



OPEN SESSION

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

**Tuesday, August 16, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

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

- 1. Call meeting to order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Engdahl**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. July 19, 2022 - Regular Board Meeting
 - b. August 05, 2022 – Agenda Prep Meeting
- 6. Report of the Chair**
- 7. Update from VMS Board – Chair diLorenzo**
- 8. 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.*
- 9. Responses to Open Forum Speakers**
- 10. CEO Report**

11. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of June 2022, 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 Landscape Committee:**
 - (1) Recommend to Approve the Removal of Two Star Pine Trees located at 2350-B Via Mariposa West
 - (2) Recommendation to Approve the Removal of One Japanese Black Pine Tree and One Cypress Shrub located at 5079 Ovalo
- c. **Recommendation from the Finance Committee:**
 - (1) Approve a Resolution for Recording a Lien against Member ID# 932-792-07

12. Unfinished Business

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body **(MAY Initial Notification- Revised AUGUST 2022 – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Discuss and Consider the Deactivation of Cable/Internet Services as Disciplinary Action **(JULY Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

13. New Business

- a. Board Member Participation in Committees **(AUGUST Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Discuss and Consider 2021 Operating Deficit Transfer **(AUGUST Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Discuss and Consider Approval of a Resolution Limiting Use of Potable Water for Watering Exterior Plants from Hose bibs to Wednesdays and Sundays Only **(AUGUST initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Updated Committee Appointments

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on August 2, 2022; next meeting September 6, 2022, 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 on July 25, 2022 and August 8, 2022; next meeting August 22, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Communications Committee – Director McCary. The committee met on July 13, 2022. The next meeting is October 12, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on July 7, 2022; next meeting September 12 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on July 27, 2022; next meeting September 28, 2022, at 1:30 p.m. in the Board Room.
 - (2) Garden Villa Rec. Room Subcommittee – Director Laws. The subcommittee met on May 26, 2022; next meeting TBA.
- e. Report of the Landscape Committee – Director Lewis. The committee met on August 4, 2022; next meeting September 1, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on July 28, 2022; next meeting October 27, 2022, at 2:00 p.m. in the Sycamore Room.
- g. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on July 27, 2022; next meeting August 23, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director McCary. The committee met on August 11, 2022; next meeting, September 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director McCary. The committee met on August 15, 2022; next meeting September 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- c. Security and Community Access Committee – Director McCary. The committee met on June 27, 2022; next meeting August 29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - d. Website Ad Hoc Committee – Director McCary. The committee met on August 10, 2022. Next meeting TBA.
 - e. GRF Finance Committee – Director Rane-Szostak. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - f. GRF Landscape Committee – Director Lewis. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - g. GRF Maintenance & Construction Committee – Director Engdahl – The committee met on August 10, 2022; next meeting October 12, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on June 24, 2022; next meeting, TBA.
 - h. Mobility and Vehicles Committee – Director Bhada – The committee met on August 3, 2022; next meeting October 5, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - i. Disaster Preparedness Task Force – Director Cook. The task force met on July 26, 2022; next meeting September 27, 2022 at 9:30 a.m. in the Board Room.
 - j. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on June 22, 2022; next meeting August 17, 2022 at 9:00 a.m. as a virtual meeting.
 - k. GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting TBA.
 - l. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
 - m. Information Technology Advisory Committee – Director Laws. This closed committee last met on July 29, 2022; next meeting August 26, 2022 at 1:30 p.m.
 - n. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken*

by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.

- Solar Energy Discussion
- El Toro Water District Presentation
- CR&R Overview of What is Done with Organic Waste
- Committees Discussion: How to Get Residents More Involved

17. Director's Comments

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

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) July 19, 2022—Regular Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN SESSION

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

**Tuesday, July 19, 2022 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors Present: Mark Laws, Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Nathaniel Ira Lewis, Donna Rane-Szostak, Cris Prince, Cush Bhada, Jules Zalon

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Connie Habal, Bart Mejia, Robert Carroll, Eileen Paulin

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

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

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

2. Pledge of Allegiance

Director Engdahl led the Pledge of Allegiance.

3. Acknowledge Media

The media was acknowledged online and through Village Television.

4. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

President Laws requested to move Item 11.d Update Committee Appointments from Consent Calendar to New Business as Item 13.b.

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

5. Approval of Minutes

- a. March 24, 2022 – Special Open Budget Meeting
- b. May 31, 2022 – Special Open Budget Meeting
- c. June 02, 2022 – Special Open Budget Meeting
- d. June 21, 2022 - Regular Board Meeting
- e. July 01, 2022 – Agenda Prep Meeting

President Laws asked for a motion to approve the minutes.

Director McCary made a motion to approve the minutes of March 24, 2022 – Special Open Budget Meeting. Director Cook seconded.

Hearing no changes or objections, the March 24, 2022 – Special Open Budget Meeting minutes were approved by consensus.

Director Cook made a motion to approve the minutes May 31, 2022 – Special Open Budget Meeting. Director Bhada seconded.

President Laws requested an amendment to correct the date on the May 31, 2022 – Special Open Budget Meeting minutes.

Hearing no changes or objections, the May 31, 2022 – Special Open Budget Meeting minutes were approved as amended by consensus.

Director Cook made a motion to approve the minutes of June 02, 2022 – Special Open Budget Meeting. Director Rane-Szostak seconded.

Hearing no changes or objections, the June 02, 2022 – Special Open Budget Meeting minutes were approved by consensus.

Director Lewis made a motion to approve the minutes of June 21, 2022 - Regular Board Meeting. Director Bhada seconded.

President Laws requested an amendment to correct the spelling of Director Bhada's name on the June 21, 2022 – Regular Board Meeting minutes.

Hearing no changes or objections, June 21, 2022 - Regular Board Meeting minutes were approved as amended unanimously.

Director Prince made a motion to approve the minutes of July 01, 2022 – Agenda Prep Meeting. Director Cook seconded.

Hearing no changes or objections, July 01, 2022 – Agenda Prep Meeting minutes were approved unanimously.

6. Report of the Chair

President Laws commented on the following:

- Addressed the vacant Director seat created by resigned Director Wayne. The Board chose not to fill the vacant seat at this time, as it is within 100 days of the Annual Election.
- The three Third Annual Election candidates will be voted onto the Third Board by acclamation, with the fourth position being vacant, as there were not enough candidates to meet the regular Election process.
- Provided an update regarding the Third Mutual Budget and the possible effects it has in reference to assessment costs.

7. Update from the VMS Board – Director Tao

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

- Enhance Efficiency
- Mutual Consent Application Status
- Measure Performance
- Measure Satisfaction
- Identify Trends
- Financial Processes
- 2023 Budget
- Employee Development
- KPI Reporting

8. Open Forum (Three Minutes per Speaker) - *At this time Members only addressed 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 can 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 (699)900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*

- A member commented on a solution to safety regarding cars exiting the underground parking.

9. Responses to Open Forum Speakers

- Director Engdahl and Director Bhada confirmed that they will take a look at the issue in question.

10. CEO Report

CEO Siobhan Foster reported on:

- VMS is seeking part-time employees to fill various positions throughout the community. This includes the new position, Community Center Attendant, which will allow the Community Center to be open after hours. Recruiting for part—time Community Center attendants, recreation leaders, bus drivers and gate ambassadors. Visit LagunaWoodsVillage.com to apply and for further details.
- The City of Laguna Woods has hired an outside contractor to pick up local household hazardous waste materials throughout the community. To request for a hazardous waste material collection, contact WM Curbside directly. Materials that can be picked up are as follows: paint products; household cleaners; florescent tubes & compact lamps; and miscellaneous residential materials.
- Recreation and Special Events Department will hold the BBQ Buffet on Monday, August 22, 2022 at Clubhouse 5 at 5:00 p.m. Tickets will be made available beginning Thursday, July 21, 2022 at the Clubhouse 5 office.

CEO Foster answered questions from the Board.

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

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of May 2022, 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 Landscape Committee:**
 1. Recommend to Approve Removal of One Canary Island Pine Tree – 4021-C Calle Sonora

RESOLUTION 03-22-69

**Approve the Request for Removal of One
Canary Island Pine Tree 4021-C Calle Sonora**

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 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 7, 2022, the Landscape Committee reviewed a request from the Member at 4021-C to remove one Canary Island Pine tree. The Member cited the reasons as liter/debris, overgrown, and the potential threat of structural damage; and

WHEREAS, staff inspected the condition of the tree and determined it does pose a potential fire threat due to proximity to the fireplace and recommends approving the request for the removal of one Canary Island Pine tree located at 4021-C Calle Sonora; 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 Canary Island Pine tree located at 4021-C Calle Sonora;

NOW THEREFORE BE IT RESOLVED, July 19, 2022, the Board of Directors approves the request for the removal of one Canary Island Pine tree located at 4021-C; and

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

c. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID# 931-460-20

RESOLUTION 03-22-70

Recording of a Lien

WHEREAS, Member ID# 931-460-20 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 931-460-20; and

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

2. Approve a Resolution for Recording a Lien against Member ID# 933-801-07

RESOLUTION 03-22-71

Recording of a Lien

WHEREAS, Member ID# 933-801-07 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-801-07; and

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

3. Approve a Resolution for Recording a Lien against Member ID# 931-680-71

RESOLUTION 03-22-72

Recording of a Lien

WHEREAS, Member ID# 931-680-71 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 931-680-71; and

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

4. Approve a Resolution for Recording a Lien against Member ID# 932-792-42

RESOLUTION 03-22-73

Recording of a Lien

WHEREAS, Member ID# 932-792-42 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 932-792-42; and

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

5. Approve a Resolution for Recording a Lien against Member ID# 931-680-74

RESOLUTION 03-22-74

Recording of a Lien

WHEREAS, Member ID# 931-680-74 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 931-680-74; and

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

6. Approve a Resolution for Recording a Lien against Member ID# 933-030-09

RESOLUTION 03-22-75

Recording of a Lien

WHEREAS, Member ID# 933-030-09 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-030-09; 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.

7. Approve a Resolution for Recording a Lien against Member ID# 933-612-25

RESOLUTION 03-22-76

Recording of a Lien

WHEREAS, Member ID# 933-612-25 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-612-25; 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.

8. Approve a Resolution for Recording a Lien against Member ID# 933-200-63

RESOLUTION 03-22-77

Recording of a Lien

WHEREAS, Member ID# 933-200-63 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-200-63; 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.

9. Approve a Resolution for Recording a Lien against Member ID# 933-040-07

RESOLUTION 03-22-78

Recording of a Lien

WHEREAS, Member ID# 933-040-07 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-040-07; 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.

10. Approve a Resolution for Recording a Lien against Member ID# 933-800-28

RESOLUTION 03-22-79

Recording of a Lien

WHEREAS, Member ID# 933-800-28 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, July 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID# 933-800-28; and

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

12. Unfinished Business

a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body – Oral Discussion

CEO Foster provided an update to the Board regarding the Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Joint Hearing Body.

There was no discussion by the Board.

b. Resident Policy and Compliance Committee – Guidelines for Financial Qualifications (JUNE Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

RESOLUTION 03-22-80

Clarification of Guidelines for Financial Qualifications Policy

WHEREAS, Third Laguna Hills Mutual (Third) is formed to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third is authorized to adopt rules and regulations to carry out the purposes of this Corporation through its board of directors; and

WHEREAS, Third desires to protect the financial integrity of the Corporation; and

WHEREAS, Third has expressed the need to clarify select income and net worth provisions of its Guidelines for Financial Qualifications Policy;

NOW, THEREFORE BE IT RESOLVED, July 19, 2022, the Board of Directors of this Corporation hereby introduces one amendment to the Financial Qualifications Policy, which amends Section II, Net Worth Requirements, Subsection B to add "U.S." before residential property; and

RESOLVED FURTHER, that Resolution 03-21-50, adopted August 17, 2021, is hereby suspended in its entirety and canceled; and

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

Director Zalon made a motion to approve Resolution 03-22-80. Director Cook seconded.

Discussion ensued among the Board.

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

- c. Entertain a Motion regarding Distribution of Printed Materials (JUNE Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 03-22-81

Distribution of Printed Materials

WHEREAS, the Resident Policy and Compliance Committee has recommended revising the Distributing-Posting Printed Materials Rules to fairly and reasonable address placement of materials within Third; and

WHEREAS, the Board recognized the need to amend the rules to align with the changing needs of the community;

NOW THEREFORE BE IT RESOLVED, July 19, 2022, that the Board of Directors of this Corporation hereby approves the amended Distributing-

Posting Printed Materials Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the Distributing-Posting Printed Materials Rules will now be known as the Distribution of Printed Materials Policy; and

RESOLVED FURTHER, that Resolution 03-07-59 adopted June 19, 2007 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 Engdahl made a motion to approve Resolution 03-22-81. Director Rane-Szostak seconded.

Discussion ensued among the Board.

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

13. New Business

- a. Discuss and Consider the Deactivation of the Cable/Internet Services as a Disciplinary Action (JULY Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-22-XX

Deactivation of Cable/Internet Services as a Disciplinary Action

WHEREAS, Third Laguna Hills Mutual (Third) desires to strengthen disciplinary actions; and

WHEREAS, the Board recognizes the need to expand the option to deactivate cable/internet service to all disciplinary matters when cases are brought for a disciplinary hearing; and

WHEREAS, the GRF Board adopted Resolution 90-17-38 which GRF authorizes, Third, to take disciplinary action against a Member which includes, but is not limited to, the suspension of the Member's right to use the cable/internet services;

NOW THEREFORE BE IT RESOLVED, on August 16, 2022 that the Board of Directors hereby approves deactivation of cable/internet services as a disciplinary action; and

RESOLVED FURTHER, that Resolution 03-17-49 adopted May 16, 2017 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.

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

Discussion ensued among the Board.

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

**THIS ITEM WAS MOVED TO NEW BUSINESS DURING APPROVAL OF AGENDA
b. Update Committee Appointments**

RESOLUTION 03-22-82

Third Mutual Committee Appointments

RESOLVED, July 19, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

RESOLVED FURTHER, that each committee chair in consultation with the vice chairmay appoint additional members and advisors with interim approval by the Presidentsubject to the approval of the Board of Directors:

Architectural Standards and Control Committee

James Cook, Chair

John Frankel

Ralph Engdahl

Nathaniel Ira Lewis

~~Craig Wayne~~

Cris Prince

Voting Advisors: Mike Butler and Mike Plean

Communications Committee

Annie McCary, Chair

Donna Rane-Szostak

Cris Prince

James Cook

Mark Laws

Cush Bhada, Alternate

Executive Hearing Committee

Annie McCary, Chair
Ralph Engdahl, Co-Chair
Mark Laws
Jules Zalon, Alternate
John Frankel, Alternate

Finance (Committee of the Whole)

Donna Rane-Szostak, Chair
Non-Voting Advisors: John Hess, Wei-Ming Tao

Investment Ad Hoc Committee

Mark Laws
~~Graig Wayne~~
Donna Rane-Szostak

Garden Villa Recreation Room Subcommittee (Quarterly)

Mark Laws
Donna Rane-Szostak
Nathaniel Ira Lewis
Voting Advisors: Martina Mangan, Sharon Molineri, **Lynn Jarrett**

Landscape Committee

Nathaniel Ira Lewis, Chair
Annie McCary
Jules Zalon
Ralph Engdahl
Donna Rane-Szostak
Cush Bhada, Alternate
Non-Voting Advisor: Cindy Baker

Maintenance and Construction Committee

Ralph Engdahl, Chair
Mark Laws
John Frankel
~~Craig Wayne~~
Cris Prince, Alternate
James Cook
Cush Bhada, ~~Alternate~~
Non-voting Advisor – David Bienek, Judith Troutman

New Resident Orientation

Everybody Participates on a Rotating Basis

Water Conservation Committee (Quarterly)

Donna Rane-Szostak, Chair
John Frankel
Cush Bhada
Jules Zalon
Nathaniel Ira Lewis
Non-Voting Advisor: Lee Goldstein

Parking & Golf Cart Task Force

Cush Bhada, Chair
John Frankel
Mark Laws
Ralph Engdahl, Alternate
Non-Voting Advisor: Hal Horne

Resident Policy and Compliance Committee

Mark Laws, Chair
Cush Bhada
~~Lynn Jarrett~~
Jules Zalon, Alternate
Cris Prince
Nathaniel Ira Lewis, Alternate
Non-Voting Advisors: Stuart Hack

Energy Research Group

Ralph Engdahl
John Frankel
Nathaniel Ira Lewis
Non-Voting Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-22-60, adopted June 21, 2022, is hereby superseded and canceled; and,

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

RESOLUTION 03-22-83

GRF Committee Appointments

RESOLVED, July 19, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Annie McCary

Cush Bhada

Jules Zalon, Alternate

Equestrian Center Ad Hoc Committee

~~Cush Bhada~~

~~Annie McCary~~

GRF Finance Committee

Donna Rane-Szostak

Mark Laws

Craig Wayne, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak

Ralph Engdahl, Alternate

Mark Laws

GRF Landscape Committee

Jules Zalon

Nathaniel Ira Lewis

Annie McCary, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl

Jim Cook

John Frankel, Alternate

Clubhouse Renovation Ad Hoc Committee

John Frankel

Ralph Engdahl

Cush Bhada, Alternate

GRF Media and Communications Committee

Annie McCary

Jim Cook

Cris Prince, **Alternate**

Broadband Ad Hoc Committee

Cris Prince

Annie McCary

Mobility and Vehicles Committee

Jim Cook, Alternate
John Frankel
Cush Bhada

Security and Community Access Committee

Annie McCary
~~Craig Wayne~~
Cris Prince
Donna Rane-Szostak, Alternate

Disaster Preparedness

John Frankel
Jim Cook
Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

John Frankel
Mark Laws

Strategic Planning Committee

Mark Laws
Nathaniel Ira Lewis

IT Technology Advisory Committee (ITAC)

Mark Laws

Insurance Ad Hoc Committee

Cris Prince
Mark Laws
Jim Cook

Website Ad Hoc Committee

Annie McCary
Mark Laws

RESOLVED FURTHER, that Resolution 03-22-61, adopted June 21, 2022, is hereby superseded and canceled; and

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

President Laws declared Resolution 03-22-82 & Resolution 03-22-83 as approved unanimously.

