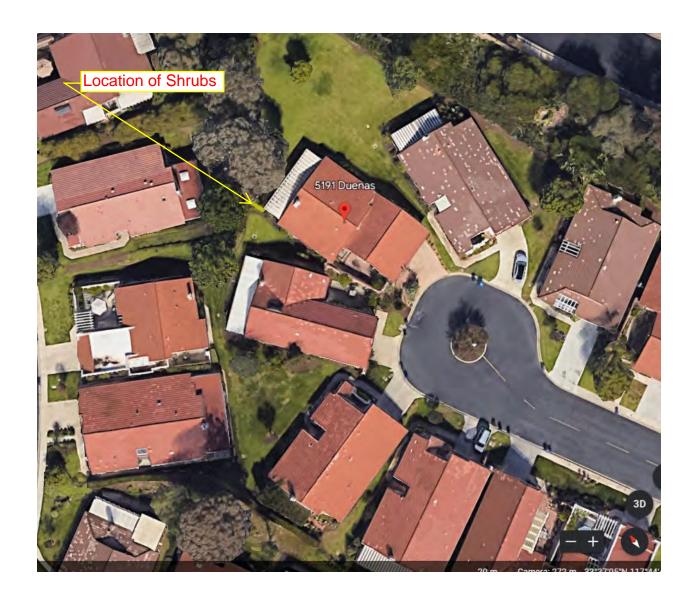
ATTACHMENT(S)

Aerial View of Area Attachment 1:

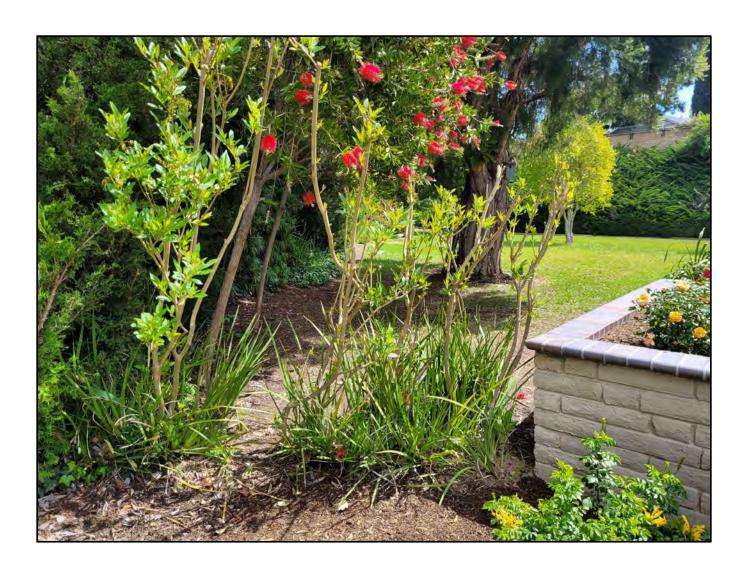
Attachment 2: **Photos**

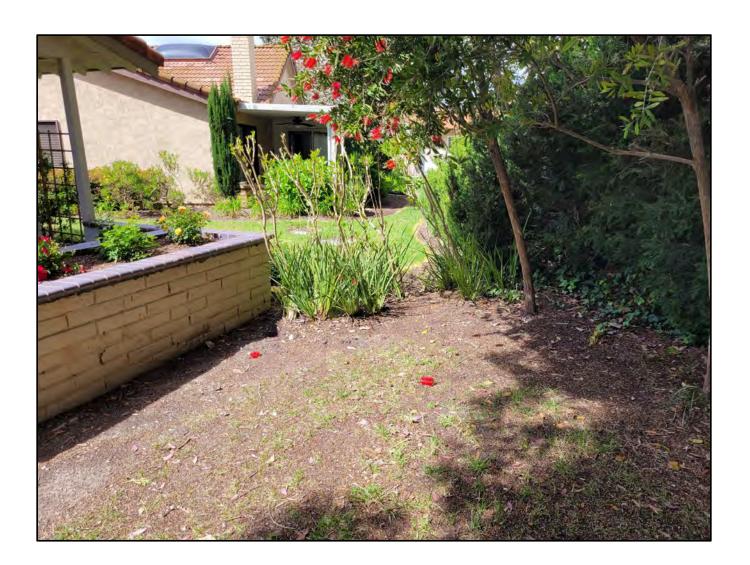
Attachment 3:

Mutual Landscape Request Forms Letter of Appeal from Member of 5191 Duenas Attachment 4:



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Attachment 3

Laguna Woods Village

MUTUAL LANDSCAPE REQUEST FORM

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

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

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Info	rmation
You must be an owner to request non-routine Landscape	e requests.
5190 DUENAS	MARCH 2 2023
Address	Today's Date
Resident's Name	Telephone Number
Non-Routine Red	quest
Please checkmark the item that best describes your requirement of the control of	est. If none apply, please checkmark
☐ Tree Removal ☐ New Landscape	☐ Off-Schedule Trimming
☑ Other (explain): REMOVAL OF BUSH	ES PLANTED BY A RESIDENT
IN A COMMON AREA	
Reason for Reg	uest
Please checkmark the item(s) that best explain the reas	on for your request.
☐ Structural Damage ☐ Sewer Damage ☐ Overgrov	vn 🔲 Poor Condition
☐ Litter/Debris ☐ Personal Preference	
Other (explain): BUSHES BLOCK QUICK	EMERGENCY ACCESS TO MY HOME

GUIDELINES:

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

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u	C3011	DUOI.	I OL	LUUal	ion of R	, ouucoi	ι

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

REMOVE COMMON AREA BLOCKAGE BEHIND 5191 PUZNAS CAUSED BY PLOWERS AND BUSHES

PLANTED BY PREVIOUS OWNER. WHEN MAS. LABELLE IS OUTWALKING SHE SOMETIMES

NEEDS EMERGENCY ACCESS TO OUR HOME BATHROOM. THESE BUSHES BLOCK QUICK ACCESS

Signatures of All Neighbors Affected By This Request

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

Signature	Manor#	For	Undecided	Against
	5/94	V		,
	5185			
	5193	V		
	5193	V		
	5189	V		
	5188	V		

Acknowledgement - Owner

<u>dodaina this ro</u>quest

(Please attach a separate sneet it more signatures are necessary.)

Ownér's Signature	Owner's		
	OFFICE USE ON	LY	
MOVE-IN DATE:	DATE:		INITIALS:
530	570	LAST PRUNED:	
RELANDSCAPED:		NEXT TIME:	
	TREE SPECIES:		
COMMENTS:		·	
TREE VALUE:	TREE REMOVA	L COST:	

IMG_2623.jpg



Third Mutual of Laguna Woods and I live at 5190 Duenas in gate 11. My name is My wife enjoys walking around the gate 11 area for health and exercise. As an older woman, she occasionally has an urgent need to use the bathroom. In that situation, she needs to rush home as rapidly as possible. In the past she has been able to cut through on the lawns between homes to get to our home as fast as possible. However, Chris Powers at 5191 Duenas planted a flower "wall" between his patio and the trees behind his house. This happened in 2018 (I believe, I am not sure exactly when). The new owner, refused our request to remove the plants. This is a blockage of a common area by a resident and we believe that this is against the CC&R's of Third Mutual. Allowing these plants to stay is a dangerous precedent. 5190 Duenas



MUTUAL LANDSCAPE REQUEST FORM

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

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

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Inforr	nation
You must be an owner to request non-routine Landscape i	requests.
5191 DUENAS	FEB 13 2023 Today's Date
Addross	Today's Date
Resident's Name	Telephone Number
Non-Routine Requ Please checkmark the item that best describes your reques	
"Other" and explain.	
□ Tree Removal □ New Landscape	
Other (explain): TO KEEP THE EXISTING	PLANTS & SHURBS UNDER
Other (explain): TO KEEP THE EXISTING THE GRAND FATHER-IN YELLOW	STAKE "PROGRAM.
Reason for Reque	······································
☐ Structural Damage ☐ Sewer Damage ☐ Overgrown	☐ Poor Condition
□ Litter/Debris □ Personal Preference □ Other (explain): PLEASE SEE A TTACH	ED STATEMENT,
GUIDELINES:	

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

Descriptio	on & Location of R	leguest		
Please <u>briefly</u> describe the situation an				st (e.g.,
roots of pine tree in front of manor XY.	Z are lifting the sidewa	ılk"). Atta	nch pictures as n	ecessary.
PLANTS & SHURBS	BEHIND OF	MANOR	5191 D	UENAS
, , , , , , , , , , , , , , , , , , , ,		· · · · · · · · · · · · · · · · · · ·		
	water			
Signatures of All Ne Because your request may affect one of	eighbors Affected	By This	s Request	you obtain
heir signatures, manor numbers, and t				
Signature	Manor#	For	Undecided	Against
<u> </u>	Manor »			
(Please attach a separate sheet if mo	re signatures are nece	ssarv)		
•				
Ackno	wledgement - Ow	ner		
	s request.			
		o Nomo	v	
Owner's Signature	Owner	s Name		
	OFFICE USE ON	ILY		
OVE-IN DATE:	DATE:		INITIA	LS:
30 540	570	LAST	PRUNED:	
ELANDSCAPED:		NEX.	T TIME:	
	TREE SPECIES:			
OMMENTS:				
TREE VALUE:	IREE REMOV	AL 0051:		

Agenda Item #14g Page 12 of 34 February 13, 2023

5191 Duenas

Re: To keep the existing plants and shrub behind manor 5191 under the grand fathered-in "yellow stakes" program.

