



## **OPEN SESSION**

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

**Tuesday, September 20, 2022 - 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*

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- 1. Call meeting to order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Bhada**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
  - a. August 16, 2022 - Regular Board Meeting
  - b. September 2, 2022 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Chair diLorenzo**
- 7. Open Forum (Three Minutes per Speaker)** - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. California Organic Recycling Legislation and Associated Industry Solutions (Oral Presentation)**
- 10. CEO Report**

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

a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of July 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

**b. Recommendation from the Landscape Committee:**

(1) Recommend to Approve the Removal of One Star Pine Tree Located at 5579-B Luz Del Sol

**12. Unfinished Business**

a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body (**May initial notification- revised August 2022 – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

b. Board Member Participation in Committees (**August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

c. Discuss and Consider 2021 Operating Deficit Transfer (**August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

d. Discuss and Consider Approval of a Resolution Limiting Use of Potable Water for Watering Exterior Plants from Hose bibs to Wednesdays and Sundays Only (**August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

**13. New Business**

a. Third 2023 Business Plan Adoption (Annual Budget)

- Entertain a Motion to Approve the 2023 Third Business Plan
- Entertain a Motion to Approve the 2023 Third Reserves Funding Plan

b. Update Committee Appointments

c. Entertain a Motion to Approve the Revised Architectural Standard No. 10 - Exterior Doors (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

- d. Committees: How to get Residents More Involved (Oral Discussion)
- e. Contractor List - Repeal Resolution 03-15-135 (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

#### 14. Third Mutual Committee Reports

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

## 15. GRF Committee Highlights

- a. Community Activities Committee – Director McCary. The committee met on September 8, 2022; next meeting, October 13, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director McCary. The committee met on September 19, 2022; next meeting October 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Security and Community Access Committee – Director McCary. The committee met on August 29, 2022; next meeting October 31, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Website Ad Hoc Committee – Director McCary. The committee met on September 14, 2022; next meeting TBA.
- e. GRF Finance Committee – Director Rane-Szostak. The committee met on August 17; next meeting October 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. GRF Landscape Committee – Director Lewis. The committee met on September 14; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. GRF Maintenance & Construction Committee – Director Engdahl – The committee met on August 10, 2022; next meeting October 12, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on June 24, 2022; next meeting, TBA.
- h. Report of the Laguna Woods Village Traffic Hearings – Director Laws. The hearings were held on August 17, 2022; next meeting September 21, 2022 at 9:00 a.m. as a virtual meeting.
- i. Information Technology Advisory Committee – Director Laws. This closed committee last met on August 26, 2022; next meeting September 30, 2022 at 1:30 p.m.
- j. The following GRF Committees have not met since the last Third Board Meeting:
  - i. Mobility and Vehicles Committee – Director Bhada – The committee met on August 3, 2022; next meeting October 5, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- ii. Disaster Preparedness Task Force – Director Cook. The task force met on July 26, 2022; next meeting September 27, 2022 at 9:30 a.m. in the Board Room.
  - iii. GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting October 3, 2022 at 1:30 p.m. in the Board Room.
  - iv. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
  - v. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- Approve the Revised Architectural Standard No. 10 - Exterior Doors
  - Contractor List - Repeal Resolution 03-15-135
  - Committees Discussion: Solar Energy
- 17. Directors' Comments**
- 18. Recess** - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**Closed Session Agenda**

*Approval of Agenda  
Approval of the Minutes  
(a) August 16, 2022—Regular Closed Meeting  
Discuss and Consider Member Matters  
Discuss Personnel Matters  
Discuss and Consider Contractual Matters  
Discuss and Consider Litigation Matters*

**19. 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 16, 2022 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

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

**Directors Absent:** None

**Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Bart Mejia, Carlos Rojas, Kurt Wiemann, Jose Campos, Blessilda Wright, Francis Gomez

**Others Present:** VMS – Rosemarie diLorenzo and Wei-Ming Tao  
GRF – None  
United – None

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

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

**2. Pledge of Allegiance**

Director Engdahl led the Pledge of Allegiance.

**3. Acknowledge Media**

The media was acknowledged online and through Village Television.

**4. Approval of Agenda**

President Laws asked for a motion to approve the agenda.

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

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

## **5. Approval of Minutes**

- a. July 19, 2022 - Regular Board Meeting
- b. August 5, 2022 – Agenda Prep Meeting

Director Zalon made a motion to approve the minutes of July 19, 2022 - Regular Board Meeting. Director Rane-Szostak seconded.

Hearing no changes or objections, July 19, 2022 - Regular Board Meeting minutes were approved as amended unanimously.

Director McCary made a motion to approve the minutes of August 5, 2022 – Agenda Prep Meeting. Director Lewis seconded.

Hearing no changes or objections, August 5, 2022 – Agenda Prep Meeting minutes were approved 10-0-1. Director Cook abstained.

## **6. Report of the Chair**

President Laws commented on the following:

- The Third Mutual Budget meetings have occurred in recent months. As for the budget meetings, no significant changes have been made that will have a large impact on the community.
- While efforts on the budget wind down, the next efforts for the Board will be to look at Committees and Sub-Committees.
- There is an open Board position that will require a separate call for candidates and meeting to elect someone to fill this vacant position.

## **7. Update from the VMS Board – Chair diLorenzo**

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

- Client Services Meeting – Manor Alterations
- Manor Alterations Improvements
- Improvements in process
- Resident Services – Year-to-Date KPIs
- Focus Groups
- Strategic Plan Update

VMS Chair diLorenzo answered questions from the Board.

## **8. Open Forum (Three Minutes per Speaker) - None**

## **9. Responses to Open Forum Speakers - None**



## 10. CEO Report

CEO Siobhan Foster reported on:

- Additional hours have been added to specific amenities, in thanks to Residents who have stepped forward to fill part-time positions. This position is called Recreation Leader/Community Attendant.
- The Community Center is now opened for Table Tennis on Tuesday, Wednesday, and Thursday evenings until 9:00 p.m. Saturday and Sunday hours have been added from Noon to 5:00 p.m. The Fitness Center is now open until 8:00 p.m. on Tuesday and Thursday evenings. Saturday and Sunday hours have been added from 8:00 a.m. to Noon. The Mac Learning Center is now opened Saturdays from Noon to 3:00 p.m.
- Clubhouse 7 added hours on Sundays until 10:00 p.m. allowing many of the larger clubs to take advantage of that time extension.
- Second circuit training class has been added to Clubhouse 1.
- Beginning August 17, 2022, new poolside food and beverage service will be available at Pool 2, provided by restaurant 19.
- The GRF Board has completed its comprehensive review of the Age Well proposal, and has decided not to move forward with the proposal as presented. The GRF Board has encouraged staff to work with Age Well to find mutually beneficial arrangements that may reduce the cost and improve services for the residents.

CEO Foster answered questions from the Board.

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

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of June 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Landscape Committee:**
  1. Recommend to Approve the Removal of Two Star Pine Trees located at 2350-B Via Mariposa West

**RESOLUTION 03-22-89**

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

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

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

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

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

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

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

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

**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 Removal of One Japanese Black Pine Tree and One Cypress Shrub located at 5079 Ovalo

**RESOLUTION 03-22-90**

**Approve the Request  
For Removal of One Japanese Black Pine Tree  
and One Cypress Shrub 5079 Ovalo**

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

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

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

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

**WHEREAS**, staff inspected the condition of the tree and the shrub and determined that the tree displays surface rooting causing damage to the member’s planter wall, and the shrub displays evidence of red spider mite in the internal portions of the shrub;

**WHEREAS**, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Japanese Black Pine tree and one Cypress Shrub located at 5079 Ovalo;

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

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

**c. Recommendation from the Finance Committee**

1. Approve a Resolution for Recording a Lien against Member ID# 932-792-07

**RESOLUTION 03-22-91**

**Recording of a Lien**

**WHEREAS**, Member ID 932-792-07; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, August 16, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-792-07; and

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

## **12. Unfinished Business**

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body (**MAY Initial Notification- Revised AUGUST 2022 – 28-day notification for member review and comments to comply with Civil Code §4360**)

### **RESOLUTION 03-22-XX**

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

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

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

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

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

**RESOLVED FURTHER**, that Resolution 03-20-27, adopted April 21, 2020, is hereby superseded and canceled; and

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

Director Rane-Szostak made a motion to approve the Resolution 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.

Hearing no changes or objections, the motion was called to a vote and passed 7-2-1. Directors Zalon and Prince were opposed. Director Bhada abstained.

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

**RESOLUTION 03-22-92**

**Deactivation of Cable/Internet Services as a Disciplinary Action**

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

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

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

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

**RESOLVED FURTHER**, that Resolution 03-17-49 adopted May 16, 2017 is hereby superseded and cancelled; and

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

Director Cook made a motion to approve Resolution 03-22-92. Director Lewis seconded.

Discussion ensued among the Board.

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

### 13. New Business

- a. **Board Member Participation in Committees (AUGUST Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

#### RESOLUTION 03-22-XX

##### **Board Member Participation in Committees**

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

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

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

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

**RESOLVE FURTHER**, Resolution M3-03-71 adopted October 21, 2003 is hereby superseded and canceled; and

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

Compliance Supervisor, Blessilda Wright, provided an overview of the Board Member participation in committees.

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

Discussion ensued among the Board.

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

- b. Discuss and Consider 2021 Operating Deficit Transfer (AUGUST Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 03-22-XX**

**2021 Operating Deficit Transfer**

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

**NOW THEREFORE BE IT RESOLVED**, August 16, 2022, that the Board of Directors hereby authorizes a transfer in the amount of \$1,276,497 from the Unappropriated **Expenditures** Fund to the Operating Fund due to the 2021 Operating Fund Deficit; and

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

Assistant Director of Financial Services, Jose Campos, provided a brief overview of the 2021 Operating Deficit Transfer.

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

Discussion ensued among the Board.

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

- c. Discuss and Consider Approval of a Resolution Limiting Use of Potable Water for Watering Exterior Plants from Hose bibs to Wednesdays and Sundays Only (AUGUST initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

**RESOLUTION 03-22-XX**

**Outside Plant Watering Restrictions**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED**, on September 20, 2022, that members and residents within Third Mutual must limit watering of outside plants using potable water from hose bibs to Wednesdays and Sundays. **No watering of common area is permitted at any time from exterior mounted hose bibs**, and;

**RESOLVED FURTHER**, this resolution shall become in full force and effect on **September 20**, 2022, and;

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

Director of Landscape Services, Kurt Wiemann, provided a brief overview of Outside Plant Watering Restrictions.

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

Director Lewis requested specific verbiage be added to the resolution (see attached in red).

Discussion ensued among the Board.

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

#### **d. Updated Committee Appointments**

##### **RESOLUTION 03-22-93**

##### **GRF Committee Appointments**

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

##### **Community Activities Committee**

Annie McCary

Cush Bhada



Jules Zalon, Alternate

**GRF Finance Committee**

Donna Rane-Szostak  
Mark Laws  
Craig Wayne, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Ralph Engdahl, Alternate  
Mark Laws

**GRF Landscape Committee**

Jules Zalon  
Nathaniel Ira Lewis  
Annie McCary, Alternate

**GRF Maintenance and Construction Committee**

Ralph Engdahl  
Jim Cook  
John Frankel, Alternate

**Clubhouse Renovation Ad Hoc Committee**

John Frankel  
Ralph Engdahl  
Cush Bhada, Alternate

**GRF Media and Communications Committee**

Annie McCary  
Jim Cook  
Cris Prince, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Annie McCary

**Mobility and Vehicles Committee**

Jim Cook, Alternate  
John Frankel  
Cush Bhada

**Security and Community Access Committee**

Annie McCary  
Cris Prince

Donna Rane-Szostak, Alternate

**Disaster Preparedness**

John Frankel

Jim Cook

Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

John Frankel

Mark Laws

**Strategic Planning Committee**

Mark Laws

Nathaniel Ira Lewis

**IT Technology Advisory Committee (ITAC)**

Mark Laws

**Insurance Ad Hoc Committee**

Cris Prince

Mark Laws

Jim Cook

**Website Ad Hoc Committee**

Annie McCary

Mark Laws

**Compliance Ad Hoc Committee**

Mark Laws

Annie McCary

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

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

Director McCary made a motion to approve on 03-22-93. Director Bhada seconded. Hearing no changes or objections, the motion was called to a vote and passed unanimously.

## 14. Committee Reports

### **THIS ITEM WAS REPORTED ON AFTER THE REPORT OF ITEMS 14b and 15i**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on August 2, 2022; next meeting September 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer’s Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports

### **DIRECTOR COOK REPORTED ON THIS ITEM PRIOR TO THE REPORT OF ITEM 14a.**

- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met on July 25, 2022; next meeting August 8, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.

### **Director Cook left the meeting at 11:25 a.m.**

- c. Report of the Communications Committee – Director McCary. The committee met on July 13, 2022. The next meeting is October 12, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on July 7, 2022; next meeting September 12, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on July 27, 2022; next meeting September 28, 2022, at 1:30 p.m. in the Board Room.

- (2) Garden Villa Rec. Room Subcommittee – Director Lewis. The subcommittee met on May 26, 2022; next meeting TBA.

- e. Report of the Landscape Committee – Director Lewis. The committee met on August 4, 2022; next meeting September 1, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.

### **Director Lewis left the meeting at 11:48 a.m.**

### **Director Cook rejoined the meeting at 11:48 a.m.**

### **THIS ITEM WAS REPORTED ON AFTER THE REPORT OF ITEMS 15f and 15k**

- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on July 28, 2022; next meeting October 27, 2022, at 2:00 p.m. in the Elm Room.

- g.** Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on July 27, 2022; next meeting August 23, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

**15. GRF Committee Highlights**

- a.** Community Activities Committee – Director McCary. The committee met on August 11, 2022; next meeting, September 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b.** Media and Communications Committee – Director McCary. The committee met on August 15, 2022; next meeting September 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Security and Community Access Committee – Director McCary. The committee met on June 27, 2022; next meeting August 29, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** Website Ad Hoc Committee – Director McCary. The committee met on August 10, 2022. Next meeting September 14, 2022, at 3:00 p.m.
- e.** GRF Finance Committee – Director Rane-Szostak. The committee met on June 15, 2022; next meeting August 17, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

**DIRECTOR LEWIS REPORTED ON THIS ITEM PRIOR TO THE REPORT OF ITEM 14f**

- f.** GRF Landscape Committee – Director Lewis. The committee met on June 8, 2022; next meeting September 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g.** GRF Maintenance & Construction Committee – Director Engdahl – The committee met on August 10, 2022; next meeting October 12, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

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

- h.** Mobility and Vehicles Committee – Director Bhada – The committee met on August 3, 2022; next meeting October 5, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

**DIRECTOR COOK REPORTED ON THIS ITEM PRIOR TO THE REPORT OF ITEM 14a.**

- i.** Disaster Preparedness Task Force – Director Cook. The task force met on July 26, 2022; next meeting September 27, 2022 at 9:30 a.m. in the Board Room.

- j. Report of the Laguna Woods Village Traffic Hearings – Director Laws. The hearings were held on June 22, 2022; next meeting August 17, 2022 at 9:00 a.m. as a virtual meeting.

**DIRECTOR LEWIS REPORTED ON THIS ITEM PRIOR TO THE REPORT OF ITEM 14f**

- k. GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting TBA.
- l. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
- m. Information Technology Advisory Committee – Director Laws. This closed committee last met on July 29, 2022; next meeting August 26, 2022 at 1:30 p.m.
- n. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.

**16. Future Agenda Items--** *All matters listed under Future Agenda Items are items for a future board meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take actions on these items at a future Board meeting.*

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

**17. Directors' Comments**

- Director McCary reminded the residents to stay hydrated with the current heat wave being experienced.
- Director Bhada echoed Director McCary's comments.
- Director Laws stated the next Town Hall Meeting is Wednesday, August 24, 2022, at 3:00 p.m. in Clubhouse 2.

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

The meeting was recessed into closed session at 12:17 p.m.

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) July 19, 2022—Regular Closed Session*

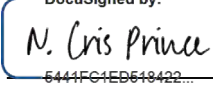
*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual  
Matters Discuss and Consider Litigation  
Matters*

**19. Adjournment**

The meeting was adjourned at 3:36 p.m.

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



**OPEN SESSION**

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

**Friday, September 2, 2022 - 9:30 a.m.  
Willow Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

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

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Directors present: Mark Laws, Ralph Engdahl, N. Cris Prince, Cush Bhada, Donna Rane-Szostak, Jules Zalon, Nathaniel Lewis, Jim Cook, Annie McCary

Directors absent: John Frankel

Staff present: CEO-Siobhan Foster, Makayla Schwiertert, 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 Rane-Szostak made a motion to approve the Agenda. Director Cook seconded.

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

**3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on September 20, 2022**

Discussion ensued among the board.

President Laws asked for a motion to approve the September 20, 2022 open and closed session agendas.

Hearing no changes or objections, the September 20, 2022 open and closed session agendas were approved unanimously.

**4. Director Comments**

- President Laws discussed the content of what can be discussed at the Agenda Prep Meeting.
- President Laws requested to have a Special Open Meeting following the Agenda Prep Meeting every month.
- President Laws discussed the October 6, 2022 Third Annual/ Organizational Meeting and the delegation of presentations.
- President Laws asked the Board to provide input of the Third Annual Luncheon.

Discussion ensued among the Board.

Director McCary entered the meeting at 10:33 a.m.

Director Cook made a motion to not have a Third Annual Luncheon. Director Prince seconded.

Hearing no changes or objections, the motion was called to a vote and passed 5-4. Directors McCary, Engdahl, Bhada, and Zalon were opposed

Director Lewis made a motion to host a social event after training session. Director Zalon seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed 6-3. Director Laws, McCary and Engdahl were opposed.

- After a discussion among the Board asking for input, President Laws announced that the Agenda Prep Meeting on October 7, 2022 has been changed to 8:30 a.m.
- Director Rane-Szostak discussed EZ pay.

**5. Adjournment**

The meeting was adjourned at 11:02 a.m.

DocuSigned by:  
*N. Cris Prince*  
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N. Cris Prince, Secretary of the Board  
Third Mutual Laguna Hills





**RESOLUTION 03-22-XX**

**Approve the Request  
for Removal of One Star Pine Tree  
5579-B Luz Del Sol**

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

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

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee.
- Staff would be authorized to evaluate stands of trees in selected areas and recommend the selective removal of certain trees within the grouping while still preserving the overall look and intent of the grouped plantings. The Landscape Committee shall consider such recommendations...”

**WHEREAS**, on September 1, 2022, the Landscape Committee reviewed a request from the Member at 5579-B to remove one Star Pine tree. The Member cited the reasons as litter/debris, structural damage, overgrown, sewer damage, and repeated sprinkler repair; and

**WHEREAS**, staff inspected the condition of the tree and determined that it was in poor condition displaying dieback, deadwood, and a codominant leader; 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 Star Pine tree located at 5579-B Luz Del Sol;

**NOW THEREFORE BE IT RESOLVED**, September 20, 2022, the Board of Directors approves the request for the removal of one Star Pine tree located at 5579-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.

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

### **DISCUSSION**

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

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

On May 17, 2022, Director Rane-Szostak made a motion to approve the resolution for discussion purposes and to postpone the final vote 28 days per Civil Code §4360. Director McCary seconded the motion. The motion passed 7-4 with Directors Bhada, Cook, Laws and Lewis opposed. Resolution 03-22-XX was introduced (May initial notification – postpone 28 days for member review and comment to comply with Civil Code §4360). During the board discussion, revisions to the proposed policy were suggested.

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

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

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

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

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

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

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

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

On August 16, 2022, the board introduced the proposed policy for discussion purposes and postponed the final vote 28 days per Civil Code §4360 by a vote of 7-2-1. Directors Zalon and Prince were opposed. Director Bhada abstained.

Following the August board meetings, the board presidents and VMS chair reconvened to make a few non-substantive modifications to the proposed policy and charter for clarity purposes based on input from the boards. The changes are shown in redline version on the attachments.

On September 6, 2022, GRF unanimously approved the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorized the formation of a joint hearing body.

On September 13, 2022, the United board reviewed the updated Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and voted to introduce it for 28-day review.

**FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

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

- Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
- Attachment 2: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (redline)
- Attachment 3: Inter-Board Policy – Flow Chart
- Attachment 4: Inter-Board Policy – Flow Chart (redline)
- Attachment 5: Anti-Abuse & Anti-Intimidation Joint Hearing Body Committee Charter
- Attachment 6: Anti-Abuse & Anti-Intimidation Joint Hearing Body Committee Charter (redline)
- Attachment 7: Resolution 03-22-XX

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

**I. Purpose**

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

This policy applies to:

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

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

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

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

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

**II. Definitions**

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

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

**III. Conditions for Harassment**

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

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



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

**IV. Conditions for Abuse**

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

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

**V. Conditions for Intimidation**

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

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

**VI. Examples of Harassment, Abuse and/or Intimidation**

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

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

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

**VII. Reporting Harassment, Abuse and/or Intimidation Claims**

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

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

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

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

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

- a. Security director informs CEO/general manager ("CEO") and human resources ("HR") director of claim.
- b. CEO confers with security director and HR director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
  - i. If claim does not meet definition of harassment, abuse and/or intimidation, no further action is taken.
  - ii. If claim meets definition of harassment, abuse and/or intimidation, claim will be investigated by third party or internally by security director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

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

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

- determine what action must be taken to protect employee while investigation results will be shared with the committee to determine what action to take against the member, board member or advisor. VMS and the committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.
- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), no further action is taken.

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

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

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

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

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

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



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

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  - d. Claimant - Member, resident, board member, advisor, member or resident guest who submits a claim of alleged harassment, abuse and/or intimidation (“claim”) involving member, resident, board member, advisor, member or resident guest, and/or employee.
  - e. Director - A board member from GRF, Third, United or VMS boards of directors.
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  - g. Harassment - See details under Conditions for Harassment.
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  - i. Member - Any person who is an owner of a unit in Third’s or United’s development who has been approved for membership in Third or United in accordance with the governing documents.
  - j. Resident - An approved occupant of a residence in Laguna Woods Village.
  - k. Respondent - Member, resident, board member, advisor, member or resident guest, or employee who is the subject of harassment, abuse and/or intimidation claim.
  - l. Staff - Employees of VMS authorized to act on behalf of GRF, Third and United.

**III. Conditions for Harassment**

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

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

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

**IV. Conditions for Abuse**

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

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

**V. Conditions for Intimidation**

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

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

**VI. Examples of Harassment, Abuse and/or Intimidation**

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

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

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

#### VII. Reporting Harassment, Abuse and/or Intimidation Claims

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

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

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

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

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

- a. Security ~~d~~Director informs CEO/~~g~~General ~~m~~Manager ("CEO") and ~~h~~Human ~~r~~Resources ("HR") ~~d~~Director of claim.
- b. CEO confers with ~~s~~Security ~~d~~Director and HR ~~d~~Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
  - i. If claim does not meet definition of harassment, abuse and/or intimidation, ~~Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed~~ no further action is taken.
  - ii. If claim meets definition of harassment, abuse and/or intimidation, claim will be investigated by third party or internally by ~~s~~Security ~~d~~Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

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

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

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

- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), [Compliance Division reviews claim for other possible governing document violations and initiates enforcement action, if needed](#) no further action is taken.