14. Committee Reports

- a.** Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on July 5, 2022; next meeting August 2, 2022, 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 on June 27, 2022; next meeting July 25, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c.** Report of the Communications Committee – Director McCary. The committee met on July 13, 2022. The next meeting is August 2, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.
- d.** Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on July 7, 2022; next meeting September 12, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on May 25, 2022; next meeting July 27, 2022, at 1:30 p.m. in the Board Room.
 - (2) Garden Villa Rec. Room Subcommittee – Director Lewis. The subcommittee met on May 26, 2022; next meeting August 4, 2022 at 9:30 a.m. in the Board Room.
- e.** Report of the Landscape Committee – Director Lewis. The committee met on July 7, 2022; next meeting August 4, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- f.** Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 28, 2022; next meeting July 28, 2022, at 2:00 p.m. in the Elm Room.
- g.** Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on June 28, 2022; next meeting July 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Community Activities Committee – Director McCary. The committee met on July 14, 2022; next meeting, August 11, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Finance Committee – Director Rane-Szostak. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Landscape Committee – Director Lewis. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on June 8, 2022; next meeting August 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on June 24, 2022; next meeting, TBA.

- e. Media and Communications Committee – Director McCary. The committee met on July 18, 2022; next meeting August 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Mobility and Vehicles Committee – Director Bhada – The committee met on June 1, 2022; next meeting August 3, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Security and Community Access Committee – Director McCary. The committee met on June 27, 2022; next meeting August 22, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Disaster Preparedness Task Force – Director Rane-Szostak. The task force met on March 29, 2022; next meeting July 26, 2022 at 9:30 a.m. in the Board Room.

- h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on June 15, 2022; next meeting August 17, 2022 at 9:00 a.m. as a virtual meeting.
- i. GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting TBA.
- j. Information Technology Advisory Committee – Director Laws. The committee met on July 15, 2022; next meeting July 22, 2022 at 1:30 p.m. as virtually.
- k. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.

- I. Website Ad Hoc Committee – Director McCary. The committee met on July 6, 2022; next meeting TBA.
- m. Insurance Ad Hoc Committee – Director Laws. The committee met on May 9, 2022; next meeting July 25, 2022 at 10:00 a.m. in the Willow Room.

16. Future Agenda Items-- *All matters listed under Future Agenda Items are 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 actions on these items at a future Board meeting.*

- Director Rane-Szostak asked for a placeholder to discuss El Toro Water District's rate increase.

17. Directors' Comments

- Director McCary commented on the importance of staying hydrated during the hot summer weather.
- President Laws reminded residents that the next Third Mutual Town Hall meeting is scheduled for Wednesday July 27, 2022 at Clubhouse 2 from 3:00–5:00 p.m.

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 11:30 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) May 17, 2022—Regular Closed Session

(b) May 26, 2022 – Special Closed Session

(c) May 31, 2022—Special Closed Session

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 4:30 p.m.

DocuSigned by:

N. Cris Prince

5441FC1ED518422...

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



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 05, 2022 - 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, Annie McCary, Ralph Engdahl, N. Cris Prince, Cush Bhada, Donna Rane-Szostak, Jules Zalon, Nathaniel Lewis, John Frankel

Directors absent: Jim Cook

Staff present: CEO-Siobhan Foster, Makayla Schwieter, Paul Nguyen, Catherine Laster

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

Hearing no changes or objections, the agenda was approved unanimously.

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on August 16, 2022

Discussion ensued among the board.

President Laws asked for a motion to approve the August 16, 2022 open and closed session agendas.

Hearing no changes or objections, the August 16, 2022 open and closed session agendas were approved unanimously.

4. Director Comments

- President Laws discussed the process and timeline for filling the vacancy on the Board.

5. Adjournment

The meeting was adjourned at 10:32 a.m.

DocuSigned by:

Cris Prince

5441FC1ED518422...

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



RESOLUTION 03-22-XX

Approve the Request For Removal of Two Star Pine Trees 2350-B Via Mariposa West

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

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

- Trees 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 4, 2022, the Landscape Committee reviewed a request from the Member at 2350-B to remove two Star Pine trees. The Member cited the reasons as potential hazard to persons and property; and

WHEREAS, staff inspected the condition of the trees and determined that both trees display surface rooting, bleeding, unusual amounts of pine cones, and other concerns regarding their limbs; and

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approval of the request for the removal of two Star Pine trees located at 2350-B Via Mariposa West;

NOW THEREFORE BE IT RESOLVED, August 16, 2022, the Board of Directors approves the request for the removal of two Star Pine trees located at 2350-B; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-22-XX

Approve the Request For Removal of One Japanese Black Pine Tree and One Cypress Shrub

5079 Ovalo

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 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 4, 2022, the Landscape Committee reviewed a request from the Member at 5079 to remove one Japanese Black Pine tree and one Cypress Shrub. The Member cited the reasons as overgrown, structural damage and poor condition; and

WHEREAS, staff inspected the condition of the tree and the shrub and determined that the tree displays surface rooting causing damage to the member’s planter wall, and the shrub displays evidence of red spider mite in the internal portions of the shrub; 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 Japanese Black Pine tree and one Cypress Shrub located at 5079 Ovalo;

NOW THEREFORE BE IT RESOLVED, August 16, 2022, the Board of Directors approves the request for the removal of one Japanese Black Pine tree and one Cypress Shrub located at 5079; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-22-XX

Recording of a Lien

WHEREAS, Member ID 932-792-07; 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 16, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-792-07; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: August 16, 2022
FOR: Board of Directors
SUBJECT: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

RECOMMENDATION

The Board of Directors adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

BACKGROUND

The Board of Directors of Third Laguna Hills Mutual (“Third”), Golden Rain Foundation (“GRF”), and United Laguna Woods Mutual (“United”) recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by members, residents, Third, GRF, United, and VMS board directors and advisors, and member or resident guests. The claims of harassment, abuse and/or intimidation may involve members, residents, Third, GRF, and United and VMS board directors and advisors, member or resident guests, and VMS employees.

DISCUSSION

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and/or intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

The proposed policy is being considered by the board of directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

On May 17, 2022, Director Rane-Szostak made a motion to approve the resolution for discussion purposes and to postpone the final vote 28-days per Civil Code §4360. Director McCary seconded the motion. The motion passed 7-2 with Directors Bhada, Cook, Laws and Lewis opposed. Resolution 03-22-XX was introduced (May Initial Notification – postpone 28-days for member review and comment to comply with Civil Code §4360). During the board discussion, revisions to the proposed policy were suggested.

GRF and United considered the proposed policy and charter at their May board meetings on May 3 and May 10, 2022, respectively. While both boards introduced the resolution, the boards offered input regarding the proposed policy and charter.

Upon conclusion of the May board meetings, the board presidents and VMS Board chair convened to consider all input from the three boards and the resulting documents reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needed to reintroduce Resolution 03-22-XX and postpone action for 28-days to allow for member review and comment to comply with Civil Code §4360.

On June 21, 2022, the board considered the proposed policy. Director Lewis made a motion to send the policy back to the committee for revisions. Director Cook seconded. Hearing no changes or objections, the motion was called to a vote and passed 9-2. Directors Zalon, and Bhada opposed.

On June 7, 2022, GRF unanimously reintroduced the proposed policy and postponed action for 28-days to allow for member review and comment to comply with Civil Code §4360.

On June 14, 2022, United considered the proposed policy and charter and introduced the resolution while again offering input regarding the proposed policy.

In July 2022, the board presidents and VMS Board chair reconvened to consider additional input from the three boards and modified the documents to reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needs to reintroduce Resolution 03-22-XX and postpone action for 28-days to allow for member review and comment to comply with Civil Code §4360.

On August 2, 2022, GRF unanimously introduced the proposed policy for discussion purposes and postponed the final vote 28-days per Civil Code §4360.

On August 9, 2022, the motion made by the United board to introduce the proposed policy for discussion purposes and postpone the final vote 28-days per Civil Code §4360 resulted in a tie vote and failed.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, CEO/General Manager

Reviewed By: Francis Gomez, Operations Manager
Eric Nunez, Director of Security

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy

Attachment 2: Inter-Board Policy – Flow Chart

Attachment 3: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee

Attachment 3: Resolution 03-22-XX



**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual
Joint Hearing Body Committee
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy**

I. Purpose

Harassment, abuse and intimidation is strictly prohibited in the community. The boards of directors of Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third"), United Laguna Woods Mutual ("United") and Village Management Services ("VMS") require a clear and consistent policy to address claims of harassment, abuse and intimidation. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Policy") provides guidance relative to such behavior and guidelines for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This policy applies to:

- a. Members;
- b. Residents;
- c. GRF, United, Third and VMS board directors and advisors; and
- d. Member or resident guests.

The claims of harassment, abuse and/or intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS board of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

VMS investigates incidents of harassment, abuse and/or intimidation from an employer's standpoint pursuant to the VMS Anti-Harassment Policy, and by necessary implication, there will be overlap when an employee is harassed by any of the foregoing and vice-versa.

This Policy has been adopted by the boards of directors of GRF, Third and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

II. Definitions

- a. Abuse - See details under Conditions for Abuse.
- b. Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") - A hearing body formed via charter by the boards of directors of GRF, Third and United to address claims of harassment, abuse and intimidation by

- members; residents; GRF, Third, United and VMS boards of directors and advisors; and member or resident guests. Claims may involve members; residents; GRF, Third, United and VMS boards of directors and advisors; member or resident guests; and VMS employees.
- c. Community - Laguna Woods Village, including, but not limited to, the community center, gate houses, clubhouses and amenities.
 - d. Claimant - Member, resident, board member, advisor, member or resident guest who submits a claim of alleged harassment, abuse and/or intimidation ("claim") involving member, resident, board member, advisor, member or resident guest, and/or employee.
 - e. Director - A board member from GRF, Third, United or VMS boards of directors.
 - f. Governing documents - All of the following, collectively: articles of incorporation, bylaws, CC&Rs, rules and regulations, and resolutions or policies duly adopted by boards of directors of United (including occupancy agreement), GRF and Third; all as may be lawfully amended or modified from time to time.
 - g. Harassment - See details under Conditions for Harassment.
 - h. Intimidation - See details under Conditions for Intimidation.
 - i. Member - Any person who is an owner of a unit in Third's or United's development who has been approved for membership in Third or United in accordance with the governing documents.
 - j. Resident - An approved occupant of a residence in Laguna Woods Village.
 - k. Respondent - Member, resident, board member, advisor, member or resident guest, or employee who is the subject of harassment, abuse and/or intimidation claim.
 - l. Staff - Employees of VMS authorized to act on behalf of GRF, Third and United.

III. Conditions for Harassment

Below are various definitions and descriptions of harassment under both federal and California law:

- a. Federal law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- b. California law: California Law: California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).
- c. Department of Housing and Urban Development (HUD) "Final Rule": Recent federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing

providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of residents and, as appropriate, take all action permitted under the governing documents to address such harassing behavior (24 CFR 100.600).

IV. Conditions for Abuse

Below are various definitions and descriptions of abuse under both federal and California law:

- a. Federal law: Under federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- b. California law: Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

V. Conditions for Intimidation

Below are various definitions and descriptions of intimidation under both federal and California law:

- a. Federal law: Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- b. California law: Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

VI. Examples of Harassment, Abuse and/or Intimidation

Examples of harassment, abuse and/or intimidation in community, subject to review and interpretation by committee, may include:

- a. Physical intimidation;
- b. Threatening bodily harm or to harm one’s property;
- c. Discriminatory shouting and yelling;
- d. Stalking, such as following someone around to intimidate or “make a point”;
- e. Disrupting organized activities in progress, including board and committee meetings;
- f. Entering the second floor of the community center without escort or pass;
- g. Interfering, instructing or otherwise disrupting the work of vendors or staff;
- h. Unreasonable, hostile and/or telephone calls and/or emails without a legitimate purpose to a resident, vendor or staff;
- i. Disparaging someone;

- j. Humiliating someone; and/or
- k. Other behavior that the ordinary person would find unreasonable and/or threatening.

VII. Reporting Harassment, Abuse and/or Intimidation Claims

To report a claim, members; residents; GRF, United, Third and VMS board directors and advisors; member and resident guests; and/or VMS employees may contact:

- a. Security Department
 - i. By telephone: 949-580-1400
- b. Compliance Division
 - i. By telephone: 949-268-2255; or
 - ii. Via email: compliance@vmsinc.org

Staff will inform the claimant to call the Security Department for documentation of the reported harassment, abuse and/or intimidation. Staff may also inform the claimant to call the Orange County Sheriff's Department ("OCSD") if harassment, abuse and/or intimidation occur.

VIII. Assessment of Harassment, Abuse, and/or Intimidation Claims

Upon receipt of claim by Security Department or Compliance Division, the following steps will occur:

- a. Security Director informs CEO/General Manager ("CEO") and Human Resources ("HR") Director of claim.
- b. CEO confers with Security Director and HR Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
 - i. If claim does not meet definition of harassment, abuse and/or harassment, Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.
 - ii. If claim meets definition of harassment, abuse and/or harassment, claim will be investigated by third party or internally by Security Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

IX. Investigation of Harassment, Abuse and/or Intimidation Claims

- a. If claim involves member, resident, board member, advisor, member or resident guest, investigator at direction of Security Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation);
- b. If claim involves employee, investigator at direction of HR Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation). VMS investigates claims from an employer's standpoint pursuant to federal and state laws regarding employees and the VMS Anti-Harassment Policy and confirmed cases of harassment, abuse and intimidation by necessary implication, there will be overlap when an employee is harassed by a member, board member and/or advisor. VMS will investigate harassment to

Attachment 1

determine what action must be taken to protect employee while investigation results will be shared with the committee to determine what action to take against the member, board member or advisor. VMS and the committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed.

X. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Pursuant to Civil Code §5855 and applicable governing documents, Compliance Division issues notice of hearing with committee to respondent, including summary of evidence;
 - i. When respondent is board member or advisor, two committee members from defendant's board do not participate in hearing. Four committee members from other boards hear and render decision on case.
- b. During disciplinary hearing, respondent has right to meet before committee in executive session.
- c. If committee finds respondent in violation of policy, committee may impose fine, suspend member privileges and/or consider legal action.
- d. Any respondent found to have violated policy may be removed as officer of their board, if serving as such, or from any committee they serve by their respective board (e.g., GRF, Third, United and VMS).

