



OPEN SESSION

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

**Tuesday, September 19, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Engdahl**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. August 15, 2023 – Regular Board Meeting
 - b. September 1, 2023 – Agenda Prep Meeting
 - c. September 1, 2023 – Special Open Meeting
- 5. Report of the Chair**
- 6. 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.*
- 7. Responses to Open Forum Speakers**
- 8. Department Update:** Steve Hormuth, Financial Services Director, and Pam Jensen, Controller, to discuss Fraud Prevention Through Monitoring of Internal Controls
- 9. CEO Report**

10. 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 July 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendations from the Finance Committee - None

c. Recommendations from the Landscape Committee

- 1. Recommendation to Deny the Removal of One Rusty Leaf Fug Tree Located at 3075-C

d. Recommendation from the Architectural Controls and Standards Committee

- 1. Recommendation to Approve the Variance Request to Entry and Dining Room Extension Add Bedroom and Vanity Area Windows at Manor 5585-A Via Dicha

11. Unfinished Business

- a. Entertain a Motion to Rescind the Barbeque Rules and Regulations **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

12. New Business

- a. Entertain a Motion to Amend the Administrative Fee for Damage Reimbursement **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- b. Entertain a Motion to Eliminate Demolition Consent Requirements & Associated Fees **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Third 2024 Business Plan Adoption (Annual Budget)
 - Entertain a Motion to Approve the 2024 Business Plan
 - Entertain a Motion to Approve the 2024 Reserves Funding Plan

- d. Entertain a Motion to Approve a Non-Standard Electrical Use Reimbursement Request for 3361-O Monte Hermosa
- e. Entertain a Motion to Approve the Revised Stepping Stone Resolution and Guidelines **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- f. Entertain a Motion to Approve the Herbicide Spray Guidelines and Acknowledgment Form **(September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- g. Update Committee Appointments
- h. Discussion regarding possible Recall of GRF Directors (Oral Discussion)

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The Committee met on August 1, 2023; next meeting October 3, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report - None
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met September 11, 2023; next meeting October 9, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on August 30, 2023; next meeting November 6, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The Committee met on September 7, 2023; next meeting October 11, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The Committee met on July 27, 2023; next meeting, October 26, 2023 at 2:00 p.m. in the Sycamore Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on August 22, 2023; next meeting September 27, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Bhada. This Committee met on September 14, 2023; the next meeting is October 12, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.

- b. GRF Landscape Committee – Director Lewis. This committee met on August 22, 2023; the next meeting is November 8, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - c. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is November 20, 2023 at 1:30 p.m. in the Board Room.
 - d. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on August 21, 2023; the next meeting is September 26, 2023.
 - e. GRF Security and Community Access Committee – Director Park. This Committee last met on August 23, 2023, and the next meeting is October 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - f. GRF Finance Committee – Director Ginocchio. The Committee met on August 16, 2023; next meeting October 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - g. GRF Purchasing Task Force Committee – Director Rane-Szostak. The Committee met on August 28, 2023; next meeting is TBA.
 - h. Information Technology Advisory Committee – Director Laws. This closed Committee last met on August 25, 2023; next meeting is September 29, 2023 at 1:30 p.m. as a virtual meeting.
 - i. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on August 16, 2023; next meeting September 20, 2023.
 - j. The following GRF Committees have not met since the last Third Board Meeting of August 15, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
 - ii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - iii. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on August 9, 2023; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - iv. Disaster Preparedness Task Force – Director Park. The task force met on July 25, 2023; the next meeting is September 26, 2023 at 9:00 a.m. in the Board Room.
 - v. Mobility and Vehicles Committee – Director Bhada. This Committee met on August 2, 2023; the next meeting is October 4, 2023 at 1:30 p.m. in the Board Room.
 - vi. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on August 11, 2023; next meeting TBA.
- 15. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions that may be on 28-day public review or items for a future Board Meeting. No action will*

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

- Entertain a Motion to Amend the Administrative Fee for Damage Reimbursement
- Entertain a Motion to Eliminate Demolition Consent Requirements & Associated Fees
- Entertain a Motion to Approve the Revised Stepping Stone Resolution and Guidelines
- Entertain a Motion to Approve the Herbicide Spray Guidelines and Acknowledgment Form

16. Directors' Comments

17. 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) August 15, 2023 – Regular Closed Meeting

(b) August 23, 2023 – Special Closed Meeting

(c) August 31, 2023 – Special Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn

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

Directors Present: Mark Laws, Ralph Engdahl, Cris Prince, Donna Rane-Szostak (entered at 9:46 a.m.), Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, S.K. Park, Cush Bhada, Jules Zalon, Jim Cook

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Bart Mejia, Carlos Rojas, Steve Hormuth, Ian Barnette, Chuck Holland, Jay Allen, Kurt Wiemann, Manuel Gomez

Others Present: VMS – Deb Allen, Mary Seto, Wei-Ming Tao
GRF – Elsie Addington, Reza Karimi
United – None

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

President Laws called the meeting to order at 9:31 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Bhada led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

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

4. Approval of Minutes

a. July 13, 2023 – Third Budget 2024 Business Plan Review Version 2

- b. July 18, 2023 – Regular Board Meeting**
- c. August 4, 2023 – Agenda Prep Meeting**

Director Cook made a motion to approve the minutes of July 13, 2023 – Third Budget 2024 Business Plan Review Version 2 Minutes. Director Bhada seconded.

Hearing no changes or objections, the July 13, 2023 – Third Budget 2024 Business Plan Review Version 2 Minutes were approved by consent.

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

President Laws requested on Page 12 of 14, the motion should be changed to Director Rane-Szostak tabling item 13e.

Hearing no further changes or objections, July 18, 2023 – the amended Regular Board meeting minutes were approved by consent. Director Cook Abstained.

Director Ginocchio made a motion to approve the minutes of August 4, 2023 – Agenda Prep Meeting. Director Lewis seconded.

Hearing no changes or objections, the August 4, 2023 – Agenda Prep meeting minutes were approved by consent. Director Cook Abstained.

5. Report of the Chair

President Laws commented on the following:

- Update on Budget 2024

6. Update from the VMS Board – None

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- Multiple members commented on the reduction of cleaning cycle for three-story buildings
- A member commented an ongoing neighbor to neighbor issue
- A member commented on community volunteerism to be advisors and also discussed the monthly Town Hall Meetings
- A member commented on stencil stop signs around the underground parking entrance/exits

8. Responses to Open Forum Speakers

- Director Zalon commented on a resident's comment on volunteerism
- Multiple Directors commented on the fees associated with three-story buildings
- Director Engdahl commented on exits leading out of three-story buildings
- President Laws commented on the neighbor-to-neighbor issue and will follow-up

9. Department Update: Budget/Financial Services – Steve Hormuth, Financial Services Director

Steve Hormuth, Financial Services Director, discussed the following topics:

- Organizational Chart for Finance Team

- Financial Services Staffing
- Service Levels – Financial Services
- 2024 Business Plan Scope
- 2024 Business Planning Highlights
- Service Levels- Purchasing
- Additional Areas of Focus

Mr. Hormuth took questions from the Board and discussion ensued among the Board.

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

Chuck Holland, Information and Resident Services Director, discussed the following topics:

- Resident Services Overview
- Resident Services Key Services
- Residents Services Budget Considerations
- Resident Services 2023 Priorities
- Key Performance Indicators
- Call Center 2023 Year to Date Stats
- Walk in 2023 Year to Date Stats
- 2023 Service Order Survey Results
- Continuous Improvements

Mr. Holland took questions from the Board and discussion ensued among the Board.

11. CEO Report

CEO Siobhan Foster reported on:

- “Bright Ideas” Program
- Ryan Costello, Warehouse Manager
- Broadband Team
- Ada Montesinos, Sr. Financial Analyst
- JJ Abolmoloki, Admin Assistant
- Delphine Maffey, Admin Coordinator
- Current Initiatives
- Use Dwelling Live for Savings
- Opt Out of Paper Mailing for Savings

CEO Foster answered questions from the Board.

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

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of June 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien against Member ID # 931-480-78

RESOLUTION 03-23-82

Recording of a Lien

WHEREAS, Member ID # 931-480-78; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-480-78 and;

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 # 932-790-09

RESOLUTION 03-23-83

Recording of a Lien

WHEREAS, Member ID # 932-790-09; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 932-790-09 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.

3. Approve a Resolution for Recording a Lien against Member ID # 931-530-71

RESOLUTION 03-23-84

Recording of a Lien

WHEREAS, Member ID # 931-530-71; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-530- 71 and;

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 # 931-460-54

RESOLUTION 03-23-85

Recording of a Lien

WHEREAS, Member ID # 931-460-54; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-460- 54 and;

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 # 934-900-50

RESOLUTION 03-23-86

Recording of a Lien

WHEREAS, Member ID # 934-900-50; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-900- 50 and;

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 # 931-511-75

RESOLUTION 03-23-87

Recording of a Lien

WHEREAS, Member ID # 931-511-75; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-511-75 and;

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 # 934-590-54

RESOLUTION 03-23-88

Recording of a Lien

WHEREAS, Member ID # 934-590-54; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-590-54 and;

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

8. Approve a Resolution for Recording a Lien against Member ID # 934-901-99

RESOLUTION 03-23-89

Recording of a Lien

WHEREAS, Member ID # 934-901-99; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-901-99 and;

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

c. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Melaleuca Tree Located at 3365-1G Punta Alta

RESOLUTION 03-23-90

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

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

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

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

WHEREAS, on August 3, 2023, the Landscape Committee reviewed a request from the Member at 3365-1G to remove one Melaleuca tree. The Member cited the reasons as

unhealthy, too much litter, peeling, possible root damage, too close to the building, blocking view and the resident had severe water damage to the unit; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with deadwood limbs where previous cuts were made; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Melaleuca tree located at 3365-1G Punta Alta;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, the Board of Directors approves the request for the removal of one Melaleuca tree located at 3365-1G; and

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

2. Recommendation to Approve the Request for the Removal of One Carrotwood Tree Located at 5391-B Paseo Del Lago

RESOLUTION 03-23-91

Approve the Request for Removal of One Carrotwood Tree 5391-B Paseo Del Lago

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

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

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

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

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

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

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

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

a. **Recommendation from the Architectural Controls and Standards Committee – None**

13. Unfinished Business

a. **Entertain a Motion to Approve the Revisions to Architectural Standard 16: Garage Doors, Sectional or One Piece (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-92

**Revised Alteration
Standard 16: Garage Doors**

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

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

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

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

RESOLVED FURTHER, that Resolution 03-15-34 adopted March 17, 2015, is hereby superseded in its entirety and no longer in effect; and

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

Director Cook made a motion to approve the resolution for revised alteration standard 16: garage doors. Director Yun seconded.

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

b. **Entertain a Motion to Approve the Revision to Architectural Standard 42: Ramps (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-93

**Revised Alteration
Standard 42: Ramps**

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

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

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

RESOLVED FURTHER, that Resolution 03-19-133 adopted December 17, 2019, is hereby superseded in its entirety and no longer in effect; and

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

Director Cook made a motion to approve the resolution for revision to alteration standard 42: ramps. Director Yun seconded.

Bart Mejia took questions from the Board.

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

14. New Business

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

RESOLUTION 03-23-XX

**Barbecue Grill Rules &
Regulations**

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

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

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

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

Director Lewis made a motion to rescind the Barbeque Grill Rules & Regulations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded the motion.

Discussion ensued among the Board.

Multiple members commented on this matter.

Hearing no changes or objections, the motion was called to a vote and passed 7-4-0. Directors Ginocchio, Engdahl, Prince, and Laws voted against.

President Laws called for a brief recess at 11:40 am. The Board resumed the meeting at 11:51 am.

b. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Revised Electricity Usage Reimbursement Policy

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

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

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

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the

electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.

- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-18-45 adopted March 20, 2018 is hereby superseded and canceled; and

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

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

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

c. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Alteration Fee Schedule

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

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

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

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

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

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

- (1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and
- (2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member;

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

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

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

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

Director Lewis requested additional changes be made.

President Laws requested that the Fee Schedule be separate from policy/resolution

Hearing no changes or objections, the motion was called to a vote and passed 10–1-0. Director Zalon voted against.

d. Entertain a Motion to Approve the Revised Maintenance and Construction Committee Charter

RESOLUTION 03-23-94

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE
CHARTER**

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

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

I. Membership

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

II. Scope

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

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

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

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

III. Responsibilities

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Third Laguna Hills Mutual adopts this Resolution 03-23-94, effective August 15, 2023.

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

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

Director Park made a motion to approve the Resolution for Maintenance and Construction Committee Charter. Director Ginocchio seconded the motion.

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

d. Entertain a Motion to Approve a Preferred Vendor Referral Program for Small Drywall Repairs

Manuel Gomez, Maintenance and Construction Director, discussed the motion to approve a Preferred Referral Program for small drywall repairs.

Discussion ensued among the Board.

Director Lewis left the meeting at 12:21 p.m.

Director Zalon made a motion to table this item and send it back to the M&C Committee to figure out the next steps. Director Ginocchio seconded.

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

f. Entertain a Motion to Approve 2022 Operating Surplus

Director Prince read the following resolution:

RESOLUTION 03-23-95

Operating Surplus Transfer

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

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

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

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

Director Ginocchio made a motion to approve the resolution for 2022 Operating Surplus. Director Engdahl seconded.

Steve Hormuth, Finance Director, gave clarification on the item.

Hearing no changes or objections, the motion was called to a vote and passed 9-0-1. Director Yun abstained.

g. Entertain a Motion to Consider Landscape Appeal for Resident Members of 5191 Duenas

Kurt Wiemann, Director of Landscape Services, provided an overview of the appeal for resident members of manor 5191 Duenas.

Discussion ensued among the Board.

The member of manor 5191 spoke before the Board.

The member of manor 5190 spoke before the Board.

Director Lewis re-entered the meeting at 1:07 p.m.

Director Engdahl made a motion that Mr. Wiemann work with both members within the next 30 days to come up with an amicable agreement, and if there is none, the hedges need to be removed. President Laws seconded.

Hearing no changes or objections, the motion was called to a vote and passed 10-1-0. Director Cook voted against.

15. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The Committee met on August 1, 2023; next meeting October 3, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met August 14, 2023; next meeting September 11, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on July 11, 2023; next meeting August 30, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The Committee met on August 3, 2023; next meeting September 7, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The Committee met on July 27, 2023; next meeting, October 26, 2023 at 2:00 p.m. in the Sycamore Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on August 4, 2023; next meeting August 22, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. This Committee met on August 10, 2023; the next meeting is September 14, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on August 9, 2023; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Disaster Preparedness Task Force – Director Park. The task force met on July 25, 2023; the next meeting is September 26, 2023 at 9:00 a.m. in the Board Room.
- d. Mobility and Vehicles Committee – Director Bhada. This Committee met on August 2, 2023; the next meeting is October 4, 2023 at 1:30 p.m. in the Board Room.
- e. Information Technology Advisory Committee – Director Laws. This closed Committee last met on August 4, 2023; next meeting is August 25, 2023 at 1:30 p.m. as a virtual meeting.
- f. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on August 11, 2023; next meeting TBA.
- g. Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on July 25, 2023; the next meeting is August 21, 2023.
- h. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on July 19, 2023; next meeting August 15, 2023.
- i. The following GRF Committees have not met since the last Third Board Meeting of July 18, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
 - ii. GRF Landscape Committee – Director Lewis. This committee met on May 10, 2023; the next meeting is August 22, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. Media and Communications Committee – Director Cook. The Committee met on July 17, 2023; the next meeting is September 18, 2023 at 1:30 p.m. in the Board Room.
 - iv. Security and Community Access Committee – Director Park. This Committee last met on June 28, 2023, and the next meeting is August 23, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - v. GRF Finance Committee – Director Rane-Szostak. The Committee met on June 21, 2023; next meeting August 16, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

vi. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.

17. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- Entertain a Motion to Rescind the Barbeque Rules and Regulations
- Entertain a Motion to Amend Monetary Penalties
- Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy
- Entertain a Motion to Approve the Revision to the Alteration Fee Schedule

18. Directors' Comments - None

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

The meeting was recessed into closed session at 1:37 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) July 18, 2023 – Regular Closed Meeting

(b) July 21, 2023 – Special Closed Budget Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

20. Adjournment

The meeting was adjourned at 7:08 p.m.

DocuSigned by:

N. Cris Prince

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



OPEN SESSION

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

**Friday, September 1, 2023 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Mark Laws, Nathaniel Ira Lewis, N. Cris Prince, S.K. Park, Andy Ginocchio, Jules Zalon, Ralph Engdahl, Jim Cook, Cush Bhada, Moon Yun (entered at 9:39 a.m.)

Directors absent: Donna Rane-Szostak (excused)

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

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on September 19, 2023

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

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

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

Hearing no objections, the September 19, 2023 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments - None

5. Adjournment

The meeting was adjourned at 10:08 a.m.

DocuSigned by:

N. Cris Prince

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



SPECIAL OPEN SESSION

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

**Friday, September 1, 2023 – Following Agenda Prep
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors present: Mark Laws, N. Cris Prince, Nathaniel Lewis, Moon Yun, S.K. Park, Andy Ginocchio, Jules Zalon, Ralph Engdahl, Jim Cook, Cush Bhada

Directors absent: Donna Rane-Szostak (excused)

Staff present: CEO-Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, David Rudge, Bart Mejia

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 10:09 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 Ginocchio made a motion to approve the Agenda. Director Cook seconded.

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

3. Open Forum

- A member commented on her renovation being classified as a demolition.

4. Responses to Open Forum Speakers

- Multiple Directors commented on the member's issue including placing this item on the Agenda for the Architectural Controls and Standards Committee meeting on September 11, 2023.
- Bart Mejia discussed the item at hand.

5. **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.

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.

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

a. Recommendation from the Architectural Controls and Standards Committee

1. **Recommendation to Approve the Variance Request to Install Wall Mounted Mini-Split System Heat Pump on Balcony at Manor 4001-2E Calle Sonora**

RESOLUTION 03-23-96

Variance Request

WHEREAS, Member located at 4001-2E Calle Sonora, a Villa Nueva style manor, requests Architectural Controls and Standards Committee approval of a variance to Install Wall Mounted Mini-Split-System Heat Pump on Balcony; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Install Wall Mounted Mini-Split-System Heat Pump on Balcony;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Install Wall Mounted Mini-Split-System Heat Pump on Balcony; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 4001-2E Calle Sonora and all future Mutual Members at 4001-2E Calle Sonora; 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. Recommendation to Approve the Variance Request to Install Master Bedroom, Dining Room and Living Room Extension on Rear Patio and Laundry Room in Garage at Manor 5140 Miembro

RESOLUTION 03-23-97

Variance Request

WHEREAS, Member located at 5140 Miembro, a Villa Serena style manor, requests Architectural Controls and Standards Committee approval of a variance to Install Master Bedroom, Dining Room and Living Room Extension on Rear Patio and Laundry Room in Garage; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Install Master Bedroom, Dining Room and Living Room Extension on Rear Patio and Laundry Room in Garage;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Install Master Bedroom, Dining Room and Living Room Extension on Rear Patio and Laundry Room in Garage; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 5140 Miembro and all future Mutual Members at 5140 Miembro; 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. Recommendation to Approve the Variance Request to Install Pavers, Fence and Gate on Common Area at Entry at Manor 3156-B Alta Vista

RESOLUTION 03-23-98

Variance Request

WHEREAS, Member located at 3156-B Alta Vista, an El Doble style manor, requests Architectural Controls and Standards Committee approval of a variance to Install Pavers, Fence and Gate on Common Area at Entry; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance Install Pavers, Fence and Gate on Common Area at Entry;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Install Pavers, Fence and Gate on Common Area at Entry; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 3156-B Alta Vista and all future Mutual Members at 3156-B Alta Vista; and

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

**4. Recommendation to Approve the Variance Request to Remove
Original Railing and Gate from Patio at Manor 4013-1D Calle Sonora
Oeste**

RESOLUTION 03-23-99

Variance Request

WHEREAS, Member located at 4013-1D Calle Sonora Oeste, a Villa Nueva style manor, requests Architectural Controls and Standards Committee approval of a variance to Remove Original Railing and Gate from Patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Remove Original Railing and Gate from Patio;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Remove Original Railing and Gate from Patio; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 4013-1D Calle Sonora Oeste and all future Mutual Members at 4013-1D Calle Sonora Oeste; 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. Recommendation to Approve the Variance Request to Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior at Manor 5303 Cantante

RESOLUTION 03-23-100

Variance Request

WHEREAS, Member located at 5303 Cantante, a Villa Paraisa style manor, requests Architectural Controls and Standards Committee approval of a variance to Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 5303 Cantante and all future Mutual Members at 5303 Cantante; 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. Recommendation to Approve the Variance Request to Add Second Condenser unit to Manor at Garage at Manor 5079 Ovalo

RESOLUTION 03-23-101

Variance Request

WHEREAS, Member located at 5079 Ovalo, a Villa Serena style manor, requests Architectural Controls and Standards Committee approval of a variance to Add Second Condenser Unit to Manor at Garage; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that

comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Add Second Condenser Unit to Manor at Garage;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Add Second Condenser Unit to Manor at Garage; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 5079 Ovalo and all future Mutual Members at 5079 Ovalo; and

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

**7. Recommendation to Approve the Variance Request to Replace
Structural Wall with Steel Beam between Kitchen and Living Room at
Manor 5487-B Paseo Del Lago West**

RESOLUTION 03-23-102

Variance Request

WHEREAS, Member located at 5487-B Paseo Del Lago West, a La Quinta style manor, requests Architectural Controls and Standards Committee approval of a variance to Replace Structural Wall with Steel Beam between Kitchen and Living Room; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Replace Structural Wall with Steel Beam between Kitchen and Living Room;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Replace Structural Wall with Steel Beam between Kitchen and Living Room; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 5487-B Paseo Del Lago West and all future Mutual Members at 5487-B Paseo Del Lago West; and

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

8. Recommendation to Approve the Variance Request to Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings at Manor 5119 Brazo

RESOLUTION 03-23-103

Variance Request

WHEREAS, Member located at 5119 Brazo, a Villa Reposa style manor, requests Architectural Controls and Standards Committee approval of a variance to Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 5119 Brazo and all future Mutual Members at 5119 Brazo; 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. Recommendation to Approve the Variance Request to Retain a Non-Standard Patio Storage Cabinet at Manor 3010-C Via Buena Vista

RESOLUTION 03-23-104

Variance Request

WHEREAS, Member located at 3010-C Via Buena Vista, a San Clemente style manor, requests Architectural Controls and Standards Committee approval of a variance to Retain a Non-Standard Patio Storage Cabinet; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting August 14, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Retain a Non-Standard Patio Storage Cabinet;

NOW THEREFORE BE IT RESOLVED, on September 01, 2023, the Third Laguna Hills Mutual Board hereby approves the request to Retain a Non-Standard Patio Storage Cabinet; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member 3010-C Via Buena Vista and all future Mutual Members at 3010-C Via Buena Vista; and

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

Mr. Mejia and Mr. Rudge left the meeting at 10:32 a.m.

Discussion ensued among the Board.

6. Directors' Comments

- President Laws discussed on the following items:
 - Annual Board Luncheon at CH2
 - Year in Review Presentation
 - Annual/Organizational Meeting on October 5th.
 - Discussion on GRF recall

Director Cook made a motion not to have an annual luncheon. Director Prince seconded.

Hearing no changes or objections, the motion was called to a vote and passed 7-3-0. Directors Park, Zalon, and Bhada opposed.

Director Cook made a motion to add "Discussion of Recall" to the Third Open agenda. Director Lewis seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 9-1-0. Director Bhada opposed.

- Director Zalon commented on Third Mutual's Legal Counsel

7. Adjournment

The meeting was adjourned at 11:16 a.m.

DocuSigned by:

N. Cris Prince

5441FC1ED518422

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



RESOLUTION 03-23-XX

Deny the Request for Removal of One Rusty Leaf Fig Tree 3075-C Via Serena South

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

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

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

WHEREAS, on September 7, 2023, the Landscape Committee reviewed a request from the Member at 3075-C to remove one Rusty Leaf Fig tree. The Member cited the reasons as litter/debris and overgrown; and

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

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Rusty Leaf Fig tree located at 3075-C Via Serena South;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 3075-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.

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Member located at 5585-A Via Dicha, a Casa Palma style manor, requests Architectural Controls and Standards Committee approval of a variance to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 11, 2023 at 1:30 PM; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Extend the Entry and Dining Room;

NOW THEREFORE BE IT RESOLVED, on September 19, 2023 at 9:30 AM, the Third Laguna Hills Mutual Board hereby approves the request to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5585-A Via Dicha and all future Mutual Members at 5585-A Via Dicha; and

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

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ENDORSEMENT (to Board)

Entertain a Motion to rescind: The Barbecue Rules and Regulations

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

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

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

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

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

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STAFF REPORT

DATE: September 19, 2023
FOR: Resident Policy & Compliance Committee
SUBJECT: Barbecue Grill Rules & Regulations

RECOMMENDATION

Review and provide direction.

BACKGROUND

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

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

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

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

DISCUSSION

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

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-23-XX

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RESOLUTION 03-23-XX

Barbecue Grill Rules & Regulations

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

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

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

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

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

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ENDORSEMENT (to board)

Approve Revised Electrical Use Reimbursement Policy

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

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

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

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

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

Electricity bill prior month	\$150
Electricity bill following month	\$210
Average bill	\$180

Electric bill for event month	\$300
Average bill	\$180
Amount reimbursed	\$120

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

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

FINANCIAL ANALYSIS

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

Prepared By: Justin “Jay” Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-18-45

Attachment 2 – Proposed Revised Resolution 03-23-XX

Resolution 03-18-45
Revised Electricity Usage Reimbursement Policy

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

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

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

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

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

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Resolution 03-23-XX

Revised Electricity Usage Reimbursement Policy

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

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

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

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

RESOLVED FURTHER, that Resolution 03-18-45 adopted March 20, 2018 is hereby superseded and canceled; and

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

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

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ENDORSEMENT (to Board)

Revision to Alteration Fee Schedule

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Alteration Fee Schedule.