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

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

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

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

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

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

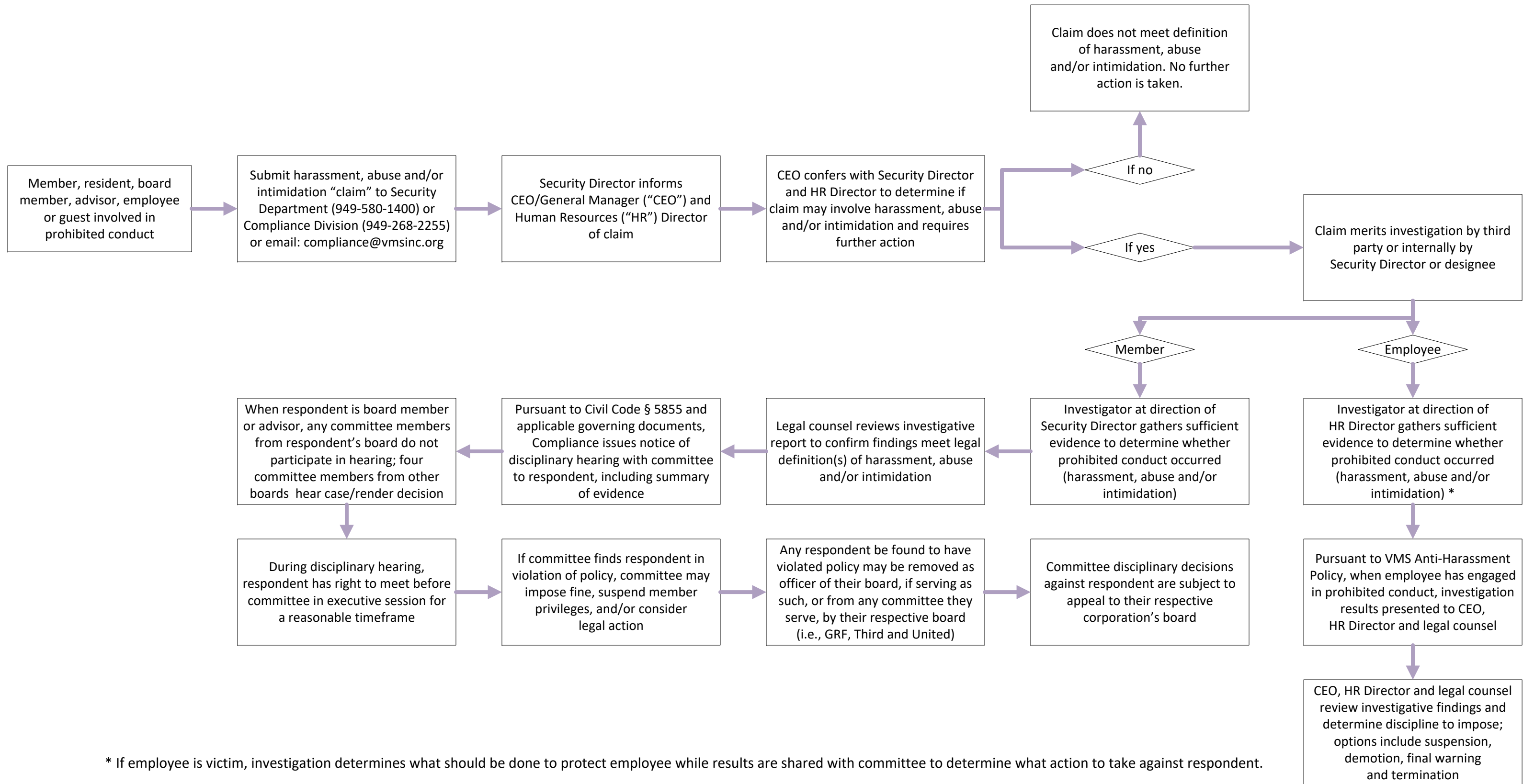


**Attachments (for reference only):**

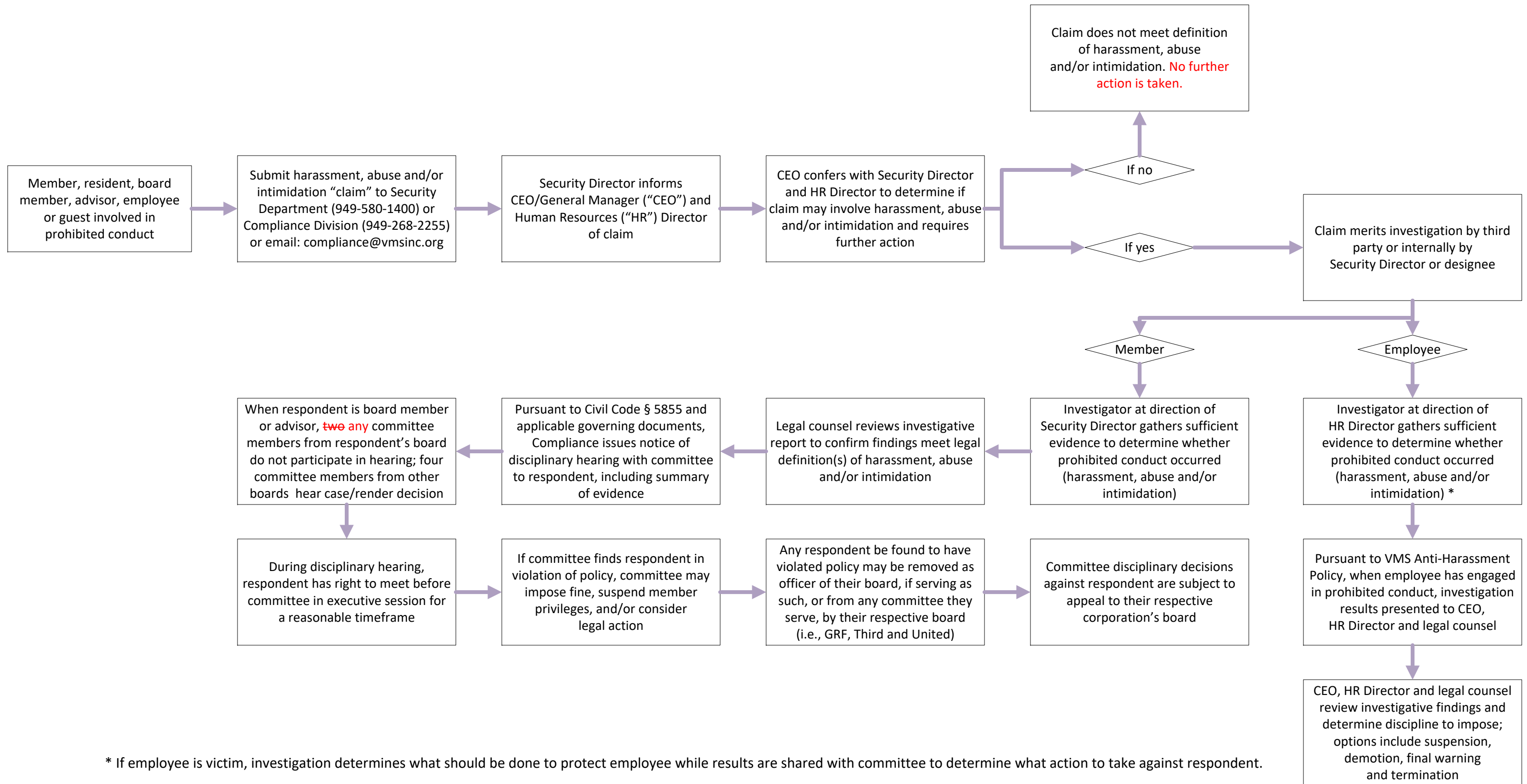
~~ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process)~~

~~ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)~~

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



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



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

**I. Introduction**

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

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

**II. Purpose**

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

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

Claims of harassment, abuse and intimidation may be against:

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

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

**III. Committee**

- a. Composition:
  - i. Committee shall be comprised of six members including two directors from each of GRF, Third and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, Third and United.
  - ii. When respondent is a board director or advisor to GRF, Third or United, any members of the committee from the respondent's board will not participate in the hearing. The four committee members from the other boards will hear and render a decision on the case, preserving any committee members' ability to hear a possible appeal that would be heard by the respondent's full board.
- b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board, Resolutions 90-xx-xx, 03-xx-xx, and 01-xx-xx:
  - i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
  - ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
  - iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
  - iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.
- c. Term:
  - i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
  - ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, at sole discretion of their respective board.

**IV. Scope of Authority – Powers of Committee**

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

**V. Scope of Authority – Committee Member Compensation and Conduct**

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

- VI. Scope of Authority – Meetings**
- a. Meetings: Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality.
  - b. Meeting minutes: Minutes of all meetings shall be prepared and maintained.
  - c. Tie votes: In the event of a tie vote, the motion would fail pursuant to Robert’s Rules of Order.
- VII. Scope of Authority – Effect of Decisions by Committee**
- a. Appeal: Decisions by the committee to impose disciplinary action against respondent shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the board hearing the appeal.
    - i. Fines: If the committee imposes a fine, the respondent can appeal to their respective board and that board can affirm or overturn that decision, given that the board can levy fines.
    - ii. Access to amenities: If the committee bans the respondent from accessing the administrative building or the clubhouse/amenities, a mutual board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the respondent would need to appeal to GRF, not a mutual board.
- VIII. Scope of Authority – Insurance/Defense/Indemnity**
- a. D&O insurance: GRF, United and Third shall at all times maintain a directors’ and officers’ liability insurance policy, as required by law and their respective governing documents (i.e., bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a member’s service on the committee, and as authorized by the boards of GRF, United and Third.
  - b. Defense/indemnity: GRF, United and Third will defend and indemnify committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the committee, including any self-insured retention costs, and shared by GRF, United and Third.
- IX. Scope of Authority – Confidentiality**
- a. Confidentiality: Committee members are obligated to maintain strict confidentiality of information obtained while on the committee, beyond the term of service on the committee, and such information shall only be used for its purpose as provided herein.
  - b. Executive session: The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters (Civil Code Section 4935). The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that committee members similarly acknowledge and respect the privacy interests of GRF, Third and United and its members, exercising constant vigilance in the handling of confidential information.

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





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

**I. Introduction**

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

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

**II. Purpose**

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

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

Claims of harassment, abuse and intimidation may be against:

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

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

**III. Committee**

- a. Composition:
  - i. Committee shall be comprised of six members including two directors from each of GRF, Third and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, Third and United.
  - ii. When respondent is a board director or advisor to GRF, Third or United, ~~the~~ two members of the committee from the respondent's board will not participate in the hearing. The four committee members from the other boards will hear and render a decision on the case, preserving ~~the two~~ one committee members' ability to hear a possible appeal that would be heard by the respondent's full board.
- b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board, Resolution 90-xx-xx, 03-xx-xx, and 01-xx-xx:
  - i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
  - ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
  - iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
  - iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.
- c. Term:
  - i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
  - ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, ~~in~~ at sole discretion of their respective board.

**IV. Scope of Authority – Powers of Committee**

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

**V. Scope of Authority – Committee Member Compensation and Conduct**

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

**VI. Scope of Authority – Meetings**

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

**VII. Scope of Authority – Effect of Decisions by Committee**

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

**VIII. Scope of Authority – Insurance/Defense/Indemnity**

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

**IX. Scope of Authority – Confidentiality**

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

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



**RESOLUTION 03-22-xxx**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED**, September 20, 2022, that the Board of Directors of this Corporation hereby adopts the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-20-27, adopted April 21, 2020, is hereby superseded and canceled; and

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

**MAY Initial Notification – Revised August 2022**  
**28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.**

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## **ENDORSEMENT (to Board)**

### **Discuss & Consider Board Member Participation in Committees**

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

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

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

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

By unanimous vote, the motion carried.

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Resident Policy and Compliance Committee  
**SUBJECT:** Board Member Participation in Committees

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### **RECOMMENDATION**

Amend Board Member Participation in Committees.

### **BACKGROUND**

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

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

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

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

### **DISCUSSION**

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

**Prepared By:** Blessilda Wright, Compliance Supervisor

**Reviewed By:** Francis Gomez, Operations Manager

### **ATTACHMENT(S)**

Attachment 1: Resolution 03-22-XX, Board Member Participation in Committee

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**RESOLUTION 03-22-XX**

Board Member Participation in Committees

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

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

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

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

**RESOLVE FURTHER**, Resolution M3-03-71 adopted October 21, 2003 is hereby superseded and canceled; and

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

**AUGUST INITIAL NOTIFICATION**

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

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Third Laguna Woods Mutual  
Finance Committee  
August 2, 2022

**ENDORSEMENT (to board)**

**2021 Operating Deficit Transfer**

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

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

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Operating Deficit Transfer

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### **RECOMMENDATION**

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

### **BACKGROUND**

Third's annual business plan is approved each year with zero anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed OPR expenses at the close of the fiscal year, IRS Revenue Ruling 70-604 requires the surplus to either be returned to the membership or be applied to next year's assessment. Historically, surpluses have been transferred to the Unappropriated Expenditure Fund (UEF). Deficits however have not been addressed in prior years and have led to a downward trend in available cash.

### **DISCUSSION**

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

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

### **FINANCIAL ANALYSIS**

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

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services  
Pam Jensen, Controller

### **ATTACHMENT(S)**

ATT1: V2 2023 Business Plan UEF Projected Balance (2022-07-15)

ATT2: Resolution 03-22-XX 2021 Operating Deficit Transfer

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## Attachment 1

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

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**RESOLUTION 03-22-XX**

**2021 Operating Deficit Transfer**

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

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

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

**AUGUST INITIAL NOTIFICATION**

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

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Restrictions on Outside Plant Watering

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### **RECOMMENDATION**

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

### **BACKGROUND**

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

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

### **DISCUSSION**

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

### **FINANCIAL ANALYSIS**

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

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

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 03-22-XX

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**RESOLUTION 03-22-XX**

**Outside Plant Watering Restrictions**

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

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

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

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

**NOW THEREFORE BE IT RESOLVED**, on September 20, 2022, that members and residents within Third Mutual must limit the exterior watering of outside personal plants using potable water from exterior mounted hose bibs using a hose or other methods to Wednesdays and Sundays only, and no watering of common area plant material is permitted at any time from exterior mounted hose bibs; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on September 20, 2022; and

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

**AUGUST INITIAL NOTIFICATION**

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

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Board of Directors  
**SUBJECT:** 2023 Business Plan – Version 4

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### **RECOMMENDATION**

Staff recommends the Board review the Proposed 2023 Business Plan Resolution (Attachment 1) and the 2023 Reserves Funding Resolution (Attachment 2) at the Board meeting on September 20, 2022.

### **BACKGROUND**

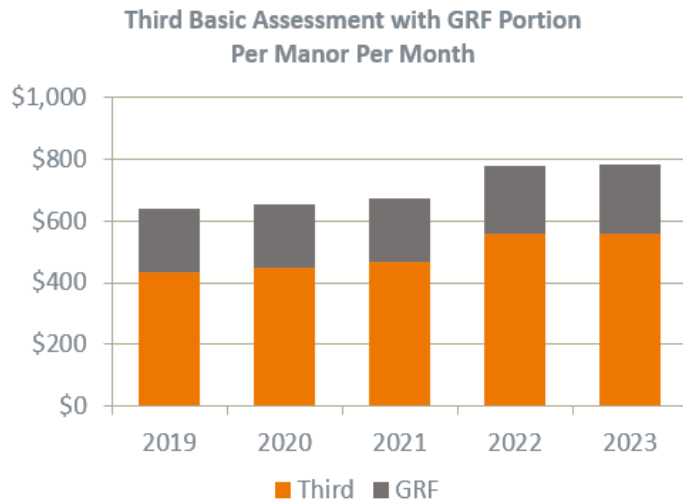
The proposed business plan for Third was reviewed several times from June to August at special meetings of the Third Board. At its August 12, 2022 meeting, the board reviewed the 2023 Business Plan that included a basic assessment of \$780.93, an increase of \$3.81 Per Manor Per Month (PMPM), or 0.5% compared to 2022.

### **DISCUSSION**

#### **BUSINESS PLAN SUMMARY**

The proposed budget for 2023 plan year (Attachment 3) shows that the sum of \$40,978,022 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions along with the \$459,402 in surcharges to units with common elevators and/or Garden Villa Rec Rooms for the year 2023. In addition, the sum of \$16,205,277 is required by the Corporation to meet the Golden Rain Foundation and Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2023. Therefore, a total of \$57,642,701 is required to be collected from and paid by members of the Corporation as monthly assessments. The Third portion of the Basic Assessment is \$559.62 PMPM, which is no change from the current year. Including GRF Contributions, the budget equates to a Total Basic Assessment of \$780.93 PMPM, reflecting a net increase of \$3.81 PMPM or 0.5% when compared to current year.

Year	Assessment
2019	\$637.22
2020	\$652.22
2021	\$672.22
2022	\$777.12
2023 (Proposed)	\$780.93



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 3):

**Revenues:**

**Line 1: Fees and Charges to Residents** additional revenue of \$114,723 decreased the assessment by (\$1.56) PMPM due to more anticipated chargeable services.

**Line 3: Miscellaneous Revenue** additional revenue of \$69,445 decreased the assessment by (\$0.95) PMPM primarily due to projected increase of lease processing fee revenue. Based on current trend, staff anticipates a 25% increase in lease processing revenue for 2023. The volume and revenue are projected to continue through into 2023. Additionally, collection administration revenue was adjusted to return to prior year actual. To a lesser extent, stock transfer fee increased due to an increase in price of each transfer and an additional fee for recording memorandums.

**Expenses:**

**Line 5: Employee Compensation** increased by \$59,400 or \$0.82 PMPM primarily due to allocation adjustments that were made in the Security Department to reflect where time was spent. Specifically, the Compliance Division allocation changed from 3% to 41% to account for the distribution work. The change in allocation produced an increase in United portion of salaries and wages. Increase in budget was furthered by planned wage adjustments.

**Line 6: Expenses Related to Compensation** increased by \$115,524 or \$1.58 PMPM due to higher medical insurance and increased taxes and benefits on wage adjustments. The increase in this category also resulted from contractual increases for medical and retirement contributions, as stipulated in the Union agreement.

**Line 9: Sewer** decreased by (\$334,800) or (\$4.57) PMPM based on recent years consumption and projected rate decreases. El Toro Water District (ETWD) recently published rates that indicated a significant decrease in residential sewer rates.

**Line 10: Water** decreased by (\$86,458) or (\$1.18) PMPM based on a 30% reduction of irrigation use assumptions partially offset by rate increases provided by ETWD.

**Line 11: Trash** increased by \$403,170 or \$5.50 PMPM based on current consumption and a projected rate increase. Beginning in 2022, the new waste removal provider is CR&R.

**Line 12: Legal** decreased by (\$133,327) or (\$1.82) PMPM based on a decline in litigation trend.

**Line 15: Outside Services** increased by \$350,342 or \$4.78 PMPM due to Fumigation (Pest Control) costs including motel bills, pest control, tenting and landscaping. Damage Restoration chargeable services increased due to an expectation in a higher volume of work.

**Line 18: Insurance** increased by \$123,744 or \$1.69 PMPM due to increased Hazard & Liability and D&O Liability Insurance to reflect anticipated premium increases at renewal.

**Line 19: Property Insurance** decreased by (\$249,567) or (\$3.41) PMPM due to lower insurance premiums at renewal compared to projected premiums at this time last year.

**Line 26: Reserve Fund Contributions** increased by \$659,016 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 \$152.00 to \$161.00 PMPM in 2023, an increase of \$9.00 PMPM.

**Line 29: Restricted Fund Contributions** are used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for unanticipated significant expenditures not otherwise identified in the business plan.

The contribution to restricted funds is proposed to decrease by (\$694,164) or (\$9.48) PMPM in 2023. For 2023, Third anticipates to draw down the Disaster Fund balance.

**Line 32-34: GRF Operating, Reserve, and Contingency Contributions** GRF approved their 2023 Business Plan on September 6, 2022. The Business Plan includes an increase of \$278,234 or \$3.81 PMPM primarily due to planned wage adjustments partially offset by the elimination of the contribution to the Contingency Fund.

## **FINANCIAL ANALYSIS**

The financial impact of this proposed business plan is a Total Basic Assessment of \$780.93 PMPM, an increase of \$3.81 PMPM or 0.5% compared to current year.

**Prepared By:** Jose Campos, Assistant Director of Financial Services

**Reviewed By:** Steve Hormuth, Director of Financial Services  
Siobhan Foster, Chief Executive Officer

**ATTACHMENT(S)**

**Attachment 1: 2023 Business Plan Resolution**

**Attachment 2: 2023 Reserve Funding Plan Resolution**

**Attachment 3: 2023 Third Business Plan – by Account**

**Attachment 4: 2023 Third Business Plan – by Department**

**Attachment 5: 2023 Third Budget Comparison Report – Operating**

**Attachment 6: 2023 Third Budget Comparison Report – by Fund Type**

**Attachment 7: Proposed 2023 Programs Report – Operating**

**Attachment 8: Proposed 2023 Programs Report – Reserves / Restricted**

**Attachment 9: Definition of Funds**

**Attachment 10: Contracted Reserve Study Dated August 2, 2022 - Excerpts**



**RESOLUTION 03-22-XX**

**2023 BUSINESS PLAN RESOLUTION**

**RESOLVED**, September 20, 2022, that the Business Plan of this Corporation for the year 2023 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 \$41,437,424 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions for the year 2023. In addition, the sum of \$16,205,277 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 2023. Therefore, a total of \$57,642,701 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 \$10,739,313 of which \$10,453,167 is planned from the Replacement Fund, \$125,000 from the Elevator Replacement Fund, \$161,146 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 \$1,322,112 of which \$1,228,470 is planned from the Disaster Fund, \$93,642 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 2023 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 2023; 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 03-22-XX**

**2023 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 replacement 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 20, 2022, that the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2023; 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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**30-Year Reserve Plan Summary (Alternate Funding Plan) Report # 31071-3 With-Site-Visit**

Fiscal Year Start: 2023

<b>Interest:</b>	2.00 %	<b>Inflation:</b>	3.00 %
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<b>Reserve Fund Strength: as-of Fiscal Year Start Date</b>	<b>Projected Reserve Balance Changes</b>
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Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2023	\$20,182,762	\$50,041,299	40.3 %	Medium	\$11,495,000	\$0	\$415,002	\$10,739,346
2024	\$21,353,418	\$53,697,003	39.8 %	Medium	\$11,724,900	\$0	\$423,550	\$12,463,623
2025	\$21,038,245	\$56,182,640	37.4 %	Medium	\$11,959,398	\$0	\$416,991	\$12,717,650
2026	\$20,696,984	\$58,559,938	35.3 %	Medium	\$12,198,586	\$0	\$412,233	\$12,745,790
2027	\$20,562,013	\$61,006,969	33.7 %	Medium	\$12,442,558	\$0	\$408,346	\$13,104,919
2028	\$20,307,998	\$63,564,070	31.9 %	Medium	\$12,691,409	\$0	\$401,508	\$13,523,349
2029	\$19,877,565	\$65,338,111	30.4 %	Medium	\$12,945,237	\$0	\$401,356	\$12,931,300
2030	\$20,292,858	\$58,377,275	34.8 %	Medium	\$13,204,142	\$0	\$407,566	\$13,405,545
2031	\$20,499,021	\$60,522,864	33.9 %	Medium	\$13,468,225	\$0	\$395,281	\$15,299,207
2032	\$19,063,320	\$60,921,359	31.3 %	Medium	\$13,804,930	\$0	\$372,762	\$14,995,804
2033	\$18,245,208	\$62,074,543	29.4 %	High	\$14,150,053	\$0	\$360,399	\$14,929,767
2034	\$17,825,893	\$63,795,626	27.9 %	High	\$14,503,805	\$0	\$347,609	\$15,712,210
2035	\$16,965,096	\$65,166,766	26.0 %	High	\$14,866,400	\$0	\$329,201	\$16,177,161
2036	\$15,983,537	\$66,569,367	24.0 %	High	\$15,238,060	\$0	\$308,117	\$16,674,811
2037	\$14,854,903	\$67,627,797	22.0 %	High	\$15,619,011	\$0	\$283,675	\$17,220,433
2038	\$13,537,156	\$68,643,081	19.7 %	High	\$16,009,487	\$0	\$261,265	\$17,195,964
2039	\$12,611,943	\$69,766,174	18.1 %	High	\$16,409,724	\$0	\$238,917	\$17,960,171
2040	\$11,300,412	\$70,516,784	16.0 %	High	\$16,819,967	\$0	\$222,396	\$17,384,296
2041	\$10,958,479	\$72,487,992	15.1 %	High	\$17,240,466	\$0	\$192,545	\$20,078,810
2042	\$8,312,680	\$70,522,325	11.8 %	High	\$17,671,478	\$0	\$171,800	\$17,273,762
2043	\$8,882,196	\$71,883,115	12.4 %	High	\$18,113,265	\$0	\$195,502	\$16,506,049
2044	\$10,684,913	\$74,588,074	14.3 %	High	\$18,566,096	\$0	\$226,852	\$17,457,907
2045	\$12,019,955	\$76,920,259	15.6 %	High	\$19,030,249	\$0	\$252,859	\$18,015,176
2046	\$13,287,888	\$79,231,500	16.8 %	High	\$19,506,005	\$0	\$260,383	\$20,281,335
2047	\$12,772,941	\$79,834,713	16.0 %	High	\$19,993,655	\$0	\$266,782	\$19,104,982
2048	\$13,928,396	\$82,241,147	16.9 %	High	\$20,493,496	\$0	\$285,842	\$20,027,176
2049	\$14,680,558	\$84,360,599	17.4 %	High	\$21,005,834	\$0	\$299,480	\$20,692,461
2050	\$15,293,412	\$83,165,407	18.4 %	High	\$21,530,980	\$0	\$317,373	\$20,670,394
2051	\$16,471,371	\$85,944,624	19.2 %	High	\$22,069,254	\$0	\$306,879	\$24,604,340
2052	\$14,243,164	\$85,271,471	16.7 %	High	\$22,620,986	\$0	\$281,973	\$23,167,596



## 2023 BUSINESS PLAN - BY ACCOUNT

DESCRIPTION	2019 ACTUAL	2020* ACTUAL	2021* ACTUAL	2022 PLAN	2023 PLAN	ASSESSMENT		
						Per Manor Per Month		
						2022	2023	Change
<b>REVENUES</b>								
<b>Non-Assessment Revenues</b>								
1 Fees and Charges to Residents	\$1,087,533	\$401,033	\$732,032	\$960,396	\$1,075,119	\$13.12	\$14.68	(\$1.56)
2 Laundry Revenue	210,085	198,525	214,443	210,000	210,000	2.87	2.87	0.00
3 Miscellaneous	995,189	543,647	604,039	683,067	752,512	9.33	10.28	(0.95)
4 <b>Total Revenue</b>	<b>\$2,292,807</b>	<b>\$1,143,205</b>	<b>\$1,550,514</b>	<b>\$1,853,463</b>	<b>\$2,037,631</b>	<b>\$25.32</b>	<b>\$27.83</b>	<b>(\$2.51)</b>
<b>EXPENSES</b>								
5 Employee Compensation	\$6,604,601	\$6,594,953	\$7,074,776	\$7,919,157	\$7,978,557	\$108.14	\$108.96	\$0.82
6 Expenses Related to Compensation	2,647,957	2,842,894	2,972,229	3,332,343	3,447,867	45.51	47.09	1.58
7 Material and Supplies	759,948	633,276	790,544	772,386	726,964	10.55	9.93	(0.62)
8 Electricity	360,114	295,759	348,719	362,837	399,821	4.96	5.46	0.50
9 Sewer	1,685,382	1,698,515	1,774,945	1,829,400	1,494,600	24.98	20.41	(4.57)
10 Water	2,610,093	2,817,315	3,093,848	3,095,794	3,009,336	42.28	41.10	(1.18)
11 Trash	531,455	546,524	583,345	655,275	1,058,445	8.95	14.45	5.50
12 Legal Fees	726,416	627,448	245,767	526,652	393,325	7.19	5.37	(1.82)
13 Professional Fees	149,906	216,775	62,024	154,767	149,357	2.11	2.04	(0.07)
14 Equipment Rental	5,128	4,688	9,043	7,368	7,957	0.10	0.11	0.01
15 Outside Services	1,293,726	1,255,418	1,638,025	945,798	1,296,140	12.92	17.70	4.78
16 Repairs and Maintenance	5,990	2,554	3,874	7,104	7,673	0.10	0.10	0.00
17 Other Operating Expense	226,844	123,010	115,394	167,123	156,704	2.28	2.14	(0.14)
18 Insurance	495,924	542,735	888,596	949,710	1,073,454	12.97	14.66	1.69
19 Property Insurance	1,016,612	1,368,240	2,658,682	8,099,520	7,849,953	110.61	107.20	(3.41)
20 Uncollectible Accounts	361,190	71,798	45,737	65,000	65,000	0.89	0.89	0.00
21 Net Allocation to Mutuals	1,162,127	1,291,881	1,173,905	1,220,146	1,213,710	16.66	16.58	(0.08)
22 <b>Total Expenses</b>	<b>\$20,643,412</b>	<b>\$20,933,783</b>	<b>\$23,479,453</b>	<b>\$30,110,380</b>	<b>\$30,328,863</b>	<b>\$411.20</b>	<b>\$414.19</b>	<b>\$2.99</b>
<b>RESERVE CONTRIBUTIONS</b>								
23 Replacement Fund	\$10,251,360	\$10,690,704	\$10,690,704	\$10,690,704	\$11,276,496	\$146.00	\$154.00	\$8.00
24 Elevator Replacement Fund	439,344	366,120	366,120	366,120	366,120	5.00	5.00	0.00
25 Laundry Replacement Fund	0	73,224	73,224	73,224	146,448	1.00	2.00	1.00
26 <b>Total Reserve Contribution</b>	<b>\$10,690,704</b>	<b>\$11,130,048</b>	<b>\$11,130,048</b>	<b>\$11,130,048</b>	<b>\$11,789,064</b>	<b>\$152.00</b>	<b>\$161.00</b>	<b>\$9.00</b>
<b>RESTRICTED CONTRIBUTIONS</b>								
27 Disaster Fund	\$2,028,305	\$1,133,508	\$1,830,600	\$1,591,890	\$897,726	\$21.74	\$12.26	(\$9.48)
28 Unappropriated Exp. Fund	585,792	585,792	585,792	0	0	0.00	0.00	0.00
29 <b>Total Restricted Contribution</b>	<b>\$2,614,097</b>	<b>\$1,719,300</b>	<b>\$2,416,392</b>	<b>\$1,591,890</b>	<b>\$897,726</b>	<b>\$21.74</b>	<b>\$12.26</b>	<b>(\$9.48)</b>
30 <b>Total Reserve/Restricted Contribution</b>	<b>\$13,304,801</b>	<b>\$12,849,348</b>	<b>\$13,546,440</b>	<b>\$12,721,938</b>	<b>\$12,686,790</b>	<b>\$173.74</b>	<b>\$173.26</b>	<b>(\$0.48)</b>
31 <b>TOTAL MUTUAL</b>	<b>\$31,655,406</b>	<b>\$32,639,926</b>	<b>\$35,475,379</b>	<b>\$40,978,855</b>	<b>\$40,978,022</b>	<b>\$559.62</b>	<b>\$559.62</b>	<b>\$0.00</b>
<b>GOLDEN RAIN FOUNDATION</b>								
32 GRF Operating	\$13,460,408	\$13,297,478	\$13,663,283	\$14,316,115	\$14,960,469	\$195.50	\$204.31	\$8.81
33 GRF Reserve Contributions	1,244,808	1,391,256	1,391,256	1,244,808	1,244,808	17.00	17.00	0.00
34 GRF Contingency Contributions	146,448	366,120	0	366,120	0	5.00	0.00	(5.00)
35 <b>Total GRF</b>	<b>\$14,851,664</b>	<b>\$15,054,854</b>	<b>\$15,054,539</b>	<b>\$15,927,043</b>	<b>\$16,205,277</b>	<b>\$217.50</b>	<b>\$221.31</b>	<b>\$3.81</b>
36 <b>TOTAL BASIC ASSESSMENTS</b>	<b>\$46,507,070</b>	<b>\$47,694,780</b>	<b>\$50,529,918</b>	<b>\$56,905,898</b>	<b>\$57,183,299</b>	<b>\$777.12</b>	<b>\$780.93</b>	<b>\$3.81</b>
<b>SURCHARGES (unique to units with common laundry facilities, elevators, and/or Garden Villa Rec Rooms)</b>								
38 Elevator Operating	363,183	303,146	315,135	346,576	366,252	15.64	16.52	0.88
39 Laundry Replacement Fund	73,224	73,224	0	0	0	0.00	0.00	0.00
40 Garden Villa Rec Room Fund	81,972	85,698	89,424	89,424	93,150	6.00	6.25	0.25
41 <b>Total Surcharges</b>	<b>\$518,379</b>	<b>\$462,068</b>	<b>\$404,559</b>	<b>\$436,000</b>	<b>\$459,402</b>	<b>\$21.64</b>	<b>\$22.77</b>	<b>\$1.13</b>
42 <b>TOTAL BUSINESS PLAN</b>	<b>\$47,025,449</b>	<b>\$48,156,848</b>	<b>\$50,934,477</b>	<b>\$57,341,898</b>	<b>\$57,642,701</b>			