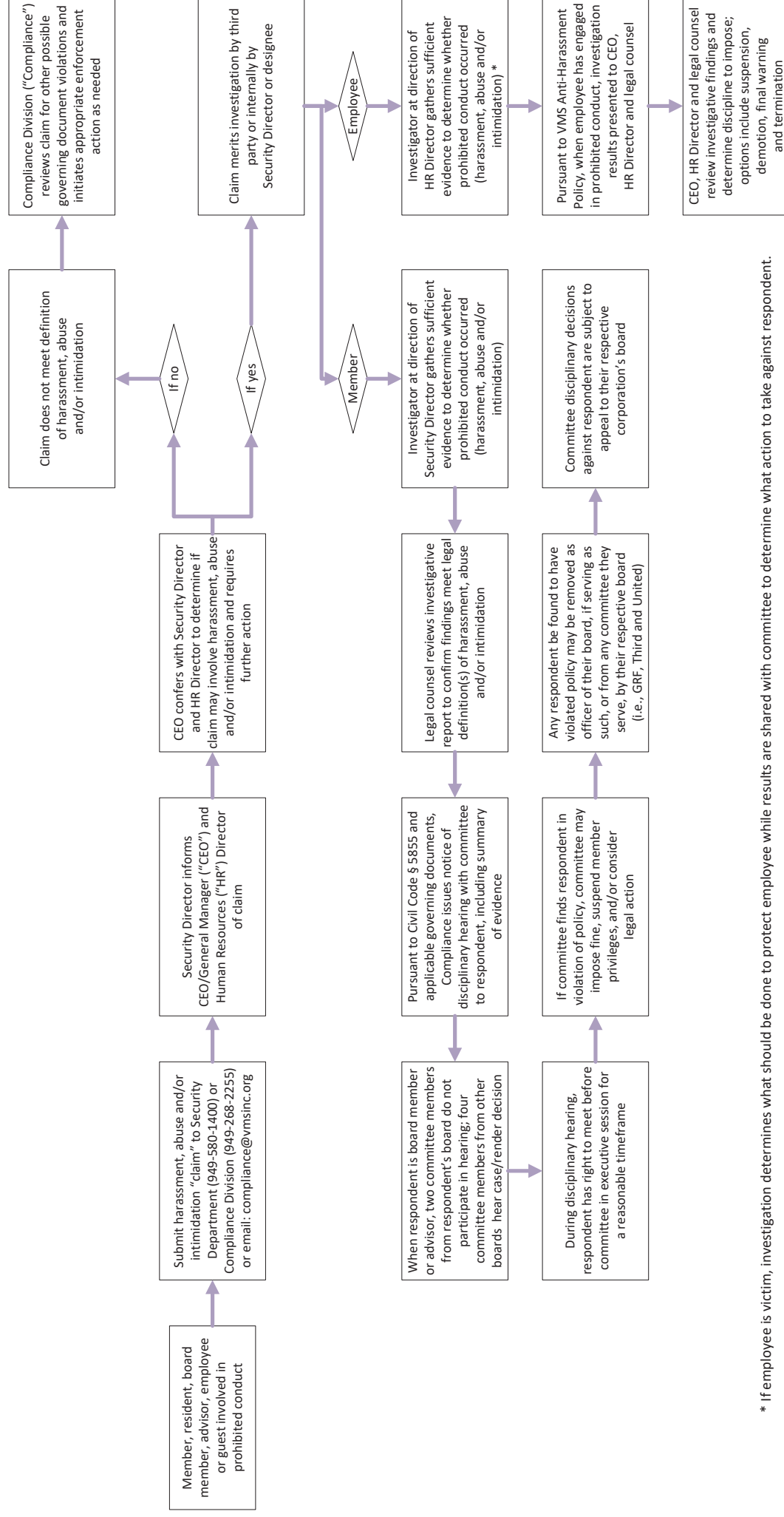
XI. Appeal of Committee Decision - Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Committee disciplinary decisions against respondent are subject to appeal to their respective corporation's board. If VMS board member is respondent, appeal would be to mutual board in which respondent resides.
 - i. When defendant is board member or advisor, two committee members from board who did not participate in committee hearing would participate in appeal hearing with full board.

XII. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Employee

- a. Pursuant to VMS Anti-Harassment Policy, when employee has engaged in prohibited conduct (harassment, abuse and/or intimidation), investigation results presented to CEO, and HR Director and legal counsel.
- b. CEO, HR Director and legal counsel review investigative findings and determine discipline to impose including suspension, demotion final warning and/or termination.

Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“policy”) – Flow Chart



* If employee is victim, investigation determines what should be done to protect employee while results are shared with committee to determine what action to take against respondent.

Refer to Sections III, IV and V of Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy for conditions of harassment, abuse and intimidation



**Golden Rain Foundation, United Laguna Woods Mutual and Third Laguna Hills Mutual
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
Charter of Joint Hearing Body Committee**

I. Introduction

This Charter of the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Charter") serves to create the Joint Hearing Body Committee ("committee") for the Golden Rain Foundation ("GRF"), Third Laguna Hills Mutual ("Third") and United Laguna Woods Mutual ("United") pursuant to:

- a. Article VIII of the Amended and Restated Bylaws ("Bylaws") of GRF and California Corporations Code Section 7212, the board of directors of GRF is entitled to create committees to assist it in the execution of their powers and duties;
- b. Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third and California Corporations Code Section 7212, the board of directors of Third is entitled to create committees to assist it in the execution of their powers and duties; and
- c. Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United and California Corporations Code Section 7212, the board of directors of United is entitled to create committees to assist it in the execution of their powers and duties.

II. Purpose

The committee (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation ("claims") by:

- a. Members;
- b. Residents;
- c. GRF, Third, United and Village Management Services (VMS) boards of directors and advisors; and
- d. Member or resident guests.

Claims of harassment, abuse and intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, Third, United and VMS boards of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

The committee will interface with the GRF, Third, United and VMS boards of directors, as well as VMS, legal counsel and other relevant individuals, and impose discipline and/or recommendations, as appropriate.

III. Committee

- a. Composition:
 - i. Committee shall be comprised of six members including two directors from each of GRF, Third and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, Third and United.
 - ii. When respondent is a board director or advisor to GRF, Third or United, the two members of the committee from the respondent's board will not participate in the hearing. The four committee members from the other boards will hear and render a decision on the case, preserving the two committee members' ability to hear a possible appeal that would be heard by the full board.
- b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board; for Third, Resolution 03-20-29:
 - i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
 - ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
 - iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
 - iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.
- c. Term:
 - i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
 - ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, in sole discretion of their respective board.

IV. Scope of Authority – Powers of Committee

- a. Mission: Committee is formed to serve as hearing body to address claims submitted by members, residents, board members and advisors, and member or resident guests. Claims may involve members, residents, board members and advisors, member or resident guests, and VMS employees.
- b. Review: Committee has the power and authority to review claims, investigative reports and interface with the boards of directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals.
- c. Impose discipline: Committee shall have authority to impose discipline against the respondent, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the boards of GRF, United and Third.

V. Scope of Authority – Committee Member Compensation and Conduct

No committee member shall receive compensation of any kind for participation on the committee.

VI. Scope of Authority – Meetings

- a. Meetings: Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality.
- b. Meeting minutes: Minutes of all meetings shall be prepared and maintained.
- c. Tie votes: In the event of a tie vote, the motion would fail pursuant to Robert's Rules of Order.

VII. Scope of Authority – Effect of Decisions by Committee

- a. Appeal: Decisions by the committee to impose disciplinary action against respondent shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the board hearing the appeal.
 - i. Fines: If the committee imposes a fine, the respondent can appeal to their respective board and that board can affirm or overturn that decision, given the board can levy fines.
 - ii. Access to amenities: If the committee bans the respondent from accessing the administrative building or the clubhouse/amenities, a mutual board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the respondent would need to appeal to GRF, not a mutual board.

VIII. Scope of Authority – Insurance/Defense/Indemnity

- a. D&O insurance: GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a member's service on the committee, and as authorized by the boards of GRF, United and Third.
- b. Defense/indemnity: GRF, United and Third will defend and indemnify committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the committee, including any self-insured retention costs, and shared by GRF, United and Third.

IX. Scope of Authority – Confidentiality

- a. Confidentiality: Committee members are obligated to maintain strict confidentiality of information obtained while on the committee, beyond the term of service on the committee, and such information shall only be used for its purpose as provided herein.
- b. Executive session: The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that committee members similarly acknowledge and respect the privacy interests of GRF, Third and United and its members, exercising constant vigilance in the handling of confidential information.

- c. Information sharing: VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director or advisor. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the committee will also investigate and determine what action to take against the director or advisor. Accordingly, VMS and the committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.



RESOLUTION 03-22-xxx

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and
Charter of the Joint Hearing Body Committee**

WHEREAS, the Board of Directors of Third Laguna Hills Mutual (“Third”), Golden Rain Foundation (“GRF”), and United Laguna Woods Mutual (“United”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, August 16, 2022, that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-20-27, adopted April 21, 2020, 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.

MAY Initial Notification – Revised August 2022

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Deactivation of Cable Service as a Disciplinary Action

On May 16, 2017, the Third Laguna Hills Mutual (Third) Board of Directors (Board) established Resolution 03-17-49, Deactivation of Cable/Internet Services at a Delinquent Member's Unit. The current policy only allows for the Board to hold a disciplinary hearing and suspend cable/internet service for delinquent accounts only.

The purpose of the amendment is to provide clarifying language allowing suspending cable/internet services as a possible disciplinary action for matters brought before the Board.

On June 28, 2022, the Resident Policy and Compliance Committee reviewed Deactivation of Cable Service as a Disciplinary Action.

Blessilda Wright, Compliance Supervisor, presented Deactivation of Cable Service as a Disciplinary Action report. The Committee commented and asked questions.

Director Prince made a motion to amend the Deactivation of Cable/Internet Services for a Delinquent Member's Unit to expend all disciplinary matters. Director Bhada seconded the motion.

By consensus, the motion carried.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: August 16, 2022
FOR: Resident Policy & Compliance Committee
SUBJECT: Deactivation of Cable Service as a Disciplinary Action

RECOMMENDATION

Staff recommends amend the Deactivation of Cable/Internet Services at a Delinquent Member's Unit to expand to all disciplinary matters.

BACKGROUND

On May 16, 2017, the Third Laguna Hills Mutual (Third) Board of Directors (Board) established Resolution 03-17-49, Deactivation of Cable/Internet Services at a Delinquent Member's Unit. The current policy only allows for the Board to hold a disciplinary hearing and suspend cable/internet service for delinquent accounts only.

On November 7, 2017, the Golden Rain Foundation (GRF) Board of Directors (Board) approved Resolution 90-17-38, Suspend Cable/Internet in the Event of a Disciplinary Action giving authority to the housing mutual to suspend cable/internet service for disciplinary cases.

On May 24, 2022, the Resident Policy and Compliance Committee discussed including suspension of cable/internet services as a possible disciplinary action for matters brought before the Board.

DISCUSSION

The purpose of the amendment is to provide clarifying language allowing suspending cable/internet services as a possible disciplinary action for matters brought before the Board.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-17-49, Deactivation of Cable/Internet Service at a Delinquent Member's Unit

Attachment 2: Resolution 03-22-XX, Deactivation of Cable/Internet Service as a Disciplinary Action

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-17-49

Revision to Deactivation of Cable Service at a Delinquent Member's Unit, when a Member becomes 60-Days Delinquent

WHEREAS, Third Laguna Hills Mutual desires to strengthen delinquency collection procedures; and

WHEREAS, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Failure to pay the assessments or failure to pay interest, a late fee, and/or the Administrative Collection Fee may also result in suspension of Membership in and the ability to use the facilities or services provided by the Golden Rain Foundation of Laguna Woods or by this Mutual"; and

WHEREAS, the GRF Board adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system;

NOW THEREFORE BE IT RESOLVED, on May 16, 2017 that the Board of Directors hereby approves deactivation of cable service at a delinquent member's unit, when a Member becomes 60-days delinquent on assessments, fines, fees, or chargeable services, currently or hereafter, except when a member's payment plan is approved by the Board and remains current; and

RESOLVED FURTHER, that Resolution 03-15-100 adopted July 21, 2015 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.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-22-XX

Deactivation of Cable/Internet Services as a Disciplinary Action

WHEREAS, Third Laguna Hills Mutual (Third) desires to strengthen disciplinary actions; and

WHEREAS, the Board recognizes the need to expand the option to deactivate cable/internet service to all disciplinary matters when cases are brought for a disciplinary hearing; and

WHEREAS, the GRF Board adopted Resolution 90-17-38 which GRF authorizes, Third, to take disciplinary action against a Member which includes, but is not limited to, the suspension of the Member's right to use the cable/internet services;

NOW THEREFORE BE IT RESOLVED, on August 16, 2022 that the Board of Directors hereby approves deactivation of cable/internet services as a disciplinary action; and

RESOLVED FURTHER, that Resolution 03-17-49 adopted May 16, 2017 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.

JULY INITIAL NOTIFICATION

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Discuss & Consider Board Member Participation in Committees

At present, any board member may attend, participate, and vote in any committee meeting even if they have not been assigned to it. The purpose of amending the Board Member Participation on Committee is to provide clarification on when board member's attend committee meetings. As such, board members who attend a committee meeting will be permitted to participate and vote only if a quorum is required for the committee meeting.

On July 27, 2022, the Resident Policy and Compliance Committee reviewed Board Member Participation in Committees.

Ms. Blessilda Wright, Compliance Supervisor, presented Board Member Participation in Committees report. The Committee commented and asked questions.

Director Lewis made a motion to accept the report with changes. Director Prince seconded the motion.

By unanimous vote, the motion carried.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: August 16, 2022
FOR: Resident Policy and Compliance Committee
SUBJECT: Board Member Participation in Committees

RECOMMENDATION

Amend Board Member Participation in Committees.

BACKGROUND

On October 21, 2003, the Third Laguna Hills Mutual (Third) Board of Directors (Board) established Resolution M3-03-71, Board Member Participation in Committees. This resolution allows board members who attend committee meetings the right to vote in any meeting they attend regardless of assignment to the committees.

On June 28, 2022, the Resident Policy and Compliance Committee reviewed the resolution and directed staff to add clarifying language to only allow board directors to vote and participate when quorum is needed for a committee meeting.

Each committee created by the Third Board has a charter that dictates the parameters of the committee's purpose. The charter includes who can vote, how many board members and advisors are assigned to each committee and the frequency of the committee meetings.

The Board Member Participation in Committee Policy allows for board members to be alternates in a committee meeting even if the Committee Assignments approved by the board does not list the board member as an alternate. This allows for the committee meeting to continue within the parameters of the charter.

DISCUSSION

At present, any board member may attend, participate, and vote in any committee meeting even if they have not been assigned to it. The purpose of amending the Board Member Participation on Committee is to provide clarification on when board member's attend committee meetings. As such, board members who attend a committee meeting will be permitted to participate and vote only if a quorum is required for the committee meeting.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-XX-XX, Board Member Participation in Committee

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-XX-XX

Board Member Participation in Committees

WHEREAS, board members are appointed to committee's to carry out the purpose of the Board as specified in the Committee Charters; and

WHEREAS, at present, board members are allowed to attend committee meetings and have the right to participate and vote; regardless of assignment to the Committee; and

WHEREAS, the Resident Policy and Compliance Committee recognizes the need to clarify when board members are permitted to vote and participate at Committee's that they are not assigned for;

NOW THEREFORE BE IT RESOLVED, September 20, 2022, the Board of Directors of this Corporation hereby allows board members who attend a committee meeting to participate and vote as committee members only if a quorum for the committee is required; if there are more directors in attendance than needed to fill the quorum, the Chair will select the director(s) to establish the quorum requirement per the committee's charter; and

RESOLVE FURTHER, Resolution M3-03-71 adopted October 21, 2003 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 Civil Code §4360.

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to board)

2021 Operating Deficit Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$1,276,497 transfer from the Unappropriated Operating Fund to the Operating Fund. An approved transfer would reimburse the Operating Fund for the operating deficit occurring during 2021. Director Donna Rane-Szostak made a motion to approve the recommendation.

The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: August 16, 2022
FOR: Board of Directors
SUBJECT: Operating Deficit Transfer

RECOMMENDATION

Staff recommends approval of a \$1,279,497 transfer from the Unappropriated Expenditure Fund to the Operating Fund due to the Operating Fund deficit in 2021.

BACKGROUND

Third's annual business plan is approved each year with zero anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed 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). Deficits however have not been addressed in prior years and have led to a downward trend in available cash.

DISCUSSION

Third ended the 2021 fiscal year with \$22,518,093 in OPR Revenues and \$23,794,590 in OPR Expenses (less depreciation), a net OPR loss of \$1,279,497. The primary driver of the loss was the increase Property Insurance premiums offset by savings in employee compensation and legal fees. To avoid further depletion of OPR cash, staff recommends applying a consistent approach to operating deficits as it does with operating surpluses:

Operating Fund Surplus: Transfer OPR → UEF
Operating Fund Deficit: Transfer UEF → OPR

FINANCIAL ANALYSIS

The balance in the Unappropriated Expenditure Fund as of June 30, 2022 was \$3,852,413 allowing sufficient funds available for the \$1,279,497 transfer. The projected balance of the UEF as of 2022 is \$2,250,186 (ATT1), inclusive of the proposed transfer.

Prepared By: Steve Hormuth, Director of Financial Services
Reviewed By: Jose Campos, Assistant Director of Financial Services
Pam Jensen, Controller

ATTACHMENT(S)

ATT1: V2 2023 Business Plan UEF Projected Balance (2022-07-15)
ATT2: RESOLUTION 03-22-XX 2021 Operating Deficit Transfer

THIS PAGE LEFT BLANK INTENTIONALLY

Unappropriated Expenditures Fund Projected Balances

Attachment 1



Description	2022 Projection	2023 Projection
Beginning Balance	\$3,901,682	\$2,250,186
Contribution	0	0
Interest Income	35,000	30,000
Expenses	410,000	410,000
Operating Deficit	1,276,496	0
Ending Balance	\$2,250,186	\$1,870,186

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-22-XX

2021 Operating Deficit Transfer

WHEREAS, the Third Laguna Hills Mutual Operating Statement as of December 31, 2021 reflected an operating deficit, net of Depreciation, in the amount of \$1,276,497 due to unforeseen increases in Property Insurance premiums offset by savings in employee compensation and legal fees;

NOW THEREFORE BE IT RESOLVED, September 20, 2022, that the Board of Directors hereby authorizes a transfer in the amount of \$1,276,497 from the Unappropriated Operating Fund to the Operating Fund due to the 2021 Operating Fund Deficit; 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 Civil Code §4360.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: August 16, 2022
FOR: Board of Directors
SUBJECT: Restrictions on Outside Plant Watering

RECOMMENDATION

Approve a resolution limiting use of potable water for watering exterior plants from hose bibs to Wednesdays and Sundays only.