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Revision to the Alteration Fee Schedule

RECOMMENDATION

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

BACKGROUND

The Architectural Controls and Standards Committee requested staff to review and revise the current Alteration Fee Schedule for applicability, and current bill rates. The Alteration Fee Schedule (Attachment 1) was last revised in June 2023, via Resolution 03-23-69 (Attachment 2) to incorporate a pass-through fee for Recordable Exclusive Use of Common Area Revocable Licenses.

DISCUSSION

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

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

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

On August 14, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to the Alteration Fee Schedule.

FINANCIAL ANALYSIS

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

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-23-69

Attachment 3 – Redlined Alteration Fee Schedule

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



Laguna Woods Village®

Alteration Fee Schedule

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

All items below require HOA Mutual Consent from Manor Alterations.

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

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

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

NOTES

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

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

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

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Other Fees

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

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

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RESOLUTION 03-23-43

Alteration Fee Schedule

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

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

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

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

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

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

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

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

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

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

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Laguna Woods Village®

Alteration Fee Schedule

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

All items below require HOA Mutual Consent from Manor Alterations.

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

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

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

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

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

Other Fees

Type	Fee
Demolition Fee	\$50
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement for the use of common areas that extend beyond the original floorplan to be collected after board approval of the variance	\$750



Notes

- Per Resolution 03-XX-23, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a Demolition Mutual Consent. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.



Laguna Woods Village®

Alteration Fee Schedule

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All items below require HOA Mutual Consent from Manor Alterations.

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

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

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

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

Other Fees

Type	Fee
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement for the use of common areas that extend beyond the original floorplan to be collected after board approval of the variance	\$750



Notes

- Per Resolution 03-XX-23, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.



RESOLUTION 03-23-XX

Alteration Fee Schedule

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

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

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

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

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

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

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

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

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

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ENDORSEMENT (to the Board)

Entertain a Motion to Amend the Administrative Fee for Damage Reimbursement

In 2018, the Third Board approved a resolution that allowed a 10 percent fee to be imposed in addition to the reimbursement charge for damage reimbursement cases exceeding \$1,000, where the member is found to be at fault (Attachment 1).

In 2023, staff has processed 23 damage reimbursement cases for review by the Executive Hearings Committee. These 23 cases total \$101,916, ranging from \$66.95 to \$17,030, with an average cost of \$4,431.

The administrative costs for staff to evaluate the damage that has occurred, ensure invoice payment processing, prepare notification documents, communicate with the member, and compile the data to be presented at the monthly Executive Hearings Committee meeting are the same regardless of the reimbursement amount.

On August 22, 2023, Mr. Jay Allen, Damage Restoration Manager, presented the Administrative Fee for Damage Reimbursements Policy for discussion. The Committee discussed the matter and asked questions.

Chair Laws made a motion to revise the Administrative Fee for Damage Reimbursements to include a minimum of \$20 or 10% whichever is greater and apply to all cases. Director Prince seconded the motion.

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

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STAFF REPORT

DATE: September 19, 2023
FOR: Resident Policy and Compliance Committee
SUBJECT: Revised Damage Reimbursement Administrative Fee

RECOMMENDATION

Discuss revising the current Damage Reimbursement Administrative Fee policy, Resolution 03-18-157, and provide direction to staff.

BACKGROUND

Per Civil Code §5855, the Board is required to hold hearings to “impose a monetary charge as a means of reimbursing the association for costs incurred by the association in the repair of damage to common area and facilities caused by a member or the member’s guest or tenant.”

In 2018, the Third Board approved a resolution that allowed a 10 percent fee to be imposed in addition to the reimbursement charge for damage reimbursement cases exceeding \$1,000, where the member is found to be at fault (Attachment 1).

DISCUSSION

In 2023, staff has processed 23 damage reimbursement cases for review by the Executive Hearings Committee. These 23 cases total \$101,916, ranging from \$66.95 to \$17,030, with an average cost of \$4,431.

The administrative costs for staff to evaluate the damage that has occurred, ensure invoice payment processing, prepare notification documents, communicate with the member, and compile the data to be presented at the monthly Executive Hearings Committee meeting are the same regardless of the reimbursement amount.

Staff seeks direction from the Committee on the possibility of revising the Damage Reimbursement Administrative Fee policy so that the 10 percent fee will be applied to all damage reimbursement cases.

FINANCIAL ANALYSIS

The additional fee revenue will help offset existing administrative costs in operations.

Prepared By: Laurie Chavarria, Senior Management Analyst

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

ATTACHMENT(S)

- Attachment 1: Existing Resolution 03-18-157
- Attachment 2: Redlined Copy of Revised Resolution 03-23-XXX
- Attachment 3: Clean Copy of Revised Resolution 03-23-XXX

RESOLUTION 03-18-157

Administrative Fee for Damage Reimbursements

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to common area or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor;

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for Damage Reimbursement Hearings for damage caused by a member; and,

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings.

NOW THEREFORE BE IT RESOLVED, November 29, 2018, that the Board of Directors hereby adopts the Damage Reimbursement Administrative Fee;

RESOLVED FURTHER, effective December 1, 2018, the fee for costs related to damage reimbursement proceedings will be ten percent of the total reimbursement decision amount for all decisions of one thousand dollars or more;

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.

September 18, 2018 Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

RESOLUTION 03-23-XXX18-157**Revised Administrative Fee for
Damage Reimbursements**

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to the common area, or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor; and,

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for the Damage Reimbursement Hearings ~~for damage caused by a member~~; and,

WHEREAS, the previous policy only applied the administrative fee to damage reimbursements over one thousand dollars; and,

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings.

NOW THEREFORE BE IT RESOLVED, ~~November~~October 17~~29~~23, 20~~23~~18, that the Board of Directors hereby adopts a Revised Administrative Fee Policy for Damage Reimbursements ~~the Damage Reimbursement Administrative Fee~~; and,

RESOLVED FURTHER, effective ~~December~~November 1, 20~~23~~18, the fee for costs related to damage reimbursement proceedings will be a minimum of \$20.00 or ten percent of the total reimbursement, ~~decision amount~~ for all decisions, regardless of the amount, whichever is greater, ~~of one thousand dollars or more~~; and,

RESOLVED FURTHER, this fee would become applicable at the point the hearing notification is generated, as at that point, additional staff work is involved; and,

RESOLVED FURTHER, Resolution 03-18-157, adopted on November 29, 2018, 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.

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

**RESOLUTION 03-23-XX****Revised Administrative Fee for
Damage Reimbursements**

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to the common area, or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor; and

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for the Damage Reimbursement Hearings; and

WHEREAS, the previous policy only applied the administrative fee to damage reimbursements over one thousand dollars; and

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings;

NOW THEREFORE BE IT RESOLVED, October 17, 2023, that the Board of Directors hereby adopts a Revised Administrative Fee Policy for Damage Reimbursements; and

RESOLVED FURTHER, effective November 1, 2023, the fee for costs related to damage reimbursement proceedings will be a minimum of \$20.00 or ten percent of the total reimbursement, for all decisions, regardless of the amount, whichever is greater; and

RESOLVED FURTHER, this fee would become applicable at the point the hearing notification is generated, as at that point, additional staff work is involved; and

RESOLVED FURTHER, Resolution 03-18-157, adopted on November 29, 2018, is hereby superseded and canceled; and

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

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

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ENDORSEMENT (to Board)

Eliminate Demolition Consent Requirements & Associated Fees

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve elimination of the demolition consent requirements and associated fees.

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Eliminate Demolition Consent Requirements & Associated Fees

RECOMMENDATION

Approve a resolution to remove the requirement to issue a separate demolition mutual consent for alterations that disturb suspect asbestos containing materials, remove its associated processing fee and incorporate the appropriate language from the demolition conditions into the conditions of approval for the mutual consent.

BACKGROUND

In 2018, in response to a rise in unauthorized alterations which resulted in asbestos materials disturbances, a separate demolition consent was established. The mutual demolition consent was intended to allow for tracking the progress of alteration projects between the demolition and construction phases and to provide staff with the material survey, testing and report while the member continues with the design and City permitting of the project. This practice seems to have created unnecessary steps in the processing and issuance of mutual consents and led to the request by the board to remove this requirement.

The Alteration Fee Schedule (Attachment 1) was last revised in September 2023, via Resolution 03-23-XX (Attachment 2) to update valuation thresholds and to move certain simpler alterations to the flat rate column.

On September 11, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve elimination of the demolition consent requirements and associated fees.

DISCUSSION

Removing the requirement to issue a demolition consent for an alteration will expedite the processing of the mutual consent for projects that have been completely designed and are ready to be submitted to the City for plan check. This action does not, in any way, waive or eliminate any regulatory requirements such as asbestos surveys, testing and reports. Those regulatory requirements will be imposed by the appropriate agency or the City. However, the mutual should continue to require the member to submit copies of the final air clearance to the mutual when disturbance of suspect asbestos containing materials are included with the proposed alteration. A copy of the air clearance will allow staff to release any holds placed on the manor entered for the safety of VMS employees and its contractors.

Upon receipt of a complete mutual consent application, staff will collect the appropriate mutual consent fees and issue the mutual consent. The City will not issue any permits until there is an approved mutual consent on file. As standard procedure already dictates, a 'regulated materials' hold will be placed on a manor at the time the mutual consent for alteration work is

released to the member and will only be removed, once appropriate documents (air clearances) are provided to manor alterations staff showing the manor meets state requirements for re-entry.

FINANCIAL ANALYSIS

Based on the Mutual Consent Processing Analysis, it is anticipated that the projected revenue for 2024 will be reduced by \$9,500. The amount of staff time spent on processing demolition consents will be freed up to enhance efficiency for processing other manor alterations functions.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 03-23-XX

Attachment 3 – Redlined Alteration Fee Schedule

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

Alteration Fee Schedule

All items below require HOA Mutual Consent from Manor Alterations.

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

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

Other Fees

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Notes

- Per Resolution 03-XX-23, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License. The processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member.
- Some Alterations may require a Demolition Mutual Consent. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.



RESOLUTION 03-23-XX

Alteration Fee Schedule

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

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

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

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

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

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

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

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Atrium, Balcony, Patio Covers (Replacement or New Installation)	
Doors (New Construction)	
Atrium, Balcony, Patio Enclosures	
French Doors (New Installation)	
Garden Room, Solarium	
Heat Pumps (New Installation through Wall)	
Man Doors (New Installation)	
Plumbing (New Installation or Relocation)	
Room Addition	
Shower to Shower Replacement	
Skylights	
Sliding Glass Doors (New Installation)	
Tub to Shower Installation	
Wall Revisions	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	
Washer and Dryer (New Installation)	
Water Heater (Relocation)	
Windows (New Construction)	

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

Type	Fee
Demolition Fee	\$50
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223
Legal Fee for the preparation of a Recordable Exclusive Use of Common Area Revocable License Agreement for the use of common areas that extend beyond the original floorplan to be collected after board approval of the variance	\$750



Notes

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Laguna Woods Village®

Alteration Fee Schedule

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

All items below require HOA Mutual Consent from Manor Alterations.

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

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

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

Alteration Fees Based on Valuation	
Alteration Type	
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Other Fees

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RESOLUTION 03-23-XX

Alteration Fee Schedule

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

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

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

NOW THEREFORE BE IT RESOLVED, October 17, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

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

RESOLVED FURTHER, that Resolution 03-23-XX adopted September 19, 2023 is hereby superseded and canceled; and

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

SEPTEMBER INITIAL NOTIFICATION:

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

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: 2024 Business Plan – Version 4

RECOMMENDATION

Staff recommends the Board review the Proposed 2024 Business Plan Resolution (Attachment 8) and the 2024 Reserves Funding Resolution (Attachment 9) at the Board meeting on September 19, 2023.

BACKGROUND

The proposed business plan for Third was reviewed several times from June to August at special meetings of the Third Board. Based on input received at the meetings and subsequent discussions, staff refined the Business Plan and Reserves Plan as included in this agenda. After Version 3 was presented, the Board met and made the following changes:

- Reinstated weekly janitorial services for three-story buildings
- Reduced of the compliance department budget by 25%
- Increased the Unappropriated Expenditures Fund contribution
- Decreased the Reserve Fund contribution
- Included reserve funding for 268 feet of shepherd's crook along Santa Maria Ave (no direct impact on assessment)

The above changes are offsetting and the total Mutual assessment remains at \$587.60 Per Manor Per Month (PMPM), consistent with Version 3.

DISCUSSION

BUSINESS PLAN SUMMARY

The proposed budget for 2024 plan year (Attachment 1) shows that the sum of \$43,474,485 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions for the year 2024. In addition, the sum of \$16,711,182 is required by the Corporation to meet the Golden Rain Foundation and Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2024. Therefore, a total of \$60,185,667 is required to be collected from and paid by members of the Corporation as monthly assessments. The budget equates to a Total Basic Assessment of \$815.82 PMPM, reflecting a net increase of \$34.89 or 4.5% when compared to current year.

	2023	2024	Increase
<i>Third Portion</i>	\$559.62	\$587.60	\$27.98
<i>GRF Portion</i>	\$221.31	\$228.22	\$6.91
<i>Total Basic Assessment</i>	\$780.93	\$815.82	\$34.89

Brief notations for line items with significant change from current year are noted below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Account – Version 4 (Attachment 1):

Revenues:

Line 1: Fees and Charges to Residents additional revenue of (\$2,440,280) decreased the assessment by (\$33.33) PMPM due to planned efforts to recover previously uncollected expense reimbursements from a backlog of open chargeable damage cases. In 2024, Third expects to receive \$2,250,000 from the backlog of tickets pertaining to damage restoration cases.

Expenses:

Line 4: Employee Compensation increased by \$302,851 or \$4.16 PMPM primarily due to planned wage adjustments, partially offset by a slight reduction in funded full-time equivalents (FTE). Additionally, temporary help and overtime increased due to the planned efforts to process the backlog of open chargeable damage cases; offsetting revenue is found in Line 1.

Line 5: Expenses Related to Compensation increased by \$9,684 or \$0.13 PMPM due to increased taxes and benefits on planned wage adjustments. The increase in this category also results from contractual increases for union medical and retirement contributions, as stipulated in the union agreement. The medical insurance provider was changed for non-union employees in 2023 and the lower rate is reflected in the 2024 budget, partially offsetting the increased expense in this category.

Line 6: Materials and Supplies increased by \$101,527 or \$1.38 PMPM primarily due to rising material and parts costs particularly in plumbing and in landscape such as small equipment repair, irrigation, and grounds maintenance.

Line 7: Electricity increased by \$54,909 or \$0.75 PMPM primarily due to an anticipated rate increase in 2024. Southern California Edison submitted a rate increase request to the California Public Utilities Commission (CPUC) that will take effect January 1, 2024.

Line 8: Sewer increased by \$165,000 or \$2.25 PMPM based on recent years consumption and a planned rate increase. El Toro Water District (ETWD) published rates at their August 1, 2023 meeting.

Line 9: Water increased by \$210,302 or \$2.87 PMPM based on projected consumption and a rate increase provided by ETWD with a partial offset from the implementation of the master irrigation control project. The project is expected to save \$280,000 community-wide: \$55,000 in GRF, \$83,000 in United, and \$142,000 in Third.

Line 10: Trash increased by \$370,469 or \$5.06 PMPM based on contractual increases of 50% in addition to a 5% CPI adjustment with new vendor.

Line 11: Legal Fees decreased by (\$93,325) or (\$1.27) PMPM based on board direction, based on mindful use of legal review and a new legal provider.

Line 12: Professional Fees increased by \$18,470 or \$0.25 PMPM due to a planned expense to utilize a structural engineer for dry rot repair programs.

Line 14: Outside Services increased by \$46,108 or \$0.63 PMPM based on the addition of funds to programs in Maintenance and Construction and General Services specifically within plumbing and gutter cleaning.

Line 17: Insurance increased by \$93,338 or \$1.27 PMPM due to increased Hazard & Liability Insurance to reflect anticipated premium increases at renewal.

Line 18: Property Insurance increased by \$150,047 or \$2.05 PMPM due to rate increases and an inflationary adjustment to the statement of values.

Line 19: Uncollectable Accounts increased by \$20,000 or \$0.27 PMPM based on an upward trend in long-term unpaid assessments and chargeable services.

Line 20: Cost Allocations increased by \$91,123 or \$1.24 PMPM due to overall increases to GRF department budgets that are allocated to Third mutual including, but not limited to: Landscape Services, General Services, and Maintenance & Construction.

Line 21: Reserve Fund Contribution – Replacement Fund increased by \$146,448 or \$2.00 PMPM. To adequately plan for future expenditures, the Mutual adopts a 30-Year Funding Plan that projects contributions and disbursements to Reserve Funds over the next 30 years. A reserve study was conducted by Association Reserves, Inc. Based on the funding plans included in the reserves study, the contribution to reserve funds is proposed to increase from \$154.00 to \$156.00 PMPM in 2024.

Line 24: Restricted Fund Contribution – Disaster Fund increased by \$932,874 or \$12.74 PMPM to re-establish funding levels from 2021. The increase will also help rebuild fund balances available for the repair or replacement of mutual assets damaged by uninsured or unexpected damage.

Line 25: Restricted Fund Contribution – Unappropriated Expenditure Fund increased by \$1,865,015 or \$25.47 PMPM to build this contingency fund, which will be used for future significant expenditures not otherwise identified in the Business Plan.

Line 26-28: GRF Operating, Reserve, and Contingency Contribution for Version 4, GRF shows an increase of \$505,905 or \$6.91 PMPM primarily due to a reduction in available operating surplus compared to prior year and increased Cable TV programming costs. The increase was partially offset by more high-speed internet revenue following a renegotiation of terms giving GRF a higher revenue sharing percentage. GRF reviewed and approved all aspects of Version 4 of their Business Plan on September 5, 2023.

FINANCIAL ANALYSIS

The financial impact of this proposed business plan would be a Third assessment of \$587.60 PMPM (excluding surcharges), an increase of \$27.98 or 5.0%. Including the GRF contributions, the proposed Total Basic Assessment is \$815.82 PMPM, an increase of \$34.89 or 4.5%.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services
Siobhan Foster, CEO/GM

ATTACHMENT(S)

- Attachment 1: 2024 Third Business Plan by Account
- Attachment 2: 2024 Third Business Plan by Department
- Attachment 3: 2024 Third Budget Comparison Report – Operating
- Attachment 4: 2024 Third Budget Comparison Report – by Fund
- Attachment 5: Proposed 2024 Programs Report
- Attachment 6: Definition of Funds
- Attachment 7: Contracted Reserve Study Dated August 1, 2023 – Excerpts
- Attachment 8: 2024 Business Plan Resolution 03-23-XX
- Attachment 9: 2024 Reserve Funding Plan Resolution 03-23-XX



2024 BUSINESS PLAN - BY ACCOUNT

						ASSESSMENT			
DESCRIPTION	2020 ACTUAL*	2021 ACTUAL*	2022 ACTUAL	2023 PLAN	2024 PLAN	Per Manor Per Month			
						2023	2024	Change	
REVENUES									
Non-Assessment Revenues									
1	Fees and Charges to Residents	\$401,033	\$732,032	\$1,085,097	\$1,075,119	\$3,515,399	\$14.68	\$48.01	(\$33.33)
2	Laundry Revenue	198,525	214,443	213,498	210,000	209,300	2.87	2.86	0.01
3	Miscellaneous	543,647	604,039	680,849	752,512	745,130	10.28	10.18	0.10
Total Revenue		\$1,143,205	\$1,550,514	\$1,979,444	\$2,037,631	\$4,469,829	\$27.83	\$61.05	(\$33.22)
EXPENSES									
4	Employee Compensation	\$6,594,953	\$7,074,776	\$7,230,319	\$7,978,557	\$8,281,408	\$108.96	\$113.12	\$4.16
5	Expenses Related to Compensation	2,842,894	2,972,229	3,102,923	3,447,867	3,457,551	47.09	47.22	0.13
6	Material and Supplies	633,276	790,544	833,296	726,964	828,491	9.93	11.31	1.38
7	Electricity	295,759	348,719	602,032	399,821	454,730	5.46	6.21	0.75
8	Sewer	1,698,515	1,774,945	1,680,160	1,494,600	1,659,600	20.41	22.66	2.25
9	Water	2,817,315	3,093,848	2,895,128	3,009,336	3,219,638	41.10	43.97	2.87
10	Trash	546,524	583,345	678,406	1,058,445	1,428,914	14.45	19.51	5.06
11	Legal Fees	627,448	245,767	198,123	393,325	300,000	5.37	4.10	(1.27)
12	Professional Fees	216,775	62,024	116,969	149,357	167,827	2.04	2.29	0.25
13	Equipment Rental	4,688	9,043	6,437	7,957	8,714	0.11	0.12	0.01
14	Outside Services	1,255,418	1,638,025	2,111,894	1,296,140	1,342,248	17.70	18.33	0.63
15	Repairs and Maintenance	2,554	3,874	1,844	7,673	5,375	0.10	0.07	(0.03)
16	Other Operating Expense	123,010	115,394	105,346	156,704	154,338	2.14	2.11	(0.03)
17	Insurance	542,735	888,596	952,126	1,073,454	1,166,792	14.66	15.93	1.27
18	Property Insurance	1,368,240	2,658,682	7,359,685	7,849,953	8,000,000	107.20	109.25	2.05
19	Uncollectible Accounts	71,798	45,737	179,544	65,000	85,000	0.89	1.16	0.27
20	Cost Allocations	1,291,881	1,173,905	1,257,835	1,213,710	1,304,833	16.58	17.82	1.24
Total Expense		\$20,933,783	\$23,479,453	\$29,312,067	\$30,328,863	\$31,865,459	\$414.19	\$435.18	\$20.99
RESERVE CONTRIBUTIONS									
21	Replacement Fund	\$10,690,704	\$10,690,704	\$10,690,704	\$11,276,496	\$11,422,944	\$154.00	\$156.00	\$2.00
22	Elevator Replacement Fund	366,120	366,120	366,120	366,120	366,120	5.00	5.00	0.00
23	Laundry Replacement Fund	73,224	73,224	73,224	146,448	146,448	2.00	2.00	0.00
Total Reserve Contribution		\$11,130,048	\$11,130,048	\$11,130,048	\$11,789,064	\$11,935,512	\$161.00	\$163.00	\$2.00
RESTRICTED CONTRIBUTIONS									
24	Disaster Fund	\$1,133,508	\$1,830,600	\$1,591,890	\$897,726	\$1,830,600	\$12.26	\$25.00	\$12.74
25	Unappropriated Expenditures Fund	585,792	585,792	0	0	1,865,015	0.00	25.47	25.47
Total Restricted Contribution		\$1,719,300	\$2,416,392	\$1,591,890	\$897,726	\$3,695,615	\$12.26	\$50.47	\$38.21
Total Reserve/Restricted Contribution		\$12,849,348	\$13,546,440	\$12,721,938	\$12,686,790	\$15,631,127	\$173.26	\$213.47	\$40.21
TOTAL MUTUAL		\$32,639,926	\$35,475,379	\$40,054,561	\$40,978,022	\$43,026,757	\$559.62	\$587.60	\$27.98
GOLDEN RAIN FOUNDATION									
26	GRF Operating	\$13,297,478	\$13,663,283	\$14,316,115	\$14,960,469	\$15,466,374	\$204.31	\$ 211.22	\$6.91
27	GRF Reserve Contributions	1,391,256	1,391,256	1,244,808	1,244,808	1,244,808	17.00	17.00	0.00
28	GRF Contingency Contributions	366,120	0	366,120	0	0	0.00	0.00	0.00
Total GRF		\$15,054,854	\$15,054,539	\$15,927,043	\$16,205,277	\$16,711,182	\$221.31	\$228.22	\$6.91
TOTAL BASIC ASSESSMENT		\$47,694,780	\$50,529,918	\$55,981,604	\$57,183,299	\$59,737,939	\$780.93	\$815.82	\$34.89
SURCHARGES (unique to units with common laundry facilities, elevators, and/or Garden Villa recreation rooms)									
29	Elevator Operating	\$303,146	\$315,135	\$352,283	\$366,252	\$350,852	16.52	15.83	(0.69)
30	Laundry Replacement Fund	0	0	0	0	0	0.00	0.00	0.00
31	Garden Villa Recreation Room Fund	85,698	89,424	89,424	93,150	96,876	6.25	6.50	0.25
		\$388,844	\$404,559	\$441,707	\$459,402	\$447,728	\$22.77	\$22.33	(\$0.44)
TOTAL BUSINESS PLAN		\$48,083,624	\$50,934,477	\$56,423,311	\$57,642,701	\$60,185,667			

*2020 and 2021 actuals were affected by COVID-19 Pandemic.