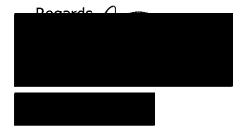
Dear Landscaping Committee

I am, an owner of manor 5191 Duenas. Please consider this statement as a Part of my request application to retain the existing plants and shrub behind my manor under the grand fathered-in "yellow stakes" program:

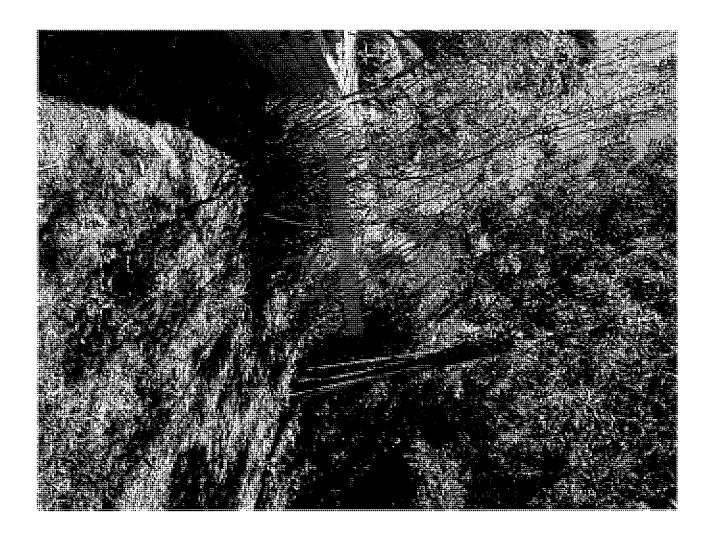
- 1. Part of the reason we purchase this house in September 2021 was that it had a reasonable privacy at the back of the house. The previous owners, and told us that they planted the hedge under the old "yellow stake" program. That was an old policy Third Mutual had that you could go to the office and pick up wooden stakes that were painted yellow and put those next to shrubs/plants that the owner would then maintain (not to be maintained by Third).
- 2. We purchased this house with the hedge in place. This was known and understood by the head of landscape for VMS at the time and vere not required to remove it before selling their house to us. The correction list or walk through list by VMS before sale did not include removal of this hedge.
- 3. We relied on the hedge being in place when we purchased and that our reasonable privacy can be protected.
- 4. This subject area is about 7-8 feet wide from our patio and bedroom. Although it is a common area but it has no path or trail or walkway for just one neighbor next door to actively use as a pathway walk around other owner houses and some time with camera. This area does not hinder emergency access in any way at all to any houses surrounding it. There are several other accesses and path ways to go around between our house and this neighbor house. A reasonable right of privacy and common decency should be upheld.
- 5. This hedge has been there for several years since previous owners of the house. Why now that my neighbor want it be removed.

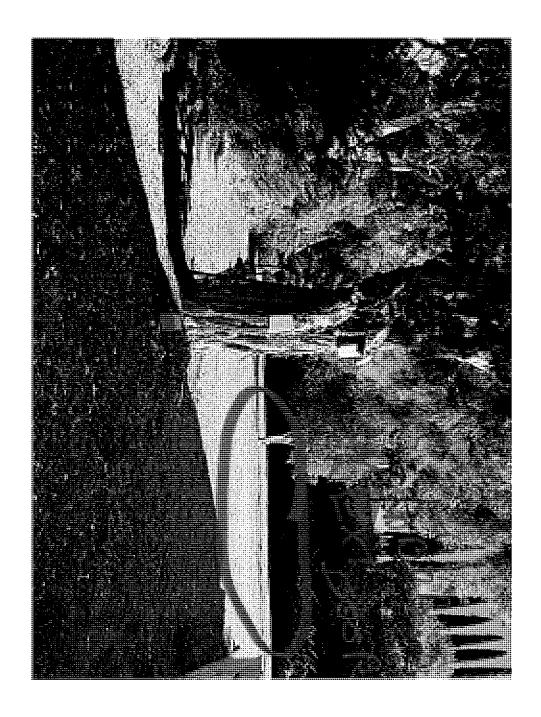
6. I was told that several neighbors in this vicinity have told these two persons that they did not want them to often walk behind their house without necessary reason.

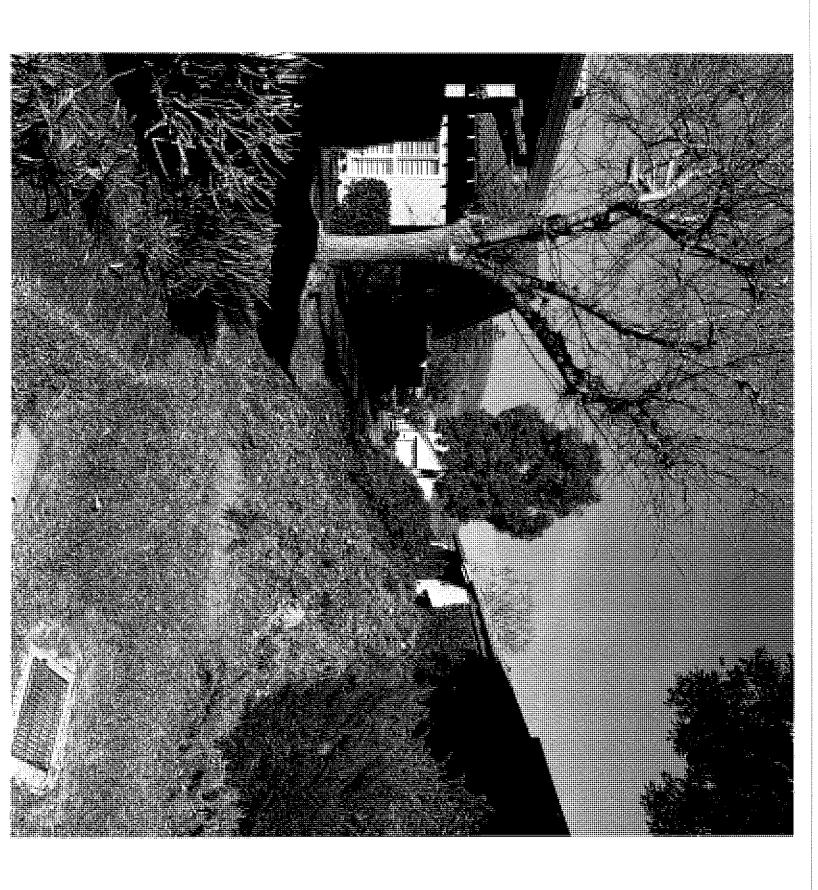
We will appreciate very much that the committee will consider to let the hedge remain and I would like to be notified of the committee's decision.











August 4, 2023

VMS, Third Mutual Board

Dear members of the Third Mutual Board,

I am respectfully ask the Board to repeal the Landscape Committee decision for removing the privacy shrub behind our manor 5191. My wife and I closed the escrow on this house on September 21, 2021. Due to the remodeling construction on the house, we did not physically move into the house until February 27th, 2023 eighteen months after the close of the escrow.

The subject shrub was planted by the previous owners, approximately four years before we purchased the house. It was planted with a purpose for their privacy at the back of the house just like many of the houses in Gate 11. The previous owners told us that the shrub was planted under the "Yellow stakes policy" (Please refer this to the previous owner written statement included in this submission). of manor 5190 Duenas who have had some disputes with before, have submitted a request to Landscape Department in March 2023 to remove the shrub. This shrub is not between our house and manor 5190. It is between manor 5191 and 5192. It is about 120 or more yards farther away from manor 5190.

When we bought this house, we were told that the shrub would stay and we so understood. Because it has passed the ownership transfer inspection by the VMS and the Landscape Department raised no objection to it then. The privacy shrub is approximately 6 to 7 feet wide. This narrow area should not be used as regular and active passage as I understand. As we all know that all houses in Gate 11 are separate individual houses. Many of or all the houses have some kind of shrubs, hedges, plants and trees at the side or at the back to provide a little reasonable privacy to residents plus environmental and natural enhancing. In Gate 11, there are streets all around, abundance of passages and walkways. But the back of any of the houses should not be used as a regular and active passage. Common decency, courtesy and mutual respect of the neighbors should be upheld by all of us. The demand by to remove this shrub is unreasonable and it is more of a dispute, an old dispute stemmed from the previous owners of our house and the control of the neighbor should not make other neighbor feel uncomfortable and threat to their privacy.

Allow me to summarize as followings;

- 1. This shrub was originally allowed under the "yellow steak".
- 2. Removing this shrub is only to benefit the resident members of manors 5190. But it can created, as it did before, uncomfortable situation, disturb and even violation of the

privacy to several resident members who affected by this active passage, manors 5191 and 5192 Duenas, 5210 and 5211 Elvira. They all signed in for this appeal. Otherwise, in the future any of the resident members in Gate 11 can demand any house to rid of the privacy shrub so they can use it an active passage.

- 3. A reason of restroom urgency is not a reasonable and valid reason. We the resident members who live in this community at our age all have this problem and more. But you do not go around to demand neighbors to cut down the shrubs or plants so you can make a short cut to use the restroom. My wife walks regularly but she has to adjust her rout and be prepared. I don't know if any of pickle ball players demanding a restroom to be built near the courts, or golfers demand a restroom to be built at every two holes. But there are restrooms at the fourth holes.
- 4. This demand by my neighbor is just more of an old feeling, a vengeance. did not successfully demand the previous owners who had lived there long before remove the shrub, and now they are trying on us who are the new comers.
- 5. Landscape Department did not ask interview me or hear my side of story or diligently look at things before providing their recommendation to the landscape commission. Just acted as complaint received.

Respectfully

Manor 5191 Duenas

From: 23 11:33 AM Subject: Landscape Issue brought by Manor #5190 Duenas Dear Members of the Board, We are the owners of 5192 Duenas and respectfully request that the plantings behind our neighbor's house should not be removed as they afford us some privacy from the homes behind us on Elvira. The homeowners of 5190 have no need to travel behind 5191 and 5192 to gain entry into their home as there is more than adequate space to gain access to their home. Their home is positioned allowing them a very large backyard and side entry on the right side of their home and the front of their abode to enter their home as well as access the sidewalk and for them to walk easily. More importantly, the owners of 5191 purchased their home with full knowledge of the existing plantings and obviously raised no issues at that time by the Landscape. The area is well maintained by the gardeners and frankly allows us some privacy from a small section of our back patio as well as a lovely view, which unfortunately we do not have for the rest of our home which is less than 10 feet from our neighbor on Elvira, which forces us to keep our blinds shut continuously, as do they, to afford some privacy. We only wish we had similar planting as those behind our neighbor at 5191. We therefore request the Board dismiss this complaint.