BACKGROUND

On July 28, 2022, the Water Conservation Sub-Committee recognized that the State of California is experiencing record drought conditions, requiring parts of Southern California to reduce exterior irrigation water use.

On August 4, 2022, the Landscape Committee unanimously endorsed this recommendation to the Board of Directors.

DISCUSSION

The Governor of California issued Executive Order M-7-22, calling for increased restrictions on outdoor irrigation using potable water. To reduce the outdoor use of potable water in Third Mutual, the Water Conservation Sub-Committee discussed various methods to restrict the watering of exterior plants by members and residents. The Committee determined that restricting potable water use to Wednesdays and Sundays of each week would be appropriate and enforceable. The Committee voted unanimously to recommend approval of the resolution with the stated requirements. This resolution would have no impact on services provided by the Landscape Department.

FINANCIAL ANALYSIS

This recommendation would incur no additional cost to Third Mutual. There are potential operational costs savings from a decline in water use.

Prepared By: Jayanna Abolmoloki, Landscape Administrative Assistant
Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Resolution 03-22-XX

THIS PAGE LEFT BLANK INTENTIONALLY

**RESOLUTION 03-22-XX****Outside Plant Watering Restrictions**

WHEREAS, July 28, 2022, the Water Conservation Sub-Committee recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use, and;

WHEREAS, exterior water sources available to residents in Third Mutual are potable water, accessed through hose bibs on the exterior of the units, and;

WHEREAS, at this time, state and local mandates apply to potable water, and;

WHEREAS, the Water Conservation Sub-Committee determined that members and residents in Third Mutual must limit exterior watering of outside plants with potable water from exterior mounted hose bibs using a hose or other methods;

NOW THEREFORE BE IT RESOLVED, on September 20, 2022, that members and residents within Third Mutual must limit watering of outside plants using potable water from hose bibs to Wednesdays and Sundays, and;

RESOLVED FURTHER, this resolution shall become in full force and effect on August 16, 2022, 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 Civil Code §4360.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-22-XX

GRF Committee Appointments

RESOLVED, August 16, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Annie McCary
Cush Bhada
Jules Zalon, Alternate

GRF Finance Committee

Donna Rane-Szostak
Mark Laws
Craig Wayne, Alternate

Purchasing Ad Hoc Committee (new)

Donna Rane-Szostak
Ralph Engdahl, Alternate
Mark Laws

GRF Landscape Committee

Jules Zalon
Nathaniel Ira Lewis
Annie McCary, Alternate

GRF Maintenance and Construction Committee

Ralph Engdahl
Jim Cook
John Frankel, Alternate

Clubhouse Renovation Ad Hoc Committee

John Frankel
Ralph Engdahl
Cush Bhada, Alternate

GRF Media and Communications Committee

Annie McCary
Jim Cook
Cris Prince, Alternate

Broadband Ad Hoc Committee

Cris Prince
Annie McCary

Mobility and Vehicles Committee

Jim Cook, Alternate
John Frankel
Cush Bhada

Security and Community Access Committee

Annie McCary
Cris Prince
Donna Rane-Szostak, Alternate

Disaster Preparedness

John Frankel
Jim Cook
Donna Rane-Szostak, Alternate

Laguna Woods Village Traffic Hearings

John Frankel
Mark Laws

Strategic Planning Committee

Mark Laws
Nathaniel Ira Lewis

IT Technology Advisory Committee (ITAC)

Mark Laws

Insurance Ad Hoc Committee

Cris Prince
Mark Laws
Jim Cook

Website Ad Hoc Committee

Annie McCary
Mark Laws

Compliance Ad Hoc Committee

Mark Laws

Annie McCary

RESOLVED FURTHER, that Resolution 03-22-83, adopted July 19, 2022, is hereby superseded and canceled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



Chair's Report for August 16, 2022 Board Meeting

SLIDE 1 – Through the reporting period of **June 30, 2022**, total revenue for Third was \$21,774K compared to expenses of \$16,842K, resulting in a net revenue of \$4,931K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows an operating surplus of \$1,453K through the reporting period. This chart shows how much of our revenue went into operations, with \$14,301K coming in from assessments and \$984K coming from non-assessment revenue. This is compared to operating expenditures of \$13,832K (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 \$3,730K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$2,418K**; Favorable variance due to lower than expected current spending on moisture intrusion projects, but could ramp up and meet budget by the end of the year. Roof replacements have a current shortage of crews, a completed Light Weight Tile (LWT) replacement project and a new project, Built Up Roof (BUR) replacements, prepared for second half of the year.
- **Insurance \$630K**; Favorable variance was due to projecting property insurance at full replacement value of the \$1.6B stated value versus an actual insurance coverage of \$675M. Third has currently renewed their property and earthquake insurance for \$7.85M as of June 1, 2022 compared to a budget of \$8.1M.
- **Employee Compensation & Related \$530K**; Favorable variance resulted from open positions in the M&C and Landscape departments. The most heavily impacted area in Landscape is grounds maintenance. Impacted areas in M&C are Maintenance Operations, Damage Restoration, Carpentry, Plumbing and Paint.
- **Legal Fees \$167K**; Favorable variance due to a lower demand for legal services than budgeted.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,067K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee, and so on.



Chair's Report for August 16, 2022 Board Meeting

SLIDE 6 – On this pie chart, we see the expenses to date of \$16,842K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services, Net Allocation to Mutuals, and so on.

SLIDE 7 – The non-operating fund balance on June 30, 2022 was \$32,006K. YTD contributions and interest were \$6,487K while YTD expenditures were \$2,943K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29Million. 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 2020 - 2022. Through June 30, 2022, Third sales totaled 236, which is 6 higher than prior year for the same time period. The average YTD resale price for a Third Mutual was \$532K, which is \$72K higher than prior year for the same time period.

Financial Report

As of June 30, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$20,707
Non-assessment Revenue		\$1,067
Total Revenue		\$21,774
Total Expense		\$16,842
Net Revenue/(Expense)		\$4,931

Financial Report

As of June 30, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$14,301
Non-assessment Revenue		\$984
Total Revenue		\$15,285
Total Expense ¹		\$13,832
Operating Surplus		\$1,453

1) excludes depreciation

Financial Report

As of June 30, 2022



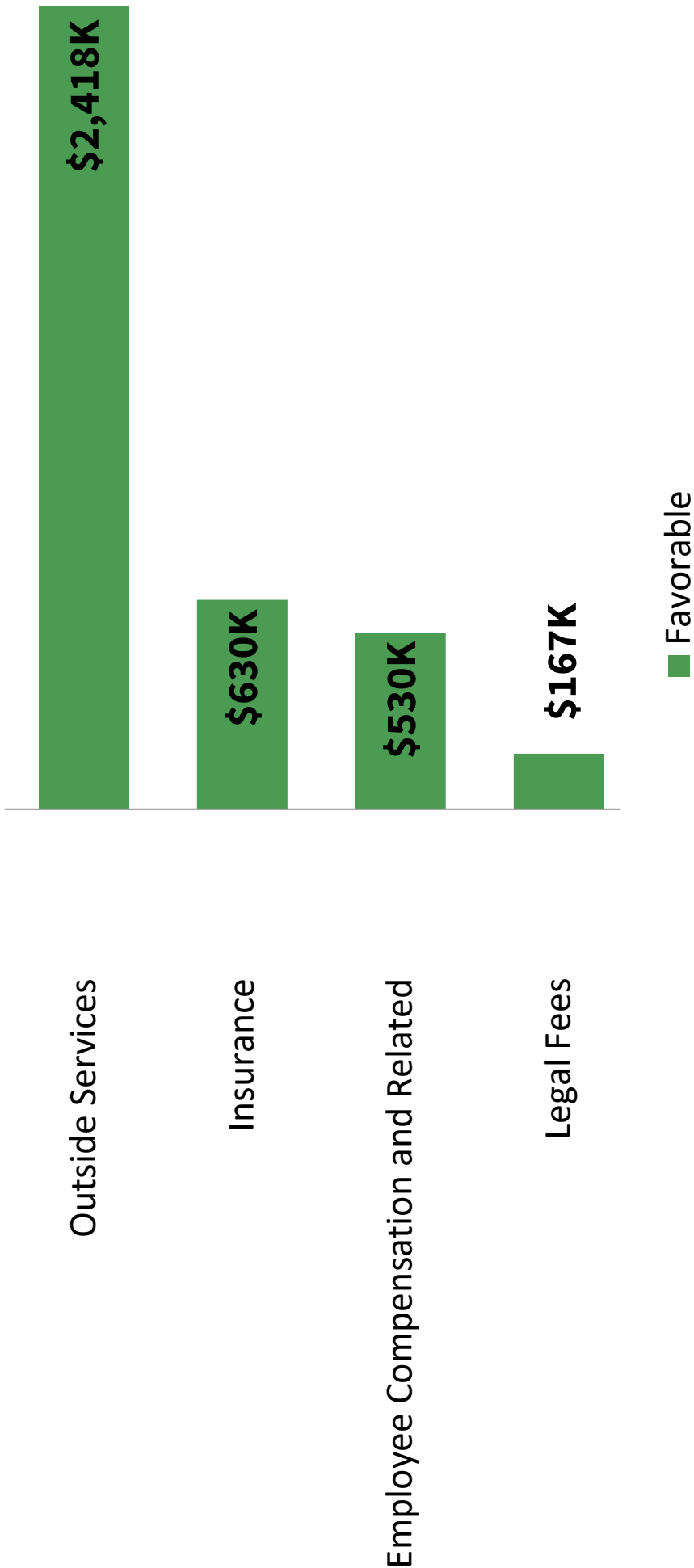
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$20,707	\$20,707	\$0
Non-assessment Revenue	\$1,066	\$1,045	\$21
Total Revenue	\$21,773	\$21,752	\$21
Total Expense	\$16,842	\$20,551	\$3,710
Net Revenue/(Expense)	\$4,931	\$1,201	\$3,730

Financial Report

As of June 30, 2022



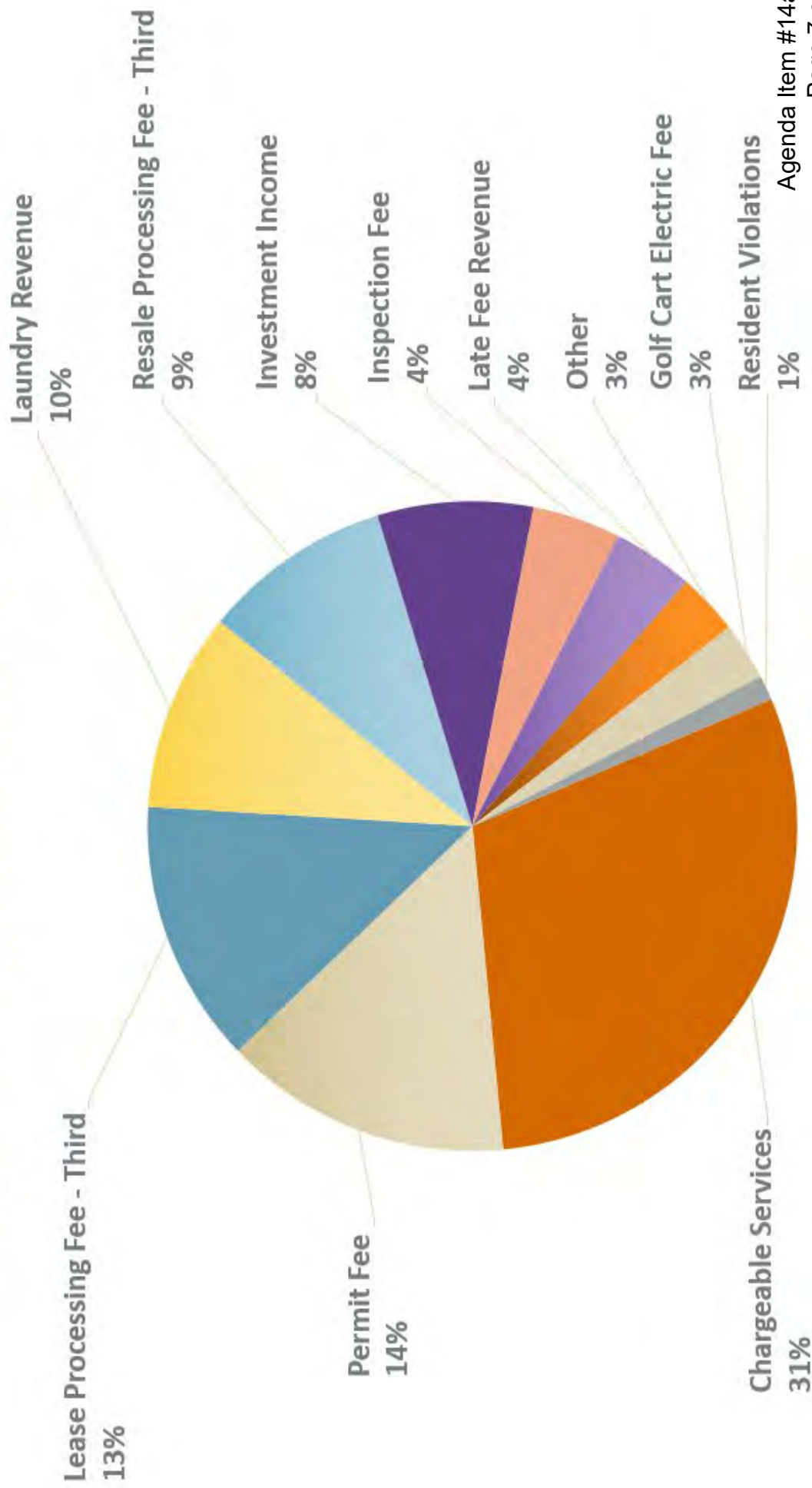
Year to Date Variances



Financial Report

As of June 30, 2022

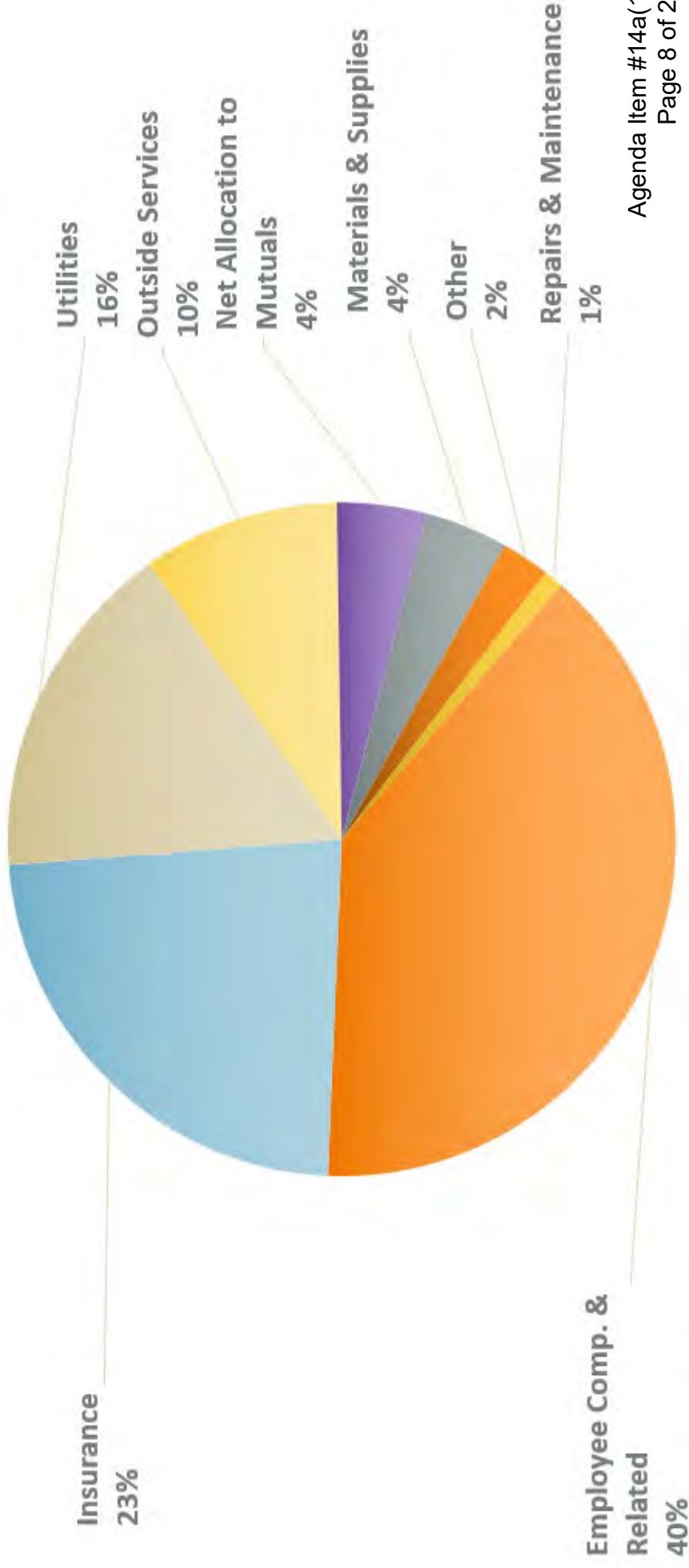
Total Non Assessment Revenues \$1,066,940