2024 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2020 ACTUAL*	2021 ACTUAL*	2022 ACTUAL	2023 PLAN	2024 PLAN	ASSESSMENT Per Manor Per Month		
						2023	2024	Change
OPERATING:								
Office of the CEO	\$504,373	\$297,452	\$324,591	\$386,014	\$386,153	\$5.27	\$5.27	\$0.00
Information Services	528,637	545,841	594,847	521,917	482,106	7.13	6.58	(0.55)
General Services	1,573,194	1,625,810	1,584,324	1,615,751	1,573,952	22.07	21.50	(0.57)
Financial Services	734,565	720,873	767,126	776,870	770,970	10.61	10.53	(0.08)
Security Services	204,477	156,251	161,006	409,414	357,617	5.59	4.88	(0.71)
Landscape Services	4,990,251	5,306,281	5,602,317	5,578,793	6,007,865	76.19	82.05	5.86
Human Resource Services	143,303	77,648	56,051	83,325	91,816	1.14	1.25	0.11
Insurance	1,910,975	3,547,279	8,311,811	8,936,869	9,166,792	122.04	125.19	3.15
Maintenance & Construction	3,616,706	3,979,830	4,143,727	4,044,522	4,153,337	55.23	56.72	1.49
Damage Restoration Reimbursement Backlog	0	0	0	0	(2,250,000)	0.00	(30.73)	(30.73)
Non Work Center	5,584,097	5,671,674	5,786,823	5,937,757	6,655,022	81.09	90.89	9.80
Net Operating	\$19,790,578	\$21,928,939	\$27,332,623	\$28,291,232	\$27,395,630	\$386.36	\$374.13	(\$12.23)
RESERVE CONTRIBUTIONS								
Replacement Fund	\$10,690,704	\$10,690,704	\$10,690,704	\$11,276,496	\$11,422,944	\$154.00	\$156.00	\$2.00
Elevator Replacement Fund	366,120	366,120	366,120	366,120	366,120	5.00	5.00	0.00
Laundry Replacement Fund	73,224	73,224	73,224	146,448	146,448	2.00	2.00	0.00
Total Reserve Contribution	\$11,130,048	\$11,130,048	\$11,130,048	\$11,789,064	\$11,935,512	\$161.00	\$163.00	\$2.00
RESTRICTED CONTRIBUTIONS								
Disaster Fund	\$1,133,508	\$1,830,600	\$1,591,890	\$897,726	\$1,830,600	\$12.26	\$25.00	\$12.74
Unappropriated Expenditures Fund	585,792	585,792	0	0	1,865,015	0.00	25.47	25.47
Total Restricted Contribution	\$1,719,300	\$2,416,392	\$1,591,890	\$897,726	\$3,695,615	\$12.26	\$50.47	\$38.21
Total Reserve/Restricted Contribution	\$12,849,348	\$13,546,440	\$12,721,938	\$12,686,790	\$15,631,127	\$173.26	\$213.47	\$40.21
TOTAL MUTUAL	\$32,639,926	\$35,475,379	\$40,054,561	\$40,978,022	\$43,026,757	\$559.62	\$587.60	\$27.98
GOLDEN RAIN FOUNDATION								
GRF Operating	\$13,297,478	\$13,663,283	\$14,316,115	\$14,960,469	\$15,466,374	\$204.31	\$211.22	\$6.91
GRF Reserve Contributions	1,391,256	1,391,256	1,244,808	1,244,808	1,244,808	17.00	17.00	0.00
GRF Contingency Contributions	366,120	0	366,120	0	0	0.00	0.00	0.00
Total GRF	\$15,054,854	\$15,054,539	\$15,927,043	\$16,205,277	\$16,711,182	\$221.31	\$228.22	\$6.91
TOTAL BASIC ASSESSMENT	\$47,694,780	\$50,529,918	\$55,981,604	\$57,183,299	\$59,737,939	\$780.93	\$815.82	\$34.89
SURCHARGES (unique to units with common laundry facilities, elevators, and/or Garden Villa recreation rooms)								
Elevator Operating	\$303,146	\$315,135	\$352,283	\$366,252	\$350,852	16.52	15.83	(0.69)
Laundry Replacement Fund	0	0	0	0	0	0.00	0.00	0.00
Garden Villa Recreation Room Fund	85,698	89,424	89,424	93,150	96,876	6.25	6.50	0.25
	\$388,844	\$404,559	\$441,707	\$459,402	\$447,728	\$22.77	\$22.33	(\$0.44)
TOTAL BUSINESS PLAN	\$48,083,624	\$50,934,477	\$56,423,311	\$57,642,701	\$60,185,667			

*2020 and 2021 actuals were affected by COVID-19.

**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2024**

THIRD LAGUNA HILLS MUTUAL

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Non-Assessment Revenues:							
Fees and Charges for Services to Residents							
46501000 - Permit Fee	\$149,933	\$272,885	\$281,100	\$342,660	\$314,105	\$28,555	8%
46501500 - Inspection Fee	60,676	105,969	80,346	84,928	84,928	0	0%
46502000 - Resident Maintenance Fee	190,424	353,178	723,651	647,532	3,116,366	(2,468,834)	(381%)
Total Fees and Charges for Services to Residents	401,033	732,032	1,085,098	1,075,119	3,515,398	(2,440,279)	(227%)
Laundry							
46005000 - Coin Op Laundry Machine	198,525	214,443	213,498	210,000	209,300	700	0%
Total Laundry	198,525	214,443	213,498	210,000	209,300	700	0%
Investment Income							
49001000 - Investment Income	0	(29)	0	0	0	0	0%
Total Investment Income	0	(29)	0	0	0	0	0%
Miscellaneous							
46004500 - Resident Violations	12,336	10,675	23,750	63,444	62,022	1,422	2%
44501000 - Additional Occupant Fee	0	(1,200)	29,230	91,805	100,305	(8,500)	(9%)
44501510 - Lease Processing Fee - Third	236,435	242,720	267,410	249,803	249,803	0	0%
44502000 - Variance Processing Fee	0	0	4,050	15,888	1,500	14,388	91%
44502500 - Non-Sale Transfer Fee - Third	1,450	1,300	1,950	3,000	3,000	0	0%
44503520 - Resale Processing Fee - Third	133,408	201,568	172,704	163,200	163,200	0	0%
44505500 - Hoa Certification Fee	13,040	14,810	10,860	15,000	13,500	1,500	10%
44507000 - Golf Cart Electric Fee	68,930	62,436	60,883	67,000	66,000	1,000	1%
44507200 - Electric Vehicle Plug-In Fee	11,910	12,095	13,687	12,500	12,200	300	2%
44507500 - Cartport Space Rental Fee	4,800	4,320	3,360	4,400	4,200	200	5%
47001500 - Late Fee Revenue	46,004	49,965	89,452	61,000	59,200	1,800	3%
47002020 - Collection Administrative Fee - Third	1,275	375	0	1,200	1,300	(100)	(8%)
47002500 - Collection Interest Revenue	12,089	273	(446)	273	4,900	(4,627)	(1695%)
47501000 - Recycling	2,013	4,861	4,722	4,000	4,000	0	0%
49009000 - Miscellaneous Revenue	(42)	(129)	(762)	0	0	0	0%
Total Miscellaneous	543,647	604,068	680,849	752,512	745,129	7,383	1%
Total Non-Assessment Revenue	1,143,205	1,550,514	1,979,445	2,037,631	4,469,827	(2,432,196)	(119%)
Expenses:							
Employee Compensation							
51011000 - Salaries & Wages - Regular	2,419,055	2,632,722	2,874,297	3,220,777	3,201,282	(19,496)	(1%)
51021000 - Union Wages - Regular	3,384,949	3,312,937	3,301,302	3,838,814	3,950,301	111,488	3%
51041000 - Wages - Overtime	23,109	29,057	35,049	23,548	52,310	28,763	122%
51051000 - Union Wages - Overtime	82,693	95,384	53,512	26,791	29,294	2,503	9%
51061000 - Holiday & Vacation	647,290	690,287	695,033	595,412	602,676	7,264	1%
51071000 - Sick	216,340	202,850	195,882	242,866	245,828	2,963	1%
51091000 - Missed Meal Penalty	3,820	4,201	4,286	3,486	2,886	(600)	(17%)
51101000 - Temporary Help	46,844	73,750	76,392	26,863	196,829	169,965	633%
51981000 - Compensation Accrual	(229,148)	33,589	(5,434)	0	0	0	0%
Total Employee Compensation	6,594,953	7,074,776	7,230,320	7,978,557	8,281,406	302,850	4%
Compensation Related							
52411000 - F.I.C.A.	502,347	515,150	532,289	598,643	607,337	8,694	1%
52421000 - F.U.I.	5,951	6,480	6,473	7,983	7,814	(169)	(2%)
52431000 - S.U.I.	40,656	43,611	32,380	43,079	39,833	(3,246)	(8%)
52441000 - Union Medical	1,282,935	1,249,956	1,265,109	1,408,821	1,407,741	(1,080)	0%
52451000 - Workers' Compensation Insurance	378,392	444,644	505,552	396,489	430,601	34,111	9%
52461000 - Non Union Medical & Life Insurance	315,125	331,603	353,760	452,930	371,869	(81,061)	(18%)
52471000 - Union Retirement Plan	285,388	307,830	333,571	398,476	452,030	53,554	13%
52481000 - Non-Union Retirement Plan	62,389	66,057	74,794	141,446	140,326	(1,120)	(1%)
52981000 - Compensation Related Accrual	(30,287)	6,897	(1,005)	0	0	0	0%
Total Compensation Related	2,842,894	2,972,229	3,102,923	3,447,867	3,457,551	9,684	0%
Materials and Supplies							
53001000 - Materials & Supplies	292,343	371,892	330,558	443,522	505,792	62,270	14%
53003000 - Materials Direct	340,393	416,701	501,134	281,062	320,602	39,540	14%
53004000 - Freight	540	1,950	1,604	2,381	2,097	(284)	(12%)
Total Materials and Supplies	633,276	790,544	833,296	726,964	828,491	101,526	14%
Community Events							
53201000 - Community Events	0	0	0	0	2,400	2,400	0%
Total Community Events	0	0	0	0	2,400	2,400	0%

OPERATING FUND ONLY

Agenda Item #12c

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Version 4

**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2024**

THIRD LAGUNA HILLS MUTUAL

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Utilities and Telephone							
53301000 - Electricity	303,146	358,322	618,611	399,821	454,730	54,909	14%
53301500 - Sewer	1,698,515	1,774,945	1,680,160	1,494,600	1,659,600	165,000	11%
53302000 - Water	2,817,315	3,093,848	2,895,128	3,009,336	3,219,638	210,302	7%
53302500 - Trash	546,524	583,345	678,406	1,058,445	1,428,914	370,469	35%
53304000 - Telephone	0	0	4,244	0	0	0	0%
Total Utilities and Telephone	5,365,499	5,810,461	5,876,549	5,962,202	6,762,882	800,680	13%
Legal Fees							
53401500 - Legal Fees	627,448	382,074	268,778	393,325	300,000	(93,325)	(24%)
53401550 - Legal Fees Contra	0	(136,307)	(70,655)	0	0	0	0%
Total Legal Fees	627,448	245,767	198,124	393,325	300,000	(93,325)	(24%)
Professional Fees							
53402000 - Audit & Tax Preparation Fees	0	0	5,878	0	0	0	0%
53402020 - Audit & Tax Preparation Fees - Third	44,628	46,466	42,500	47,670	50,000	2,330	5%
53403500 - Consulting Fees	2,533	4,725	26,991	11,271	17,327	6,056	54%
53403520 - Consulting Fees - Third	169,615	10,833	41,600	90,416	100,500	10,084	11%
Total Professional Fees	216,775	62,024	116,969	149,357	167,827	18,470	12%
Equipment Rental							
53501500 - Equipment Rental/Lease Fees	4,688	9,043	6,437	7,957	8,714	757	10%
Total Equipment Rental	4,688	9,043	6,437	7,957	8,714	757	10%
Outside Services							
53601000 - Bank Fees	39,669	32,969	32,792	37,322	0	(37,322)	(100%)
53601500 - Credit Card Transaction Fees	6,147	10,787	14,163	10,000	10,000	0	0%
53603000 - Permit Fees	0	1,215	0	0	0	0	0%
53604500 - Marketing Expense	4,420	5,840	0	5,000	5,000	0	0%
54603500 - Outside Services CC	1,097,156	1,451,651	1,914,552	1,137,865	1,220,506	82,641	7%
53704000 - Outside Services	108,026	135,563	150,387	105,953	106,742	789	1%
Total Outside Services	1,255,418	1,638,025	2,111,894	1,296,140	1,342,248	46,108	4%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	2,554	3,874	1,844	7,673	5,375	(2,298)	(30%)
53703000 - Elevator /Lift Maintenance	295,759	305,532	335,704	366,252	350,852	(15,400)	(4%)
Total Repairs and Maintenance	298,313	309,406	337,547	373,925	356,227	(17,699)	(5%)
Other Operating Expense							
53801000 - Mileage & Meal Allowance	2,146	2,222	2,289	5,846	5,786	(59)	(1%)
53801500 - Travel & Lodging	246	36	9	1,719	749	(970)	(56%)
53802000 - Uniforms	49,348	51,419	49,074	62,796	63,754	958	2%
53802500 - Dues & Memberships	701	1,843	1,288	2,271	2,125	(145)	(6%)
53803000 - Subscriptions & Books	1,317	2,184	238	1,628	1,478	(150)	(9%)
53803500 - Training & Education	4,237	3,877	3,123	17,179	18,724	1,545	9%
53804000 - Staff Support	104	0	0	0	0	0	0%
53903000 - Safety	0	965	599	971	1,128	158	16%
54001000 - Board Relations	158	0	0	0	0	0	0%
54001020 - Board Relations - Third	2,522	5,024	4,644	10,000	10,000	0	0%
54001500 - Public Relations	(17)	0	(8)	0	0	0	0%
54002000 - Postage	45,274	57,709	48,392	53,780	47,786	(5,994)	(11%)
54002500 - Filing Fees / Permits	183	527	337	514	408	(106)	(21%)
Total Other Operating Expense	106,218	125,806	109,984	156,704	151,940	(4,764)	(3%)
Income, Property, and Sales Tax							
54301000 - State & Federal Income Taxes	16,295	0	(9,264)	0	0	0	0%
54302000 - Property Taxes	497	3,128	381	0	0	0	0%
Total Income, Property, and Sales Tax	16,792	3,128	(8,883)	0	0	0	0%
Insurance							
54401000 - Hazard & Liability Insurance	501,005	808,222	855,827	970,532	1,094,820	124,288	13%
54401500 - D&O Liability	38,931	75,135	79,236	95,850	68,436	(27,414)	(29%)
54402000 - Property Insurance	1,368,240	2,658,682	7,359,685	7,849,953	8,000,000	150,047	2%
54403000 - General Liability Insurance	2,799	5,239	17,063	7,072	3,536	(3,536)	(50%)
Total Insurance	1,910,975	3,547,279	8,311,811	8,923,407	9,166,792	243,385	3%
Net Allocation to Mutuals							
54602500 - Allocated Expenses	1,291,881	1,173,905	1,257,835	1,213,710	1,304,833	91,122	8%
Total Net Allocation To Mutuals	1,291,881	1,173,905	1,257,835	1,213,710	1,304,833	91,122	8%

OPERATING FUND ONLY

**Third Laguna Hills Mutual
Budget Comparison Report by Account
12/31/2024**

THIRD LAGUNA HILLS MUTUAL

	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Uncollectible Accounts							
54602000 - Bad Debt Expense	<u>71,798</u>	<u>45,737</u>	<u>179,544</u>	<u>65,000</u>	<u>85,000</u>	<u>20,000</u>	<u>31%</u>
Total Uncollectible Accounts	<u>71,798</u>	<u>45,737</u>	<u>179,544</u>	<u>65,000</u>	<u>85,000</u>	<u>20,000</u>	<u>31%</u>
(Gain)/Loss on Sale or Trade							
54101500 - (Gain)/Loss On Investments	<u>0</u>	<u>(13,540)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total (Gain)/Loss on Sale or Trade	<u>0</u>	<u>(13,540)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Expenses	<u>21,236,928</u>	<u>23,794,588</u>	<u>29,664,350</u>	<u>30,695,116</u>	<u>32,216,309</u>	<u>1,521,193</u>	<u>5%</u>
Excess of Revenues Over Expenses	<u>(\$20,093,722)</u>	<u>(\$22,244,074)</u>	<u>(\$27,684,905)</u>	<u>(\$28,657,485)</u>	<u>(\$27,746,482)</u>	<u>(\$911,003)</u>	<u>(3%)</u>

**Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2024
THIRD LAGUNA HILLS MUTUAL**

	2024 Budget Operating	2024 Budget Reserves	2024 Budget Restricted	Total
Non-Assessment Revenues:				
Fees and Charges for Services to Residents				
46501000 - Permit Fee	\$314,105	\$0	\$0	\$314,105
46501500 - Inspection Fee	84,928	0	0	84,928
46502000 - Resident Maintenance Fee	3,116,366	0	0	3,116,366
Total Fees and Charges for Services to Residents	3,515,398	0	0	3,515,398
Laundry				
46005000 - Coin Op Laundry Machine	209,300	0	0	209,300
Total Laundry	209,300	0	0	209,300
Investment Income				
49001000 - Investment Income	0	613,642	46,094	659,736
Total Investment Income	0	613,642	46,094	659,736
Miscellaneous				
46004500 - Resident Violations	62,022	0	0	62,022
44501000 - Additional Occupant Fee	100,305	0	0	100,305
44501510 - Lease Processing Fee - Third	249,803	0	0	249,803
44502000 - Variance Processing Fee	1,500	0	0	1,500
44502500 - Non-Sale Transfer Fee - Third	3,000	0	0	3,000
44503520 - Resale Processing Fee - Third	163,200	0	0	163,200
44505500 - Hoa Certification Fee	13,500	0	0	13,500
44507000 - Golf Cart Electric Fee	66,000	0	0	66,000
44507200 - Electric Vehicle Plug-In Fee	12,200	0	0	12,200
44507500 - Cartport Space Rental Fee	4,200	0	0	4,200
47001500 - Late Fee Revenue	59,200	0	0	59,200
47002020 - Collection Administrative Fee - Third	1,300	0	0	1,300
47002500 - Collection Interest Revenue	4,900	0	0	4,900
47501000 - Recycling	4,000	0	0	4,000
Total Miscellaneous	745,129	0	0	745,129
Total Non-Assessment Revenue	4,469,827	613,642	46,094	5,129,563
Expenses:				
Employee Compensation				
51011000 - Salaries & Wages - Regular	3,201,282	0	0	3,201,282
51021000 - Union Wages - Regular	3,950,301	1,788,914	34,917	5,774,132
51041000 - Wages - Overtime	52,310	0	0	52,310
51051000 - Union Wages - Overtime	29,294	10,801	473	40,569
51061000 - Holiday & Vacation	602,676	152,248	2,972	757,895
51071000 - Sick	245,828	62,101	1,212	309,142
51081000 - Sick - Part Time	0	43	0	43
51091000 - Missed Meal Penalty	2,886	68	6	2,959
51101000 - Temporary Help	196,829	0	0	196,829
Total Employee Compensation	8,281,406	2,014,175	39,580	10,335,161
Compensation Related				
52411000 - F.I.C.A.	607,337	153,250	2,991	763,578
52421000 - F.U.I.	7,814	1,856	35	9,705
52431000 - S.U.I.	39,833	9,277	174	49,284
52441000 - Union Medical	1,407,741	519,413	9,732	1,936,885
52451000 - Workers' Compensation Insurance	430,601	153,810	3,002	587,413
52461000 - Non Union Medical & Life Insurance	371,869	0	0	371,869
52471000 - Union Retirement Plan	452,030	166,785	3,125	621,940
52481000 - Non-Union Retirement Plan	140,326	0	0	140,326
Total Compensation Related	3,457,551	1,004,391	19,059	4,481,001
Materials and Supplies				
53001000 - Materials & Supplies	505,792	142,701	3,762	652,254
53003000 - Materials Direct	320,602	547,423	22,028	890,053

Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2024
 THIRD LAGUNA HILLS MUTUAL

	2024 Budget Operating	2024 Budget Reserves	2024 Budget Restricted	Total
53004000 - Freight	2,097	1,227	42	3,366
Total Materials and Supplies	828,491	691,351	25,832	1,545,673
Community Events				
53201000 - Community Events	2,400	0	0	2,400
Total Community Events	2,400	0	0	2,400
Utilities and Telephone				
53301000 - Electricity	454,730	0	0	454,730
53301500 - Sewer	1,659,600	0	0	1,659,600
53302000 - Water	3,219,638	0	0	3,219,638
53302500 - Trash	1,428,914	13,981	494	1,443,389
Total Utilities and Telephone	6,762,882	13,981	494	6,777,357
Legal Fees				
53401500 - Legal Fees	300,000	0	0	300,000
Total Legal Fees	300,000	0	0	300,000
Professional Fees				
53402020 - Audit & Tax Preparation Fees - Third	50,000	0	0	50,000
53403500 - Consulting Fees	17,327	0	0	17,327
53403520 - Consulting Fees - Third	100,500	0	0	100,500
Total Professional Fees	167,827	0	0	167,827
Equipment Rental				
53501500 - Equipment Rental/Lease Fees	8,714	37,742	679	47,135
Total Equipment Rental	8,714	37,742	679	47,135
Outside Services				
53601500 - Credit Card Transaction Fees	10,000	0	0	10,000
53604500 - Marketing Expense	5,000	0	0	5,000
54603500 - Outside Services CC	1,220,506	10,242,717	1,237,750	12,700,973
53704000 - Outside Services	106,742	8,749	91	115,582
Total Outside Services	1,342,248	10,251,466	1,237,841	12,831,555
Repairs and Maintenance				
53701000 - Equipment Repair & Maint	5,375	4,941	73	10,390
53703000 - Elevator /Lift Maintenance	350,852	0	0	350,852
Total Repairs and Maintenance	356,227	4,941	73	361,241
Other Operating Expense				
53801000 - Mileage & Meal Allowance	5,786	284	0	6,071
53801500 - Travel & Lodging	749	0	0	749
53802000 - Uniforms	63,754	26,086	419	90,258
53802500 - Dues & Memberships	2,125	151	0	2,277
53803000 - Subscriptions & Books	1,478	0	0	1,478
53803500 - Training & Education	18,724	1,217	6	19,948
53903000 - Safety	1,128	27	0	1,155
54001020 - Board Relations - Third	10,000	0	0	10,000
54002000 - Postage	47,786	0	0	47,786
54002500 - Filing Fees / Permits	408	0	0	408
Total Other Operating Expense	151,940	27,765	425	180,130
Insurance				
54401000 - Hazard & Liability Insurance	1,094,820	0	0	1,094,820
54401500 - D&O Liability	68,436	0	0	68,436
54402000 - Property Insurance	8,000,000	0	0	8,000,000
54403000 - General Liability Insurance	3,536	0	0	3,536
Total Insurance	9,166,792	0	0	9,166,792
Net Allocation to Mutuals				
54602500 - Allocated Expenses	1,304,833	194,551	3,799	1,503,182
Total Net Allocation To Mutuals	1,304,833	194,551	3,799	1,503,182

Third Laguna Hills Mutual
Budget Comparison Report by Fund Type
12/31/2024
 THIRD LAGUNA HILLS MUTUAL

	<u>2024 Budget Operating</u>	<u>2024 Budget Reserves</u>	<u>2024 Budget Restricted</u>	<u>Total</u>
Uncollectible Accounts				
54602000 - Bad Debt Expense	<u>85,000</u>	<u>0</u>	<u>0</u>	<u>85,000</u>
Total Uncollectible Accounts	<u>85,000</u>	<u>0</u>	<u>0</u>	<u>85,000</u>
 Total Expenses	 <u>32,216,309</u>	 <u>14,240,363</u>	 <u>1,327,782</u>	 <u>47,784,454</u>
 Excess of Revenues Over Expenses	 <u><u>(\$27,746,482)</u></u>	 <u><u>(\$13,626,721)</u></u>	 <u><u>(\$1,281,688)</u></u>	 <u><u>(\$42,654,891)</u></u>

**THIRD LAGUNA HILLS MUTUAL
2024 PLAN
PROGRAMS REPORT**

DESCRIPTION		2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2023 BUDGET	2024 BUDGET	Assessment Increase/(Decrease) \$ %
OPERATING FUND - MAINTENANCE & CONSTRUCTION							
1	PLUMBING SERVICE	\$828,543	\$716,714	\$691,819	\$744,807	\$786,186	\$41,378 6%
2	CARPENTRY SERVICE	515,640	424,622	535,988	568,563	586,661	18,097 3%
3	PEST CONTROL	87,989	366,892	180,881	360,000	377,116	17,116 5%
4	FIRE PROTECTION	101,400	88,415	142,282	144,347	151,185	6,838 5%
5	ELECTRICAL SERVICE	107,651	126,478	16,030	115,140	104,443	(10,696) (9%)
6	APPLIANCE REPAIRS	115,550	84,181	87,868	98,270	115,384	17,114 17%
7	MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	11,191	39,560	11,079	48,664	30,000	(18,664) (38%)
8	SOLAR MAINTENANCE	23,981	14,348	23,539	35,000	36,000	1,000 3%
9	STREET LIGHT MAINTENANCE	0	0	0	17,000	17,000	0 0%
10	GUTTER CLEANING	29,988	0	0	0	0	0 0%
TOTAL		\$1,821,933	\$1,861,209	\$1,689,487	\$2,131,791	\$2,203,975	\$72,183 3%
Line 9 Funding for this Line was moved from Reserves to Operating in 2023.							
Line 10 Funding for this Line is included in General Services under the Gutter Cleaning Line.							
OPERATING FUND - GENERAL SERVICES							
11	JANITORIAL SERVICE	\$963,848	\$979,609	\$969,445	\$949,851	\$904,120	(\$45,732) (5%)
12	CONCRETE SERVICE	348,028	403,056	317,129	371,540	336,286	(35,254) (9%)
13	GUTTER CLEANING	123,469	73,777	144,267	161,337	207,598	46,261 29%
14	WELDING	111,697	118,439	106,756	110,964	107,821	(3,143) (3%)
15	TRAFFIC CONTROL	14,118	20,648	18,999	22,058	18,129	(3,930) (18%)
TOTAL		\$1,561,161	\$1,595,528	\$1,556,596	\$1,615,751	\$1,573,953	(\$41,797) (3%)
OPERATING FUND - LANDSCAPE							
16	GROUNDS MAINTENANCE	\$3,035,110	\$3,071,234	\$3,337,817	\$3,308,668	\$3,685,393	\$376,725 11%
17	IRRIGATION	1,051,492	1,014,017	1,034,089	1,039,801	1,092,124	52,323 5%
18	PEST CONTROL	313,692	385,185	394,441	413,642	371,285	(42,357) (10%)
19	LANDSCAPE ADMINISTRATION	145,024	316,948	340,320	358,085	393,940	\$35,856 10%
20	NURSERY & COMPOSTING	237,480	282,912	260,529	250,330	229,670	(20,660) (8%)
21	SMALL EQUIPMENT REPAIR	206,371	233,039	233,928	208,268	235,451	27,184 13%
22	TREE MAINTENANCE	1,082	2,947	1,193	0	0	0 0%
TOTAL		\$4,990,251	\$5,306,282	\$5,602,317	\$5,578,793	\$6,007,864	\$429,071 8%
Line 23 Funding for this item moved to reserves in 2020.							

