



OPEN SESSION

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

**Tuesday, February 21, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

NOTICE AND AGENDA

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

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director Bhada**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. January 17, 2023 – Regular Board Meeting
 - b. February 3, 2023 – Agenda Prep Meeting
 - c. February 3, 2023 – Special Open Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Director Seto**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**

9. Department Update: Recreation & Special Events – Alison Giglio

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 December 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

1. Approve a Resolution for Recording a Lien against Member ID # 932-200-23
2. Approve a Resolution for Recording a Lien against Member ID # 931-512-04
3. Approve a Resolution for Recording a Lien against Member ID # 932-810-24
4. Approve a Resolution for Recording a Lien against Member ID # 934-500-20
5. Approve a Resolution for Recording a Lien against Member ID # 932-810-18

c. Recommendation from the Landscape Committee

1. Deny the Request for Removal of One Silk Oak Tree Located at 3347-B Bahia Blanca East
2. Deny the Request for Removal of One Aleppo Pine Tree Located at 5267 Avenida Del Sol
3. Approve the Request for Removal of One Liquid Amber Tree, and Deny the Removal of One Magnolia Tree located at 5388-C Paseo Del Lago West.
4. Deny the Request for the Removal of One Flaxleaf Paperback tree and approve the Removal of Two Volunteer California Pepper Trees, both located at 5064 Avenida Del Sol
5. Deny the Request for Retainment of Five Citrus Trees located at 5194 Duenas

d. Recommendation from the Architectural Controls and Standards Committee

1. Approve the Request for a Variance to Allow for sliding glass door to extend to the edge of the rear patio in exclusive use common area and to add pavers to a 12'x12' area adjacent to the rear patio common area located at Manor 3184-C Alta Vista

12. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps (**January initial notification – Revised February – 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 has been satisfied**)
- 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 has been satisfied**)

13. New Business

- a. Entertain a Motion to Approve Amend the Pet Policy (**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Consider the Appeal for Mailbox Replacement Request at Buildings 3434 – 3438 and Provide Direction to Staff
- c. Entertain a Motion to Approve Cancelling the Scheduled Gate 11 Shepherd's Crook Installation for 2023
- d. Updated Committee Appointments
- e. Damage Restoration Process – (Oral Discussion)
- f. Entertain a Motion to Approve the Third Laguna Hills Mutual Investment Policy (**February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- g. Entertain a Motion to Approve the Discretionary Portfolio Reinvestments

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on February 7, 2023; next meeting April 4, 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 January 23, 2023; next meeting February 27, 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 February 2, 2023; next meeting March 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 January 26, 2023; next meeting, April 27, 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 January 24, 2023; next meeting February 28, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. GRF Finance Committee – Director Rane-Szostak. The committee met on February 15, 2023; next meeting April 19, 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 February 20, 2023; next meeting March 20, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Maintenance & Construction Committee – Director Engdahl. The committee met on December 14, 2022; next meeting April 12, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
 - i. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This committee met on January 24, 2023; the next meeting is TBA.
- d. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were held on February 15, 2023; next meeting March 15, 2023 at 9:00 a.m. as a virtual meeting.
- e. Website Ad Hoc Committee – Director Laws. The committee last met on February 8, 2023; next meeting TBA.
- f. Compliance Ad Hoc Committee – Director Laws. This committee met on February 17, 2023; the next meeting TBA.
- g. Disaster Preparedness Task Force – Director Cook. The task force met on January 31, 2023, and the next meeting is March 28, 2023 at 9:30 a.m. in the Board Room.
- h. Mobility and Vehicles Committee – Director Bhada. This committee met on February 1, 2023, and the next meeting is April 5, 2023 at 1:30 p.m. in the Board Room.
- i. GRF Landscape Committee – Director Lewis. This committee met on February 8, 2023, and the next meeting is May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- j. Information Technology Advisory Committee – This closed committee last met on January 27, 2023; the next meeting is February 24, 2023.
- k. The following GRF Committees have not met since the last Third Board Meeting of January 17, 2023:
 - i. Community Activities Committee – This committee met on January 13, 2023; next meeting March 9, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - ii. 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.
 - iii. 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.*

12a. Revision to Architectural Standard 4: Air Conditioning Units/Heat Pumps

13f. Third Laguna Hills Mutual Investment 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) January 17, 2023—Regular Closed Meeting

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

Directors Present: Mark Laws, Jim Cook, Cris Prince, Jules Zalon, Ralph Engdahl, Donna Rane-Szostak, Andrew Ginocchio, Nathaniel Ira Lewis, Cush Bhada

Directors Absent: Moon Yun (excused)

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Bart Mejia, Carlos Rojas, Ian Barnette, Jacob Huanosto

Others Present: VMS – Rosemarie diLorenzo, Debbie Allen
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 Cook 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 Lewis seconded.

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

4. Approval of Minutes

- a. December 20, 2022 – Regular Board Meeting**
- b. January 6, 2023 – Agenda Prep Meeting**
- c. January 6, 2023 – Special Open Meeting**

Director Prince made a motion to approve the minutes of December 20, 2022 – Regular Board Meeting. Director Engdahl seconded.

Hearing no changes or objections, December 20, 2022 – Regular Board Meeting minutes were approved by consent.

Director Prince made a motion to approve the minutes of January 6, 2023 – Agenda Prep Meeting. Director Engdahl seconded.

Hearing no changes or objections, January 6, 2023 – Agenda Prep Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of January 6, 2023 – Special Open Meeting. Director Ginocchio seconded.