Financial Report

As of June 30, 2022

Total Expenses \$16,842,420



Financial Report

As of June 30, 2022



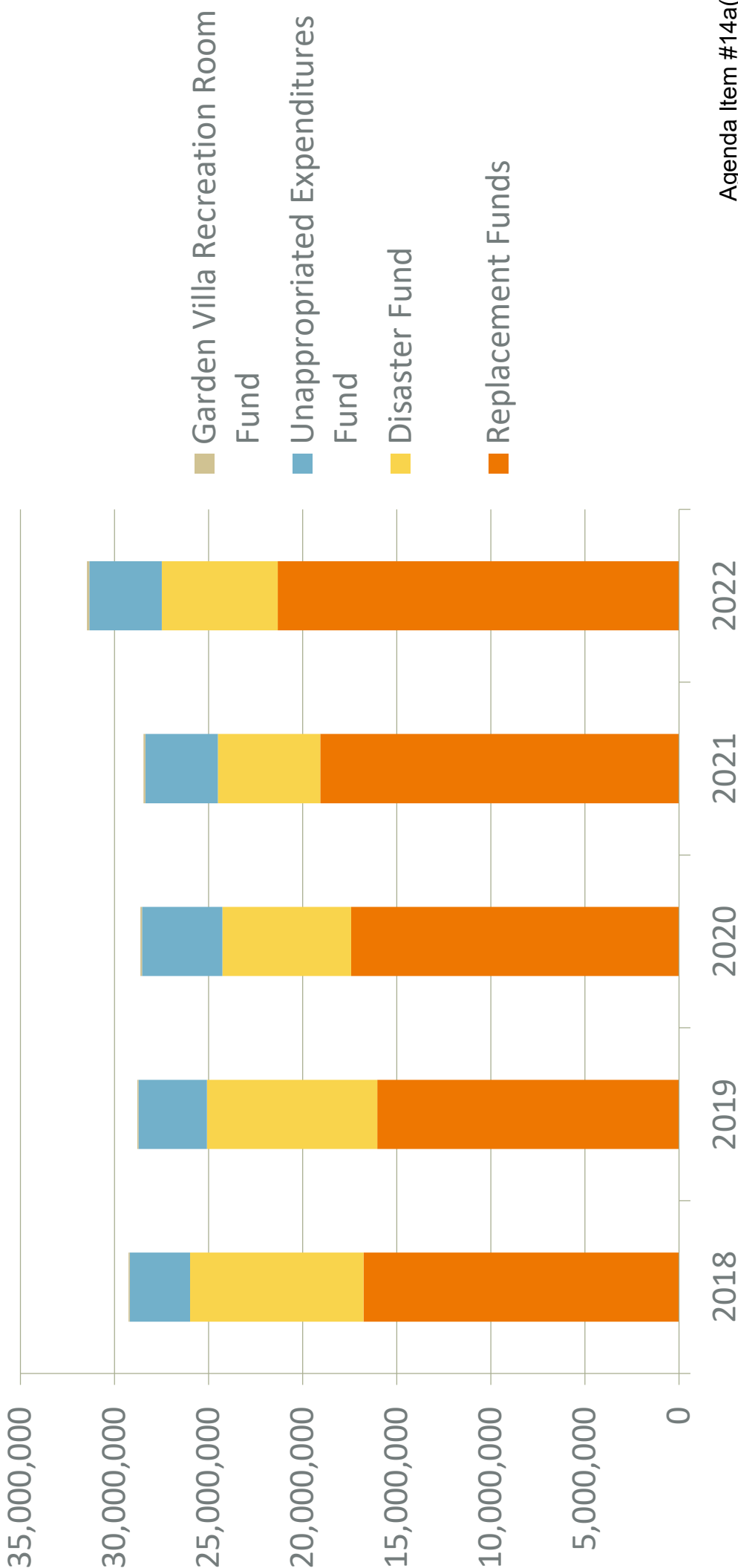
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	5,625	45	811	6	6,487
Expenditures	2,844	61	37	1	2,943
Current Balances: 6/30/22	\$21,850	\$88	\$6,216	\$3,852	\$32,006

* Includes Elevator and Laundry Funds

Financial Report

As of June 30, 2022

FUND BALANCES – Third Mutual

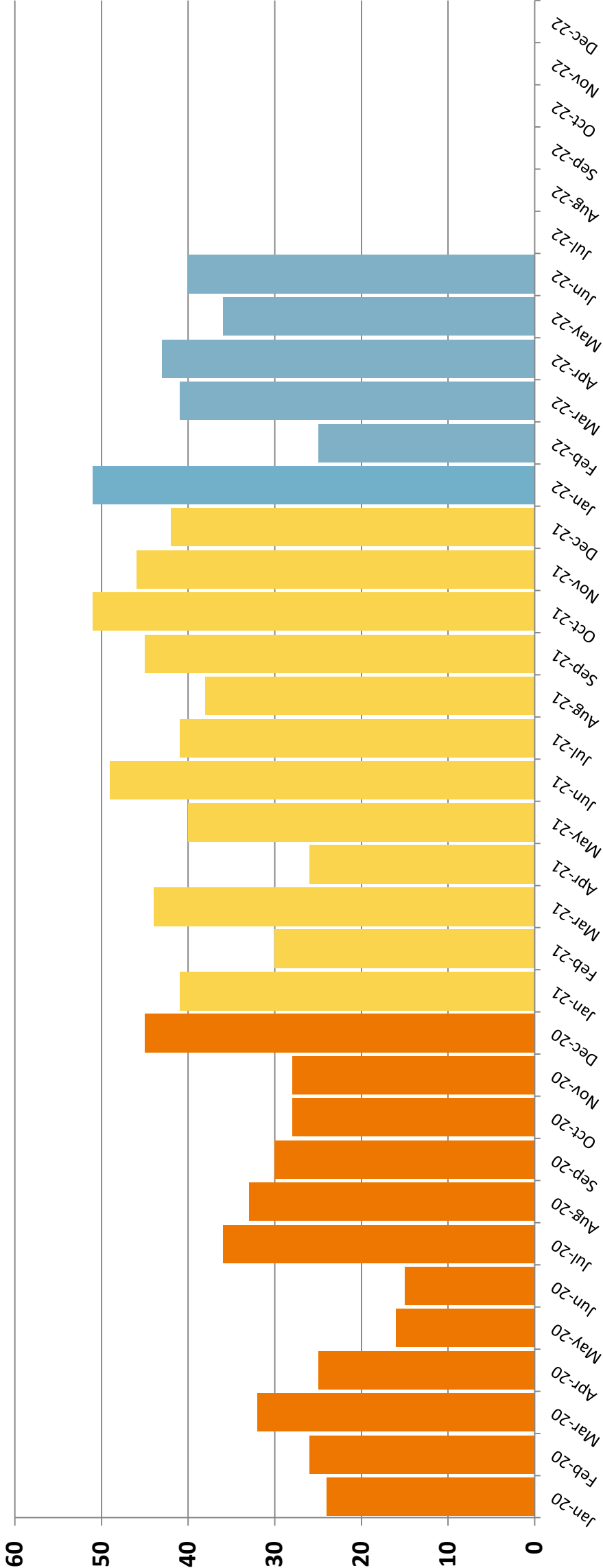


Financial Report

As of June 30, 2022

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	138	\$416,057
YTD 2021	230	\$460,360
YTD 2022	236	\$532,029



THIS PAGE LEFT BLANK INTENTIONALLY

External Factors Affecting Third Mutual Costs: Budget Considerations



What we can't control:

- Inflation – now 9/1 %
- Regulations: i.e. organic waste
- Insurance industry rate increases
 - Property Evaluation by Insurers
- Utility rate increases
- Salary (i.e minimum wage increases)

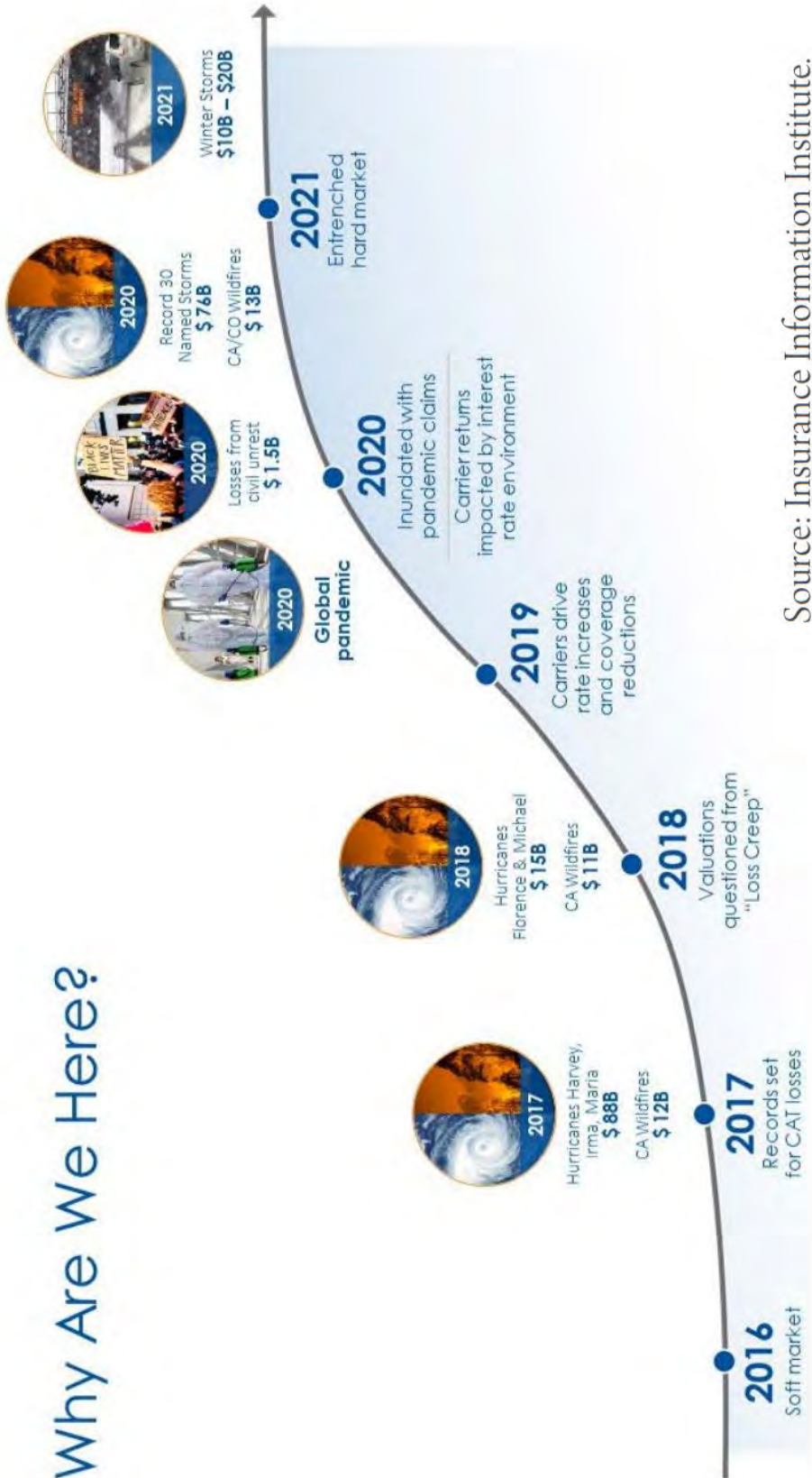
Trash: Estimated Cost Increase

New Residential Organic Recycling Regs

	2022	2023	2024	2025	2026
Third Mutual	36%	47%	41%	17%	5%

Insurance Rates across the industry

Why Are We Here?



Source: Insurance Information Institute.

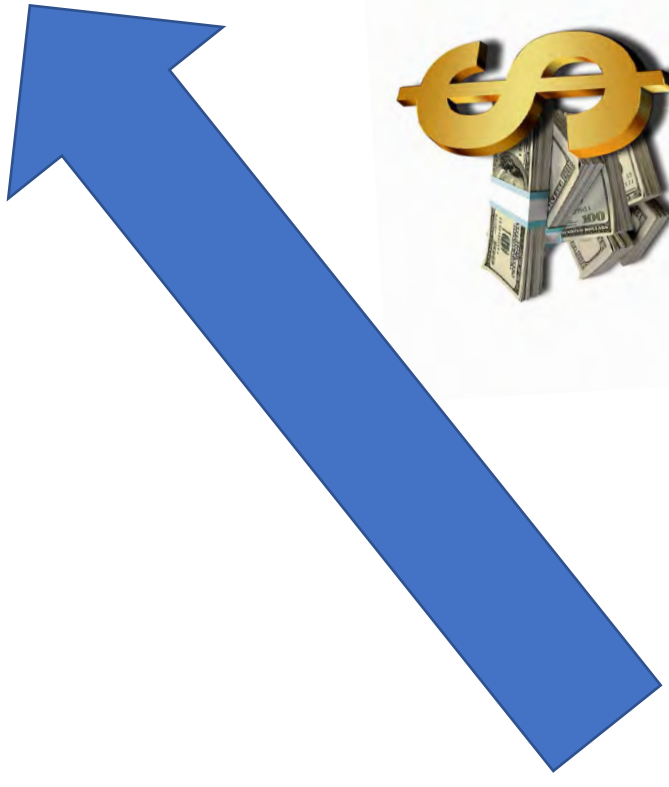
Third Mutual Re-Evaluation (by insurers)

- **Prior to re-evaluation:**

- **\$ 700,000 Million**

- **After re-evaluation:**

- **\$1.6 Billion !!!**





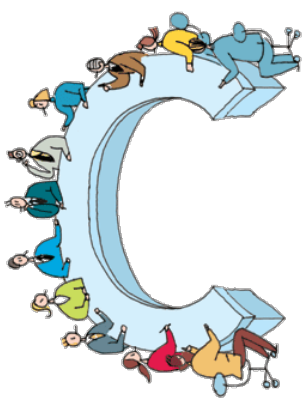
What can we do



To help control costs?

•Be Involved!

- Attend Committee and Mutual Meetings
 - *Special thanks to our Committee Advisors*



•Be informed!

- Attend Town Hall Sessions (4th Wednesdays CH 2)
- Read “*The Breeze*” informative articles
- Keep up with “What’s Up in the Village” emails
- Read President’s Weekly “Wednesday Email”



•Consider ‘EZ Pay’ for Monthly Assessment!

Be Energy Conscious!

Conserve water !

- **Fix leaks**

- Kitchen, bathroom, laundry areas
- Look for dripping faucets, leaking valves
- Check for toilet leaks (free blue dye tablets)



- **Be conscious of water usage:**

- Shorter showers; Shut off water while brushing teeth, shaving
- Decrease use of outside hose!!
 - Limit number of exterior potted plants
 - No driveway or patio hosing
 - No car washing



**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, August 2, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak, Ralph Engdahl, John Frankel, Annie McCary, Cush Bhada, Mark Laws, Cris Prince

DIRECTORS ABSENT: Jules Zalon (excused), Ira Lewis (excused), Jim Cook (excused)

ADVISORS PRESENT: Wei-Ming Tao

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

Call to Order

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

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of Meeting Report for July 5, 2022

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

Chair Remarks

Director Rane-Szostak welcomed the community and stated that the committee and finance department is making great effort to maintain assessments as low as possible and briefly shared the importance of preventative maintenance within the community.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly summarized the Third Mutual 2023 Business Plan upcoming agenda.

Preliminary Financial Statements dated June 30, 2022

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated June 30, 2022. In addition to the standard Preliminary Financial Statement presentation given, Steve Hormuth and Jose Campos provided and discussed a year-end forecast

for both operating and reserve funds. Lastly, a 12-month detail of 2022 insurance expenses was shared with the committee. Questions were addressed and noted by staff.

2022 Collections and Lien Policy

Steve Hormuth presented the current 2022 Collections and Lien Policy and recommend sending it to legal counsel to be updated for the 2023 version. A motion was made and seconded to approve the recommendation. The motion was passed unanimously.

2021 Operating Surplus/Deficit

Steve Hormuth presented a staff report recommending the board approve a \$1,276,497 transfer from the Unappropriated Expenditure Fund to the Operating Fund due to the 2021 operating deficit. A motion was made and seconded to approve the recommendation. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, September 6, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 2:30 p.m.