**THIRD LAGUNA HILLS MUTUAL
2024 PLAN
PROGRAMS REPORT**

		2020	2021	2022	2023	2024	Assessment	
		ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET	Increase/(Decrease)	%
							\$	
DESCRIPTION								
RESERVE FUNDS - MAINTENANCE & CONSTRUCTION								
23	BUILDING NUMBERS	\$0	\$14,088	\$0	\$0	\$0	\$0	0%
24	BUILDING STRUCTURES	1,404,870	2,091,312	1,809,120	2,054,840	2,300,426	245,586	12%
25	ELECTRICAL SYSTEMS	16,690	16,588	0	30,000	30,000	0	0%
26	ENERGY PROJECTS	923	0	0	0	0	0	0%
27	EXTERIOR LIGHTING	760,369	24,840	14,473	12,500	12,500	0	0%
28	FENCING	57,416	73,009	62,837	82,765	79,602	(3,163)	(4%)
29	GARDEN VILLA LOBBY	109,636	111,882	1,418	0	0	0	0%
30	GARDEN VILLA MAILROOM	32,510	300	285	431	562	131	30%
31	GARDEN VILLA RECESSED AREAS	65,016	0	0	0	0	0	0%
32	GARDEN VILLA REC ROOM	12,473	7,859	2,759	5,245	65,393	60,149	1147%
33	GUTTERS	134,135	(15,844)	29,973	113,127	126,486	13,359	12%
34	MAILBOXES	63,844	37,175	2,743	25,180	27,582	2,403	10%
35	PAINT PROGRAM	1,619,789	1,527,920	1,413,218	1,597,812	1,613,075	15,263	1%
36	PRIOR TO PAINT	915,496	1,024,160	1,042,713	1,167,546	1,222,353	54,806	5%
37	PAVING/CONCRETE	695,094	618,985	423,955	439,421	431,851	(7,570)	(2%)
38	ROOFS	1,429,531	1,341,440	1,403,246	1,468,968	1,684,823	215,855	15%
39	EXTERIOR WALLS	137,928	29,280	29,994	35,000	32,400	(2,600)	(7%)
40	WASTE LINE REMEDIATION	417,586	530,595	617,558	1,000,000	1,500,000	500,000	50%
41	WATER LINES - COPPER PIPE REMEDIATION	154,939	367,397	196,116	500,000	1,000,000	500,000	100%
42	PLUMBING REPLACEMENT	0	0	0	200,000	200,000	0	0%
43	ELEVATORS	115,890	151,170	89,872	125,000	125,000	0	0%
44	LAUNDRY COUNTERTOP/FLOOR	62,093	40,498	14,977	59,567	59,173	(394)	(1%)
45	LAUNDRY APPLIANCES	46,932	60,836	92,085	101,579	109,593	8,014	8%
TOTAL		\$8,253,160	\$8,053,489	\$7,247,341	\$9,018,981	\$10,620,819	\$1,601,839	18%
Line 24 Beginning in 2022 funding for this item is included in the Paint Program.								
RESERVE FUNDS - GENERAL SERVICES								
46	PRIOR TO PAINT	\$1,842	\$10,437	\$10,869	\$12,700	\$14,418	\$1,718	14%
47	PAVING/CONCRETE	65,491	68,284	69,114	64,253	82,343	18,090	28%
48	EXTERIOR WALLS	0	5,600	0	24,150	24,150	0	0%
TOTAL		\$67,333	\$84,321	\$79,983	\$101,103	\$120,911	\$19,808	20%
RESERVE FUNDS - LANDSCAPE								
49	LANDSCAPE MODERNIZATION	\$837,542	\$422,111	\$614,885	\$541,671	\$2,322,587	\$1,780,916	329%
50	IMPROVEMENT & RESTORATION	0	120,344	253,565	177,744	195,858	18,114	10%
51	TREE MAINTENANCE	830,447	843,160	965,034	899,814	980,188	80,374	9%
TOTAL		\$1,667,989	\$1,385,616	\$1,833,484	\$1,619,229	\$3,498,633	\$1,879,404	116%

**THIRD LAGUNA HILLS MUTUAL
2024 PLAN
PROGRAMS REPORT**

	DESCRIPTION	2020		2021		2022		2023		2024		Assessment		
		ACTUALS		ACTUALS		ACTUALS		BUDGET		BUDGET		Increase/(Decrease)	\$	%
DISASTER FUND - MAINTENANCE & CONSTRUCTION														
52	MOISTURE INTRUSION - RAIN LEAKS	\$707,469		\$253,951		\$242,184		\$260,000		\$220,000			(\$40,000)	(15%)
53	MOISTURE INTRUSION - PLUMBING LEAKS	1,254,082		614,090		183,156		500,000		650,000			150,000	30%
54	MOISTURE INTRUSION - PLUMBING STOPPAGES	151,227		118,104		141,150		75,000		80,000			5,000	7%
55	MOISTURE INTRUSION - MISCELLANEOUS	146,221		14,507		49,599		14,000		50,000			36,000	257%
56	DAMAGE RESTORATION SERVICES	217,829		162,802		165,336		199,470		50,280			(149,190)	(75%)
	TOTAL	\$2,476,828		\$1,163,454		\$781,424		\$1,048,470		\$1,050,280			\$1,810	0%
DISASTER FUND - LANDSCAPE														
57	FIRE RISK MANAGEMENT	\$106,597		\$83,108		\$86,577		\$180,000		\$180,000			\$0	0%
	TOTAL	\$106,597		\$83,108		\$86,577		\$180,000		\$180,000			\$0	0%
DISASTER FUND - FINANCIAL SERVICES														
58	INSURANCE PREMIUMS	\$918,432		\$1,931,334		\$0		\$0		\$0			\$0	0%
	TOTAL	\$918,432		\$1,931,334		\$0		\$0		\$0			\$0	0%
GARDEN VILLA REC ROOM FUND - MAINTENANCE & CONSTRUCTION														
59	GARDEN VILLA RECREATION ROOMS	\$71,247		\$70,118		\$82,796		\$93,642		\$97,502			\$3,860	4%
	TOTAL	\$71,247		\$70,118		\$82,796		\$93,642		\$97,502			\$3,860	4%



DEFINITION OF FUNDS

RESERVE FUNDS

REPLACEMENT RESERVE FUND

This fund was established at the original construction of the Mutual. The purpose of the Reserve Fund is to provide for repair, restoration, replacement, or maintenance of structural elements and mechanical equipment within the Mutual including, but not limited to, building structures, plumbing, roofs, paving, and walls.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions*</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
REPLACEMENT RESERVE FUND	2023	\$ 18,219,267	\$ 571,944	\$ 12,193,726	\$ 154.00	\$ (8,839,753)	\$ 22,145,184
	2024	\$ 22,145,184	\$ 531,559	\$ 11,422,944	\$ 156.00	\$ (13,946,597)	\$ 20,153,090
	2025	\$ 20,153,090	\$ 509,723	\$ 12,437,463	\$ 169.86	\$ (12,719,255)	\$ 20,381,020
	2026	\$ 20,381,020	\$ 522,767	\$ 13,538,215	\$ 184.89	\$ (13,256,930)	\$ 21,185,072
	2027	\$ 21,185,072	\$ 566,425	\$ 14,659,308	\$ 200.20	\$ (12,613,372)	\$ 23,797,432
	2028	\$ 23,797,432	\$ 620,512	\$ 15,955,141	\$ 217.89	\$ (14,851,630)	\$ 25,521,456

**2023 Contributions includes 2022 Operating Surplus of \$917,230*

ELEVATOR REPLACEMENT RESERVE FUND

This Elevator Replacement Fund was established in the 1978 Business Plan and only manors located within buildings containing common elevators contributed to this fund. The Board adopted Resolution M3-97-10, which changed this from a surcharge to a shared cost for all members of the Mutual effective January 1, 1998. The purpose of this fund is to provide for repair, restoration, replacement, or maintenance of elevator components including, but not limited to, cab doors, buttons and refurbishment, controllers, hoistway doors, hydraulic cylinders, and pit water proofing.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
ELEVATOR REPLACEMENT RESERVE FUND	2023	\$ 2,647,544	\$ 64,578	\$ 366,120	\$ 5.00	\$ (125,000)	\$ 2,953,242
	2024	\$ 2,953,242	\$ 73,831	\$ 366,120	\$ 5.00	\$ (125,000)	\$ 3,268,193
	2025	\$ 3,268,193	\$ 81,705	\$ 366,120	\$ 5.00	\$ (104,777)	\$ 3,611,241
	2026	\$ 3,611,241	\$ 90,281	\$ 366,120	\$ 5.00	\$ (107,920)	\$ 3,959,721
	2027	\$ 3,959,721	\$ 98,993	\$ 366,120	\$ 5.00	\$ (111,158)	\$ 4,313,676
	2028	\$ 4,313,676	\$ 107,842	\$ 366,120	\$ 5.00	\$ (114,493)	\$ 4,673,145



LAUNDRY REPLACEMENT RESERVE FUND

The Laundry Replacement Fund was one of the first funds established by the Mutual. Only manors originally built to be served by Mutual-owned laundry facilities contribute to this fund. As part of the 2019 Business Plan approval, this fund was changed from a surcharge to a shared cost for all members of the Mutual effective January 1, 2019. The purpose of this fund is to provide for repair, restoration, replacement, or maintenance of equipment in common laundry facilities including, but not limited to, washers, dryers, water heaters and plumbing fixtures.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
LAUNDRY REPLACEMENT RESERVE FUND	2023	\$ 333,625	\$ 11,157	\$ 146,448	\$ 2.00	\$ (161,146)	\$ 330,084
	2024	\$ 330,084	\$ 8,252	\$ 146,448	\$ 2.00	\$ (168,766)	\$ 316,018
	2025	\$ 316,018	\$ 7,900	\$ 146,448	\$ 2.00	\$ (159,727)	\$ 310,639
	2026	\$ 310,639	\$ 7,766	\$ 146,448	\$ 2.00	\$ (151,559)	\$ 313,294
	2027	\$ 313,294	\$ 7,832	\$ 219,672	\$ 3.00	\$ (149,517)	\$ 391,280
	2028	\$ 391,280	\$ 9,782	\$ 219,672	\$ 3.00	\$ (160,748)	\$ 459,986

RESTRICTED FUNDS

DISASTER FUND

The Disaster Fund is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for certain insurance premiums as directed by the Board. This fund may also be used for write-offs of uncollectible accounts according to original definition of the General Operating Fund. This fund is not required by Civil Code and is not included in the reserve plan calculations.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
DISASTER FUND	2023	\$ 6,278,965	\$ 31,624	\$ 897,726	\$ 12.26	\$ (1,665,661)	\$ 5,542,654
	2024	\$ 5,542,654	\$ 27,713	\$ 1,830,600	\$ 25.00	\$ (1,230,280)	\$ 6,170,687
	2025	\$ 6,170,687	\$ 30,853	\$ 1,830,600	\$ 25.00	\$ (1,267,000)	\$ 6,765,140
	2026	\$ 6,765,140	\$ 33,826	\$ 1,830,600	\$ 25.00	\$ (1,305,000)	\$ 7,324,566
	2027	\$ 7,324,566	\$ 36,623	\$ 1,830,600	\$ 25.00	\$ (1,344,000)	\$ 7,847,789
	2028	\$ 7,847,789	\$ 39,239	\$ 1,830,600	\$ 25.00	\$ (1,384,000)	\$ 8,333,628



UNAPPROPRIATED EXPENDITURES FUND

In 1977, Resolution No. 696 established the Supplemental Appropriations Fund. The fund name was changed to the Unappropriated Expenditures Fund in 1991. This contingency fund is used for significant expenditures not otherwise identified in the Business Plan. This fund is not required by Civil Code and is not included in the reserve plan calculations.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
UNAPPROPRIATED EXPENDITURES FUND	2023	\$ 3,854,496	\$ 10,284	\$ 0	\$ 0	\$ (300,000)	\$ 3,564,780
	2024	\$ 3,564,780	\$ 17,824	\$ 1,865,015	\$ 25.47	\$ (300,000)	\$ 5,147,619
	2025	\$ 5,147,619	\$ 25,738	\$ 585,792	\$ 8.00	\$ (309,000)	\$ 5,450,149
	2026	\$ 5,450,149	\$ 27,251	\$ 585,792	\$ 8.00	\$ (318,000)	\$ 5,745,192
	2027	\$ 5,745,192	\$ 28,726	\$ 585,792	\$ 8.00	\$ (328,000)	\$ 6,031,710
	2028	\$ 6,031,710	\$ 30,159	\$ 585,792	\$ 8.00	\$ (338,000)	\$ 6,309,661

GARDEN VILLA RECREATION ROOM FUND

Surcharge Fund: Only manors located within the 53 Garden Villa buildings contribute to this fund. The Replacement Reserve-Villa Furnishings Fund was established in 1975 for the replacement of furnishings in the Villa buildings. Several policy changes were made through the years regarding the fund name and usage. On September 19, 1995, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund. The purpose of this fund is to provide for all expenditures in the recreation rooms of Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services. On June 16, 2009 the Board directed that water heater and heat pump components previously paid from this fund will be paid from the Replacement Fund. This fund is not required by Civil Code and is not included in the reserve plan calculations.

<i>Fund</i>	<i>Year</i>	<i>Beginning Balance</i>	<i>Interest</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>	<i>ENDING BALANCE</i>
SURCHARGE: GARDEN VILLA REC ROOM FUND	2023	\$ 111,427	\$ 539	\$ 93,150	\$ 6.25	\$ (93,642)	\$ 111,474
	2024	\$ 111,474	\$ 557	\$ 96,876	\$ 6.50	\$ (97,502)	\$ 111,405
	2025	\$ 111,405	\$ 557	\$ 100,602	\$ 6.75	\$ (100,400)	\$ 112,164
	2026	\$ 112,164	\$ 561	\$ 100,602	\$ 6.75	\$ (103,400)	\$ 109,927
	2027	\$ 109,927	\$ 550	\$ 100,602	\$ 6.75	\$ (106,500)	\$ 104,579
	2028	\$ 104,579	\$ 523	\$ 100,602	\$ 6.75	\$ (109,700)	\$ 96,004



Reserve Study Executive Summary

No-Site-Visit

Third Mutual - Laguna Woods Village

Laguna Woods, CA

Level of Service: **Update "No-Site-Visit"**Report #: **31071-4**

of Units: 6,102

January 1, 2024 through December 31, 2024**Findings & Recommendations****as of January 1, 2024**

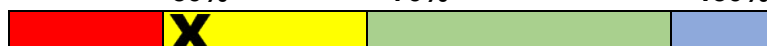
Projected Starting Reserve Balance	\$25,428,510
Current Full Funding Reserve Balance	\$73,819,124
Average Reserve Deficit (Surplus) Per Unit	\$7,930
Percent Funded	34.4 %
Recommended 2024 "Annual Full Funding Contributions"	\$13,353,861
Alternate minimum contributions to keep Reserve above \$8,290,000	\$11,935,512
Most Recent Reserve Contribution Rate	\$11,130,048
Annual Deterioration Rate	\$26,259,842

Reserve Fund Strength: 34.4%**Weak****Fair****Strong**

< 30%

< 70%

> 130%

**Risk of Special Assessment:****High****Medium****Low****Economic Assumptions:**Net Annual "After Tax" Interest Earnings Accruing to Reserves **2.50 %**Annual Inflation Rate **3.00 %**

This is an Update "No-Site-Visit", and is based on a prior Report prepared by Association Reserves. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen, PRA, RS #68.

The Association is a Mutual community.

The Reserve Fund is between the 30% funded level and the 70% funded level at 34.4 % funded, which is a fair position for the fund to be in. This means that the association's special assessment & deferred maintenance risk is currently medium. The objective of this multi-year Funding Plan is to Fully Fund Reserves and ultimately achieve a position of strength in the fund, where associations enjoy a low risk of Reserve cash flow problems.

The Annual Deterioration rate for your Reserve Components is \$26,259,842.

Based on this starting point, your annual deterioration rate, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions to \$13,353,861.

*The Alternative Contribution rate, also called Baseline Funding will keep the Reserve Funds above \$8,290,000. This figure for your Mutual is \$11,935,512.

To receive a copy of the full Reserve Study, contact the Mutual.



Executive Summary Table

Report # 31071-4
No-Site-Visit

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Paved Surfaces				
100	(2025-2029) Golf Cart Parking/Strip	1	1	\$10,000
103	Parkway Concrete - Repair/Replace	1	0	\$60,000
201	(2024) Asphalt Paving Replacement	25	0	\$317,975
201	(2025) Asphalt Paving Replacement	25	1	\$233,512
201	(2026) Asphalt Paving Replacement	25	2	\$248,388
201	(2027) Asphalt Paving Replacement	25	3	\$297,150
201	(2028) Asphalt Paving Replacement	25	4	\$465,803
201	(2029) Asphalt Paving Replacement	25	5	\$356,320
201	(2030) Asphalt Paving Replacement	25	6	\$355,841
201	(2031) Asphalt Paving Replacement	25	7	\$365,716
201	(2032) Asphalt Paving Replacement	25	8	\$370,932
201	(2033) Asphalt Paving Replacement	25	9	\$333,280
201	(2034) Asphalt Paving Replacement	25	10	\$325,081
201	(2035) Asphalt Paving Replacement	25	11	\$399,074
201	(2036) Asphalt Paving Replacement	25	12	\$290,553
201	(2037) Asphalt Paving Replacement	25	13	\$260,070
201	(2038) Asphalt Paving Replacement	25	14	\$279,193
201	(2039) Asphalt Paving Replacement	25	15	\$175,154
201	(2040) Asphalt Paving Replacement	25	16	\$42,983
201	(2041) Asphalt Paving Replacement	25	17	\$72,202
201	(2042) Asphalt Paving Replacement	25	18	\$18,525
201	(2043) Asphalt Paving Replacement	25	19	\$47,518
201	(2044) Asphalt Paving Replacement	25	20	\$101,993
201	(2045) Asphalt Paving Replacement	25	21	\$39,819
201	(2046) Asphalt Paving Replacement	25	22	\$113,740
201	(2047) Asphalt Paving Replacement	25	23	\$286,559
201	(2048) Asphalt Paving Replacement	25	24	\$235,144
202	Paving Seal Coat - Annual	1	0	\$53,876
205	(2024) Concrete & Paving Maint	10	0	\$82,114
205	(2025) Concrete & Paving Maint	10	1	\$94,917
205	(2026) Concrete & Paving Maint	10	2	\$50,705
205	(2027) Concrete & Paving Maint	10	3	\$33,063
205	(2028) Concrete & Paving Maint	10	4	\$16,971
205	(2029) Concrete & Paving Maint	10	5	\$31,978
205	(2030) Concrete & Paving Maint	10	6	\$63,015
205	(2031) Concrete & Paving Maint	10	7	\$65,732
205	(2032) Concrete & Paving Maint	10	8	\$75,747

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
205	(2033) Concrete & Paving Maint	10	9	\$73,415
205	(2034) Concrete & Paving Maint	10	10	\$111,464
Roofing & Gutters				
1300	Flat Roof Preventative Maint	1	0	\$46,845
1301	Flat Roof Debris Cleanup	1	0	\$57,978
1308	(2024) LWT to Comp Shingle	40	0	\$250,000
1308	(2025) LWT to Comp Shingle	40	1	\$127,730
1308	(2026) LWT to Comp Shingle	40	2	\$125,014
1308	(2027) LWT to Comp Shingle	40	3	\$122,973
1308	(2028) LWT to Comp Shingle	40	4	\$128,658
1308	(2029) LWT to Comp Shingle	40	5	\$129,263
1308	(2030) LWT to Comp Shingle	40	6	\$1,131,836
1308	(2031) LWT to Comp Shingle	40	7	\$1,138,669
1308	(2032) LWT to Comp Shingle	40	8	\$1,134,367
1308	(2033) LWT to Comp Shingle	40	9	\$1,132,002
1308	(2034) LWT to Comp Shingle	40	10	\$1,133,281
1308	(2035) LWT to Comp Shingle	40	11	\$1,137,407
1308	(2036) LWT to Comp Shingle	40	12	\$1,133,080
1308	(2037) LWT to Comp Shingle	40	13	\$1,132,099
1308	(2038) LWT to Comp Shingle	40	14	\$1,134,210
1308	(2039) LWT to Comp Shingle	40	15	\$1,131,082
1308	(2060) Comp Shingle Roofs	40	38	\$119,302
1308	(2061) Comp Shingle Roofs	40	37	\$128,974
1310	(2039) Malibu/Capistrano Tile Roofs	40	15	\$743,767
1310	(2040) Malibu/Capistrano Tile Roofs	40	16	\$748,147
1310	(2041) Malibu/Capistrano Tile Roofs	40	17	\$747,341
1310	(2042) Malibu/Capistrano Tile Roofs	40	18	\$744,033
1310	(2043) Malibu/Capistrano Tile Roofs	40	19	\$746,460
1310	(2044) Malibu/Capistrano Tile Roofs	40	20	\$746,949
1310	(2045) Malibu/Capistrano Tile Roofs	40	21	\$746,949
1310	(2046) Malibu/Capistrano Tile Roofs	40	22	\$358,027
1310	(2047) Malibu/Capistrano Tile Roofs	40	23	\$504,961
1310	(2048) Malibu/Capistrano Tile Roofs	40	24	\$726,591
1310	(2049) Malibu/Capistrano Tile Roofs	40	25	\$712,191
1310	(2050) Malibu/Capistrano Tile Roofs	40	26	\$741,524
1310	(2051) Malibu/Capistrano Tile Roofs	40	27	\$736,566
1310	(2052) Malibu/Capistrano Tile Roofs	40	28	\$744,766
1310	(2053) Malibu/Capistrano Tile Roofs	40	28	\$747,148
1311	(2030) Metal Tile Roof - Replace	40	6	\$300,000
1311	(2031) Metal Tile Roof - Replace	40	7	\$256,958
1311	(2032) Metal Tile Roof - Replace	40	8	\$264,387
1311	(2033) Metal Tile Roof - Replace	40	9	\$273,574

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1311	(2034) Metal Tile Roof - Replace	40	10	\$274,872
1311	(2035) Metal Tile Roof - Replace	40	11	\$261,032
1311	(2036) Metal Tile Roof - Replace	40	12	\$271,795
1311	(2037) Metal Tile Roof - Replace	40	13	\$269,372
1311	(2038) Metal Tile Roof - Replace	40	14	\$275,933
1311	(2039) Metal Tile Roof - Replace	40	15	\$269,486
1311	(2040) Metal Tile Roof - Replace	40	16	\$271,827
1311	(2041) Metal Tile Roof - Replace	40	17	\$276,951
1311	(2042) Metal Tile Roof - Replace	40	18	\$274,754
1311	(2043) Metal Tile Roof - Replace	40	19	\$270,830
1311	(2044) Metal Tile Roof - Replace	40	20	\$273,392
1311	(2045) Metal Tile Roof - Replace	40	21	\$268,804
1311	(2046) Metal Tile Roof - Replace	40	22	\$274,914
1311	(2047) Metal Tile Roof - Replace	40	23	\$274,100
1311	(2048) Metal Tile Roof - Replace	40	24	\$267,593
1311	(2049) Metal Tile Roof - Replace	40	25	\$264,377
1314	(2024) PVC Cool Roof System - Repl	25	0	\$1,200,000
1314	(2025) PVC Cool Roof System - Repl	25	1	\$1,389,816
1314	(2026) PVC Cool Roof System - Repl	25	2	\$1,395,129
1314	(2027) PVC Cool Roof System - Repl	25	3	\$1,398,728
1314	(2028) PVC Cool Roof System - Repl	25	4	\$1,397,450
1314	(2029) PVC Cool Roof System - Repl	25	5	\$1,394,255
1314	(2030) PVC Cool Roof System - Repl	25	6	\$1,399,086
1314	(2031) PVC Cool Roof System - Repl	25	7	\$1,395,331
1314	(2032) PVC Cool Roof System - Repl	25	8	\$1,395,286
1314	(2033) PVC Cool Roof System - Repl	25	9	\$1,396,116
1314	(2034) PVC Cool Roof System - Repl	25	10	\$1,396,441
1314	(2035) PVC Cool Roof System - Repl	25	11	\$1,187,856
1314	(2036) PVC Cool Roof System - Repl	25	12	\$2,571,596
1314	(2037) PVC Cool Roof System - Repl	25	13	\$3,833,596
1314	(2038) PVC Cool Roof System - Repl	25	14	\$1,884,177
1314	(2039) PVC Cool Roof System - Repl	25	15	\$2,082,919
1314	(2040) PVC Cool Roof System - Repl	25	16	\$1,980,594
1314	(2041) PVC Cool Roof System - Repl	25	17	\$1,323,677
1314	(2042) PVC Cool Roof System - Repl	25	18	\$858,843
1314	(2043) PVC Cool Roof System - Repl	25	19	\$1,430,273
1314	(2044) PVC Cool Roof System - Repl	25	20	\$941,113
1314	(2045) PVC Cool Roof System - Repl	25	21	\$1,342,902
1314	(2046) PVC Cool Roof System - Repl	25	22	\$1,614,549
1314	(2047) PVC Cool Roof System - Repl	25	23	\$775,900
1314	(2048) PVC Cool Roof System - Repl	25	24	\$773,804
1314	(2049) PVC Cool Roof System - Repl	25	25	\$737,652