Hearing no changes or objections, January 6, 2023 – Special Open Meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Residents may send an email to President Laws requesting to be added to the distribution list for Wednesday Emails
- Member Suggested 2023 Priorities
- Residents can email President Laws questions or concerns

6. Update from the VMS Board – Chair diLorenzo

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

- Employee Bright Ideas
- CSIP
- VMS Strategic Plan Update Meeting 1-25-23
- Harassment prevention training
- KPI
- Bylaws Update
- 2023 Priorities for GRF, Third, United Directors
- Identifying services for possible outsourcing opportunities
- Planning for Spring real estate forum
- Client Service meeting for Landscaping
- Website redesign

VMS Chair diLorenzo answered questions from the Board.

7. Open Forum (Three Minutes per Speaker)

- A member commented on an ongoing nuisance issue pertaining to a neighboring unit

- A member gave an update on the Foundation of Laguna Woods Village
- A member commented on Plumbing Rules and an incident that occurred to her pertaining to this rule

Director Zalon exited ZOOM at 9:58 a.m.

8. Responses to Open Forum Speakers

- President Laws indicated he would look into the nuisance issue and get back with the member
- President Laws thanked the member for the report on the Foundation of Laguna Woods Village
- Director Cook commented on the plumbing issue and gave clarification
- President Laws indicated he would look at the Plumbing Rules
- Director Bhada asked for the Building Number pertaining to the nuisance complaint

9. Department Update: Media & Communications – Eileen Paulin

Eileen Paulin, Director of Media & Communications, provided a presentation discussing the following topics:

- Promote Well Informed Community
- Provide Excellent Broadband Services
- Media & Communication Admin (WC/10)
- Cable TV Network (20)
- TV Studio (30)
- Media Services (40)
- Internet Services (50)
- Key Initiatives
- Map of Fiber Layout of the Community
- Cable TV Network (Truck rolls down 10.3% due to excellent telephone customer service)
- Premium Movie channel subscription is down due to streaming
- Programing cost continue to soar
- “Era of Cable TV is coming to an end”
- Broadband Services Scenarios

Director Zalon re-entered the meeting in person at 10:06 a.m.

10. CEO Report

CEO Siobhan Foster reported on:

- Operational Updates
- Gate 12 Technology Safety Upgrades
- Gate 12 Safety Procedures
- Additional Hours for Amenities
- Future Hours for Amenities
- Budget Calendar 2024 Milestones

CEO Foster answered questions from the Board.

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

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

Director Lewis made a motion to approve the Consent Calendar. Director Prince 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 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)**

Director Prince read the following resolution:

Resolution 03-23-01

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 Resolution 03-23-01. Director Lewis seconded.

- A member commented against this item
- Director Cook gave clarification on this item

Discussion ensued among the Board.

Hearing no changes or further objections, the motion passed 8-0-1. Director Bhada abstained.

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 has been satisfied)

Director Prince read the following resolution:

Resolution 03-23-02

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 Resolution 03-23-02. Director Cook seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Bhada abstained.

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)

Bart Mejia, Maintenance & Construction Assistant Director, discussed the item at hand and answered questions from the board.

Director Prince read the following 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.

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

The motion was called to a vote and failed unanimously.

Director Cook made a motion to send this item back to Architectural Controls and Standards Committee for revisions. Director Lewis seconded.

The motion revised, was called to a vote and was passed unanimously.

b. Entertain a Motion to Approve 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)

Bart Mejia, Maintenance & Construction Assistant Director, discussed the item at hand and answered questions from the board.

Director Prince read the following resolution:

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.

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 and add minor corrections to items 2.6 and 2.12 of the standard. Director Lewis seconded.

- A member commented on the item and asked the question of the cost
- Director Cook commented that they do not have the cost at this time
- A member commented on the structure and piping of the building and was in favor of this standard

There being no objections, the motion was approved unanimously.

c. Entertain A Motion to Approve the Revision to the Care and Maintenance of Patios, Balconies, and Breezeways, and Walkways Policy (January 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

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.

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.

Upon discussion, the motion passed by a vote of 7-1-1. Director Zalon opposed, and Director Bhada abstained.

d. Update Committee Appointments

Director Prince read the following resolutions:

Resolution 03-23-03

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, Jim Glassman, Brigitte Archer

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 03-23-04

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, **Alternate**

Mobility and Vehicles Committee

Jim Cook, Alternate
Cush Bhada
Moon Yun

Security and Community Access Committee

~~Annie McGary~~
Cris Prince
Moon Yun
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.

Director Prince made a motion to approve Resolution 03-23-03 and Resolution 03-23-04 with changes. Director Lewis seconded.

Discussion ensued among the Board.

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

14. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on 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 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.

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 13, 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. Since Eileen Paulin provided an updated on this committee, Director Prince added that the committee met on January 16, 2023; next meeting is February 22, 2023, at 1:30 pm in the Board Room and as a virtual meeting.
 - (1) Broadband Ad Hoc Committee – Director Prince. The committee will meet in closed session on January 24, 2023 at 10:00 am.
- 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 is a closed session on January 31, 2023 at 10:00 am.
- 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, 2023 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 31: Washer and Dryer Installations.
- Revision to the Care and Maintenance of Patios, Balconies, Breezeways, and Walkways Policy

17. Directors' Comments

- Director Ginocchio commented that the devil is in the details
- Director Zalon commented on staff/Board protocols
- Director Lewis commented that he is happy we are moving forward with some of these resolutions.
- Director Bhada commented on his health

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

The meeting was recessed into closed session at 12:19 p.m.

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. Adjournment

The meeting was adjourned at 3:49 p.m.