Respectfully,

5192 Duenas

May 31, 2023 Landscape Committee Third Laguna Woods Mutual RE: Shrubs behind 5191 Duenas **Dear Committee Members:** We are the former owners of 5191 Duenas. We owned that manor for 15 years until we sold to in December 2021. We are writing to provide the history, background and truth about the shrub hedge planted behind 5191 Duenas and 5212 Duenas. ("The Privacy Hedge") We installed The Privacy Hedge under the "yellow stake" landscape policy in place at that time which allowed owners to take over maintenance of landscape on common areas. ("Yellow Stake Program") Owners were required to put small wooden stakes next to landscape that the owner was agreeing to maintain. We picked up the yellow wooden stakes at the desk at the community center and put them in at the time we installed The Privacy Hedge. This was the way it was done at that time. There was no application or other paperwork required for the Yellow Stake Program. The reason we put The Privacy Hedge behind our manor was because the 5190 Duenas were continually walking behind our manor to and from their manor. The primary bedroom in this model (Serena) is located at the rear of the home, and was visible to anyone walking by. We had requested that the not walk behind our home since we valued our privacy and felt we had the right to not have them looking into our home, let alone our bedroom. They refused. So we put in The Privacy Hedge to protect our right of privacy, and to allow us privacy in our own bedroom. After we asked them to stop walking behind our home, they disparaged us to the neighbors and indicated that became angry with the second of the control of the c about this matter. He only spoke to Mr. never even spoke to . This is the kind of conduct that the engage in whenever they don't get what they want: they tell lies and make up stories like they have done here. Contrary to what is stated in the June 1, 2023 Staff Report, The Privacy Hedge is not

located near nor is it adjacent to the manor. It is completely on the opposite side of 5191 from the manor. The manor are nowhere near The Privacy

Hedge. They should not be able to control common area that isn't near their manor and which is not a walkway or path.

There is no path or walkway behind 5191. This is a landscaped area.

Many/most other homes in Gate 11 have installed landscape around their units in the common areas. This is standard operating procedure for most homes in Gate 11, especially since the overall landscape quality and maintenance on common areas in Gate 11 is terrible. If residents didn't plant and maintain the landscape on the common areas it would look even worse.

areas it would look even worse.
Former Third Director, who is now a Director and Vice-President of Golden Rain Foundation lives at 5037 Avenida Del Sol. Mr. has planted extensively on the common areas around not only his residence, but between his residence and his neighbors. He even posted "No trespassing" signs around his unit so people would not walk on the common area around his unit. Is he being asked to remove any of the landscape he planted on common areas? Doubtful.
The themselves have had Third perform planting of fruit trees around their home on the common areas. Now they want to deprive the the right to have landscape on the common area around their home which doesn't even border or come near the house. Is there a double standard for the This seems like self-serving hypocrisy and is disingenuous.
What right do the or anyone else have to dictate or control plantings on the common areas or to walk around other residents homes? There is none. This is passive use common area. It is not active use, and is not intended for hiking, walking or other use by residents. There are no fences around homes. The expectation is that everyone will respect each others' privacy and walk on sidewalks and streets or use the many clubhouses, gyms, and other amenities available in Laguna Woods Village.
There is no right for residents to walk around other manors. President lives in Gate 11 at 5294 Avenida Del Sol. How would he like it if residents were walking behind or on the side of his manor at all hours without permission? He wouldn't. No one would.
The stated they need the access behind 5191 for "quick emergency access" because may need to have quick access to her home bathroom. This is a concoted story and a made up excuse to violate the privacy. Both the walked to and from their home behind 5191 at all hours, including early morning and late in the evening. It was not just used by for her alleged "emergencies" when she supposedly needed to return home. They both used to walk behind 5191 anytime they felt like it. How is it an "emergency" for the for the like it to walk behind the lift they are leaving their house and just starting their walks? Mr. doesn't claim to have an emergency, but he regularly walked behind our manor to go on his walks, including taking walks with his friends, while carrying his camera with a large

telephoto lens. Cleary no "emergency" existed then, and it does not exist now. This is a bogus story that the made up to be able to try to control the landscape behind their neighbors home, and to violate the reasonable expectation of privacy in their own home.
We asked why they couldn't take another path instead of walking behind our home. He stated that the reason is because several other residents had previously complained about the walking behind their manors. at 5210 Elvira contacted security on several occasions because walked behind her residence (with his large telephoto lens camera). is a widow who was concerned about him walking around her home, and she and LWV security told him to stop walking behind her home.
when he was walking around her home (with his large telephoto lens camera). She is a widow who wants to have her cellphone with her when she is in the bathroom. She sometimes forgets her cellphone and has to go into the kitchen or living room while wearing a towel to get the cellphone. She expects privacy behind her home. She doesn't expect the to be walking around her home. When Mrs. asked asked to stop walking around her manor, his response was that he didn't actually look into her home. Really?!?! That is certainly not the point here.
The have many options available to them besides removal of The Privacy Hedge. They can walk directly North behind their home and walk behind the homes on Elvira toward Avenida Del Sol and Moya. They can also go bother other residents in the area who may not care that the LaBelles are walking behind their homes.
The residents who signed the Landscape Request Form approving the removal of The Privacy Hedge are not adjacent to or impacted by The Privacy Hedge. None of the residents can even see The Privacy Hedge, nor can they see the walk behind 5191. They are not affected at all by The Privacy Hedge and the Committee should ignore their "approval." No doubt they were pressured by the probably told the "emergency quick access" ruse story by the in order to obtain their signatures.
at 5193 Duenas signed the Request Form. Mrs. could allow the to walk behind her home, and have access between her home and 5192 Duenas. The owner of 5192 Duenas, who also objected to the walking behind her home and was completely in support of The Privacy Hedge is in a care facility and the home is currently for sale.
These women, like all other residents, are entitled to their right of privacy in their own homes. They have a reasonable expectation that others will respect that right. However, the do not respect their neighbors and are only interested in themselves.

The Privacy Hedge provides a way for the to protect their privacy. The Privacy Hedge has been in place for a long time under the yellow stake program.
The have a right to keep The Privacy Hedge because they bought the manor with the expectation that it would remain in place to protect their privacy. They relied on the fact The Privacy Hedge was there. We discussed The Privacy Hedge before they purchased the manor and told them the reasons why it was installed. They were very grateful and happy that The Privacy Hedge would be in place to protect their privacy from the walking by and looking in their bedroom.
Third Laguna Hills Mutual has been aware of The Privacy Hedge for years and has not required it be removed or altered.
Director of Field Operations, Kurt Wiemann, came to our manor on July 24, 2020 and sat on the rear patio wall next to The Privacy Hedge. He was there because Third had planted landscape on the common area next to 5212 without obtaining any neighbor or other approval. We objected to this and the landscape was later removed. We discussed The Privacy Hedge with Mr. Wiemann at that time, and advised him that it was planted under the Yellow Stake program. He did not ever object to The Privacy Hedge, nor did he ever ask for it to be removed. Now he is supporting its removal. Why now? Because of the bogus story by the Privacy of the Privacy are new owners and their rights are somehow less than the
Later, when we were in escrow in August 2021, Third had its inspector, who we believe was named Abraham, come out to determine whether there were any items that were not in compliance. We were required to remove paver stones which were behind our rear patio (that had actually been there before we purchased the manor), as well as citrus trees. The Third inspector never told us anything about removal of The Privacy Hedge, nor were we ever requested to remove The Privacy Hedge.
VMS has no record of the Yellow Staked landscape and has let most of the residents in Gate 11 continue to maintain the landscape installed and maintained under the Yellow Stake Program. Why not the?
In summary, the bought the home in good faith and in reliance on The Privacy Hedge. The Privacy Hedge should not be removed now just to satisfy the selfish, entitled reasons of the have a right to keep it in place. Third has knowingly allowed The Privacy Hedge to remain in the common area for years, and cannot now require it be removed. Since many other homes in Gate 11 have landscape on the common areas, including GRF Director it appears that Third is engaging in selective enforcement and discriminating against the
I suggest the Landscape Committee request that Third's legal counsel provide input on this matter regarding laches, estoppel, waiver, selective enforcement and discrimination before this escalates into a legal matter.

This matter should be amicably resolved by denying the request for removal of the Privacy Hedge.	
Respectfully,	
, Esq., CCAL® and	



MUTUAL LANDSCAPE REQUEST FORM

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

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

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owne	er Information
You must be an owner to request non-routine Lar	ndscape requests.
5190 DUENAS	June 6, 2023
Address	Today's Date
Resident's Name	Telephone Number
Non-Routine	Request
Please checkmark the item that best describes you "Other" and explain.	
☐ Tree Removal ☐ New Landscape	☐ Off-Schedule Trimming
Other (explain): RETAIN THE SH	RUB AT THE BACK OF
THE HOUSE	
Reason for	Request
Please checkmark the item(s) that best explain the	e reason for your request.
☐ Structural Damage ☐ Sewer Damage ☐ Ov	ergrown Poor Condition
☐ Litter/Debris ☐ Personal Preference	
Other (explain): SHRUB DOBS NOT	BUCK EMERGENLY OF
GUIDELINES: RESIDENT 5190 OF	e 5192 Duenas
 <u>Structural/Sewer Damage</u>: Damage to building may justify removal if corrective measures are 	
 <u>Overgrown/Crowded</u>: Trees or plants that hav removal. 	e outgrown the available space may justify

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

Descri	ption	&	Location	of	Reg	uest

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

THE SHRUB BEHIND THE BACK OF MY HOUSE PROVIDES US

A REASONBLE PRIVARY. THE REMOVING THIS SHAUB WILL ALSO

HAVE DIRECT EFFECT TO THE PRIVARY OF RESIDENTS AT 5210,

\$211 ELVIRA AND NEW RESIDENT OF 5/92 DUENAS.