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1314	(2050) PVC Cool Roof System - Repl	25	26	\$1,266,685
1314	(2051) PVC Cool Roof System - Repl	25	27	\$1,563,840
1314	(2052) PVC Cool Roof System - Repl	25	28	\$1,380,086
1314	(2053) PVC Cool Roof System - Repl	25	29	\$1,378,090
1317	Emergency Roof Repairs	1	0	\$130,000
1330	(2040) 3- Story Gutters R/R	30	16	\$125,000
1330	(2041) 3- Story Gutters R/R	30	17	\$125,000
1330	(2042) 3- Story Gutters R/R	30	18	\$125,000
1330	(2043) 3- Story Gutters R/R	30	19	\$125,000
1330	(2044) 3- Story Gutters R/R	30	20	\$125,000
1330	(2045) 3- Story Gutters R/R	30	21	\$125,000
1330	(2046) 3- Story Gutters R/R	30	22	\$125,000
1330	(2047) 3- Story Gutters R/R	30	23	\$125,000
1330	(2048) 3- Story Gutters R/R	30	24	\$12,500
1331	1 & 2-Story Gutter Repairs	1	0	\$65,000
1332	1 & 2-Story Gutters - Replace	1	0	\$61,486
Building Structures				
1860	(2025) Fire Alarm System	1	1	\$50,000
1860	(2026-2031) Fire Alarm System	40	2	\$210,000
1860	(2052) Fire Alarm System	40	28	\$315,000
1860	(2053) Fire Alarm System	40	29	\$630,000
3208	(2024) Bldg Structures	1	0	\$500,000
3208	(2025-2053) Bldg Structures	1	1	\$328,290
3210	(2024) Carport Panel Replacement	1	0	\$10,233
3210	(2025-2053) Carport Panels (912)	1	1	\$8,367
3211	(2024) Carpentry	1	0	\$121,879
3211	(2025-2053) Carpentry	1	1	\$288,594
3213	(2024-2038) Dry Rot	1	0	\$210,000
3213	(2039-2053) Dry Rot	1	15	\$200,000
3216	(2024-2053) Replacements	1	0	\$350,000
3219	(2024-2026) Parapet Wall Removal	1	0	\$150,000
3220	Bldg Foundation Repairs	1	0	\$25,000
3223	(2025-2028) Storage Cabinets	1	1	\$91,000
3225	(2026) Glulam/Beam - Repair	10	2	\$149,472
3225	(2027) Glulam/Beam - Repair	10	3	\$398,592
3225	(2028) Glulam/Beam - Repair	10	4	\$199,296
3225	(2029) Glulam/Beam - Repair	10	5	\$149,472
3225	(2030) Glulam/Beam - Repair	10	6	\$49,824
3225	(2031) Glulam/Beam - Repair	10	7	\$1,245,600
3225	(2032) Glulam/Beam - Repair	10	8	\$295,944
3230	Bldg Dry Rot Repairs (Annually)	1	0	\$170,569
3231	Bldg Lead Abatement	1	0	\$5,250

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
3235	Damage Restoration	1	0	\$665,000
Decking Projects				
151	(2024) Balcony Inspections	1	0	\$92,945
151	(2032) Balcony Inspections	9	8	\$150,000
151	(2033) Balcony Inspections	9	9	\$150,000
152	Decking Topcoat	1	1	\$136,361
153	Balcony Decking	1	0	\$12,174
154	(2024-2025) GV Breezeway Decks	1	0	\$220,464
154	GV Breezeway Decks	1	2	\$45,000
155	Common Decking	1	0	\$142,983
Prior To Painting & Painting Projects				
153	Deck Top Coat With Painting	1	0	\$42,297
1115	Full Cycle Exterior Painting	1	0	\$1,260,747
1116	Exterior Paint Touch-Up	1	0	\$173,353
1116	Interior Paint Touch-Up	1	0	\$76,304
1400	HIP Reflective Address Signs	1	0	\$52,500
2901	(2024-2034) PTP Lead Test & Abate	1	0	\$1,500
2901	(2035-2055) PTP Lead Test & Abate	1	11	\$4,500
2901	Lead Abatement Touch Up	1	0	\$2,625
2901	Lead Testing & Abatement	1	0	\$5,250
2902	PTP Asbestos Abatement	1	0	\$56,250
2910	PTP Balcony Railing Repair Work	1	0	\$14,378
2910	PTP Decking Repair Work	1	0	\$104,885
2910	PTP Dry Rot Repair Work	1	0	\$684,099
7010	(2024) PTP Landscape Renovations	15	0	\$1,750,000
7010	(2025) PTP Landscape Renovations	15	1	\$1,532,790
7010	(2026) PTP Landscape Renovations	15	2	\$1,522,130
7010	(2027) PTP Landscape Renovations	15	3	\$641,292
7010	(2028) PTP Landscape Renovations	15	4	\$2,221,828
7010	(2029) PTP Landscape Renovations	15	5	\$1,871,798
7010	(2030) PTP Landscape Renovations	15	6	\$1,523,756
7010	(2031) PTP Landscape Renovations	15	7	\$1,812,130
7010	(2032) PTP Landscape Renovations	15	8	\$2,331,272
7010	(2033) PTP Landscape Renovations	15	9	\$3,012,786
7010	(2034) PTP Landscape Renovations	15	10	\$2,672,761
7010	(2035) PTP Landscape Renovations	15	11	\$3,762,705
7010	(2036) PTP Landscape Renovations	15	12	\$529,591
7010	(2037) PTP Landscape Renovations	15	13	\$2,496,645
7010	(2038) PTP Landscape Renovations	15	14	\$7,204,601
Elevators				
2800	(2032-2037) All Elevator Components	1	8	\$590,000
2800	(2038) All Elevator Components	1	14	\$623,600

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
2800	(2039) All Elevator Components	1	15	\$748,320
2800	(2040-2044) All Elevator Components	1	16	\$748,320
2800	(2045-2050) All Elevator Components	1	21	\$2,476
2800	(2051) All Elevator Components	1	27	\$391,336
2800	(2052) All Elevator Components	1	28	\$539,000
2800	(2053) All Elevator Components	1	29	\$537,624
2801	(2051) Cab Doors	30	17	\$61,170
2801	(2052) Cab Doors	30	18	\$146,808
2801	(2053) Cab Doors	30	19	\$146,808
2802	(2024) Cab Door Operators	30	0	\$48,055
2802	(2025) Cab Door Operators	30	1	\$25,523
2802	(2026) Cab Door Operators	30	2	\$26,289
2802	(2027) Cab Door Operators	30	3	\$27,078
2802	(2028) Cab Door Operators	30	4	\$27,890
2802	(2029) Cab Door Operators	30	5	\$28,727
2802	(2030) Cab Door Operators	30	6	\$29,589
2802	(2051) Cab Door Operators	30	27	\$123,900
2802	(2052) Cab Door Operators	30	28	\$148,680
2802	(2052) Cab Door Operators	30	29	\$148,680
2804	(2024) Cab Remodel & Flooring	40	0	\$23,180
2804	(2025) Cab Remodel & Flooring	40	1	\$60,000
2804	(2026) Cab Remodel & Flooring	40	2	\$24,591
2804	(2027) Cab Remodel & Flooring	40	3	\$25,329
2804	(2028) Cab Remodel & Flooring	40	4	\$126,089
2804	(2029) Cab Remodel & Flooring	40	5	\$26,872
2804	(2030) Cab Remodel & Flooring	40	6	\$27,678
2806	(2032) Controllers & Call Buttons	30	8	\$590,000
2806	(2033) Controllers & Call Buttons	30	9	\$590,000
2806	(2034) Controllers & Call Buttons	30	10	\$590,000
2806	(2035) Controllers & Call Buttons	30	11	\$590,000
2806	(2036) Controllers & Call Buttons	30	12	\$590,000
2806	(2037) Controllers & Call Buttons	30	13	\$590,000
2806	(2038) Controllers & Call Buttons	30	14	\$590,000
2806	(2039) Controllers & Call Buttons	30	15	\$708,000
2808	(2024-2030) Hoistway Doors (4-Stop)	1	0	\$5,478
2808	(2051) Hoistway Doors	40	27	\$27,390
2808	(2052) Hoistway Doors	40	28	\$65,736
2808	(2053) Hoistway Doors	40	29	\$65,736
2850	(2024-2030) Machine Room Power Unit	1	0	\$35,280
2850	(2051-2058) Machine Rm Power Units	1	27	\$176,400
2851	(2024-2030) Door Protective Devices	1	0	\$6,287
2852	(2024-2030) Solid St. Soft Starters	1	0	\$6,720

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
2852	(2038) Solid State Soft Starters	20	14	\$33,600
2852	(2039-2044) Solid St. Soft Starters	1	15	\$40,320
2853	(2044-2052) Fuses	1	20	\$2,476
Garden Villas				
332	(2024) GV Water Heaters	10	0	\$3,004
332	(2025) GV Water Heaters	10	1	\$620
332	(2026) GV Water Heaters	10	2	\$1,240
332	(2027) GV Water Heaters	10	3	\$1,860
332	(2028) GV Water Heaters	10	4	\$9,300
332	(2029) GV Water Heaters	10	5	\$5,580
332	(2030) GV Water Heaters	10	6	\$5,580
332	(2031) GV Water Heaters	10	7	\$6,200
332	(2032) GV Water Heaters	10	8	\$2,984
332	(2033) GV Water Heaters	10	9	\$3,006
336	GV Rec Room Heat Pump	1	0	\$2,389
912	(2031-2041) GV Lobby Renovations	1	7	\$56,455
912	(2052-2062) GV Lobby Renovations	1	28	\$56,455
915	(2024) Mail Room Renvoations	1	0	\$562
915	(2026) Mail Room Renvoations	10	2	\$80,503
915	(2027) Mail Room Renvoations	10	3	\$80,503
915	(2028) Mail Room Renvoations	10	4	\$80,503
915	(2029) Mail Room Renvoations	10	5	\$80,503
915	(2030) Mail Room Renvoations	10	6	\$80,503
915	(2031) Mail Room Renvoations	10	7	\$24,151
1951	GV Recessed Area Carpet	1	1	\$67,200
2740	(2024) Windows - Repair/Replace	20	0	\$60,000
2740	(2025) Windows - Repair/Replace	20	1	\$60,000
2740	(2026) Windows - Repair/Replace	20	2	\$60,000
2740	(2027) Windows - Repair/Replace	20	3	\$60,000
2740	(2028) Windows - Repair/Replace	20	4	\$60,000
2740	(2029) Windows - Repair/Replace	20	5	\$60,000
2740	(2030) Windows - Repair/Replace	20	6	\$60,000
Lighting Replacement Projects				
370	Exterior Light Replacement	1	0	\$12,500
Walls, Fencing & Railings				
501	(2024) Common Interior Walls	1	0	\$10,000
501	(2024) Perimeter Block Wall	1	0	\$14,150
501	Common Interior Walls	1	1	\$10,000
501	Perimeter Block Wall	1	1	\$25,300
504	(2024) Shepherds Crooks, Repair	1	0	\$54,000
504	Shepherds Crooks, Repair	1	1	\$52,538
516	Split Rail Fence, Replace	1	0	\$78,602

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Laundry Facilities				
603	(2024-2028) Epoxy Floors - Replace	1	0	\$49,273
603	(2029) Epoxy Floors - Replace	25	5	\$26,935
603	(2041-2061) Epoxy Floors - Replace	1	17	\$53,870
990	(2024) Countertops - Replace	1	0	\$9,900
990	(2034) Countertops - Replace	20	10	\$14,942
990	(2035) Countertops - Replace	20	11	\$14,942
990	(2036) Countertops - Replace	20	12	\$14,942
990	(2037) Countertops - Replace	20	13	\$10,122
990	(2038) Countertops - Replace	20	14	\$9,640
990	(2039) Countertops - Replace	20	15	\$14,942
990	(2040) Countertops - Replace	20	16	\$14,942
990	(2041) Countertops - Replace	20	17	\$14,942
990	(2042) Countertops - Replace	20	18	\$14,460
990	(2043) Countertops - Replace	20	19	\$14,460
992	Commercial Washers, Replace	1	0	\$61,990
993	Commercial Dryers, Replace	1	0	\$14,407
994	(2024) Water Heaters & WH Permits	10	0	\$33,195
994	(2025) Water Heaters & WH Permits	10	1	\$16,336
994	(2026) Water Heaters & WH Permits	10	2	\$8,168
994	(2027) Water Heaters & WH Permits	10	3	\$6,126
994	(2028) Water Heaters & WH Permits	10	4	\$17,357
994	(2029) Water Heaters & WH Permits	10	5	\$6,126
994	(2030) Water Heaters & WH Permits	10	6	\$5,105
994	(2031) Water Heaters & WH Permits	10	7	\$6,126
994	(2032) Water Heaters & WH Permits	10	8	\$8,168
994	(2033) Water Heaters & WH Permits	10	9	\$13,273
Sewer Lines, Water Lines & Elect				
318	(2024) Waste Line Liners	1	0	\$1,500,000
318	(2025-2041) Waste Line Liners	1	1	\$700,000
319	(2024) Copper Water Lines	1	0	\$1,000,000
319	(2025-2029) Copper Water Lines	1	1	\$297,250
319	(2030-2045) Copper Water Lines	1	6	\$137,600
319	(2046-2051) Copper Water Lines	1	22	\$103,200
340	Elect Panel Maint.	1	0	\$30,000
340	Elect Systems	1	1	\$20,000
341	Annual Heat Pumps/Wall Heaters	1	1	\$9,495
4590	(2024) Pressure Regulators	10	0	\$200,000
4590	(2025) Pressure Regulators	10	1	\$200,000
4590	(2026) Pressure Regulators	10	2	\$200,000
4590	(2027) Pressure Regulators	10	3	\$200,000
4590	(2028) Pressure Regulators	10	4	\$200,000

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
4590	(2029) Pressure Regulators	10	5	\$200,000
4590	(2030) Pressure Regulators	10	6	\$200,000
Grounds & Miscellaneous				
450	Pedestal Mailboxes Replace	1	0	\$27,582
Landscape Projects				
1020	(2024-2033) Tree Maintenance	1	0	\$980,188
1020	(2034-2043) Tree Maintenance	1	10	\$1,061,390
1020	(2044-2053) Tree Maintenance	1	20	\$1,141,261
1023	Annual Improvement & Restoration	1	0	\$195,857
1024	(2024-2033) Slope Renovations	1	0	\$568,153
1024	(2034-2043) Slope Renovations	1	10	\$650,520
1024	(2044-20453) Slope Renovations	1	20	\$71,201
1025	Turf Reduction Program	1	0	\$4,434
332 Total Funded Components				

Note 1: Yellow highlighted line items are expected to require attention in this initial year.



Budget Summary

Report # 31071-4
No-Site-Visit

	Useful Life		2024 Rem. Useful Life		Estimated Replacement Cost in 2024	2024 Expenditures	01/01/2024 Current Fund Balance	01/01/2024 Fully Funded Balance	Remaining Bal. to be Funded	2024 Contributions
	Min	Max	Min	Max						
Paved Surfaces	1	25	0	24	\$6,855,522	\$513,965	\$1,387,461	\$4,161,762	\$5,468,061	\$221,255
Roofing & Gutters	1	40	0	38	\$73,859,917	\$1,811,309	\$6,016,982	\$38,013,632	\$67,842,935	\$1,458,711
Building Structures	1	40	0	29	\$6,817,382	\$2,207,931	\$2,925,601	\$3,720,885	\$3,891,781	\$1,755,376
Decking Projects	1	9	0	9	\$949,927	\$468,566	\$468,566	\$485,233	\$481,361	\$347,457
Prior To Painting & Painting Projects	1	15	0	14	\$37,364,773	\$4,224,188	\$8,440,417	\$17,351,394	\$28,924,356	\$2,443,185
Elevators	1	40	0	29	\$10,787,035	\$125,000	\$303,870	\$3,728,935	\$10,483,165	\$2,370,437
Garden Villas	1	20	0	28	\$1,069,101	\$65,955	\$405,443	\$627,921	\$663,658	\$127,470
Lighting Replacement Projects	1	1	0	0	\$12,500	\$12,500	\$12,500	\$12,500	\$0	\$6,357
Walls, Fencing & Railings	1	1	0	1	\$244,590	\$156,752	\$156,752	\$156,752	\$87,838	\$124,381
Laundry Facilities	1	25	0	19	\$474,689	\$168,765	\$204,704	\$273,897	\$269,985	\$106,502
Sewer Lines, Water Lines & Elect	1	10	0	22	\$5,197,545	\$2,730,000	\$3,330,000	\$3,510,000	\$1,867,545	\$2,002,351
Grounds & Miscellaneous	1	1	0	0	\$27,582	\$27,582	\$27,582	\$27,582	\$0	\$14,026
Landscape Projects	1	1	0	20	\$4,673,004	\$1,748,632	\$1,748,632	\$1,748,632	\$2,924,372	\$2,376,353
					\$148,333,567	\$14,261,145	\$25,428,510	\$73,819,124	\$122,905,057	\$13,353,861

Percent Funded: 34.4%



30-Year Reserve Plan Summary (Alternate Funding Plan)

Report # 31071-4
No-Site-Visit

Fiscal Year Start: 2024

Interest:

2.50 %

Inflation:

3.00 %

Reserve Fund Strength: as-of Fiscal Year Start Date

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded		Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2024	\$25,428,510	\$73,819,124	34.4 %		Medium	\$11,935,512	\$0	\$613,642	\$14,261,145
2025	\$23,716,519	\$76,303,501	31.1 %		Medium	\$12,950,031	\$0	\$599,328	\$12,983,760
2026	\$24,282,117	\$80,441,437	30.2 %		Medium	\$14,050,783	\$0	\$620,814	\$13,516,410
2027	\$25,437,304	\$84,515,990	30.1 %		Medium	\$15,245,100	\$0	\$673,250	\$12,874,048
2028	\$28,481,606	\$89,904,040	31.7 %		Medium	\$16,540,933	\$0	\$738,136	\$15,126,871
2029	\$30,633,804	\$93,517,999	32.8 %		Medium	\$17,037,161	\$0	\$803,704	\$14,741,839
2030	\$33,732,830	\$97,928,026	34.4 %		Medium	\$17,548,276	\$0	\$872,462	\$16,013,165
2031	\$36,140,402	\$101,667,855	35.5 %		Medium	\$18,074,724	\$0	\$917,016	\$17,831,036
2032	\$37,301,106	\$104,873,829	35.6 %		Medium	\$18,616,966	\$0	\$932,166	\$19,496,526
2033	\$37,353,712	\$107,050,434	34.9 %		Medium	\$19,175,475	\$0	\$927,250	\$20,549,007
2034	\$36,907,430	\$109,001,460	33.9 %		Medium	\$19,750,739	\$0	\$916,444	\$21,086,399
2035	\$36,488,214	\$111,058,806	32.9 %		Medium	\$20,343,261	\$0	\$889,358	\$22,982,586
2036	\$34,738,248	\$111,839,988	31.1 %		Medium	\$20,953,559	\$0	\$876,071	\$21,143,841
2037	\$35,424,036	\$115,172,157	30.8 %		Medium	\$21,582,166	\$0	\$829,829	\$26,801,134
2038	\$31,034,898	\$113,480,757	27.3 %		High	\$22,229,631	\$0	\$666,051	\$31,623,110
2039	\$22,307,471	\$108,014,458	20.7 %		High	\$22,896,520	\$0	\$524,930	\$25,996,040
2040	\$19,732,881	\$108,891,084	18.1 %		High	\$23,583,416	\$0	\$503,868	\$23,199,514
2041	\$20,620,651	\$113,406,794	18.2 %		High	\$24,290,918	\$0	\$515,578	\$24,756,487
2042	\$20,670,659	\$115,920,814	17.8 %		High	\$25,019,646	\$0	\$582,129	\$20,321,880
2043	\$25,950,553	\$123,816,229	21.0 %		High	\$25,770,235	\$0	\$678,934	\$23,976,172
2044	\$28,423,549	\$129,222,390	22.0 %		High	\$26,543,342	\$0	\$752,918	\$23,844,029
2045	\$31,875,780	\$133,045,802	24.0 %		High	\$27,339,642	\$0	\$876,186	\$21,795,903
2046	\$38,295,705	\$139,762,755	27.4 %		High	\$28,159,831	\$0	\$1,031,070	\$23,206,536
2047	\$44,280,070	\$145,983,526	30.3 %		Medium	\$29,004,626	\$0	\$1,178,557	\$24,355,646
2048	\$50,107,608	\$151,985,254	33.0 %		Medium	\$29,874,765	\$0	\$1,313,967	\$26,171,643
2049	\$55,124,698	\$157,097,815	35.1 %		Medium	\$30,771,008	\$0	\$1,420,358	\$28,687,865
2050	\$58,628,199	\$160,597,337	36.5 %		Medium	\$31,694,138	\$0	\$1,466,945	\$32,933,603
2051	\$58,855,679	\$161,934,393	36.3 %		Medium	\$32,644,963	\$0	\$1,509,312	\$30,988,630
2052	\$62,021,325	\$166,695,116	37.2 %		Medium	\$33,624,311	\$0	\$1,530,451	\$36,627,503
2053	\$60,548,584	\$165,226,028	36.6 %		Medium	\$34,633,041	\$0	\$1,409,870	\$44,227,140



RESOLUTION 03-23-XX

2024 BUSINESS PLAN RESOLUTION

RESOLVED, September 19, 2023, that the Business Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$43,474,485 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2024. In addition, the sum of \$16,711,182 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2024. Therefore, a total of \$60,185,667 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,240,363 of which \$13,946,597 is planned from the Replacement Fund, \$125,000 from the Elevator Replacement Fund, \$168,766 from the Laundry Replacement Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from restricted funds in the sum of \$1,327,782 of which \$1,230,280 is planned from the Disaster Fund, \$97,502 from the Garden Villa Recreation Room Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2024 and as filed in the records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2024; and

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

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RESOLUTION 03-23-XX

2024 RESERVE FUNDING PLAN

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments; and

WHEREAS, planned assessments or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2024; 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.



30-Year Reserve Plan Summary (Alternate Funding Plan)

Report # 31071-4
No-Site-Visit

Fiscal Year Start: 2024

Interest:

2.50 %

Inflation:

3.00 %

Reserve Fund Strength: as-of Fiscal Year Start Date

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded		Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2024	\$25,428,510	\$73,819,124	34.4 %		Medium	\$11,935,512	\$0	\$613,642	\$14,261,145
2025	\$23,716,519	\$76,303,501	31.1 %		Medium	\$12,950,031	\$0	\$599,328	\$12,983,760
2026	\$24,282,117	\$80,441,437	30.2 %		Medium	\$14,050,783	\$0	\$620,814	\$13,516,410
2027	\$25,437,304	\$84,515,990	30.1 %		Medium	\$15,245,100	\$0	\$673,250	\$12,874,048
2028	\$28,481,606	\$89,904,040	31.7 %		Medium	\$16,540,933	\$0	\$738,136	\$15,126,871
2029	\$30,633,804	\$93,517,999	32.8 %		Medium	\$17,037,161	\$0	\$803,704	\$14,741,839
2030	\$33,732,830	\$97,928,026	34.4 %		Medium	\$17,548,276	\$0	\$872,462	\$16,013,165
2031	\$36,140,402	\$101,667,855	35.5 %		Medium	\$18,074,724	\$0	\$917,016	\$17,831,036
2032	\$37,301,106	\$104,873,829	35.6 %		Medium	\$18,616,966	\$0	\$932,166	\$19,496,526
2033	\$37,353,712	\$107,050,434	34.9 %		Medium	\$19,175,475	\$0	\$927,250	\$20,549,007
2034	\$36,907,430	\$109,001,460	33.9 %		Medium	\$19,750,739	\$0	\$916,444	\$21,086,399
2035	\$36,488,214	\$111,058,806	32.9 %		Medium	\$20,343,261	\$0	\$889,358	\$22,982,586
2036	\$34,738,248	\$111,839,988	31.1 %		Medium	\$20,953,559	\$0	\$876,071	\$21,143,841
2037	\$35,424,036	\$115,172,157	30.8 %		Medium	\$21,582,166	\$0	\$829,829	\$26,801,134
2038	\$31,034,898	\$113,480,757	27.3 %		High	\$22,229,631	\$0	\$666,051	\$31,623,110
2039	\$22,307,471	\$108,014,458	20.7 %		High	\$22,896,520	\$0	\$524,930	\$25,996,040
2040	\$19,732,881	\$108,891,084	18.1 %		High	\$23,583,416	\$0	\$503,868	\$23,199,514
2041	\$20,620,651	\$113,406,794	18.2 %		High	\$24,290,918	\$0	\$515,578	\$24,756,487
2042	\$20,670,659	\$115,920,814	17.8 %		High	\$25,019,646	\$0	\$582,129	\$20,321,880
2043	\$25,950,553	\$123,816,229	21.0 %		High	\$25,770,235	\$0	\$678,934	\$23,976,172
2044	\$28,423,549	\$129,222,390	22.0 %		High	\$26,543,342	\$0	\$752,918	\$23,844,029
2045	\$31,875,780	\$133,045,802	24.0 %		High	\$27,339,642	\$0	\$876,186	\$21,795,903
2046	\$38,295,705	\$139,762,755	27.4 %		High	\$28,159,831	\$0	\$1,031,070	\$23,206,536
2047	\$44,280,070	\$145,983,526	30.3 %		Medium	\$29,004,626	\$0	\$1,178,557	\$24,355,646
2048	\$50,107,608	\$151,985,254	33.0 %		Medium	\$29,874,765	\$0	\$1,313,967	\$26,171,643
2049	\$55,124,698	\$157,097,815	35.1 %		Medium	\$30,771,008	\$0	\$1,420,358	\$28,687,865
2050	\$58,628,199	\$160,597,337	36.5 %		Medium	\$31,694,138	\$0	\$1,466,945	\$32,933,603
2051	\$58,855,679	\$161,934,393	36.3 %		Medium	\$32,644,963	\$0	\$1,509,312	\$30,988,630
2052	\$62,021,325	\$166,695,116	37.2 %		Medium	\$33,624,311	\$0	\$1,530,451	\$36,627,503
2053	\$60,548,584	\$165,226,028	36.6 %		Medium	\$34,633,041	\$0	\$1,409,870	\$44,227,140

Third Laguna Hills Mutual
Maintenance & Construction Committee
August 30, 2023

ENDORSEMENT (to board)

Approve Non-Standard Electrical Use Reimbursement Request for 3361-O Monte Hermosa

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

A motion was made and unanimously approved to recommend the board reimburse the member \$136.00 from Third's Disaster Fund budget for electrical usage due to a moisture intrusion event.