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



## 2023 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2019 ACTUAL	2020* ACTUAL	2021* ACTUAL	2022 PLAN	2023 PLAN	ASSESSMENT		
						Per Manor	Per Month	Change
						2022	2023	
<b>OPERATING:</b>								
Office of the CEO	\$300,423	\$504,373	\$297,452	\$451,247	\$386,014	\$6.16	\$5.27	(\$0.89)
Information Services	385,215	528,637	545,841	667,144	521,917	9.11	7.13	(1.98)
General Services	1,423,231	1,573,194	1,625,810	1,656,465	1,615,751	22.62	22.07	(0.55)
Financial Services	740,926	734,565	720,873	791,517	776,870	10.81	10.61	(0.20)
Security Services	189,761	204,477	156,251	158,876	409,414	2.17	5.59	3.42
Landscape Services	4,850,661	4,990,251	5,306,281	5,494,606	5,578,793	75.04	76.19	1.15
Human Resource Services	453	143,303	77,648	146,652	83,325	2.00	1.14	(0.86)
Insurance	1,519,140	1,910,975	3,547,279	9,059,053	8,936,869	123.72	122.04	(1.68)
Maintenance & Construction	3,417,238	3,616,706	3,979,830	3,802,744	4,044,522	51.93	55.23	3.30
Non Work Center	5,523,557	5,584,097	5,671,674	6,028,613	5,937,757	82.32	81.09	(1.23)
<b>Net Operating</b>	<b>\$18,350,605</b>	<b>\$19,790,578</b>	<b>\$21,928,939</b>	<b>\$28,256,917</b>	<b>\$28,291,232</b>	<b>\$385.88</b>	<b>\$386.36</b>	<b>\$0.48</b>
<b>RESERVE CONTRIBUTIONS</b>								
Replacement Fund	\$10,251,360	\$10,690,704	\$10,690,704	\$10,690,704	\$11,276,496	\$146.00	\$154.00	\$8.00
Elevator Replacement Fund	439,344	366,120	366,120	366,120	366,120	5.00	5.00	0.00
Laundry Replacement Fund	0	73,224	73,224	73,224	146,448	1.00	2.00	1.00
<b>Total Reserve Contribution</b>	<b>\$10,690,704</b>	<b>\$11,130,048</b>	<b>\$11,130,048</b>	<b>\$11,130,048</b>	<b>\$11,789,064</b>	<b>\$152.00</b>	<b>\$161.00</b>	<b>\$9.00</b>
<b>RESTRICTED CONTRIBUTIONS</b>								
Disaster Fund	\$2,028,305	\$1,133,508	\$1,830,600	\$1,591,890	\$897,726	\$21.74	\$12.26	(\$9.48)
Unappropriated Exp. Fund	585,792	585,792	585,792	0	0	0.00	0.00	0.00
<b>Total Restricted Contribution</b>	<b>\$2,614,097</b>	<b>\$1,719,300</b>	<b>\$2,416,392</b>	<b>\$1,591,890</b>	<b>\$897,726</b>	<b>\$21.74</b>	<b>\$12.26</b>	<b>(\$9.48)</b>
<b>Total Reserve/Restricted Contribution</b>	<b>\$13,304,801</b>	<b>\$12,849,348</b>	<b>\$13,546,440</b>	<b>\$12,721,938</b>	<b>\$12,686,790</b>	<b>\$173.74</b>	<b>\$173.26</b>	<b>(\$0.48)</b>
<b>TOTAL MUTUAL</b>	<b>\$31,655,406</b>	<b>\$32,639,926</b>	<b>\$35,475,379</b>	<b>\$40,978,855</b>	<b>\$40,978,022</b>	<b>\$559.62</b>	<b>\$559.62</b>	<b>\$0.00</b>
<b>GOLDEN RAIN FOUNDATION</b>								
GRF Operating	\$13,460,408	\$13,297,478	\$13,663,283	\$14,316,115	\$14,960,469	\$195.50	\$204.31	\$8.81
GRF Reserve Contributions	1,244,808	1,391,256	1,391,256	1,244,808	1,244,808	17.00	17.00	0.00
GRF Contingency Contributions	146,448	366,120	0	366,120	0	5.00	0.00	(5.00)
<b>Total GRF</b>	<b>\$14,851,664</b>	<b>\$15,054,854</b>	<b>\$15,054,539</b>	<b>\$15,927,043</b>	<b>\$16,205,277</b>	<b>\$217.50</b>	<b>\$221.31</b>	<b>\$3.81</b>
<b>TOTAL BASIC ASSESSMENTS</b>	<b>\$46,507,070</b>	<b>\$47,694,780</b>	<b>\$50,529,918</b>	<b>\$56,905,898</b>	<b>\$57,183,299</b>	<b>\$777.12</b>	<b>\$780.93</b>	<b>\$3.81</b>
<b>SURCHARGES (unique to units with common laundry facilities, elevators, and/or Garden Villa Rec Rooms)</b>								
Elevator Operating	363,183	303,146	\$315,135	346,576	366,252	15.64	16.52	0.88
Laundry Replacement Fund	73,224	73,224	0	0	0	0.00	0.00	0.00
Garden Villa Rec Room Fund	81,972	85,698	89,424	89,424	93,150	6.00	6.25	0.25
	\$518,379	\$462,068	\$404,559	\$436,000	\$459,402	\$21.64	\$22.77	\$1.13
<b>TOTAL BUSINESS PLAN</b>	<b>\$47,025,449</b>	<b>\$48,156,848</b>	<b>\$50,934,477</b>	<b>\$57,341,898</b>	<b>\$57,642,701</b>			

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

**Third Laguna Hills Mutual  
Budget Comparison Report by Account  
12/31/2023**

THIRD LAGUNA HILLS MUTUAL

	<u>2019 Actuals</u>	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
<b>Non-Assessment Revenues:</b>							
<b>Fees and Charges for Services to Residents</b>							
46501000 - Permit Fee	\$160,232	\$149,933	\$272,885	\$238,222	\$342,660	(\$104,438)	(44%)
46501500 - Inspection Fee	81,310	60,676	105,969	73,537	84,928	(11,390)	(15%)
46502000 - Resident Maintenance Fee	845,991	190,424	353,178	648,636	647,532	1,104	0%
<b>Total Fees and Charges for Services to Residents</b>	<b>1,087,533</b>	<b>401,033</b>	<b>732,032</b>	<b>960,396</b>	<b>1,075,119</b>	<b>(114,723)</b>	<b>(12%)</b>
<b>Laundry</b>							
46005000 - Coin Op Laundry Machine	210,085	198,525	214,443	210,000	210,000	0	0%
<b>Total Laundry</b>	<b>210,085</b>	<b>198,525</b>	<b>214,443</b>	<b>210,000</b>	<b>210,000</b>	<b>0</b>	<b>0%</b>
<b>Investment Income</b>							
49001000 - Investment Income - Nondiscretionary	0	0	(29)	0	0	0	0%
<b>Total Investment Income</b>	<b>0</b>	<b>0</b>	<b>(29)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Miscellaneous</b>							
46002000 - Traffic Violation	(25)	0	0	0	0	0	0%
46004500 - Resident Violations	18,580	12,336	10,675	54,198	63,444	(9,246)	(17%)
44501000 - Additional Occupant Fee	0	0	(1,200)	0	91,805	(91,805)	0%
44501510 - Lease Processing Fee - Third	259,475	236,435	242,720	259,475	249,803	9,672	4%
44502000 - Variance Processing Fee	(150)	0	0	15,888	15,888	0	0%
44502500 - Non-Sale Transfer Fee - Third	1,500	1,450	1,300	1,666	3,000	(1,334)	(80%)
44503520 - Resale Processing Fee - Third	163,072	133,408	201,568	191,740	163,200	28,540	15%
44505500 - Hoa Certification Fee	8,015	13,040	14,810	12,000	15,000	(3,000)	(25%)
44507000 - Golf Cart Electric Fee	70,609	68,930	62,436	70,000	67,000	3,000	4%
44507200 - Electric Vehicle Plug-In Fee	10,657	11,910	12,095	11,000	12,500	(1,500)	(14%)
44507500 - Cartport Space Rental Fee	4,006	4,800	4,320	4,400	4,400	0	0%
47001000 - Cash Discounts - Accounts Payable	701	0	0	0	0	0	0%
47001500 - Late Fee Revenue	49,541	46,004	49,965	51,000	61,000	(10,000)	(20%)
47002020 - Collection Administrative Fee - Third	1,800	1,275	375	2,700	1,200	1,500	56%
47002500 - Collection Interest Revenue	13,658	12,089	273	5,000	273	4,727	95%
47501000 - Recycling	4,360	2,013	4,861	4,000	4,000	0	0%
48001000 - Legal Fee	390,534	0	0	0	0	0	0%
49009000 - Miscellaneous Revenue	(1,143)	(42)	(129)	0	0	0	0%
<b>Total Miscellaneous</b>	<b>995,190</b>	<b>543,647</b>	<b>604,068</b>	<b>683,067</b>	<b>752,512</b>	<b>(69,445)</b>	<b>(10%)</b>
<b>Total Non-Assessment Revenue</b>	<b>2,292,808</b>	<b>1,143,205</b>	<b>1,550,514</b>	<b>1,853,463</b>	<b>2,037,631</b>	<b>(184,169)</b>	<b>(10%)</b>
<b>Expenses:</b>							
<b>Employee Compensation</b>							
51011000 - Salaries & Wages - Regular	2,291,242	2,419,055	2,632,722	3,188,996	3,220,777	31,781	1%
51021000 - Union Wages - Regular	3,262,675	3,384,949	3,312,937	3,731,722	3,838,814	107,092	3%
51041000 - Wages - Overtime	38,477	23,109	29,057	25,234	23,548	(1,686)	(7%)
51051000 - Union Wages - Overtime	73,656	82,693	95,384	39,157	26,791	(12,366)	(32%)
51061000 - Holiday & Vacation	615,424	647,290	690,287	583,126	595,412	12,286	2%
51071000 - Sick	202,487	216,340	202,850	237,854	242,866	5,011	2%
51091000 - Missed Meal Penalty	2,856	3,820	4,201	3,462	3,486	23	1%
51101000 - Temporary Help	78,125	46,844	73,750	109,606	26,863	(82,742)	(75%)
51981000 - Compensation Accrual	39,659	(229,148)	33,589	0	0	0	0%
<b>Total Employee Compensation</b>	<b>6,604,601</b>	<b>6,594,953</b>	<b>7,074,776</b>	<b>7,919,157</b>	<b>7,978,557</b>	<b>59,399</b>	<b>1%</b>
<b>Compensation Related</b>							
52411000 - F.I.C.A.	488,684	502,347	515,150	584,255	598,643	14,388	2%
52421000 - F.U.I.	5,985	5,951	6,480	8,206	7,983	(223)	(3%)
52431000 - S.U.I.	45,954	40,656	43,611	41,877	43,079	1,203	3%
52441000 - Union Medical	1,232,634	1,282,935	1,249,956	1,372,279	1,408,821	36,541	3%
52451000 - Workers' Compensation Insurance	299,979	378,392	444,644	387,913	396,489	8,576	2%
52461000 - Non Union Medical & Life Insurance	299,952	315,125	331,603	432,813	452,930	20,116	5%
52471000 - Union Retirement Plan	251,473	285,388	307,830	365,222	398,476	33,253	9%
52481000 - Non-Union Retirement Plan	52,322	62,389	66,057	139,778	141,446	1,668	1%
52981000 - Compensation Related Accrual	(29,025)	(30,287)	6,897	0	0	0	0%
<b>Total Compensation Related</b>	<b>2,647,957</b>	<b>2,842,894</b>	<b>2,972,229</b>	<b>3,332,343</b>	<b>3,447,867</b>	<b>115,523</b>	<b>3%</b>
<b>Materials and Supplies</b>							
53001000 - Materials & Supplies	327,122	292,343	371,892	364,369	443,522	79,153	22%
53003000 - Materials Direct	432,752	340,393	416,701	404,601	281,062	(123,539)	(31%)
53004000 - Freight	74	540	1,950	3,416	2,381	(1,036)	(30%)
<b>Total Materials and Supplies</b>	<b>759,948</b>	<b>633,276</b>	<b>790,544</b>	<b>772,386</b>	<b>726,964</b>	<b>(45,422)</b>	<b>(6%)</b>

**Third Laguna Hills Mutual  
Budget Comparison Report by Account  
12/31/2023**

**Attachment 5**

THIRD LAGUNA HILLS MUTUAL

	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2023 Budget	Assessment Increase/ (Decrease)	VAR %
Cost of Goods Sold							
53101000 - Cost Of Sales - Warehouse	12,569	0	0	0	0	0	0%
Total Cost of Goods Sold	12,569	0	0	0	0	0	0%
Utilities and Telephone							
53301000 - Electricity	370,031	303,146	358,322	372,829	399,821	26,992	7%
53301500 - Sewer	1,685,382	1,698,515	1,774,945	1,829,400	1,494,600	(334,800)	(18%)
53302000 - Water	2,610,093	2,817,315	3,093,848	3,095,794	3,009,336	(86,458)	(3%)
53302500 - Trash	531,455	546,524	583,345	655,275	1,058,445	403,170	62%
Total Utilities and Telephone	5,196,961	5,365,499	5,810,461	5,953,298	5,962,202	8,904	0%
Legal Fees							
53401500 - Legal Fees	726,416	627,448	382,074	526,652	393,325	(133,327)	(25%)
53401550 - Legal Fees Contra	0	0	(136,307)	0	0	0	0%
Total Legal Fees	726,416	627,448	245,767	526,652	393,325	(133,327)	(25%)
Professional Fees							
53402020 - Audit & Tax Preparation Fees - Third	43,377	44,628	46,466	47,670	47,670	0	0%
53403500 - Consulting Fees	2,756	2,533	4,725	13,597	11,271	(2,325)	(17%)
53403520 - Consulting Fees - Third	103,772	169,615	10,833	93,500	90,416	(3,084)	(3%)
Total Professional Fees	149,906	216,775	62,024	154,767	149,357	(5,409)	(3%)
Equipment Rental							
53501500 - Equipment Rental/Lease Fees	5,128	4,688	9,043	7,368	7,957	589	8%
Total Equipment Rental	5,128	4,688	9,043	7,368	7,957	589	8%
Outside Services							
53601000 - Bank Fees	6,604	39,669	32,969	42,322	37,322	(5,000)	(12%)
53601500 - Credit Card Transaction Fees	2,343	6,147	10,787	0	10,000	10,000	0%
53603000 - Permit Fees	0	0	1,215	0	0	0	0%
53604500 - Marketing Expense	5,960	4,420	5,840	5,000	5,000	0	0%
54603500 - Outside Services CC	1,176,756	1,097,156	1,451,651	799,047	1,137,865	338,818	42%
53704000 - Outside Services	102,063	108,026	135,563	99,428	105,953	6,524	7%
Total Outside Services	1,293,726	1,255,418	1,638,025	945,798	1,296,140	350,342	37%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	5,990	2,554	3,874	7,104	7,673	569	8%
53703000 - Elevator /Lift Maintenance	353,266	295,759	305,532	336,584	366,252	29,668	9%
Total Repairs and Maintenance	359,256	298,313	309,406	343,688	373,925	30,238	9%
Other Operating Expense							
53801000 - Mileage & Meal Allowance	8,214	2,146	2,222	10,433	5,846	(4,587)	(44%)
53801500 - Travel & Lodging	1,005	246	36	2,511	1,719	(792)	(32%)
53802000 - Uniforms	53,999	49,348	51,419	65,437	62,796	(2,640)	(4%)
53802500 - Dues & Memberships	1,314	701	1,843	2,526	2,271	(256)	(10%)
53803000 - Subscriptions & Books	1,641	1,317	2,184	1,931	1,628	(302)	(16%)
53803500 - Training & Education	6,231	4,237	3,877	20,297	17,179	(3,118)	(15%)
53804000 - Staff Support	0	104	0	0	0	0	0%
53903000 - Safety	0	0	965	1,466	971	(495)	(34%)
54001000 - Board Relations	6,931	158	0	0	0	0	0%
54001020 - Board Relations - Third	8,556	2,522	5,024	7,525	10,000	2,475	33%
54001500 - Public Relations	(1)	(17)	0	0	0	0	0%
54002000 - Postage	43,798	45,274	57,709	54,488	53,780	(708)	(1%)
54002500 - Filing Fees / Permits	1,866	183	527	510	514	4	1%
Total Other Operating Expense	133,554	106,218	125,806	167,123	156,704	(10,420)	(6%)
Income, Property, and Sales Tax							
54301000 - State & Federal Income Taxes	80,720	16,295	0	0	0	0	0%
54302000 - Property Taxes	0	497	3,128	0	0	0	0%
Total Income, Property, and Sales Tax	80,720	16,792	3,128	0	0	0	0%
Insurance							
54401000 - Hazard & Liability Insurance	444,073	501,005	808,222	853,762	970,532	116,770	14%
54401500 - D&O Liability	46,634	38,931	75,135	88,758	95,850	7,091	8%
54402000 - Property Insurance	1,016,612	1,368,240	2,658,682	8,099,520	7,849,953	(249,567)	(3%)
54403000 - General Liability Insurance	5,217	2,799	5,239	7,190	7,072	(118)	(2%)
Total Insurance	1,512,536	1,910,975	3,547,279	9,049,230	8,923,407	(125,823)	(1%)
Net Allocation to Mutuals							
48502500 - Mutual General Operating	(20,513)	0	0	0	0	0	0%
54602500 - Allocated Expenses	1,182,640	1,291,881	1,173,905	1,220,146	1,213,710	(6,436)	(1%)

OPERATING FUND ONLY

**Third Laguna Hills Mutual  
Budget Comparison Report by Account  
12/31/2023**

Attachment 5

THIRD LAGUNA HILLS MUTUAL

	<u>2019 Actuals</u>	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2023 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Total Net Allocation To Mutuals	1,162,127	1,291,881	1,173,905	1,220,146	1,213,710	(6,436)	(1%)
Uncollectible Accounts							
54602000 - Bad Debt Expense	361,190	71,798	45,737	65,000	65,000	0	0%
Total Uncollectible Accounts	361,190	71,798	45,737	65,000	65,000	0	0%
(Gain)/Loss on Sale or Trade							
54101500 - (Gain)/Loss On Investments	0	0	(13,540)	0	0	0	0%
Total (Gain)/Loss on Sale or Trade	0	0	(13,540)	0	0	0	0%
Total Expenses	21,006,595	21,236,928	23,794,588	30,456,957	30,695,116	238,159	1%
Excess of Revenues Over Expenses	<u>(\$18,713,787)</u>	<u>(\$20,093,722)</u>	<u>(\$22,244,074)</u>	<u>(\$28,603,494)</u>	<u>(\$28,657,485)</u>	<u>\$53,990</u>	<u>0%</u>

**Third Laguna Hills Mutual**  
**Budget Comparison Report by Fund Type**  
**12/31/2023**  
 THIRD LAGUNA HILLS MUTUAL

	2023 Budget Operating	2023 Budget Reserves	2023 Budget Restricted	Total
Non-Assessment Revenues:				
Fees and Charges for Services to Residents				
46501000 - Permit Fee	\$342,660	\$0	\$0	\$342,660
46501500 - Inspection Fee	84,928	0	0	84,928
46502000 - Resident Maintenance Fee	647,532	0	0	647,532
Total Fees and Charges for Services to Residents	1,075,119	0	0	1,075,119
Laundry				
46005000 - Coin Op Laundry Machine	210,000	0	0	210,000
Total Laundry	210,000	0	0	210,000
Investment Income				
49002000 - Investment Income - Discretionary	0	420,000	0	420,000
Total Investment Income	0	420,000	0	420,000
Miscellaneous				
46004500 - Resident Violations	63,444	0	0	63,444
44501000 - Additional Occupant Fee	91,805	0	0	91,805
44501510 - Lease Processing Fee - Third	249,803	0	0	249,803
44502000 - Variance Processing Fee	15,888	0	0	15,888
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	15,000	0	0	15,000
44507000 - Golf Cart Electric Fee	67,000	0	0	67,000
44507200 - Electric Vehicle Plug-In Fee	12,500	0	0	12,500
44507500 - Cartport Space Rental Fee	4,400	0	0	4,400
47001500 - Late Fee Revenue	61,000	0	0	61,000
47002020 - Collection Administrative Fee - Third	1,200	0	0	1,200
47002500 - Collection Interest Revenue	273	0	0	273
47501000 - Recycling	4,000	0	0	4,000
Total Miscellaneous	752,512	0	0	752,512
Total Non-Assessment Revenue	2,037,631	420,000	0	2,457,631
Expenses:				
Employee Compensation				
51011000 - Salaries & Wages - Regular	3,220,777	0	0	3,220,777
51021000 - Union Wages - Regular	3,838,814	1,774,260	34,756	5,647,830
51041000 - Wages - Overtime	23,548	0	0	23,548
51051000 - Union Wages - Overtime	26,791	9,579	438	36,808
51061000 - Holiday & Vacation	595,412	151,000	2,958	749,370
51071000 - Sick	242,866	61,592	1,207	305,664
51091000 - Missed Meal Penalty	3,486	126	6	3,617
51101000 - Temporary Help	26,863	0	0	26,863
Total Employee Compensation	7,978,557	1,996,556	39,365	10,014,478
Compensation Related				
52411000 - F.I.C.A.	598,643	151,995	2,977	753,615
52421000 - F.U.I.	7,983	1,905	36	9,924
52431000 - S.U.I.	43,079	9,523	179	52,781
52441000 - Union Medical	1,408,821	525,258	9,845	1,943,923
52451000 - Workers' Compensation Insurance	396,489	140,305	2,749	539,543
52461000 - Non Union Medical & Life Insurance	452,930	0	0	452,930
52471000 - Union Retirement Plan	398,476	148,565	2,785	549,826
52481000 - Non-Union Retirement Plan	141,446	0	0	141,446
Total Compensation Related	3,447,867	977,551	18,570	4,443,987
Materials and Supplies				
53001000 - Materials & Supplies	443,522	133,265	3,458	580,244
53003000 - Materials Direct	281,062	500,443	16,376	797,881
53004000 - Freight	2,381	1,468	43	3,892

**Third Laguna Hills Mutual  
Budget Comparison Report by Fund Type  
12/31/2023**

THIRD LAGUNA HILLS MUTUAL

	<u>2023 Budget Operating</u>	<u>2023 Budget Reserves</u>	<u>2023 Budget Restricted</u>	<u>Total</u>
Total Materials and Supplies	726,964	635,176	19,876	1,382,017
Utilities and Telephone				
53301000 - Electricity	399,821	0	0	399,821
53301500 - Sewer	1,494,600	0	0	1,494,600
53302000 - Water	3,009,336	0	0	3,009,336
53302500 - Trash	1,058,445	13,981	494	1,072,920
Total Utilities and Telephone	5,962,202	13,981	494	5,976,677
Legal Fees				
53401500 - Legal Fees	393,325	0	0	393,325
Total Legal Fees	393,325	0	0	393,325
Professional Fees				
53402020 - Audit & Tax Preparation Fees - Third	47,670	0	0	47,670
53403500 - Consulting Fees	11,271	0	0	11,271
53403520 - Consulting Fees - Third	90,416	0	0	90,416
Total Professional Fees	149,357	0	0	149,357
Equipment Rental				
53501500 - Equipment Rental/Lease Fees	7,957	36,002	617	44,576
Total Equipment Rental	7,957	36,002	617	44,576
Outside Services				
53601000 - Bank Fees	37,322	0	0	37,322
53601500 - Credit Card Transaction Fees	10,000	0	0	10,000
53604500 - Marketing Expense	5,000	0	0	5,000
54603500 - Outside Services CC	1,137,865	6,847,066	1,239,000	9,223,931
53704000 - Outside Services	105,953	8,171	89	114,213
Total Outside Services	1,296,140	6,855,238	1,239,089	9,390,466
Repairs and Maintenance				
53701000 - Equipment Repair & Maint	7,673	4,974	74	12,721
53703000 - Elevator /Lift Maintenance	366,252	0	0	366,252
Total Repairs and Maintenance	373,925	4,974	74	378,973
Other Operating Expense				
53801000 - Mileage & Meal Allowance	5,846	114	0	5,960
53801500 - Travel & Lodging	1,719	0	0	1,719
53802000 - Uniforms	62,796	23,883	387	87,067
53802500 - Dues & Memberships	2,271	153	0	2,423
53803000 - Subscriptions & Books	1,628	0	0	1,628
53803500 - Training & Education	17,179	980	7	18,166
53903000 - Safety	971	22	0	993
54001020 - Board Relations - Third	10,000	0	0	10,000
54002000 - Postage	53,780	0	0	53,780
54002500 - Filing Fees / Permits	514	0	0	514
Total Other Operating Expense	156,704	25,152	394	182,251
Insurance				
54401000 - Hazard & Liability Insurance	970,532	0	0	970,532
54401500 - D&O Liability	95,850	0	0	95,850
54402000 - Property Insurance	7,849,953	0	0	7,849,953
54403000 - General Liability Insurance	7,072	0	0	7,072
Total Insurance	8,923,407	0	0	8,923,407
Net Allocation to Mutuals				
54602500 - Allocated Expenses	1,213,710	194,682	3,633	1,412,025
Total Net Allocation To Mutuals	1,213,710	194,682	3,633	1,412,025
Uncollectible Accounts				
54602000 - Bad Debt Expense	65,000	0	0	65,000
Total Uncollectible Accounts	65,000	0	0	65,000



**Third Laguna Hills Mutual  
Budget Comparison Report by Fund Type  
12/31/2023**  
THIRD LAGUNA HILLS MUTUAL

	<u>2023 Budget Operating</u>	<u>2023 Budget Reserves</u>	<u>2023 Budget Restricted</u>	<u>Total</u>
Total Expenses	<u>30,695,116</u>	<u>10,739,311</u>	<u>1,322,112</u>	<u>42,756,539</u>
Excess of Revenues Over Expenses	<u>(\$28,657,485)</u>	<u>(\$10,319,311)</u>	<u>(\$1,322,112)</u>	<u>(\$40,298,908)</u>

THIRD LAGUNA HILLS MUTUAL  
2023 PLAN  
PROGRAMS REPORT

DESCRIPTION	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 PROJECTED	2022 BUDGET	2023 BUDGET	Assessment Increase/(Decrease) \$	%
<b>OPERATING FUND - MAINTENANCE &amp; CONSTRUCTION</b>								
1 PLUMBING SERVICE	\$827,584	\$828,543	\$716,714	\$675,956	\$704,474	\$744,807	\$40,333	6%
2 CARPENTRY SERVICE	149,952	515,640	424,622	477,901	510,004	568,563	58,560	11%
3 PEST CONTROL	194,008	87,989	366,892	174,633	174,633	360,000	185,367	106%
4 FIRE PROTECTION	86,599	101,400	88,415	144,174	144,380	144,347	(32)	(0%)
5 ELECTRICAL SERVICE	99,796	107,651	126,478	127,525	115,944	115,140	(804)	(1%)
6 APPLIANCE REPAIRS	130,996	115,550	84,181	98,842	93,270	98,270	4,999	5%
7 MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	58,234	11,191	39,560	58,000	58,664	48,664	(10,000)	(17%)
8 SOLAR MAINTENANCE	28,149	23,981	14,348	25,000	25,000	35,000	10,000	40%
9 STREET LIGHT MAINTENANCE	0	0	0	0	0	17,000	17,000	100%
10 GUTTER CLEANING	132,957	29,988	0	0	0	0	0	0%
11 CURB CUTS	10,000	0	0	0	0	0	0	0%
<b>TOTAL</b>	<b>\$1,718,276</b>	<b>\$1,821,933</b>	<b>\$1,861,209</b>	<b>\$1,782,031</b>	<b>\$1,826,369</b>	<b>\$2,131,791</b>	<b>\$305,423</b>	<b>17%</b>

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.