Donna Rane-Szostak

[Donna Rane-Szostak \(Aug 11, 2022 14:24 PDT\)](#)

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

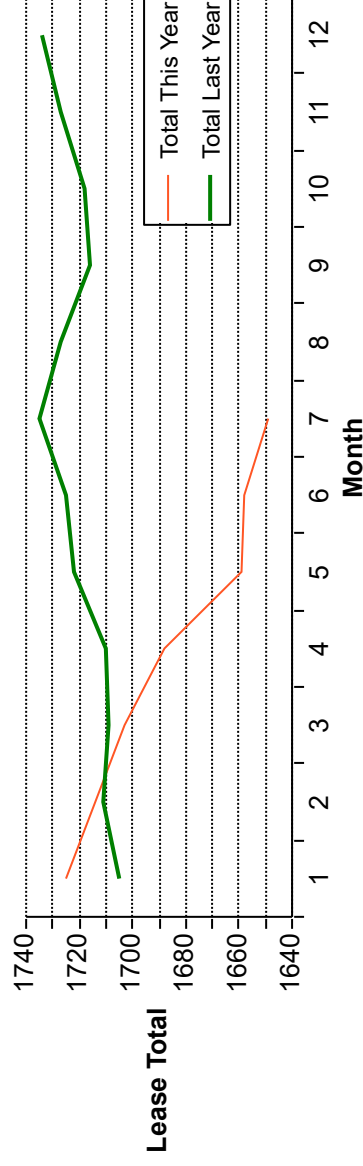
July, 2022

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March	41	44	\$19,655,200	\$20,903,100	\$479,395	\$475,070
April	43	26	\$27,123,000	\$12,851,400	\$630,767	\$494,285
May	36	40	\$19,627,005	\$18,741,800	\$545,195	\$468,545
June	41	49	\$23,772,900	\$25,804,388	\$579,827	\$526,620
July	30	41	\$13,801,990	\$17,901,388	\$460,066	\$436,619
August		* 38		* \$18,292,000		* \$481,368
September		* 45		* \$20,638,940		* \$458,643
October		* 51		* \$22,829,400		* \$447,635
November		* 46		* \$23,744,300		* \$516,180
December		* 44		* \$20,172,500		* \$458,466
TOTAL	267.00	271.00	\$139,457,495	\$124,540,326		
ALL TOTAL	267.00	495.00	\$139,457,495	\$230,217,466		
MON AVG	38.00	38.00	\$19,922,499	\$17,791,475	\$521,374	\$456,969
% CHANGE - YTD	-1.5%		12.0%		14.1%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2022 Period 7 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased Change	Total Renewals	Total Expirations
2022	January	14	25	239	1,447	1,725	1,705	28.3	27.9	0.4	39
2022	February	15	23	251	1,425	1,714	1,711	28.1	28.0	0.1	47
2022	March	16	21	274	1,392	1,703	1,709	27.9	28.0	-0.1	54
2022	April	11	16	299	1,362	1,688	1,710	27.7	28.0	-0.3	60
2022	May	6	11	316	1,326	1,659	1,722	27.2	28.2	-1.0	48
2022	June	10	13	345	1,290	1,658	1,725	27.2	28.3	-1.1	63
2022	July	18	15	366	1,250	1,649	1,735	27.0	28.4	-1.4	60
2022	August					1,727					
2022	September					1,716					
2022	October					1,718					
2022	November					1,727					
2022	December					1,734					



OPEN MEETING

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

**Monday, July 25, 2022 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, John Frankel,
Nathaniel Ira Lewis, Cris Prince

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Mark Laws
Michael Butler, Michael Plean - Advisors

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Gavin Fogg – Manor Alterations Supervisor,
Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Acknowledgement of Media

Chair Cook noted that there was no media present.

3. Approval of Agenda

Hearing no objection, the agenda was unanimously approved as written.

4. Approval of Meeting Report for June 27, 2022

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

5. Chair's Remarks

None.

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

- A member commented on the status of her variance appeal. Staff will respond directly to the member with an update.

7. Division Manager Update

Mr. Mejia updated the committee on steps being taken to improve the variance process which include the committee having authorization to approve variances; tracking of prior approved variances will be brought to the committee each month; the revised fee schedule is being reviewed for both appropriate fees and which items should be included; a survey has been launched to gain feedback from residents; incoming calls are being recorded to provide customer satisfaction feedback; and the department is beta-testing an app that will allow resale inspectors to input their findings electronically.

Staff is working with the city to minimize the number of mutual consents that Manor Alterations needs to approve, for example, water heater replacements, which are not visible from outside the manor but still require a city permit. This item is being considered as a no-fee, no mutual consent "permitless" item but the database would still be updated to reflect the replacement. Additionally, E-filing services are being established with the city for convenience and efficiency.

Manor Alterations has brought in temporary staff to deal with shortages caused by Covid 19 cases; cross training of staff continues; Abraham Ballesteros has replaced Richard de la Fuente as Inspector II; and the search for a replacement for the Administrative Coordinator continues.

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.

8. Over-The-Counter Variances

Hearing no objection, the Over-The-Counter Variances report was approved unanimously.

9. Variance Requests

- A. 3345-A Bahia Blanca (Malaga, P42) Allow Installed Brick Pavers to Remain in Common Area

Mr. Mejia presented the variance and the committee discussed details of the brick pavers.

A motion was made and approved unanimously to allow the pavers to remain at 3345-A Bahia Blanca.

B. 5206 Avenida Despacio (Villa Reposo Plan C11B 1) Allow Extension of Sloped Roof to Back of Garage

Mr. Mejia presented the variance and the committee discussed details of the proposed extended sloped roof. Director Lewis suggested that this type of variance be promoted by Manor Alterations.

A motion was made and approved unanimously to allow the extension of a sloped roof to the back of the garage at 5206 Avenida Despacio.

10. New Business:

- Consider sending the variance to allow of brick pavers to remain in place at resale to the board.

Items for Future Agendas:

- Review of Suggested Revisions to Disciplinary Rules for Contractors
- Further Review of Items Requiring a Variance
- Separate Revised Alterations Fee Schedule from Resale Fee Schedule

Director Lewis suggested clarifying the verbiage General Conditions items G2, G9 and G12.

Staff will review and make the appropriate updates so long as they do not conflict with language within the city building code regulations.

Concluding Business:

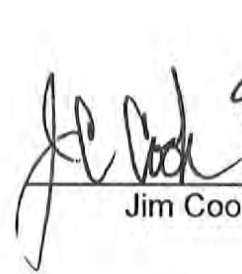
11. Committee Member Comments

None.

12. Date of Next Meeting – August 22, 2022

13. Adjournment

The meeting was adjourned at 10:12 a.m.

 8/8/22

Jim Cook, Chair

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



OPEN MEETING

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

**Thursday, July 7, 2022 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Ralph Engdahl - Chair, Cush Bhada, James Cook

MEMBERS ABSENT: John Frankel, Mark Laws

OTHERS PRESENT: Dave Bienek, Judith Troutman - Advisors

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

1. Call to Order

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

2. Acknowledgement of Media

Chair Engdahl noted that there was no media present.

3. Approval of Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from May 2, 2022

Advisor Troutman requested the meeting report be corrected to reflect her absence from the May 2, 2022 committee meeting. Hearing no objections, the meeting report was approved as corrected.

5. Chair's Remarks

Chair Engdahl had no remarks.

6. Member Comments – *(Items Not on the Agenda)*

- A member commented on roofing contract costs and policies
- A member commented on electrical issues and animal droppings in manor attic
- A member commented on upgrading electrical outlets in underground parking garages for EV charging, observations of water run-off from sprinklers, and a foul odor emanating from sewage treatment center

Staff responded to the member comments and will follow up individually after further research and investigation.

7. Department Head Update

Mr. Gomez introduced the mutual operating rules document and where it can be found on the website. A short excerpt was provided to the committee to highlight the Chargeable Services process for members who may wish to dispute charges including the rule that the committee would appoint a subcommittee to hear member disputes. It was noted that the entire committee had also heard disputes in the past. Discussion ensued and ultimately the committee decided that a panel be selected according to the rules.

Staff will reach out to the committee to find 3 volunteers to investigate a pending case.

Mr. Gomez discussed the possibility of removing a planter in Building 2369 which was previously a water feature due to two moisture intrusion events. There are similar planters in other buildings but no other complaints of leaks. Staff is recommending removal but will ask the other manor owners in the building if they agree and bring the results back to the committee for direction.

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.

8. Project Log

The project log was pulled for discussion. Director Bhada and Advisor Troutman asked for clarification on a number of items and staff answered questions.

Staff was directed to include more details on several line items on future project logs.

9. Solar Production Report

Hearing no objections, the Consent Calendar was approved unanimously.

For Discussion and Consideration:

10. RFP for SB326 – Visual Inspections of Exterior Elevated Elements

Mr. West summarized the requirement for the inspections via PowerPoint in advance of the contract award to be presented in closed session immediately following the open meeting.

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.*

- Spray Polyurethane Foam (SPF) Roof Systems Update
- Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS
- Report on the feasibility of additional solar installations

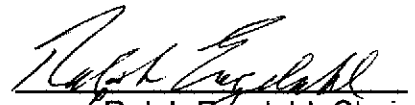
Concluding Business:

11. Committee Member Comments

- Advisor Bienek asked about the process for reporting an emergency roof leak and asked questions about the current roofing contract. Mr. West responded to the comments.
- Advisor Troutman thanked staff for good reporting.
- Director Cook directed staff to suggest additional Chargeable Services to benefit members.

12. Date of Next Meeting: September 12, 2022

13. Recess – The meeting was recessed at 2:59 p.m.


Ralph Engdahl, Chair

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

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

**REPORT OF THE REGULAR OPEN MEETING OF THE
THIRD LAGUNA HILLS MUTUAL
PARKING AND GOLF CART SUBCOMMITTEE**

**Wednesday, July 27, 2022 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, California
Board Room and Virtual with Zoom**

REPORT

Members Present: Cush Bhada – Chair, John Frankel, Mark Laws,
Hal Horne - Advisor

Members Absent: None

Others Present: **Third:** Ralph Engdahl

Staff Present: Bart Mejia – Maintenance & Construction
Assistant Director, Tom Siviglia – Security, Laurie
Chavarria – Sr. Management Analyst, Sandra
Spencer – Administrative Assistant

1. Call to Meeting to Order and Establish a Quorum

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

2. Acknowledgement of the Media

There was no media present.

3. Approval of the Agenda

Mr. Mejia requested that Item 8d become 8c and 8c become 8d. Hearing no objection, the agenda report was approved as amended.

4. Approval of the Meeting Report for May 25, 2022

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

5. Chair's Remarks

None.

6. Member Comments (Items Not on the Agenda)

None.

7. Department Head Update

None.

8. Unfinished Business

a) Update on Parking Concerns in CDS33 and CDS344

Staff evaluated CDS 33 for safety issues and determined that a section of curb should be painted red. The work has been completed and staff will continue to monitor the area to ensure that the safety issue has been resolved. With regard to CDS344, the Security and Compliance departments are working together reduce the number of cars parking in unassigned spaces. Citations are being written for cluttered garages which cause vehicles to be parked in unassigned instead of assigned spaces. Security has noticed a decrease in the number of complaints about lack of available parking in CDS344.

b) Discuss Installation of Level 3 Chargers

Mr. Mejia led a discussion regarding the benefits and costs of Level 3 chargers; the infrastructure requirements; and the pending results from SCE's evaluation of potential sites for Level 2 Charging Stations which will be brought to the GRF M&C Committee and GRF board for consideration.

c) Discuss 2017 Parking Assessment Report

Mr. Mejia introduced the 2017 Parking Assessment Report and highlighted pages that are relevant to adding parking spaces and red curbs.

d) Discuss Defining a Process for Assessing Additional Parking Needs Throughout Third Mutual

The committee discussed potential parameters for adding parking spaces and some of the challenges including impact on open/green space and the cost of design and construction.

Staff was directed to return to the subcommittee with a fee range for what a new traffic study would cost to address lack of available parking spaces within the impacted areas of mutual as depicted in the 2017 Parking Assessment Report.

Director Frankel has become aware of vehicles near Clubhouse 5 block the sidewalk when parked on their own short driveways, outside of their garages. This causes those members to be in violation by blocking the sidewalks but they are on their own driveways so this is a difficult situation.

Staff was directed to conduct a mini-study in consultation with Security and return to the subcommittee with potential solutions that follow vehicle codes.

- e) Discuss Installation of Solar Panels on Carports to be Used by Individuals to Charge Electric Vehicles

Mr. Mejia summarized prior discussions for charging vehicles without using the current electric service and introduced other options currently available in the marketplace and the costs associated with those options. Staff answered questions from the committee.

Staff offered to continue to monitor grants and programs which might make carport charging more affordable in the future.

Staff was directed to add this item to Unfinished Business on the next agenda.

9. New Business

- a) Potential Moratorium on EV Charging Permits

The subcommittee discussed that the reason for imposing a potential moratorium on issuing charging permits was so that the current fee could be analyzed for fairness and to prevent overextending the infrastructure.

Staff was directed to provide an estimate for the typical cost to charge an EV for a year to the Third M&C Committee meeting or a special meeting of the Third Parking and Golf Cart Subcommittee.

Director Laws left the meeting at 2:45 p.m.

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.*

- Potential Revenue from Tesla for Charging Stations

Concluding Business:

10. Subcommittee Member Comments

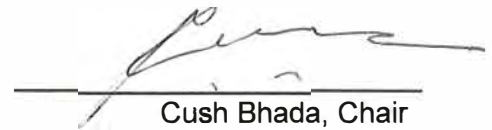
- Advisor Horne commented that the meeting provided a good discussion.

- Chair Bhada commented that electric vehicles will lead us into many future discussions.

11. Date of Next Meeting: September 28, 2022

12. Adjournment

Chair Bhada adjourned the meeting at 2:51 p.m.



Cush Bhada, Chair

Cush Bhada, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

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

**Thursday, May 26, 2022 – 1:30 PM
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENTS: Lynn Jarrett- Chair, John Frankel

MEMBERS ABSENT: Nathaniel Ira Lewis, Donna Rane-Szostak

ADVISORS PRESENT: Marti Mangan, Sharon Molineri

ADVISORS ABSENT: None

STAFF PRESENT: Moe Bector- Interim Staff Officer, Chontelle Crite

1. Call to Order

Chair Jarrett called the meeting to order at 1:37 p.m.

2. Acknowledgement of Media

Chair Jarrett noted no members of the media were present.

3. Approval of the Agenda

Chair Jarrett made a motion to approve the agenda. Director Frankel seconded the motion.

By consensus, the motion carried.

4. Approval of Meeting Report for February 23, 2022

Chair Jarrett made a motion to approve the meeting report of February 23, 2022. President Mangan seconded the motion.

By consensus, the motion carried.

5. Chair's Remarks

Chair Jarrett stated she is pleased with the progress of the recreation rooms.

6. Member Comments - *(Items Not on the Agenda)*

No member comments were provided.

Items for Discussion:

7. Garden Villa Recreation Room Budget Reserves Fund

Staff summarized the renovation summary and answered questions from the Subcommittee.

8. 2022 Garden Villa Recreation Room Budget

Chair Jarrett stated a motion to increase the monthly contributions by .25 cents each year for the next five years was passed by majority vote in a previous meeting.

Staff will report in the next Garden Villa Recreation Room Subcommittee meeting of the previous minutes that stated the approval of .25 cent increase to monthly contributions.

9. Water Heater and Epoxy Flooring Budget Summary

Staff reported for 2022 there are no water heaters planned for replacement according to the 10-year lifecycle but there is a \$2,900 contingency fund in case of emergency.

Staff identified there are three kitchens and bathrooms for the Garden Villa Recreation rooms scheduled for epoxy starting July 11th. According to the program that started in 2017, 28 recreation room floors remain to be completed.

10. 2022 Garden Villa Recreation Room Expenditures Summary

Staff summarized the renovation summary and answered questions from the Subcommittee.

11. Recreation Room Component Replacement List

An overview and explanation of the component replacement list was made.

12. Recreation Room Carpeting Color Palette (Oral Discussion)

Staff reported originally there were four carpet color palette options. One option was discontinued leaving residents with three options. Staff presented one sample for replacement.

Staff recommended the subcommittee members to review carpet samples and select a fourth option at the next meeting.

Items for Future Agendas:

TBD

Concluding Business:

- **Subcommittee Member Comments**

Chair Jarrett complemented staff member and appreciate the hard work.

Subcommittee complemented staff on their communication and accommodations made for the members.

- **Date of Next Meeting:** TBD
- **Adjournment**

The meeting was adjourned at 1:52PM



Lynn Jarrett, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

Wednesday, July 27, 2022 – 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws, Chair, Cris Prince and Nathaniel Lewis,

MEMBERS ABSENT: Cush Bhada

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Jacob Huanosto

CALL TO ORDER

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

ACKNOWLEDGEMENT OF MEDIA

The Media was not present.

APPROVAL OF AGENDA

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

By consensus, the motion carried.

APPROVAL OF MEETING REPORTS

Advisor Hack made a motion to approve the June 28, 2022 meeting report with the following correction:

-The Board Member Participation in Committee motion to state Director Bhada made a motion to amend Board Member Participation in Committee to state for committee quorum and voting purposes. Director Prince seconded the motion.

Director Prince seconded the motion.