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Non-Standard Electrical Use Reimbursement Request from Manor 3361-O

RECOMMENDATION

Approve a reimbursement in the amount of \$136.00 to the owner occupants of Manor 3361-O, for electricity consumption related to restoration work resulting from a moisture intrusion event.

BACKGROUND

In January 2023, a roof leak was reported at 3361-O Monte Hermoso resulting in elevated moisture levels in the ceiling of the living room and the guest bedroom. The mutual's restoration vendor set up various drying equipment including 2 dehumidifiers and 10 fans over a period of ten days, to completely dry the areas.

The member submitted a request for an Electricity Usage Reimbursement and per the mutual policy in place at the time, a reimbursement in the amount of \$64.00, for utility expenses incurred from drying equipment used in two rooms was issued on June 7, 2023.

In July 2023, the member requested an additional reimbursement of \$136.00. On August 30, 2023, the Third M&C Committee reviewed the request and by unanimous vote approved a recommendation that the board reimburse the member \$136.00 for electrical usage. A copy of the M&C Committee report, including the reimbursement request, is included as Attachment 1.

DISCUSSION

Staff received the member's request for additional reimbursement on July 8, 2023 and presented the request to the Third M&C Committee on August 30, 2023. The member's request included copies of utility bills for the months of mid-December 2022 through mid-March 2023.

On August 15, 2023, the Third Board reviewed a revised Electrical Usage Reimbursement Policy, and approved the revised policy for 28-day review ending September 19, 2023. The revised policy removes the flat rate "per room" reimbursement and provides a calculation for reimbursement based on the electricity usage prior to and after a moisture intrusion event. Under the new policy, the members would be entitled to a reimbursement amount of \$254.00. However, the policy does not allow for retroactive reimbursements.

FINANCIAL ANALYSIS

If the board approves the M&C Committee's recommendation, the additional reimbursement the amount of \$136.00 will be paid from Third's Disaster Fund budget.

Third Laguna Hills Mutual
Non-Standard Electrical Use Reimbursement Request from Manor 3361-O
September 19, 2023
Page 2

Prepared By: Laurie Chavarria, Senior Management Analyst

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

ATTACHMENT(S)

Attachment 1 – August 30, 2023 M&C Committee Staff Report



STAFF REPORT

DATE: August 30, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Non-Standard Electrical Use Reimbursement Request from Manor 3361-O

RECOMMENDATION

Consider the request for an additional reimbursement in the amount of \$136.00 from Mr. and Mrs. Miles, owner occupants of Manor 3361-O Monte Hermoso, for electricity consumption related to restoration work resulting from a moisture intrusion event, and provide direction to staff.

BACKGROUND

On January 4, 2023 a leak was reported in the mutual's roof that extends over the balcony of 3361-O Monte Hermoso, a Catalina style manor. The mutual's roofing vendor investigated the reported leak issue, covered the tile roof with plastic as a temporary measure and later returned to complete the necessary repairs.

The Damage Restoration Coordinator assigned to this event detected elevated levels of moisture in the ceiling of the living room and the guest bedroom. The mutual's restoration vendor set up equipment in both rooms to dry the ceilings and surrounding drywall.

On January 30, 2023, Mrs. Miles submitted a request through Resident Services for an Electricity Usage Reimbursement.

DISCUSSION

Mrs. and Mrs. Miles contacted the Third Board president on June 22, 2023 via email requesting a review of the electrical use reimbursement they received in the amount of \$64.00 (Attachment 1).

Staff was subsequently directed to review the request and bring a recommendation to a future Third M&C Committee meeting. On July 8, 2023, staff received additional email correspondence from the Miles' requesting an additional \$136.00. Additionally, utility bills were submitted for the months of mid-December 2022 through mid-March 2023 (Attachment 2).

During restoration for the roof leak at Manor 3361-O, various drying equipment consisting of 2 dehumidifiers and up to 10 fans were placed in the living room and guest bedroom over a period of ten days, to completely dry the areas.

Per the mutual policy in place at the time (Attachment 3), a reimbursement to Mr. and Mrs. Miles in the amount of \$64.00, for utility expenses incurred from drying equipment used in two rooms was issued on June 7, 2023.

Third Laguna Hills Mutual
Maintenance & Construction Committee
Non-Standard Electrical Use Reimbursement Request from Manor 3361-O
August 30, 2023
Page 2

On August 15, 2023, the Third Board reviewed a revised Electrical Usage Reimbursement Policy, which is now under 28-day review and not yet active. The revised policy removes the flat rate “per room” reimbursement and provides a simple calculation for reimbursement based on the electricity usage prior to and after a moisture intrusion event. Under the new policy, Mr. and Mrs. Miles would be entitled to a reimbursement amount of \$254.00. However, the policy does not allow for retroactive reimbursements.

Staff seeks direction from the Committee on this non-standard reimbursement request.

FINANCIAL ANALYSIS

If the committee approves the request for an additional reimbursement, the amount would be paid from Third’s Disaster Fund budget.

Prepared By: Laurie Chavarria, Senior Management Analyst

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

ATTACHMENT(S)

Attachment 1 – Written Request for Reimbursement (6/23/2023)

Attachment 2 – Utility Bills

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

Attachment 1– Written Request for Reimbursement (6/23/2023)

From: Patti Miles

Sent: Thursday, June 22, 2023 6:29 PM

To: Third Board President <thirdmutual@lagunawoodsvillage.com>

Subject: Electric Reimbursement?

Hi Mr. Laws,

I'm writing this letter to you because I don't understand about the reimbursement for the water damage we had in January, due to our roof leaking in our living room and our guest bedroom. We had 11 fans and 2 dehumidifiers for 12 days. This was from January 16th through January 27th 2023, throughout our condo.

Our electric bill was \$233 dollars over the month before the fans.

We received a check for \$64.00 a few weeks ago from Laguna Woods Village. I called the HOA and they said it was our reimbursement for electricity due to the roof leak (moisture intrusion).

Nowhere on the receipt of this check does it say that it is reimbursement for the problem we had in January of this year and no way is this amount come close to what we had to pay for electricity for a problem that was Laguna Woods issue.

I have tried many times to reach out by email and phone to Carmen in Moisture Intrusion Damage Department with no results.

Laguna Woods should at least put it in writing somewhere that when owners have to have fans for leak problems that they will only get reimbursed \$32 each room no matter how many fans or days you have the noise and disruption in your home.

Thank you,

Hope you understand our frustration,

Patti & Terry Miles

3361-O

On Jun 22, 2023, at 8:35 PM, Third Board President <thirdmutual@lagunawoodsvillage.com> wrote:

Ms. Miles:

Yes, back in 2018, the Third Board approved a resolution to reimburse \$32 per room for electricity expended by dry-down equipment (the link below is of the Meeting Minutes where this Resolution was approved -- the Resolution (03-18-45) text starts on page 7 of those minutes).

[https://lagunawoodsvillage.com/documents/view/Third%20Board%20Minutes%202018-05-04%20Special%20OPEN%20\(final-approved\).pdf?v=1527638982](https://lagunawoodsvillage.com/documents/view/Third%20Board%20Minutes%202018-05-04%20Special%20OPEN%20(final-approved).pdf?v=1527638982)

The current Board is working with Staff to determine an appropriate methodology to better determine the cost for the dry-down equipment and reimburse that amount versus the current amount of \$32 per room -- I'm expecting this to be discussed at the next Third Maintenance and Construction (M&C) Committee Meeting scheduled for the afternoon July 11th.

If you would like to request a different reimbursement amount, please let me know -- if you do, I'll request Staff work with you to understand your request and document it for the M&C Committee for consideration.

I hope this helps.

-- Mark Laws

Attachment 1– Written Request for Reimbursement (6/23/2023)

From: Patti Miles

Sent: Friday, June 23, 2023 9:55 AM

To: Third Board President <thirdmutual@lagunawoodsvillage.com>

Subject: Re: Electric Reimbursement?

Hi Mr. Laws,

Yes, we would like to request a different reimbursement amount. Maybe this will give the committee a understanding that each request could be different.

Thank you!

Sent from my iPad

Ms. Miles:

I apologize for taking a bit longer than planned to clarify the process for requesting an exception to the electric bill reimbursement amount that you've already received.

Please email Sandra Spencer (who is cc'd on this email) with the additional amount you are looking to receive from Third Mutual to cover the electric costs you incurred as a result of the dry-down equipment running during your leak event. Also, please email her copies of three electricity bills: the one for the month before the leak event, the one for the month in which the leak event occurred, and the one for the month following the leak event.

Ms. Spencer will work with her Maintenance and Construction Team to document this information and share it for consideration by the Third Maintenance and Construction Committee when they meet on Wednesday, August 30 at 1:30pm in the Board Room.

Please let either Sandra or myself know of any questions you have regarding this.

-- Mark Laws

From: Patti Miles

Sent: Saturday, July 8, 2023 2:41 PM

To: Spencer, Sandra

Subject: Electrical reimbursement

Hi Sandra,

We are sending pictures of our electric bills, so the HOA can see how much electricity we used with having all the fans and dehumidifiers in our home between the dates of 1/16/2023 and 1/27/2023 from the roof leaking.

We are also submitting the bills for the month before and after with the letter we received from Edison because the over use of electricity compared to normal.

We received a check for \$64.00 which we were told was for 2 rooms.

Well, \$32 a room doesn't really cut it compared to our actual electricity usage.

If you look at our bills we would say that a fair amount would be \$136 more dollars.

Please look this over and if you have any questions don't hesitate to reach out.

Thank you,

Terry and Patti Miles

3361 unit O

Attachment 2 – Utility Bills

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

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

For billing and service inquiries
1-800-494-8123
www.sce.com

Your electricity bill

Page 1 of 4

Rotating outage
Group A060

Amount due \$207.09
Due by 02/01/23

3361 MONTE HERMOSO UNIT
O
LAGUNA WOODS, CA 92637

Date bill prepared
01/12/23

Your account summary

Previous balance	\$168.73
Payment Received 12/23/22	-\$168.73
Balance forward	\$0.00
Your new charges	\$207.09
Total amount you owe by 02/01/23	\$207.09

Timeframe Before FANS & Technicians

Your statement includes your applicable medical baseline allocation.

Get a discount on your bill every month
Your income may qualify you for discounted bills through the CARE or FERA program. To enroll or learn more, visit sce.com/careandfera or call 1-800-798-5723.

Recibe un descuento en tu factura cada mes
Si cumples los requisitos de ingresos, podrias recibir descuentos en tus facturas gracias a los programas CARE o FERA. Para inscribirte o obtener mas informacion, visita sce.com/careandfera o llama al 1-800-798-5723.

Your past and current electricity usage
from 12/14/22 to 01/11/23
Your electricity usage this month in kWh

699

Your next billing cycle will end on or about 02/10/23.

Attachment 2 – Utility Bills

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

Go paperless at www.sce.com/ebilling. It's fast, easy and secure.
For billing and service inquiries
1-800-694-6123
www.sce.com

Your electricity bill

Page 1 of 4

Rotating outage
Group A000

Amount due \$440.15
Due by 03/06/23

3361 MONTE HERMOSO UNIT
LAGUNA WOODS, CA 92637

Date bill prepared
02/13/23

*1/16 - 4/27 2023
11 m. 12
PAYS
\$2.20 per month*

Your account summary

Previous Balance	\$207.09
Payment Received 01/23/23	-\$207.09
Balance forward	\$0.00
Your new charges	\$440.15
Total amount you owe by 03/06/23	\$440.15

Your statement includes your applicable medical baseline allocation.

Your past and current electricity usage

01/12/23 to 02/10/23
1,296 kWh

Your next billing cycle will end on or about 03/13/23

Attachment 2 – Utility Bills

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

SOUTHERN CALIFORNIA EDISON
An EDISON INTERNATIONAL Company

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

Your electricity bill

Page 1 of 6

Amount due **\$163.77**
Due by **04/03/23**

Rotating outage
Group A060

3361 MONTE HERMOSO UNIT
O
LAGUNA WOODS, CA 92637

Date bill prepared
03/14/23

Your account summary

Previous Balance	\$440.15
Payment Received 02/23/23	\$440.15
Balance forward	\$0.00
Your new charges	\$163.77
Total amount you owe by 04/03/23	\$163.77

Time frame AFTER FAWS & Dehumidifiers

Your statement includes your applicable medical baseline allocation.

You Received a California Climate Credit
California is fighting climate change and so can you! Your bill includes a Climate Credit from a state program to cut carbon pollution while also reducing your energy costs. Find out how at cpuc.ca.gov/climatecredit/.

Get a discount on your bill every month
Your income may qualify you for discounted bills through the CARE or FERA program. To enroll or learn more, visit sce.com/careandfera or call 1-800-798-5723.

Recibe un descuento en tu factura cada mes
Si cumples los requisitos de ingresos, podrias recibir descuentos en tus facturas gracias a los programas CARE o FERA. Para inscribirte o obtener mas informacion, visita sce.com/careandfera o llama al 1-800-798-5723.

Your past and current electricity usage

03/14/23 Your next billing cycle will end on or about 04/11/23

758

Attachment 2 – Utility Bills

SOUTHERN CALIFORNIA EDISON
AN EDISON INTERNATIONAL COMPANY

February 13, 2023

*Letter is
to the FANS
8 Dehumidifiers
1/16 - 1/27*

*Called
Edison
about this
letter on 2/16/23
3:55pm
Paula I talked with
she said
to much
electricity
use compared
to Normal*

3361 MONTE HERMOSO UNIT O
LAGUNA WOODS CA 92637-2936

Service Account: [REDACTED]
Service Address: [REDACTED]

Multicultural services

Cambodian / ខ្មែរ	1-800-643-1309
Chinese / 中文	1-800-643-6343
Korean / 한국	1-800-628-3081
Vietnamese / Tiếng Việt	1-800-327-3031
Spanish / Español	1-800-441-2233

This is a courtesy notice. In an effort to further encourage energy conservation, SCE's tiered rate plan includes a state-mandated high usage charge, which is applied to usage that is greater than tier two, or 400% of the established baseline. Baseline is determined by the area you live in, the season, and type of space heating. In your most recent bill, your usage was very close to exceeding your allocated kilowatt hours. If you are able to use less energy, we are here to help offer solutions. Below are a few tips to consider:

- With a Time-of-Use rate option, the high usage charge does not apply. Learn more at www.sce.com/tourates
- View and track your energy usage at sce.com/myaccount
- If you have a medical condition that requires electricity-powered life support equipment, you may be eligible to receive additional baseline allocation. Apply at sce.com/medicalbaseline

For more information go to www.sce.com/highuse or call 1-877-287-2145.

If you are a CARE household, a High Usage Verification is required for all CARE households identified as exceeding 400% of their monthly electricity baseline allowance. For more information on the verification process, visit www.sce.com/verify

Sincerely,
Southern California Edison

Note: This notification will only be generated once in a 12-month period.

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

Resolution 03-18-45

Revised Electricity Usage Reimbursement Policy

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

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

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

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

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

MARCH Initial Notification

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

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

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Stepping Stone Approval Process and Guidelines

RECOMMENDATION

Approve the Revised Stepping Stone Resolution and Guidelines.

BACKGROUND

Stepping stones in common area have long been a contentious subject in Third Mutual. There have been various resolutions adopted and revoked over the years (Attachment 1). The most recent Board action on the subject was Resolution 03-22-17, in which the stepping stone guidelines were enacted and required a Landscape Request Form to be approved by the landscape committee and all previous non-approved installations be removed at resale.

The Third Mutual Landscape Committee reviewed the recommendation along with the supporting attachments at their regular open session meeting on September 7, 2023. A motion was made to approve the revised stepping stone resolution and guidelines. The motion passed unanimously.

DISCUSSION

Stepping stones are popular with residents; they enable them to access hose bibs, gardens, and electrical panels.

The most recent Board action requires the process of applying for a Landscape Request Form. The stepping stones are located within the common area landscaping, and the presence of stepping stones is often discovered during the resale process. As improper stepping stone installation can be a hazard to residents, the installations need to be inspected prior to any approval. To better serve the residents and facilitate an expeditious resale, staff proposes that approval of simple stepping stone installations, e.g. to access a hose bib or other appurtenance of the residence, by landscape management. All such approvals would be documented and saved in the management database.

Larger, more complex installations, e.g. patio extensions, extended walkways etc. should be reviewed by the landscape committee via the Landscape Request Form process, which is available at no cost to the members.

The proposed resolution would change the process of the management review (Attachment 2). All existing stepping stones not approved by this process, the Landscape Request Form process, or by approved Standard, will need to be removed.

FINANCIAL ANALYSIS

There are no funds attributable to this action.

Prepared By: Kurt Wiemann, Director of Field Operations
Reviewed By: Jayanna Abolmoloki, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1: Stepping Stone Resolution History Proposed
Attachment 2: Stepping Stone Resolution 03-23-XX

Stepping Stone Resolution History in Third Mutual

Resolution Number	Topic	Date Approved
M385-7	Prohibition of stepping stones in common area	1/15/85
M396- 28	Approve Third LHM Alteration Standards revised	5/21/96
03-05-19	Approval of New Alteration Standard, Section 36 <i>Stepping Stones</i> (Resolution M3-96-28, adopted May 21, 1996 is amended and Resolution M3-85-7 adopted January 15, 1985 is canceled)	9/20/05
03-07-02	Approval to revoke Alteration Standard <i>Section 36 – Stepping Stones</i> (Resolution M3-96-28, adopted May 21, 1996 is amended; and Resolution 03-05-19, adopted September 20, 2005 is cancelled.)	1/16/07
03-09-108	Adopt policy to allow for the installation of pavers, gravel, decomposed granite, and stepping stones as part of the re-landscaping program for soil retention in areas not to exceed 300 square feet	09/15/09
03-22-17	Adopted Stepping Stone Guidelines	02/15/22

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RESOLUTION 03-23-XX

Stepping Stone Policy and Guidelines

WHEREAS, on January 16, 2007, that the Board of Directors adopted Resolution 03-07-02 Approval to Revoke Alteration Standard Section 36 – Stepping Stones; and

WHEREAS, Resolution 03-07-02, revoked the standard for stepping stones and required a variance application to the Architectural Committee; and

WHEREAS, the Landscape Committee determined that stepping stones are temporary in nature and are placed within common area landscaping; and

WHEREAS, the Landscape Committee determined that requiring a landscape request form application may unduly restrictive during the resale process and could be simplified by landscape management review;

NOW THEREFORE BE IT RESOLVED, October 17, 2023 the Board of Directors introduces the change from mandatory landscape request form and consideration thereof shall be performed by Landscape Management; and

RESOLVED FURTHER, all new stepping stone installations shall be performed following the attached Stepping Stone Guidelines and all existing stepping stone installations not previously approved by Variance or Standard shall be reviewed by landscape management staff for adherence to the Stepping Stone Guidelines; and

RESOLVED FURTHER, all existing stepping stone installations not previously approved by Variance or Standard, and found not in adherence to the Stepping Stone Guidelines may be reviewed through the landscape request form process; and

RESOLVED FURTHER, Resolution 03-22-17, adopted February 15, 2022, is hereby superseded in their entirety and no longer in effect; and

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

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

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THIRD LAGUNA HILLS MUTUAL

Stepping Stone Guidelines

PLANS: The Member applying for a Landscape Variance shall provide to the Landscape Department a Landscape Request Form with detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.

2.0 PREPARATIONS

- 2.1 Stepping stones shall not be used to create a new path across common area for access to exclusive use patios, courtyards or parking areas.
- 2.2 No stepping stones will be allowed that will hinder yard drainage.
- 2.3 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 2.4 Stepping stones may not hinder access by maintenance crews.
- 2.5 Stepping stones will not be allowed farther than four feet from the walls of the manor. No stepping stones will be permitted in the grass.
- 2.6 Stepping stone layout will only be permitted to provide access from a point of ingress/egress to a hose bib, an existing patio gate or opening and/or personal plants.

3.0 APPLICATIONS

- 3.1 Stepping stones should be constructed of concrete. No wood or degradable products.
- 3.2 All stepping stones must have a non-slip/non-skid surface.
- 3.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 3.4 Stepping stones should be spaced no more than eight inches apart.
- 3.5 The layout created with the stepping stones should be no greater than two feet wide.
- 3.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, pebbles, etc.)

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STAFF REPORT

DATE: September 19, 2023
FOR: Board of Directors
SUBJECT: Requests to Stop Herbicide Spray

RECOMMENDATION

Approve the Resolution for Herbicide Spray Guidelines and Acknowledgment Form.

BACKGROUND

In recent years, herbicide use has become an issue for some residents. In 2019, due to news reports on the potential dangers of herbicides containing glyphosate, such as RoundUp®, Third Mutual ceased the use of these herbicides and began using herbicides that are considered safer, for the control of weeds in the shrub beds.

The Third Mutual Landscape Committee reviewed the recommendation along with the attachments at their regular open session meeting on September 7, 2023. A motion was made to approve the resolution for herbicide spray guidelines and acknowledgment form. The motion passed unanimously.

DISCUSSION

In Third Mutual there are 165 acres of turf, 83 acres of shrub beds, and 67 miles of turf edges that are maintained by 48 budgeted Gardener positions. Controlling the weeds in the shrub beds and adjacent turf edges is labor intensive; with the existing turf having a high concentration of the highly invasive kikuyu grass, the only way to control the weeds with current staffing levels is through the use of herbicides.

Although staff uses alternative herbicides and regularly tests for newer, safer herbicides, there remains concern with some residents in the Mutual. Staff occasionally receives requests from residents to stop spraying herbicides in the vicinity of their respective units. While it is possible to not spray herbicides in selected areas, it makes weed control much more labor intensive. There are not sufficient labor hours in the budgeted staffing levels to hand weed the shrub beds or adequately maintain the edges of the turf adjacent to the shrub beds.

Staff proposes that if a member requests herbicide not be applied adjacent to the member's residence, the member must take on the responsibility to perform necessary weeding and edging. Staff has developed a form to be completed and signed by the resident acknowledging responsibility for the mentioned activities (Attachment 1).

Upon receiving a request, staff would meet with the resident and determine the common area that is directly adjacent to the unit that would be affected by the request. Staff would then deploy marking flags to delineate the area (Attachment 2). Photos of the area would be taken and filed along with the completed form. Staff would then cease all herbicide spraying in the shrub bed areas. This program would not be feasible to include turf areas as they are often

contiguous and difficult to discern different areas. This would also not apply to insecticides used to control ants and other pests that affect the entire building.

FINANCIAL ANALYSIS

The costs associated with implementing this program would be offset by the associated reduction in herbicides and their application.

Prepared By:	Kurt Wiemann, Director of Field Operations
Reviewed By:	Jayanna Abolmoloki, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1:	No Herbicide Form
Attachment 2:	No Spray Flag Photo
Attachment 3:	Proposed Resolution 03-23-XX



No Herbicide Agreement

Members of the Village are entitled to request that herbicide is not sprayed in the common area shrub beds (planters) adjacent to their unit by Landscaping Services staff. However, this request prevents staff from the ability to perform regular landscape maintenance as scheduled at the unit. By signing the agreement below, you are acknowledging that you do not want VMS, Inc. staff to spray herbicides in the designated area adjacent your unit, and that you will maintain the turf edging and weeding in the designated area adjacent to your unit going forward. This agreement applies only to herbicides used for the control of weeds and grasses in the shrub beds. The Village reserves the right to revoke this agreement if landscape maintenance standards are not being met by the undersigned member.

I, _____, certify that I have read and understand the agreement above. I also understand that due to my request, I am now responsible for the routine landscape weeding in the shrub beds adjacent to my unit in the common area. If I do not maintain the landscaping up to the current standards, the Mutual maintains the right to void this agreement at any time and VMS, Inc. will regain routine maintenance responsibilities at my unit, including the right to spray herbicides.

Member Signature

Street Address

Date

Staff Signature

Employee ID#

Date





RESOLUTION 03-23-XX

Herbicide Spray Cessation Guidelines

WHEREAS, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

WHEREAS, some members of Third Mutual have requested that staff not use herbicides in the shrub beds adjacent to their respective units; and

WHEREAS, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

WHEREAS, said members of Third Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds; and

WHEREAS, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary;

NOW THEREFORE BE IT RESOLVED, October 17, 2023, the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

RESOLVED FURTHER, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

RESOLVED FURTHER, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; and

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

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

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RESOLUTION 03-23-XX

Third Mutual Committee Appointments

RESOLVED, September 19, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

RESOLVED FURTHER, that each committee chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Finance Committee (meets every other month)

Donna Rane-Szostak, Chair

Mark Laws

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

Moon Yun

Andy Ginocchio

SK Park

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

Andy Ginocchio, Alternate

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Mark Laws

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Mark Laws

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Ralph Engdahl

Cris Prince

Donna Rane-Szostak, Alternate

Jim Cook, Alternate

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Cush Bhada

~~Jules Zalon~~

Andy Ginocchio

Cris Prince

Nathaniel Ira Lewis

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Water Conservation Committee (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Garden Villa Recreation Room Subcommittee (meets thrice yearly)

Mark Laws, Chair

Donna Rane-Szostak

SK Park

Voting Advisors: Stuart Hack, Lynn Jarrett

Non-Voting Advisors: Lorna Seung

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

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



Chair's Report for September 19, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **July 31, 2023**, total revenue for Third was \$25,966K compared to expenses of \$22,929K, resulting in a net revenue of \$3,037K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,363K through the reporting period. This chart shows how much of our revenue went into operations, with \$16,716K coming in from assessments and \$1,178K coming from non-assessment revenue. This is compared to operating expenditures of \$16,531K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$1,869K when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation and Related \$948K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, pest control, paint, and plumbing. Recruitment is in progress to fill in current open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.
- **Investment Income \$370K;** Favorable variance resulted from higher rates of return received on treasury bill investments than anticipated at the time of budget preparation. Investments have averaged a 4% annualized actual return compared to a budgeted return of 1.5%.
- **Utilities and Telephone \$190K;** Favorable variance resulted in water and sewer. Water was favorable due to 20% lower consumption than budgeted. Conservation efforts are proving to be effective. Sewer was favorable resulting from lower sewer rates for domestic use.
- **Insurance \$117K;** Favorable variance resulted from lower premiums than anticipated at the time of budget preparation.