DESCRIPTION	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 PROJECTED	2022 BUDGET	2023 BUDGET	Assessment Increase/(Decrease) \$	%
<b>OPERATING FUND - GENERAL SERVICES</b>								
12 JANITORIAL SERVICE	\$882,450	\$963,848	\$979,609	\$978,146	\$977,822	\$949,851	(\$27,971)	(3%)
13 CONCRETE SERVICE	393,686	348,028	403,056	326,941	369,462	371,540	2,079	1%
14 GUTTER CLEANING	41,466	123,469	73,777	148,553	160,758	161,337	579	0%
15 WELDING	99,041	111,697	118,439	101,367	126,349	110,964	(15,385)	(12%)
16 TRAFFIC CONTROL	14,238	14,118	20,648	19,837	22,074	22,058	(16)	(0%)
<b>TOTAL</b>	<b>\$1,430,881</b>	<b>\$1,561,161</b>	<b>\$1,595,528</b>	<b>\$1,574,844</b>	<b>\$1,656,465</b>	<b>\$1,615,751</b>	<b>(\$40,714)</b>	<b>(2%)</b>

**OPERATING FUND - LANDSCAPE**

17 GROUNDS MAINTENANCE	2,910,763	3,035,110	3,035,959	3,097,214	3,211,025	\$3,308,668	97,643	3%
18 IRRIGATION	1,043,777	1,051,492	1,002,546	1,040,845	1,040,845	1,039,801	(1,045)	(0%)
19 PEST CONTROL	291,533	313,692	377,679	431,551	383,391	413,642	30,251	8%
20 LANDSCAPE ADMINISTRATION	148,803	145,024	316,948	341,287	341,287	358,085	\$16,798	5%
21 NURSERY & COMPOSTING	257,239	237,480	276,053	290,924	290,925	250,330	(40,595)	(14%)
22 SMALL EQUIPMENT REPAIR	204,044	206,371	233,039	227,135	227,135	208,268	(18,867)	(8%)
23 TREE MAINTENANCE	(5,498)	1,082	0	0	0	0	0	0%
<b>TOTAL</b>	<b>\$4,850,661</b>	<b>\$4,990,251</b>	<b>\$5,242,224</b>	<b>\$5,428,956</b>	<b>\$5,494,608</b>	<b>\$5,578,793</b>	<b>\$84,185</b>	<b>2%</b>

Line 23 Funding for this item moved to reserves in 2020.

THIRD LAGUNA HILLS MUTUAL  
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	2019	2020	2021	2022	2022	2022	2023	Assessment
DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	PROJECTED	BUDGET	BUDGET	BUDGET	Increase/(Decrease) \$ %
<b>RESERVE FUNDS - MAINTENANCE &amp; CONSTRUCTION</b>								
24 BUILDING NUMBERS	\$33,961	\$0	\$14,088	\$0	\$0	\$0	\$0	0%
25 BUILDING STRUCTURES	2,534,260	1,404,870	2,091,312	2,451,528	2,502,042	2,502,042	2,054,840	(447,203) (18%)
26 ELECTRICAL SYSTEMS	50,400	16,690	16,588	30,000	30,000	30,000	30,000	0 0%
27 ENERGY PROJECTS	27,491	923	0	0	0	0	0	0 0%
28 EXTERIOR LIGHTING	59,319	760,369	24,840	12,500	25,000	25,000	12,500	(12,500) (50%)
29 FENCING	123,758	57,416	73,009	63,996	63,996	63,996	82,765	18,770 29%
30 GARDEN VILLA LOBBY	111,162	109,636	111,882	12,000	12,000	12,000	0	(12,000) (100%)
31 GARDEN VILLA MAILROOM	75,477	32,510	300	412	412	431	20	5%
32 GARDEN VILLA RECESSED AREAS	40,436	65,016	0	0	0	0	0	0%
33 GARDEN VILLA REC ROOM HEAT PUMP/WATER HEATER	23,584	12,473	7,859	2,984	2,984	5,245	2,262	2,262 76%
34 GUTTERS	39,017	134,135	(15,844)	81,373	78,926	113,127	34,201	34,201 43%
35 MAILBOXES	29,282	63,844	37,175	9,143	9,143	25,180	16,037	16,037 175%
36 PAINT PROGRAM	2,031,797	1,619,789	1,527,920	1,587,279	1,586,079	1,597,812	11,733	11,733 1%
37 PRIOR TO PAINT	1,228,861	915,496	1,024,160	1,166,351	1,166,430	1,167,546	1,117	1,117 0%
38 PAVING/CONCRETE	693,336	695,094	618,985	431,372	433,960	439,421	5,461	5,461 1%
39 ROOFS	1,550,899	1,429,531	1,341,440	1,438,792	1,461,792	1,468,968	7,176	7,176 0%
40 EXTERIOR WALLS	148,913	137,928	29,280	35,000	35,000	35,000	0	0 0%
41 WASTE LINE REMEDIATION	741,873	417,586	530,595	700,000	700,000	1,000,000	300,000	300,000 43%
42 WATER LINES - COPPER PIPE REMEDIATION	199,817	154,939	367,397	500,000	500,000	500,000	0	0 0%
43 PLUMBING REPLACEMENT	0	0	0	0	0	200,000	200,000	200,000 100%
44 ELEVATORS	332,267	115,890	151,170	105,000	105,000	125,000	20,000	20,000 19%
45 LAUNDRY COUNTERTOP/FLOOR	51,423	62,093	40,498	16,028	16,028	59,567	43,539	43,539 272%
46 LAUNDRY APPLIANCES	20,935	46,932	60,836	93,712	93,712	101,579	7,866	7,866 8%
<b>TOTAL</b>	<b>\$10,148,267</b>	<b>\$8,253,160</b>	<b>\$8,053,489</b>	<b>\$8,737,470</b>	<b>\$8,822,504</b>	<b>\$9,018,981</b>	<b>\$196,477</b>	<b>2%</b>

Line 24 Beginning in 2022 funding for this item is included in the Paint Program.

**RESERVE FUNDS - GENERAL SERVICES**

47 PRIOR TO PAINT	\$3,735	\$1,842	\$10,437	\$11,284	\$12,712	\$12,700	(\$13)	(0%)
48 PAVING/CONCRETE	32,375	65,491	68,284	67,054	67,606	64,253	(3,354)	(5%)
49 EXTERIOR WALLS	0	0	5,600	0	24,150	24,150	0	0%
<b>TOTAL</b>	<b>\$36,111</b>	<b>\$67,333</b>	<b>\$84,321</b>	<b>\$78,338</b>	<b>\$104,468</b>	<b>\$101,103</b>	<b>(\$3,367)</b>	<b>(3%)</b>

**RESERVE FUNDS - LANDSCAPE**

50 LANDSCAPE MODERNIZATION	\$797,341	\$837,542	\$422,111	\$523,702	\$523,702	\$541,671	\$17,969	3%
51 IMPROVEMENT & RESTORATION	0	0	120,344	129,214	129,214	177,744	48,530	38%
52 TREE MAINTENANCE	228,647	830,447	843,160	943,424	943,424	899,814	(43,611)	(5%)
<b>TOTAL</b>	<b>\$1,025,988</b>	<b>\$1,667,989</b>	<b>\$1,385,615</b>	<b>\$1,596,340</b>	<b>\$1,596,340</b>	<b>\$1,619,229</b>	<b>\$22,888</b>	<b>1%</b>

THIRD LAGUNA HILLS MUTUAL  
2023 PLAN  
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DESCRIPTION	2019	2020	2021	2022	2022	2023	Assessment
	ACTUALS	ACTUALS	ACTUALS	PROJECTED	BUDGET	BUDGET	Increase/(Decrease) \$ %
<b>DISASTER FUND - MAINTENANCE &amp; CONSTRUCTION</b>							
53	\$873,957	\$707,469	\$253,951	\$237,513	\$237,513	\$260,000	\$22,487
54	882,146	1,254,082	614,090	400,000	400,000	500,000	100,000
55	208,893	151,227	118,104	50,000	50,000	75,000	25,000
56	148,226	146,221	14,507	46,548	46,548	14,000	(32,548)
57	108,912	217,829	162,802	190,935	190,935	199,470	8,535
<b>TOTAL</b>	<b>\$2,222,135</b>	<b>\$2,476,828</b>	<b>\$1,163,454</b>	<b>\$924,996</b>	<b>\$924,996</b>	<b>\$1,048,470</b>	<b>\$123,474</b>

**DISASTER FUND - LANDSCAPE**

58	\$31,335	\$106,597	\$83,108	\$180,000	\$180,000	\$180,000	\$0
<b>TOTAL</b>	<b>\$31,335</b>	<b>\$106,597</b>	<b>\$83,108</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$0</b>

**DISASTER FUND - FINANCIAL SERVICES**

59	\$0	\$918,432	\$1,931,334	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$918,432</b>	<b>\$1,931,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**GARDEN VILLA REC ROOM FUND - MAINTENANCE & CONSTRUCTION**

60	\$71,036	\$71,247	\$70,118	\$73,736	\$73,460	\$93,642	\$20,182
<b>TOTAL</b>	<b>\$71,036</b>	<b>\$71,247</b>	<b>\$70,118</b>	<b>\$73,736</b>	<b>\$73,460</b>	<b>\$93,642</b>	<b>\$20,182</b>



## 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	2022	\$ 16,637,656	\$ 95,623	\$ 10,690,704	\$ 146.00	\$ (10,199,995)	\$ 17,223,988
	<b>2023</b>	<b>\$ 17,223,988</b>	<b>\$ 353,563</b>	<b>\$ 11,276,496</b>	<b>\$ 154.00</b>	<b>\$ (10,453,167)</b>	<b>\$ 18,400,880</b>
	2024	\$ 18,400,880	\$ 357,529	\$ 11,422,944	\$ 156.00	\$ (12,059,852)	\$ 18,121,501
	2025	\$ 18,121,501	\$ 347,370	\$ 11,642,616	\$ 159.00	\$ (12,324,288)	\$ 17,787,199
	2026	\$ 17,787,199	\$ 339,021	\$ 11,862,288	\$ 162.00	\$ (12,333,884)	\$ 17,654,624
	2027	\$ 17,654,624	\$ 331,361	\$ 12,155,184	\$ 166.00	\$ (12,685,986)	\$ 17,455,183

\*2023 Reserve Fund Contributions exceed alternate minimum contributions recommended by the contracted reserve specialist.

#### 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	2022	\$ 2,355,983	\$ 11,453	\$ 366,120	\$ 5.00	\$ (105,000)	\$ 2,628,556
	<b>2023</b>	<b>\$ 2,628,556</b>	<b>\$ 54,982</b>	<b>\$ 366,120</b>	<b>\$ 5.00</b>	<b>\$ (125,000)</b>	<b>\$ 2,924,658</b>
	2024	\$ 2,924,658	\$ 59,541	\$ 366,120	\$ 5.00	\$ (261,375)	\$ 3,088,944
	2025	\$ 3,088,944	\$ 62,761	\$ 366,120	\$ 5.00	\$ (267,909)	\$ 3,249,915
	2026	\$ 3,249,915	\$ 65,913	\$ 366,120	\$ 5.00	\$ (274,607)	\$ 3,407,341
	2027	\$ 3,407,341	\$ 68,993	\$ 366,120	\$ 5.00	\$ (281,472)	\$ 3,560,982



### 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	2022	\$ 364,571	\$ 2,164	\$ 73,224	\$ 1.00	\$ (109,740)	\$ 330,219
	2023	\$ 330,219	\$ 6,457	\$ 146,448	\$ 2.00	\$ (161,146)	\$ 321,978
	2024	\$ 321,978	\$ 6,480	\$ 146,448	\$ 2.00	\$ (142,396)	\$ 332,510
	2025	\$ 332,510	\$ 6,860	\$ 146,448	\$ 2.00	\$ (125,453)	\$ 360,365
	2026	\$ 360,365	\$ 7,299	\$ 146,448	\$ 2.00	\$ (137,299)	\$ 376,813
	2027	\$ 376,813	\$ 7,992	\$ 183,060	\$ 2.50	\$ (137,461)	\$ 430,404

### 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	2022	\$ 5,583,783	\$ 29,402	\$ 1,591,890	\$ 21.74	\$ (1,109,623)	\$ 6,095,452
	2023	\$ 6,095,452	\$ 118,602	\$ 897,726	\$ 12.26	\$ (1,228,470)	\$ 5,883,310
	2024	\$ 5,883,310	\$ 123,382	\$ 1,830,600	\$ 25.00	\$ (1,259,000)	\$ 6,578,292
	2025	\$ 6,578,292	\$ 136,972	\$ 1,830,600	\$ 25.00	\$ (1,290,000)	\$ 7,255,864
	2026	\$ 7,255,864	\$ 150,203	\$ 1,830,600	\$ 25.00	\$ (1,322,000)	\$ 7,914,667
	2027	\$ 7,914,667	\$ 163,049	\$ 1,830,600	\$ 25.00	\$ (1,355,000)	\$ 8,553,316



**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>
<b>UNAPPROPRIATED EXPENDITURES FUND</b>	2022	\$ 3,901,680	\$ 11,225	\$ 0	\$ 0	\$ (1,676,495)	\$ 2,236,410
	2023	\$ <b>2,236,410</b>	\$ <b>53,288</b>	\$ <b>1,256,000</b>	\$ <b>0</b>	\$ <b>(400,000)</b>	\$ <b>3,145,698</b>
	2024	\$ 3,145,698	\$ 64,672	\$ 585,792	\$ 8.00	\$ (410,000)	\$ 3,386,162
	2025	\$ 3,386,162	\$ 69,381	\$ 585,792	\$ 8.00	\$ (420,000)	\$ 3,621,335
	2026	\$ 3,621,335	\$ 73,975	\$ 585,792	\$ 8.00	\$ (431,000)	\$ 3,850,102
	2027	\$ 3,850,102	\$ 78,440	\$ 585,792	\$ 8.00	\$ (442,000)	\$ 4,072,334

*\* 2023 Includes projected 2022 Operating Surplus of \$1,256,000*

**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>
<b><u>SURCHARGE:</u> GARDEN VILLA REC ROOM FUND</b>	2022	\$ 105,338	\$ 425	\$ 89,424	\$ 6.00	\$ (73,736)	\$ 121,451
	2023	\$ <b>121,451</b>	\$ <b>2,424</b>	\$ <b>93,150</b>	\$ <b>6.25</b>	\$ <b>(93,642)</b>	\$ <b>123,383</b>
	2024	\$ 123,383	\$ 2,476	\$ 96,876	\$ 6.50	\$ (96,000)	\$ 126,735
	2025	\$ 126,735	\$ 2,519	\$ 96,876	\$ 6.50	\$ (98,400)	\$ 127,730
	2026	\$ 127,730	\$ 2,514	\$ 96,876	\$ 6.50	\$ (100,900)	\$ 126,220
	2027	\$ 126,220	\$ 2,459	\$ 96,876	\$ 6.50	\$ (103,400)	\$ 122,155





Reserve Study Executive Summary

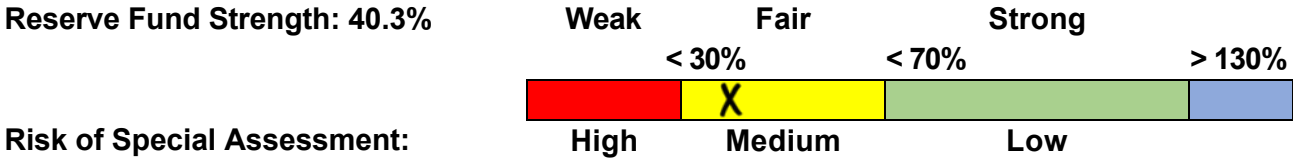
With-Site-Visit

Third Mutual - Laguna Woods Village
Laguna Woods, CA
Level of Service: Update "With-Site-Visit"

Report #: 31071-3
# of Units: 6,102
January 1, 2023 through December 31, 2023

Findings & Recommendations as of January 1, 2023

Table with 2 columns: Metric and Amount. Rows include Projected Starting Reserve Balance (\$20,182,762), Current Full Funding Reserve Balance (\$50,041,299), Average Reserve Deficit (Surplus) Per Unit (\$4,893), Percent Funded (40.3%), Recommended 2023 "Annual Full Funding Contributions" (\$13,300,000), Alternate minimum contributions to keep Reserve above \$8,290,000 (\$11,495,000), Most Recent Reserve Contribution Rate (\$11,130,048), and Annual Deterioration Rate (\$19,595,307).



Economic Assumptions:

Table with 2 columns: Assumption and Rate. Rows include Net Annual "After Tax" Interest Earnings Accruing to Reserves (2.00 %) and Annual Inflation Rate (3.00 %).

This is an Update "With-Site-Visit", and is based on a prior Report prepared by Association Reserves for your 2022 Fiscal Year. We performed the site inspection on 5/26/2022.

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

The Association is Mutual Community Association.

The Reserve Fund is between the 30% funded level and the 70% funded level at 40.3 % 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 your 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 \$19,595,307.

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 \$13,300,000.

\*The Alternative Contribution rate, also called Baseline Funding will keep the Reserve Funds above \$8,290,000. This figure for your association is \$11,495,000.

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



**Executive Summary Table** **Report # 31071-3**  
**With-Site-Visit**

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Paved Surfaces</b>			
100 Golf Cart Parking/Striping Project	1	1	\$10,000
103 Parkway Concrete - Repair/Replace	1	1	\$150,000
201 2023 Asphalt Paving Replacement	25	0	\$392,929
201 2024 Asphalt Paving Replacement	25	1	\$443,000
201 2025 Asphalt Paving Replacement	25	2	\$480,000
201 2026 Asphalt Paving Replacement	25	3	\$307,000
201 2027 Asphalt Paving Replacement	25	4	\$457,000
201 2028 Asphalt Paving Replacement	25	5	\$692,000
201 2029 Asphalt Paving Replacement	25	6	\$513,000
201 2030 Asphalt Paving Replacement	25	7	\$499,000
201 2031 Asphalt Paving Replacement	25	8	\$444,000
201 2032 Asphalt Paving Replacement	25	9	\$475,000
201 2033 Asphalt Paving Replacement	25	10	\$441,000
201 2034 Asphalt Paving Replacement	25	11	\$453,000
201 2035 Asphalt Paving Replacement	25	12	\$673,000
201 2036 Asphalt Paving Replacement	25	13	\$453,000
201 2037 Asphalt Paving Replacement	25	14	\$419,000
201 2038 Asphalt Paving Replacement	25	15	\$310,000
201 2039 Asphalt Paving Replacement	25	16	\$191,000
201 2041 Asphalt Paving Replacement	25	18	\$211,000
201 2042 Asphalt Paving Replacement	25	19	\$393,000
201 2043 Asphalt Paving Replacement	25	20	\$323,000
201 2044 Asphalt Paving Replacement	25	21	\$526,000
201 2045 Asphalt Paving Replacement	25	22	\$752,000
201 2046 Asphalt Paving Replacement	25	23	\$525,000
201 2047 Asphalt Paving Replacement	25	24	\$511,000
202 Paving Seal Coat - Annual	1	0	\$46,492
205 (2023) Concrete & Paving Maint	10	0	\$64,254
205 (2024) Concrete & Paving Maint	10	1	\$117,000
205 (2025) Concrete & Paving Maint	10	2	\$100,000
205 (2026) Concrete & Paving Maint	10	3	\$53,200
205 (2027) Concrete & Paving Maint	10	4	\$34,700
205 (2028) Concrete & Paving Maint	10	5	\$17,800
205 (2029) Concrete & Paving Maint	10	6	\$33,600
205 (2030) Concrete & Paving Maint	10	7	\$66,200
205 (2031) Concrete & Paving Maint	10	8	\$69,000
205 (2032) Concrete & Paving Maint	10	9	\$79,500

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Roofing &amp; Gutters</b>			
1308 (2023) LWT to Comp Shingle	40	0	\$119,925
1308 (2024) LWT to Comp Shingle	40	1	\$121,000
1308 (2025) LWT to Comp Shingle	40	2	\$121,000
1308 (2026) LWT to Comp Shingle	40	3	\$118,000
1308 (2027) LWT to Comp Shingle	40	4	\$120,000
1308 (2028) LWT to Comp Shingle	40	5	\$122,000
1308 (2029) LWT to Comp Shingle	40	6	\$122,000
1308 (2030) LWT to Comp Shingle	40	7	\$460,000
1308 (2031) LWT to Comp Shingle	40	8	\$470,000
1308 (2032) LWT to Comp Shingle	40	9	\$470,000
1308 (2033) LWT to Comp Shingle	40	10	\$470,000
1308 (2034) LWT to Comp Shingle	40	11	\$470,000
1308 (2035) LWT to Comp Shingle	40	12	\$470,000
1308 (2036) LWT to Comp Shingle	40	13	\$470,000
1308 (2037) LWT to Comp Shingle	40	14	\$460,000
1308 (2038) LWT to Comp Shingle	40	15	\$470,000
1308 (2039) LWT to Comp Shingle	40	16	\$470,000
1308 (2040) LWT to Comp Shingle	40	17	\$470,000
1308 (2041) LWT to Comp Shingle	40	18	\$470,000
1308 (2042) LWT to Comp Shingle	40	19	\$460,000
1308 (2043) LWT to Comp Shingle	40	20	\$470,000
1308 (2044) LWT to Comp Shingle	40	21	\$470,000
1308 (2045) LWT to Comp Shingle	40	22	\$470,000
1308 (2046) LWT to Comp Shingle	40	23	\$460,000
1308 (2047) LWT to Comp Shingle	40	24	\$470,000
1308 (2048) LWT to Comp Shingle	40	25	\$460,000
1308 (2049) LWT to Comp Shingle	40	26	\$460,000
1308 (2050) LWT to Comp Shingle	40	27	\$470,000
1308 (2051) LWT to Comp Shingle	40	28	\$500,000
1308 (2052) LWT to Comp Shingle	40	29	\$545,000
1310 (2039) Malibu/Capistrano Tile Roofs	40	16	\$684,000
1310 (2040) Malibu/Capistrano Tile Roofs	40	17	\$688,000
1310 (2041) Malibu/Capistrano Tile Roofs	40	18	\$688,000
1310 (2042) Malibu/Capistrano Tile Roofs	40	19	\$684,000
1310 (2043) Malibu/Capistrano Tile Roofs	40	20	\$686,000
1310 (2044) Malibu/Capistrano Tile Roofs	40	21	\$688,000
1310 (2045) Malibu/Capistrano Tile Roofs	40	22	\$687,000
1310 (2046) Malibu/Capistrano Tile Roofs	40	23	\$329,000
1310 (2047) Malibu/Capistrano Tile Roofs	40	24	\$464,000
1310 (2048) Malibu/Capistrano Tile Roofs	40	25	\$668,000
1310 (2049) Malibu/Capistrano Tile Roofs	40	26	\$655,000

