



## **OPEN SESSION**

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

**Tuesday, January 17, 2023 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

### **NOTICE AND AGENDA**

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

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- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Cook**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
  - a. December 20, 2022 – Regular Board Meeting
  - b. January 6, 2023 – Agenda Prep Meeting
  - c. January 6, 2023 – Special Open 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. Department Update: Media & Communications – Eileen Paulin**

**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 November 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 Finance Committee – None**

**c. Recommendation from the Landscape Committee – None**

**12. Unfinished Business**

- a. Entertain a Motion to Approve the Revised Architectural Standard No. 26 – Skylight Installations (**December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Approve the Revised Nuisance Policy (**December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

**13. New Business**

- a. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- c. Entertain a Motion to Approve the Revision to the Care and Maintenance of Patios, Balconies, Breezeways, and Walkways Policy (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- d. Updated Committee Appointments

#### **14. Third Mutual Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on December 6, 2022; next meeting February 7, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer’s Report
  - (2) Third Finance Committee Report - None
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met December 19, 2022; next meeting January 23, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on January 9, 2023; next meeting March 6, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The committee met on January 13, 2023; next meeting February 2, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on October 27, 2022; next meeting January 26, 2023, at 2:00 p.m. in the Elm Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on December 27, 2022; next meeting January 24, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

#### **15. GRF Committee Highlights**

- a. Community Activities Committee – Director Laws. The committee met on January 12, 2023; next meeting, February 9, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Finance Committee – Director Rane-Szostak. The committee met on December 21, 2022; next meeting February 15, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Media and Communications Committee – Director Prince. The committee met on January 16, 2023; next meeting TBA
- d. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on December 14, 2022; next meeting February 8, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on November 16, 2022; next meeting January 18, 2023 at 9:00 a.m. as a virtual meeting.

- f. Website Ad Hoc Committee – Director Laws. The committee met on December 29, 2022; next meeting TBA.
- g. The following GRF Committees have not met since the last Third Board Meeting of December 20, 2023:
  - i. Security and Community Access Committee – This committee last met on October 31, 2022, and the next meeting is February 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - ii. Disaster Preparedness Task Force – This task force last met on November 29, 2022, and the next meeting is January 31, 2022 at 9:30 a.m. in the Board Room.
  - iii. Mobility and Vehicles Committee – This committee last met on December 7, 2022, and the next meeting is February 1, 2023 at 1:30 p.m. in the Board Room.
  - iv. Information Technology Advisory Committee – This closed committee last met on December 9, 2022, and will next meet on Friday January 27th.
  - v. GRF Landscape Committee – This committee last met on December 14, 2022, and the next meeting is February 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - vi. Compliance Ad Hoc Committee – This committee last met on November 30, 2022; the next meeting is TBA.
  - vii. GRF Strategic Planning Committee – This committee last met on October 3, 2022; the next meeting is TBA.
  - viii. Insurance Ad Hoc Committee – This closed committee last met on July 25, 2022; the next meeting is TBA.
  - ix. Clubhouse Facilities Renovation Ad Hoc Committee -- This committee last met on June 24, 2022; the next meeting is TBA.
  - x. Purchasing Ad Hoc Committee – This committee last met on April 7, 2022; the next meeting is 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.*

- Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps.
- Revision to Architectural Standard 31: Washer and Dryer Installations.
- Revision to the Care and Maintenance of Patios, Balconies, Breezeways, and Walkways Policy

**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) December 20, 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, December 20, 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, Jim Cook, Cris Prince, Cush Bhada, Jules Zalon, Ralph Engdahl, Donna Rane-Szostak, Moon Yun

**Directors Absent:** Nathaniel Ira Lewis (Excused)

**Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Bart Mejia, Carlos Rojas, Eileen Paulin, Randall Damron, Jacob Huanosto

**Others Present:** VMS – Rosemarie diLorenzo, Debbie Allen, 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 Bhada led the Pledge of Allegiance.

**3. Approval of Agenda**

President Laws asked for a motion to approve the agenda.

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

Director Prince made a motion to amend item 12d by removing the 28-day notice and to also remove it from Future Agenda Items.

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

#### **4. Approval of Minutes**

- a. November 15, 2022 – Regular Board Meeting**
- b. December 2, 2022 – Agenda Prep Meeting**
- c. December 2, 2022 – Special Open Meeting**

Director Rane-Szostak made a motion to approve the minutes of November 15, 2022 – Regular Board Meeting. Director Cook seconded.

Hearing no changes or objections, the November 15, 2022 – Regular Board Meeting minutes were approved by consent.

Director Prince made a motion to approve the minutes of December 2, 2022 – Agenda Prep Meeting. Director Cook seconded.

Hearing no changes or objections, the December 2, 2022 – Agenda Prep Meeting minutes were approved by consent.

Director Prince made a motion to approve the minutes of December 2, 2022 – Special Open Meeting. Director Cook seconded.

Hearing no changes or objections, the December 2, 2022 – Special Open Meeting minutes were approved by consent.

#### **5. Report of the Chair**

President Laws commented on the following:

- There are two open Third Board Member positions: one with a one-year term; and the other with a three-year term
- Special Meeting will be held January 6, 2023
- Happy Holiday to staff, Board, and residents

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

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

- Year in review
  1. Board Member Training
  2. Began work on the ERP system
  3. CSIP
  4. KPI Development
  5. Contractor Open House
  6. Continue Focus on Manor Alterations and Damage Restorations
- 2023 Initiatives Supported by VMS Staff
  1. Employee “Bright Ideas” program
  2. Telephone system upgrade
  3. Phase 1: ERP implementation
  4. Standardized CSIP
  5. Development of new Village website



6. State-of-the-art central master irrigation control system

VMS Chair diLorenzo answered questions from the Board.

**7. Open Forum (Three Minutes per Speaker)**

- A member commented on wanting to be an advisor on a Committee
- A member commented on the lack of help and or progress from Resident Services for an ongoing water issue and a neighbor being out of Compliance
- A member commented on seeking reimbursement for a damage restoration case
- A member thanked staff along with the VMS and Third Board
- A member commented on a damage restoration case at their unit

**8. Responses to Open Forum Speakers**

- President Laws said he will be in touch with John Frankel in regards to any open advisor positions
- President Laws thanked a resident for her kind comments
- President Laws advised the residents that they will look into these cases pertaining to damage restoration

**9. CEO Report**

CEO Siobhan Foster reported on:

- Solid Waste Handling Services
- CR&R Annual Performance Review
- Communications
- Missed Collections
- Liquidated Damages
- Hold Times
- Specific Incident Follow-Up
- Performance Hearing

CEO Foster answered questions from the Board.

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

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of September 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 Finance Committee – None**

**c. Recommendation from the Landscape Committee**

1. Recommend to Request for Removal of One Australian Willow Tree 3041-C Via Serena South

**Resolution 03-22-133**

**Approve the Request for Removal of One Ficus Nitida Tree 3164-D  
Alta Vista**

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

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

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

**WHEREAS**, on December 1, 2022, the Landscape Committee reviewed a request from the Member at 3165-D to remove one Ficus Nitida tree. The Member cited the reasons as structural damage and plumbing stoppage; and

**WHEREAS**, staff inspected the condition of the tree and determined that it was in good condition, however, several large surface roots were observed as far as 25 feet from the trunk, within three feet of the unit, and the sewer line cleanout; 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 Ficus Nitida tree located at 3165-D Alta Vista;

**NOW THEREFORE BE IT RESOLVED**, December 20, 2022, the Board of Directors approves the request for the removal of one Ficus Nitida tree located at 3165-D; and

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

**11. Unfinished Business**

**a. Entertain a Motion to Approve Updates to the Rules for Board Meetings  
(November initial notification – 28-day notification for member review and  
comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

**Resolution 03-22-134**

**Rules for Board Meetings**

**WHEREAS**, each Owner Member of Laguna Woods Village has an ongoing interest and right under California law to participate in the governance of their community; and

**WHEREAS**, the Board of Directors of the Third Laguna Hills Mutual has an equal interest and duty under law to ensure that the management of the community's affairs is carried out professionally and in adherence with the provisions of the Davis-Stirling Act; and

**WHEREAS**, the Board of Directors wishes to promote order and regulate meeting time in an even and consistent fashion;

**NOW THEREFORE BE IT RESOLVED**, December 20, 2022, that the Board of Directors of this Corporation hereby approves the attached revised Rules for Board Meetings; and

**RESOLVED FURTHER**, that Resolution 03-20-80 adopted November 17, 2020 is hereby superseded and cancelled; and

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

Director Prince made a motion to approve Resolution 03-22-134. Director Rane-Szostak seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed by a vote of 7-1. Director Zalon opposed.

**12. New Business**

**a. Entertain a Motion to Approve the Revised Architectural Standard No. 26 –  
Skylight Installations (December initial notification – 28-day notification for  
member review and comments to comply with Civil Code §4360)**

Bart Mejia, Maintenance & Construction Assistant Director presented Revised Architectural Standard No. 26 – Skylight Installations.

Director Prince read the following resolution:

**Resolution 03-23-XX**

### **Revised Architectural Standard 26: Skylight Installations**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Architectural Standard Section 26: Skylight Installations;

**NOW THEREFORE BE IT RESOLVED**, January 17, 2023, that the Board of Directors of this Corporation hereby introduces the attached Architectural Standard 26: Skylight Installations; and

**RESOLVED FURTHER**, that Resolution 03-18-92 adopted May 15, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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

There being no objections, the motion was approved unanimously.

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

Director Prince read the following resolution:

#### **Resolution 03-23-XX**

##### **Nuisance Policy**

**WHEREAS**, the Resident Policy and Compliance Committee has recognized the need to amend the Nuisance Policy to clarify guidelines for Nuisance complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, January 17, 2023, that the Board of Directors of this Corporation hereby adopts the Nuisance Policy, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 03-20-28, adopted on April 21, 2020, is hereby superseded and canceled; and

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

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

There being no objections, the motion was approved unanimously.

**c. Update Committee Appointments**

Director Prince read the following resolutions:

**Resolution 03-22-135**

**Third Mutual Committee Appointments**

**RESOLVED**, December 20, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

**Finance Committee (meets every-other month)**

Donna Rane-Szostak, Chair

Mark Laws

~~Annie McGary~~

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

Moon Yun

Non-Voting Advisors: Wei-Ming Tao

**Architectural Standards and Control Committee (meets monthly)**

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

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

**Landscape Committee(meets monthly)**

Nathaniel Ira Lewis, Chair

~~Annie McGary~~

~~Mark Laws~~

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Non-Voting Advisors: Cindy Baker

**Maintenance and Construction Committee** (meets every-other month)

Ralph Engdahl, Chair

James Cook

Cush Bhada

Mark Laws

Moon Yun

Cris Prince, ~~Alternate~~

Non-voting Advisors: David Bienek, Judith Troutman

**Executive Hearing Committee** (meets monthly)

~~Annie McCary, Chair~~

Mark Laws, Chair

Ralph Engdahl

Cris Prince, ~~Alternate~~

Jules Zalon, Alternate

**Resident Policy and Compliance Committee** (meets monthly)

Mark Laws, Chair

Cush Bhada

Jules Zalon

Cris Prince

Nathaniel Ira Lewis

Non-Voting Advisors: Stuart Hack, Theresa Keegan

**Water Conservation Committee** (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

**Garden Villa Recreation Room Subcommittee** (meets thrice yearly)

Mark Laws, Chair

Donna Rane-Szostak

Nathaniel Ira Lewis

Voting Advisors: Stuart Hack, Sharon Molineri

Non-Voting Advisors: Lynn Jarrett

**RESOLVED FURTHER**, that Resolution 03-22-122, adopted November 15, 2022, is hereby superseded and canceled; and,

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

**Resolution 03-22-136**

## **GRF Committee Appointments**

**RESOLVED**, December 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 McGary~~

Cush Bhada

Mark Laws

Jules Zalon, Alternate

### **GRF Finance Committee**

Donna Rane-Szostak

Mark Laws

### **GRF Landscape Committee**

Jules Zalon

Nathaniel Ira Lewis

~~Annie McGary, Alternate~~

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

Ralph Engdahl

Jim Cook

Cush Bhada, Alternate

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

Ralph Engdahl

Cush Bhada

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

~~Annie McGary~~

Jim Cook

Cris Prince, ~~Alternate~~

Moon Yun, Alternate

### **Mobility and Vehicles Committee**

Jim Cook, Alternate

Cush Bhada

Moon Yun

### **Security and Community Access Committee**

Annie McGary

Cris Prince

Donna Rane-Szostak, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Mark Laws  
Ralph Engdahl, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Jim Cook

**Disaster Preparedness**

Jim Cook  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

Jules Zalon  
Mark Laws, Alternate

**Strategic Planning Committee**

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  
Cris Prince

**RESOLVED FURTHER**, that Resolution 03-22-123, adopted November 15, 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 Cook made a motion to approve Resolution 03-22-135 and Resolution 03-22-136. Director Rane-Szostak seconded.

Discussion ensued among the Board.



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

**d. Entertain a Motion to Approve Supplemental Appropriation for Water Landscaping in the amount of \$151,000.**

Director Prince read the following resolution:

**Resolution 03-22-137**

**Supplemental Funding for Turf Reduction Projects**

**WHEREAS**, June 21, 2022, the Third Board of Directors recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use and directed staff to reduce irrigation by 15 percent; and

**WHEREAS**, the Third Landscape Committee determined that funding for turf reduction projects should be appropriated from savings to the Water Expense account based on savings from these reductions and funded from the Landscape Replacement Reserve Fund; and

**WHEREAS**, December 1, 2022, the Third Mutual Landscape Committee endorsed the recommendation;

**NOW THEREFORE BE IT RESOLVED**, on December 20, 2022, that a supplemental appropriation of \$151,000 has been approved to be used for turf reduction projects throughout Third Mutual; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on December 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 Cook made a motion to approve Resolution 03-22-137. Director Bhada seconded.

Discussion ensued among the Board.

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

**13. Third Mutual Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on December 6, 2022; next meeting February 7, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met November 28, 2022; next meeting January 23, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on November 7, 2022; next meeting January 9, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Bhada. The committee met on December 1, 2022; next meeting January 5, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on October 27, 2022; next meeting January 26, 2023, at 2:00 p.m. in the Elm Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on November 22, 2022; next meeting December 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

#### **14. GRF Committee Highlights**

- a. Community Activities Committee – Director Laws. The committee met on December 8, 2022; next meeting, January 12, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee met on November 21, 2022; next meeting December 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting was cancelled.
- c. Disaster Preparedness Task Force – Director Cook. The task force met on November 29, 2022; next meeting January 31, 2023 at 9:30 a.m. in the Board Room.
- d. GRF Maintenance & Construction Committee – Director Engdahl – The committee met on December 14, 2022; next meeting February 8, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. GRF Landscape Committee – Director Bhada. The committee met on December 14, 2022; next meeting February 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- f. Mobility and Vehicles Committee – Director Bhada – The committee met on December 7, 2022; next meeting February 1, 2023 at 1:30 p.m. in the Board Room.
- g. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on November 16, 2022; next meeting January 18, 2023 at 9:00 a.m. as a virtual meeting.
- h. Information Technology Advisory Committee – Director Laws. This closed committee last met on December 9, 2022; next meeting February 3, 2023 at 1:30 p.m.
- i. Compliance Ad Hoc Committee – Director Laws. The committee met on November 30, 2022; next meeting TBA.
- j. The following GRF Committees have not met since the last Third Board Meeting:
  - i. Security and Community Access Committee – Director Prince. The committee met on October 31, 2022; next meeting February 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - ii. GRF Finance Committee – Director Rane-Szostak. The committee met on October 19, 2022; next meeting December 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - iii. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
  - iv. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. The committee met on June 24, 2022; next meeting, TBA.
  - v. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.
  - vi. Website Ad Hoc Committee – Director Laws. The committee met on August 10, 2022; next meeting TBA.
  - vii. GRF Strategic Planning Committee – Director Lewis. The committee met on October 3, 2022; next meeting TBA.