Signatures of All Neighbors Affected By This Request

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

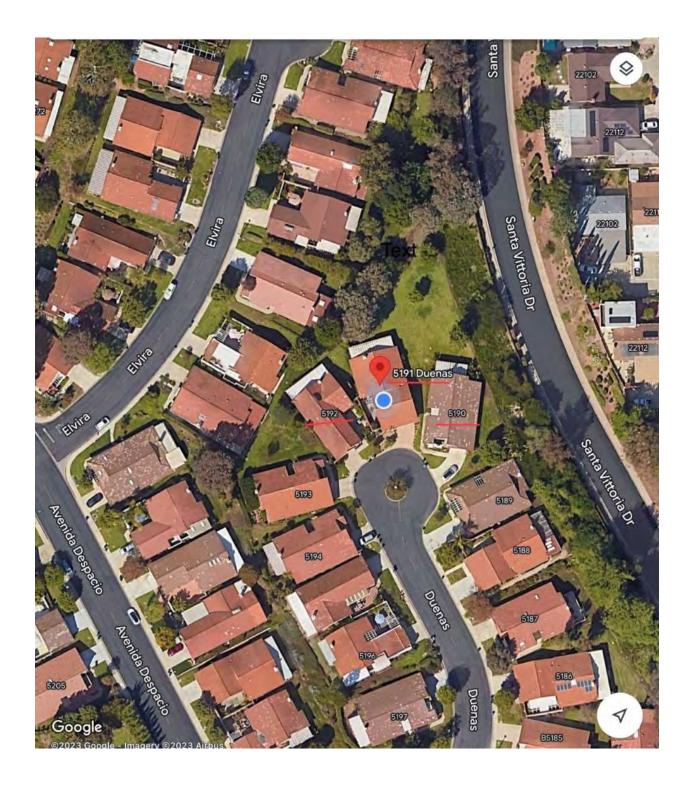
Signature	Manor#	For	Undecided	Against
	5210 ELVIRA	V,		
	5210 ELVIRA 5211 ELVIRA			
*				

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

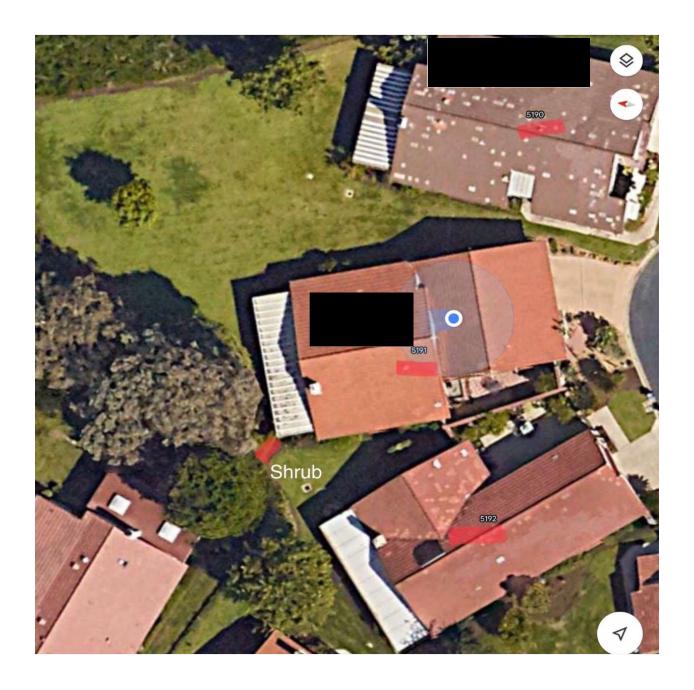
Ackno	owledgement - Owner	
Du signing to your are a strongly design	this request.	
Our and Silverture	Oursels Name	
Owner's Signature	Owner's Name	

	OFFICE USE ON	LY	
MOVE-IN DATE:	DATE:		INITIALS:
530 540	570	LAST PRUNED:	
RELANDSCAPED:	_	NEXT TIME:	
	TREE SPECIES:		
COMMENTS:			
TREE VALUE:	TREE REMOVA	L COST:	

Aerial View Of Manors 5190, 5191, 5192



Privacy shrub location is between Manors 5191 and 5192

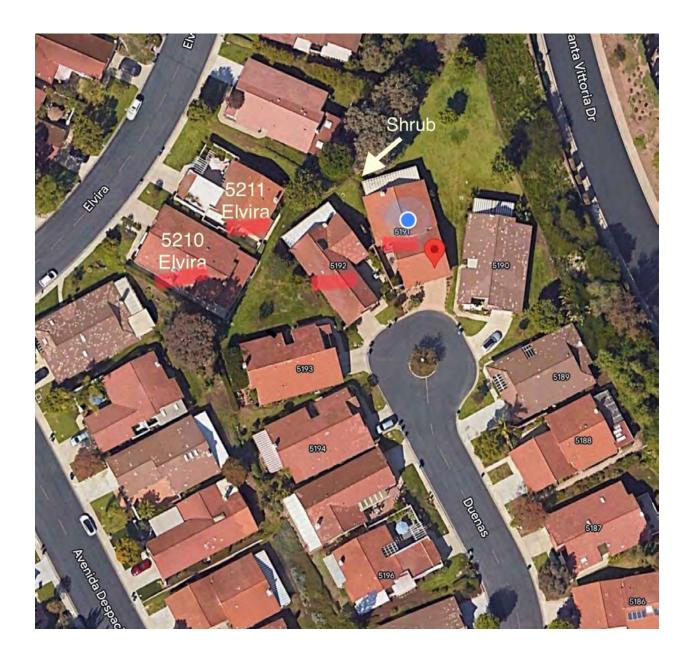


Pivacy Shrub at the back of the 5191



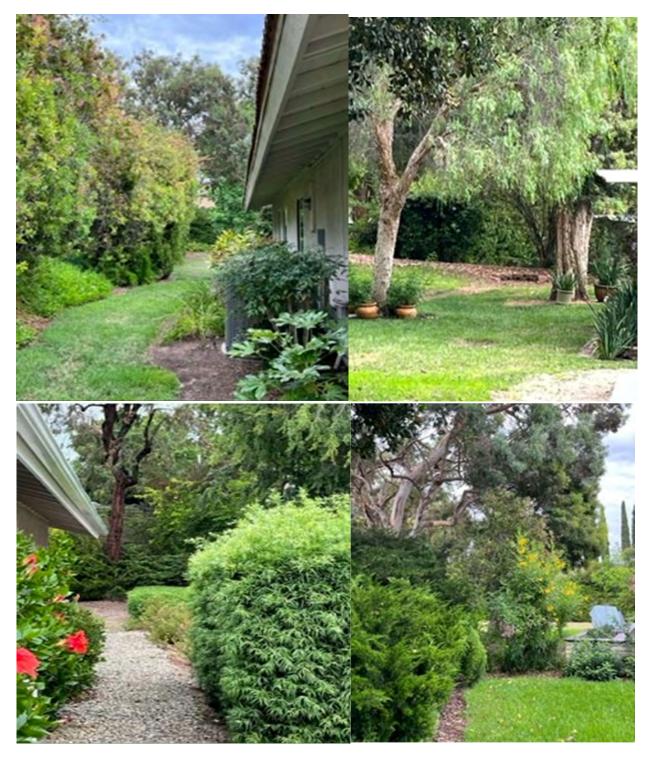


Affected Residents; 5191, 5192 Duenas, 5210 and 5211 Elvira



Sample of only a few houses in Gate 11 with their privacy hedges/shrubs. 1/2

Sample of only a few houses in Gate 11 with their privacy hedges/shrubs. 2/2





Chair's Report for August 15, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **June 30**, **2023**, total revenue for Third was \$22,260K compared to expenses of \$19,566K, resulting in a net revenue of \$2,694K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,196K through the reporting period. This chart shows how much of our revenue went into operations, with \$14,328K coming in from assessments and \$1,025K coming from non-assessment revenue. This is compared to operating expenditures of \$14,157K (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 \$1,563K when combining both operating and reserve revenues and expenses.

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

- Employee Compensation and Related \$781K; Favorable variance primarily due to open positions in M&C and Landscape departments. Impacted areas in Landscape include Grounds Maintenance. Impacted areas in M&C include Damage Restoration, Carpentry, Paint and Plumbing.
- Investment (Expense)/Income \$304K; Favorable variance resulted primarily from Treasury Bills yielding a higher return than anticipated. Investments have averaged 4% return versus a budget of 1.5%.
- **Utilities \$137K**; Favorable variance resulted primarily in water and sewer. Water was favorable \$152K due to 25% lower consumption than budgeted. Conservation efforts are proving effective. Sewer was \$34K favorable resulting from lower sewer rates for domestic use.
- Outside Services \$81K; Favorable variance resulted primarily from waste line remediation starting later than anticipated where work began in June 2023 and is anticipated to be on budget by the end of the year. Favorable variance also resulted from roof replacements with preventative roof repair being delayed by rain, but resumed in April. Favorable variance also resulted from pest control with a late start for fumigation tenting. Fumigation control runs from April to October. Lastly, favorable variance resulted from risk fire management not yet started.



Chair's Report for August 15, 2023 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,541K 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 \$19,566K 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 June 30, 2023 was \$32,994K. YTD contributions and interest were \$6,907K while YTD expenditures were \$5,357K.

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 June 30, 2023, Third sales totaled 168, which is 69 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$552K, which is \$22K higher than prior year for the same time period.