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1310 (2050) Malibu/Capistrano Tile Roofs	40	27	\$682,000
1310 (2051) Malibu/Capistrano Tile Roofs	40	28	\$677,000
1310 (2052) Malibu/Capistrano Tile Roofs	40	29	\$695,000
1311 (2030) Metal Tile Roof - Replace	40	7	\$280,000
1311 (2031) Metal Tile Roof - Replace	40	8	\$270,000
1311 (2032) Metal Tile Roof - Replace	40	9	\$280,000
1311 (2033) Metal Tile Roof - Replace	40	10	\$290,000
1311 (2034) Metal Tile Roof - Replace	40	11	\$290,000
1311 (2035) Metal Tile Roof - Replace	40	12	\$270,000
1311 (2036) Metal Tile Roof - Replace	40	13	\$290,000
1311 (2037) Metal Tile Roof - Replace	40	14	\$280,000
1311 (2038) Metal Tile Roof - Replace	40	15	\$290,000
1311 (2039) Metal Tile Roof - Replace	40	16	\$280,000
1311 (2040) Metal Tile Roof - Replace	40	17	\$290,000
1311 (2041) Metal Tile Roof - Replace	40	18	\$290,000
1311 (2042) Metal Tile Roof - Replace	40	19	\$290,000
1311 (2043) Metal Tile Roof - Replace	40	20	\$280,000
1311 (2044) Metal Tile Roof - Replace	40	21	\$290,000
1311 (2045) Metal Tile Roof - Replace	40	22	\$280,000
1311 (2046) Metal Tile Roof - Replace	40	23	\$290,000
1311 (2047) Metal Tile Roof - Replace	40	24	\$290,000
1311 (2048) Metal Tile Roof - Replace	40	25	\$280,000
1311 (2049) Metal Tile Roof - Replace	40	26	\$280,000
1314 (2023) PVC Cool Roof System - Repl	25	0	\$1,094,077
1314 (2024) PVC Cool Roof System - Repl	25	1	\$1,150,000
1314 (2025) PVC Cool Roof System - Repl	25	2	\$1,150,000
1314 (2026) PVC Cool Roof System - Repl	25	3	\$1,160,000
1314 (2027) PVC Cool Roof System - Repl	25	4	\$1,160,000
1314 (2028) PVC Cool Roof System - Repl	25	5	\$1,160,000
1314 (2029) PVC Cool Roof System - Repl	25	6	\$1,270,000
1314 (2030) PVC Cool Roof System - Repl	25	7	\$1,320,000
1314 (2031) PVC Cool Roof System - Repl	25	8	\$1,310,000
1314 (2032) PVC Cool Roof System - Repl	25	9	\$1,320,000
1314 (2033) PVC Cool Roof System - Repl	25	10	\$1,290,000
1314 (2034) PVC Cool Roof System - Repl	25	11	\$1,320,000
1314 (2035) PVC Cool Roof System - Repl	25	12	\$1,320,000
1314 (2036) PVC Cool Roof System - Repl	25	13	\$1,340,000
1314 (2037) PVC Cool Roof System - Repl	25	14	\$1,410,000
1314 (2038) PVC Cool Roof System - Repl	25	15	\$1,370,000
1314 (2039) PVC Cool Roof System - Repl	25	16	\$1,180,000
1314 (2040) PVC Cool Roof System - Repl	25	17	\$1,440,000
1314 (2041) PVC Cool Roof System - Repl	25	18	\$1,200,000

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1314 (2042) PVC Cool Roof System - Repl	25	19	\$1,100,000
1314 (2043) PVC Cool Roof System - Repl	25	20	\$810,000
1314 (2044) PVC Cool Roof System - Repl	25	21	\$656,000
1314 (2045) PVC Cool Roof System - Repl	25	22	\$626,000
1314 (2046) PVC Cool Roof System - Repl	25	23	\$586,000
1314 (2047) PVC Cool Roof System - Repl	25	23	\$638,000
1314 (2048) PVC Cool Roof System - Repl	25	23	\$693,000
1314 (2049) PVC Cool Roof System - Repl	25	24	\$678,000
1316 Roof Preventative Maintenance	1	0	\$131,966
1317 Annual Emergency Roof Repairs	1	0	\$123,000
1330 (2040) 3- Story Gutters R/R	30	17	\$130,000
1330 (2041) 3- Story Gutters R/R	30	18	\$130,000
1330 (2042) 3- Story Gutters R/R	30	19	\$130,000
1330 (2043) 3- Story Gutters R/R	30	20	\$130,000
1330 (2044) 3- Story Gutters R/R	30	21	\$130,000
1330 (2045) 3- Story Gutters R/R	30	22	\$130,000
1330 (2046) 3- Story Gutters R/R	30	23	\$130,000
1330 (2047) 3- Story Gutters R/R	30	24	\$130,000
1330 (2048) 3- Story Gutters R/R	30	25	\$13,000
1331 (2023) 1 & 2-Story Gutters R/R	1	0	\$113,127
1331 (2024-2029) 1 & 2-Story Gutters R/R	1	1	\$58,800
1331 (2030-2052) 1 & 2-Story Gutters R/R	1	7	\$55,600
<b>Building Structures</b>			
1805 Lighted Building Numbers - Replace	20	19	\$14,100
1860 (2026-2031) Fire Alarm System	1	3	\$220,000
3210 (2023) MO/Carpentry/CP Panels	1	0	\$480,159
3210 (2024-2026) MO/Carpentry/CP Panels	1	1	\$656,000
3210 (2027-2039) MO/Carpentry/CP Panels	1	4	\$380,000
3210 (2040-2052) MO/Carpentry/CP Panels	1	17	\$306,000
3213 (2023) Bldg Structure Dry Rot	1	0	\$210,000
3213 (2024-2028) Bldg Structure Dry Rot	1	1	\$538,000
3213 (2029-2038) Bldg Structure Dry Rot	1	6	\$269,000
3213 (2039-2052) Bldg Structure Dry Rot	1	16	\$130,000
3216 (2023) Bldg Struct Replacement	1	0	\$500,000
3216 (2024-2028) Bldg Struct Replacement	1	1	\$367,500
3216 (2029-2038) Bldg Struct Replacement	1	6	\$184,000
3216 (2039-2052) Bldg Struct Replacement	1	16	\$92,000
3219 (2024-2026) Parapet Wall Removal	1	1	\$270,000
3220 Annual Bldg Foundation Repairs	1	0	\$35,000
3223 (2024-2028) Storage Cabinets	1	1	\$96,000
3225 (2024) Glulam/Beam - Repair	10	1	\$157,000
3225 (2026) Glulam/Beam - Repair	10	3	\$157,000

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
3225 (2027) Glulam/Beam - Repair	10	4	\$418,000
3225 (2028) Glulam/Beam - Repair	10	5	\$208,000
3225 (2029) Glulam/Beam - Repair	10	6	\$157,000
3225 (2030) Glulam/Beam - Repair	10	7	\$52,000
3225 (2031) Glulam/Beam - Repair	10	8	\$1,300,000
3225 (2032) Glulam/Beam - Repair	10	9	\$304,000
3230 (2023) Bldg Dry Rot - Repairs	1	0	\$164,681
3230 Annual Bldg Dry Rot - Repairs	1	1	\$150,000
3231 (2023) Bldg Lead Abatement	1	0	\$5,000
3231 Annual Bldg Lead Abatement	1	1	\$1,300
3235 Annual Damage Restoration	1	0	\$610,000
<b>Decking Projects</b>			
151 Annual Balcony Inspections	1	0	\$50,000
152 Annual Decking Topcoat	1	1	\$132,000
153 Annual Decking Balconies	1	0	\$12,700
154 (2023-2025) GV Breezeway Decks	1	0	\$222,602
154 Annual GV Breezeway Decks	1	3	\$45,000
155 Annual Common Decking	1	0	\$138,396
<b>Prior To Painting &amp; Painting Projects</b>			
153 (2023) Deck Top Coat With Painting	1	0	\$40,096
153 Annual Deck Top Coat With Painting	1	1	\$64,000
1115 (2023) Full Cycle Exterior Painting	1	0	\$1,251,452
1115 Annual Full Cycle Exterior Painting	1	1	\$1,180,000
1116 Annual Exterior Paint Touch-Up	1	0	\$172,726
1116 Annual Interior Paint Touch-Up	1	0	\$76,471
1400 (2023) HIP Reflective Address Signs	1	0	\$50,000
1400 Annual HIP Reflective Address Signs	1	1	\$39,000
2901 Annual Lead Testing & Abatement	1	0	\$7,500
2902 (2023) PTP Asbestos Abatement	1	0	\$55,000
2902 Annual PTP Asbestos Abatement	1	1	\$37,000
2910 (2023) PTP Repair Work	1	0	\$751,548
2910 Annual PTP Repair Work	1	1	\$665,000
<b>Elevators</b>			
2800 Annual Misc. Elevator Components	1	0	\$6,512
2802 (2023) Cab Door Operators	1	0	\$25,100
2802 (2024-2025) Cab Door Operators	1	1	\$62,800
2802 (2026) Cab Door Operators	1	3	\$37,700
2802 (2051) Cab Door Operators	40	28	\$196,000
2802 (2052) Cab Door Operators	40	29	\$196,000
2804 (2023) Cab Remodel & Flooring	40	0	\$23,180
2804 (2024) Cab Remodel & Flooring	40	1	\$56,000
2804 (2025) Cab Remodel & Flooring	40	2	\$56,000

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
2804 (2026) Cab Remodel & Flooring	40	3	\$36,500
2806 (2032) Controllers & Call Buttons	30	9	\$620,000
2806 (2033) Controllers & Call Buttons	30	10	\$620,000
2806 (2034) Controllers & Call Buttons	30	11	\$620,000
2806 (2035) Controllers & Call Buttons	30	12	\$620,000
2806 (2036) Controllers & Call Buttons	30	13	\$620,000
2806 (2037) Controllers & Call Buttons	30	14	\$620,000
2806 (2038) Controllers & Call Buttons	30	15	\$620,000
2806 (2039) Controllers & Call Buttons	30	16	\$740,000
2808 (2023) Hoistway Doors Replace	40	0	\$20,868
2808 (2024) Hoistway Doors Replace	40	1	\$54,800
2808 (2025) Hoistway Doors Replace	40	2	\$54,800
2808 (2026) Hoistway Doors Replace	40	3	\$32,900
2850 (2023-2026) Machine Room Power Unit	1	0	\$42,940
2850 (2051) Machine Room Power Units	1	28	\$168,000
2852 (2023) Solid State Soft Starters	1	0	\$6,400
2852 (2024) Solid State Soft Starters	1	1	\$16,800
2852 (2025) Solid State Soft Starters	1	2	\$16,800
2852 (2026) Solid State Soft Starters	1	3	\$10,100
2852 (2044) Solid State Soft Starters	1	21	\$16,800
<b>Garden Villas</b>			
332 (2023) GV Water Heaters	10	0	\$3,000
332 (2024) GV Water Heaters	10	1	\$1,200
332 (2025-2026) GV Water Heaters	10	3	\$1,900
332 (2027) GV Water Heaters	10	4	\$1,900
332 (2028) GV Water Heaters	10	5	\$9,300
332 (2029) GV Water Heaters	10	6	\$5,600
332 (2030) GV Water Heaters	10	7	\$5,600
332 (2031) GV Water Heaters	10	8	\$6,200
332 (2032) GV Water Heaters	10	9	\$3,000
336 Annual GV Rec Room Heat Pump	1	0	\$2,276
912 (2031-2041) GV Lobby Renovations	10	8	\$59,000
912 (2051-2061) GV Lobby Renovations	10	28	\$59,000
915 (2026) Mail Room Renvoations	10	3	\$84,000
915 (2027) Mail Room Renvoations	10	4	\$84,000
915 (2028) Mail Room Renvoations	10	5	\$84,000
915 (2029) Mail Room Renvoations	10	6	\$84,000
915 (2030) Mail Room Renvoations	10	7	\$84,000
915 (2031) Mail Room Renvoations	10	8	\$25,000
1950 (2024-2036) GV Concrete Filler	1	1	\$236,000
1951 Annual GV Recessed Area Carpet	1	1	\$67,200
<b>Lighting Replacement Projects</b>			

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
370 (2023) Exterior Lighting Replacement	1	0	\$12,500
370 Annual Exterior Light Replacement	1	1	\$53,000
<b>Walls, Fencing &amp; Railings</b>			
501 (2023) Common Interior Walls	1	0	\$10,000
501 Annual Common Interior Walls	1	1	\$26,200
501 Annual Perimeter Block Wall	1	1	\$25,300
504 Annual Shepherds Crooks, Repair	1	0	\$49,150
516 Annual Split Rail Fence, Replace	1	0	\$82,765
<b>Laundry Facilities</b>			
603 (2023-2029) Epoxy Floors - Replace	1	0	\$47,225
603 (2041) Epoxy Floors - Replace	1	18	\$53,000
990 (2023) Countertops - Replace	1	0	\$12,341
990 (2034-2043) Countertops - Replace	1	11	\$16,000
992 Annual Commercial Washers, Replace	1	0	\$61,928
993 (2023-2027) Commercial Dryers	1	0	\$6,891
993 Annual Commercial Dryers - Replace	1	4	\$30,000
994 (2023) Laundry Water Heaters	10	0	\$32,760
994 (2024) Laundry Water Heaters	10	1	\$8,500
994 (2025) Laundry Water Heaters	10	2	\$16,200
994 (2026) Laundry Water Heaters	10	3	\$8,500
994 (2027) Laundry Water Heaters	10	4	\$6,000
994 (2028) Laundry Water Heaters	10	5	\$17,200
994 (2029) Laundry Water Heaters	10	6	\$6,000
994 (2030) Laundry Water Heaters	10	7	\$5,000
994 (2031) Laundry Water Heaters	10	8	\$6,000
994 (2032) Laundry Water Heaters	10	9	\$33,400
<b>Sewer Lines, Water Lines &amp; Elect</b>			
318 (2023-2041) Waste Line Liners	1	0	\$1,000,000
319 (2023) Copper Water Lines	1	0	\$500,000
319 (2024-2028) Copper Water Lines	1	1	\$298,000
319 (2029-2045) Copper Water Lines	1	6	\$140,000
319 (2046-2051) Copper Water Lines	1	23	\$110,000
340 Annual Elect System & Panel Replace	1	0	\$30,000
341 Annual Heat Pumps/Wall Heaters	1	1	\$10,000
4590 Annual General Plumbing Replacement	1	0	\$200,000
<b>Grounds &amp; Miscellaneous</b>			
450 Annual Pedestal Mailboxes Replace	1	0	\$25,180
6830 Cul-de-sac Signage - Replace	10	9	\$10,000
<b>Landscape Projects</b>			
1020 Annual Tree Trimming	1	0	\$899,814
1022 5-Year Landscape Modernization	5	1	\$95,700
1022 Annual Landscape Modernization	1	2	\$17,500



# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1023 (2023) Landscape Improve/Restore	1	0	\$177,744
1023 Landscape Improvement & Restoration	1	1	\$159,000
1024 Annual Slope Renovations	1	0	\$523,765
1025 Annual Turf Reduction Program	1	0	\$17,906
<b>281 Total Funded Components</b>			



**Budget Summary** **Report # 31071-3**  
**With-Site-Visit**

	Useful Life		2023 Rem. Useful Life		Estimated Replacement Cost in 2023	2023 Expenditures	01/01/2023	01/01/2023	Remaining Bal. to be Funded	2023 Contributions
	Min	Max	Min	Max			Current Fund Balance	Fully Funded Balance		
Paved Surfaces	1	25	0	24	\$11,725,675	\$503,675	\$3,045,821	\$6,158,225	\$8,679,854	\$478,762
Roofing & Gutters	1	40	0	29	\$57,640,495	\$1,582,095	\$7,224,120	\$30,549,255	\$50,416,375	\$1,606,213
Building Structures	1	20	0	19	\$8,431,740	\$2,004,840	\$2,673,640	\$2,980,345	\$5,758,100	\$4,032,117
Decking Projects	1	1	0	3	\$600,698	\$423,698	\$423,698	\$423,698	\$177,000	\$407,714
Prior To Painting & Painting Projects	1	1	0	1	\$4,389,793	\$2,404,793	\$2,404,793	\$2,404,793	\$1,985,000	\$2,979,501
Elevators	1	40	0	29	\$6,217,000	\$125,000	\$402,485	\$3,464,518	\$5,814,515	\$405,517
Garden Villas	1	10	0	28	\$906,176	\$5,276	\$200,516	\$245,736	\$705,660	\$248,108
Lighting Replacement Projects	1	1	0	1	\$65,500	\$12,500	\$12,500	\$12,500	\$53,000	\$44,457
Walls, Fencing & Railings	1	1	0	1	\$193,415	\$141,915	\$141,915	\$141,915	\$51,500	\$131,277
Laundry Facilities	1	10	0	18	\$366,945	\$161,145	\$202,305	\$208,345	\$164,640	\$163,806
Sewer Lines, Water Lines & Elect	1	1	0	23	\$2,288,000	\$1,730,000	\$1,730,000	\$1,730,000	\$558,000	\$1,552,943
Grounds & Miscellaneous	1	10	0	9	\$35,180	\$25,180	\$25,180	\$26,180	\$10,000	\$17,769
Landscape Projects	1	5	0	2	\$1,891,429	\$1,619,229	\$1,695,789	\$1,695,789	\$195,640	\$1,231,813
					<b>\$94,752,046</b>	<b>\$10,739,346</b>	<b>\$20,182,762</b>	<b>\$50,041,299</b>	<b>\$74,569,284</b>	<b>\$13,300,000</b>

**Percent Funded: 40.3%**

**30-Year Reserve Plan Summary (Alternate Funding Plan)** **Report # 31071-3**  
**With-Site-Visit**

Fiscal Year Start: 2023

<b>Interest:</b>	2.00 %	<b>Inflation:</b>	3.00 %
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Reserve Fund Strength: as-of Fiscal Year Start Date	Projected Reserve Balance Changes
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Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2023	\$20,182,762	\$50,041,299	40.3 %	Medium	\$11,495,000	\$0	\$415,002	\$10,739,346
2024	\$21,353,418	\$53,697,003	39.8 %	Medium	\$11,724,900	\$0	\$423,550	\$12,463,623
2025	\$21,038,245	\$56,182,640	37.4 %	Medium	\$11,959,398	\$0	\$416,991	\$12,717,650
2026	\$20,696,984	\$58,559,938	35.3 %	Medium	\$12,198,586	\$0	\$412,233	\$12,745,790
2027	\$20,562,013	\$61,006,969	33.7 %	Medium	\$12,442,558	\$0	\$408,346	\$13,104,919
2028	\$20,307,998	\$63,564,070	31.9 %	Medium	\$12,691,409	\$0	\$401,508	\$13,523,349
2029	\$19,877,565	\$65,338,111	30.4 %	Medium	\$12,945,237	\$0	\$401,356	\$12,931,300
2030	\$20,292,858	\$58,377,275	34.8 %	Medium	\$13,204,142	\$0	\$407,566	\$13,405,545
2031	\$20,499,021	\$60,522,864	33.9 %	Medium	\$13,468,225	\$0	\$395,281	\$15,299,207
2032	\$19,063,320	\$60,921,359	31.3 %	Medium	\$13,804,930	\$0	\$372,762	\$14,995,804
2033	\$18,245,208	\$62,074,543	29.4 %	High	\$14,150,053	\$0	\$360,399	\$14,929,767
2034	\$17,825,893	\$63,795,626	27.9 %	High	\$14,503,805	\$0	\$347,609	\$15,712,210
2035	\$16,965,096	\$65,166,766	26.0 %	High	\$14,866,400	\$0	\$329,201	\$16,177,161
2036	\$15,983,537	\$66,569,367	24.0 %	High	\$15,238,060	\$0	\$308,117	\$16,674,811
2037	\$14,854,903	\$67,627,797	22.0 %	High	\$15,619,011	\$0	\$283,675	\$17,220,433
2038	\$13,537,156	\$68,643,081	19.7 %	High	\$16,009,487	\$0	\$261,265	\$17,195,964
2039	\$12,611,943	\$69,766,174	18.1 %	High	\$16,409,724	\$0	\$238,917	\$17,960,171
2040	\$11,300,412	\$70,516,784	16.0 %	High	\$16,819,967	\$0	\$222,396	\$17,384,296
2041	\$10,958,479	\$72,487,992	15.1 %	High	\$17,240,466	\$0	\$192,545	\$20,078,810
2042	\$8,312,680	\$70,522,325	11.8 %	High	\$17,671,478	\$0	\$171,800	\$17,273,762
2043	\$8,882,196	\$71,883,115	12.4 %	High	\$18,113,265	\$0	\$195,502	\$16,506,049
2044	\$10,684,913	\$74,588,074	14.3 %	High	\$18,566,096	\$0	\$226,852	\$17,457,907
2045	\$12,019,955	\$76,920,259	15.6 %	High	\$19,030,249	\$0	\$252,859	\$18,015,176
2046	\$13,287,888	\$79,231,500	16.8 %	High	\$19,506,005	\$0	\$260,383	\$20,281,335
2047	\$12,772,941	\$79,834,713	16.0 %	High	\$19,993,655	\$0	\$266,782	\$19,104,982
2048	\$13,928,396	\$82,241,147	16.9 %	High	\$20,493,496	\$0	\$285,842	\$20,027,176
2049	\$14,680,558	\$84,360,599	17.4 %	High	\$21,005,834	\$0	\$299,480	\$20,692,461
2050	\$15,293,412	\$83,165,407	18.4 %	High	\$21,530,980	\$0	\$317,373	\$20,670,394
2051	\$16,471,371	\$85,944,624	19.2 %	High	\$22,069,254	\$0	\$306,879	\$24,604,340
2052	\$14,243,164	\$85,271,471	16.7 %	High	\$22,620,986	\$0	\$281,973	\$23,167,596



## **RESOLUTION 03-22-XX**

### **GRF Committee Appointments**

**RESOLVED**, September 20, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Community Activities Committee**

Annie McCary  
Cush Bhada  
Jules Zalon, Alternate

#### **GRF Finance Committee**

Donna Rane-Szostak  
Mark Laws  
Craig Wayne, Alternate

#### **Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Ralph Engdahl, Alternate  
Mark Laws

#### **GRF Landscape Committee**

Jules Zalon  
Nathaniel Ira Lewis  
Annie McCary, Alternate

#### **GRF Maintenance and Construction Committee**

Ralph Engdahl  
Jim Cook  
John Frankel, Alternate

#### **Clubhouse Renovation Ad Hoc Committee**

John Frankel  
Ralph Engdahl  
Cush Bhada, Alternate

#### **GRF Media and Communications Committee**

Annie McCary  
Jim Cook  
Cris Prince, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
~~Annie McCary~~  
Jim Cook

**Mobility and Vehicles Committee**

Jim Cook, Alternate  
John Frankel  
Cush Bhada

**Security and Community Access Committee**

Annie McCary  
Cris Prince  
Donna Rane-Szostak, Alternate

**Disaster Preparedness**

John Frankel  
Jim Cook  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

John Frankel  
Mark Laws

**Strategic Planning Committee**

Mark Laws  
Nathaniel Ira Lewis

**IT Technology Advisory Committee (ITAC)**

Mark Laws

**Insurance Ad Hoc Committee**

Cris Prince  
Mark Laws  
Jim Cook

**Website Ad Hoc Committee**

Annie McCary  
Mark Laws

**Compliance Ad Hoc Committee**

Mark Laws

Annie McCary

**RESOLVED FURTHER**, that Resolution 03-22-93, adopted August 16, 2022, is hereby superseded and canceled; and

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

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**ENDORSEMENT (to board)**

**Revised Architectural Standard No. 10 – Exterior Doors**

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 the board approve the revised Architectural Standard No. 10 – Exterior Doors.

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## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Revised Architectural Standard No. 10 – Exterior Doors

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### **RECOMMENDATION**

Adopt a Resolution approving revisions to Architectural Standard No. 10 – Exterior Doors.

### **BACKGROUND**

Architectural Standard No. 10 dictates the permitted type and color for doors. The Standard was originally adopted in 1989 and has been revised a number of times with the last revision in March 2018 with Resolution No. 03-18-40 (Attachment 1). A copy of the current Standard is included as Attachment 2.

On August 22, 2022, the Architectural Controls and Standards Committee (ACSC) reviewed the proposed revisions to Standard No. 10 and unanimously recommended that the Board approve the revised Standard.

### **DISCUSSION**

The number of manor remodels has increased in the last few years and with it is the implementation of more modern concepts in space utilization and modernization. Associated with this and newly adopted exterior colors for the various buildings in the Mutual, the number of requests for new colors for front doors has increased. However, Standard No. 10 – Exterior Doors, as currently written, only allows colors that match current colors of the building or trim, or be white.

The ACSC has considered the requests for additional exterior door colors and recommends approving the following updated list of colors for Standard No. 10 – Exterior Doors:

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
4. Black.
5. Any of the new door colors approved, or reasonably similar, but not yet painted (Attachment 3).
6. Commonly used colors as per door manufacturer.

7. Colors approved via the variance process.

A redlined copy of Resolution No. 03-18-40 is attached for reference as Attachment 4. The proposed Resolution 03-22-XX (Attachment 5) if enacted by the board would serve to update the existing Architectural Standard No. 10 – Exterior Doors (Attachment 6).

**FINANCIAL ANALYSIS**

A small decrease in maintenance cost to the Mutual will be realized, as these alterations would become the responsibility of the manor owner.

**Prepared By:** Baltazar Mejia, Maintenance & Construction Assistant Director

**Reviewed By:** Robbi Doncost, Manor Alterations Manager

**ATTACHMENT(S)**

- Attachment 1 – Current Resolution 03-18-40
- Attachment 2 – Current Standard No. 10 – Exterior Doors
- Attachment 3 – Color Board
- Attachment 4 – Redlined Revised Resolution 03-22-XX
- Attachment 5 – Revised Resolution 03-22-XX
- Attachment 6 – Revised Standard No. 10 – Exterior Doors

**Attachment 1 – Current Resolution 03-18-40**

**RESOLUTION 03-18-40**

**Revise Alteration Standard Section 10 - Doors, Exterior (Swing)**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 10 - Doors, Exterior.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing);

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.

**2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

**2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

**2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass or vinyl clad material. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

**3.2** Screen door additions are acceptable.

**3.3** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

**3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.6** Existing header height must remain unchanged; and

**RESOLVED FURTHER**, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

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



## **SECTION 10 DOORS, EXTERIOR (SWING)**

JANUARY 1989

REVISED AUGUST 2002, RESOLUTION M3-02-38

REVISED MARCH 2003, RESOLUTION 03-02-22

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MARCH 2018, RESOLUTION 03-18-40

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 TYPES OF DOORS**

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member.
- 2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.
- 2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department

### **3.0 APPLICATIONS**

- 3.1** All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.
- 3.2** Screen door additions are acceptable.
- 3.3** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

- 3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.
- 3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.
- 3.6** Existing header height must remain unchanged.