**15. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolution 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. 26 – Skylight Installations
- Approve the Revised Nuisance Policy
- Approve Supplemental Funding for Turf Reduction Projects

## **16. Directors' Comments**

- Director Zalon commented on being opposed to the Rules for Board Meeting
- Multiple Directors wished everyone a Merry Christmas and Happy New Year

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

The meeting was recessed into closed session at 11:06 a.m.

## **Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) November 15, 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 4:58 p.m.

DocuSigned by:

*N. Cris Prince*

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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, January 6, 2023 - 9:30 a.m.  
Willow Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

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

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Directors present: Mark Laws, Ralph Engdahl, N. Cris Prince, Donna Rane-Szostak,  
Nathaniel Lewis, Jim Cook, Jules Zalon, Moon Yun

Directors absent: Cush Bhada (Excused)

Staff present: CEO-Siobhan Foster, Makayla Schwieter, 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 Zalon made a motion to approve the Agenda. Director Engdahl seconded.

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

**3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on January 17, 2023**

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

Director Cook made a motion to approve the amended Agenda. Director Lewis seconded.

Hearing no objections, the January 17, 2023 open and closed session amended agendas were approved unanimously.

**4. Director Comments**

- Director Cook discussed letters to the editor in the Globe and the issue of misinformation.

**5. Adjournment**

The meeting was adjourned at 10:20 a.m.

DocuSigned by:

*N. Cris Prince*

5441FC1ED518422

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



**OPEN SESSION**

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

**Friday, January 6, 2023 at 10:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

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Directors present: Mark Laws, Ralph Engdahl, N. Cris Prince, Donna Rane-Szostak, Jules Zalon, Nathaniel Lewis, Jim Cook, Moon Yun

Directors absent: Cush Bhada (Excused)

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

Others present: Candidates: Andy Ginocchio  
Directors: Debbie Allen (VMS)

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

President Laws called the meeting to order at 10:32 a.m. and established that a quorum was present.

**2. State Purpose of Meeting – President Laws**

President Laws stated the purpose of the meeting.

**3. Approval of the Agenda**

President Laws asked for a motion to approve the Agenda.

Director Lewis made a motion to approve the Agenda. Director Rane-Szostak seconded.

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

**4. Introduction of Third Candidates**

President Laws introduced the Third Candidate:

- Andy Ginocchio

**5. Candidate Opening Statements**

The Candidate was given two minutes to give an opening statement.

**6. Candidate Interviews**

The Candidate was given 1-2 minutes to answer questions from the Board.

**7. Candidate Closing Statements**

The Candidate was given 2 minutes to give a closing statement.

**8. Entertain a Motion to commence Balloting**

Director Prince made a motion to commence balloting. Director Lewis seconded.

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

**9. Entertain a Motion to Cease Balloting**

Director Cook made a motion to cease balloting. Director Lewis seconded.

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

**10. Tabulation of Ballots and Announce Results – Corporate Secretary**

Corporate Secretary, Makayla Schwiertert, tabulated the ballots and announced the results.

- Term Ending in 2023 – 5 votes
- Term Ending in 2025 – 3 votes
- Withhold – 0 votes

Director Ginocchio was elected to a 1-year term ending in October 2023

**11. Director Comments**

- Director Ginocchio discussed the upcoming election after his term ends in 2023 and also about Town Hall Meetings
- Multiple Directors welcomed Director Ginocchio to the Board
- Director Zalon discussed the advantages of a one-year term

**12. Adjournment**

The meeting was adjourned at 11:10 a.m.

DocuSigned by:

*N. Cris Prince*

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



**ENDORSEMENT (to board)**

**Revised Architectural Standard No. 26 – Skylight Installations**

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. 26 – Skylight Installations with revisions.

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## STAFF REPORT

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**DATE:** January 17, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Architectural Standard 26: Skylight Installations

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### **RECOMMENDATION**

Approve a resolution to revise Architectural Standard Section 26 – Skylight Installations.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 26 – Skylight Installations was last revised in June 2018, via Resolution 03-18-92.

### **DISCUSSION**

The ACSC has reviewed the existing Architectural Standard Section 26 – Skylight Installations, and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or mutual policies. On November 28, 2022, the ACSC reviewed and approved the proposed revisions to the Standard (Attachment 4) with the additional recommended revisions (blue font) to Sections 2.5 and 2.6.

### **FINANCIAL ANALYSIS**

There is no financial impact to the mutual.

**Prepared By:** Gavin Fogg, Manor Alterations Interim Manager

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

### **ATTACHMENT(S)**

Attachment 1 – Current Resolution 03-18-92  
Attachment 2 – Current Standard 26: Skylight Installations  
Attachment 3 – Redlined Revised Standard 26: Skylight Installations  
Attachment 4 – Final Draft Standard 26: Skylight Installations  
Attachment 5 – Revised Resolution 03-23-XX

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**RESOLUTION 03-18-92**

**Revise Alteration Standard Section 26: Skylight Installations**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 26: Skylight Installations.

**NOW THEREFORE BE IT RESOLVED**, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 26: Skylight Installations;

**1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

**2.0 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Division office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.

- 2.12 Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13 All skylights shall be of ICBO approved double lens construction.
- 2.14 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 **No trusses shall be cut in the installation of skylights.**

**RESOLVED FURTHER**, that Resolution 03-03-43 adopted May 20, 2003, is hereby superseded in its entirety and no longer in effect; and

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



## **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

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

REVISED MAY 2018, RESOLUTION 03-18-92

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Department office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.

- 2.7 One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8 Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9 Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.
- 2.10 Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11 No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12 Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13 All skylights shall be of ICBO approved double lens construction.
- 2.14 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 **No trusses shall be cut in the installation of skylights.**





## **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

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

REVISED JUNE 2018, RESOLUTION 03-18-92

REVISED JANUARY 2023, RESOLUTION 03-23-XX

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

**2.1** Skylights may be of openable or fixed type.

**2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.

**2.3** Skylight(s) installed ~~on~~ in any roof, under warranty with the Mutual's reroofing contractor, shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. be sealed using the same specifications in force at that time.

**2.4** Roofing repairs and installation must be in strict conformance with the International Code Council (I.C.C.), Third Mutual Standards, and standard drawings.

**2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the National Electrical Code (N.E.C.) as adopted by the City of Laguna Woods.

~~**2.6** Skylight glazings shall be in keeping with the architecture of the building and be either off white or smoke tinted in color. Approval by the Alterations Department office will be deemed in keeping with~~

~~the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof. All skylight glazing shall match in style with the existing skylights on the same roof. Any deviation in style will require review and approval by Manor Alterations and/or may require Architectural Controls and Standards Committee (ACSC) approval.~~

**2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by ~~the Permits and Inspections office~~ Manor Alterations.

**2.72.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. ~~All non-standard skylights are to be reviewed by the Mutual's Board of Directors.~~

**2.82.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Code Building Council Code (I.CB.C.), State and/or City Standards.

**2.92.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with ~~Galvanized or equal~~ hex-head screws with neoprene washers to aid in removal during reroofing.

**2.102.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.

**2.112.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos ~~removal~~ abatement procedures.

**2.122.13** All skylights shall be of International Conference of Building Officials (ICBO) approved double lens construction.

**2.132.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.

**2.142.15** ~~No Modification of~~ trusses and other structural members are not allowed unless such modifications are properly engineered and submitted to the City for review and approval. A complete set of plans and structural calculations and associated City Building permit is required to be submitted to Manor Alterations prior to the start of the work and a complete set of as-builts upon completion of the work along with a copy of the City finalized permit. shall be cut in the installation of skylights.



## **STANDARD 26: SKYLIGHT INSTALLATIONS**

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

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

REVISED JUNE 2018, RESOLUTION 03-18-92

REVISED JANUARY 2023, RESOLUTION 03-23-XX

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed on any roof under warranty with the Mutual's reroofing contractor, shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense.
- 2.4** Roofing repairs and installation must be in strict conformance with the International Code Council (I.C.C.), Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the National Electrical Code (N.E.C.) as adopted by the City of Laguna Woods.
- 2.6** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by Manor Alterations.

- 2.7** Maximum skylight size shall not exceed International Building Code and Title 24 requirements.
- 2.8** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Code Council (I.C.C.), State and/or City Standards.
- 2.9** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with hex-head screws with neoprene washers to aid in removal during reroofing.
- 2.10** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.11** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State of local government regarding asbestos abatement procedures.
- 2.12** All skylights shall be of International Conference of Building Officials (ICBO) approved double lens construction.
- 2.13** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.14** Modification of trusses and other structural members are not allowed unless such modifications are properly engineered and submitted to the City for review and approval. A complete set of plans and structural calculations and associated City Building permit is required to be submitted to Manor Alterations prior to the start of the work and a complete set of as-builts upon completion of the work along with a copy of the City finalized permit.

## **ATTACHMENT 5 – Revised Resolution**



### **RESOLUTION 03-23-XX**

#### **Revised Architectural Standard 26: Skylight Installations**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Architectural Standard Section 26: Skylight Installations;

**NOW THEREFORE BE IT RESOLVED**, January 17, 2023, that the Board of Directors of this Corporation hereby adopts the attached Architectural Standard 26: Skylight Installations; and

**RESOLVED FURTHER**, that Resolution 03-18-92 adopted May 15, 2018, is hereby superseded in its entirety and no longer in effect; and

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

#### **DECEMBER INITIAL NOTIFICATION:**

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

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## **ENDORSEMENT (to Board)**

### **Nuisance Policy**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. staff then monitors the situation and if compliance is not achieved, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action. Violations include but are not limited to: behavior/disturbance, noise, odors and neighbor disputes.

On April 21, 2020, the Board approved the Nuisance Policy (Resolution 03-20-28).

On November 22, 2022 the Resident Policy and Compliance Committee reviewed the Nuisance Policy.

Director Prince made a motion to send the “Red-Line” version of the policy to the Board for approval. Director Lewis seconded the motion.

Director Zalon amended the motion to state that allegations will not be considered a nuisance if a reporting-parties complaint is baseless. The motion died for lack of a second.

By way of unanimous vote Director Prince’s motion carried

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## STAFF REPORT

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**DATE:** January 17, 2023  
**FOR:** Resident Policy and Compliance Committee  
**SUBJECT:** Nuisance Policy

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### **RECOMMENDATION**

Receive and file.

### **BACKGROUND**

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, staff investigates and should staff identify objective evidence of a violation by a member or their guests, staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, staff will notice the member for a hearing before the Board of Directors in Executive Session. If the Board finds the member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend member privileges, and/or consider legal action.

Violations include but are not limited to: behavior/disturbance, noise, odors and neighbor disputes.

On April 21, 2020, the Board approved the Nuisance Policy (Resolution 03-20-28).

### **DISCUSSION**

The purpose of the Nuisance Policy is to set forth guidelines to address alleged violations of nuisance that occur in Third Mutual.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Jacob Huanosto, Interim Compliance Supervisor  
Francis Gomez, Operations Manager

### **ATTACHMENT(S)**

Attachment 1: Nuisance Policy  
Attachment 2: Nuisance Policy red line version  
Attachment 3: Resolution 03-23-XX, Nuisance Policy

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**Nuisance Policy**  
**Resolution 03-20-28, Adopted April 21, 2020**

**I. Purpose**

The purpose of this Nuisance Policy (“Policy”) is to set forth guidelines for the treatment and handling of nuisance complaints received by Third Laguna Hills Mutual (“Third”), in accordance with the requirements of Third’s Governing Documents, as defined below, and the law.

**II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Member – any person who is an owner of a Unit in Third’s development who has been approved for membership in Third in accordance with the Governing Documents.
- e. Nuisance – see details under Conditions.
- f. Resident – any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third’s development.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual – the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuels within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to “manage, operate, and maintain” them.

**III. Conditions for Nuisance**

**Nuisance in General:** Anything which is injurious to health, indecent or offensive to the senses, causes an unreasonable disturbance or annoyance, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479)

**Public Nuisance:** A public nuisance is a condition or activity that interferes with the health or well-being of the entire community or a considerable number of persons in the neighborhood. (Civ. Code §§ 3479-3480)

**Private Nuisance:** A private nuisance is a condition or activity that interferes with an individual's use or enjoyment of their property. (Civ. Code §§ 3479, 3481)

**Governing Documents:** “No Owner or Resident shall permit or suffer anything to be done or kept within the Project which will increase insurance rates on any Building or contents thereof, or which will obstruct or interfere with the rights of other persons in the Project or annoy them by unreasonable noises or otherwise, nor shall any Owner or Resident commit or permit any nuisance or commit or permit any illegal act within the Project. An Owner and each Resident shall comply with the requirements of all governmental authorities. If by reason of any act of any Owner insurance rates should be increased, the Owner shall be personally liable for the additional premium” (CC&Rs Article III, Section 6, Use Restrictions)

Based upon the foregoing provision of the CC&Rs and various statutory provisions, with regard to Third, a nuisance shall be deemed to be anything that unreasonably interferes with another Member or Resident's use and enjoyment of his/her/their/they manor, as determined by the Board. Below are examples of activities that fall into a nuisance category; please note, however, that this is not an exhaustive list of potential nuisances, inasmuch as any activity that falls within the above definition of a nuisance shall be deemed a violation of Third's Governing Documents:

1. **Noise:** Things that interfere with quiet enjoyment such as improperly installed hardwood floors, residents playing their music or TV at an excessively loud volume, overly loud conversations, yelling or shouting, barking dogs, excessively loud vehicles, etc. Excessive and overly loud characteristics are measured against what a reasonable person in the same or similar circumstance would consider to be excessive or overly loud.
2. **Odors:** This includes second-hand smoke or smoke odors (cigarettes, cigars, vaping matter/materials and marijuana), strong odors from e-cigarettes or vaping devices, strong cooking odors, smoke from a BBQ grill entering other units, etc. The word strong shall be measured against what a reasonable person in the same or similar circumstance would consider to be strong.
3. **Visual:** Draping articles over balcony rails or patio walls, storing inoperable vehicles in parking spaces, excessive amount of items or clutter in visible areas, etc.

4. **Health/Safety:** Persons who allow unsanitary conditions to exist in and around their unit/manor where the accumulation of household items, belongings and/or materials, that attract insects, pests and rodents or creates strong odors that are recognizable in the common area or another unit/or manor, or residents who wash dog feces and/or urine off their unit/manor balcony onto the property below them.
5. **Violation of Laws:** A violation of federal or state laws or local ordinances, including, without limitation, such violations as public nudity, brandishing weapons which are registered or unregistered at or in the presence of another resident, the resident's guest and invitees and/or a staff member or a Resident, the resident's guest and invitees engaged in drug dealing (selling drugs for money or in exchange for some other form of remuneration) or prostitution.