Financial Report

As of June 30, 2023

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ACTUAL

Assessment Revenue

\$20,718

Non-assessment Revenue

\$1,542

Total Revenue

\$22,260

\$19,566

Total Expense

\$2,694

Net Revenue/(Expense)

Financial Report

As of June 30, 2023

V	
OPERATING INCOME STATEMENT	(in Thousands)

ACTUAL

THIRD LAGUNA HILLS

Assessment Revenue

\$14,328

Non-assessment Revenue

\$1,025

Total Revenue

\$15,353

Total Expense¹

\$14,157

Operating Surplus

\$1,196

1) excludes depreciation

Agenda Item #15a(1) Page 4 of 12

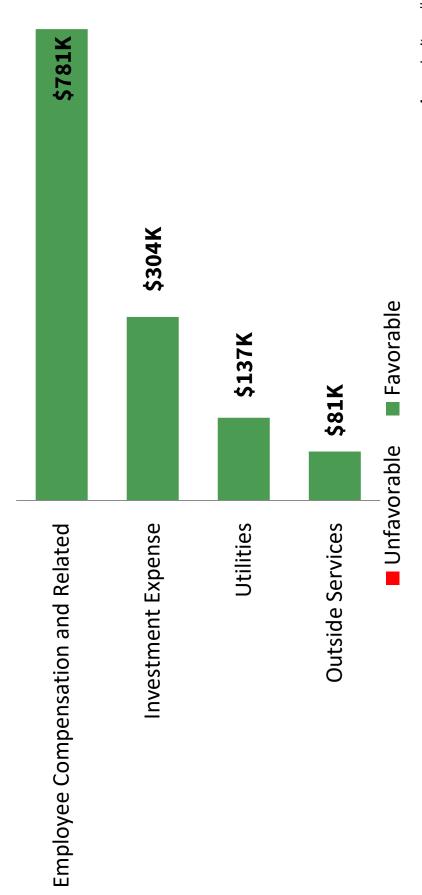
Financial Report As of June 30, 2023

ш					
VARIANCE B/(W)	\$0	\$315	\$315	\$1,248	\$1,563
BUDGET	\$20,718	\$1,227	\$21,945	\$20,814	\$1,131
ACTUAL	\$20,718	\$1,542	\$22,260	\$19,566	\$2,694
INCOME STATEMENT (in Thousands)	Assessment Revenue	Non-assessment Revenue	Total Revenue	Total Expense	Net Revenue/(Expense)

Financial Report As of June 30, 2023



Year to Date Variances



Financial Report

As of June 30, 2023

Total Non Assessment Revenues \$1,541,296

Permit Fee

Lease Processing Fee - Third

1%

Laundry Revenue

Chargeable Services

28%

Resale Processing Fee - Third Other 4% 4%

Late Fee Revenue

Inspection Fee

Investment Interest

Income

35%

Golf Cart Electric Fee

Agenda Item #15a(1) Page 7 of 12



Financial Report

As of June 30, 2023





Outside Services

22%



Insurance

22%

Materials & Supplies

4%

Utilities

13%

Net Allocation to

Mutuals

Other

2%

Employee Comp. &

Related 33%

Repairs & Maintenance Agenda Item #15a(1) 1% Page 8 of 12

Financial Report As of June 30, 2023

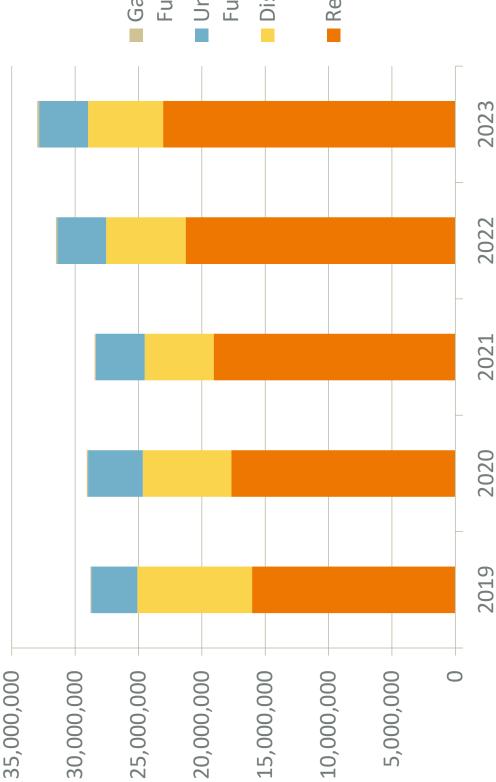
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$6,304	\$48	\$530	\$25	\$6,907
Expenditures	\$4,444	\$13	\$885	\$15	\$5,357
Current Balances: 6/30/23	\$23,060	\$146	\$5,924	\$3,864	\$32,994

* Includes Elevator and Laundry Funds

Financial Report

As of June 30, 2023

FUND BALANCES – Third Mutual



Garden Villa Recreation Room Fund

Unappropriated Expenditures Fund

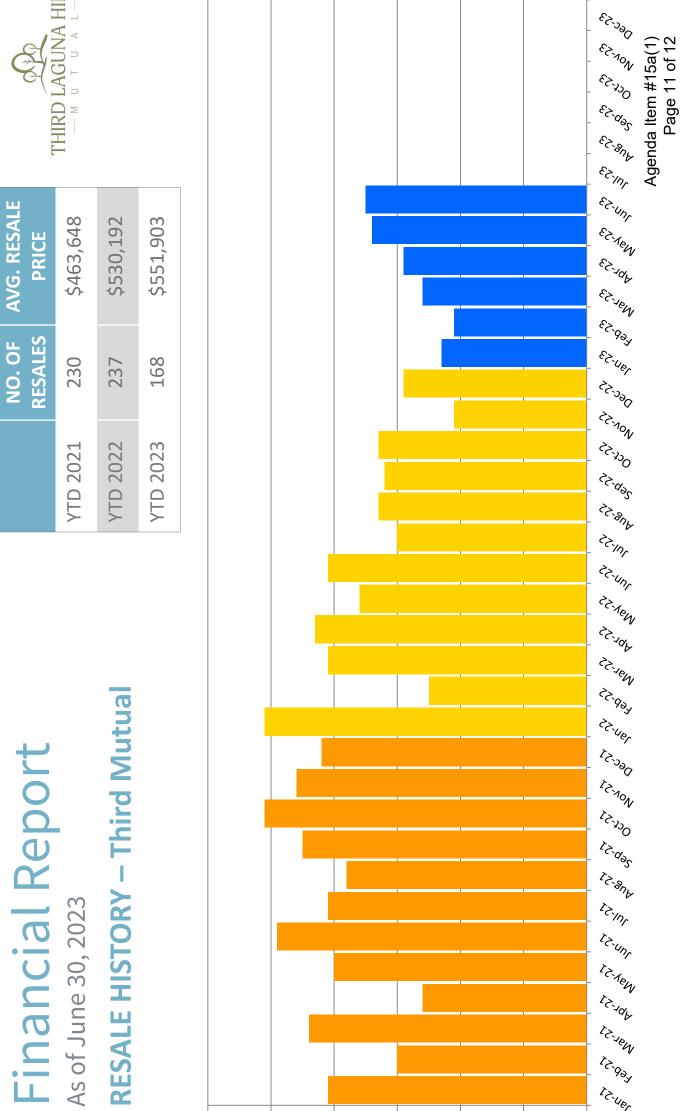
Disaster Fund

Replacement Funds



[5.4er

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	230	\$463,648
YTD 2022	237	\$530,192
YTD 2023	168	\$551,903



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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

DIRECTORS PRESENT: Donna Rane-Szostak – Chair, Mark Laws, Ralph Engdahl,

Cris Prince, Cush Bhada, Jules Zalon, Moon Yun, S.K.

Park, Andy Ginocchio

DIRECTORS ABSENT: Ira Lewis (excused)

ADVISORS PRESENT: Wei Ming Tao

STAFF PRESENT: Steve Hormuth, Pam Jensen, Erika Hernandez

Call to Order

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

Approval of Meeting Agenda

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

Approval of Meeting Report for June 6, 2023

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

Chair Remarks

Director Rane-Szostak gave a presentation on the external factors affecting the Third Mutual costs which included inflation, regulatory policies, utility rate increases, salary adjustments and property insurance. She also shared steps members can take to help control costs.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Directors of Financial Services, provided a brief update on the 2024 Business Plan Development which began in March 2023.

Preliminary Financial Statements dated June 30, 2023

Jose Campos presented the Preliminary Financial Statements dated June 30, 2023. Questions and comments were noted by staff.

Third Laguna Hills Mutual Finance Committee Regular Open Session August 1, 2023 Page 2 of 2

2022 Operating Surplus/Deficit

Steve Hormuth presented a staff report recommending the board to approve a \$917,230 transfer from the Operating Fund to the Replacement Fund due to the Operating Surplus in 2022. Director Mark Laws made a motion to approve the recommendation. Director S.K. Park Seconded.

The motion passed by a 9-0-1 vote and one abstention (Director Moon Yun abstained). The recommendation will be presented at the next Board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

Director Ginnochio commented on the annual budget and efforts in a favorable variance on labor costs.

Director Cush Bhada brought up the idea of the possibility of self-insurance. Multiple members made follow-up comments regarding property insurance. Director Rane-Sztostak suggested to add it as a future agenda item.

Date of Next Meeting

Tuesday, October 3, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:33 p.m.