Chair's Report for September 19, 2023 Board Meeting

- **Net Allocation to Mutuals \$115K;** Favorable variance resulted due to less allocated expenses that come from GRF. As GRF runs a favorable variance, it passes on less expenses to Third.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,795K by category, starting with our largest revenue generating categories of Investment Income, Chargeable Services, Lease Processing Fee, Permit Fee, Laundry Revenue, Resale Processing Fee, and so on.

SLIDE 6 – On this pie chart, we see the expenses to date of \$22,929K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Outside Services, Utilities, and so on.

SLIDE 7 – The non-operating fund balance on July 31, 2023 was \$33,180K. YTD contributions and interest were \$8,072K while YTD expenditures were \$6,336K.

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

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through July 31, 2023, Third resales totaled 187, which is 80 resales lower than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$529K, which is \$8K higher than the prior year for the same time period.

Financial Report

As of July 31, 2023



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$24,171
Non-assessment Revenue		\$1,795
Total Revenue		\$25,966
Total Expense		\$22,929
Net Revenue/(Expense)		\$3,037

Financial Report

As of July 31, 2023



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$16,716
Non-assessment Revenue		\$1,178
Total Revenue		\$17,894
Total Expense ¹		\$16,531
Operating Surplus		\$1,363

1) excludes depreciation

Financial Report

As of July 31, 2023



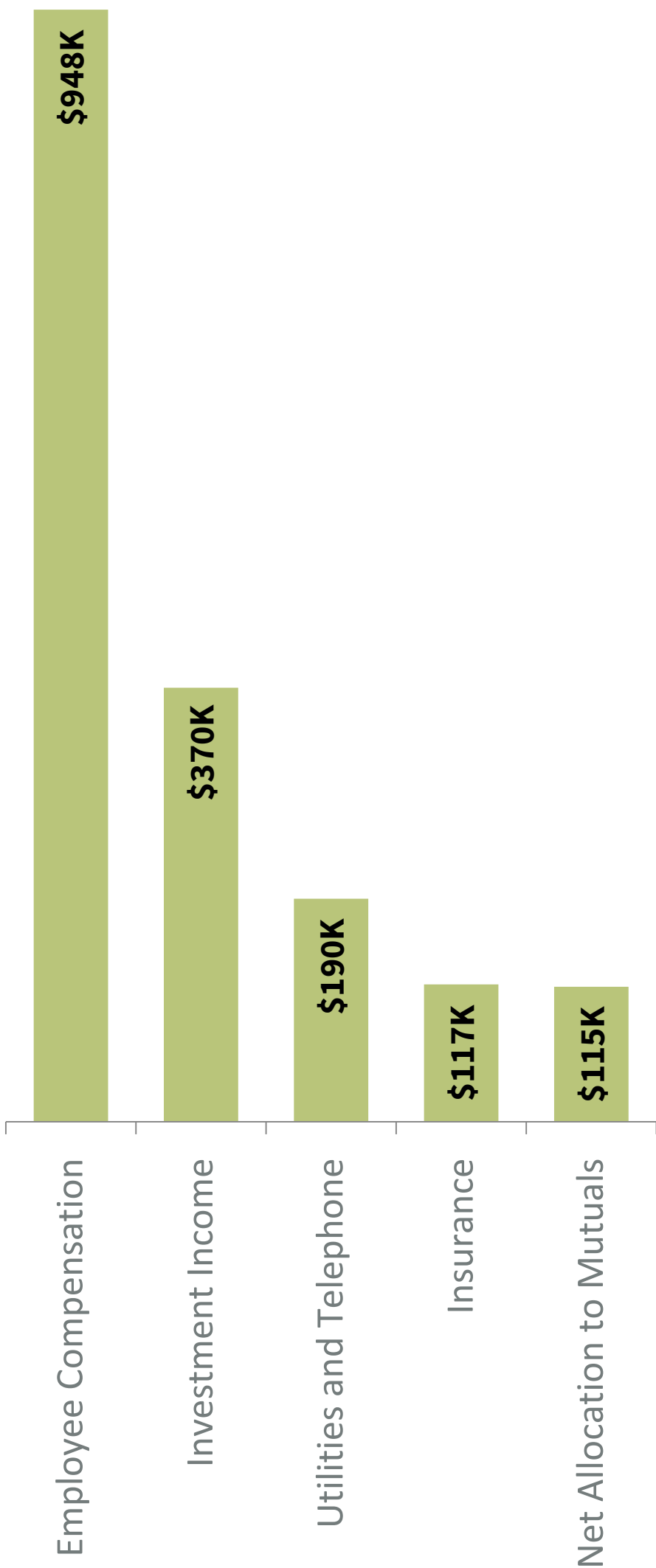
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$24,171	\$24,171	\$0
Non-assessment Revenue	\$1,795	\$1,433	\$362
Total Revenue	\$25,966	\$25,604	\$362
Total Expense	\$22,929	\$24,436	\$1,507
Net Revenue/(Expense)	\$3,037	\$1,168	\$1,869

Financial Report

As of July 31, 2023



Year to Date Variances



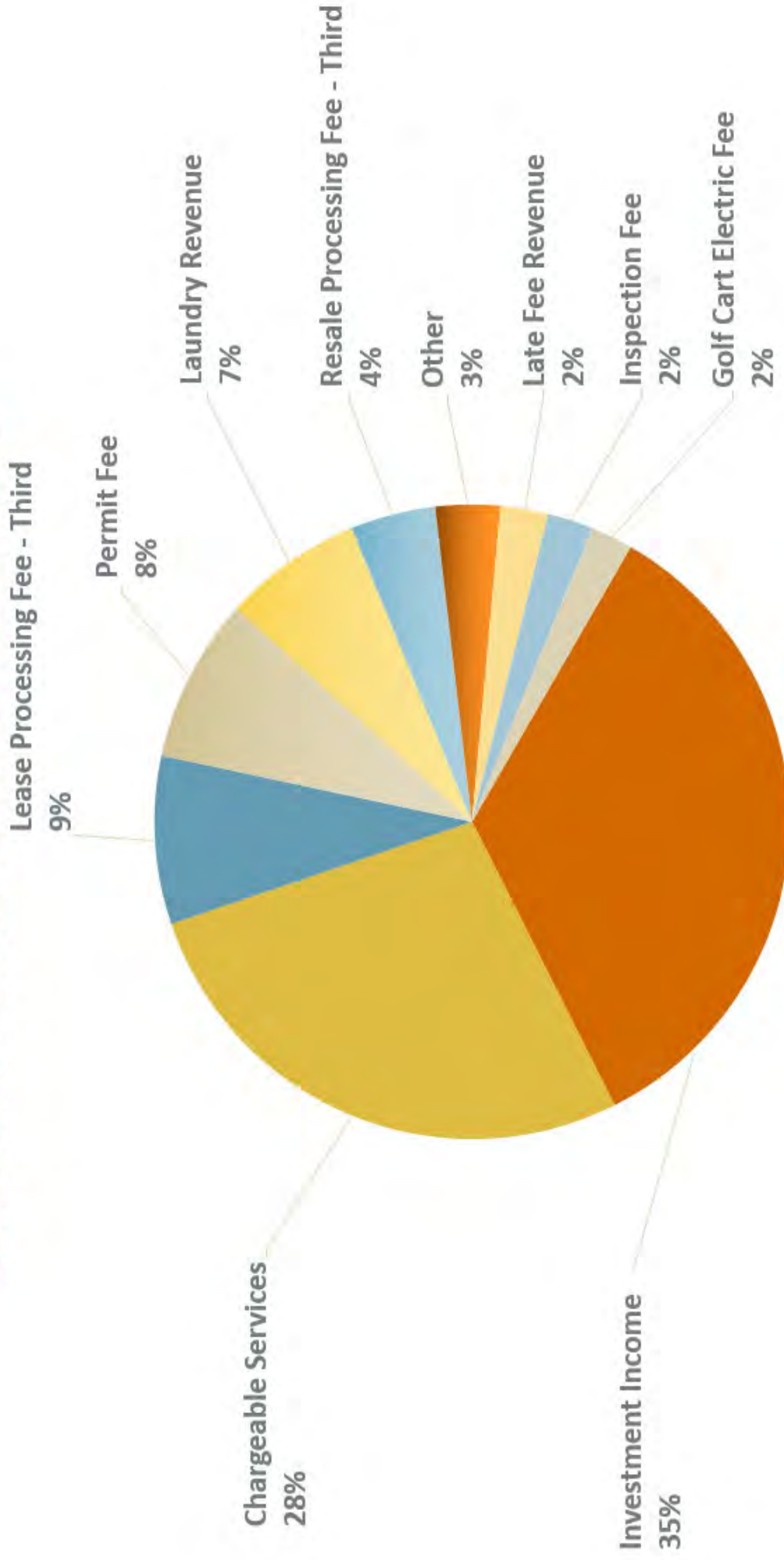
■ Unfavorable ■ Favorable

Financial Report

As of July 31, 2023



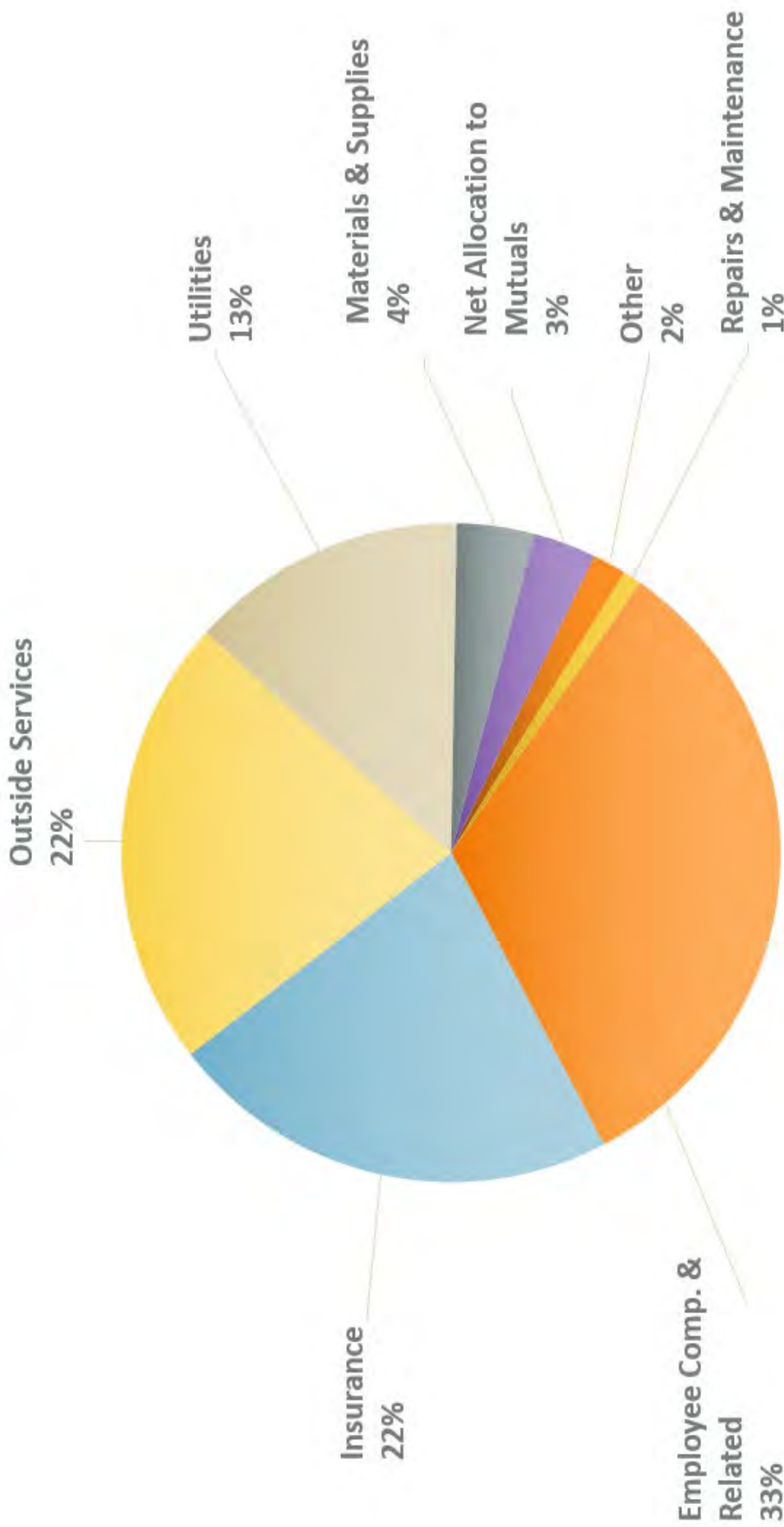
Total Non Assessment Revenues \$1,794,666



Financial Report

As of July 31, 2023

Total Expenses \$22,929,320



Financial Report

As of July 31, 2023



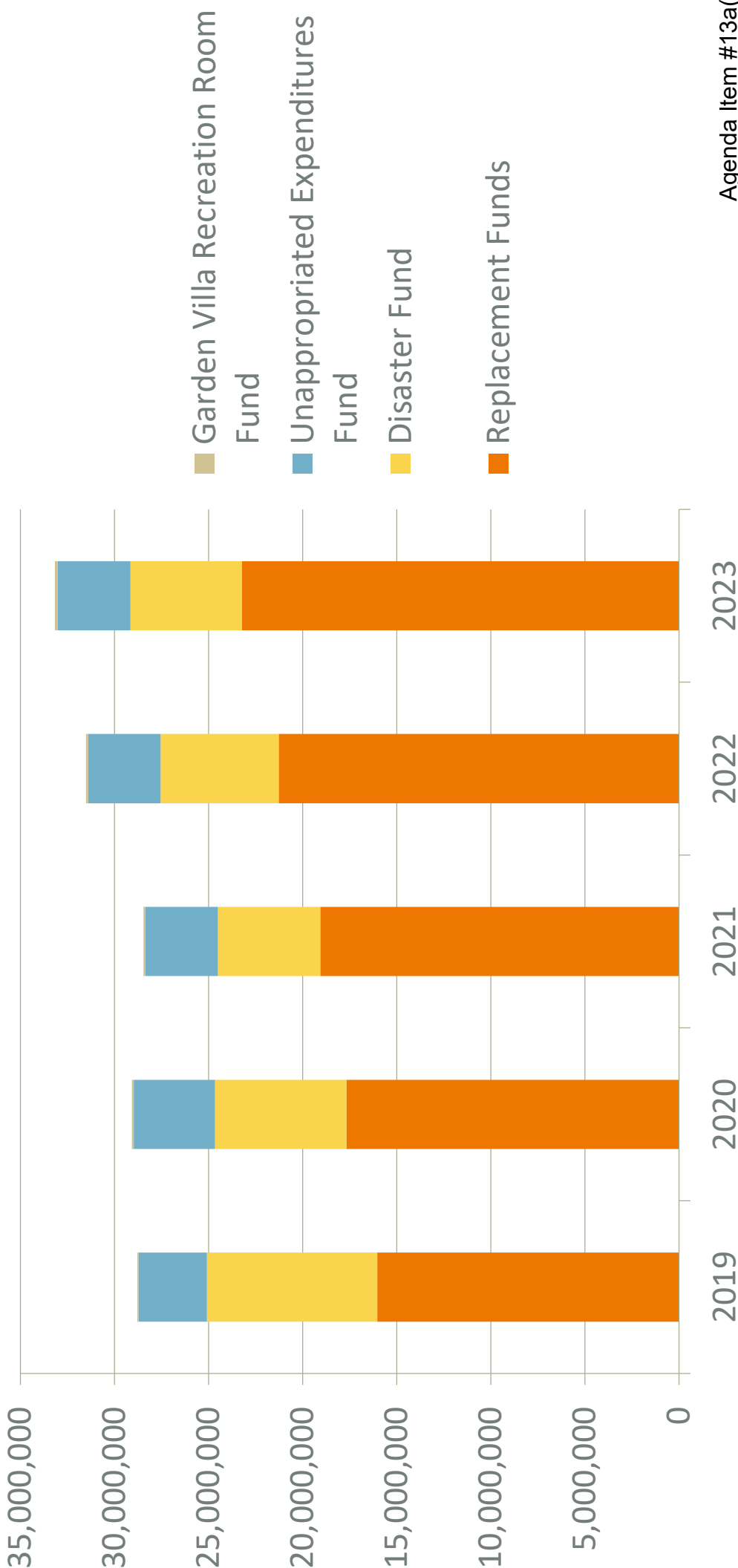
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 12/31/22	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest	\$7,370	\$56	\$618	\$28	\$8,072
Expenditures	\$5,332	\$18	\$971	\$15	\$6,336
Current Balances: 7/31/23	\$23,238	\$149	\$5,926	\$3,867	\$33,180

* Includes Elevator and Laundry Funds

Financial Report

As of July 31, 2023

FUND BALANCES – Third Mutual

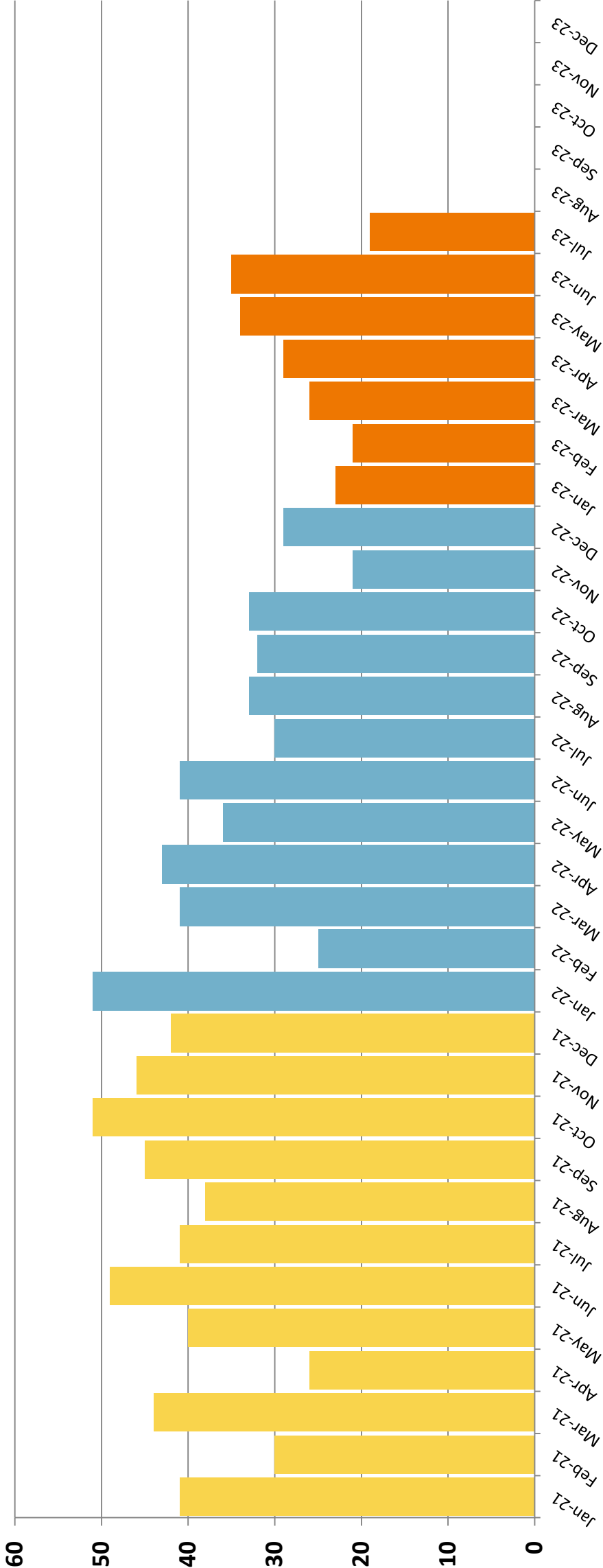


Financial Report

As of July 31, 2023

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	271	\$456,969
YTD 2022	267	\$521,374
YTD 2023	187	\$529,218



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Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

August, 2023

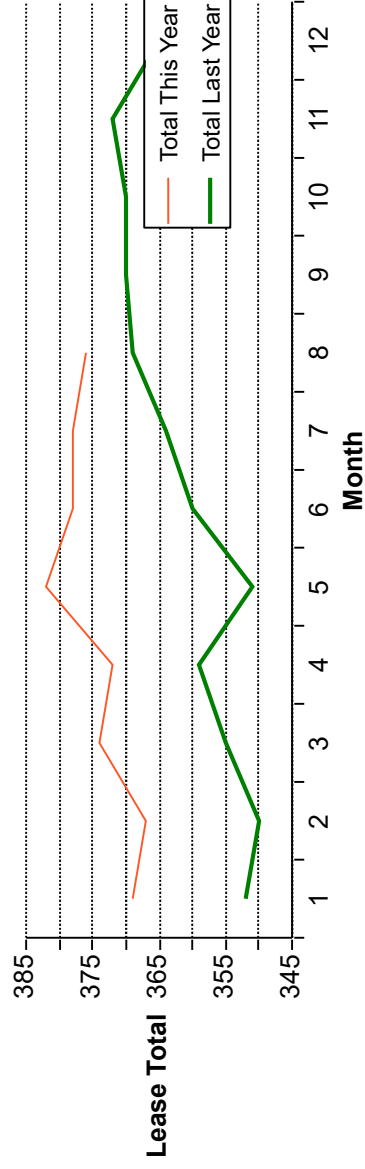
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	51	\$8,174,400	\$22,789,400	\$355,409	\$446,851
February	21	25	\$12,607,846	\$12,688,000	\$600,374	\$507,520
March	26	41	\$14,732,200	\$19,655,200	\$566,623	\$479,395
April	29	43	\$17,300,000	\$27,123,000	\$596,552	\$630,767
May	34	36	\$19,129,310	\$19,627,005	\$562,627	\$545,195
June	35	41	\$20,775,900	\$23,772,900	\$593,597	\$579,827
July	20	30	\$8,542,500	\$13,801,990	\$427,125	\$460,066
August	49	33	\$28,527,000	\$19,925,700	\$582,184	\$603,809
September		*		\$14,594,000		* \$456,063
October		*		\$17,632,500		* \$534,318
November		*		\$10,409,612		* \$495,696
December		*		\$15,819,500		* \$545,500
TOTAL	237.00	300.00	\$129,789,156	\$159,383,195		
ALL TOTAL	237.00	415.00	\$129,789,156	\$217,838,807		
MON AVG	29.00	37.00	\$16,223,645	\$19,922,899	\$535,561	\$531,679
% CHANGE - YTD	-21.0%		-18.6%		0.7%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2023 Period 8 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2023	January	3	9	66	291	369	352	6.0	5.8	0.2	120	12
2023	February	1	7	75	284	367	350	6.0	5.7	0.3	92	8
2023	March	3	7	83	281	374	355	6.1	5.8	0.3	125	15
2023	April	4	5	94	269	372	359	6.1	5.9	0.2	128	11
2023	May	4	8	107	263	382	351	6.3	5.8	0.5	147	15
2023	June	4	7	117	250	378	360	6.2	5.9	0.3	119	10
2023	July	5	8	127	238	378	364	6.2	6.0	0.2	136	14
2023	August	5	7	132	232	376	369	6.2	6.0	0.2	169	16
2023	September					370						
2023	October					370						
2023	November					372						
2023	December					365						



OPEN MEETING

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

**Thursday, August 14, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Cush Bhada, Ralph Engdahl,
Nathaniel Ira Lewis, Cris Prince, Advisors: Michael
Butler, Lisa Mills

COMMITTEE MEMBERS ABSENT: Mike Plean (Advisor-excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Ian Barnette – Maintenance & Construction
Assistant Director, Gavin Fogg – Manor Alterations
Supervisor, David Rudge – Manor Alterations
Inspector II, Josh Monroy – Manor Alterations
Coordinator

OTHER DIRECTORS PRESENT: Andy Ginocchio (Alternate), S.K. Park

1. Call Meeting to Order

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

2. Approval of the Agenda

The agenda was amended by moving Manor 5140 from Over-the Counter Variances in item 8a to 9e Variance Requests, to allow for member comments. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for July 06, 2023

The Committee Members Absent section was revised to include Director Nathaniel Ira Lewis as an excused absence, hearing no objection, the meeting report was unanimously approved as corrected.

4. Remarks of the Chair

Chair Cook advised members that he has contacted President Laws about possibly having a special Third Board meeting to approve the variances from this month. This is due to the Third ACSC (2nd Monday) and Third Board (3rd Tuesday) falling on the same week this month.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

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

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

3156-B: Install Pavers, Fence and Gate on Common Area at Entry

4001-2E: Install Wall Mounted Mini-Split System Heat Pump on Balcony

5119: Install Side Patio Room Addition and Roofline Extension with Vaulted Ceilings

5303: Install Entry Extension, Roofline Extension, Two New Construction Windows on Rear, Vaulted Ceiling and Faux Stacked Stone at Exterior

9. Variance Requests

a. 3010-C: Variance to Retain a Non-Standard Patio Storage Cabinet

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

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

b. 4013-1D: Variance to Remove Original Railing and Gate from Patio

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

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

c. 5079: Variance to Add Second Condenser Unit to Manor at Garage

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

- A member asked questions regarding the variance and staff responded.

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

d. 5487-B: Variance to Replace Structural Wall with Steel Beam between Kitchen and Living Room

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

- The architect for the manor asked questions regarding the variance and staff responded.