#### IV. Nuisance Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the ongoing nuisance violation.

Investigating Alleged Nuisances: To determine whether or not a nuisance in violation of the Governing Documents is taking place or has occurred, Staff evaluates the alleged behavior, based upon the written complaint provided along with all of the information provided to support the complaint, and may further investigate the complaint before determining if the alleged behavior or nuisance activity in fact occurred, and whether the impact on other Members/Residents or units is deemed reasonable or unreasonable to an average reasonable person similarly situated. This may include, without limitation, further conversations with the reporting party and neighbors, and inspection of the unit(s)/manor(s) in question. Staff may also take the following steps when investigating certain nuisance complaints:

- For hard surface flooring complaints: Staff may perform informal sound tests that include two Staff members in the downstairs unit at the same time that two Staff members are in the upstairs unit, with an attempt to replicate the alleged noise.
- For odor complaints: Staff may perform an informal odor test that includes two Staff members in the unit from which the alleged nuisance odor arose at the same time that two Staff members are in the reporting party's unit, with an attempt to replicate the alleged odors. Staff may also seek assistance from the Maintenance Department to determine if the building

structure is a factor that allows for the transmission of the odor that can be remedied.

If Staff determines that the alleged nuisance in violation of the Governing Documents has or may have occurred, a warning letter may be sent to the responsible Member and/or the Member may be sent a notice that the Member is being called to a disciplinary hearing before the Board or a committee thereof. At the disciplinary hearing, the Board will consider all evidence and documentation of the alleged nuisance violation, and the Member may speak and present evidence regarding the nuisance before the Board makes a decision on disciplinary action to be taken, if any.

#### **V. Enforcement**

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.

If a Member or such Member's unit/manor is found to have committed a nuisance violation as defined herein, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

In the event there is an ongoing dispute between neighbors over nuisance violations or alleged violations, and the Board ultimately determines that the activity/behavior in question does not rise to the level of a governing document violation, although the Mutual is not obligated to do so, Staff, on behalf of the Mutual, may offer informal mediation performed by the Compliance and Social Services Division to help facilitate a resolution to the dispute. Staff will also recommend, as an alternative for the complaining and the owner against whom the complaint is made, professional mediation services offered by the County of Orange. Notwithstanding the foregoing, nothing in this paragraph or this Policy shall be construed to create a duty on the Board to resolve any dispute between neighbors or an obligation beyond those duties imposed on Third and its Board by the Governing Documents or by law.



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### **Third Mutual Nuisance Policy** Resolution 03-20-28, Adopted April 21, 2020

#### **I. Purpose**

The purpose of this Nuisance Policy ("Policy") is to set forth guidelines for the treatment and handling of nuisance complaints received by Third Laguna Hills Mutual ("Third"), in accordance with the requirements of Third's Governing Documents, as defined below, and the law. **This policy is applicable to all Third members, residents, and their guests.**

#### **II. Definitions**

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; CC&Rs; the Rules and Regulations; and any Resolutions or Policies duly adopted by the Board; all as may be lawfully amended or modified from time to time.
- d. Member – any person who is an owner of a Unit in Third's development who has been approved for membership in Third in accordance with the Governing Documents.
- e. Nuisance – see details under Conditions.
- f. Resident – any person who has been approved by the Board of Directors, or its designee, as applicable, for occupancy of a manor within Third's development.
- g. Staff – Employees of Village Management Services, Inc. authorized to act on behalf of Third.
- h. Third or the Mutual – the corporate homeowners association that was formed in 1970 and by 1984 had acquired the assets and liabilities by vote of each of the 59 individual mutuels within the larger Leisure World (now Laguna Woods Village), a common interest development, with full authority to "manage, operate, and maintain" them.

#### **III. Conditions for Nuisance**

**Nuisance in General:** Anything which is injurious to health, indecent or offensive to the senses, causes an unreasonable disturbance or annoyance, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, is a nuisance. (Civ. Code § 3479) **To be considered a nuisance, the behavior has to be repeated or continuous; single instances of an action or activity will not be considered a nuisance.**

**Public Nuisance:** A public nuisance is a condition or activity that interferes with the health or well-being of the entire community or a considerable number of persons in the neighborhood. (Civ. Code §§ 3479-3480)

**Private Nuisance:** A private nuisance is a condition or activity that interferes with an individual's use or enjoyment of their property. (Civ. Code §§ 3479, 3481)

**Governing Documents:** "No Owner or Resident shall permit or suffer anything to be done or kept within the Project which will increase insurance rates on any Building or contents



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thereof, or which will obstruct or interfere with the rights of other persons in the Project or annoy them by unreasonable noises or otherwise, nor shall any Owner or Resident commit or permit any nuisance or commit or permit any illegal act within the Project. An Owner and each Resident shall comply with the requirements of all governmental authorities. If by reason of any act of any Owner insurance rates should be increased, the Owner shall be personally liable for the additional premium" (CC&Rs Article III, Section 6, Use Restrictions)

Based upon the foregoing provision of the CC&Rs and various statutory provisions, with regard to Third, a nuisance shall be deemed to be anything that unreasonably interferes with another Member or Resident's use and enjoyment of his/her/their/they manor, as determined by the Board. Below are examples of activities that fall into a nuisance category; please note, however, that this is not an exhaustive list of potential nuisances, inasmuch as any activity that falls within the above definition of a nuisance shall be deemed a violation of Third's Governing Documents:

1. **Noise:** Things that interfere with quiet enjoyment such as improperly installed hardwood floors, residents playing their music or TV at an excessively loud volume, overly loud conversations, yelling or shouting, barking dogs, excessively loud vehicles, etc. Excessive and overly loud characteristics are measured against what a reasonable person in the same or similar circumstance would consider to be excessive or overly loud.
2. **Odors:** This includes second-hand smoke or smoke odors (cigarettes, cigars, vaping matter/materials and marijuana), strong odors from e-cigarettes or vaping devices, strong cooking odors, smoke from a BBQ grill entering other units, etc. The word strong shall be measured against what a reasonable person in the same or similar circumstance would consider to be strong.
3. **Visual:** Draping articles over balcony rails or patio walls, storing inoperable vehicles in parking spaces, excessive amount of items or clutter in visible areas, etc.
4. **Health/Safety:** Persons who allow unsanitary conditions to exist in and around their unit/manor where the accumulation of household items, belongings and/or materials, that attract insects, pests and rodents or creates strong odors that are recognizable in the common area or another unit/or manor, or residents who wash dog feces and/or urine off their unit/manor balcony onto the property below them.
5. **Violation of Laws:** A violation of federal or state laws or local ordinances, including, without limitation, such violations as public nudity, brandishing weapons which are registered or unregistered at or in the presence of another resident, the resident's guest and invitees and/or a staff member or a Resident, the resident's guest and invitees engaged in drug dealing (selling drugs for money or in exchange for some other form of remuneration) or prostitution. **Instances of these law violations should be reported to the OCSD.**





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#### IV. Nuisance Complaints and Investigation

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-2255 ~~CALL~~ or email to [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the ongoing nuisance violation.

**Investigating Alleged Nuisances:** To determine whether or not a nuisance in violation of the Governing Documents is taking place or has occurred, Staff evaluates the alleged behavior, based upon the written complaint provided along with all of the information provided to support the complaint, and may further investigate the complaint before determining if the alleged behavior or nuisance activity in fact occurred, and whether the impact on other Members/Residents or units is deemed reasonable or unreasonable to an average reasonable person similarly situated. This may include, without limitation, further conversations with the reporting party and neighbors, and inspection of the unit(s)/manor(s) in question. Staff may also take the following steps when investigating certain nuisance complaints:

- For hard surface flooring complaints: Staff may perform informal sound tests that include two Staff members in the downstairs unit at the same time that two Staff members are in the upstairs unit, with an attempt to replicate the alleged noise.
- For odor complaints: Staff may perform an informal odor test that includes two Staff members in the unit from which the alleged nuisance odor arose at the same time that two Staff members are in the reporting party's unit, with an attempt to replicate the alleged odors. Staff may also seek assistance from the Maintenance Department to determine if the building structure is a factor that allows for the transmission of the odor that can be remedied.

If Staff determines that the alleged nuisance in violation of the Governing Documents has or may have occurred, a warning letter may be sent to the responsible Member and/or the Member may be sent a notice that the Member is being called to a disciplinary hearing before the Board or a committee thereof. At the disciplinary hearing, the Board will consider all evidence and documentation of the alleged nuisance violation, and the Member may speak and present evidence regarding the nuisance before the Board makes a decision on disciplinary action to be taken, if any.

#### V. Enforcement

Third is authorized to take disciplinary action against any Member who may be found in violation of the Governing Documents, or whose unit or Residents, tenants, or guests are found to be in violation of the Governing Documents (CC&R Article XIX; Bylaws Article 4, Section 4.5). When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents. Discipline shall be imposed, if at all, after a duly noticed disciplinary hearing in accordance with the requirements of statute and Third's Governing Documents.



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If a Member or such Member's unit/manor is found to have committed a nuisance violation as defined herein, the Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action, as more fully set forth in the Governing Documents, including without limitation the Schedule of Monetary Penalties, as may be revised from time to time. Each Member is entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community—this includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

In the event there is an ongoing dispute between neighbors over nuisance violations or alleged violations, and the Board ultimately determines that the activity/behavior in question does not rise to the level of a governing document violation, although the Mutual is not obligated to do so, Staff, on behalf of the Mutual, may offer informal mediation performed by the Compliance and Social Services Division to help facilitate a resolution to the dispute. Staff will also recommend, as an alternative for the ~~complaining-complainant~~ and the owner against whom the complaint is made, professional mediation services offered by the County of Orange. Notwithstanding the foregoing, nothing in this paragraph or this Policy shall be construed to create a duty on the Board to resolve any dispute between neighbors or an obligation beyond those duties imposed on Third and its Board by the Governing Documents or by law.

**Resolution 03-23-XX****Nuisance Policy**

**WHEREAS**, the Resident Policy and Compliance Committee has recognized the need to amend the Nuisance Policy to clarify guidelines for Nuisance complaints received by the Board;

**NOW THEREFORE BE IT RESOLVED**, January 17, 2023, that the Board of Directors of this Corporation hereby adopts the Nuisance Policy, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 03-20-28, adopted on April 21, 2020, is hereby superseded and canceled; and

**RESOLVE 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.

**DECEMBER INITIAL NOTIFICATION:**

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

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**ENDORSEMENT (to board)**

**Revised Architectural Standard No. 4 – Air Conditioning Units/Heat Pumps**

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. 4 – Air Conditioning Units/Heat Pumps with revisions.

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## STAFF REPORT

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**DATE:** January 17, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 4 - Air Conditioning Units/Heat Pumps

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### **RECOMMENDATION**

Approve a resolution to revise Standard 4 – Air Conditioning Units/Heat Pumps.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Standards for applicability, usefulness, and current technology. There are currently 40 Standards available for Members to use to perform alterations to their Manor. Standard 4 – Air Conditioning Units/Heat Pumps was last revised in July, 2019, via Resolution 03-19-71.

### **DISCUSSION**

The ACSC has reviewed the existing Standard 4 – Air Conditioning Units/Heat Pumps and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, industry standards or Mutual policies. The proposed revisions to the Standard are as follows:

1. Update the Standard to allow for modern design of outdoor units.
2. Incorporate language to address roof installations under warranty.
3. Allow structural modifications with properly engineered plans and specifications.

On December 19, 2022, the ACSC reviewed and approved the revisions to the Standard (Attachment 4) with the additional recommended revisions (blue font) to Section 3.10.

### **FINANCIAL ANALYSIS**

None.

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

**Reviewed By:** Gavin Fogg, Manor Alterations Interim Manager

### **ATTACHMENT(S)**

Attachment 1 – Current Standard 4 – Air Conditioning Units/Heat Pumps  
Attachment 2 – Current Resolution 03-19-71  
Attachment 3 – Redlined Revised Standard 4 – Air Conditioning Units/Heat Pumps  
Attachment 4 – Final Draft Standard 4 – Air Conditioning Units/Heat Pumps  
Attachment 5 – Revised Resolution 03-23-XX

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## **STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS**

**REVISED SEPTEMBER 2005, RESOLUTION 03-05-20  
REVISED FEBRUARY 2006, RESOLUTION 03-06-09  
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40  
REVISED JULY 2010, RESOLUTION 03-10-100  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98  
REVISED JULY 2015, RESOLUTION 03-15-101  
REVISED JANUARY 2018, RESOLUTION 03-18-13  
REVISED JULY 2019, RESOLUTION 03-19-71**

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 THROUGH THE WALL A/C-H/P UNITS**

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located at least 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:
  - a. Removal of sleeves in three-story buildings is prohibited.
  - b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.



- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

**2.8.1** Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

### **3.0 CENTRAL AND DUCTLESS UNITS**

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only.
- 3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed only flat roofs, directly above the manor, or at ground level.
- 3.6** Outdoor condensing unit locations for three story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed on flat roofs directly above the manor, or at ground level, third floor manors will be installed only on flat roofs, directly above the manor.
- 3.7** The location of outdoor condensing units must be approved by the Alterations office. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed necessary by the Alterations office.
- 3.8** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.



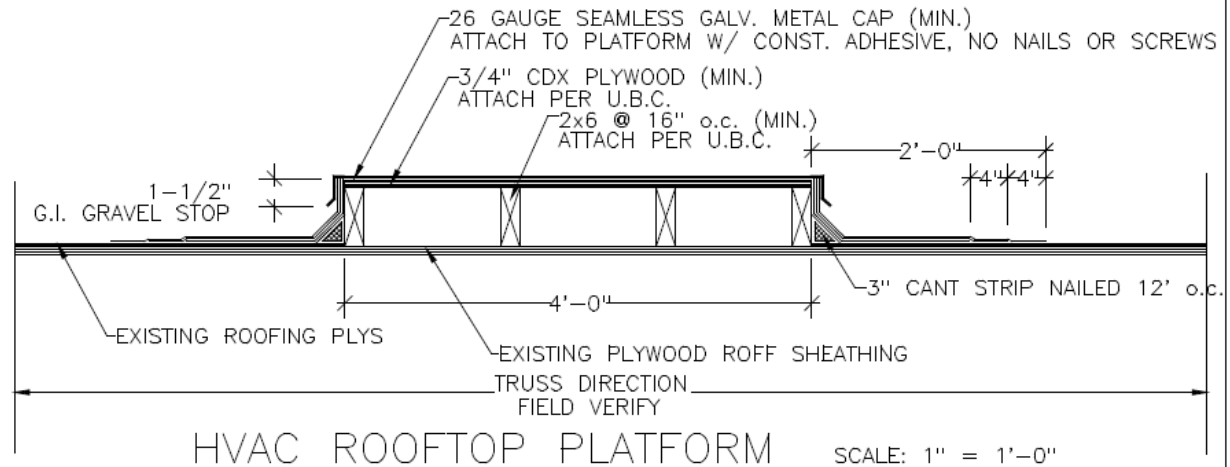
- 3.9** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.10** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.11** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.14** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.15** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.16** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.17** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.18** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

## ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM  
A MINIMUM OF 2 FEET AWAY FROM EACH SIDE.  
PRIMER PLATFORM SIDES, CANT STRIP, AND  
SPUDED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT.

ROOF AS FOLLOWS PER 100 SQ.FT.

CONPLY TYPE A-IV(2LAYERS) . . . . .	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . . . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER). . . . .	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). . . . .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . . . .	400lbs	PER 100 SQ.FT.