DocuSigned by:

N. Cris Prince

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

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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, February 3, 2023 – 10:00 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Mark Laws, Ralph Engdahl, N. Cris Prince, Donna Rane-Szostak,
Nathaniel Ira Lewis, Jim Cook, Jules Zalon, Moon Yun, Cush
Bhada, S.K. Park, Anthony Ginocchio

Directors absent: None

Staff present: CEO-Siobhan Foster, Makayla Schwietert, Catherine Laster,
Carlos Rojas

Others present: None

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 10:00 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 Bhada made a motion to approve the Agenda. Director Lewis seconded.

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on February 21, 2023

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

The Board inadvertently overlooked making a motion to approve the Agendas for the February 21, 2023 Board Meetings both Open Session and Closed Session. This oversight will be rectified during the approval of the Agenda segment of the February 21, 2023 Board Meeting Open Session.

4. Entertain a Motion to Approve Variance Requests from the Architectural Controls and Standards Committee from March 2022 to January 2023.

Director Lewis made a motion to approve the Variance Requests from the Architectural Controls and Standards Committee from March 2022 to January 2023. Director Engdahl seconded.

Hearing no changes or objections, except for Resolution 03-22-32 where Director Cook recused himself, the motion was passed by a vote of 10-0-1. Director Park abstained. Regarding Resolution 03-22-32, the motion was passed by a vote of 9-0-1. Director Park abstained.

5. **Director Comments**

- Director Rane-Szostak discussed Maturing Treasury Bills and Robert's Rules
- Multiples Directors welcomed Director Park to the Board

6. **Adjournment**

The meeting was adjourned at 11:07 a.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 SPECIAL OPEN MEETING OF THE THIRD LAGUNA HILLS
MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

**Friday, February 3, 2023 at 8:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors absent: None

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

Others present: Candidates: S.K. Park
Directors: Egon Garthoffner

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 8:30 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 Bhada made a motion to approve the Agenda. Director Rane-Szostak seconded.

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

4. Introduction of Third Candidates

President Laws introduced the Third Candidate:

- S.K. Park

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 Rane-Szostak 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 Lewis made a motion to cease balloting. Director Cook seconded.

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

10. Tabulation of Ballots and Announce Results – Corporate Secretary

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

- Term Ending in 2025 – 10 votes
- Withhold – 0 votes

Director Park was elected to a 3-year term ending in December 2025

11. Director Comments

- Multiple Directors congratulated Director Park on being elected and welcomed him to the Board.
- Director Yun thanked Director Park for experiencing firsthand his generosity
- Director Park spoke about firsthand experiences on assisting other residents

12. Adjournment

The meeting was adjourned at 9:14 a.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 932-200-23; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-23; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 931-512-04; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-512-04; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 932-810-24; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-24; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 934-500-20; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-500-20; and

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 932-810-18; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 21, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-18; and

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

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Silk Oak Tree 3347-B Bahia Blanca East

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 January 13, 2023, the Landscape Committee reviewed a request from the Member at 3347-B to remove one Silk Oak tree. The Member cited the reasons as litter/debris, and lack of sunlight; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Silk Oak tree located at 3347-B Bahia Blanca East;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Silk Oak tree located at 3347-B; and

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

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RESOLUTION 03-23-XX

Deny the Request for Removal of One Aleppo Pine Tree 5267 Avenida Del Sol

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

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

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

WHEREAS, on January 13, 2023, the Landscape Committee reviewed a request from the Member at 5267 to remove one Aleppo Pine tree. The Member cited the reasons as the tree is leaning towards the unit, and it has exposed roots which would cause damage and personal injury if failure occurred; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Aleppo Pine tree located at 5267 Avenida Del Sol;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Aleppo Pine tree located at 5267; and

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

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RESOLUTION 03-23-XX

Approve the Request for Removal of One Liquid Amber Tree and Deny the Request for Removal of one Magnolia Tree 5388-C Paseo Del Lago West

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

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

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

WHEREAS, on January 14, 2023, the Landscape Committee reviewed a request from the Member at 5388-C to remove one Liquid Amber tree and one Magnolia tree. The reasons cited for the removal of the Liquid Amber tree are that it drops balls on the roof that make noise, and it sheds leaves. The reasons cited for the removal of the Magnolia tree are that it drops leaves, is an unsightly mess, ruins the turf, and attracts roaches; and

WHEREAS, staff inspected the condition of the trees and determined that both were in good condition, however, the Liquid Amber tree possesses codominant leaders which could lead to a weak attachment; and

WHEREAS, the Committee determined that the tree Liquid Amber tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Liquid Amber tree located at 5388-C Paseo Del Lago West;

WHEREAS, the Committee determined that the Magnolia tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Magnolia tree located at 5388-C;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors approves the request for the removal of one Liquid Amber tree and denies the request for removal of one Magnolia tree located at 5388-C; and

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



RESOLUTION 03-23-XX

Deny the Request for Removal of One Flaxleaf Paperbark Tree and Approve the Removal of Two Volunteer California Pepper Trees 5064 Avenida Del Sol

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

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

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

WHEREAS, on February 2, 2023, the Landscape Committee reviewed a request from the Member at 5064 to remove one Flaxleaf Paperbark tree. The Member cited the reasons as fire mitigation and the removal of a tree since it is a volunteer; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with a well-balanced canopy, however, Staff discovered there were two volunteer California Pepper trees in the same location that would eventually interfere with the Flaxleaf Paperbark tree if they remained; and

WHEREAS, the Committee determined that the Flaxleaf Paperbark tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Flaxleaf Paperbark tree located at 5064 Avenida Del Sol; and

WHEREAS, the Committee determined that the two volunteer California Pepper trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the removal of two California Pepper trees located at 5064 Avenida Del Sol;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the removal of one Flaxleaf Paperbark tree and approves the removal of two volunteer California Pepper trees located at 5064; 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

**Deny the Request
for Retainment of Five Citrus Trees
5194 Duenas**

WHEREAS, January 1, 2020, that the Board of Directors adopted Resolution 03-19-94 Fruit Trees and Vegetables Policy which states:

“...fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents...” and “...hereby prohibits the planting of any fruit trees in Common Area...”, additionally “...existing fruit trees in Common Area are to be removed in the resale process...”