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

e. 5140: Variance to Install Master Bedroom, Dining Room and Living Room Extension on Rear Patio and Laundry Room in Garage

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

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

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

10. Items for Discussion and Consideration

a. Revision to Alteration Fee Schedule

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

b. Discussion Appeal of Unauthorized Alteration Fee

The committee suggested an appeal policy that allows for staff to use discretionary judgment on alterations that are minimal, either aesthetic or non-regulated replacements, in order to expedite the process. All other unapproved alterations such as structural modifications or alterations that require city permits would not qualify for this level of appeal.

11. Items for Future Agendas

- a. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings – **Schedule to be provided at the next meeting.**
- b. Revision to Architectural Standard 31: Washer and Dryer Installation – **Schedule to be provided at the next meeting.**
- c. Revision to Architectural Standard 8: Porch Lift/Elevators – **September**
- d. Proposed Appeal of Unauthorized Alteration Fee
- e. More Detail Interior Inspections

12. Committee Member Comments

- Advisor Mills suggested for resale inspectors to review low-flow toilets at the same time they are reviewing water heaters at close of escrow to avoid additional costs to members.
- Advisor Butler requested clarification on the current gallons per flush (GPF) standard he was informed it's currently at 1.28 GPF.

13. Date of Next Meeting: Monday, September 11, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:21 p.m.

Jim Cook, Chair

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

Signature: 
JIM COOK (Aug 21, 2023 10:01 PDT)



OPEN MEETING

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

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

REPORT

MEMBERS PRESENT: Ralph Engdahl - Chair, Jim Cook, SK Park, Mark Laws, Andy Ginocchio (in for Moon Yun)

MEMBERS ABSENT: Moon Yun

OTHERS PRESENT: Peter Henschel, Advisor

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Jay Allen – Damage Restoration Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from July 11, 2023

Hearing no objection, the meeting report was approved unanimously.

4. Remarks of the Chair

None.

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

- A member commented on the lack of gutters on their manor.

- A member commented on their building gutters needing repair and recent painting of the common area breezeway.
- A member commented on pressure regulator valves, contractor oversight, and dry rot repair projects.
- A member commented on the status of repairs at their manor, and asbestos testing.

6. Response to Member Comments

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

7. Department Head Update

Mr. Gomez and Mr. Barnette provided updates on the following projects:

- **Gate 11 Seepage Update**
Work began on August 14, 2023 and is estimated to be completed by the end of October.
- **Buildings 3434-3438 Mailbox Replacement Update**
Of the three mailboxes that were scheduled for installation, two are complete. The final mailbox will be installed in September.
- **3-Story Buildings Washer/Dryer Damper Pads Update**
There are approximately 100 remaining damper pads to be installed in the 24-unit Garden Villa buildings; 60 have already been installed. Staff was directed to inquire about hiring additional employees to accelerate the pace of the installations.

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

The Project Log was pulled for discussion.

a. Project Log

Staff answered questions from the committee regarding various projects on the project log. A motion was made and passed by unanimous consent to approve the consent calendar.

9. Items for Discussion and Consideration

a. 3361-O Non-Standard Electrical Use Reimbursement Request

Mr. Gomez presented the staff report and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to reimburse the manor owner \$136, in addition to the \$64 already reimbursed, for electrical use related to a moisture intrusion event.

b. Garden Villa Rec Room Heat Pump Noise Level Update

Mr. Barnette responded to a concern presented at the July 5, 2023 Garden Villa Recreation Room Subcommittee meeting regarding the noise level of newly-installed heat pumps. Based on a recent decibel reading, the new model heat pumps produce less noise than the old model heat pumps.

c. Garden Villa Rec Room Ceilings Paint Update

Mr. Barnette responded to a concern presented at the July 5, 2023 Garden Villa Recreation Room Subcommittee meeting regarding the frequency of rec room ceiling painting. Mr. Barnette clarified that while the ceilings are not part of the interior paint program, if requested, ceilings can be repainted as needed. If a service order is entered, staff will schedule an inspection and repaint as needed.

d. Slope Repair RFP Update

Mr. Gomez updated the committee on the status of the RFP for 5 to 6 areas throughout the mutual which need slope repairs. As no bids have been received, the deadline has been extended to September 1, 2023. The slopes are being monitored by the Landscape Department in the interim.

e. Re-Consideration of Vendor Referral Program for Small Drywall Removals

Mr. Gomez reintroduced the topic which was presented at a prior committee meeting and board meeting. Discussion ensued state requirements for asbestos testing in condos; referral to Legal for potential ramifications for referring a specific vendor and script for Manor Alterations to use in response to inquiries; and possible next steps.

Advisor Henschel left the meeting at 2:55 p.m.

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

- a. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Minimize Water Waste While Waiting for Water to Heat
- c. Post-Paint Program

- d. Mutual Owned/Mutual Funded Solar Power Options for EV Charging
- e. Share Contractor Oversight Presentation from Client Services Meeting

11. Committee Member Comments

- Director Ginocchio inquired about utilizing a liaison with the CAI-OC.

12. Date of Next Meeting: Monday, November 6, 2023 at 1:30 p.m.

13. Recess – The meeting was recessed at 3:19 p.m.


Ralph Engdahl, Chair

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



OPEN MEETING

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

**Thursday, September 7, 2023 at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Cush Bhada (Alternate), Ralph Engdahl, Andy Ginocchio (Alternate)

COMMITTEE MEMBERS ABSENT: Donna Rane-Szostak (Excused), Mark Laws (Excused)

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

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of Agenda

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

3. Approval of the July 6, 2023 Report

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

4. Remarks of the Chair

Chair Lewis informed the Committee and the audience that Landscaping Services has been instructed to put a hold on all staff conducted turf reduction projects to focus their efforts on routine maintenance for the foreseeable future. Chair Lewis also asked the

audience to send an email to Resident Services if they have a service request that has been pending for six months or longer.

5. Department Head Update

Mr. Wiemann informed the Committee that Landscaping Services just received their shipment of new hand-held electric equipment. He also stated that landscape currently has 24 open positions, with 16 contract workers on site.

5a. Project Log

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

5b. Water Use Comparison

Mr. Wiemann provided an overview of the provided graph. Members made comments and asked questions.

5c. Tree Work Status Report

6. Member Comments

Three comments were made. Topics included the following:

- Unit-specific requests for maintenance

7. Response to Member Comments

Mr. Wiemann responded to the comments.

8. Items for Discussion and Consideration

8a. Tree Removal Request: 3075-C

Director Bhada made a motion to accept staff recommendation to deny the removal of one Rusty Leaf Fig tree located at 3075-C. Director Engdahl seconded. The motion passed unanimously.

8b. Stepping Stones Policy

Director Ginocchio left the room at 10:22 a.m.

Director Bhada made a motion to approve the revised stepping stone resolution and guidelines. Chair Lewis seconded. The motion passed unanimously.

Director Ginocchio returned at 10:24 a.m. after the motion passed.

8c. Fruit Trees Policy

Discussion ensued among the Committee. The Committee directed staff to bring a revised version of Resolution 03-19-94 to the next meeting for approval.

8d. No Herbicide Spraying Agreement

Director Bhada made a motion to approve the resolution for herbicide spray guidelines and the acknowledgement form. Director Ginocchio seconded. The motion passed unanimously.

8e. Unbudgeted Operating Expense for Water Saving Landscaping

Chair Lewis requested that verbiage be added to Attachment 3 to include the phrase "and other related projects" to the fourth paragraph of the resolution.

Director Bhada made a motion to approve an unbudgeted operating expense in the amount of \$314,900 to be funded from the 2023 Water Expense Account for water saving landscaping projects within Third Mutual, with the addition of "and other related projects," to the attached resolution. Director Engdahl seconded. The motion passed unanimously.

8f. Urban Forest Management Plan Update

Mr. Wiemann informed the Committee that staff met with Dudek yesterday to discuss comments received by the Third Landscape Committee. Mr. Wiemann stated that he expects the 90% Draft to be available within the next three weeks.

8g. Turf Reduction Location Review

Director Bhada made a motion to direct staff to proceed with the design of the projects at locations one and two. Director Ginocchio seconded. The motion passed unanimously.

9. Items for Future Agendas

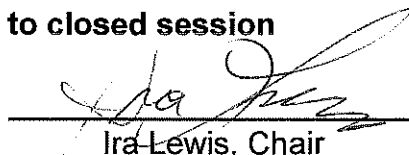
- Landscape Manual

10. Committee Member Comments

No comments were made.

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

12. Adjourned at 11:19 a.m. to closed session



Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Jayanna Abolmoloki, Landscape Administrative Assistant

949-268-2565

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OPEN MEETING

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

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

REPORT

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

COMMITTEE MEMBERS ABSENT: None.

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

ADVISORS PRESENT: Lee Goldstein

STAFF PRESENT: Robert Merget, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from April 27, 2023

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

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

Members made comments and asked questions.

5. Member Comments

No comments were made.

6. Response to Member Comments

None.

7. Items for Discussion and Consideration

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

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

7b. Tier 4 Water Usage

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

7c. Residential Water Usage

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

8. Items for Future Agendas

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

9. Committee Member Comments

Various comments were made.

10. Date of Next Meeting: Thursday, October 26, 2023 at 2:00 p.m.

11. Adjournment at 3:44 p.m.

DRAFT

Donna Rane-Szostak, Chair



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

Tuesday, August 22, 2023 at 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws - Chair, Nathaniel "Ira" Lewis, Cush Bhada, Cris Prince and Jules Zalon

MEMBER ABSENT: None

ADVISORS PRESENT: Theresa Keegan

ADVISORS ABSENT: Stuart Hack

STAFF PRESENT: Blessilda Wright, Ruby Rojas and Justin "Jay" Allen

OTHERS PRESENT: **Third Directors:** S. K. Park and Andy Ginocchio

1. Call to Order

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

2. Approval of Agenda

Director Lewis made a motion to approve the agenda. Director Prince seconded the motion. By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Prince made a motion to approve the July 26, 2023 meeting report. Director Lewis seconded the motion. By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member commented on a United Mutual legal matter considering it a Civil Rights Violation and requesting that Harassment and Nuisance policies be reconsidered and added to future agenda items.

6. Response to Members Comments

The committee acknowledged the members comments.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Disciplinary Violations Matrix

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

The committee directed staff to update the Disciplinary Violations Matrix with minor changes identifying when "pre-hearings" would be considered and bring back to the next meeting for review.

b. Vehicles, Traffic and Parking Rules – Rules for Parking, Washing

Chair Laws, presented the Vehicles, Traffic and Parking Rules for the committee to review for discussion. The Committee discussed the matter and asked questions.

A member commented the need to maintain the no car washing rule in Third.

A member commented the board may consider implementing a car washing coupon program.

Director Prince made a motion to amend the vehicle washing rule to allow vehicle washing on Wednesday and Sunday using a hose with nozzle. Director Lewis seconded the motion.

By a vote of 1-4-0 (Director Laws, Lewis, Bhada and Zalon voted No), the motion failed.

Mr. Jay Allen entered the meeting at 10:11 a.m.

c. Administrative Fee for Damage Reimbursements

Mr. Jay Allen, Damage Restoration Manger, presented the Administrative Fee for Damage Reimbursements Policy for discussion. The Committee discussed the matter and asked questions.

Chair Laws made a motion to revise the Administrative Fee for Damage Reimbursements to include a minimum of \$20 or 10% whichever is greater and apply to all cases. Director Prince seconded the motion.

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

Mr. Allen left the meeting at 10:39 a.m.

9. Items for Future Agendas

a. Financial Qualifications to Own in the Village

b. Nuisance Policy – Reporting Parties

10. Committee Member Comments

None.

11. Date of Next Meeting

Wednesday: September 27, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 10:54 a.m.



Mark W. Laws, Chair
Third Laguna Hills

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OPEN MEETING

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

Thursday, August 10, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Jules Zalon, Sue Stephens, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: Pearl Lee (excused), Mark Laws (excused), Diane Casey

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

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

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Chair Horton made a motion to add Chicago Club Exception to Series Ticket Sales and Advertising under Reports. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for July 17, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated that many clubs donate to amenities and volunteers donate many hours of time which are some examples of good works within Laguna Woods Village. Chair Horton thanked these clubs and volunteers for being so selfless with money and time and stated this is what makes Laguna Woods Village work.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the patio concert at Clubhouse 1, featuring Britain's Finest, a Beatles Tribute, sold out with 350 attendees; the Clubhouse 1 main lounge HVAC compressor was replaced; a new employee was hired at Clubhouse 4 to prepare for the extension of clubhouse hours on the weekends from 9 a.m. to 4 p.m.; Clubhouse 4 workshop volunteers must be present for the hours to go into effect; the Clubhouse 4 woodshop supervisor meeting was held on August 1 to discuss safety, cleanliness and storage; the Camera Club hosted two additional lectures; the Art Association held a white elephant fundraiser on July 21; the July BBQ monthly dinner at Clubhouse 5 had 201 attendees; Clubhouse 5 floor maintenance was completed last week; the HVAC at Clubhouse 7 is fully operational and working well; the Clubhouse 7 main lounge floor must be replaced due to an unexpected issue; Recreation staff is working diligently to relocate events and activities to other clubhouses during this replacement; new indoor grooming/vet examination/farrier room is completed at ready for use at the Equestrian Center; Equestrian staff is hosting up to 81 riders per week in the lesson program; the door and trim capital project at the Equestrian Center is underway; the Library continues to be a great service to the residents with 2,747 visitors greeted and 703 volunteer hours reported; the cool reading area remains full on most days during the summer months.

Ms. Murphy stated the following upcoming events: the Performing Arts Center will host two movies per month during the summer months at 2 p.m. with *A Man Called Otto* on August 21 and *Mr. Malcolm's List* on August 28; Kids Summer Splash Days tickets are available for August 18; Clubhouse 5 will host the Italian Buffet monthly dinner on August 28 at 5 p.m.; The 5th Dimension Live will be at the Performing Arts Center on September 9; Aqua Fitness with Casey Chavez returns Tuesdays and Thursdays, 4 to 5 p.m.; Grandparents' Fun Day will be hosted on September 9, 11 a.m. to 2 p.m., at Clubhouse 5.

Mr. McCray stated the golf course is in good shape although verticutting has been implemented to reduce extra growth; staff is working diligently with the driving range project contractor as there have been delays; residents are still able to hit practice balls at the driving range; online tee time software options are being reviewed; club fitting events are occurring; the Garden Center advisory group had the first meeting which was productive; Garden Center staff is monitoring all compliance issues; Farmer's Market was very successful raising \$2,200 for the Meals on Wheels program.

Member Comments (Items Not on the Agenda)

No members were called to speak.

CONSENT

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

Motion passed unanimously.

REPORTS

Request for Exception for Chicago Club to GRF Recreation Flyer and Poster Policy and Allowance of Event Series Ticket Sales – Chair Horton made a motion to recommend the exception for the Chicago Club to GRF Recreation flyer and poster policies and allowance of event series ticket sales. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Resident Request for Pool 5 Lane Lines - Director Blackwell made a motion to retain current lane procedures for Pool 5. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Clubhouse 4 Only) – Director Bhada made motion to accept the presented Clubhouse 4 operating rules with suggested edits. Director Addington seconded.

Discussion ensued.

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

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

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

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

Drop-In Lounge Television – Staff was directed to put this item under Items for Discussion and Consideration for the next CAC meeting.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani thanked staff for providing a clean copy of the operating rules to make the review easier.

Director Addington stated staff condensed the operating rules well.

Director Bhada thanked staff for diligently working on the operating rules.

Chair Horton stated Recreation and GRF must adhere to state laws regarding high-stakes poker games and these games must be canceled if a valid license to play is not obtained.

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, September 14, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:20 p.m.

____*Yvonne Horton*____
Yvonne Horton, Chair



OPEN MEETING

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

**TUESDAY, August 22, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Yvonne Horton, Sue Quam, Glenn Miller, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Diane Casey, Ira Lewis, Jules Zalon

OTHERS PRESENT: Dennis Cafferty (El Toro Water District General Manager), Vu Chu (El Toro Water District Water Use Efficiency Analyst)

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present. Granicus was not used during this meeting due to technical difficulties.

3. Approval of the Agenda

The agenda was approved without objections.

4. Approval of the Meeting Report for May 10, 2023

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman invited Mr. Cafferty from El Toro Water District to the lectern to give a presentation on the rate increases.

Members made comments and asked questions.

6. Department Head Update

Mr. Wiemann discussed staffing vacancies in detail.

6a. Update on Aliso Creek

Mr. Wiemann discussed the presentation in detail.

Members made comments and asked questions.

6b. Mower Shop Insulation Update

Mr. Wiemann discussed the presentation in detail.

Member made comments and asked questions.

Items for Discussion and Consideration**7. Member Comments (Items Not on the Agenda)**

One member voiced a complaint about the Willow trees at Aliso Creek.

8. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:**9. Committee Member Comments**

Several comments were made.

10. Date of Next Meeting – Wednesday, November 8, 2023 at 1:30 p.m.**11. Adjourned at 2:23 p.m.**
Juanita Skillman (Aug 30, 2023 1:53:33 PM)

Juanita Skillman, Chair



OPEN MEETING

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

**Monday, July 17, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince; Advisors Catherine Brians, Theresa Frost (left at 2 p.m.), Carmen Pacella

Members Absent: Director Sue Quam (excused); Advisors Tom Nash (excused), Lucy Parker (excused)

Others Present: Bunny Carpenter, Juanita Skillman

Staff Present: Eileen Paulin, Ellyce Rothrock, Paul Ortiz, Erika Hernandez (for Susan Logan-McCracken)

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for May 15, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed everyone and thanked Ms. Hernandez for taking Ms. McCracken's place.

6. Member Comments

John Cornell asked what type of cable system GRF owns. Mr. Ortiz answered that it's a hybrid fiber-coaxial (HFC) cable that was installed in 1999. Discussion ensued.

Richard Rader suggested publicizing savings on 2024 HOA fees.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed:

- The impact the focus groups have had on website planning, vendor selection and other department initiatives
- The success of the Third, United and GRF email blasts, all of which have strong open rates
- The docent tour video that is in production
- The continued popularity of new resident orientations

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin stated the Broadband Ad Hoc Committee will continue its regular meetings to look at options with the goal of keeping services high and costs down. The next closed meeting is Tuesday, July 25, at 10 a.m. in the Sycamore Room.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock stated the Website Ad Hoc Committee, Media and Communications Committee and Finance Committee endorsed and the GRF board approved a vendor. As soon as the contract is processed work on the new website can begin.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz discussed:

- Subscriber counts
- Village Television's YouTube channel
- Service calls
- Expiring programming contracts

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Advisor Pacella thanked the VMS team, GRF and board members who give their time.

Advisor Brians credited all the work done by the Broadband Ad Hoc Committee and encouraged continued education efforts.

Director Blackwell referenced the efforts of the Broadband Ad Hoc Committee and acknowledged that it will take continued effort and education.

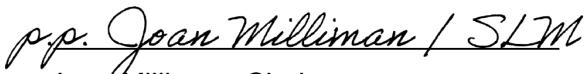
Ms. Rothrock and Director Addington thanked Ms. Hernandez for filling in for Ms. McCracken at the dais at this meeting.

Chair Milliman thanked everyone for their hard work.

Date of Next Meeting – Monday, September 18, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:28 p.m.


Joan Milliman, Chair
Media and Communications Committee

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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, August 23, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

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

MEMBERS ABSENT: Cash Achrekar (No Notice Given)

OTHERS PRESENT: Elsie Addington

STAFF PRESENT: Eric Nuñez, Carmen Aguilar,

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:33 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Granicus- (was offline) Zoom intermittent connection

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 28, 2023 meeting report.

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

Eric Nuñez- Reinforced if at any time our residents witness or see any suspicious activity to report it.

Our guest speaker Sgt. Theo Wilder- Thanked Laguna Woods Village and he is pleased to be working with our community. We also had the pleasure of having Captain Alday as guest speaker. He mentioned that their department works closely with our community to respond to incidents. He is very familiar with the city, and he loves and enjoys his career.

6. MEMBER COMMENTS (items not on the Agenda)

Multiple members made comments and asked questions.

1. Topics included: Motion Sensor with the flashing
2. E-Bike Patrol during night hours

3. Volunteer Program for monitoring cameras

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. Will consider exploring the cost on Motion sensor. Requested to view video of attempted break in the carports. Bike patrol has not been reinstated due to staffing in security our department. Director Blackwell shared a bit of history of when Laguna Woods Village did not have gates. Some visitors of our members misbehaved. However, she did say all the security measures in place have greatly improved the Community. Eric Nuñez- Reinforced if at any time our residents witness or see any suspicious activity to report it. He also mentioned, the monitoring of cameras in each carport is not feasible

Director Reza shared his idea of hooding the stop signs for less interference for residents

REPORTS:

7. Disaster Preparedness Task Force Report

Tom Soule has retired since our last Disaster Preparedness Task Force meeting. Ham radio installations are coming along Tom Siviglia is managing the progress. Fire blankets are also currently being researched.

Chair Skillman- Stated there is a Shelter in Place. Residents will not be going to Clubhouses in case of a disaster. Currently calls are being placed to review and confirm who are the building captains. Also, there is a County Preparedness guideline to possibly be implemented in Laguna Woods Village. She also commended the Towers for their fantastic Preparedness.

8. SECURITY STATISTICS

Staff Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions. Note there are only ten spaces on the waiting list due to some prospects being in the middle of purchasing RV. Staff Eric Nuñez discussed our Foot Patrol and the amount of time it takes our officers to go around the perimeter. In addition to our officers doing foot patrol, they also do self-initiative monitoring of intrusion or damage to our gates in addition to reporting running water, lights being out, reporting any hazards. Chair Skillman suggested adding the gates to the NOV spreadsheet underneath the Phases and perhaps a map.

Compliance has over 30% of their stats being Clutter. Members made comments and asked questions. Majority of them are reported by neighbors.

All three departments work in collaborations Security Department, Compliance and Social Services. They all provide an invaluable service to our Community.

Director Blackwell- noted there should not be a "No Rule Free" in this Community the rules provided safety. The Rules and Regulations should not be missed used.

Director Sue Stephens mentioned an Abandon vehicle in United. Security will do a follow up. Director Roza mentioned it's an amenity to have Social Services Department be part of Laguna Woods Village.

9. NOTEWORTHY INCIDENTS

Jun 13, 2023 missing person from Sebastian apartment complex. Officer Hendley assisted by submitted pictures to the Orange County Department and soon after the missing person was located.

July 13, 2023 Our officers were sent out on a welfare check to a manor. Unfortunately, after our officers made entry they notice the resident was on the floor and had been there for a few days. OCSD was called and resident was extremely thankful to our officers.

August 1, 2023 at Gate 2 a medical emergency came over the radio. The Gate Ambassador helped the by removing passenger from vehicle while driver was on the phone with 911. The OCFD arrived and performed CPR and transported the passenger to Saddleback Hospital. Security Department received 31 calls during this past (Hurricane like weather) only 3 calls were considered emergency. Landscape department did an awesome job cleaning prior storm by cleaning the drains and clean up after was on point.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

1. Motion Sensor with the flashing light for stop signs
 2. E-Bike Patrol during night hours
 3. A volunteer Program for monitoring cameras
10. Assessment of Community Crosswalk- Eric Nuñez is currently working with Director Robert Carroll and doing a complete and thorough assessment in getting a traffic engineer. Member made a comment for a crosswalk for the Visually impaired to feel they are in the proximity of the crosswalk.
11. Gate Arms Appearance Update
The foam strip that goes on the arm are backlog due to supply. A different vendor was contacted and we are fully supplied. There is a check list to be reviewed by our Gate Ambassador that the arms are in working order, and in place making sure the padding is serviceable. The arms are maintained mechanically by California Gates.
Member comment- She asked, that if there is a warranty on the foam covers for the gates. She also suggested to add LED lights to gate arms so resident won't run into them.
12. Golf Cars/ Golf Carts tracking system- This topic will be
in reviewed by the board for a better tracking system/
registration.

ITEMS FOR FUTURE AGENDA

13. Review Rules and Regulations for all registered vehicles

CONCLUDING BUSINESS

14. Committee Members Comments
15. The next meeting will be held on Wednesday October 25, 2023 at 1:30 p.m.
16. Adjournment- 4:27 p.m.

DRAFT

Juanita Skillman, Chair

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

Wednesday, August 16, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Andy Ginocchio, Azar Asgari, Thomas Tuning

DIRECTORS ABSENT: Donna Rane-Szostak, Margaret Bennett

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Bunny Carpenter, Yvonne Horton
United – Sue Quam, Alison Bok

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:31 p.m.

Acknowledgement of Media

The meeting was streamed 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 June 21, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

Director Alison Bok shared that the resales are down by 30% in which is resulting in collecting less trust facility fees causing a shortage and would like to know what VMS anticipates for the subsequent 2024.

A member asked for clarification on the \$7M allocation for space planning that was presented during the GRF budget meeting for the Version 3 of the 2024 Business Plan.

Director Azar Asgari asked what happens to the funds when a capital project is allocated but not executed. Director Hopkins shared that the allocation will be defunded and funds remain in the Reserve Fund.

Director Sue Quam volunteered to read a letter from a member concerning the trust agreement with GRF pertaining to the consent from corporate members prior to embarking on a new capital project. Director Hopkins responded stating that the Bylaws state that projects exceeding \$500K must be approved by the corporate members and the board continues to follow the rules established.

Director Hopkins left at 2:24pm.

Department Head Update

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

Review Preliminary Financial Statements dated July 31, 2023

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

2022 Operating Surplus (oral)

Steve Hormuth shared that in 2022 there was an operating deficit in which no action needs to be taken and moving forward in order to present a Surplus the Balance sheet will be adjusted and a line will be added to display the prior year surplus.

Endorsement from Standing Committees

None.

Future Agenda Items

Defunded Projects

Committee Member Comments

None.

Date of Next Meeting

Wednesday, October 18, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:45 p.m.


James Hopkins, Chair