Monthly Resale Report

PREPARED BY MUTUAL REPORT PERIOD

Community Services Department Third July, 2023

	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESA	LE 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	19	30	\$8,157,500	\$13,801,990	\$429,342	\$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	187.00	267.00	\$100,877,156	\$139,457,495		
ALL TOTAL	187.00	415.00	\$100,877,156	\$217,838,807		
MON AVG	26.00	38.00	\$14,411,022	\$19,922,499	\$529,218	\$521,374
% CHANGE - YTD	-30.0%		-27.7%		1.5%	

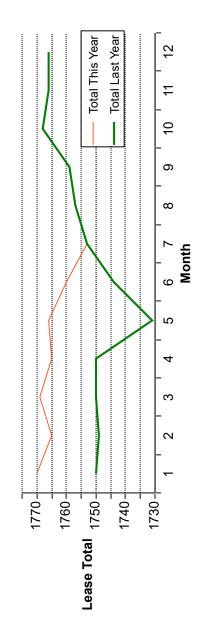
08/01/2023

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

^{*} Amount is excluded from percent calculation

Agenda Item #15a(3) Page 2 of 2

Monthly Active Leasing Report 2023 Period 7 (Mutual 3)



al tions	~			6.								
Total Expiration	28	29	35	42	40	45	9/					
Total Total Renewals Expirations	120	92	125	128	147	119	136					
% Change	0.3	0.2	0.3	0.2	0.5	0.2	0.0					
% Leased % Last Year Change	28.7	28.7	28.7	28.7	28.4	28.6	28.7					
% Leased	29.0	28.9	29.0	28.9	28.9	28.8	28.7					
Total Last Year	1,750	1,749	1,750	1,750	1,731	1,744	1,753	1,757	1,759	1,768	1,766	1,766
Total This Year	1,770	1,765	1,769	1,765	1,766	1,760	1,753					
12+ Month	1,537	1,518	1,498	1,472	1,448	1,408	1,361					
7 to 12 Month	198	215	239	263	292	324	354					
4 to 6 Month	23	20	19	18	18	17	21					
1 to 3 Month	12	12	13	12	8	1	17					
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*

Thursday, July 06, 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, Cris Prince, Andy

Ginocchio (Alternate), Advisors: Michael Butler, Lisa

Mills, Mike Plean,

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant

Director, Ian Barnette – Maintenance & Construction Assistant Director (via Zoom), Mike Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations

Supervisor (via Zoom), David Rudge – Manor Alterations Inspector II, Sandra Spencer –

Maintenance & Construction Administrative Assistant, Heather Ziemba – Projects Administrative Coordinator

OTHER DIRECTORS PRESENT: S.K. Park

1. Call Meeting to Order

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

2. Approval of the Agenda

The agenda was amended by postponing Item 10b. Revision to Architectural Standard 8: Porch Lift/ Elevators to next month. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for June 12, 2023

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

4. Remarks of the Chair

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting July 06, 2023 Page 2 of 4

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Horton advised members that on Monday, July 10th from 3:00 p.m.-4:30 p.m. in Clubhouse 5 there will be a Contractor Townhall. Additionally, on Wednesday, July 19th from 1:30 p.m.-3:30 p.m. in Clubhouse 5 there will be a Summer Real Estate Forum. Lastly, he introduced David Rudge as the new variance inspector.

- 8. Consent Calendar: All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.
- a. **Over-The-Counter Variances** None.
- 9. Variance Requests

None.

- 10. Items for Discussion and Consideration
- a. Revision to Architectural Standard 42: Ramps

During the Committee Member Comments portion of the agenda, Advisor Butler suggested a revision to Standard 42: Ramps Section 2.2.2. "Ramps for wheelchair access must meet current Americans with Disabilities Act (ADA) requirements, where applicable".

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

b. Revision to Architectural Standard 8: Porch Lift/Elevators

Postponed until August.

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting July 06, 2023 Page 3 of 4

c. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece

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

d. Contractor Violation Policy

The Committee suggested revisions to Exhibit A – Construction Rules & Obligations Section 3 and 10 to better align with what was inscribed in Standard 1 General Requirements.

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

e. Revision to Alteration Fee Schedule

Staff advised that a separate sheet will be provided to members defining alteration types (e.g. floor differences between laminate and vinyl). The Committee suggested looking into revising the alteration fee based on evaluation in the next six months.

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

f. Revised Resale Inspection Fee

A motion was made to recommend the Third Board approve the resale inspection fee. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package – In Process
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- c. Revision to Architectural Standard 31: Washer and Drver Installation
- d. Revision to Architectural Standard 8: Porch Lift/Elevators
- e. Revision to Alteration Fee Schedule based on evaluation.

12. Committee Member Comments

- Advisor Director Plean informed the committee that he will not be present at next month's ACSC meeting.
- Advisor Mills thanked staff for making progress on the Alteration Fee Schedule.

13. Date of Next Meeting: Monday, August 14, 2023 at 1:30 p.m.

Third Architectural Controls and Standards Committee Report of the Regular Open Meeting July 06, 2023 Page 4 of 4

14. Adjournment

The meeting was adjourned at 3:00 p.m.

im 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

Tuesday, July 11, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT: Jim Cook – Acting Chair, SK Park, Moon Yun, Andy

Ginocchio (in for Mark Laws), Cush Bhada (in for

Ralph Engdahl)

MEMBERS ABSENT: Ralph Engdahl, Mark Laws

OTHERS PRESENT: Peter Henschel, Advisor

STAFF PRESENT: Manuel Gomez – Maintenance & Construction

Director, Bart Mejia - Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Jay Allen – Damage Restoration Manager, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Acting Chair Cook called the meeting to order at 1:32 p.m.

2. Approval of the Agenda

The agenda was unanimously approved as written.

3. Approval of the Meeting Report from May 1, 2023

Hearing no objection, the meeting report was approved by a vote of 4/0/1 (Director Bhada abstained.)

4. Remarks of the Chair

None.

Third Laguna Hills Mutual Maintenance & Construction Committee Report of the Regular Open Session July 11, 2023 Page 2 of 4

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

- A member commented on the status of their moisture intrusion event build back.
- A member commented on the Gate 11 seepage issue and the Shepherd's Crook project.
- A member commented on their bath exhaust can/heat lamp; the dryer vent in the laundry room; and asbestos testing.

6. Response to Member Comments

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

7. Department Head Update

Mr. Gomez provided updates on the following projects:

- Gate 11 Seepage Project Update
 The board has approved the contracts and construction will begin in August and be complete by October.
- Buildings 3434-3438 Mailbox Replacement Update
 The board approved the mailbox replacement pilot program. Coordination with the post office is complete and mailboxes have been ordered. Installation will begin in August. Expenses will be tracked and reported to the committee at a future meeting.
- Building 3244 Petition re: Elevator Repair and Washer/Dryer Repairs
 The elevator at Building 3244 is scheduled to be updated in 2023. Washers and dryers in Building 3244 have been repaired.
- **8. Consent:** All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.

A motion was made and unanimously approved to approve the consent calendar. The Project Log was pulled for discussion.

a. Project Log

Staff answered questions from the committee regarding various projects on the project log. Director Park inquired about the painted cast-iron pipes under Building 2399 and shared photos with the committee and staff. Discussion ensued regarding type of paint used to paint the pipes, and the frequency of painting the pipes. Director Park suggested a discussion of establishing a Post-Paint Program be added to a future agenda.

Third Laguna Hills Mutual
Maintenance & Construction Committee
Report of the Regular Open Session
July 11, 2023
Page 3 of 4

9. Items for Discussion and Consideration

a. Chargeable Service Asbestos Removal

Mr. Barnette presented the staff report and answered questions from the committee and members. Discussion ensued regarding the pricing, area size of material, and asbestos testing requirements.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to direct members to contract directly with South Coast Restoration as a preferred vendor to provide small drywall removals.

b. Electrical Usage Reimbursement Policy

Mr. Allen presented the staff report and answered questions from the committee. Discussion ensued regarding the prior policy of reimbursing owners \$32 per room for electricity consumption related to the dry-down and restoration of manors as a result of moisture intrusion events that are the responsibility of the mutual.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to revise the reimbursement amount based on the average amount of the member's electricity bill for the month prior and the month following the event.

c. Review M&C Committee Charter

Mr. Gomez presented revisions proposed by Chair Engdahl to the M&C Committee Charter. Discussion ensued and staff was directed to make minor edits.

A motion was made and unanimously approved to recommend the board approve the revised M&C Committee Charter.

- **10. Items for Future Agendas**: All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.
- a. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Minimize Water Waste While Waiting for Water to Heat
- c. Pressure Valve RFP Update
- d. Post-Paint Program
- e. Mutual Owned/Mutual Funded Solar Power Options for EV Charging

Third Laguna Hills Mutual Maintenance & Construction Committee Report of the Regular Open Session July 11, 2023 Page 4 of 4

11. Committee Member Comments

None.

- 12. Date of Next Meeting: Wednesday, August 30, 2023 at 1:30 p.m.
- 13. Recess: The meeting was recessed at 3:21 p.m.

Jim Cook, Acting Chair

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



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE

Thursday, August 3, 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, Cush Bhada (Alternate), Ralph Engdahl

COMMITTEE MEMBERS ABSENT: Donna Rane-Szostak (Excused), Jules Zalon

OTHERS PRESENT: S.K. Park (Board Member, Third Laguna Hills Mutual), Kay Havens (President, El Toro Water District Board of Directors), Vu Chu (Water Use Efficiency Analyst, El Toro Water District)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki, Bart Mejia

1. Call Meeting to Order

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

2. Approval of Agenda

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

3. Approval of the July 6, 2023 Report

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

4. Remarks of the Chair

None.

5. Department Head Update

Mr. Wiemann informed the Committee that he would discuss Item 5d first.

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 stated that the provided list of tree work was detail. For Committee member use. 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

One member comment was made in regard to a unit-specific request.

7. Response to Member Comments

Mr. Wiemann responded to the comment.

8. Items for Discussion and Consideration

8a. Tree Removal Request: 3365-1G

Chair Lewis requested that both tree removal requests be motioned on simultaneously.

Director Bhada made a motion to accept staff recommendation for both tree removal requests listed on the agenda. Director Engdahl seconded. The motion passed unanimously.

8b. Tree Removal Request: 5391-B

8c. Request to Retain Personal Items and Potted Plants in Common Area – 3066-C Discussion ensued among the Committee. The member was present and commented as well. Chair Lewis requested that the member work with Landscaping staff to determine plants that can be planted in the ground, and to possibly donate the remaining potted plants to the nursery to be planted throughout the Village.

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

8d. Architect Design Templates

Mr. Wiemann discussed and reviewed the provided templates with the Committee. Members made comments and asked questions.

8e. Passive Park Concept Plan

Mr. Wiemann discussed and reviewed the provided planting plan with the Committee. Members made comments and asked questions.

8f. Urban Forest Management Plan Working Group Meeting

Chair Lewis reminded the Committee to submit their comments by the end of the day.

8g. Stepping Stone Policy

Discussion ensued among the Committee. Chair Lewis asked Staff to re-write the resolution and add it to Items for Future Agendas. The Committee was in unanimous support.

8h. Fruit Tree Policy

This item was tabled until the next meeting. This item will be added to Items for Future Agendas.