HVAC.DWG REV. 12/95



**RESOLUTION 03-19-71**

**ALTERATION STANDARD 4:  
AIR CONDITIONING UNITS/HEAT PUMPS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 4: Air Conditioning Units/Heat Pumps and,

**NOW THEREFORE BE IT RESOLVED**, July 16, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes;

**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.

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**ATTACHMENT 3 – REDLINE REVISED STANDARD 4:**  
**AIR CONDITIONING UNITS/HEAT PUMPS**

**STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS**

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20 REVISED  
FEBRUARY 2006, RESOLUTION 03-06-09 REVISED SEPTEMBER  
2006, RESOLUTION 03-06-40 REVISED JULY 2010, RESOLUTION 03-  
10-100 GENERAL REQUIREMENTS REVISED APRIL 2011,  
RESOLUTION 03-11-49 REVISED SEPTEMBER 2013, RESOLUTION  
03-13-98 REVISED JULY 2015, RESOLUTION 03-15-101  
REVISED JANUARY 2018, RESOLUTION 03-18-13 REVISED JULY  
2019, RESOLUTION 03-19-71

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

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 THROUGH THE WALL A/C-H/P UNITS**

- 2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2 No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3 Window mounted units are prohibited.
- 2.4 Condensing units must not be located ~~at least~~ more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5 Sleeves must be painted to match the color of the wall.
- 2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7 In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.

**2.8 Removal of sleeves in stucco walls:**

- a. Removal of sleeves in three-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

**2.8.1**

- d. Removal of sleeves in walls with wood siding must be made In accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

**3.0 3.0 CENTRAL AND DUCTLESS UNITS**

**3.1** Only one condensing unit per manor is permitted.

**3.2** Roof-mounted self-contained package units are prohibited.

**3.3** ~~No outdoor condensing units will be larger than 48" high, 37" wide, and 36" deep must be sized to be the most compact unit appropriate for the manor.~~

**3.4** Outdoor condensing units for single level manors shall be installed at ground level only.

**3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors shall be installed at ground level, second floor manors ~~shall~~ may be installed ~~only~~ flat roofs, directly above the manor, or at ground level.

**3.6** —Outdoor condensing unit locations for three story buildings are as follows: first floor manors shall be installed at ground level, second and third floor manors ~~shall~~ may be installed on flat roofs directly above the manor, or at ground level, ~~third floor manors will be installed only on flat roofs, directly above the manor.~~

**3.7** 3.6 The location of outdoor condensing units must be approved by the Alterations office. Prior to ~~permit~~ issuance of a Mutual consent,



consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed necessary by the Alterations office.

**3.83.7** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.

**3.93.8** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.

**3.103.9** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.

**3.113.10** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool or expanding foam is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.

**3.123.11** Watertight seals must be provided around all penetrations.

**3.133.12** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.

**3.143.13** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.

**3.153.14** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

**3.163.15** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.

**3.173.16** Cutting or altering of roof trusses for the installation of air handlers in attic spaces ~~is strictly prohibited~~ must be designed and

stamped by a licensed architect or engineer.

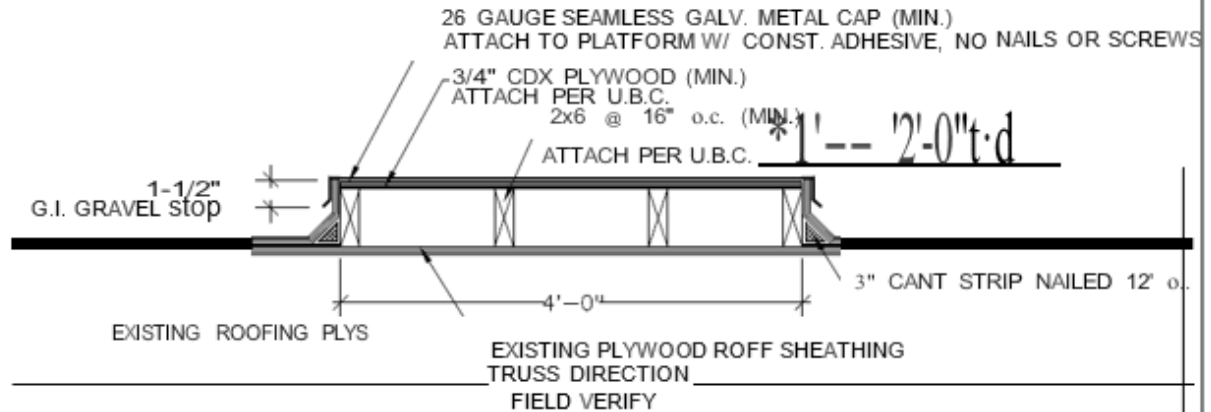
3.183.17 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

## ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM A  
 MINIMUM OF 2 FEET AWAY FROM EACH SIDE.  
 PRIMER PLATFORM SIDES, CANT STRIP, AND  
 SPURED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

ROOF AS FOLLOWS PER 100 SQ.FT.

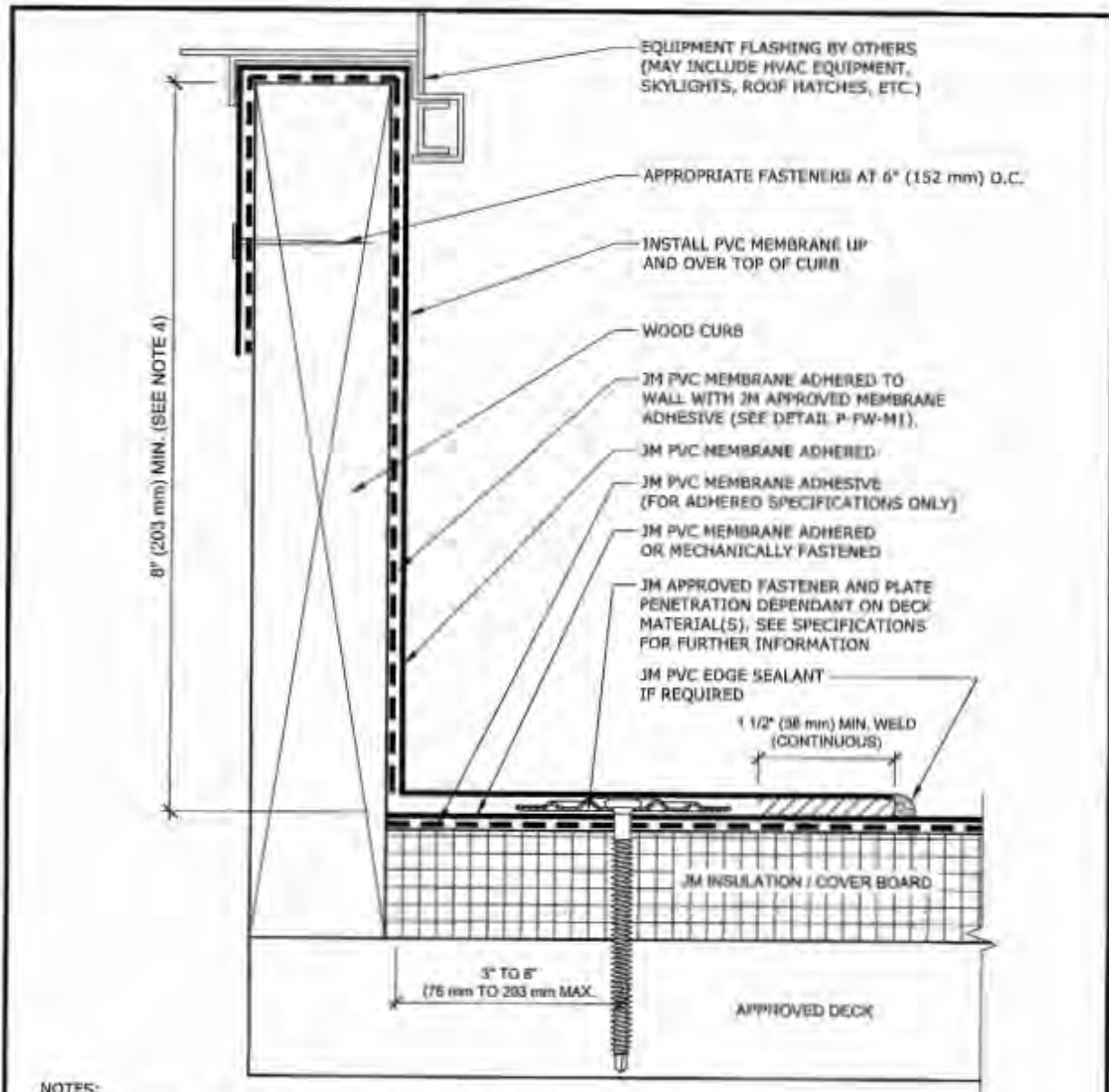
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . . . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER). . . . .	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). . . . .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . . . .	400lbs	PER 100 SQ.FT.



## HVAC ROOFTOP PLATFORM


SCALE: 1" 1'-0"

HVAC.DWG REV. 12/05



## NOTES:

1. REFER TO JOHNS MANVILLE WEBSITE ([www.jm.com](http://www.jm.com)) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. HEIGHT OF CURB TO BE ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND FLASHING HEIGHT.
5. PVC EDGE SEALANT IS OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. THIS INCLUDES FACTORY CUT MEMBRANE (SEE DETAIL P-MS-01).
6. SEE P-FW-B DETAILS FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

DRAWING NO.		WOOD CURB BASE FLASHING		
P-FC-05				
CURB & CORNER		MEMBRANE TYPE	<small>Johns Manville is a manufacturer of commercial roofing products and offers this general information to you as a courtesy. The complementary services it can or its sales or others apply its products as a substitute for professional engineering, design and construction services by seeking such services as applicable laws. By seeking these services you agree they do not constitute any representation, endorsement or an assumption by Johns Manville of any liability or other the responsibility of the design of this building or any other material not created by Johns Manville.</small>	
SCALE	ISSUE DATE	MAXIMUM WARRANTY YEARS		
N.T.S.	08-07-19	30 YEAR		
		JM PVC		

**ATTACHMENT 4 – FINAL DRAFT STANDARD 4:**  
**AIR CONDITIONING UNITS/HEAT PUMPS**



**STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS**

**REVISED SEPTEMBER 2005, RESOLUTION 03-05-20 REVISED  
FEBRUARY 2006, RESOLUTION 03-06-09 REVISED SEPTEMBER  
2006, RESOLUTION 03-06-40 REVISED JULY 2010, RESOLUTION 03-  
10-100 GENERAL REQUIREMENTS REVISED APRIL 2011,  
RESOLUTION 03-11-49 REVISED SEPTEMBER 2013, RESOLUTION  
03-13-98 REVISED JULY 2015, RESOLUTION 03-15-101  
REVISED JANUARY 2018, RESOLUTION 03-18-13 REVISED JULY  
2019, RESOLUTION 03-19-71  
REVISED FEBRUARY 2023, RESOLUTION 03-23-XX**

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 THROUGH THE WALL A/C-H/P UNITS**

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.

- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:
  - a. Removal of sleeves in three-story buildings is prohibited.
  - b. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
  - c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.
  - d. Removal of sleeves in walls with wood siding must be made In accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

### **3.0 CENTRAL AND DUCTLESS UNITS**

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only.
- 3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors shall be installed at ground level, second floor manors may be installed on flat roofs, directly above the manor, or at ground level.
- 3.6** Outdoor condensing unit locations for three story buildings are as follows: first floor manors shall be installed at ground level, second and third floor manors may be installed on flat roofs directly above the manor, or at ground level. The location of outdoor condensing units must be approved by the Alterations office. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed necessary by the Alterations office.
- 3.7** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual

at the Mutual Member's expense.

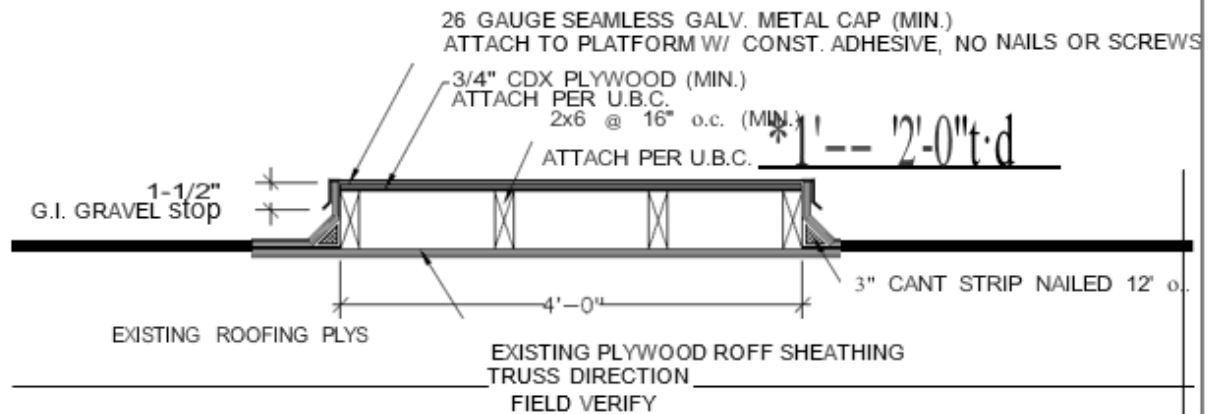
- 3.8** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.9** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.10** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.11** Watertight seals must be provided around all penetrations.
- 3.12** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.13** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.14** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.15** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.16** Cutting or altering of roof trusses for the installation of air handlers in attic spaces must be designed and stamped by a licensed architect or engineer.
- 3.17** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

## ROOFING NOTES

SPUD EXISTING ROOF AREA AROUND PLATFORM A  
 MINIMUM OF 2 FEET AWAY FROM EACH SIDE.  
 PRIMER PLATFORM SIDES, CANT STRIP, AND  
 SPURED SURFACE W/ CON PRIME AT THE RATE 1gal per 100 SQ.FT

ROOF AS FOLLOWS PER 100 SQ.FT.

CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . . . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER). . . . .	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). . . . .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . . . .	400lbs	PER 100 SQ.FT.