WHEREAS, on February 2, 2023, the Landscape Committee reviewed a request from the Member at 5194 to retain five Citrus Trees; and

WHEREAS, During the resale inspection dated October 17, 2022, five citrus trees were located adjacent to the residence, and the member was aware of the fruit tree policy prior to moving in, as it is noted on the cover page of the resale report; and

WHEREAS, Subsequent to the member moving in to the unit, additional citrus trees have been planted; and

WHEREAS, the Committee determined that no previous exceptions to Resolution 03-19-94 have been made for any members previously and recommends the removal of all Citrus Trees located at 5194 Duenas at no cost to the member;

NOW THEREFORE BE IT RESOLVED, February 21, 2023, the Board of Directors denies the request for the retainment of five Citrus Trees located at 5194; and

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

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RESOLUTION 03-23-XX

Variance Request

WHEREAS, Ms. Roberta K Welsh of 3184-C Alta Vista, a Las Flores style manor, requests approval of a revision to Resolution 03-22-129 and associated variance to allow for the sliding glass door to extend to the edge of the rear patio in exclusive use common area and to add pavers to a 12'x12' area adjacent to the rear patio in common area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Manor Alterations office by February 20, 2023; and

WHEREAS, the Manor Alterations office reviewed the variance as one of similar in scope to previously approved variances and recommends approval of the revision to Resolution 03-22-129 and associated variance to allow for the sliding glass door to extend to the edge of the rear patio and to add pavers to a 12'x12' area adjacent to the rear patio in common area;

NOW THEREFORE BE IT RESOLVED, on February 21, 2023, the Third Laguna Hills Mutual board hereby approves the request for a revision to Resolution 03-22-129 for the sliding glass door to extend to the edge of the rear patio and 12'x12' paver patio on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 3184-C Alta Vista and all future Mutual Members at 3184-C Alta Vista; and

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

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ENDORSEMENT (to Board)

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

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STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 4 - Air Conditioning Units/Heat Pumps

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 3) with the additional recommended revisions (blue font) to Section 3.9.

On January 17, 2023, the Board considered the adoption of this resolution, suggested additional revisions to the standard and directed the item to go back to the ACSC.

On January 23, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 3) with the additional recommended revisions (purple font) to Section 3.4, and 3.5.

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



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.



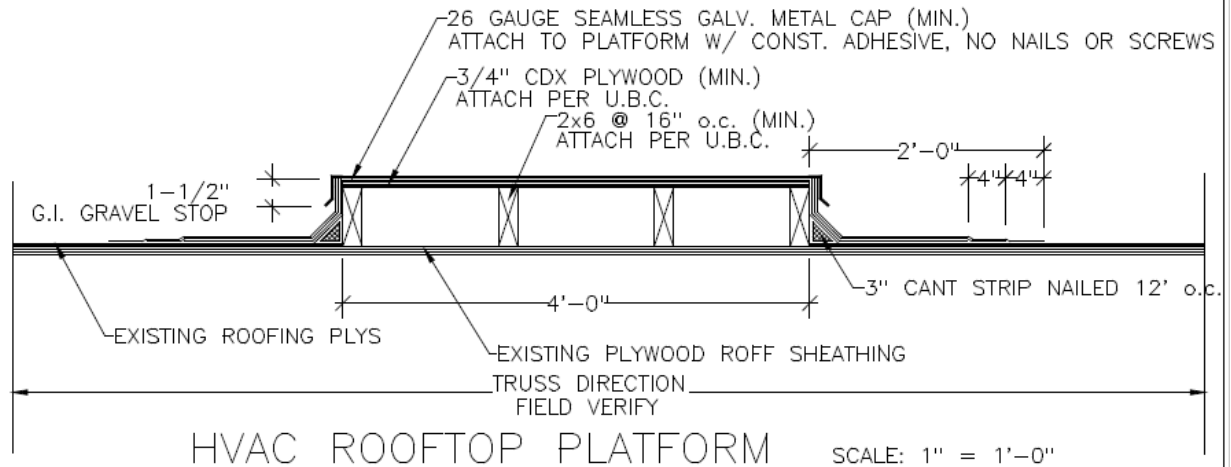
- 3.9** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.10** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match 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

ATTACHMENT 2 – CURRENT RESOLUTION 03-19-71

**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.

**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. Outdoor condensing unit locations for two and three story buildings are as follows: second and third ~~first~~ floor manors shall be installed at ground level unless not feasible. ~~second floor manors shall be installed~~ Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor. ~~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.~~

3.73.5 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. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

~~3.8~~3.6 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~~3.7 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~~3.8 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~~3.9 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.

~~3.12~~3.10 Watertight seals must be provided around all penetrations.

~~3.13~~3.11 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~~3.12 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~~3.13 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~~3.14 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~~3.15 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.