9. Items for Future Agendas

- Addition of One Full Time Equivalent for Quality Control
- Stepping Stone Policy
- Fruit Tree Policy
- Aeration and De-thatching Cost Analysis
- Urban Forest Management Plan Update
- Third Water Forecast

10. Committee Member Comments

No comments were made.

- **11. Date of Next Meeting:** Thursday, September 7, 2023 at 9:30 a.m.
- 12. Adjourned at 11:19 a.m.

Ira Lewis (Aug 8, 2023 09:37 PDT)

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Donna Rane-Szostak, Cush Bhada, S.K. Park, Ira Lewis

COMMTTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Vu Chu (Water Use Efficiency Analyst), El Toro Water District), Kay Havens (President of El Toro Water District Board of Directors), Abel Estrada (Customer Service and Billing Manager, El Toro Water District)

ADVISORS PRESENT: Lee Goldstein

STAFF PRESENT: Robert Merget, 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 April 27, 2023

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

Chair Rane-Szostak reviewed charts provided by the Finance Committee in detail.

Members made comments and asked questions.

5. Member Comments

No comments were made.

Third Mutual Water Conservation Sub-Committee July 27, 2023 Page 2

6. Response to Member Comments

None.

7. Items for Discussion and Consideration

7a. Proposed El Toro Water District increased charges for water/sewer

Chair Rane-Szostak provided informational documents from El Toro Water District and discussed them in detail. Multiple members made comments and asked questions.

7b. Tier 4 Water Usage

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

7c. Residential Water Usage

Director Rane-Szostak skipped this item due to addressing it earlier in the meeting.

8. Items for Future Agendas

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

9. Committee Member Comments

Various comments were made.

- **10. Date of Next Meeting:** Thursday, October 26, 2023 at 2:00 p.m.
- **11. Adjournment** at 3:44 p.m.





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

Tuesday, July 26, 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, Cris Prince

and Jules Zalon

MEMBER ABSENT: None

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Theresa Keegan

STAFF PRESENT: Blessilda Wright, Ruby Rojas and Carmen Aguilar

OTHERS PRESENT: Third: S. K. Park

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:31 a.m.

2. Approval of Agenda

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

By way of unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Bhada made a motion to approve the June 27, 2023 meeting report with minor changes. Director Lewis seconded the motion.

By a vote of 4-0-1 (Director Prince abstained) the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member commented on a citation received and states Third rules should apply to all residents.

6. Response to Members Comments

Chair Laws responded to the members comments agreeing with the member that the rules should be enforced equally and equitably.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Barbecue Grill Rules and Regulations

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

A member commented stating analytical data should to be assessed before enforcement of such policy.

A member commented recommending that members who grill, should also purchase fire-extinguishers for safety purposes.

Director Bhada made a motion to rescind Resolution 03-21-18 Barbecue Grill Rules and Regulations and allow three-story buildings (also known as the "Garden Villas Associations") to adopt a Barbecue Rules and Regulations Policy. Director Prince seconded the motion.

Director Zalon amended the motion to rescind the Barbecue Rules and Regulations with no specific provision for three-story buildings. Director Lewis seconded the motion.

By way of vote, 3-2-0 (Chair Laws and Director Prince voted No) the amended motion passed. The original motion failed.

b. Nuisance Policy regarding Noise

Chair Laws presented the Nuisance Policy regarding Noise matter for discussion. The Committee discussed the matter and asked questions.

A member commented regarding noise emanating from a neighboring member's water-fountain and states the Compliance Department should enforce continuous noise nuisance during non-quiet hours.

Committee members commented on the issue and stated it could be difficult to address. Director Prince made a motion to refer the specific matter to the Executive Hearings Committee for further consideration. Director Zalon seconded the motion.

By way of consensus, 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. The committee directed staff to review the Disciplinary Violations Matrix and advise any updates if needed.

The committee elected to table the matter for next month's meeting.

Director Bhada left the meeting at 11:20 a.m.

d. Schedule of Monetary PenaltiesChair Laws, presented the Schedule of Agenda Item #15f Page 2 of 4

Monetary Penalties for discussion. The Committee discussed the matter and asked questions.

A member commented about a vehicle being towed, a member with carport clutter and monetary penalties of \$2,000 is not enough for some violations.

Director Prince made a motion to update the monetary penalties of the minimum \$50 to a maximum \$2,000. Chair Laws seconded the motion.

By way of vote, 3-1-0 (Director Zalon voted No), the motion passed.

9. Items for Future Agendas

- a. Disciplinary Violations Matrix
- **b.** Financial Qualifications
- c. Vehicle, Traffic and Parking Rules specifically Vehicle Washing

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday: August 22, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:57 a.m.

Mark W. Laws
Mark W. Laws (Aug 2, 2023 16:57 PDT)

Mark W. Laws, Chair Third Laguna Hills THIS PAGE LEFT BLANK INTENTIONALLY

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

Monday, July 17, 2023 – 10 a.m. Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey,

Maggie Blackwell, Cush Bhada, Mark Laws, Sue

Stephens, Ajit Gidwani

MEMBERS ABSENT: Pearl Lee, Dennis Boudreau (both excused)

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Juanita Skillman, Andy

Ginocchio, S.K. Park, Egon Garthoffner

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

McCray, Siobhan Foster, Ted Ball, Laura Cooley, Samantha Kurland, Peter Quan, Carmen Aguilar

Call to Order

Chair Horton called the meeting to order at 10:03 a.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for June 8, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she attended a Clown Alley Club meeting as a guest last week in which the club was presenting a demonstration on how to pantomime. The Clown Alley Club is recruiting for new members and those interested may contact the club. Chair Horton attended the Fourth of July Celebration at Clubhouse 2 had a good time at the event.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Father's Day at Clubhouse 5 had 115 attendees; over 1,000 were in attendance at the Fourth of July Celebration outdoor concert at Clubhouse 2 with 102 entries for the parade; the 90s Luncheon at Clubhouse 5 hosted 315 attendees with 215 of those attendees over 90 years of age; welcome to Samantha Kurland, the new Clubhouse 1 supervisor; the China Painters met at Clubhouse 4 and will continue to meet weekly; the Camera Club has begun lectures with more scheduled for the future; the Clubhouse 5 water heater providing hot water to the pool locker rooms was replaced; the HVAC system at Clubhouse 7 is being repaired; a new leased horse has been acquired for the Equestrian lesson program; the Equestrian quarantine pen is completed as well as shade for the outdoor pens; the Equestrian show season featuring boarders begins in August.

Ms. Murphy stated the following upcoming events: the Performing Arts Center will host two movies per month during the summer months with Top Gun (1986) movie today at 2 p.m. and Maverick on July 24 at 2 p.m.; Kids Summer Splash Days at Pool 2 sold out for the first two sessions, but tickets are available for August 18; Clubhouse 5 will host the monthly dinner on July 24; the 5th Dimension Live will be at the Performing Arts Center on September 9; Aqua Fitness with Casey Chavez returns Tuesdays and Thursdays, 4 to 5 p.m.; Zumba Gold registration is open for Mondays, 10 to 11 a.m., Wednesdays, 9 to 10 a.m.

Mr. McCray stated the golf course is in good shape and bunker renovations are occurring; the driving range is growing grass and staff installed practice nets to allow residents practice while the driving range is being renovated; gardeners not responding to staff correspondence are being sent to compliance; Chair Horton inquired as to the wait list at the Garden Centers. Mr. McCray stated there are currently 175 residents on the wait list for garden plots plus those waiting for tree plots; Veggiepod rental is on the 28-day hold for approval. Director Bhada inquired as to those who have not paid Garden Center fees. Mr. McCray stated staff is contacting those who have not paid, however the main focus at this time is weed control and measures to aid in rat abatement.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Clubhouse 1 locker room issue with regards to number of toilets available.

Discussion ensued.

CONSENT

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

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Funds for Equestrian Center Mini Horse - Director Bhada made a motion to recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the Donation Policy. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Partial Review) – Director Addington made motion to accept the presented operating rules with suggested edits. Director Bhada seconded.

Discussion ensued.

Staff was directed to implement the suggested edits and bring the operating rules back to the Community Activities Committee for review.

Motion passed unanimously.

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 Gidwani thanked the committee and staff for streamlining the review process. Director Blackwell stated she appreciates the red line copies of the documents. Director Addington requested the addition of Drop-In Lounge TV under Items for Future Agendas.

Chair Horton thanked all the clubhouse supervisors for attending CAC today. Director Casey stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, August 10, 2023.

Adjournment

here being no further business, the Chair adjourned the meeting at 12:43 p.m.
DRAFT
Yvonne Horton, Chair



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

Wednesday, June 14, 2023 – 9:30 a.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay - Co-Chair, Jim

Cook, Ralph Engdahl, Lenny Ross, Alison Bok, Sue

Stephens

OTHERS PRESENT: GRF: Egon Garthoffner, Bunny Carpenter, Debbie Dotson,

Yvonne Horton, Juanita Skillman, Joan Milliman, Elsie

Addington

Third: Andy Ginocchio

Advisors Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager,

Robert Carroll – General Services Director, Ian Barnette – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Heather Ziemba – Projects Division Administrative Coordinator, Sandra Spencer –

Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from April 12, 2023

Golden Rain Foundation
Maintenance & Construction Committee
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Hearing no objection, the meeting minutes were approved by unanimous consent.

5. Chair's Remarks

Chair Karimi noted the full meeting agenda.

6. Member Comments

None

7. Department Head Update

None

Consent:

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

The Project Log was pulled for discussion. Mr. West answered questions regarding the equestrian lighting project, Building E, Broadband HVAC, and Shepherd's Crook projects.

- 8. Project Log
- 9. ChargePoint Summary
- 10. Clubhouse Preventive Maintenance Reports

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

11. Bench Relocation Project (as requested by Chair)

Mr. Carroll provided an update to the ongoing bench relocation project and addressed concerns from committee members.

12. Broadband HVAC Update

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the timeline of the project and specification of the equipment installed. Golden Rain Foundation
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13. Equestrian Security Gate Update

Mr. West provided a PowerPoint presentation of the item and answered questions from the committee. Staff will present a recommendation for this item in the closed session.