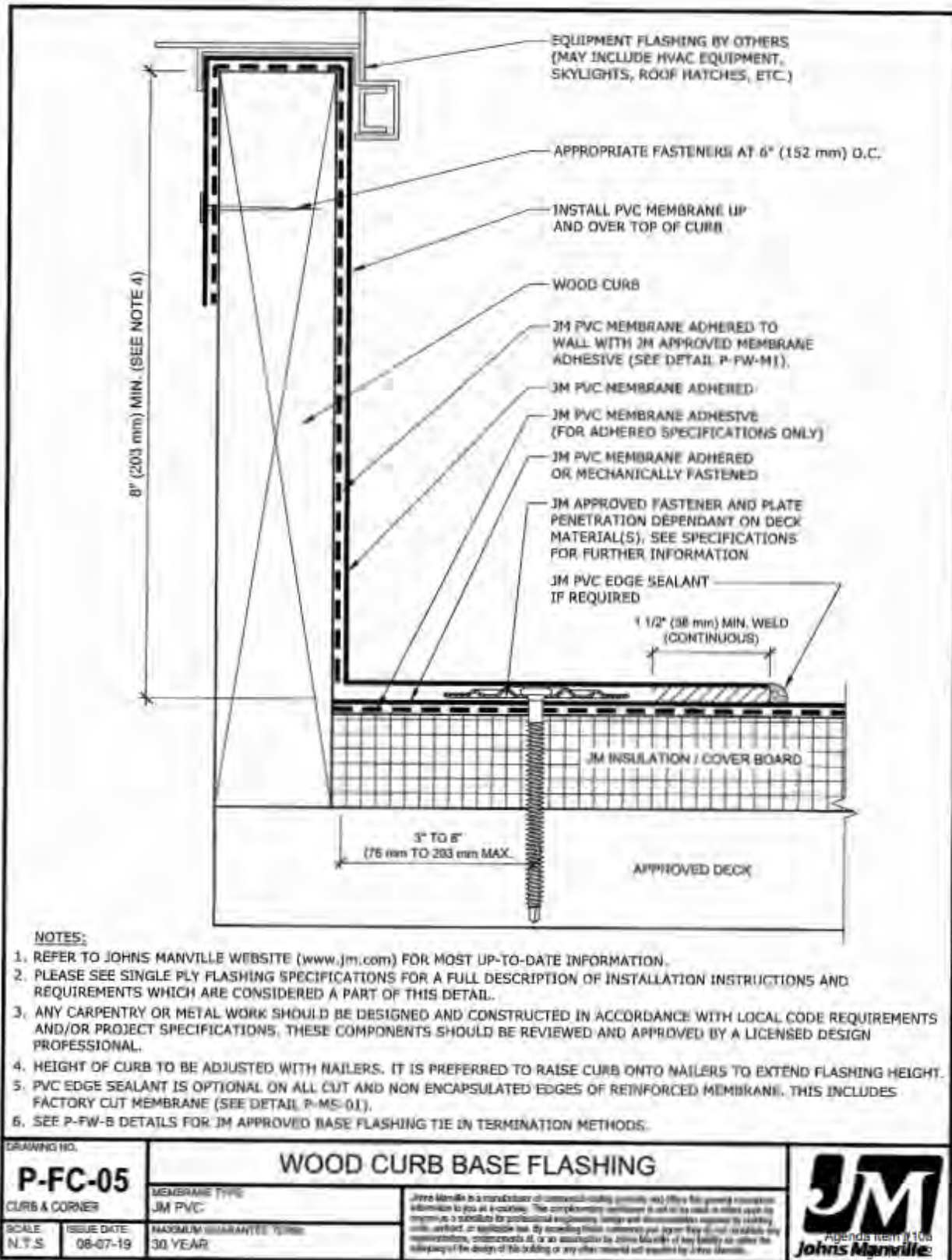


## HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/95





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## **ATTACHMENT 5 – REVISED RESOLUTION**



### **RESOLUTION 03-23-XX** **STANDARD 4:** **AIR CONDITIONING UNITS/HEAT PUMPS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Standard 4: Air Conditioning Units/Heat Pumps;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2023 that the Board of Directors of this Corporation hereby adopts Standard 4: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 03-19-71 adopted July 16, 2019, is hereby superseded in its entirety and no longer in effect; and

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

#### **JANUARY INITIAL NOTIFICATION:**

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

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**ENDORSEMENT (to board)**

**Revised Architectural Standard No. 31 – Washer and Dryer Installations**

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. 31 – Washer and Dryer Installations with revisions.

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## STAFF REPORT

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**DATE:** January 17, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 31: Washer & Dryer Installations

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### **RECOMMENDATION**

Approve a resolution to revise Standard 31: Washer & Dryer Installations.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Standards for applicability, usefulness, and current technology. There are currently 40 Standards available for members to use to perform alterations to their manor. Standard 31 – Washer & Dryer Installations was last revised in December 2018, via Resolution 03-18-156.

### **DISCUSSION**

The ACSC has reviewed the existing Standard 31: Washer & Dryer Installations and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or mutual policies. The proposed revisions to the Standard are as follows:

1. Update the Standard to allow for the installation of washers and dryers in 3-story buildings.

On December 19, 2022, the ACSC reviewed and approved the revisions to the Standard (Attachment 4) with the additional recommended revisions (blue font) to Section 2.12 C.

### **FINANCIAL ANALYSIS**

There is no financial impact to the mutual if these revisions are implemented.

**Prepared By:** Gavin Fogg, Manor Alterations Interim Manager

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

### **ATTACHMENT(S)**

Attachment 1 – Current Standard 31: Washer & Dryer Installations

Attachment 2 – Current Resolution 03-18-156

Attachment 3 – Redlined Revised Standard 31: Washer & Dryer Installations

Attachment 4 – Final Draft Standard 31: Washer & Dryer Installations

Attachment 5 – Revised Resolution 03-23-XX

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## **ATTACHMENT 1- CURRENT STANDARD 31**



### **STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

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

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

REVISED DECEMBER 2018, RESOLUTION 03-18-156

#### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

#### **2.0 EXTERIOR CABINETS**

- 2.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements.
- 2.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4** Cabinets to be painted to match existing color of building.
- 2.5** Location of unit and/or plumbing connections must be submitted in writing to the the Alterations Division prior to issuance of a Mutual Consent.
- 2.6** A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.
- 2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11 All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12 **The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.**



**RESOLUTION 03-18-156**

**REVISE ALTERATION STANDARD 31: WASHER AND DRY INSTALLATIONS**

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

**WHEREAS**, the Architectural Control and Standard Committee recognizes the need to revise Alteration Standard 31: Washer and Dry Installations; and

**WHEREAS**, Resolution M3-98-65 ceased the acceptance of variance requests for installations of washers and dryers in three-story buildings and, by inference, “grandfathered” previous permitted installations of washers and dryers.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 31: Washer and Dry Installations as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution M3-98-65 adopted December, 1998, is hereby superseded in its entirety and no longer in effect;

**RESOLVED FURTHER**; all washer and dryers installed in three story buildings with a Mutual Consent prior to December 15, 1998, continue to be “grandfathered;”

**RESOLVED FURTHER**, all washers and dryers installed after December 15, 1998, or without a Mutual Consent, shall be removed at the sole expense of the owner upon its discovery;

**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.

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**ATTACHMENT 3- REDLINED REVISED STANDARD 31: WASHER & DRYER  
INSTALLATIONS**

**STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

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

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

REVISED DECEMBER 2018, RESOLUTION 03-18-156

REVISED [DATE], RESOLUTION 03-23-XX

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 EXTERIOR CABINETS**

- 2.1 All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2 The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.
- 2.3 Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4 Cabinets to be painted to match existing color of building.
- 2.5 Location of unit and/or plumbing connections must be submitted in writing to the ~~the~~ Alterations Division prior to issuance of a Mutual Consent.
- 2.6 A Mutual Consent will ~~be~~ not be issued for the installation of new washers and dryers for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.
- 2.7 All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.
- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper and as required by the currently City-

adopted Building codes.

**2.10** All pressure lines shall be securely strapped to prevent movement or knocking.

**2.11** All electrical wiring to be located in walls. No exposed conduit will be permitted.

**2.12** ~~The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.~~ may be permitted under one of the following conditions:

- a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
- b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of any obstructions and/or build up. Depending on the condition of the waste line, the Member may be required to replace or epoxy-line the waste line from the washer to the main line. The engineer of record must certify that the waste line meets the requirements of the design.
- c. All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled. Plastic pans equipped with drain fittings may be connected to waste lines. Connection to waste lines must be in accordance with current City-adopted Plumbing Code requirements.
- d. All installations must include sound dampening rubber pads for the feet of approved appliance.

**2.122.13** Any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.

**ATTACHMENT 4 – FINAL DRAFT STANDARD 31: WASHER &  
DRYER INSTALLATIONS**



**STANDARD 31: WASHER & DRYER INSTALLATIONS**

**APRIL 1991**

**REVISED DECEMBER 1998, RESOLUTION M3-98-65**

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

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

**REVISED DECEMBER 2018, RESOLUTION 03-18-156**

**REVISED FEBRUARY 2023, RESOLUTION 03-23-XX**

**1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

**2.0 EXTERIOR CABINETS**

- 2.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements as well as the architecture of the building.
- 2.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4** Cabinets to be painted to match existing color of building.
- 2.5** Location of unit and/or plumbing connections must be submitted in writing to the Alterations Division prior to issuance of a Mutual Consent.
- 2.6** A Mutual Consent will not be issued for the installation of new washers and dryers for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.

- 2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.
- 2.8** Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9** All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper and as required by the currently City-adopted Building codes.
- 2.10** All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11** All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12** The installation of washers and dryers in three-story buildings may be permitted under one of the following conditions:
- a. For building with waste lines that have been recently (less than five years) epoxy-lined, a licensed engineer must confirm that the existing waste line has the capacity to handle the additional flow from these appliances.
  - b. For buildings with the original waste lines, a licensed engineer must verify that the existing waste lines have the capacity to handle the additional flow. Any approved installations will require that the waste line be cleared of any obstructions and/or build up. Depending on the condition of the waste line, the Member may be required to replace or epoxy-line the waste line from the washer to the main line. The engineer of record must certify that the waste line meets the requirements of the design.
  - c. All installations must have an appropriate plastic pan designed to catch any liquid that may inadvertently leak or be spilled. Plastic pans equipped with drain fittings may be connected to waste lines. Connection to waste lines must be in accordance with current City-adopted Plumbing Code requirements.
  - d. All installations must include sound dampening rubber pads for the feet of approved appliance.
- 2.13** Any penetrations made on Mutual-owned flat PVC roofs requires express approval by the Mutual via Mutual Consent. For roofs under warranty, the roofing contractor holding the warranty shall be hired to complete the roof tie-in work.





**RESOLUTION 03-23-XX**

**STANDARD 31: WASHER AND DRYER INSTALLATIONS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 31: Washer and Dryer Installations; and

**WHEREAS**, Resolution M3-98-65 ceased the acceptance of variance requests for installations of washers and dryers in three-story buildings and, by inference, “grandfathered” previous permitted installations of washers and dryers;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2023, that the Board of Directors of this Corporation hereby adopts Standard 31: Washer and Dryer Installations as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution M3-98-65 adopted December 15, 1998, and 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

**RESOLVED FURTHER**, all washer and dryers installed in three story buildings with a Mutual Consent prior to February 21, 2023 continue to be “grandfathered;” 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.

**JANUARY INITIAL NOTIFICATION:**

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

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## **ENDORSEMENT (to Board)**

### **Care & Maintenance of Patios, Balconies, Breezeways & Walkways**

On November 18, 2016, the Board approved the Care & Maintenance of Patios, Balconies, Breezeways & Walkways for management and care of “common areas” and “limited common areas” (Resolution 03-16-117). The policy also defines that the walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” in conjunction with the by-laws and CC&Rs.

Additionally, the policy establishes that common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of multistory buildings and where applicable to other residential buildings.

Furthermore, the policy addresses items including, but not limited to: plants, the growing of vegetables, the placement of items, statues, furniture, placement of potting supplies and gardening equipment, placement of nails, screws or hooks, etc.

On December 27, 2022 the Resident Policy and Compliance Committee reviewed the Care & Maintenance of Patios, Balconies, Breezeways & Walkways.

Director Prince made a motion to refer the Care & Maintenance of Patios, Balconies, Breezeways and Walkways with minor corrections to be the Board for review and adoption. Director Bhada seconded the motion.

By way of consensus, the motion passed.

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## STAFF REPORT

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**DATE:** January 17, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Care & Maintenance of Patios, Balconies, Breezeways & Walkways

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**RECOMMENDATION** Entertain a motion to approve the revision to the care and maintenance of patios, balconies, breezeways, and walkways.

### **BACKGROUND**

On November 18, 2016, the Board approved the Care & Maintenance of Patios, Balconies, Breezeways & Walkways for management and care of “common areas” and “limited common areas” (Resolution 03-16-117). The policy also defines that the walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” in conjunction with the by-laws and CC&Rs.

Additionally, the policy establishes that common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of multistory buildings and where applicable to other residential buildings.

Furthermore, the policy addresses items including, but not limited to: plants, the growing of vegetables, the placement of items, statues, furniture, placement of potting supplies and gardening equipment, placement of nails, screws or hooks, etc. (Attachment 1).

### **DISCUSSION**

The Committee requested review of the policy as it was brought to the attention of the Board that portions are vague and that some members are taking advantage of this lack of clarity to store more items in their breezeways and walkways than might have been intended when the policy was passed.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Jacob M. Huanosto, Interim Compliance Supervisor

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

### **ATTACHMENT(S)**

Attachment 1: Resolution 03-16-117, Care & Maintenance of Patios, Balconies, Breezeways & Walkways – Existing Version

Attachment 2: Care & Maintenance of Patios, Balconies, Breezeways & Walkways - Proposed Version

Attachment 3: Care & Maintenance of Patios, Balconies, Breezeway & Walkways Resolution 03-23-XX

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# *Third Laguna Hills Mutual*

## **CARE & MAINTENANCE OF PATIOS, BALCONIES, BREEZEWAYS & WALKWAYS**

Resolution 03-16-117 – Revised November 18, 2016

The walkway, breezeway, patio and balcony areas are “common areas” or “limited common areas” with by-laws and CC&R provisions for their management and care under the direction of the Third Laguna Hills Mutual Board (TLHM).

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Mutual’s multistory buildings and where applicable to other residential buildings.

The following rules for residents address the safety, attractiveness and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. The TLHM Board of Directors is authorized to take disciplinary action against a Member found to be in violation of this policy. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Refer to the Member Disciplinary Process for further information.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms with casters. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Plantings and growing of herbs, tomatoes, vegetables, or any other crops in the patios, balconies, breezeways, and walkways is prohibited; whether in pots or planted in the ground.
3. Planting of Fruit trees must be of a dwarf variety and adhere to the Landscape “Yellow Stake” program.
4. Items, including plants, statues, furniture, etc., may be placed outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
5. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, fertilizer, etc., must not be stored on breezeways. They must be kept inside the Manor or their storage area.
6. Plants, etc., must adhere to the “Plants and Limited Common Area Walls Policy”
7. Nail, screw or hook must be checked to be sure that they are not rusting and are solidly mounted and cannot cause dry rot.

8. In 3-Story Buildings, hanging plants must have sturdy mounts and cables. There must not be any danger that they may fall and cause injury or damage to the next level. Hanging plants or hanging objects are prohibited in breezeway and walkways. Wind chimes are prohibited.
9. Furniture and items designed for indoor use are not allowed.
10. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
11. Potted plants are not to be placed on railings in common or limited common areas.
12. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are intrusive wind chimes, food or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
13. A resident's balcony and patio area adjoining a manor is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.
14. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Resident Services Department as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.



**THIRD LAGUNA HILLS MUTUAL  
CARE AND MAINTENANCE OF PATIOS,  
BALCONIES, BREEZEWAYS AND WALKWAYS POLICY  
RESOLUTION XX-XX-XXXX**

## **I. Purpose**

The purpose of this Care and Maintenance of Patios, Balconies, Breezeways and Walkways Policy (Policy) is to set out the rules for the management of some of the common areas / limited common areas within Third Laguna Hills Mutual (Third Mutual).

The walkway, breezeway, patio, and balcony areas are “common areas” or “limited common areas” with by-laws and CC&R provisions for their management and care under the direction of the Third Mutual Board of Directors (Board).

Common areas are for the use and enjoyment of all residents and while limited common areas permit exclusive use of the area, it is essential that all residents be aware of the need for the safety, attractiveness, and the prevention of damage to the building by items placed by the residents in or on the common or limited common areas of the Third Mutual’s multistory buildings. ~~and where applicable to other residential buildings.~~

## **II. Rules**

The following rules for residents address the safety, attractiveness, and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their manor. The Board is authorized to take disciplinary action against a Member found to be in violation of this policy. The Board has the authority ~~to interpret this policy and to~~ impose monetary fines, suspend Member privileges, and/or bring forth legal action. Refer to the Member Disciplinary Process for further information.