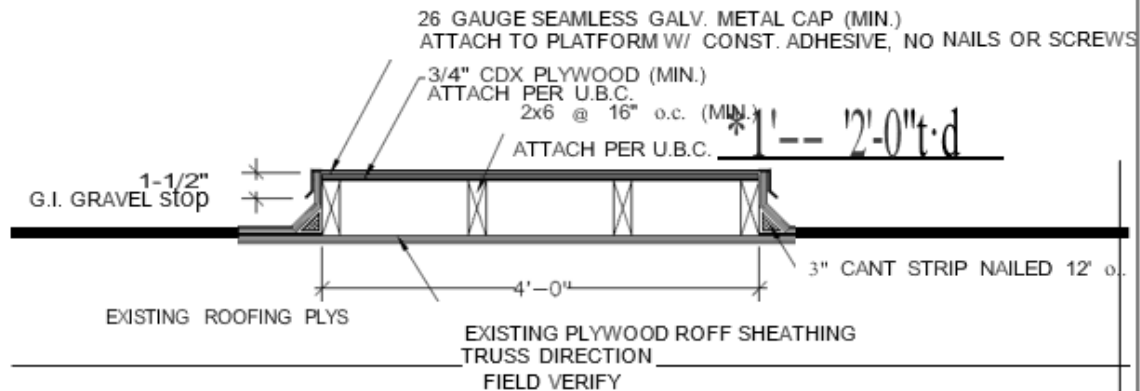
~~3.183.16~~ 3.183.16 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

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.

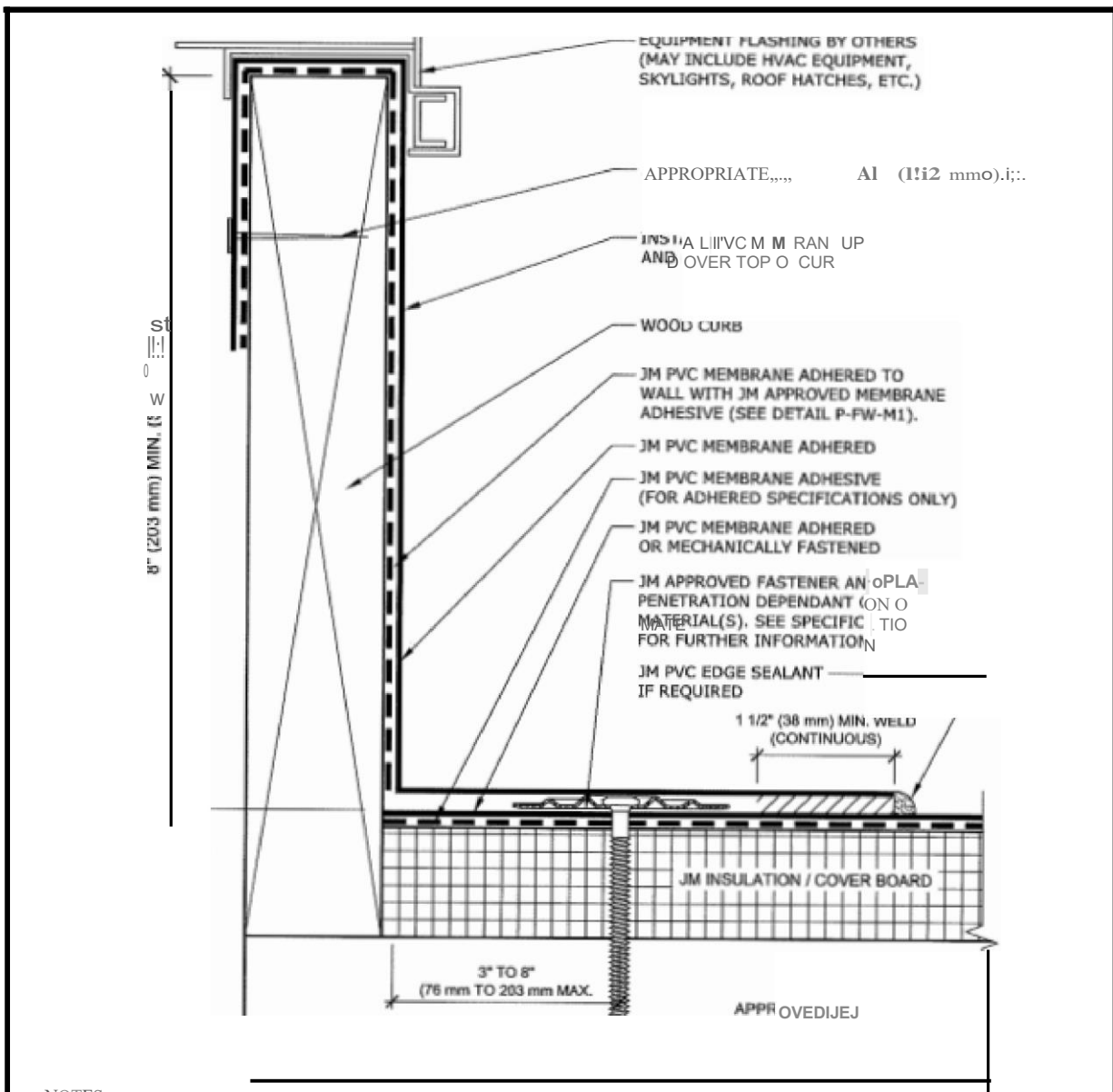
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2"). . .	400lbs	PER 100 SQ.FT.



HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/95



NOTES:

1. REFLECT TO JOINTS HANDED: Y
2. PLEASE SEE SILENCE PLATE
3. ANY CURRENTLY ON: M A AND/OR PROJECT SPECIFIC
4. EIGHT OF CURB O
5. PVC/GESEMENT
6. SET: ?-FW-s OETAD.S

MOST UP TO DATE: INFORMATION

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AND CO STRUCTED J A CORDA! C: WITH LOCAL OIJ RWU!REMEINJS

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OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. 1

ONE (SEE DETAIL P-MS-01).

FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.

DRAWING NO.

P-FC-05

WOOD CURB BASE FLASHING

CURB & CORNER

MEMBRANE TYPE:
JM PVC

John Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract, or applicable law. By accepting these comments you agree they do not constitute any representation, endorsement of, or an assumption by John Manville of any liability for either the adequacy of the design of this building or any other material not supplied by John Manville.

SCALE
N.T.S

ISSUE DATE
08-07-19

MAXIMUM GUARANTEE TERM:
30 YEAR

l/i}

**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 [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 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. Outdoor condensing unit locations for two and three story buildings are as follows: second and third floor manors shall be installed at ground level unless not feasible. Outdoor condensing unit locations unfeasible for ground level installations for two and three story buildings may be installed on flat roofs directly above the manor.
- 3.5** 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. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary.

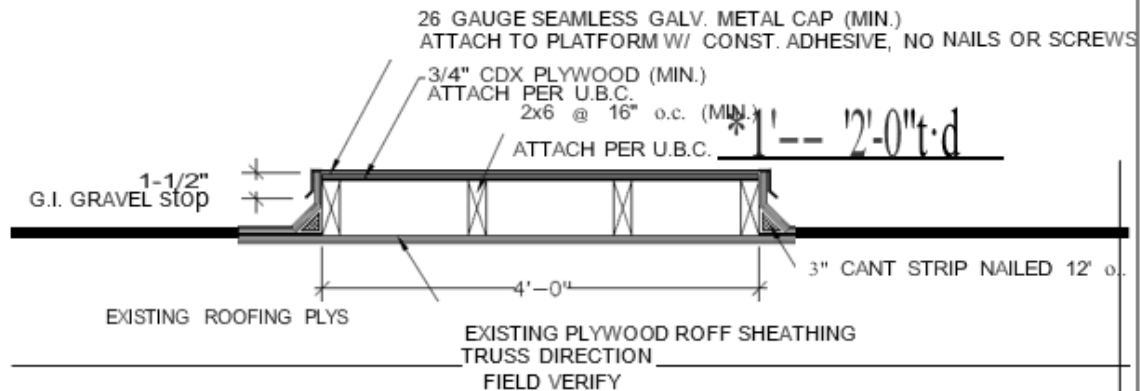
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.8** 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.
- 3.9** 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.
- 3.10** Watertight seals must be provided around all penetrations.
- 3.11** 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.
- 3.12** 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.
- 3.13** 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.
- 3.14** 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.
- 3.15** 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.
- 3.16** 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.

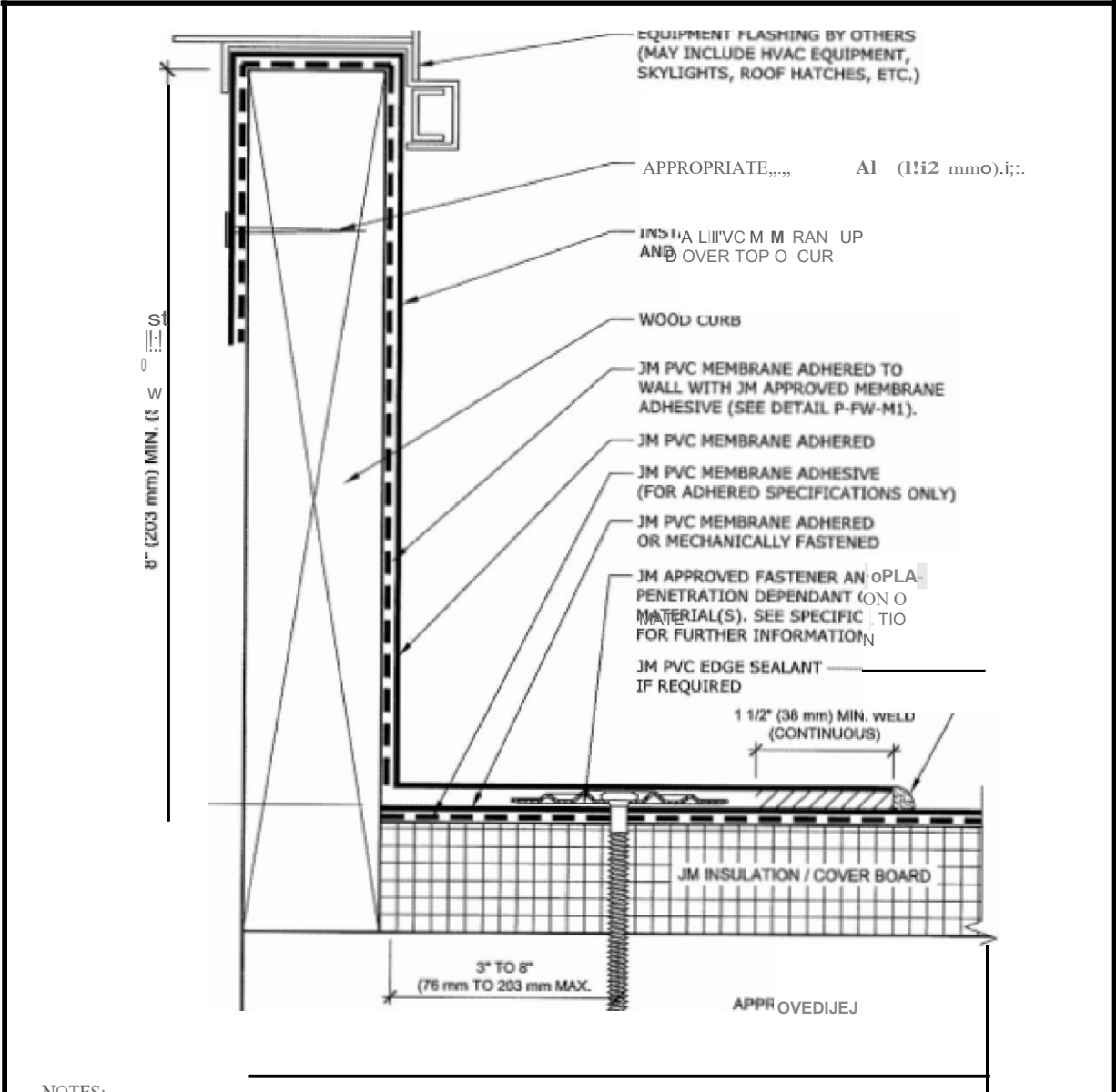
CONPLY TYPE A-IV(2LAYERS).....	22lbs	PER 100 SQ.FT.
HMP ASPHALT (PLIES). . .	60lbs	PER 100 SQ.FT.
CONCAP (1 LAYER).	75lbs	PER 100 SQ.FT.
HMP ASPHALT (SURFACE). .	25lbs	PER 100 SQ.FT.
GRAVEL (1/4" - 1/2")..	400lbs	PER 100 SQ.FT.