By consensus, the motion carried.

CHAIRMAN'S REMARKS

None

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Board Member Participation in Committees

Ms. Blessilda Wright, Compliance Supervisor, presented Board Member Participation in Committees report. The Committee commented and asked questions.

Director Lewis made a motion to accept the report with changes. Director Prince seconded the motion

By unanimous vote, the motion carried.

Rules for Board Meetings

Director Prince presented the Rules for Board Meetings report. The Committee commented and asked questions.

Director Lewis made a motion to table the matter till next month with the committee changes. Director Prince seconded the motion.

By unanimous vote, the motion carried.

Social Media Use Policy

Chair Laws presented the Social Media Use Policy report. The Committee commented and asked questions.

Director Prince made a motion to table the matter for further research. Director Lewis seconded the motion.

By consensus, the motion carried.

Barbeque Rules & Regulations

Chair Laws presented the Barbeque Rules & Regulations Policy report. The Committee commented and asked questions.

Director Prince made a motion to table the matter for further research. Director Lewis seconded the motion.

By consensus, the motion carried.

ITEMS FOR FUTURE AGENDAS

- Garbage Rules and Regulations
- Nuisance Policy
- Pet Rules

CONCLUDING BUSINESS

Committee Member Comments

None.

Date of Next Meeting

Tuesday, August 23, 2022 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:21 a.m.

Mark W. Laws

Mark W. Laws (Aug 4 2022 11:42:10)

Mark Laws, Chair
Third Laguna Hills Mutual

THIS PAGE LEFT BLANK INTENTIONALLY

OPEN MEETING

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

Thursday, July 14, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Ryna Rothberg, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jayanna Abolmoloki

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Rothberg made a motion to approve the agenda, Director Blackwell seconded.

Motion passed unanimously.

Approval of Committee Report for June 9, 2022

Director Blackwell made a motion to approve the reports, Director McCary seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton welcomed the audience.

Report of the Recreation and Special Events Director

Mr. Gruner reminded the audience to be respectful and quiet while in session as noise travels to the dais which makes it difficult to hear the discussion. Mr. Gruner stated operational updates as follows: July is CPRS Parks Make Life Better month; there has

been progress made in regards to the hiring of staff; 50/50 rule was clarified by stating residents are allowed to bring in one guest during prime time and approval needed from the Recreation Department for any special activities, leagues or tournaments; the Clubhouse 1 projector screen will be installed August 4; a Garden Center composting class will be held in August; the renovation at Performing Arts Center will be completed in approximately two to three weeks.

Mr. Gruner stated past events as follows: the July 4 Celebration event had over 600 in attendance and over 100 participants in the July 4 parade; Kids Splash Days have sold out and August 12 is the last date for this event.

Ms. Murphy stated tomorrow is last day for the 2023 annual lottery for room reservations; the free Monday movie, *Belfast*, will be held on July 18 at the Performing Arts Center at 2 p.m.; the patio concert on August 4 at Clubhouse 1 will host Private Eyes from 6:30 to 8:30 p.m.; the Library will host Storytime on August 10, 1:30 to 2:30 p.m. for ages 3 to 6; August 12 will be the final Kids Splash Day at Pool 2, noon to 4 p.m.; Queen Nation will play on August 20 at Performing Arts Center at 7 p.m.; BBQ Buffet will be hosted on August 22 at Clubhouse 5.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: dedicated music studio for musicians; Garden Center plot charges; indoor versus outdoor club dances; book signing with author Brett Housley at Library on July 30 at 1:30 p.m.; Garden Center operating rules change to L.6.

Mr. Gruner stated the Garden Center plot charges were incurred due to resident procuring a model plot that had an existing fence erected by GRF.

CONSENT

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

Motion passed unanimously.

REPORTS

Aquadettes Request for Exception to GRF Poster Policy

Director Bhada made a motion to approve the Aquadettes request for an exception to the GRF poster policy, Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Online Reservation System – Members were called to speak regarding the following: in opposition to the online reservation system at tennis; in support of the online reservation system at tennis; in support of online reservation system at Pool 2; harassment and bullying at tennis; expansion of online reservation system at tennis; yearly review of online reservation system at tennis; tennis board does not speak for all membership; leagues and tournaments to be allowed with restrictions; challenge court changes at tennis.

Chair Horton stated objections have been heard, however the committee must be fair to all residents that utilize the tennis courts.

Mr. Gruner stated no charges will be implemented to utilize the tennis courts and the cost of the new online reservation system is 70% less at approximately \$120 per month for all amenities that utilize this system.

Staff was directed to host a meeting with the tennis club board, tennis players, staff and Chair Horton.

At this time, the committee took a five-minute recess.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Lathe Machine for Clubhouse 4 Workshop – Mr. Gruner stated the background of the need of an updated machine and read the recommendation of the lathe machine donation.

Director Bhada made a motion to approve the donation of the lathe machine for the Clubhouse 4 workshop, Director Rothberg seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under Future Agendas.

Club Insurance – Staff was directed to remove this item from the agenda.

CONCLUDING BUSINESS

Committee Member Comments

Director McCary inquired as to club insurance being addressed at the club president meeting. Mr. Gruner stated this was addressed. Director Blackwell stated the committee should attend these meetings going forward.

Director Casey stated all the Recreation offerings for residents are appreciated, however cost of monthly dinners has risen leaving some without means to attend.

Director Rothberg equated the dissention within community groups is indicative of what is happening in the government.

Advisor Boudreau stated to include both sides of the online reservation system in the future meeting so all are represented as a club should not run any GRF facility and any player should be able to play without altercation.

Director Addington concurred with Advisor Boudreau.

Director Bhada stated tennis club would like to remove the online reservation system as the committee did for pickleball. Mr. Gruner stated the length of time for games is not comparable between the two sports and the discontinuation of the online reservation system at pickleball has also garnered some complaints.

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 11, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:12 p.m.

____Yvonne Horton____

Yvonne Horton, Chair



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

**Monday, July 18, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Neda Ardani, Maggie Blackwell, James Cook, Annie McCary, Juanita Skillman; Advisors Theresa Frost, Lynn Jarrett, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Director Ryna Rothberg

Others Present: Elsie Addington, Egon Garthoffner

Staff Present: Eileen Paulin, Elizabeth Cortez

1. Call to Order

Meeting was called to order at 1:32 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for June 20, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone in attendance.

6. Member Comments

Ms. Mary Wall asked the difference between Broadband Services and Channel 6, and about franchise tax fees. Ms. Paulin answered that Channel 6 is our community television channel and Broadband Services includes the cable and internet system and infrastructure. Ms. Paulin confirmed that we do pay a franchise tax fee. A discussion ensued.

Mr. Larry Irion asked about adding a sports channel so residents can watch baseball. Chair Milliman discussed streaming services. A discussion ensued.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed media and communications messaging regarding:

- The June/July 2022 Village Breeze

- Club, Fourth of July and Equestrian Center events
- Water use and her visit to El Toro Water District
- Organic waste recycling and clipping pickup service
- New resident orientations and docent tours

8. Website Ad Hoc Committee – Eileen Paulin

Ms. Paulin stated that the Website Ad Hoc Committee met on July 6 with the goal to finalize and send out an RFP. The department is receiving feedback from VMS employees who were surveyed about the website and meeting the needs of end users. The feedback will be shared at the August 10 meeting.

9. Broadband Services Report – Eileen Paulin

Ms. Paulin reported on

- Subscriber counts
- Meeting attendance
- Programming fees

The Broadband Group will give a final report including budget. Director McCary asked about service disruptions to which Ms. Paulin stated there would not be service disruptions.

Director Cook stated the trend of higher internet speeds suggests that the transition to streaming might be occurring on its own. Ms. Paulin stated the next step is to get the fiber from the vault to the unit. A discussion ensued.

Ms. Paulin mentioned she will play the recording of the meeting with The Broadband Group for the Broadband Ad Hoc Committee as it is a good overview of the trends and technology.

Advisor Parker asked about the Village Television YouTube Channel, which can be found at <https://www.youtube.com/c/VillageTelevision> and is not the same as YouTube TV, a paid service. The Village Television YouTube Channel is free and shows aired programs on demand.

Director Skillman mentioned residents are having technical difficulties with CBS, but she is able to get the programming through streaming service. Ms. Paulin stated this is an issue with CBS, which is working on the problem.

Items for Future Agendas

None discussed.

Concluding Business

Committee Member Comments

Advisor Pacella stated the meeting was informative and he looks forward to The Broadband Group report.

Director Ardani and Advisor Frost commended the meeting.

Director Parker mentioned the CBS technical issue and that it's a relief to know it's not a problem with her TiVo.

Advisor Jarrett mentioned she is surprised to see on the iContact Report that people unsubscribe from the "What's Up in the Village" email blast. Ms. Paulin mentioned that most are people who move away and realtors.

Director Blackwell stated she sent in two articles to the Village Breeze and they came back to her transformed in print as phenomenal articles with more information than she put in. Great job! It looked like there were many hands working on this.

Director Skillman mentioned realtors who come to the library and pick up copies of the Village Breeze

to give out to prospective residents. She also hands out a library brochure. The Globe gives the library 10 extra copies of each edition. The editions are available for free after one week.

Ms. Paulin mentioned the Third Communications Committee had a good meeting last week.

Chair Milliman thanked everyone and stated the Broadband Ad Hoc Committee and Website Ad Hoc Committee meetings are coming up soon.

Date of Next Meeting – Monday, August 15, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:22 p.m.

p.p. Joan Milliman / SLM
Joan Milliman, Chair
Media and Communications Committee

THIS PAGE LEFT BLANK INTENTIONALLY



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

The Regular Meeting of the Security and Community Access Committee was held on Monday, June 27, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Sue Stephens, Maggie Blackwell, Craig Wayne, Anthony Liberatore (Alternate for Reza Karimi)

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Egon Garthoffner

STAFF PRESENT: Eric Nuñez, Tom Siviglia, Jayanna Abolmoloki

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:37 p.m.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda with requested changes that effected the order in which reports were discussed.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the April 25, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts mentioned that there were three letters published in the globe the previous week that were opposed to the solar powered flashing stop-sign installations.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

- Speeding on Via Mariposa toward Gate 4
- Gate access and entry issues
- Vehicle access in cul-de-sac 217

RESPONSE TO MEMBER COMMENTS

Mr. Nuñez stated that staff would look into the speeding issue and report back at the next committee meeting.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez stated that the last Disaster Preparedness Task Force committee meeting was cancelled due to Finance needing to use the board room at that time. However, Chief Nuñez did meet with Judith Troutman and received information regarding the task force.

RV Update

Mr. Nuñez stated that the paving project in RV Lot B will begin on June 29, 2022.

Security Statistics

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

ITEMS FOR DISCUSSION AND CONSIDERATION

Pedestrian Gates Verbal Presentation

Mr. Nuñez provided this presentation verbally. Members made comments and asked questions.

Calle Sonora Parking Permit Addendum to GRF Traffic Rules and Regulations Staff Report

Mr. Nuñez paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

“No Bicycle” Signs at Aliso Creek Park Staff Report

Mr. Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

Gate 1 Westside Fence Extension Discussion

Mr. Siviglia directed the committee’s attention toward the attachment in the packet relating to this topic. Members made comments and asked questions. By unanimous consent, the committee requested that staff return with a financial analysis.

ITEMS FOR FUTURE AGENDAS

Gate 1 Westside Fence Extension Financial Analysis

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, August 29, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:57 p.m.

Don Tibbetts Jun 29, 2022
Don Tibbetts (Jun 29, 2022 16:43 PDT)

Don Tibbetts, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 15, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Jim Hopkins – Chair, Azar Asgari, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

DIRECTORS ABSENT: Al Amado, Pat English, Diane Casey, Deborah Dotson, Craig Wayne

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Steve Hormuth, Eric Nunez, Erika Hernandez

OTHERS PRESENT: GRF – Egon Garthoffner, Juanita Skillman, Reza Karimi

United – Richard “Dick” Rader

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:40 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

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

Approval of the Regular Meeting Report of April 20, 2022

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, discussed the previous and upcoming 2023 budget meetings and the acceptance of two donations from the Judy Saxon Trust. The first donation was in the amount of \$15,000 for the expressed purpose of moisture intrusion. The second donation was in the amount of \$3,000 to be used for Maintenance and Construction. A staff report will be presented at the July 5th board meeting where the board will adopt a resolution and acknowledge the donation.

Review Preliminary Financial Statements dated May 31, 2022

The committee reviewed the financial statements dated May 31, 2022. Questions were addressed.

Endorsement from Standing Committees

Security Services – Supplemental Appropriation for Replacement of Stop Signs. Eric Nunez, Director of Security Services, presented a staff report that was previously reviewed at the GRF Board meeting on June 7th. The staff report recommended the replacement of 21 stop signs with solar powered, flashing LED lights with a supplemental appropriation from the Equipment Fund in the amount of \$42,913. Director Elsie Addington made a motion to endorse the recommendation to replace stop signs as written. Chair Hopkins seconded the motion. The motion failed by a 3-2 vote. Director Hopkins requested those with a dissenting vote to share their concerns via email in an effort to communicate the collective concerns to the board.

Future Agenda Items

Project Log Presentation

SageView Presentation

Committee Member Comments

None.

Date of Next Meeting

Wednesday, August 17, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:27 p.m.


James (Jun 21, 2022 11:13 PDT)

James Hopkins, Chair



OPEN MEETING

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

Wednesday, June 8, 2022 – 1:30 P.M.

**BOARD ROOM/ VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Reza Karimi, Ira Lewis, Maggie Blackwell

COMMITTEE MEMBERS ABSENT: Diane Casey

OTHERS PRESENT: Bunny Carpenter, Yvonne Horton

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki, Angel De La Torres, Maribel Flores, Juan Uicab

1. Call to Order

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

2. Acknowledgement of Media

No press was present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for March 9, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman stated that she would like to bring attention to the two Landscape employees who were recently honored at the Village Management Services, Inc. Employee Excellence Award Ceremony. Chair Skillman recognized Maribel Flores, and Juan Uicab. Chair Skillman also addressed a recent publication from Letters to the Editor.

6. Department Head Update

6a. Update on Master Control Irrigation System (MCIS)

Mr. Wiemann stated that bids came in for the MCIS, slightly lower than expected. WeatherTRAK has committed to hold their bid prices as quoted during project development, despite the recent 20% increase in equipment costs. Mr. Wiemann explained that the benefits of a new system are numerous, such as, the efficiency of having finite control over the watering system from a mobile device or tablet.

Members made comments and asked questions.

6b. Discuss Village Tree Signage

Mr. Wiemann discussed the history of tree signs in the Village, and he explained that nailing signs to the trees is not a healthy option. Mr. Wiemann stated that if the Committee wanted to replace them, he would recommend the construction of a tree signage plan, which would come with a significant cost.

Mr. Wiemann added that the Landscape Department has mapped trees in the community, and that map will be available on the website for residents in the future.

Chair Skillman stated that 3 publications of colored tree maps are available at the History Center, and the Village Library.

Reports

7. Update on the Creek

Mr. Wiemann directed the Committee's attention to the last two paragraphs of this staff report to highlight recent updates regarding wildlife in the creek, and cattail maintenance.

Members made comments and asked questions.

Items for Discussion and Consideration

8. Member Comments (Items Not on the Agenda)

None.

9. Response to Member Comments

None.

10. Angel De La Torres; Grounds Maintenance Landscape Manager

Mr. De La Torres reviewed the PowerPoint presentation and provided insight into the daily operations of the Grounds Maintenance section.

Members made comments and asked questions.

Concluding Business:

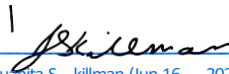
11. Committee Member Comments

Director Blackwell stated that we will see what happens over the next year, and that she believes it is a good idea to remove outdoor water spigot handles within the Mutual.

Director Karimi asked for an update on the plant nursery. Mr. Wiemann stated that the nursery will begin tracking data digitally, now that the office has received a computer and the network access necessary for this task.

12. Date of Next Meeting – Wednesday, September 14, 2022 at 1:30 p.m.

13. Adjournment at 2:26 p.m.


Juanita S. Skillman (Jun 16, 2022 16:31 PDT)

Juanita Skillman, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



SPECIAL OPEN MEETING

**SPECIAL MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE***

**Wednesday, June 29, 2022 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner – Chair, Cash Achrekar, Jim Cook, Ralph Engdahl, John Frankel, Gan Mukhopadhyay, Sue Stephens

MEMBERS ABSENT: Lenny Ross

OTHERS PRESENT: **GRF:** Elsie Addington, Bunny Carpenter, Debbie Dotson, James Hopkins, Yvonne Horton, Juanita Skillman, Judith Troutman
United: Diane Casey
Ajit Gidwani, Carl Randazzo, Bill Walsh - Advisors

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, (in for Guy West), Siobhan Foster – Chief Executive Officer, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Jose Campos – Assistant Director of Finance, Steve Hormuth – Financial Services Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Carrie Weldon – Human Resources Director, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

Chair Garthoffner noted no members of the media were present.