1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated. ~~Pots too large to be moved by the owning member must be on by substantial-caster or sturdy platforms with~~ casters ~~so that members or Staff can easily move them, as needed.~~ Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
2. Plantings, and growing of herbs, tomatoes, vegetables, ~~fruit trees~~, or any other crops in the patios, balconies, breezeways, and walkways are prohibited, whether in pots or planted in the ground.
- ~~3. Planting of Fruit trees must be of a dwarf variety and adhere to the Landscape “Yellow Stake” program.~~
3. Items, including plants, statues, furniture, etc., may be placed ~~directly~~ outside a manor’s front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law).
4. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, fertilizer, etc., must not be stored on breezeways. They must be kept inside the Manor or their storage area.
5. Plants, etc., must adhere to the “Plants and Limited Common Area Walls Policy”.

6. Nail, screw, or hook must be checked to be sure that they are not rusting and are solidly mounted and cannot cause dry rot.
7. In ~~3~~multi-Story Buildings, hanging plants must have sturdy mounts and cables. There must not be any danger that they may fall and cause injury or damage to the next level. Hanging plants or hanging objects are prohibited in breezeways and walkways. Wind chimes are prohibited.
8. Furniture and items designed for indoor use are not allowed.
9. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.
10. Potted plants are not to be placed on railings in common or limited common areas.
11. No items are allowed to be stored under stairways in common areas.
12. Items that constitute a nuisance to one's neighbors should not be placed in common areas or limited common areas. Examples are ~~intrusive wind chimes~~, food, or water, which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. ~~Wind chimes are prohibited at all 3-Story Buildings.~~
13. A resident's balcony and patio area adjoining a manor is limited common area. This area needs the same care and protection as our walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore, only a limited number of potted plants on the balconies of multistory buildings is allowed, without the prior ~~written~~ approval of the Third Mutual Board. No more than 15% of the total floor area of a balcony may be used for potted plants.
14. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Resident Services Department as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. The Board shall resolve any disputes or misunderstandings relating to common areas and limited common areas. We ask each resident to read these guidelines and take whatever corrective action is necessary for the care and protection of property where plants and items have been placed outside manors.

Resolution 03-16-117 Revised November 18, 2016 is hereby superseded and cancelled.



**Resolution 03-23-XX**

**Care & Maintenance of Patios, Balconies, Breezeways & Walkways**

**WHEREAS**, the Resident Policy and Compliance Committee has recognized the need to amend the Care & Maintenance of Patios, Balconies, Breezeways & Walkways to clarify guidelines for management and care of “common areas or “limited common areas”;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2023, that the Board of Directors of this Corporation hereby adopts the Care & Maintenance of Patios, Balconies, Breezeways & Walkways, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 03-16-117, adopted on November 18, 2016, is hereby superseded and cancelled; and

**RESOLVE 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.

**JANUARY INITIAL NOTIFICATION:**

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

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### **Resolution 03-23-XX**

#### **Third Mutual Committee Appointments**

**RESOLVED**, January 17, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

##### **Finance Committee (meets every-other month)**

Donna Rane-Szostak, Chair

Mark Laws

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

Moon Yun

**Andy Ginocchio**

Non-Voting Advisors: Wei-Ming Tao

##### **Architectural Standards and Control Committee (meets monthly)**

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

**Andy Ginocchio, Alternate**

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

##### **Landscape Committee (meets monthly)**

Nathaniel Ira Lewis, Chair

Mark Laws

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Non-Voting Advisors: Cindy Baker

**Maintenance and Construction Committee** (meets every-other month)

Ralph Engdahl, Chair

James Cook

Cush Bhada

Mark Laws

Moon Yun

Cris Prince, Alternate

Non-voting Advisors: David Bienek, Judith Troutman

**Executive Hearing Committee** (meets monthly)

Mark Laws, Chair

Ralph Engdahl

Cris Prince

Jules Zalon, Alternate

**Resident Policy and Compliance Committee** (meets monthly)

Mark Laws, Chair

Cush Bhada

Jules Zalon

Cris Prince

Nathaniel Ira Lewis

Andy Ginocchio, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

**Water Conservation Committee** (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

**Garden Villa Recreation Room Subcommittee** (meets thrice yearly)

Mark Laws, Chair

Donna Rane-Szostak

Nathaniel Ira Lewis

Voting Advisors: Stuart Hack, Sharon Molineri

Non-Voting Advisors: Lynn Jarrett

**RESOLVED FURTHER**, that Resolution 03-22-135, adopted December 20, 2022, is hereby superseded and canceled; and,

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



## **Resolution 03-23-XX**

### **GRF Committee Appointments**

**RESOLVED**, January 17, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Community Activities Committee**

Cush Bhada  
Mark Laws  
Jules Zalon, Alternate

#### **GRF Finance Committee**

Donna Rane-Szostak  
Andy Ginocchio  
Mark Laws, Alternate

#### **GRF Landscape Committee**

Jules Zalon  
Nathaniel Ira Lewis  
Andy Ginocchio, Alternate

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

Ralph Engdahl  
Jim Cook  
Cush Bhada, Alternate

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

Ralph Engdahl  
Cush Bhada

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

Jim Cook  
Cris Prince  
Moon Yun

**Mobility and Vehicles Committee**

Jim Cook, Alternate  
Cush Bhada  
Moon Yun

**Security and Community Access Committee**

Annie McCary  
Cris Prince  
Donna Rane-Szostak, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Mark Laws  
Ralph Engdahl, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Jim Cook

**Disaster Preparedness**

Jim Cook  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

Jules Zalon  
Mark Laws, Alternate

**Strategic Planning Committee**

Nathaniel Ira Lewis  
Andy Ginocchio

**IT Technology Advisory Committee (ITAC)**

Mark Laws

**Insurance Ad Hoc Committee**

Cris Prince  
Mark Laws  
Jim Cook

**Website Ad Hoc Committee**

Mark Laws



**Compliance Ad Hoc Committee**

Mark Laws

Cris Prince

**RESOLVED FURTHER**, that Resolution 03-22-136, adopted December 20, 2022, is hereby superseded and canceled; and

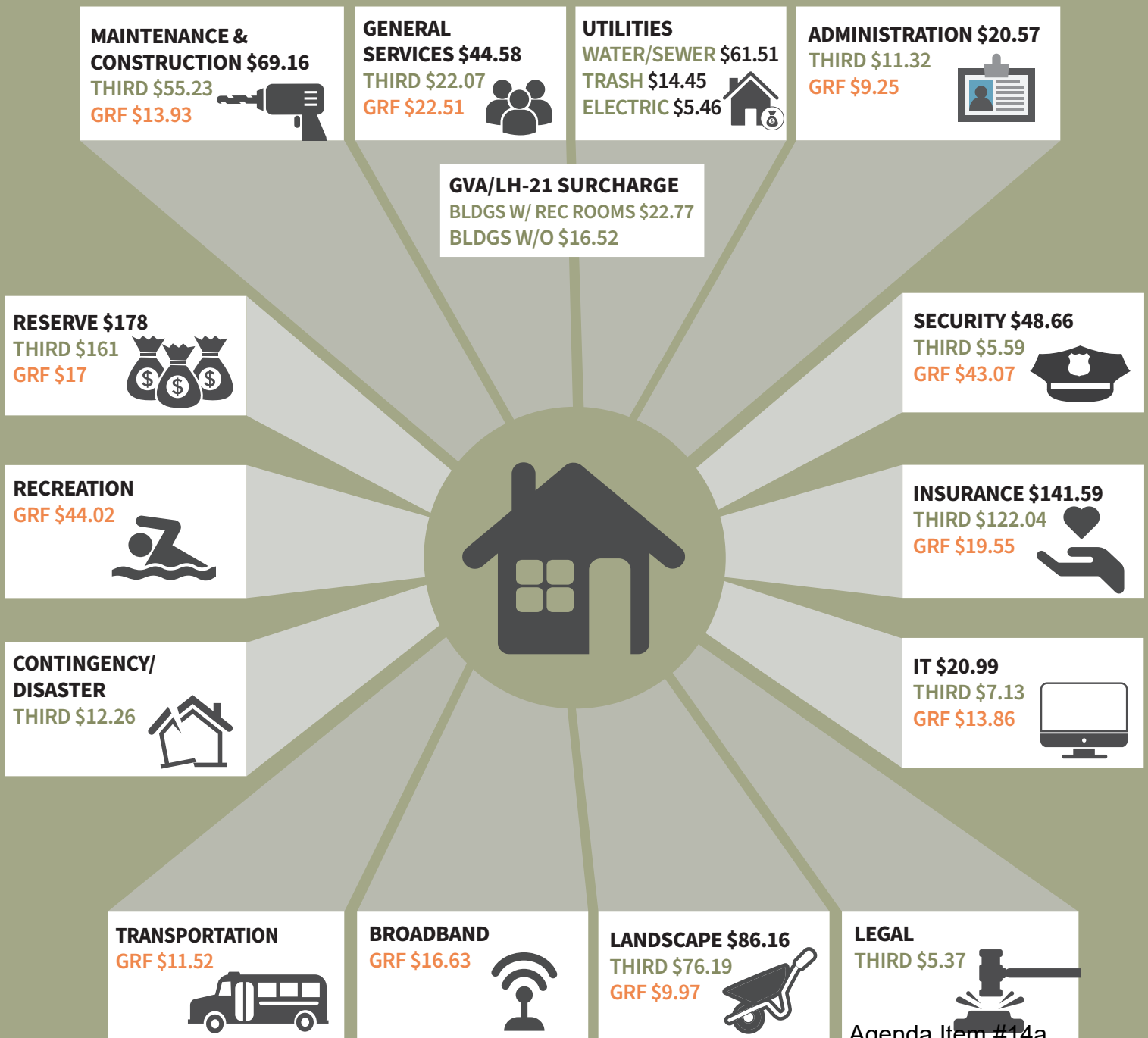
**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

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## 2023 MONTHLY ASSESSMENT

### HOW \$780.93 IS SPENT

#### FOR THIRD • FOR GRF



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## Chair's Report for January 17, 2023 Board Meeting

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**SLIDE 1** – Through the reporting period of **November 30, 2022**, total revenue for Third was \$39,934K compared to expenses of \$35,938K, resulting in a net revenue of \$3,996K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,043K through the reporting period. This chart shows how much of our revenue went into operations, with \$26,219K coming in from assessments and \$1,789K coming from non-assessment revenue. This is compared to operating expenditures of \$26,965K (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 \$3,007K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$1,166K**; Favorable variance resulted from less building structures events than anticipated, a late start of the copper pipe remediation and roof replacement programs, along with a delay in material shipments.
- **Employee Compensation & Related \$955K**; Favorable variance resulted primarily due to open positions in M&C and Landscape departments. Impacted areas in Landscape include Grounds Maintenance. Impacted areas in M&C include Damage Restoration, Carpentry, Paint, Maintenance Operations, Plumbing and Maintenance Services.
- **Insurance \$721K**; Favorable variance due to a lower insurance renewal than anticipated. Third property and earthquake insurance policies between January 1, 2022 and June 1, 2022 resulted in approximately \$500K favorable variance in the first half of the year. Third renewed their property and earthquake insurance for \$7.85M as of June 1, 2022 compared to a budget of \$8.1M.
- **Legal Fees \$292K**; Favorable variance resulted from less Legal fees through the reporting period than anticipated. Additionally, \$71K of legal expenses directly related to compliance issues was attributed to the manors.
- **Utilities (\$150K)**; Unfavorable variances resulted primarily from Electricity with an offset from Water and Sewer. At the end of 2021, SCE was going through a



### Chair's Report for January 17, 2023 Board Meeting

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system change and Third was not notified of approximately \$161K of bills. The 2021 electricity bills were paid in 2022 and contributed to the unfavorable variance; the unfavorable variance was furthered by increased rates. The unfavorable variance was partially offset by Water and Sewer due to water conservation efforts and lower sewer rates that began in August.

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$1,972K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Investment Interest Income, and so on.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$35,938K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Outside Services, Utilities and so on.

**SLIDE 7** – The non-operating fund balance on November 30, 2022 was \$31,537K. YTD contributions and interest were \$11,926K while YTD expenditures were \$8,851K.

**SLIDE 8** – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29.3 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 November 30, 2022, Third sales totaled 386, which is 65 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$523K, which is \$58K higher than prior year for the same time period.

# Financial Report

As of November 30, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$37,962
Non-assessment Revenue		\$1,972
Total Revenue		\$39,934
Total Expense		\$35,938
Net Revenue/(Expense)		\$3,996

# Financial Report

As of November 30, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$26,219
Non-assessment Revenue		\$1,789
Total Revenue		\$28,008
Total Expense <sup>1</sup>		\$26,965
Operating Surplus		\$1,043

1) excludes depreciation



# Financial Report

As of November 30, 2022



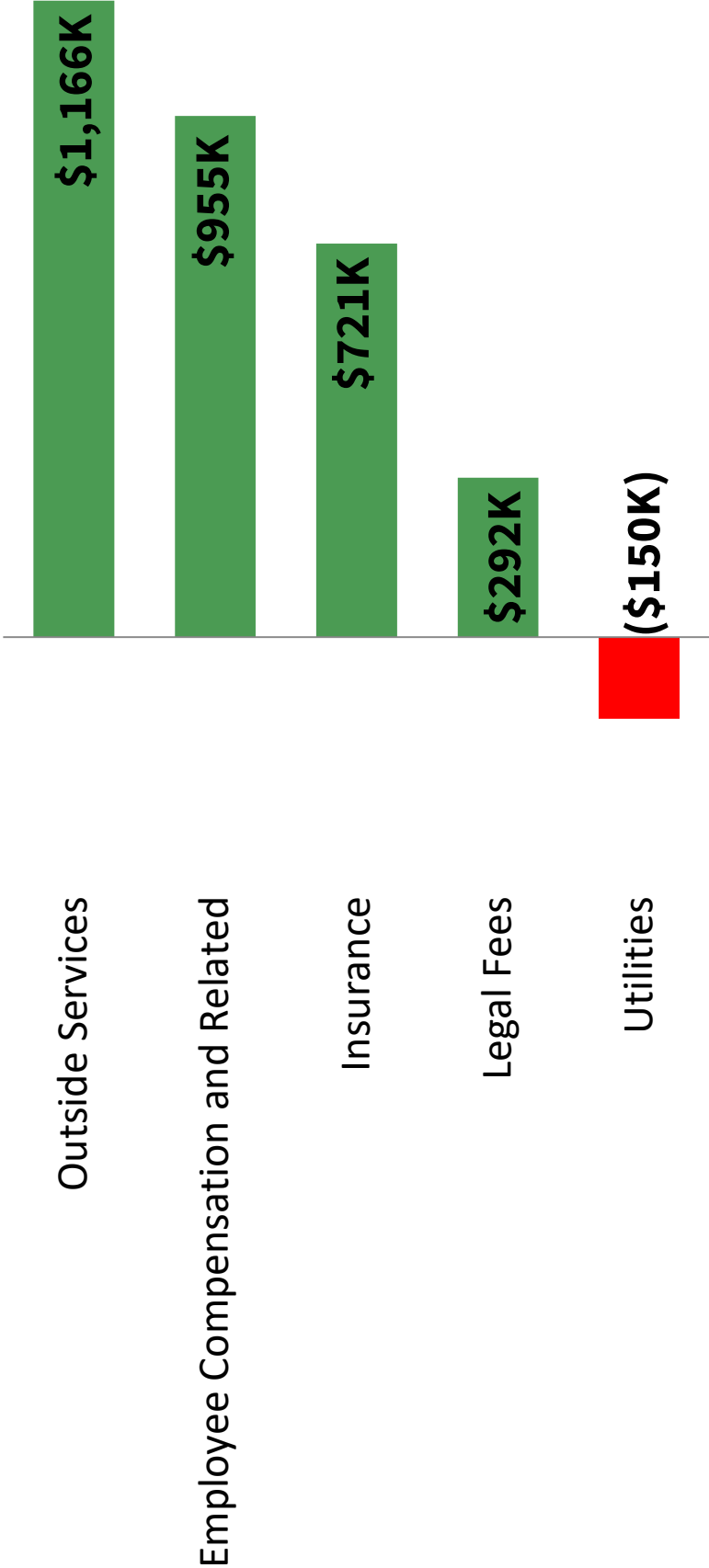
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$37,962	\$37,963	(\$1)
Non-assessment Revenue	\$1,972	\$1,922	\$50
Total Revenue	\$39,934	\$39,885	\$49
Total Expense	\$35,938	\$38,896	\$2,958
Net Revenue/(Expense)	\$3,996	\$989	\$3,007