HVAC ROOFTOP PLATFORM

SCALE: 1" 1'-0"

HVAC.DWG REV. 12/95



- NOTES:**
1. REFLECT TO OTHERS HANDED: YI
 2. PLEASE SEE SINGLE PLY F R QLIIRI:), I'ENTS: WHIOI A!!
 3. ANY CARRIERY Oil: M A' AND/OR PROIECir SiPECIfi Oi'i:SSJONJ!IL,
 4. EIGHT OF CIJRB O - ADJUSTED WITH NAILERS. IT IS PREFERRED TO RAISE CURB ONTO NAILERS TO EXTEND F
 5. PVCEIOGESENIANTI OPTIONAL ON ALL CUT AND NON ENCAPSULATED EDGES OF REINFORCED MEMBRANE. 1 [S WOES
- ACTOR: 't OJf | - ONE (SEE DETAIL P-MS-01).
- ii: SEli: ?-FW-s OETAD.S FOR JM APPROVED BASE FLASHING TIE IN TERMINATION METHODS.
- MOST UP TO-DATII; INF'IRMATION. A. RJII. DE5CRimo D IN TAUJ'P'ION IN ON AND S II AIL.
- AND CO STRUCTED J A CORDA! C: WITH LOCAL OIJ RWUIREMEINJS SHOVW ue R'evieNI: D D AP'!Wt/ED y A LICENSED Oil:SIGN

DRAWING NO.		WOOD CURB BASE FLASHING	
P-FC-05		MEMBRANE TYPE:	
CURB & CORNER		JM PVC	
SCALE	ISSUE DATE	MAXIMUM GUARANTEE TERM:	
N.T.S.	08-07-19	30 YEAR	

Johns Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract, or applicable law. By accepting these comments you agree they do not constitute any representation, endorsement of, or an assumption by Johns Manville of any liability for either the adequacy of the design of this building or any other material not supplied by Johns Manville.





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, March 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 - REVISED FEBRUARY:

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

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 31: Washer & Dryer Installations

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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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.

ATTACHMENT 1

- 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.



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

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See Standard Section 1: General Requirements

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- 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.

ATTACHMENT 4

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

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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

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Care & Maintenance of Patios, Balconies, Breezeways & Walkways

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

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ENDORSEMENT (to Board)

Discuss and Consider: Pet Policy in Third Laguna Woods Mutual

On December 27, 2022, the Resident Policy and Compliance Committee reviewed Resolution No. 509 Pet Restriction and made changes to the policy to provide clarifications on the purpose of the policy, Conditions and definitions regarding pets.

On January 24, 2023, the Committee reviewed the Pet Policy.

Director Laws, Chair, presented the Pet Policy for discussion. A member made a comment regarding pet safety and dog-walking. The Committee made comments and asked questions.

Director Prince made a motion to send the Pet Policy to the Board of Directors for approval with minor changes. Director Bhada seconded the motion.

By way of consensus, the motion passed.

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STAFF REPORT

DATE: February 21, 2023
FOR: Resident Policy and Compliance Committee
SUBJECT: Resolution No. 509 Pet Restrictions

RECOMMENDATION

Discuss and consider changes to the policy.

BACKGROUND

The Resident Policy and Compliance Committee is tasked to review policy and processes for consistency, clarity, and efficiency.

On February 27, 1976, the Board adopted Pet Restrictions to provide guidelines for pet owners (Resolution 509). The resolution addresses, but is not limited to: dog barking, pets off-leash, leash size requirements, the cleaning of pet feces, pet access to common buildings, vicious animal, etc. (Attachment 1).

DISCUSSION

On December 27, 2022 the Committee reviewed Resolution No. 509 Pet Restriction and made changes to the policy to provide clarifications on the purpose of the policy, Conditions and definitions regarding pets.

FINANCIAL ANALYSIS

None.