## Attachment 3 – Color Board



### Exterior Paint Color Options

Option 1	Option 2	Option 3	Option 4	Option 5
				
Trim: Southern Breeze Body: Delicate White Accent: Dusty Trail Entry Door: Red Clay	Trim: Delicate White Body: Fog Accent: Solstice Entry Door: Celestial Blue	Trim: Putty Body: Smokey Slate Accent: Dusty Trail Entry Door: Autumn Gray	Trim: Fog Body: Gray Stone Accent: Army Entry Door: Deep Emerald	Trim: Moth Gray Body: Stonehenge Greige Accent: Summer Wheat Entry Door: Peppy Pods
Option 6	Option 7	Option 8	Option 9	Option 10
				
Trim: Summer Wheat Body: Edelweiss Accent: Oyster Shell Entry Door: Glazed Granite	Trim: Blank Canvas Body: Toasted Almond Accent: Dusty Trail Entry Door: Apple-A-Day	Trim: Delicate White Body: Stony Creek Accent: Toasted Almond Entry Door: Meander	Trim: Golden Egg Body: Adobe White Accent: Applesauce Cake Entry Door: Baked Bean	Trim: Willow Springs Body: Winter Feather Accent: Moth Gray Entry Door: Silent Night

**Exterior Color Options 1-10:**  
Represents single story and two story buildings

**Entry & Garage Doors:**  
Default entry door color is listed in each color option.  
Member may choose accent color as an alternative OR off-white color, Delicate White.

**Exterior Wrought Iron:**  
All wrought iron to be painted black.

Delicate White

**Exterior Color Options 7-10:**  
Represents three story buildings.  
**Three Story Building Wrought Iron:**  
Member may choose from the following colors: body color, trim color, OR black.

 The colors shown represent the actual paint color as accurately as possible. Color Rendering: October 2018

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**Attachment 4 – Redlined Revised Resolution 03-22-XX**

**RESOLUTION ~~03-18-40~~ 03-22-XX**

**Revise Alteration Standard Section 10 - Doors, Exterior (Swing)**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 10 - Doors, Exterior.

**NOW THEREFORE BE IT RESOLVED**, ~~March 23, 2018~~ [DATE], that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing);

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. ~~Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.~~

**2.2** Dutch doors, split doors, ~~double doors~~ and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. ~~All costs of maintenance shall be borne by the Mutual member.~~

**2.3** Glass in entry doors ~~and other modern designs~~ may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

**2.4** Door trim shall ~~not exceed 3"~~ ~~be approximately 3.5"~~ in width unless prior approval is obtained from the Alterations Division.

**2.5** ~~All costs of maintenance shall be borne by the Mutual member.~~

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass, ~~metal~~, vinyl clad material ~~or other composite materials. Doors shall be: the body or trim color of the building, or be white. Doors may have natural or stained wood finish.~~

1. ~~White.~~
2. ~~Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.~~
3. ~~The current color of the building or trim.~~
4. ~~Black.~~

5. Any of the new door colors approved, or reasonably similar, but not yet painted.
6. Commonly used door colors as per the door manufacturer.
7. Colors approved via the variance process.

**3.2** Screen door additions are acceptable.

**3.3** Door frames may ~~not be replaced if pre-hung doors are being used as replacements.~~ Exterior doors shall only be allowed in existing openings. ~~For existing openings wider than 36", doors with accompanying sidelights may be used.~~

**3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

**3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.6** Existing header height must remain unchanged; and

**RESOLVED FURTHER**, Resolution 03-02-22, adopted March 18, 2003, is hereby superseded and canceled; and

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

**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.**



**Attachment 5 – Revised Resolution 03-22-XX**

**RESOLUTION 03-22-XX**

**Revise Alteration Standard Section 10 - Doors, Exterior (Swing)**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 10 - Doors, Exterior;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing); and

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.

**2.2** Dutch doors, split doors, double doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office.

**2.3** Glass in entry doors and other modern designs may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

**2.4** Door trim shall be approximately 3.5" in width unless prior approval is obtained from the Alterations Division.

**2.5** All costs of maintenance shall be borne by the Mutual member.

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass, metal, or vinyl clad material or other composite materials. Doors shall be:

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
4. Black.
5. Any of the new colors approved, or reasonably similar, but not yet painted.

6. Commonly used door colors as per the door manufacturer.
7. Colors approved via the variance process.

**3.2** Screen door additions are acceptable.

**3.3** Door frames may be replaced if pre-hung doors are being used as replacements.

**3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

**3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.6** Existing header height must remain unchanged; and

**RESOLVED FURTHER**, Resolution 03-18-40, adopted March 23, 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 this resolution as written.

**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.**

**Attachment 6 - Revised Standard No. 10**



**SECTION 10 DOORS, EXTERIOR (SWING)**

JANUARY 1989  
REVISED AUGUST 2002, RESOLUTION M3-02-38  
REVISED MARCH 2003, RESOLUTION 03-02-22  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12  
REVISED MARCH 2018, RESOLUTION 03-18-40  
REVISED SEPTEMBER 2022, RESOLUTION 03-22-XX

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware. Metal doors and other composite materials are also allowed provided that they meet current California Building Code requirements for entry doors.

**2.2** Dutch doors, split doors, double doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member.

**2.3** Glass in entry doors and other modern designs may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

**2.4** Door trim shall be approximately 3.5" in width unless prior approval is obtained from the Alterations Division.

**2.5** All costs of maintenance shall be borne by the Mutual member.

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass, metal, or vinyl clad material or other composite materials. Doors shall be:

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
4. Black.
5. Any of the new door colors approved, or reasonably similar, but not yet painted.
6. Commonly used door colors as per the door manufacturer.
7. Colors approved via the variance process.

**3.2** Screen door additions are acceptable.

**3.3** Door frames may be replaced if pre-hung doors are being used as replacements.

**3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

**3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.6** Existing header height must remain unchanged.



## STAFF REPORT

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**DATE:** September 20, 2022  
**FOR:** Third Laguna Hills Board of Directors  
**SUBJECT:** Contractor List – Repeal Resolution 03-15-135

---

### **RECOMMENDATION**

Suspend and cancel Resolution 03-15-135 adopted September 15, 2015, establishing criteria that allows a contractor to be placed on a Contractor List to assist residents in choosing a contractor. The Contractor List will be removed from the Laguna Woods Village website with the cancelation of the resolution.

### **BACKGROUND**

On March 15, 2015, the board adopted Resolution 03-15-135 establishing criteria that would allow a contractor to be placed on a Contractor List, to assist residents in choosing a contractor. The resolution also specifies criteria that would cause a contractor's removal from the list. The list is managed by the Manor Alterations department.

### **DISCUSSION**

While the Contractor List is provided as a courtesy, without recommendation, for resident use in exploring and possibly selecting a contractor. The Contractor List exposes Third Laguna Hills Mutual to avoidable liability should the resident experience difficulty with their chosen contractor, or an excluded contractor is displeased with their exclusion from the list. Furthermore, Manor Alterations staff time is required to maintain the list.

### **FINANCIAL ANALYSIS**

No longer providing the Contractor List would mitigate litigation risks, which cannot be quantified as it would depend on the case.

**Prepared By:** Bart Mejia, Maintenance and Construction Assistant Director

**Reviewed By:** Catherine Laster, Services Manager

**Committee Routing:** Architectural and Standards Committee

### **ATTACHMENT(S)**

**Attachment 1: Resolution 03-15-135 (For Reference)**

**(September initial notification-28-day notification for member review and comments to comply with Civil Code §4360)**

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**RESOLUTION 03-15-135 (For Reference)**

**REVISED SEPTEMBER 2015, RESOLUTION 03-15-XXX**

**WHEREAS**, a Contractor List has been compiled to assist Laguna Woods Village residents in choosing a contractor; and

**WHEREAS**, the Board determined to update the existing resolution for clarity; and

**NOW THEREFORE BE IT RESOLVED**, September 15, 2015, the Board of Directors of this Corporation hereby approves the following criteria that allow a contractor to be placed on the list:

1. A contractor must be in clear and active status with the California State Contractors License Board (CSLB). A copy of license must be filed with the Manor Alterations Department; and
2. A contractor must hold a minimum of \$100,000 general liability insurance, and worker's compensation as required by the CSLB. A current copy of the general liability insurance must be supplied and on file with the Manor Alterations Department; and
3. A contractor must have letters of recommendations from a minimum of three (3) different Laguna Woods Village residents.

**RESOLVED FURTHER**, that any one of the following items will cause removal from the list:

1. Expired contractor's license
2. Expired general liability, or worker's compensation insurance as required by the CSLB
3. Failure to obtain a Mutual Consent for Manor Alterations and City of Laguna Woods permit, if required, prior to commencement of work
4. Failure to comply with the requirements of the Mutual Consent for Manor Alterations

**RESOLVED FURTHER**, that once a contractor has been removed from the list, the contractor cannot be placed back on the list; and

**RESOLVED FURTHER**, that upon receipt of three (3) written complaints from residents against any one contractor in a 2-year period, the matter will be referred to the Board for consideration; and

**RESOLVED FURTHER**, that Resolution 03-12-43 adopted March 20, 2012, 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.

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## Chair's Report for September 20, 2022 Board Meeting

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**SLIDE 1** – Through the reporting period of **July 31, 2022**, total revenue for Third was \$25,422K compared to expenses of \$20,393K, resulting in a net revenue of \$5,029K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,270K through the reporting period. This chart shows how much of our revenue went into operations, with \$16,685K coming in from assessments and \$1,162K coming from non-assessment revenue. This is compared to operating expenditures of \$16,577K (without Depreciation).

**SLIDE 3** – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$3,819K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$2,491K**; Favorable variance due to less payments for moisture intrusion plumbing leaks and stoppages. While events occur regularly throughout the year, invoices are not caught up. Additionally, delays in contract approvals contributed to the variance. Roof replacements had a late start. Replacements began in April and are expected to be completed by October, on budget.
- **Employee Compensation & Related \$660K**; Favorable variance resulted from open positions in the M&C and Landscape departments. The most heavily impacted area in Landscape is grounds maintenance. Impacted areas in M&C are Maintenance Operations, Damage Restoration, Carpentry, Plumbing and Paint.
- **Insurance \$642K**; Favorable variance due to a lower insurance renewal than anticipated. Third has currently renewed their property and earthquake insurance for \$7.85M as of June 1, 2022 compared to a budget of \$8.1M.
- **Legal Fees \$195K**; Favorable variance resulted from less Legal fees through the reporting period than anticipated. Approximately \$71K was charged back to residents, reducing the total expense.
- **Utilities (\$274K)**; Unfavorable variance resulted from Electricity and Water. At the end of 2021 SCE was going through a system change and we were not notified of approximately \$100K of bills. The 2021 electricity bills were paid in 2022 and contribute to the unfavorable variance. Water consumption when compared to projected amount increased 12.2%. Cost of water when compared to budgeted cost per water fell 8.5%. The overall effect was a \$131K YTD increased cost in water.



## Chair's Report for September 20, 2022 Board Meeting

---

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$1,264K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee, and so on.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$20,394K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services, and so on.

**SLIDE 7** – The non-operating fund balance on July 31, 2022 was \$32,299K. YTD contributions and interest were \$7,574K while YTD expenditures were \$3,737K.

**SLIDE 8** – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29.5 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 2020 - 2022. Through July 31, 2022, Third sales totaled 267, which is 4 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$521K, which is \$64K higher than prior year for the same time period.

# Financial Report

As of July 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$24,158
Non-assessment Revenue	\$1,264
Total Revenue	\$25,422
Total Expense	\$20,393
Net Revenue/(Expense)	\$5,029

# Financial Report

As of July 31, 2022



OPERATING INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$16,685
Non-assessment Revenue	\$1,162
Total Revenue	\$17,847
Total Expense <sup>1</sup>	\$16,577
Operating Surplus	\$1,270

1) excludes depreciation

# Financial Report

As of July 31, 2022

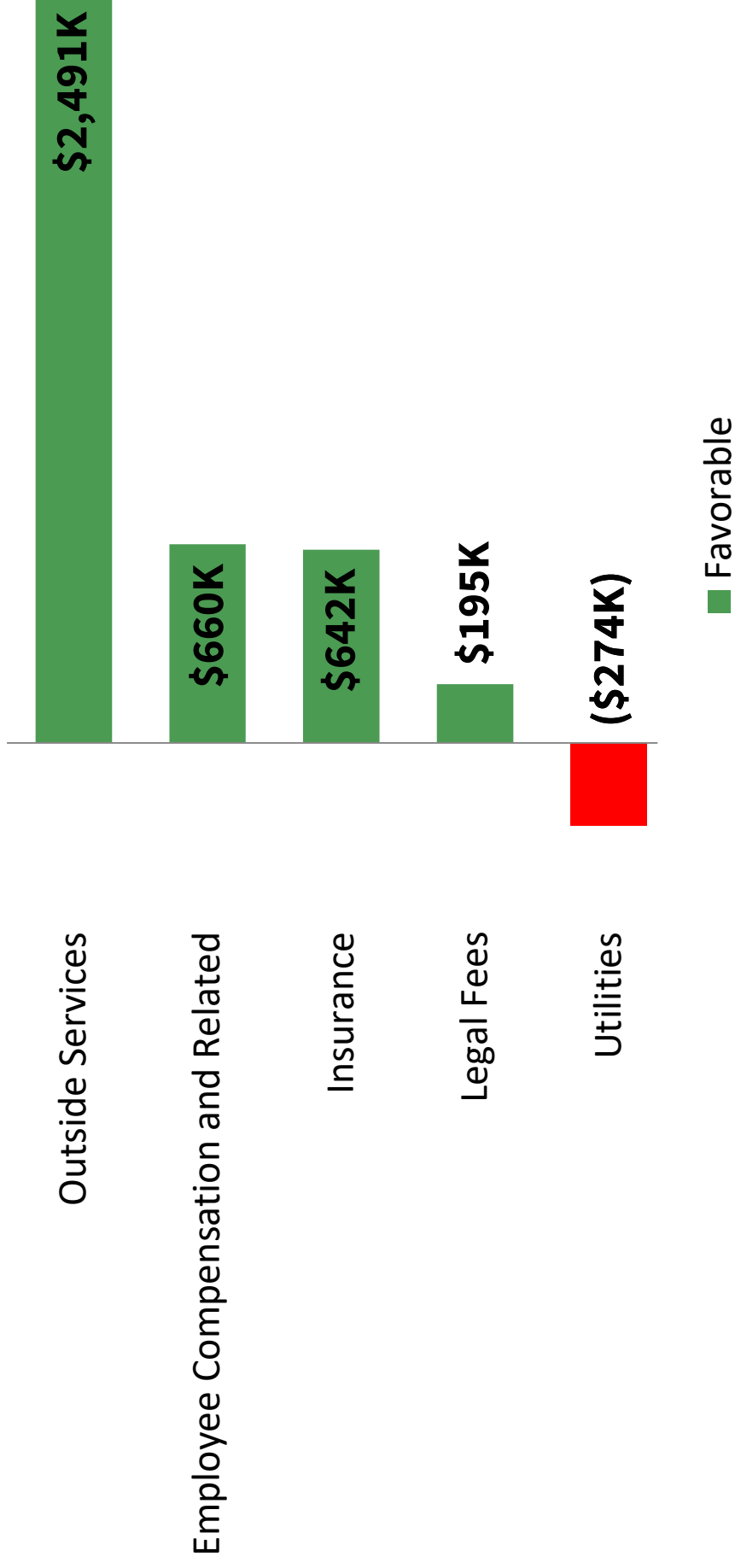


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$24,158	\$24,159	(\$1)
Non-assessment Revenue	\$1,264	\$1,221	\$43
Total Revenue	\$25,422	\$25,380	\$42
Total Expense	\$20,393	\$24,170	\$3,777
Net Revenue/(Expense)	\$5,029	\$1,210	\$3,819

# Financial Report

As of July 31, 2022

## Year to Date Variances

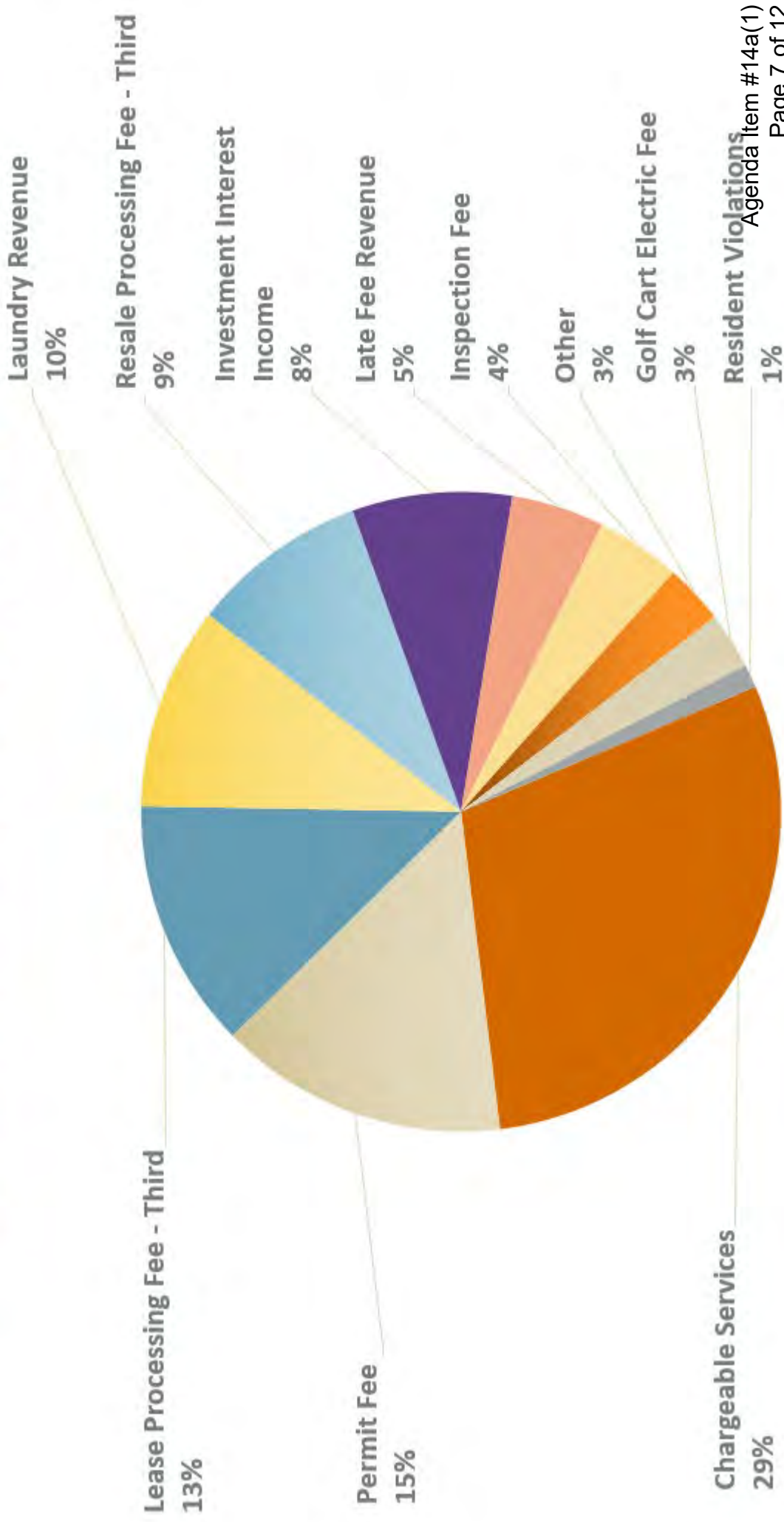




# Financial Report

As of July 31, 2022

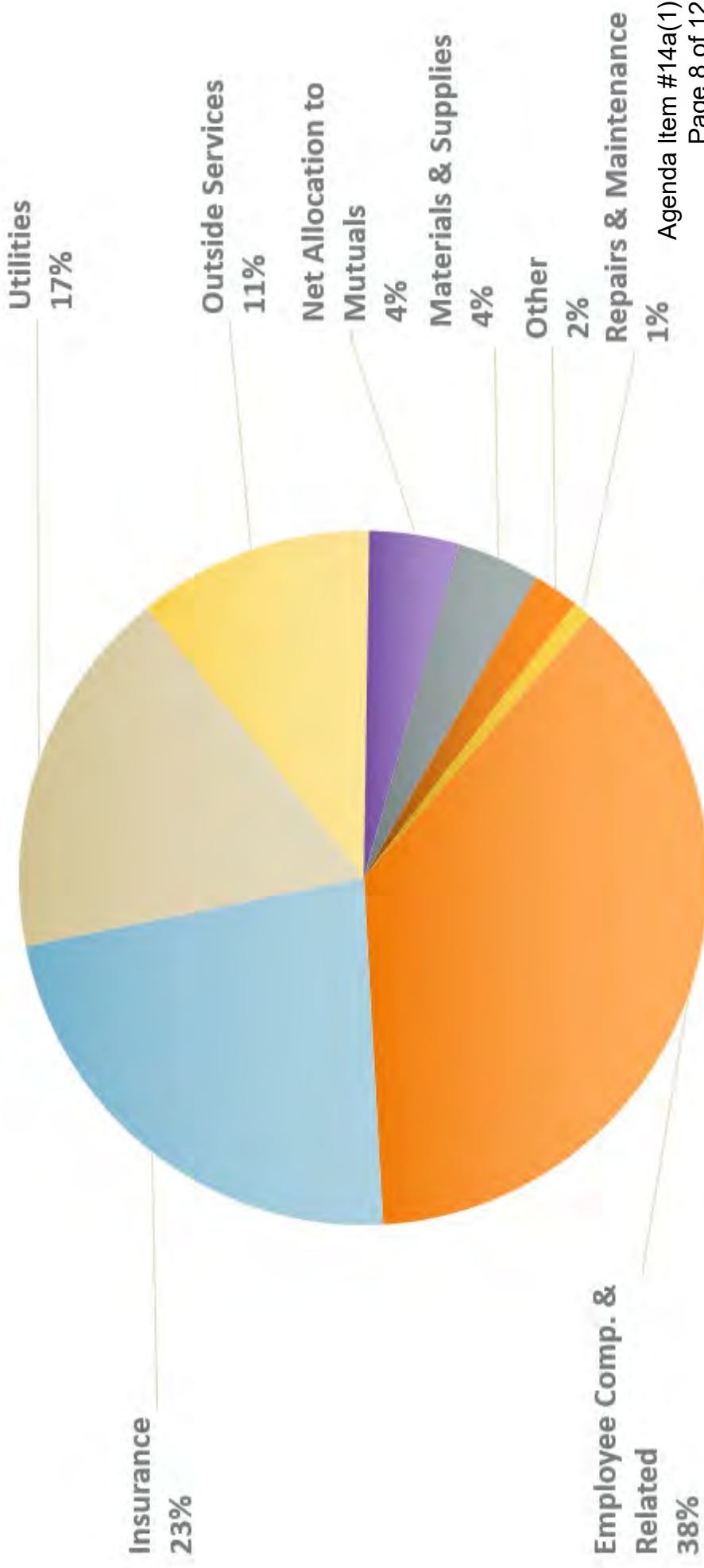
## Total Non Assessment Revenues \$1,264,398



# Financial Report

As of July 31, 2022

**Total Expenses \$20,393,709**



# Financial Report

As of July 31, 2022



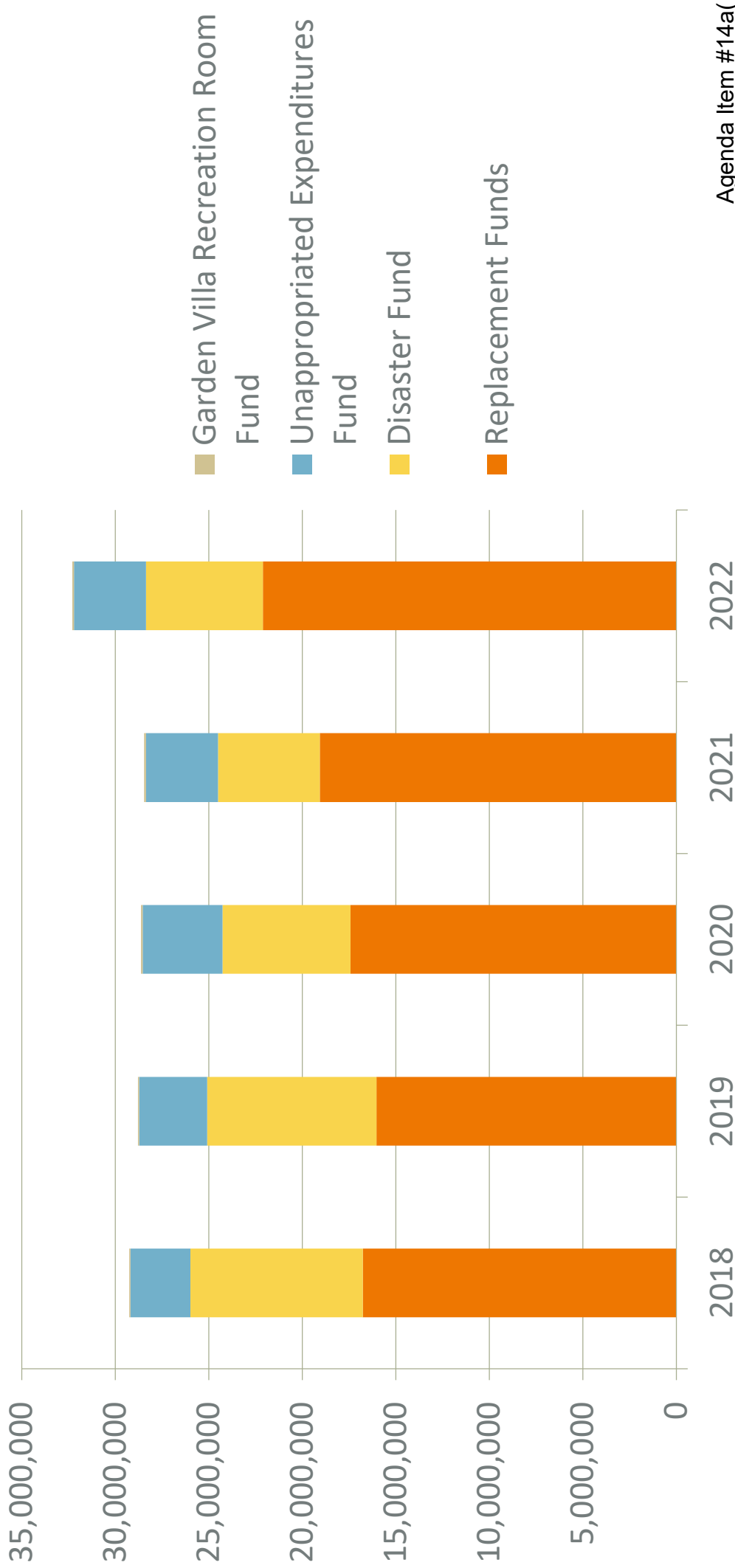
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	6,567	52	948	7	7,574
Expenditures	3,528	69	140	0	3,737
Current Balances: 7/31/22	\$22,108	\$87	\$6,250	\$3,854	\$32,299

\* Includes Elevator and Laundry Funds

# Financial Report

As of July 31, 2022

## FUND BALANCES – Third Mutual



# Financial Report

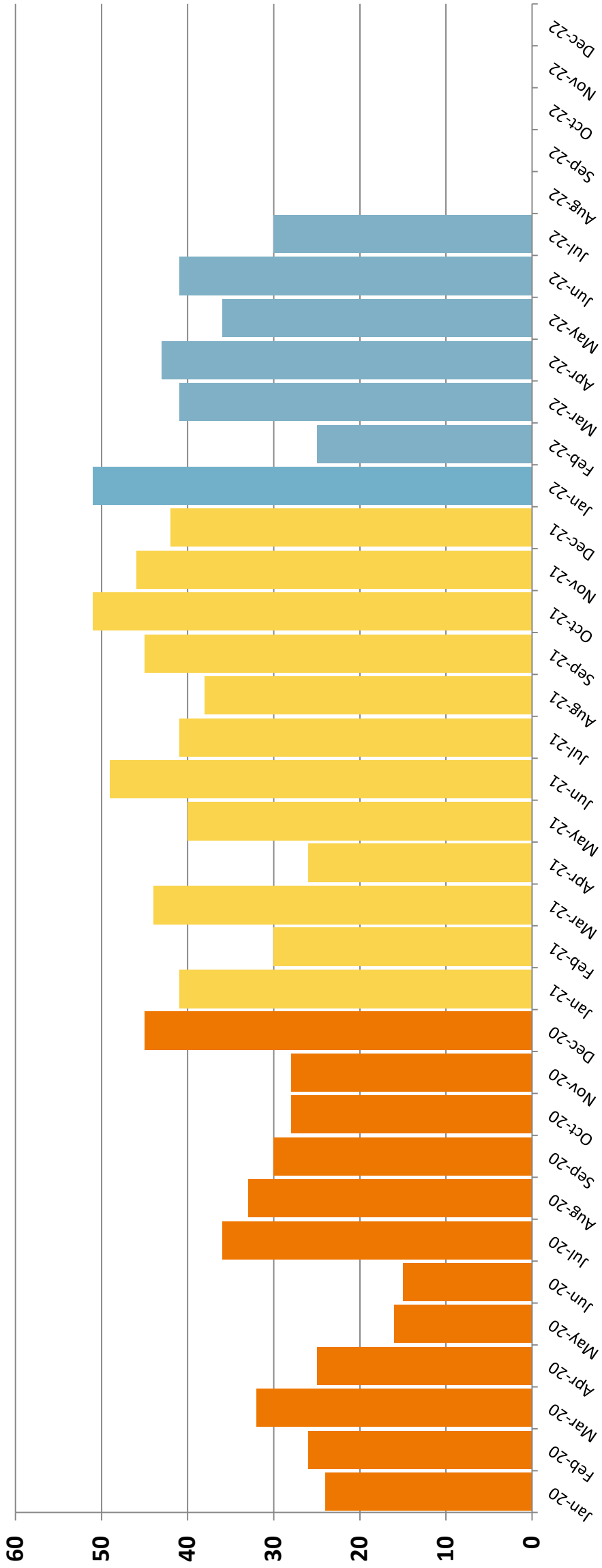
As of July 31, 2022

## RESALE HISTORY – Third Mutual



THIRD LAGUNA HILLS  
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	174	\$417,098
YTD 2021	271	\$456,969
YTD 2022	267	\$521,374



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

Tuesday, September 6, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Donna Rane-Szostak – Chair, Mark Laws, Annie McCary, Ralph Engdahl, Cris Prince, Cush Bhada, Jim Cook, Ira Lewis, John Frankel, Jules Zalon

**DIRECTORS ABSENT:** None.

**ADVISORS PRESENT:** Wei-Ming Tao

**STAFF PRESENT:** Steve Hormuth, Erika Hernandez

**Call to Order**

Director Donna Rane-Szostak, Treasurer, chaired and called the meeting to order at 1:50 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

A motion was made and by consensus the agenda was approved as presented. Director Jim Cook and Director Ira Lewis abstained.