# Financial Report

As of November 30, 2022



## Year to Date Variances

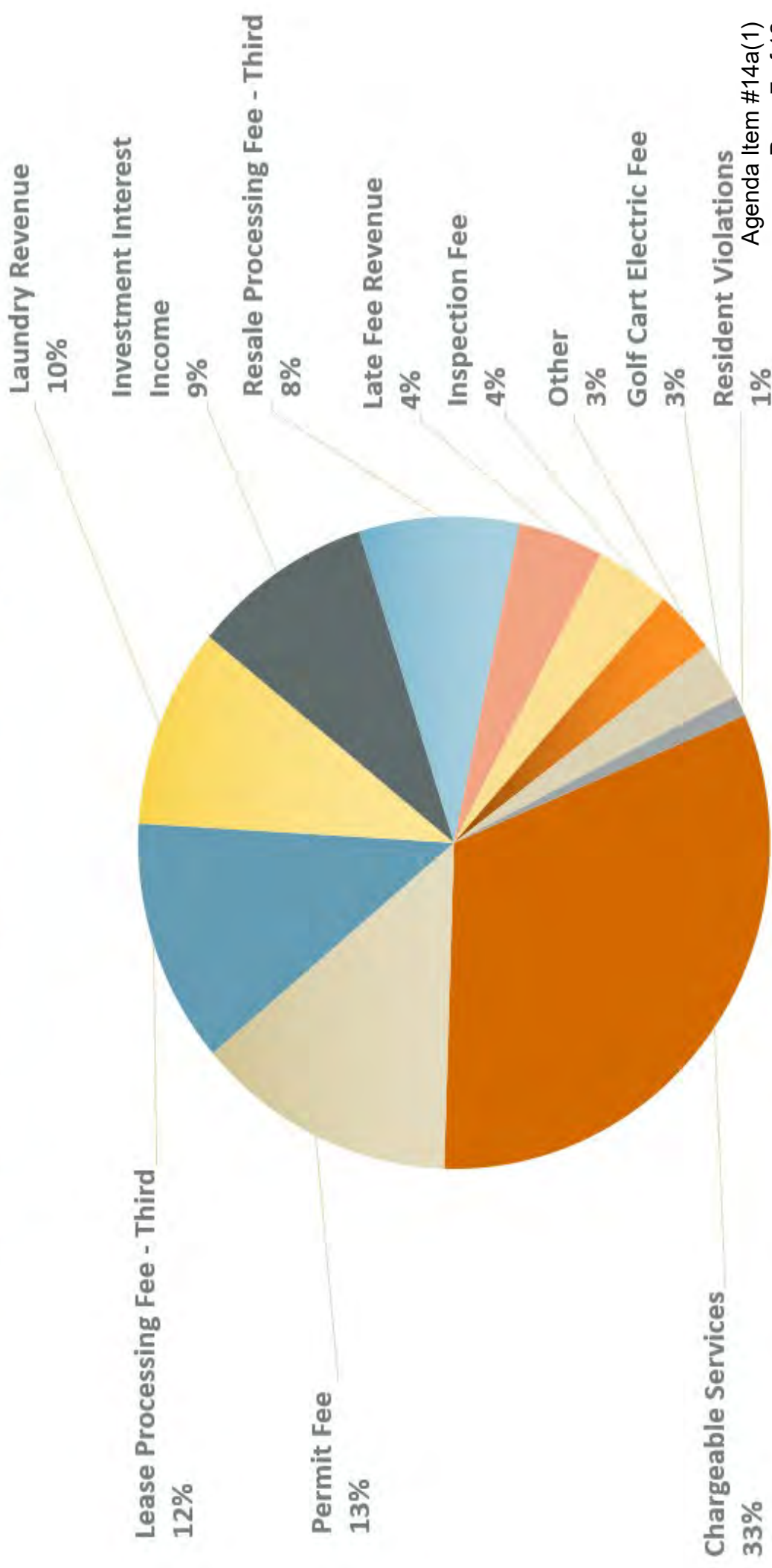


■ Unfavorable   ■ Favorable

# Financial Report

As of November 30, 2022

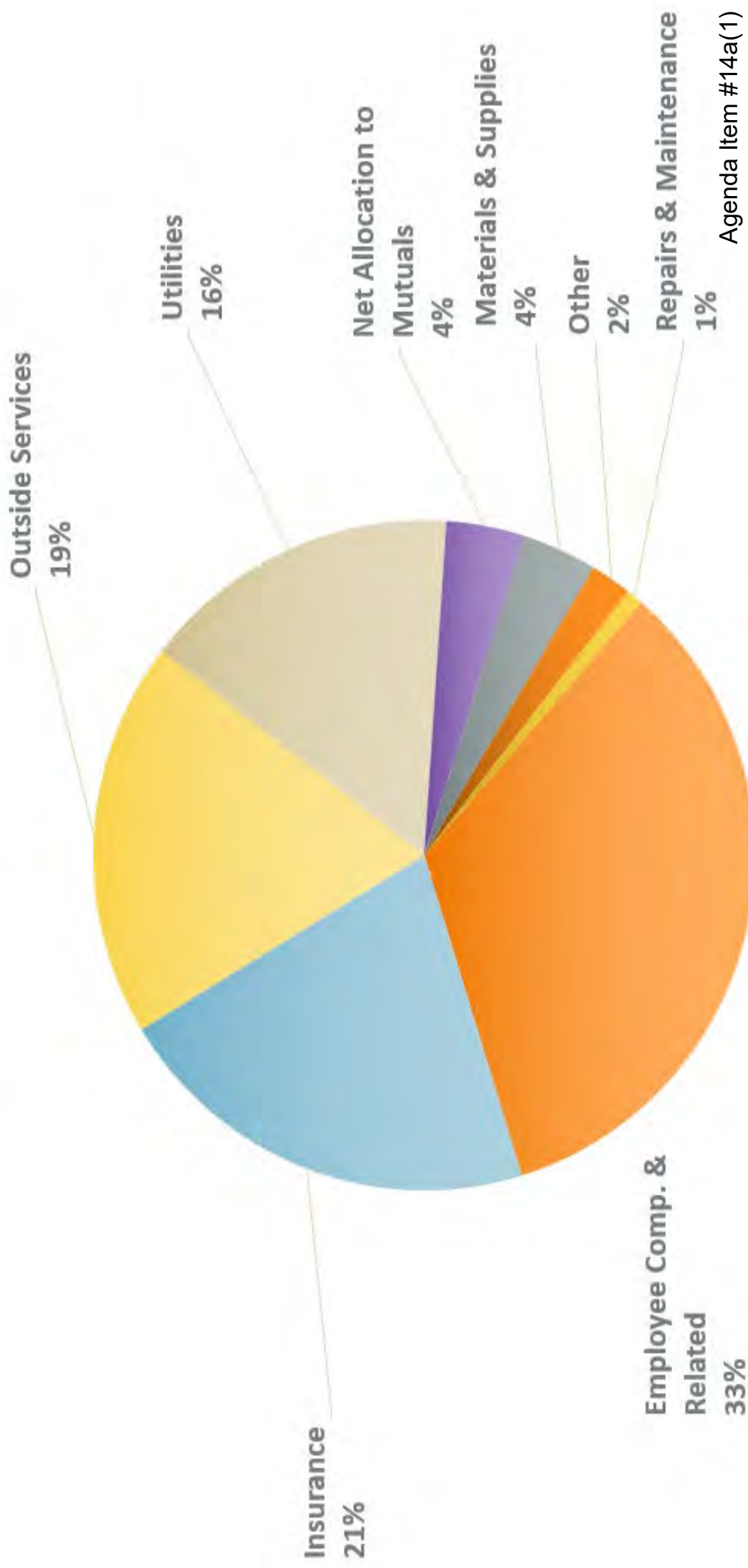
**Total Non Assessment Revenues \$1,972,053**



# Financial Report

As of November 30, 2022

**Total Expenses \$35,938,450**



# Financial Report

As of November 30, 2022



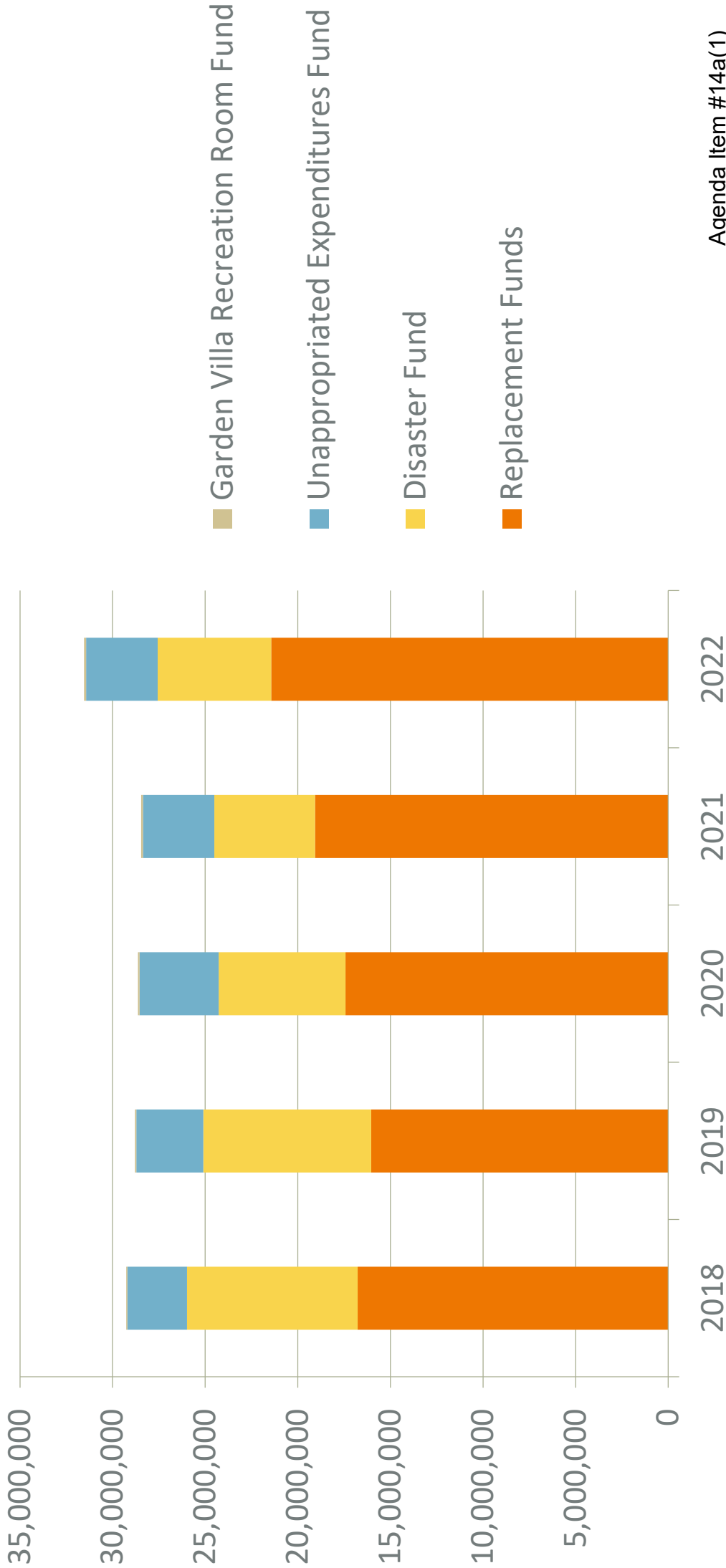
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	\$10,335	\$82	\$1,495	\$14	\$11,926
Expenditures	\$7,961	\$73	\$816	\$1	\$8,851
Current Balances: 11/30/22	\$21,443	\$113	\$6,121	\$3,860	\$31,537

\* Includes Elevator and Laundry Funds

# Financial Report

As of November 30, 2022

## FUND BALANCES – Third Mutual

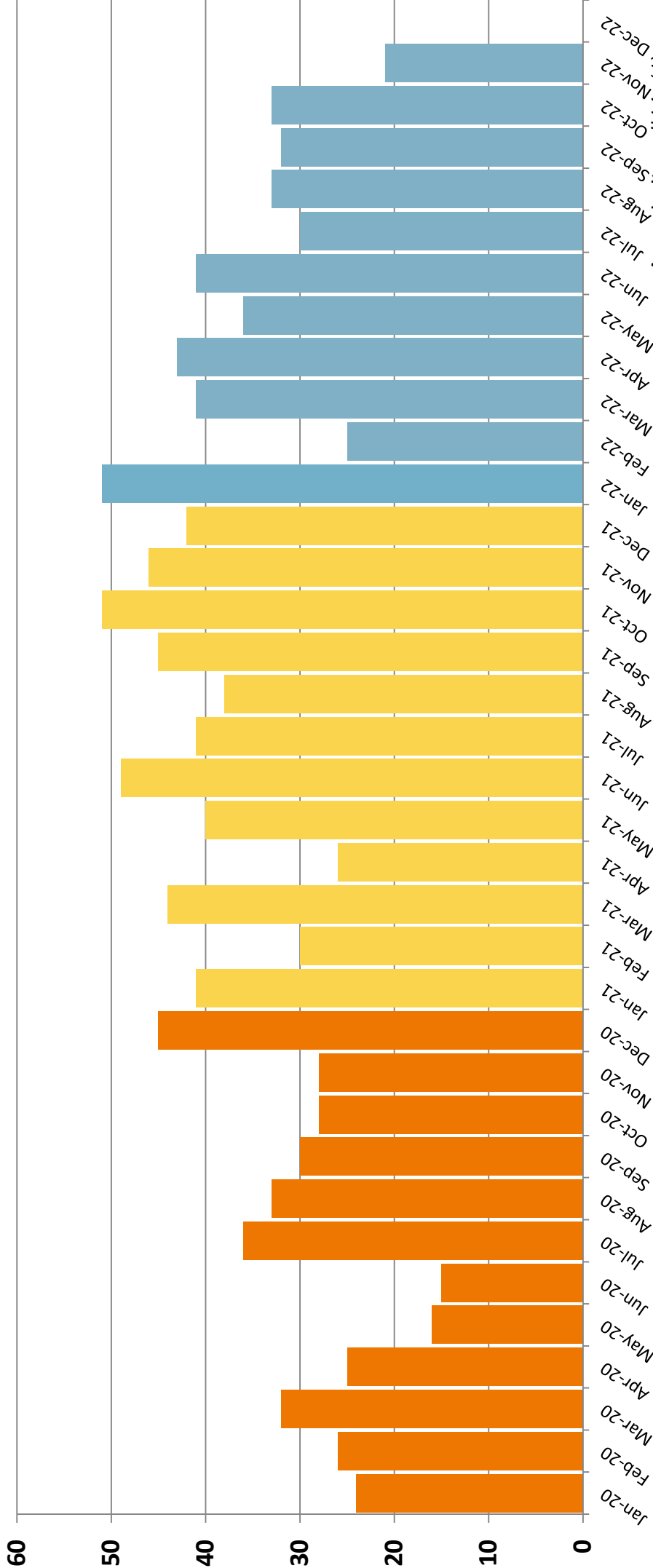


# Financial Report

As of November 30, 2022

## RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	293	\$424,466
YTD 2021	451	\$465,732
YTD 2022	386	\$523,366



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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