3. Approval of the Agenda

The agenda was amended to reflect that a closed session would follow this meeting. Hearing no objection, the agenda was approved as amended.

4. Chair's Remarks

Chair Garthoffner stated that he will make his remarks at the appropriate time.

5. Member Comments

None.

6. 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.

There were no items on the Consent Calendar.

Items for Discussion and Consideration:

7. Building E Feasibility Study and Solicitation of Proposals for Project Management Services

Mr. Gomez introduced Mr. Rengel and provided a brief overview of the Building E Feasibility Study.

Richard Rengel of Rengel+co Architects presented the Feasibility Study via PowerPoint and answered questions from the committee.

Discussion ensued regarding costs associated with the types of buildings options; space needed for constructing a new building; proposed square footage of building; traffic; and cost estimate. Chair Garthoffner discussed his Important Considerations via PowerPoint.

The committee discussed various opinions and options. Mr. Gomez answered questions and elaborated on the history of the project; the number of staff at Building E; which departments are proposed to be located at Building E; and that no new staff is being added.

After several motions were made and ultimately rescinded, staff was directed to offer site tours of Buildings D and E, and return at the August 2022 M&C Committee meeting with supporting documentation to confirm location and work space requirements associated with Building E and possible alternatives.

Concluding Business:

8. Committee Member Comments

None.

9. Recess

The meeting was recessed at 3:56 p.m.



Egon Garthoffner, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Wednesday, June 1, 2022 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637**

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Maggie Blackwell, Jim Cook, Cush Bhada, Margaret Bennett, Pearl Lee

ADVISORS:

MEMBERS ABSENT:

OTHERS PRESENT: Elsie Addington, Joan Milliman

STAFF PRESENT: Robert Carroll, Francisco Perez, Liz Cortez

1. Call to Order

Chair Tibbetts called the meeting to order at 1:45 p.m.

2. Acknowledgment of Media

No media was present.

3. Approval of the Agenda

Agenda was approved by acclamation.

4. Approval of Meeting Report for

The regular meeting report of April 6, 2022 was approved by acclamation.

5. Chair's Remarks

Chair Tibbetts proposed discussion on implementing committee meetings in person only. Chair Tibbetts concluded committee meetings will continue to be conducted as hybrid.

6. Member Comments (Items Not on the Agenda)

Rhoda Lindner – commented on the current Age Well proposal.

7. Response to Member Comments

Chair Tibbetts responded to the member.

Reports

8. Director's Report

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

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply change issues. In addition, staff provided to the committee the 2022 capital vehicle list.

Staff provided an update on the topic of purchasing used vehicles for cost savings. Staff will look into whether or not a policy is needed for this to occur and provide an update at future meetings.

Staff will begin fleet right-sizing discussions with department directors to review right-sizing opportunities for their current GRF fleet.

Items for Discussion

None

Items for Future Agendas:

Alternative Fuel Vehicles

Concluding Business:

Committee Member Comments:

None

Date of Next Meeting – Wednesday August 3, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 2:18 p.m.


Don Tibbetts (Jun 30, 2022 09:57 PDT)

Implementation Schedule

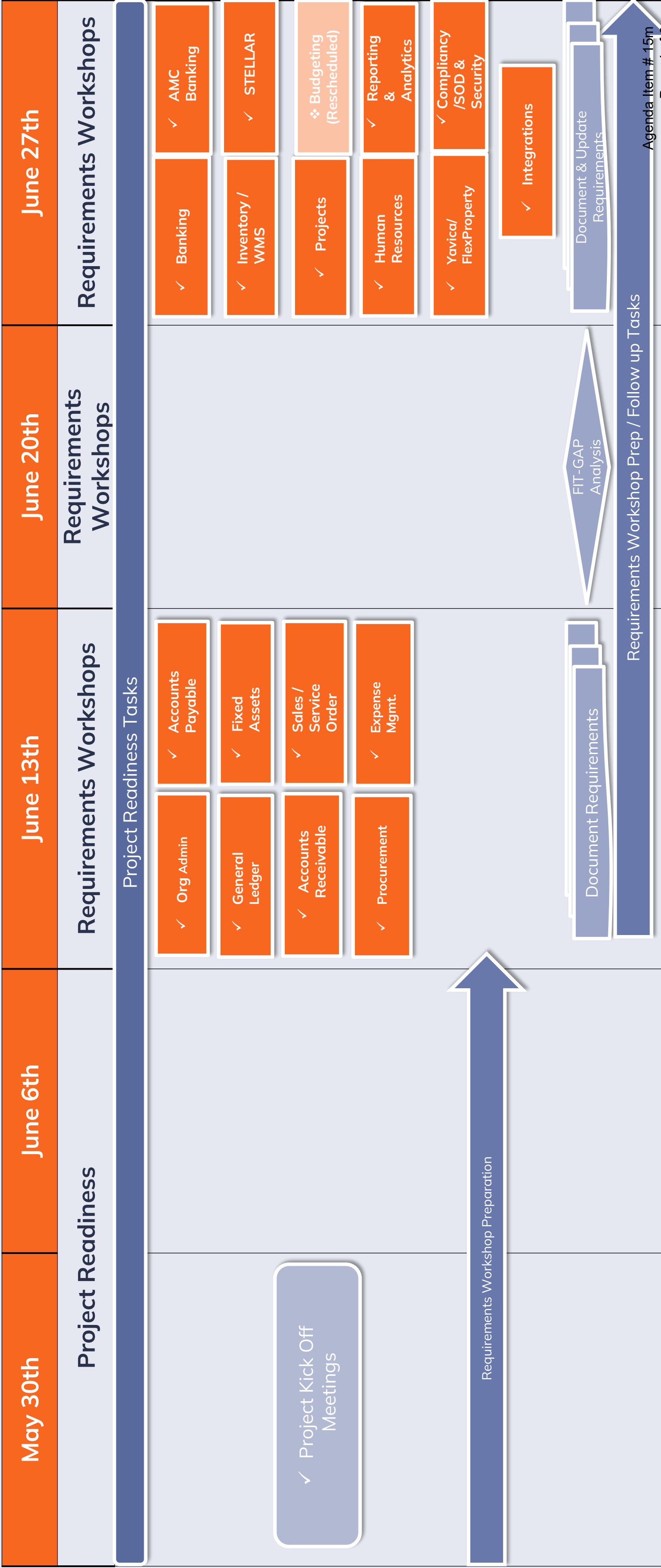
2021		2022				2023				2024			
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ERP Evaluation Process		Phase 1: Finance (Accounting) & Baseline for Phase 2 + forward				Phase 2 Field Service, Inventory & Asset Management				Phase 3: Resident Services and Resales			

THIS PAGE LEFT BLANK INTENTIONALLY

Phase 1 Implementation Timeline Overview

APR - JUN 2022	JUN - AUG '22	AUG - OCT '22	OCT '22 - APR '23	MAY '23
Readiness Phase	Analysis Phase	Design & Develop Phase	Test & Deploy Phase	Operate Phase
PREPARE	INITIATE	IMPLEMENT	PREPARE	OPERATE
Reinforce Value Proposition	Project Kick-off Meetings	Complete CRPs (Design Workshops)	Perform UAT(s) Testing & Acceptance	Phase 1 Go-Live
Determine initial scheduling & milestones	Requirements Workshops	Prepare GOLDEN Environment	Lead User Training	Go Live support
Define Roles & Responsibilities/Expectations	FIT-GAP Analysis	Perform Process and Enhancement Dev & Testing	End User Training / User readiness	Solution health
Build Strategic Foundation	GAP Evaluation	Data Model Design	Perform Go-Live Readiness Checklists	Usage
Install / Setup Technical Framework	Application Fit Assessment & SME Training	Integration Design	Obtain Production Environment	Maintenance
LCS Portal / Project Onboarding	FIT-GAP Updates	Solution Performance	Prepare for Mock Go-Live
D365F&O Sandbox Deployed	GAP Solutions identified	Security Model Design	Perform Mock Go-Live	Post Go-Live
Prepare DevOps	Requirements Validation	Test Strategy	Update Go-Live Readiness Checklists	Prepared for Phase 2
Define Project Governance	End of Phase Toll Gate Review / Customer Approval	User Experience Design	Prepare Production Environment	Transition to Live Services
	Define Design & Develop Phase Strategy and Update Project Plan	Application Lifecycle Management Strategy	Complete Cutover tasks	
Client Readiness	Draft Solution Blueprint	Data Migration Strategy	Go-live readiness	
		Gap Solution Design		
		Cutover Strategy		
		BI and Analytics		
		Finalize Solution Blueprint		

Analysis Phase Timeline



Analysis Phase Timeline

July 4th	July 11th	July 18th	July 25th
Requirements Workshops	Requirements/Training	FIT-Assessment Training	FIT-Assessment Training
<div>✓ Budgeting (Rescheduled)</div> <div>✓ GL & OM Fund Accounting Follow-up)</div> <div>✓ AX2012 - YAVICA</div>	<div>✓ *AX2012 – AMC Managed by email</div> <div>✓ Application Navigation & Overview Training sessions</div>	<div>✓ FIT-TRN D365F&O Organization Management</div> <div>✓ FIT-TRN D365F&O Finance/GL/Fund Accounting</div> <div>❖ FIT-TRN D365F&O Accounts Payable Rescheduled</div> <div>✓ FIT-TRN D365F&O Fixed Assets</div> <div>❖ FIT-TRN D365F&O Procurement Rescheduled</div> <div>❖ FIT-TRN D365F&O AR -Credit & Collections</div>	<div>Requirements / FIT Assessment Projects</div> <div>FIT-TRN D365F&O HR(Basics)</div> <div>FIT-TRN D365F&O Budgeting</div> <div>FIT-TRN D365F&O Security/SOD</div> <div>FIT-TRN D365F&O Accounts Payable</div>
		<div>✓ FIT-TRN D365F&O Expense Management</div> <div>✓ FIT-TRN D365F&O Sales - Service Order</div> <div>✓ FIT-TRN D365F&O Banking</div> <div>✓ FIT-TRN D365F&O Products-Inv - WMS</div> <div>✓ Costing Methods</div>	<div>FIT-TRN D365F&O Reporting & Analytics</div> <div>Assessment & Strategy D365F&O Integrations</div> <div>Assessment & Strategy D365F&O Data Migration</div> <div>Phase 2 STELLAR Requirement Workshop</div> <div>Yavica Solution FIT-GAP Validation</div> <div>AMC Solution FIT-GAP Validation</div>
Training Workshop Prep / Follow up Sessions & Tasks			
Requirements Updates / FIT-GAP Analysis			
Requirements Gathering & FIT-GAP Validation		Agenda Item # 15m	

Analysis Phase Timeline

August 1st	August 8th	August 15th	August 22nd	August 29th
<div>FIT-Assessment Training</div> <div><div><div>FIT-TRN D365F&O Procurement</div><div>Phase 2 STELLAR Replacement Roadmap</div><div>FIT-TRN D365F&O AR-Credit & Collections</div><div>FIT-TRN D365F&O Projects</div></div><div><div>FIT-TRN D365F&O Products-Inv-WMS</div><div>Assessment & Strategy AX2012 Customizations</div><div>Yavica Solution AX2012 Customer Overview</div><div>Budgeting Forecaster Review</div></div></div>	<div>Prepare for Design & Development Phase</div> <div><div><div>FIT-TRN D365F&O Projects</div><div>Strategy Data & Analytics</div><div>FIT-Assessment Security-SOD Compliance</div></div><div><div>Requirements Fit-Gap reviewed & approved</div></div></div>	<div>Finalize Analysis Phase Deliverables</div> <div><div><div>Final draft Analysis Phase Deliverables</div><div>Prepare Analysis Phase Findings Presentation</div><div>Draft Design & Develop estimates & Project plan</div></div></div>	<div>Finalize Fit-Gap Solution Strategy</div> <div><div>Finalize Analysis Phase Findings ITAC Presentation</div><div>ITAC Presentation Analysis Phase FIT-Gap & Phase 1 Solution Strategy</div></div>	<div>Prepare for Design & Development Phase</div> <div><div>End of Analysis Phase Toll Gate Review / Customer Approval</div><div>Define Design & Develop Phase Strategy and Update Project Plan</div></div>
<div>Training Workshop Prep / Follow up Sessions & Tasks</div>				
<div>Requirements Updates / FIT-GAP Analysis</div>				
<div>Requirements Gathering & FIT-GAP Validation</div>				

Key Decisions

Opened	Decision	Status	Date Closed	Owner	Decision Impact
Analysis Phase	Implementation of Fund Accounting	In progress		GRF	Solution approach - implementation of D365F&O Fund Accounting features Data Migration considerations
Analysis Phase	Implementation of Warehouse Management (Advanced vs. Standard) by Warehouse	In progress		GRF	Solution approach and strategy. FIT-GAP Assessment
Analysis Phase	Implementation of Master Planning	In progress		GRF	Phased Solution approach and strategy. FIT-GAP Assessment
Analysis Phase	Implementation of Project Accounting or Project Operations	In progress		GRF	Solution approach and strategy. FIT-GAP Assessment
Analysis Phase	Data and Analytics phased solution	In progress		GRF	Solution approach and strategy. FIT-GAP Assessment AX2012 historical data reporting considerations STELLAR reporting considerations
Analysis Phase	Environment Strategy for Project	In progress		GRF	Determine environment solution strategy for cloud hosted, data analytics and integrations to be considered for the Design & Develop phase and subsequent project phases
Analysis Phase	Environment Strategy for Phase approach	In progress		GRF	Determine environment solution strategy draft for cloud hosted, reporting, data analytics and integrations to be considered Phase 1
Analysis Phase	Implementation of additional Yavica solutions	In progress		GRF	Loan Management New FlexProperty features
Analysis Phase	OnBase Phase 1 Strategy	In progress		GRF	AX2012 does use comments and document attachments AX2012 has a view integration with OnBase D365F&O will have document attachments with BLOB storage D365F&O will not have OnBase integration in Phase 1
Analysis Phase	Solution and approach for Bank Accounts that will be using Advanced Bank Rec functionality	In progress		GRF	Solution approach and strategy. FIT-GAP Assessment
Analysis Phase	Data Migration Strategy	In progress		GRF	Solution approach and strategy. FIT-GAP Assessment Historical transactions and data for Analytics and Inquiry

6

Project Key Risks Issues & Tasks

Type	Date Opened	Owner	Status	Business Area	Description / Comments	Mitigation / Resolution Comments	Priority Impact
Task	06/13/22	GRF	In progress	Yavica Solutions	Complete Questionnaires – Update sent on 7/5 regarding reduced number of questionnaires to complete	GRF team to complete this week	High
Schedule	07/18/22	PM	In progress	Accounts Payable	Reschedule session	Session rescheduled for 8/1 9:00-11:00	High
Schedule	07/18/22	PM	In progress	Procurement	Reschedule session	Session rescheduled for 8/1 9:00-11:00	High
Schedule	07/18/22	PM	Complete	STELLAR	Schedule Requirements follow up session	Session rescheduled for 7/27 10:00-12:00	High
Schedule	07/18/22	PM	In progress	STELLAR Phase 2 Roadmap session	Reschedule session	Session rescheduled for 8/4 2:00-4:00	High
Schedule	07/22/22	PM	In progress	Projects	Schedule FIT-Assessment Training Overview	Session scheduled for 8/9 1:30-3:30	High
Schedule	07/22/22	PM	In progress	Product-Inventory-WMS	Schedule FIT-Assessment Training Overview	Session scheduled for 8/5 1:00-3:00	High
Schedule	07/22/22	PM	In progress	Accounts Receivable – Customer Management	Schedule session to review AX2012 Customer Management with Jay Li & Bryan English	Session scheduled 8/2 10:00-12:00 with Yavica FlexProperty	High
Schedule	07/22/22	PM	Pending	Environment Strategy & Planning	Schedule Environment strategy session	Pending solution strategy	High
Schedule	07/22/22	PM	In progress	AX2012 Customization Review	Session to review and evaluate AX2012 Customizations	Session scheduled for 8/2 3:30-5:00	High
Schedule	07/22/22	PM	In progress	Budgeting	Scheduled - Walk-through of the Forrester and integration AX2012	Session scheduled 8/2 3:30-4:30	Medium
Task	07/22/22	PM	New	Analysis Phase Deliverables	Prepare for ITAC meeting – FIT-GAP and solution decision presentation week of 8/22/22		High
Schedule	07/22/22	PM	New	Analysis Phase Deliverables	Team ITAC Presentation Analysis Phase FIT-Gap & Phase 1 Solution Strategy review and readiness		High
Schedule	07/22/22	PM	New	ITAC Presentation	ITAC Presentation Analysis Phase FIT-Gap & Phase 1 Solution Strategy		High
Schedule	07/26/22	PM	New	Security-SOD Compliancy	Schedule FIT-TRN Solution Overview session Determine next steps for Microsoft 365 Security and Compliance Center (Chuck’s email)		High
Task	07/27/22	PM	New	Data Migration/Data Analytics POC	Prepare strategy and approach for POC session		High
Schedule	07/27/22	PM	New	Data Migration/Data Analytics POC	Session to review Data Migration/Data Analytics POC		High