**Approval of Meeting Report for August 2, 2022**

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

**Chair Remarks**

Director Rane-Szostak commented on the no-change for 2023 Third Mutual assessment and shared that the 2023 Business Plan will be presented at the next Board meeting scheduled September 20<sup>th</sup>.

**Member Comments (Items Not on the Agenda)**

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, mentioned the upcoming 2023 Business Plan is scheduled to be voted upon and adopted at the next board meeting. The update also mentioned that the 2022 Collection and Lien Enforcement Policy is currently in review with legal counsel and shared the upcoming maturity date for discretionary investments is on February 23, 2023.

**Preliminary Financial Statements dated July 31, 2022**

Steve Hormuth presented the Preliminary Financial Statements dated July 31, 2022.

**Endorsements from Standing Committees**

None.

**Future Agenda Items**

None.

**Committee Member Comments**

Director Rane-Szostak encouraged residents who are interested in participating in committees to apply to become an advisor by contacting the Board members and submitting their resume.

**Date of Next Meeting**

Tuesday, October 4, 2022 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed at 2:25 p.m.

*Donna Rane-Szostak*

Donna Rane-Szostak (Sep 13, 2022 12:43 PDT)

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Donna Rane-Szostak, Chair



# Monthly Resale Report

PREPARED BY  
**Community Services Department**

MUTUAL  
**Third**

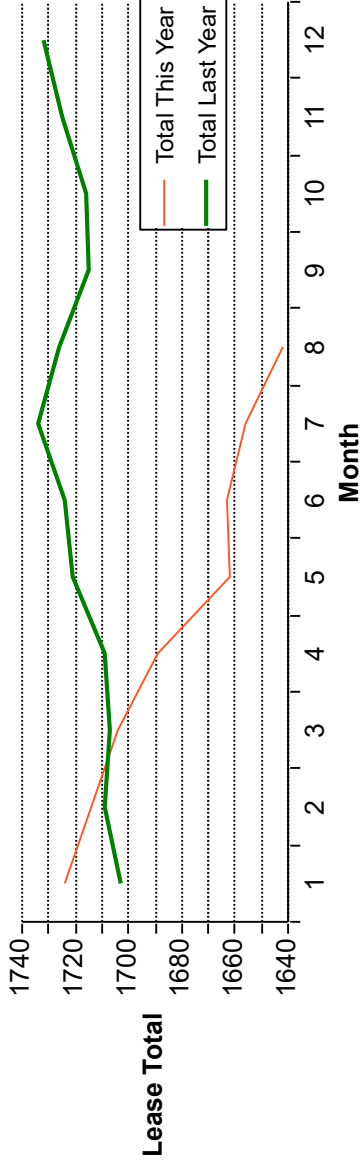
REPORT PERIOD  
**August, 2022**

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March	41	44	\$19,655,200	\$20,903,100	\$479,395	\$475,070
April	43	26	\$27,123,000	\$12,851,400	\$630,767	\$494,285
May	36	40	\$19,627,005	\$18,741,800	\$545,195	\$468,545
June	41	49	\$23,772,900	\$25,804,388	\$579,827	\$526,620
July	30	41	\$13,801,990	\$17,901,388	\$460,066	\$436,619
August	34	38	\$20,400,700	\$18,292,000	\$600,021	\$481,368
September		* 45		* \$20,638,940		* \$458,643
October		* 51		* \$22,829,400		* \$447,635
November		* 46		* \$23,744,300		* \$516,180
December		* 44		* \$20,172,500		* \$458,466
<b>TOTAL</b>	301.00	309.00	\$159,858,195	\$142,832,326		
<b>ALL TOTAL</b>	301.00	495.00	\$159,858,195	\$230,217,466		
<b>MON AVG</b>	37.00	38.00	\$19,982,274	\$17,854,041	\$531,205	\$460,018
<b>% CHANGE - YTD</b>	-2.6%		11.9%		15.5%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2022 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	% Change	Total Renewals	Total Expirations
2022	January	14	25	214	1,471	1,724	1,703	28.3	27.9	125	38
2022	February	15	23	227	1,449	1,714	1,709	28.1	28.0	123	46
2022	March	16	21	251	1,416	1,704	1,707	27.9	28.0	137	54
2022	April	11	16	276	1,386	1,689	1,709	27.7	28.0	142	58
2022	May	6	11	295	1,350	1,662	1,721	27.2	28.2	113	47
2022	June	10	13	324	1,316	1,663	1,724	27.3	28.3	185	61
2022	July	17	15	346	1,278	1,656	1,734	27.1	28.4	111	52
2022	August	16	18	373	1,235	1,642	1,726	26.9	28.3	108	59
2022	September						1,715				
2022	October						1,716				
2022	November						1,725				
2022	December						1,732				



**OPEN MEETING**

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

**Monday, August 22, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

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

**OTHERS PRESENT:** Michael Butler, Michael Plean - Advisors

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, Jayanna Abolmoloki – Administrative Assistant

**1. Call Meeting to Order / Establish Quorum**

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

**2. Acknowledgement of Media**

Chair Cook noted that there was no media present.

**3. Approval of the Agenda**

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

**4. Approval of Meeting Reports**

- a. July 25, 2022 – Regular Open Session
- b. August 8, 2022 – Special Open Session

Hearing no objection, the meeting reports were unanimously approved as written.

**5. Chair's Remarks**

None.

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

None.

**7. Division Manager Update**

None.

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

**8. Over-The-Counter Variances**

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

**9. Variance Requests:**

None.

**10. Unfinished Business:**

**a. Revised Standard 10 – Doors, Exterior (Swing)**

The following changes to Standard 10 were suggested by the committee: Paragraph 3.1.5 – add "or reasonably similar"; Paragraph 3.5 - add text to state that double doors are acceptable; 3.3 – adjust text to reflect allowance for pre-hung doors; Paragraph 2.4 – adjust text to reflect alternatives to keep trim width uniform but not overly strict, perhaps stating an approximate width of 3.5 inches; Paragraph 2.2 – Revise to match language in Section 2.2 of the resolution.

A motion was made and seconded to approve the Revised Standard 10, with the suggested corrections, and forward to the Third board. The motion was carried by unanimous vote.

**11. New Business**

**a. Revise "Final Steps" Handout**

Director Cook suggested edits to the "Final Steps" handout. Discussion ensued regarding the City's requirements; the Mutual's requirements; suggested revisions to the wording on the flyer; and designing a flow-chart to clarify the steps. Staff was directed to revise the handout.

b. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service

Staff will provide an update on this topic at a future committee meeting.

Concluding Business:


**12. Committee Member Comments**

- Advisors Plean and Butler, and Director Engdahl commented on the Over-The-Counter Variance (Item 8).

**13. Date of Next Meeting – September 26, 2022**

**14. Adjournment**

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



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Jim Cook, Chair

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

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**OPEN MEETING**

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

**Thursday, September 1, 2022 – 9:30 AM  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Ira Lewis, Ralph Engdahl, Annie McCary, Donna Rane-Szostak, Jules Zalon

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Mark Laws, Kay Havens (ETWD)

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Jayanna Abolmoloki, Siobhan Foster

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

The agenda was approved by unanimous consent.

**4. Approval of the July 7, 2022 Report**

The meeting report was approved by unanimous consent.

**5. Committee Chair Remarks**

Chair Lewis shared details regarding the reduction in watering turf from three days to two. Chair Lewis also informed the audience on measures that the Landscape Department is conducting to monitor the turf, trees, and shrubs within the community throughout the drought. Chair Lewis shared that the committee is in contact with various landscape designers to help formulate a cohesive plan for the re-planting and re-landscaping of the community.

## **6. Department Head Update**

Mr. Wiemann reviewed the Manager Update presentation in detail. Members made comments and asked questions.

### **6a. Project Log**

Mr. Wiemann reviewed the Project Log and answered some questions.

### **6b. Tree Work Status Report**

## **7. Member Comments (Items Not on the Agenda)**

Several members made comments and asked questions. Topics included the following:

- Turf Reduction Plant Material
- Praise for the Landscape crews
- Gates 5 and 6 in regard to slope maintenance

## **8. Response to Member Comments**

Mr. Wiemann explained the turf reduction process using the Landscape Request Form, and how staff works with the residents on plant material and installation.

Mr. Wiemann stated that the Landscape Managers are listening to the meeting, and that they will respond to any issues discussed.

### Items for Discussion and Consideration

## **9. Updating the Landscape Manual**

Chair Lewis explained this task to the committee, and provided each member with a paper copy of the Landscape Manual. Chair Lewis informed the audience that specific areas requiring updates would be discussed at the next meeting.

## **10. Tree Removal Request: 5579-B Luz Del Sol – One Star Pine Tree**

Director McCary made a motion to accept staff recommendation to remove one Star Pine tree located at 5579-B. Director Rane-Szostak seconded. The committee was in unanimous support.

### Future Agenda Items:

## **11. Updating the Landscape Manual**

Mr. Wiemann stated that the Water Use Report will be included in the Department Head Update portion of the committee meetings moving forward.

### Concluding Business:



## **12. Committee Member Comments**

Several comments were made.

Director Rane-Szostak reported that residential water use has decreased by 19% per information obtained from El Toro Water District.

## **13. Date of Next Meeting – Thursday, October 6, 2022, at 9:30 a.m.**

## **14. Recess at 10:25 a.m. to prepare for Closed Session.**

Ira Lewis

Ira Lewis (Sep 10, 2022 19:21 PDT)

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

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**OPEN MEETING**

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

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

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

**MEMBERS ABSENT:** John Frankel, Mark Laws

**OTHERS PRESENT:** Dave Bienek, Judith Troutman - Advisors

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Engdahl noted that there was no media present.

**3. Approval of Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report from May 2, 2022**

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

**5. Chair's Remarks**

Chair Engdahl had no remarks.

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

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

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

#### **7. Department Head Update**

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

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

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

#### Consent:

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

#### **8. Project Log**

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

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

## 9. Solar Production Report

Hearing no objections, the Consent Calendar was approved unanimously.

For Discussion and Consideration:

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

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

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

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

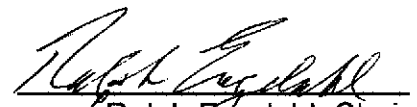
Concluding Business:

## 11. Committee Member Comments

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

## 12. Date of Next Meeting: September 12, 2022

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



Ralph Engdahl, Chair

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

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**OPEN MEETING**

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

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

**REPORT**

<b>Members Present:</b>	Cush Bhada – Chair, John Frankel, Mark Laws, Hal Horne - Advisor
<b>Members Absent:</b>	None
<b>Others Present:</b>	<b>Third:</b> Ralph Engdahl
<b>Staff Present:</b>	Bart Mejia – Maintenance & Construction Assistant Director, Tom Siviglia – Security, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call to Meeting to Order and Establish a Quorum**

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

**2. Acknowledgement of the Media**

There was no media present.

**3. Approval of the Agenda**

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

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

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

## **5. Chair's Remarks**

None.

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

None.

## **7. Department Head Update**

None.

## **8. Unfinished Business**

### **a) Update on Parking Concerns in CDS33 and CDS344**

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

### **b) Discuss Installation of Level 3 Chargers**

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

### **c) Discuss 2017 Parking Assessment Report**

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

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

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

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



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

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

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

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

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

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

## **9. New Business**

- a) Potential Moratorium on EV Charging Permits

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

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

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

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

- Potential Revenue from Tesla for Charging Stations

Concluding Business:

## **10. Subcommittee Member Comments**

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

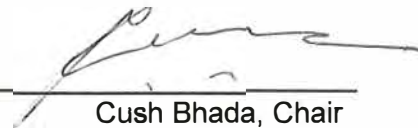
2022-09-28 10:00 AM  
Cush Bhada, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380  
Page 4 of 4

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

11. Date of Next Meeting: September 28, 2022

12. Adjournment

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



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Cush Bhada, Chair

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



**OPEN MEETING**

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

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

**MEMBERS PRESENTS:** Lynn Jarrett- Chair, John Frankel

**MEMBERS ABSENT:** Nathaniel Ira Lewis, Donna Rane-Szostak

**ADVISORS PRESENT:** Marti Mangan, Sharon Molineri

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Moe Boctor- Interim Staff Officer, Chontelle Crite

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Jarrett noted no members of the media were present.

**3. Approval of the Agenda**

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

By consensus, the motion carried.

**4. Approval of Meeting Report for February 23, 2022**

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

By consensus, the motion carried.

**5. Chair's Remarks**

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

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

No member comments were provided.

### **Items for Discussion:**

## **7. Garden Villa Recreation Room Budget Reserves Fund**

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

## **8. 2022 Garden Villa Recreation Room Budget**

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

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

## **9. Water Heater and Epoxy Flooring Budget Summary**

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

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

## **10. 2022 Garden Villa Recreation Room Expenditures Summary**

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

## **11. Recreation Room Component Replacement List**

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

## **12. Recreation Room Carpeting Color Palette (Oral Discussion)**

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

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

**Items for Future Agendas:**

TBD

**Concluding Business:**

• **Subcommittee Member Comments**

Chair Jarrett complimented staff member and appreciate the hard work.

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

• **Date of Next Meeting:** TBD

• **Adjournment**

The meeting was adjourned at 1:52PM



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Lynn Jarrett, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
WATER CONSERVATION COMMITTEE**

**Thursday, July 28, 2022 – 2:00 p.m.  
ELM ROOM/VIRTUAL  
Laguna Woods Village Community Center 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Donna Rane-Szostak, Ira Lewis, John Frankel, Cush Bhada

**COMMITTEE MEMBERS ABSENT:** Jules Zalon

**OTHERS PRESENT:** Juanita Skillman, Kathryn Freshley, Kay Havens, Sherri Seitz, Doug Gibson, Ann Beltran

**ADVISORS PRESENT:** Lee Goldstein

**STAFF PRESENT:** Robert Merget, Jayanna Abolmoloki

**1. Call to Order**

Chair Rane-Szostak called the meeting to order at 2:00 p.m.

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

Director Bhada made a motion to approve the agenda. The committee was in unanimous support

**4. Approval of the Meeting Report from April 28, 2022**

Director Jarrett made a motion to approve the Report. The committee was in unanimous support.

**5. Committee Chair Remarks**

Chair Rane-Szostak began her remarks by encouraging everyone in the room to give a brief introduction of themselves. Chair Rane-Szostak informed the committee that this meeting would be held in the Elm Room moving forward. She also stated that Water Conservation is more important now than ever before. Chair Rane-Szostak reviewed the PowerPoint presentation she provided in detail. Members made comments and asked questions.

Agenda Item #14f

## Reports:

### **6. Third Mutual Water Usage**

Chair Rane-Szostak reviewed the water charts provided in the PowerPoint presentation. She stated that starting last August, there has been a decline in residential water use each month. Chair Rane-Szostak reminded the committee that Landscape water usage is dependent upon the weather. Members made comments and asked questions.

Robert Merget notified that committee that he would be filling-in on behalf of Kurt Wiemann, who is on vacation. Mr. Merget stated that Mr. Wiemann developed a baseline from previous years water usage, and staff will be using this baseline to reduce water use by 15%. Mr. Merget stated that cuts in water use will begin with irrigation on turf areas. Mr. Merget described what he expects the landscaping to look like after several months of reduction in water use. He also assured the committee that the trees throughout the Village are being monitored by the staff arborists and tree crews. Mr. Merget explained that the new irrigation system will be a huge help in reducing the irrigation water use.

## Items for Discussion and Consideration:

### **7. El Toro Water District Charge Increase**

Chair Rane-Szostak invited Kay Havens, Vice President of ETWD, to discuss this topic. Ms. Havens stated that residents will see a decrease in fees overall, not an increase. Ms. Havens ensured the committee that ETWD would get back to them with more specific numbers. Members made comments and asked questions.

### **8. Ongoing Water Shortage – Doing our Part: Conversation Measures for Third Mutual Residents**

Director Ira Lewis made a motion to limit watering of outside plants by hose to Wednesdays and Sundays. Director Cush Bhada seconded. The committee was in unanimous support. Members made comments and asked questions.

Robert Merget suggested should the Committee implement a two day a week watering schedule for residents with private plants to use perennial, rather than annual, as they require less water.

Director Rane-Szostak suggested hosting a plant-sale at the nursery to encourage residents to use more water-wise plants in their gardening. Mr. Merget stated that this idea would have to be reviewed and discussed with Kurt Wiemann.



Items for Future Agendas:

**9. Identify Items for Future Agendas**

Utilizing Media for Communication

Buckets in Showers

Concluding Business

**10. Member Comments (Items Not on the Agenda)**

None.

**11. Response to Member Comments**

None.

**12. Committee Member Comments**

Several general comments were made.

**13. Date of Next Meeting is Thursday, October 27, 2022**

**14. Adjournment at 3:59 p.m.**

Donna Rane-Szostak  
Donna Rane-Szostak (Aug 11, 2022 14:35 PDT)

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Donna Rane-Szostak, Chair

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**OPEN MEETING**

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

Wednesday, August 23, 2022 – 9:30 A.M.  
Board Room/Virtual Meeting  
Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

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

**MEMBERS ABSENT:** Cush Bhada

**ADVISORS PRESENT:** Stuart Hack

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Blessilda Wright and Jacob Huanosto

**CALL TO ORDER**

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

**ACKNOWLEDGEMENT OF MEDIA**

The Media was not present.

**APPROVAL OF AGENDA**

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

By consensus, the motion carried.

**APPROVAL OF MEETING REPORTS**

Director Lewis made a motion to approve the July 27, 2022 meeting report. Director Prince seconded the motion.

By consensus, the motion carried.

**CHAIRMAN'S REMARKS**

None

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

None

## **REPORTS**

None

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Member Disciplinary Process**

Blessilda Wright, Compliance Supervisor, presented the Member Disciplinary Process in Committees report. The Committee commented and asked questions.

No action was taken by the Committee as the presentation was for educational purposes.

### **Rules for Board Meetings**

Ms. Blessilda Wright, presented the Rules for Board Meetings report. The Committee commented and asked questions.

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

By way of consensus, the motion carried.

### **Barbeque Rules & Regulations**

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

Director Prince made a motion to table the matter till next month and staff to work with Chair Laws regarding proposed changes to the Barbeque Rules & Regulations. Director Lewis seconded the motion.

By consensus, the motion carried.

### **Trash Containers Rules for Units with Garages**

Chair Laws, presented the Trash Containers for Units with Garages Policy. The Committee commented and asked questions.

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

By consensus, the motion carried.

## **ITEMS FOR FUTURE AGENDAS**

- Pet Rules
- Nuisance Policy
- Social Media Use Policy

**CONCLUDING BUSINESS**

**Committee Member Comments**

None.

**Date of Next Meeting**

Wednesday, September 28, 2022 at 9:30 a.m.

**Adjournment**

With no further business before the Committee, the Chair adjourned the meeting at 11:27 a.m.

*Mark W. Laws*

[Mark W. Laws \(Aug 30, 2022 12:48 PDT\)](#)

Mark Laws, Chair  
Third Laguna Hills Mutual

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## **OPEN MEETING**

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

Thursday, September 8, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

- MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Dennis Boudreau, Ajit Gidwani
- MEMBERS ABSENT:** Ryna Rothberg
- OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, Joan Milliman, Debbie Dotson
- STAFF PRESENT:** Brian Gruner, Steve Hormuth, Jennifer Murphy, Jackie Chioni

#### **Call to Order**

Chair Horton called the meeting to order at 1:34 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Chair Horton made a motion to approve the agenda with the addition under Reports as Donation of Drum Sander for Clubhouse 4 Woodshop and under Items for Discussion and Consideration as Garden Center Operating Rules, no second.

Motion passed unanimously.

#### **Approval of Committee Report for August 11, 2022**

Director Bhada made a motion to approve the report, Director Casey seconded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton welcomed the audience and stated an orderly meeting is expected with respectful behavior.

## **Report of the Recreation and Special Events Director**

Mr. Gruner stated staff levels are improving with nine new employees and four additional new employees in the onboarding process. More interviews are scheduled next week. These improvements allow the expansion of services such as extended hours at Clubhouse 5 and 7 and table tennis in the Community Center. Additional services will be announced in the eblast this Friday. Mr. Gruner stated the following facility updates: the Garden Center volunteer program is very successful with a total of 16 volunteers; a worm farming class will be held on October 14; the hours at the Performing Arts Center will be expanded soon; the aerification process for the golf course will begin next week; poolside food delivery service at Pool 2 began in August and has been well received with approximately five deliveries per day; the Library had 3952 items in circulation which is an increase from last month and 811 volunteer hours were reported.

Mr. Gruner presented the Premier Aquatics slide show which reports 42 first aid assists, 13 water rescues and 1 major incident. Mr. Gruner thanked Premier Aquatics for their swift response to the needs of our resident swimmers.

Mr. Gruner reported the following past events: Kids Splash Days at Pool 2; Queen Nation at the Performing Arts Center with 715 attendees; Space Oddity, a tribute to David Bowie was moved inside the Performing Arts Center due to the heat with approximately 400 attendees; the Garden Center hosted a composting event in August at Clubhouse 2.

Ms. Murphy stated the following upcoming events: Grandparents' Fun Day will be hosted at Clubhouse 5 on September 10 with tickets on sale at the Clubhouse 5 office for \$5 per child over the age of 2; Ronstadt Revival, Tribute to a Legend will perform at the Performing Arts Center on September 17 at 7 p.m.; the free movie at the Performing Arts Center on September 19 at 2 p.m. will be West Side Story; the Italian buffet monthly dinner will be hosted on September 29 at Clubhouse 5 with tickets on sale at the Clubhouse 5 office for \$25 each; Who's Zepplin will perform at the Performing Arts Center on Saturday, October 1 at 7 p.m.

Chair Horton stated kudos were given from those who host the Trading Post on Village TV to the Recreation Department for moving the Space Oddity concert into the Performing Arts Center.

## **Member Comments (Items Not on the Agenda)**

Members were called to speak regarding the following: Village Musicians Studio Music club on wait list for new clubs and the proposed club project; club exclusion of players; clubs bypassing the wait list; reopening of Clubhouse 7; residents allowed to set up rooms with reservations; trail and riding program reinstatement after COVID; request for Equestrian Ad Hoc Committee minutes.



Mr. Gruner stated rollovers take precedence when scheduling rooms as facilities reopen and no club has bypassed the wait list. Chair Horton stated staff is addressing the proposed club project.

Chair Horton stated the riding lesson program is reinstated and the wait list is extensive as only a few horses are compatible with this program. She stated a records request may be made for the Equestrian Ad Hoc Committee minutes.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

**Golf Greens Committee Update** - Director Blackwell stated the following updates: the driving range will use the batting cage from the Par 3 course during the construction project; weeds on the golf course are being addressed progressively; merchandise replaced in pro shop has improved sales; new scorecards were created with additional Par 5 options resulting in a better evaluation of the course and better golf play; new staff is doing a great job; the perimeter path is being monitored as it should not allow access for golf carts which damage the greens due to misuse; reservation violations are considerably lower with the new measures implemented; new shotgun rule has provided better safety; threesomes are now allowed during club times; a tournament has been approved; new rules for cancellations have been implemented; the flashing light used for street crossing by the maintenance yard has been fixed to allow for better safety; Golf Genius will not work for 9-hole club at this time. Director Blackwell thanked the Greens Committee as they have been working well together to ensure a safer, better golf experience.

Chair Horton thanked Director Blackwell for this update.