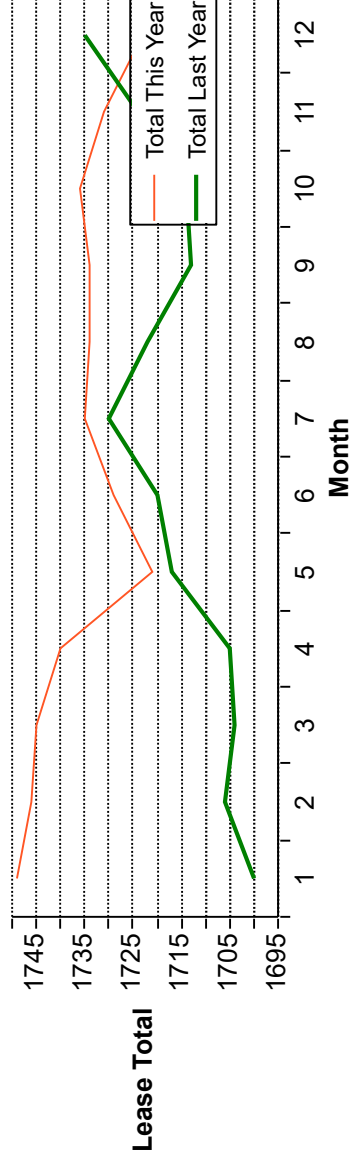
December, 2022

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	33	38	\$19,925,700	\$18,292,000	\$603,809	\$481,368
September	32	45	\$14,594,000	\$20,638,940	\$456,063	\$458,643
October	33	51	\$17,632,500	\$22,829,400	\$534,318	\$447,635
November	21	46	\$10,409,612	\$23,744,300	\$495,696	\$516,180
December	29	44	\$15,819,500	\$20,172,500	\$545,500	\$458,466
TOTAL	415.00	495.00	\$217,838,807	\$230,217,466		
ALL TOTAL	415.00	495.00	\$217,838,807	\$230,217,466		
MON AVG	34.00	41.00	\$18,153,234	\$19,184,789	\$523,751	\$463,423
% CHANGE - YTD	-16.2%		-5.4%		13.0%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

# Monthly Active Leasing Report 2022 Period 12 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2022	January	14	25	103	1,607	1,749	1,700	28.7	27.9	0.8	125	32
2022	February	15	23	118	1,590	1,746	1,706	28.6	28.0	0.6	123	37
2022	March	16	21	143	1,565	1,745	1,704	28.6	27.9	0.7	137	46
2022	April	11	17	172	1,540	1,740	1,705	28.5	27.9	0.6	142	49
2022	May	6	13	191	1,511	1,721	1,717	28.2	28.1	0.1	113	40
2022	June	10	17	223	1,479	1,729	1,720	28.3	28.2	0.1	185	48
2022	July	16	20	248	1,451	1,735	1,730	28.4	28.4	0.0	111	39
2022	August	16	23	277	1,418	1,734	1,722	28.4	28.2	0.2	108	40
2022	September	14	23	304	1,393	1,734	1,713	28.4	28.1	0.3	103	46
2022	October	10	27	331	1,368	1,736	1,714	28.4	28.1	0.3	123	40
2022	November	11	23	354	1,343	1,731	1,724	28.4	28.3	0.1	88	42
2022	December	11	26	363	1,323	1,723	1,735	28.2	28.4	-0.2	162	48



**OPEN MEETING**

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

**Monday, December 19, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Jim Cook – Chair, Cush Bhada, Ralph Engdahl,  
Nathaniel Ira Lewis, Cris Prince

**OTHERS PRESENT:** Michael Butler, Lisa Mills, Mike Plean - Advisors

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant  
Director, Abraham Ballesteros - Inspector II, Manor  
Alterations, Sandra Spencer - Administrative  
Assistant, Josh Monroy – Manor Alterations  
Coordinator

**1. Call Meeting to Order**

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

**2. Approval of the Agenda**

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

**3. Approval of the Meeting Report for November 28, 2022**

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

**4. Remarks of the Chair**

None.

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

- A member commented on odors seeping into her manor.

**6. Response to Member Comments**

- Staff will respond directly to the member with an update.

**7. Department Head Update**

None.

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

The Monthly Mutual Consent Calendar was approved unanimously.

**9. Variance Requests**

a. 3446-A: Retain Certain Teed Landmark Terracotta Shingles

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

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

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

**10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

Mr. Mejia introduced the item and answered questions from the committee. Staff was asked to research why roof-mounted self-contained packages are not allowed (Paragraph 3.2) and to revise it as appropriate. The Committee also recommended revising Paragraph 3.10 to allow for the use of pest control expanding foam in addition to the wire mesh.

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

b. Revision to Architectural Standard 31: Washer and Dryer Installations

Mr. Mejia introduced the item and answered questions from the committee. Staff was asked to revise Paragraph 2.12c if it is determined that the plastic pans under washers can be connected to drain lines and revise as appropriate.

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

**11. Items for Future Agendas**

- a. Under 32 SF and Under 100 SF Asbestos Abatement to Be Performed as a Chargeable Service
- b. Revised Resale Inspection Fee Schedule
- c. Repair of Prior Alteration Work to Be Performed as a Chargeable Service
- d. Incentive to Upgrade Pipes in Walls

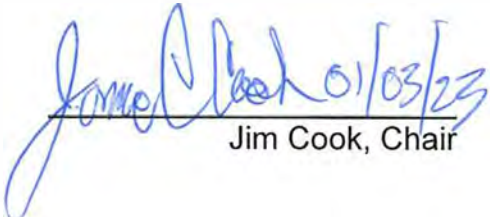
**12. Committee Member Comments**

- Advisor Mills commented on Assembly Bill No. 1414 regarding solar panel fees.
- Director Bhada wished everyone Happy Holidays.
- Chair Cook wished everyone Happy Holidays.

**13. Date of Next Meeting: January 23, 2023 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:18 a.m.

 01/03/23  
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  
WATER CONSERVATION COMMITTEE**

**Thursday, October 27, 2022 – 2:00 p.m.  
ELM ROOM AND VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Donna Rane-Szostak, Cush Bhada

**COMMITTEE MEMBERS ABSENT:** Ira Lewis (Excused), Jules Zalon (Excused)

**OTHERS PRESENT:** Vu Chu (ETWD Water Use Efficiency Expert), Kay Havens (Vice President of El Toro Water District)

**ADVISORS PRESENT:** Lee Goldstein

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

**1. Call Meeting to Order**

Chair Rane-Szostak called the meeting to order at 2:04 p.m.

**2. Approval of the Agenda**

Director Bhada moved to approve the agenda. It was approved by consensus.

**3. Approval of the Meeting Report from July 28, 2022**

Director Bhada moved to approve the Report. It was approved by consensus.

**4. Committee Chair Remarks**

Chair Rane-Szostak stated there will be a panel on Village Television. It will be limited to five people in the studio. Chair Rane-Szostak ended her remarks by congratulating the committee and audience that residential water usage has been lower than the previous year's data every single month so far for a total decrease of 19% this past year.

**5. Member Comments**

Various comments were made. Topics included the following.

- ¼ of a page in the Globe dedicated to water conservation material
- Low water-use home appliances and rebates

- Bewaterwise.com
- Innovative ideas for the upcoming water conservation panel

**6. Response to Member Comments**

Discussion ensued after each member comment.

**7. Consent**

None.

**8. Third Mutual Water Usage Graphs**

Director Rane-Szostak and Mr. Wiemann discussed the graphs in depth.

Members made comments and asked questions.

**9. Items for Future Agendas**

None.

**10. Committee Member Comments**

Various comments were made.

**11. Date of Next Meeting:** Monday, January 26, 2023 at 2:00 p.m.

**12. Adjournment** at 3:10 p.m.

**DRAFT**

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Donna Rane-Szostak, Chair





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

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

**MEMBERS PRESENT:** Mark Laws - Chair, Cris Prince and Cush Bhada

**MEMBERS ABSENT:** Nathaniel Ira Lewis and Jules Zalon (both excused)

**ADVISORS PRESENT:** Stuart Hack and Theresa Keegan

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Jacob Huanosto and Ruby Rojas

**1. Call to Order**

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

**2. Approval of Agenda**

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

By way of consensus, the motion passed.

**3. Approval of Meeting Report**

Director Cush Bhada made a motion to approve the November 22, 2022 meeting report. Director Prince seconded the motion.

By way of consensus, the motion passed.

**4. Chairman's Remarks**

None

**5. Members Comments (Items Not on Agenda)**

Mr. Robert Stace of 2381-3H Via Mariposa West spoke about clutter issues and improper rec room usage at his Garden Villa building.

**6. Response to Members Comments**

Director Bhada assured Mr. Stace that his concerns would be addressed.

**7. Department Head Update**

None

## **8. Items for Discussion and Consideration**

### **a. Care & Maintenance of Patios, Balconies, Breezeways & Walkways**

The Committee reviewed the Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy. The Committee made comments and asked questions.

Director Prince made a motion to refer the Care & Maintenance of Patios, Balconies, Breezeways and Walkways with minor corrections to be the Board for review and adoption. Director Bhada seconded the motion.

By way of consensus, the motion passed.

### **b. Pet Policy**

Chair Laws presented the Pet Policy for discussion. The Committee discussed the matter and asked questions.

The Committee elected to table the matter and make changes to the policy then bring the matter back to the committee for further review.

### **c. Appeal Policy**

Chair Laws presented the Appeal Policy for discussion. The Committee discussed the matter.

The committee tabled the matter and elected to work with staff to make changes to the Appeal Policy and bring the policy back to the committee for review.

### **d. Resident Policy and Compliance Committee Charter**

The Committee discussed the Resident Policy and Compliance Committee Charter and elected to continue revising the Charter and bring the matter back to the committee for further review.

### **e. Noise issues**

The Committee discussed procedures for addressing noise complaints.

The Committee directed Staff to provide the Hard-Surface Flooring Policy to the Committee members and advisors.

## **9. Items for Future Agendas**

- Social Media Use Policy
- Barbeque Rules and Regulations
- Pet Rules
- Appeal Policy
- Resident Policy and Compliance Committee Charter

## **10. Committee Member Comments**

None

## **11. Date of Next Meeting**

Tuesday, January 24, 2023 at 9:30 a.m.

**12. Adjournment**

With no further business before the Committee, the meeting was adjourned at 10:58 a.m.

*Mark W. Laws*

Mark W. Laws (Jan 4, 2023 09:24 PST)

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Mark W. Laws, Chair

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FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, December 21, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** James Hopkins – Chair, Elsie Addington, Jim Cook (substitute for Mark Laws), Donna Rane-Szostak, Azar Asgari, Thomas Tuning, Margaret Bennett

**DIRECTORS ABSENT:** None.

**ADVISORS PRESENT:** Rosemarie DiLorenzo

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

**OTHERS PRESENT:** GRF – Bunny Carpenter, Juanita Skillman, Yvonne Horton, Joan Milliman, Reza Karimi, Debbie Dotson, Egon Garthoffner

United – Lenny Ross

Mutual Fifty – Sue Stephens

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:36 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of October 19, 2022**

A motion was made and carried unanimously to approve the agenda with the following correction:

- Move Sue Stephens name to Directors Present (Alternate for Al Amado) and mark Donna Rane-Szostak as “Excused”.

**Chair Remarks**

Director Hopkins shared that Dan Quirk will be presenting educational investment materials.

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

None.

### **Bond Fund Portfolio Education – SageView**

Director Hopkins summarized the investment strategies that took place beginning June 2019 and provided an overview of the current portfolio performance.

Dan Quirk, SageView Investment Advisor, provided an educational presentation on Bond Funds and Individually held bonds. Multiple directors and members commented on the current market events and portfolio performance. Questions and comments were noted by staff. No further action.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, shared an update on the progress made towards the new ERP system, MS Dynamic 365, that is set to replace Microsoft AX mid-2023.

### **Review Preliminary Financial Statements dated November 30, 2022**

The committee reviewed the financial statements dated November 30, 2022. Questions were addressed and noted by staff.

### **Endorsement from Standing Committees**

Communities Activity Committee – GRF Credit Card and Transaction Fee (ActiveNet). Alison Giglio, Interim Recreation and Special Events Director, presented a staff report recommending that the GRF credit card and transactions fees within ActiveNet be allocated to the user for online and in-person transactions.

A motion was made and moved by Director Elsie Addington to accept and endorse this recommendation and be presented at the next board meeting. Director Donna Rane-Szostak seconded. Discussion ensued.

By consensus, the motion passed by a 4-2 vote. Director Thomas Tuning abstained.

### **Future Agenda Items**

None.

### **Committee Member Comments**


None.

### **Date of Next Meeting**

Wednesday, February 15, 2023 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 3:55 p.m.

  
James Hopkins (Dec 28, 2022 14:25 PST)  
James Hopkins, Chair



**OPEN MEETING**

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

**Wednesday, December 14, 2022 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens  
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** Reza Bastani

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Yvonne Horton, Egon Garthoffner  
**Mutual 50:** Pete Sanborn

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Karimi noted that no media was present.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for October 12, 2022**

Hearing no objection, the October 12, 2022 meeting report was approved unanimously.

**5. Chair's Remarks**

None.

**6. Member Comments**

None.

**7. Department Head Update**

Mr. West had no update.

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 ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the EV charging station at the community center. Staff was directed to provide additional data on the monthly summary; the conditions of the grant; review of the rates; and the capacity of the charging station at the next meeting of the committee.

**8. Project Log**

**9. ChargePoint Summary**

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

**10. 2023 Capital Projects – PowerPoint Presentation**

Mr. West provided a recap of projects completed in 2022, projects that have rolled over from prior years, and projects scheduled for 2023 via PowerPoint and answered questions from the committee. Director Simon suggested notice be posted when the driving range improvements are underway that reclaimed water is being used.

- Director Horton commented that the new Director of the Recreation and Special Events should be kept up to date on the proposed improvements at Clubhouse 1.
- Advisor Walsh commented on proposed Senate Bill 1738 which is related to EV charging stations when alterations are made to existing parking facilities.



- President Carpenter commented that a preventative maintenance program for clubhouses is needed. Advisor Randazzo concurred with President Carpenter.

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.*

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule

Concluding Business:

**16. Committee Member Comments**

- Director Stephens commented on power blackouts.
- Director Ross commented that more details were requested on the SCE ChargeReady 2 Program at the December 12, 2022, GRF M&C Special Open Meeting.
- Chair Karimi thanked the committee for their contributions and wished everyone a Happy New Year.

**17. Date of Next Meeting:** Wednesday, February 8, 2023 at 9:30 a.m.

**18. Adjourn** – The meeting was adjourned at 11:22 a.m.



Reza Karimi, Chair

Reza Karimi, Chair  
Guy West, Staff Officer  
Telephone: 949-268-2380

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