14. Golf Driving Range Update

Mr. West provided a brief update on the ongoing golf driving range rehabilitation project. The range is expected to remain closed until November.

15. Pool Equipment Update

Mr. West reported that the pool equipment replacement and upgrades have been decided on by staff and installation will be underway soon. Discussion ensued regarding pool chemical safety.

16. Welding Shop Update

Mr. West reported that staff is working with the city of Laguna Woods to finalize plans and permits to begin the contractor bidding phase of the welding shop project.

17. RFP for Clubhouse 1 Renovation

A draft RFP for the Clubhouse 1 renovation was delivered to the committee in advance of the meeting for review. A motion was made and unanimously approved for staff to make final edits and send out the RFP for bids.

18. Clubhouse 1 Archery Building Beam Repair

Mr. West answered questions from the committee regarding the safety and structural integrity of a beam in the Clubhouse 1 archery building. A comment was heard from a member regarding other structural concerns in Clubhouse 1. Discussion ensued on the possible cause of the issue with the problem beam and potential solutions. A motion was made to continue monitoring the beam in question and to direct staff to get a second opinion necessary to determine whether to repair or replace the beam.

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

- EMS Status Update
- MelRok Energy Management System
- Separate Metering for Community Center Vehicle Charging Stations

Golden Rain Foundation Maintenance & Construction Committee Regular Open Session June 14, 2023 Page 4 of 4

Concluding Business:

19. Committee Member Comments

- Chair Karimi expressed enthusiasm for the progress of the projects discussed.
- Director Bok commented on the bench relocation project.
- Director Engdahl commented that the Clubhouse 1 renovation is expansive and commended staff for their work on the project so far.
- Director Garthoffner thanked staff for their work.
- Director Simons thanked staff for their work.
- Director Walsh thanked the committee and staff.
- 20. Date of Next Meeting: Wednesday, August 9, 2023 at 9:30 a.m.
- **21. Recess** The meeting was recessed at 11:34 a.m.

Reza Karimi, Chair

Reza Karimi, Chair Gan Mukhopadhyay, Co-Chair Guy West, Staff Officer Telephone: 949-597-4625



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

Tuesday, June 25, at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Gan Mukhopadhyay, Sue Stephens, Junita Skillman, Anthony Liberatore, S.K. Park

MEMBERS ABSENT: Moon Yun (Excused), Cash Achrekar (Unexcused)

ADVISORS PRESENT: Rick Kopps (Towers Resident)

OTHERS PRESENT: Elsie Addington, Annie McCary (City Councilmember), Grace Stencel (Clubhouse Coordinator), Sandy Benson (Pet Evacuation Sub Committee),

STAFF PRESENT: Carmen Aguilar, Edward Green, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:35 a.m.

ACKNOWLEDGEMENT OF THE PRESS: None present.

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

APPROVAL OF THE MEETING REPORT: By consensus, the meeting report was approved.

CHAIR REMARKS: Chair Nuñez thanked the committee and audience for their understanding regarding the date change for this meeting. Chair Nuñez also gave an update regarding the Disaster Preparedness Office closure in the Community Center. He stated that the office equipment and supplies were moved to the third-floor storage of the Community Center. He informed the Committee Members that will continue to take DPTF kits to events to offer for sale but that once supplies were completely sold out they would be referring community members directly to the vendor website for online purchases.

Chair Nuñez asked Grace Stencel to discuss details of the Disaster Preparedness training for her 15 volunteers that occurred at Clubhouse 3 earlier in the month, which was attended by Operations Manager Tom Siviglia and Supervisor II Dan Lurie who both were very impressed by her organization and coordination of the training.

Chair Nuñez introduced a guest speaker, Sgt. Theo Wilder from the Orange County Sheriff's Department (OCSD), who discussed a presentation on NIMS. SEMS, and Unified Command and how the Operation Structure System that OCSD has in place for disaster management. Operation Structure System OCSD has in place for disaster management.

- Ham radio base units to be installed at clubhouses
- Disaster Planning
- Recruitment for Clubhouse Coordinators
- Athena's history in the community to be discussed in the architectural and control committee
- Implement a better strategy when communication with committee

MEMBER COMMENTS:

Multiple members made comments

REPORTS

RADIO & COMMUNICATIONS: Ed Green notified the committee he is retiring as the Disaster Coordinator as of July 25, 2023.

OFFICE MANAGER/ADVISOR: Tom Soule announced he is retiring as of July 25, 2023.

RECRUITMENT / RETENTION / TRAINING: Director Skillman had nothing to report on this topic.

GRF BOARD: Director Skillman stated that her focus is on a budget for generators and antennas on the Clubhouses. She is also looking for support in implementing shelter in place. Director Gan Mukhopadhyay had nothing to discuss.

UNITED BOARD: Director Liberatore had nothing to discuss but was very pleased with OCSD's presentation and felt that the DPTF was heading in the right direction.

THIRD BOARD: Director Park would like written invitations or announcements of future training or events via email with the committee members and not expect that an announcement about such training or event will suffice.

TOWERS: Director Park would like written invitations or announcements of future training or events via email with the committee members and not expect that an announcement about such training or event will suffice.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson had nothing to discuss.

DISCUSSIONS AND CONSIDERATIONS

1.) Club house Ham Radio Status

Tom Siviglia stated there is a meeting set to discuss the proper installation. Siviglia states, electrical, carpentry and a project manager will be overseeing this project. The goal is for this to be completed before the statewide Great Shake Out Drill in the Month of October.

ITEMS FOR FUTURE AGENDAS

Review on Fire Blankets for the Village

MEMBER COMMENTS: Multiple members made comments.

NEXT MEETING: September 26, 2023, at 9:30 a.m.

ADJOURNMENT: 11:11 a.m.

7.28.2023

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REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MOBILITY AND VEHICLES COMMITTEE

Wednesday, June 7, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Azar Asgari, Alison Bok, Cush

Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Vashti Williams

OTHERS PRESENT: GRF: Juanita Skillman

Third: Maggie Blackwell

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra

Spencer

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objections, the agenda was approved by unanimous consent.

4. Approval of Meeting Report for

The meeting report for June 7, 2023, was unanimously approved as written.

5. Chair's Remarks

None.

6. Member Comments (Items Not on the Agenda)

- A member asked about the \$10 charged for the destination shopping where it reflects on the green book.
- A member asked why the bus counter devices were removed.
- A member asked who is responsible for monitoring spending.

Report of the Regular Open Session GRF Mobility and Vehicles Committee Meeting August 2, 2023 Page **2** of **3**

7. Response to Member Comments

- Destination shopping is shown in a different revenue.
- The counters in the bus are sometimes removed for maintenance.
- General Services Director and Supervisor monitor the budget.

8. Director's Report

Staff provided the committee with an overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey, and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries.

9. Overview of 2019 Fehr and Peers Short Range Transit Plan

Mr. Carroll Introduced the topic and answers questions from the committee.

Items for Discussion

10. Mobility and Vehicle Committee Meeting Schedule

Director Bhada made motion to approve staff's recommendation to modify the meeting schedule. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously. The next committee meeting will be held on November 1, 2023.

11. Transportation Information Meeting Schedule

Director Stephens made a motion to approve staff's recommendation to modify the frequency of the Transportation Information Meeting from bi-monthly to semi-annual, with the exact dates to be determined by the staff as needed. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously.

Items for Future Agendas:

• To be determined.

Concluding Business:

Committee Member Comments - None

Report of the Regular Open Session GRF Mobility and Vehicles Committee Meeting August 2, 2023 Page **3** of **3**

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

Adjournment - The meeting was adjourned at 3:32 p.m.

Elsie Addington
Elsie Addington (Aug 9, 2023 09:25 PDT)

Elsie Addington, Chair Robert Carroll, Staff Officer Telephone: 949-597-4242 THIS PAGE LEFT BLANK INTENTIONALLY



MEETING OF THE GOLDEN RAIN FOUNDATION COMPLIANCE AD HOC COMMITTEE

Friday, July 14, 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,

Maggie Blackwell, S.K Park, Andy Ginnochio, Joan Milliman

and Pearl Lee (entered the meeting at 9:59 a.m.)

DIRECTORS ABSENT: None.

STAFF PRESENT: Francis Gomez, Ruby Rojas and Pamela Bashline

OTHERS PRESENT: GRF Directors- Yvonne Horton and Elsie Addington

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:31 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda.

Without objection, the agenda was approved.

APPROVAL OF THE REPORT FROM JUNE 9, 2023

Chair Carpenter made a motion to approve the meeting report from June 9, 2023.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Additional Occupancy Fee

Ms. Pamela Bashline, Community Services Manager, entered the meeting at 9:36 a.m. for discussion. The Committee Members made comments and asked questions. Ms. Bashline responded to questions and left the meeting at 10:33 a.m.

Director Milliman made a motion directing Staff to forward the matter to the Finance Department for reevaluation of the GRF Occupancy Fee in today's market. Director Park seconded the motion.

By way of consensus, the motion passed.

Member Disciplinary Process

Ms. Francis Gomez, Operations Manager, gave an overview of the Member Disciplinary Process. The Committee Members made comments and asked questions.

Chair Carpenter requested that the document be updated with the Committee changes and be brought to the next meeting.

By way of consensus, the motion passed.

Internal Dispute Resolution

Ms. Gomez, gave an overview of the Internal Dispute Resolution. The Committee Members made comments and asked questions.

Without objection, the Committee reaffirmed that the Internal Dispute Resolution should be through the Compliance Division.

CONCLUDING BUSINESS:

Committee Member Comments

Director Lee and Director Addington suggested reevaluating member fees to include further parking restrictions.

Directors Carpenter and Skillman commented on it being a great meeting with different viewpoints.

Future Agenda Items

- a. Member Disciplinary Process
- b. Additional Occupancy Fee

Date of Next Meeting

Friday, August 11, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 12:03 p.m.

Bunny Carpenter- Chair

Agenda Item #16f Page 2 of 2