**Donation of Drum Sander for Clubhouse 4 Woodshop** - Chair Horton stated the recommendation of the donation of a drum sander for Clubhouse 4 woodshop.

Director McCary made a motion to approve the donation, Director Casey seconded.

Motion passed unanimously.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Garden Center Fees** – Mr. Hormuth, Financial Services Director, presented the staff recommendation to approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023.

Discussion ensued.

Member was called to speak regarding the following: fees raised by 25%; generating revenue from missed revenue opportunities.

Director Addington made a motion to accept staff recommendation to approve the proposed Schedule of Garden Center Rental Fees with an effective date of January 1, 2023, Director Blackwell seconded.

Motion passed 4-2-1 (Director Blackwell and Director Casey voted no; Director Rothberg was absent).

**African American Heritage Club Request for Rollover Exception** - Ms. Murphy stated the request for African American Heritage Club's request for an exception to the Permanent/Rollover Reservation Policy for a Juneteenth automatic annual rollover.

Discussion ensued.

Chair Horton asked if any exceptions from the committee to direct the African American Heritage Club to work with Ms. Murphy and clubs with existing reservations at all clubhouses and to direct the African American Heritage Club to present this exception to CAC in 2023 for the 2024 calendar year.

No exceptions were stated from the CAC committee.

**Garden Center Operating Rules** - Mr. Gruner stated the change adding the limit of 9 feet under section L.6.

Director Addington inquired as to a reference change under section J.5. which should state D1. Staff was directed to implement the change.

Member was called to speak regarding the following: tree cut by an unknown individual and allowance of a temporary fence to be kept up indefinitely on a tree plot.

Director Addington made a motion to approve the Garden Center operating rules as presented, Director Casey seconded.

Discussion ensued.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

**Equestrian Center Operating Rules** – Staff was directed to keep this item under Items for Future Agendas.

**Performing Arts Center Rental Fees** – Staff was directed to keep this item under Items for Future Agendas.

**Poster Policy Review** – Staff was directed to keep this item under Items for Future Agendas.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Casey stated good meeting.

Advisor Gidwani thanked staff for being on top of things within the Village.

#### **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, October 13, 2022.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:17 p.m.

\_\_\_\_\_*Yvonne Horton*\_\_\_\_\_

Yvonne Horton, Chair

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

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

**REPORT**

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

**Members Absent:** Director Ryna Rothberg

**Others Present:** Elsie Addington, Egon Garthoffner

**Staff Present:** Eileen Paulin, Elizabeth Cortez

**1. Call to Order**

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

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Approved by unanimous consent.

**4. Approval of Report for June 20, 2022**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed everyone in attendance.

**6. Member Comments**

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

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

**Items for Discussion**

**7. Media and Communications Report – Eileen Paulin**

Ms. Paulin discussed media and communications messaging regarding:

- The June/July 2022 Village Breeze

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

## **8. Website Ad Hoc Committee – Eileen Paulin**

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

## **9. Broadband Services Report – Eileen Paulin**

Ms. Paulin reported on

- Subscriber counts
- Meeting attendance
- Programming fees

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

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

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

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

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

### **Items for Future Agendas**

None discussed.

### **Concluding Business**

#### **Committee Member Comments**

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

Director Ardani and Advisor Frost commended the meeting.

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

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

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

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

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

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

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

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

**Adjournment**

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

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

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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 Monday, August 29, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Anthony Liberatore, Reza Karimi, Annie McCary

**OTHERS PRESENT:** Bunny Carpenter, Elsie Addington, Juanita Skillman, Cris Prince

**STAFF PRESENT:** Eric Nuñez, Tom Siviglia, Jayanna Abolmoloki, Cody DeLeon

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda without requested changes.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the June 27, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts stated that he spoke with neighbors in the community and learned that one of the most attractive attributes of the Village was the safety and security provided.

**MEMBER COMMENTS**

Multiple members made comments and asked questions.

Topics included:

1. Extension of red "no parking" zone
2. Flashing stop signs
3. Converting a 2-way stop sign into a 4-way stop sign

**RESPONSE TO MEMBER COMMENTS**

Chair Tibbetts stated staff would look into the requested extension.

Chief Nuñez stated that staff would look into gathering stop sign run data.

Mr. Siviglia shared information on the mechanics of the flashing stop signs.

Chief Nuñez agreed to generate a staff report recommending to either approve or deny the 4-way stop.

Director Karimi emphasized safety as utmost importance.

Director McCary stated that she was appreciative of the 4-way stop sign issue being brought to the attention of the committee, and that she is thankful for Chief Nuñez making community safety a priority.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Nuñez discussed the meeting report provided in the packet.

### **RV Update**

Chief Nuñez notified the committee of the newly vacant Security Administrative Specialist position, which is causing delays in the availability of RV lot occupancy updates.

### **Noteworthy Incidents**

Chief Nuñez shared Gate Ambassador Supervisors efforts in providing better training to new and seasoned gate ambassador staff members. Chief Nuñez reminded the audience to drive safely, and shared an example involving a staff member.

### **Security Statistics**

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

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Gate 1 Westside Fence Extension Discussion**

Mr. Siviglia discussed the Gate 1 Westside Fence Extension Financial Analysis and emphasized that cameras and sensors were down during the trespassing incident.

Chair Tibbetts feels the equipment setup at Gate 1 is sufficient as is.

Director Karimi agrees and supports funding for maintaining current equipment.

## **ITEMS FOR FUTURE AGENDAS**

Conversion of 2-way stop sign to 4-way stop sign. Staff report to follow.

## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, October 31, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:44 p.m.

Signature: Don Tibbetts  
Don Tibbetts (A ug 30, 2022 2:45:57 PDT)

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Don Tibbetts, Chair



FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, August 17, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Jim Hopkins – Chair, Elsie Addington, Debbie Dotson, Mark Laws, Donna Rane-Szostak, Lenny Ross (Alternate for Azar), Diane Casey, Sue Stephens (Alternate for Al)

**DIRECTORS ABSENT:** Azar Asgari, Al Amado

**ADVISORS PRESENT:** Rosemarie DiLorenzo

**STAFF PRESENT:** Jose Campos, Pam Jensen, Brian Gruner, Erika Hernandez

**OTHERS PRESENT:** GRF – Bunny Carpenter, Egon Garthoffner, Juanita Skillman, Yvonne Horton, Reza Karimi

United – Advisor: Richard “Dick” Rader

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:33 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of June 15, 2022**

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

**Chair Remarks**

None.

**Member Comments (Items Not on the Agenda)**

A member commented on the Facility Transfer Fee and requested that the board consider reimbursing one of the transfer fees paid for the second unit purchase. The committee suggested that this item be discussed during a board meeting as it does not pertain to Finance.

### **Department Head Update**

Jose Campos, Assistant Director of Financials Services, briefly summarized the GRF 2023 Business Plan upcoming agenda.

### **Review Preliminary Financial Statements dated July 31, 2022**

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

### **SageView Presentation**

Dan Quirk, Senior Investment Advisor from SageView Advisory Group, presented a summary of the current GRF investment portfolio. Discussion ensued and various questions were asked by Directors. No further action.

### **2021 Operating Surplus**

Jose Campos presented a staff report recommending the Board approve a \$964,180 transfer from the Operating Fund to the Contingency Fund. In accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus. A motion was made and seconded to approve the recommendation. The motion passed by unanimous decision.

### **Endorsement from Standing Committees**

Communities Activity Committee – Golf Fees. Jose Campos presented a staff report provided by CAC recommending the board to approve the proposed schedule of Golf fees for year 2023. A motion was made to accept and endorse this recommendation and present at the next Board meeting. The motion passed by unanimous decision.

### **Future Agenda Items**

None.

### **Committee Member Comments**

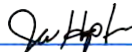
None.

### **Date of Next Meeting**

Wednesday, October 19, 2022 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 3:25 p.m.

  
James Hopkins (Aug 23, 2022 15:44 PDT)

---

James Hopkins, Chair



**OPEN MEETING**

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

**Wednesday, June 8, 2022 – 1:30 P.M.**

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

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:** Diane Casey

**OTHERS PRESENT:** Bunny Carpenter, Yvonne Horton

**ADVISORS PRESENT:** None

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

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

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

The report was approved without objections.

**5. Committee Chair Remarks**

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

## **6. Department Head Update**

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

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

Members made comments and asked questions.

### **6b. Discuss Village Tree Signage**

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

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

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

## Reports

### **7. Update on the Creek**

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

Members made comments and asked questions.

## Items for Discussion and Consideration

### **8. Member Comments (Items Not on the Agenda)**

None.

### **9. Response to Member Comments**

None.

### **10. Angel De La Torres; Grounds Maintenance Landscape Manager**

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

Members made comments and asked questions.

Concluding Business:

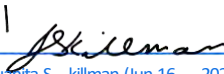
**11. Committee Member Comments**

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

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

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

**13. Adjournment at 2:26 p.m.**

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

Juanita Skillman, Chair

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

**Wednesday, August 10, 2022 – 9:30 a.m.**  
**24351 El Toro Road, Laguna Woods, CA 92637**  
**Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Egon Garthoffner – Chair, Jim Cook, Ralph Engdahl, John Frankel, Gan Mukhopadhyay, Lenny Ross, Sue Stephens

**MEMBERS ABSENT:** Cash Achrekar

**OTHERS PRESENT:** **GRF:** Elsie Addington, Bunny Carpenter, Juanita Skillman  
Advisors Ajit Gidwani, Steve Leonard, Bill Walsh

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Garthoffner noted that the meeting was being broadcast on Granicus and Zoom.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Reports**

- a. June 8, 2022 – Regular Open Session
- b. June 29, 2022 – Special Open Session

Hearing no objections, the June 8, 2022 – Regular Open Session and June 29, 2022 – Special Open Session meeting reports were approved unanimously.

**5. Chair's Remarks**

None.

**6. Member Comments**

None.

**7. Department Head Update**

Mr. West commented that a contract has been executed for the interior design consultant for CH1. A meeting is tentatively scheduled for August 19 to meet with the designer to discuss the process and tour CH2 and 3 (PAC). As details are finalized, the committee will be informed.

Consent:

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

The Project Log was pulled for discussion. Mr. West answered questions from a member regarding the service center generator and stated that a thorough investigation of the existing generator is underway. A detailed report will be brought to the committee to facilitate future decision making.

Mr. Mejia explained the data on the ChargePoint Summary and answered questions from the committee. Discussion ensued regarding the resident vs. non-resident charging rates; and raising the Resident - Level 2 fee from \$.175 to \$.20 per kWh. Chair Garthoffner will discuss the idea of a rate increase at the September GRF Board meeting.

**8. Project Log**

**9. ChargePoint Summary**

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

**10. Gate 12 Security Cameras – Chuck Holland, Information and Resident Services Director**

Mr. Holland presented a report via PowerPoint on the upgrades at the Gate 12 security camera system and answered questions from the committee.

### **11. EV Charging – Verbal Update**

Mr. Mejia provided an update on SCE's recommendations for charging stations within the village. Conceptual designs from SCE and estimated costs from ChargePoint will be presented to the committee as soon as it is available.

Staff was asked to arrange a meeting between an SCE representative and the committee after the conceptual designs have been received. A member commented on government funds that will be available on January 1, 2023 and the potential for GRF to take advantage of any that would apply to this HOA.

### **12. PAC Beautification – PowerPoint Presentation**

Mr. West presented an update including before-and-after photos of completed work at the PAC and answered questions from the committee.

### **13. Space Planning & Building E Replacement, PowerPoint and Group Discussion**

Chair Garthoffner presented an overview of the prior meetings, discussions and presentations regarding the topic via PowerPoint. Discussion ensued among the committee included comments regarding working conditions and staffing levels in Building E; current resident use of the community center; potentially vacant office space at the community center; and parking availability at the community center.

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

- Hay Barn Enclosure
- Welding Shop Replacement
- Maintenance Service Center Generator
- EMS Status Update
- MelRok Energy Management System

Concluding Business:

### **14. Committee Member Comments**

None.



**15. Date of Next Meeting:** October 12, 2022

**16. Recess** – The meeting recessed at 11:17 a.m.

Closed Session Agenda

*Approval of the Agenda*

*Chair's Remarks*

*Discuss and Consider Contractual Matters*

*Adjournment*



Egon Garthoffner, Chair

Egon Garthoffner, Chair  
Guy West, Staff Officer  
Telephone: 949-268-2380



**OPEN MEETING**

**THE GOLDEN RAIN FOUNDATION  
REPORT OF THE CLUBHOUSE RENOVATION AD HOC COMMITTEE\***

**Friday, June 24, 2022 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room & Virtual with Zoom**

**MEMBERS PRESENT:** Egon Garthoffner, Cush Bhada, Gan Mukhopadhyay, Deborah Dotson, John Frankel, Diane Casey, Ralph Engdahl, Reza Karimi

**MEMBERS ABSENT:** Pat English

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Juanita Skillman

**STAFF PRESENT:** Guy West - Projects Division Manager, Manuel Gomez - Maintenance & Construction Director, Brian Gruner – Recreation and Special Events Director, Rodger Richter – Projects Manager, Laurie Chavarria, Sr. Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgment of Media**

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for January 28, 2022**

Hearing no objection, the meeting report was approved.

**5. Chair's Remarks**

Chair Garthoffner stated he would comment on each item.

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

- A member commented on the condition of the archery range and that the swamp cooler was not working.
- A member commented that she has asked staff to repair the HVAC system at the archery range on several occasions.

Staff was directed to address the issue.

**7. Department Head Update**

Mr. West reported on the progress of the Performing Arts Center (PAC) via a PowerPoint Presentation. All rooms finished except the kitchen flooring due to a delay in receiving the tile flooring. The work is expected to be complete two weeks after the tile arrives.

**Items for Discussion:**

**8. Clubhouse/PAC 3 Restroom Beautification (Verbal Discussion)**

Mr. West provided a PowerPoint presentation showing the current conditions in CH3 and the upgraded restrooms at CH2 for comparison. Discussion ensued regarding suggested features to replace; meeting ADA guidelines; how to address the temporary closure of the restrooms during upgrades; consideration of waterless/low flow urinals; automation of doors and other features; height of toilets; inclusion of cabinet replacement; and to wait until all materials are on site before beginning work.

Mr. West answered questions from the committee.

Staff was directed to add this project to the scope of work for the interior designer selected for CH1.

**9. On-Going Beautification of Clubhouses (Verbal Discussion)**

Chair Garthoffner offered photos of sample automated doors to suggest as an option when deciding on features for the beautification of CH 1.

**Items for Future Agendas:**

- CH1 - Shuffleboard/Archery Building

**Concluding Business:**

**10. Committee Member Comments**

Director Bhada inquired on the timeline for the work to begin on CH 1.

**11. Date of Next Meeting: TBD**

**12. Recess** – The meeting was recessed at 10:10 a.m.



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Egon Garthoffner, Chair

Egon Garthoffner, Chair  
Guy West, Staff Officer  
949-268-2380

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MEETING REPORT OF THE  
**LAGUNA WOODS VILLAGE TRAFFIC HEARINGS COMMITTEE**

**August 17, 2022**

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on  
Wednesday August 17, 2022 at 9:00 a.m.  
Board Room / Virtual Meeting

**MEMBERS PRESENT:** Chair: Mark Laws, Elsie Addington, John Frankel, John Carter, Maggie Blackwell

**STAFF PRESENT:** Eulalio Diaz, Jayanna Abolmoloki, Daniel Lurie

**Call to Order**

Mark Laws, Chair, called the meeting to order at 9:01 a.m.

**Approval of Agenda**

Chair Laws made a motion to approve agenda as presented. By unanimous consent, the motion passed.

**Approval of Meeting Reports**

Chair Laws made a motion to approve the meeting report from June 15, 2022. By unanimous consent, the motion passed.

**Traffic Hearings**

- a. 9:15am Traffic Violation # 2211809 (Failure to Obey Stop Sign)  
By a unanimous vote of 4-0, the Committee voted Guilty.
  
- b. 9:30am Traffic Violation # 2212665 (Expired Vehicle Registration)  
By a unanimous vote of 4-0, the Committee voted Guilty with no fine.
  
- c. 9:45am Traffic Violation # 2214095 (Vehicle Used for Storage)  
9:45am Traffic Violation # 2214090 (Other Non-Moving)  
By a vote of 3-1, the Committee voted Not Guilty, with no fine but warning.

**Future Agenda Topics**

- Discuss whether to have Hearing Attendees all arrive at 9:10 a.m. or arrive in a staggered manner (ie: first arrive at 9am, second arrive at 9:15am, etc.)

**Date of Next Meeting**

The next meeting is scheduled for Wednesday September 21, 2022, at 9:00 a.m., hybrid meeting.

**Adjournment**

The meeting was adjourned at 10:02 AM.

Signature: Mark W. Laws  
Mark W. Laws (Aug 30, 2022 11:21 AM)

Mark Laws, Chair

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

Wednesday, August 3, 2022 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Don Tibbetts (Chair), Cush Bada, Maggie Blackwell,  
Egon Garthoffner, Pearl Lee, Sue Stephens (Alternate)

**ADVISORS:** Vashti Williams

**MEMBERS ABSENT:** John Frankel

**OTHERS PRESENT:** Elsie Addington, Juanita Skillman, Bunny Carpenter

**STAFF PRESENT:** Robert Carroll, Francisco Perez, Liz Cortez

**1. Call to Order**

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

**2. Acknowledgment of Media**

No media was present.

**3. Approval of the Agenda**

Agenda was approved by acclamation.

**4. Approval of Meeting Report for**

The regular meeting report of June 1, 2022 was approved by acclamation.

**5. Chair's Remarks**

None

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

Marion Levine – requested a regular shuttle bus on Fridays for religious transportation and update on Age Well proposal

Mary Wall – questioned the operation hours of the Fixed Route program

Vashti Williams left the meeting at this time.

Susan Hashemi – commented on the bus transportation

Director Pearl Lee entered the meeting via zoom at this time.

#### **7. Response to Member Comments**

Chair Tibbetts responded to member's comments.

### **Reports**

#### **8. Director's Report**

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

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

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

Staff provided an update on the fleet right-sizing project. Staff is meeting with each department to evaluate opportunities to share vehicles across work centers, change vehicles where it makes sense, and reduce the number of vehicles. The goal of the assessment is to help ensure that the number and type vehicles included in the GRF fleet are appropriate for supporting VMS operations. Staff will provide an update on this project at the October meeting.

Director Garthoffner presented a power point presentation covering the benefits of electric and hybrid vehicles.

### **Items for Discussion**

Staff recommended to the committee the purchase of four replacement Ford Edge vehicles for the Security Department.

Director Stephens moved to defer the planned purchase of four Ford Edge vehicles recommended by staff for approximately 3-4 months to permit consideration of EV alternatives such as the Ford Escape. Director Garthoffner seconded motion. The motion passed by a vote of five to one. Director Tibbetts opposed.

Staff presented the proposed Vehicle Replacement policy to the committee. The policy provides guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. Discussion amongst committee members ensued.

**Items for Future Agendas:**

None

**Concluding Business:**

**Committee Member Comments:**

None

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

**Adjournment:**

The meeting was adjourned at 3:14 p.m.

*Don Tibbetts*  
Don Tibbetts (Aug 31, 2022 10:53 PDT)

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

**Tuesday, July 26, 2022 at 9:30 AM**

**HYBRID MEETING**

**MEMBERS PRESENT:** Chair: Eric Nuñez, Jim Cook, John Frankel (left at 10:28 a.m.), Gan Mukhopadhyay, Sue Stephens, Diane Casey

**ADVISORS PRESENT:** Bruce Bonbright, Tom Soule

**OTHERS PRESENT:** Grace Stencel, Elsie Addington, Doug Gibson, Mike Epstein, Sandy Benson, Annie McCary, Jim Riedel

**STAFF PRESENT:** Jayanna Abolmoloki, Cody DeLeon, Tom Siviglia, Paul Matheis

**THE MEETING WAS CALLED TO ORDER:** 9:32 AM

**ACKNOWLEDGEMENT OF THE PRESS:** None present.

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

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

**CHAIRS REMARKS:** Chair Nuñez began his remarks by expressing what an honor it is to be at the meeting, and how appreciative he is to be given the opportunity to be the Chair on this committee. Chair Nuñez introduced himself to the committee and the audience with a brief description of his background, and potential goals moving forward. Chair Nuñez introduced Cody DeLeon, his new administrative coordinator, as well as Paul Matheis who serves as the new Environmental Health and Safety Specialist. Mr. Matheis then gave an introduction including his background, training, and education.

**MEMBER COMMENTS:** None.

## REPORTS

**RADIO & COMMUNICATIONS:** Chair Nuñez stated that he lists communication as a top priority. He also emphasized communication as the number one goal in the event of a disaster. Bruce Bonbright reported that the radio drill, conducted prior that morning, received 80% participation and went well. Mr. Bonbright shared that different participants are missing each drill, which means there are no consistent issue in reporting. Mr. Bonbright shared that the absences during radio drills are likely due to vacations, illnesses, and other inconsistent occurrences. Mr. Bonbright also thanked Tom Siviglia and Carlos Rojas for their support in obtaining the new repeater.

**OFFICE MANAGER/ADVISOR:** Tom Soule reported that he is concerned by the lack of foot-traffic in the Disaster Preparedness office. Mr. Soule stated that sales of emergency items are down.

**RECRUITMENT / RETENTION / TRAINING:** Director Juanita Skillman thanked Grace Stencil and Kim Costelloe for their hard work expressed while auditing the Disaster Preparedness supply cabinets at each clubhouse. Ms. Skillman also stated that she would like to see more meetings with volunteers, and community events. Ms. Skillman suggested hosting a barbecue for the Good Neighbor Captains.

**GRF BOARD:** Director Gan Mukhopadhyay offered to assist in a risk/safety assessment of structures and surrounding areas. Chair Nuñez responded by thanking Director Mukhopadhyay for his support.

**UNITED BOARD:** Director Diane Casey suggested a field-day training. Ms. Casey also agreed with Ms. Skillman, stating that a barbecue for volunteers is a good idea.

**THIRD BOARD:** Director John Frankel did not have anything to report.

**TOWERS:** Director Sue Stephens will introduce their new leader for effort in emergency preparedness.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson welcomed Chief Nuñez and his Administrative Coordinator, Cody DeLeon. Ms. Benson shared that it has been one year since the adoption of the pet plan. She also informed the committee that the annual update was just completed, and she ordered 100 File of Life packets to be given away at future events.

## DISCUSSIONS AND CONSIDERATIONS



**BUDGET/BUSINESS PLAN F2023 DISCUSSION:** Chair Nuñez stated that last year's budget was \$5,000.

Members commented and asked questions. Topics included:

- More supplies being purchased.

**STATUS ON GOOD NEIGHBOR CAPTAIN PROGRAM DISCUSSION:**

Chair Nuñez informed the committee that the program currently has 125 Good Neighbor Captain volunteers, and that it needs many more. Chair Nuñez stated that the task force will need to make a strategic approach toward recruitment. Suggestions of monthly recruitment goals were discussed.

**NEXT STEPS TIMELINE DISCUSSION OF DPTF:** Chair Nuñez stated that he believes the Emergency Operations Center needs to be activated in a simulation to exercise our systems. Members made comments and asked questions.

**MEMBER COMMENTS:** Director Skillman discussed complications related to the active-shooting tragedy that occurred at the Geneva Presbyterian Church. Chair Nuñez responded to Ms. Skillman's concerns and answered questions. Ms. Skillman also wants to publicize the Great CA Shakeout, and she believes that tabletop exercises are needed.

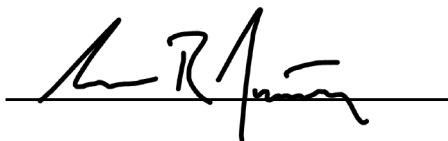
Director Casey informed the committee that she volunteered with Red Cross in 2004. Chair Nuñez stated that she and Bruce Bonbright will need to connect.

Director Stephens asked if Disaster Prep will have basic training with Incident Command Systems. Chair Nuñez stated it will be an item listed on the next agenda.

**NEXT MEETING: September 27, 2022 at 9:30 a.m.**

**ADJOURNMENT: 10:51 AM**

**SUBMITTED BY:**

A handwritten signature in black ink, appearing to be 'A. R. Nuñez', is written over a horizontal line.

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**OPEN MEETING**

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
STRATEGIC PLANNING COMMITTEE**

**Monday, May 2, 2022 – 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

- 
- Director Present:** Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey
- Directors Absent:** Cash Achrekar
- Staff Present:** CEO-Siobhan Foster, Michelle Estrada, Makayla Schwiertert
- Others Present:** Richard Rader (Advisor)  
**GRF:** Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

- 1. Call to Order—Director Dotson, Chair**  
Chair Dotson called the meeting to order at 9:39 a.m. and established that a quorum was present.
- 2. Acknowledgment of Media**  
Chair Dotson acknowledged the media as present.
- 3. Approval of the Agenda**  
Director Mutchnick made a motion to approve the agenda. Director Rothberg seconded the motion.  
  
Hearing no changes or objections, the agenda was approved unanimously.
- 4. Approval of the Minutes**
  - a. GRF Strategic Planning Committee Meeting – March 7, 2022**  
  
Chair Dotson requested that the minutes of March 7, 2022 be revised to remove Elsie Addington from attendance.  
  
Hearing no further changes or objections, Chair Dotson declared the minutes of March 7, 2022 were approved unanimously.
- 5. Members Comments – None**

## 6. Chair's Remarks

Chair Dotson commented on the questionnaire results of the VMS Strategic Planning Meeting. A similar questionnaire will be developed and distributed to the GRF Strategic Planning Committee. Chair Dotson provided an overview of items that reviewed at several committee meetings.

## 7. CEO Report on VMS Strategic Planning Meeting

CEO Foster provided an overview of the 3-year goals that were reviewed during the VMS Strategic Planning Meeting on March 22, 2022.

CEO Foster answered questions from the committee.

## 8. Old Business

### a. Ideas for Long-Term Planning

Chair Dotson commented on that she will continue to work with the committee on ideas.

## 9. Future Agenda Items

- a. Questionnaires
- b. Surveys

## 10. Next Meeting – TBA

## 11. Committee Member Comments

- Director Rothberg asked to receive the minutes from the last two meetings.
- Director Mutchnick commented on Third Mutual's review of electric vehicle charging stations.
- Director Liberatore expressed his appreciation for what the committee is doing to improve the community.
- Director Lewis provided a suggestion of placing electric vehicle charging stations at specific locations. Additionally, he asked for a map of open space within the community.
- Director Hopkins commented on the role of the committee.
- Director Mukhopadhyay commented that he agrees with the other committee members and noted that the committee has limited resources and time.
- Director Carpenter commented on obtaining a reserve study.
- Advisor Rader commented on a tabled item from a previous meeting in regards to an additional swimming pool.

Director Casey joined the meeting at 10:10 a.m.

## 12. Adjournment

There being no further business the meeting was adjourned at 10:20 a.m.

DocuSigned by:



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Debbie Dotson, Chair

GRF Strategic Planning Committee