Prepared By: Jacob M. Huanosto, Interim Compliance Supervisor

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Resolution No. 509 Pet Restrictions – Existing Policy

Attachment 2: Third Pet Policy – Proposed Revisions (Red Line)

Attachment 3: 03-23-XX Third Pet Policy – Proposed Revisions (Clean Copy)

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Resolution No. 509

RESOLVED, that the following rules and regulations applicable to real property owned or managed by this corporation are hereby adopted:

1. No person shall keep, maintain or permit within any dwelling unit under his control, or within any other real property owned or managed by this corporation, any dog which by any sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.
2. No person owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by this corporation, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such dog.
3. Any animal found running at large within any real property owned or managed by this corporation may be reported to the Poundmaster of the County of Orange for such action as he may deem appropriate according to law.
4. No person owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by this corporation contrary to the provisions of any sign posted conspicuously thereon by the corporation, provided that appropriate exception, as the case of guide dogs for blind persons, may be noted upon any such sign.
5. No person owning or having charge of any dog shall permit any feces therefrom to remain within any real property owned or managed by this corporation except in trash containers.
6. Whenever any animal suspected of being vicious is reported to this corporation, the officers and agents shall report facts and circumstances thereof to the Poundmaster of the County of Orange for such action as he may deem appropriate according to law; and

RESOLVED FURTHER, that resolution No. 155 adopted on October 27, 1972 is hereby cancelled.

Adopted 02/27/1976

**THIRD LAGUNA HILLS MUTUAL
PET POLICY
RESOLUTION XX-XX-XXXX**

RESOLVED, that pursuant to the Bylaws, Article 2, Section 2.2.3, Third Laguna Hills Mutual (Third Mutual), has the power to adopt rules and regulations to carry out the purposes of this Corporation through its Board of Directors (Board) with regard to its Members.

RESOLVED FURTHER, *on this day* the Board hereby amends Third Mutual's Pet Policy (Policy) to include, but is not limited to the following:

I. Purpose

The purpose of this Policy is to set out the rules and regulations for the treatment and handling of pets within Third Mutual in accordance with the requirements of Third Mutual's including Bylaws, Amended and Restated Covenants, Conditions and Restrictions, and other governing documents (Governing Documents) and local, state and federal law.

II. Definitions

1. **Member** includes, for purposes of the Policy, Members, Owners, Qualifying Residents, Co-occupants, Tenants, and their Guests.
2. **Ordinance** refers to the Code of Ordinance City of Laguna Woods, California.
3. **Pet** means any domesticated bird, cat, dog, or aquatic animal kept within an aquarium. The Policy shall not prohibit a Member from continuing to keep any pet that the Member currently keeps in the Member's separate interest if the pet otherwise conforms with the previous rules or relating to pets.
4. **Vicious animal** means:
 - a. Any dog, which, twice within a 12-month period, has physically harmed, bitten, attacked, or otherwise caused injury to a person engaged in lawful activity, without provocation; or
 - b. Any dog that when unprovoked inflicts bites or attacks a human being or domestic animal ~~or in a vicious or terrorizing manner approaches any person in apparent attitude of attack in Third Mutual's common areas~~; or
 - c. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals; or
 - d. Any dog which engages in or is found to have been trained to engage in, exhibitions of dog fighting; or
 - e. Any dog at large found to attack, menace, chase, display threatening or aggressive behavior or otherwise threaten or endanger the safety of any domestic animal or person.

III. Responsibilities

1. Number of Pets Permitted.

- a. maximum combination of three cats and dogs, no more than two of which can be dogs, are permitted in any dwelling unit within Third Mutual.
- b. Animals being fostered as a part of a not-for-profit organization/agency program shall not be included for the purpose of determining the number of animals in a dwelling unit. The foster program shall be registered with the City of Laguna Woods and an individual animal in the dwelling unit shall be fostered for a period of no more than six months. In no event shall the total number of Pets fostered and Pets owned exceed the number of Pets permitted in Section III.1.a above.
- c. If pets are brought in before the adoption of this Policy, the pets are automatically grandfathered and can remain.

2. Vaccination and License.

- a. Dogs four months of age or older shall be currently required to have been vaccinated for rabies and licensed in accordance with the regulations of the County of Orange and the City of Laguna Woods. Such dogs shall have attached to its collar current numbered metal tag as evidence of its license. (Ordinance §§ 5.04.010 and 5.04.030, as may be amended.)
- ~~b. Dogs four months of age or older shall be licensed in accordance with the regulations of the County of Orange and the City of Laguna Woods. Such dogs shall have attached to its collar current numbered metal tag as evidence of its license. (Ordinance § 5.04.010, as may be amended.)~~
- ~~c.~~ b. Cats over four months of age may be registered with the City of Laguna Woods in the same manner in which dogs are registered, and for the same fee. Cats must have a current rabies vaccination valid for the entire one-year registration period.

3. Care and Control.

- a. No Member owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by Third Mutual, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a Member competent to restrain such dog. Retractable leashes exceeding six (6) feet are not permitted in Third Mutual.
- b. Any animal found running at large within any real property owned or managed by Third Mutual may be reported to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.
- c. No Member owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by Third Mutual contrary to the provisions of any sign posted conspicuously thereon by Third Mutual, provided that appropriate exception, as in the case of guide dogs for blind persons, may be noted upon any such sign.

- d. No Member owning or having charge, care or custody of any animal shall permit such animal to damage or destroy public property or the property of any person other than that of the owner of such animal.
- e. Any Member or person having charge, custody or control of any dog shall immediately remove and dispose of its waste in a sanitary manner, by depositing in a trash receptacle any feces deposited by such animal upon Third Mutual property. ~~The Member or person having charge, custody or control of an animal shall have in possession a suitable wrapper, bag or container for the purpose of complying with the requirements of this section.~~

4. Noise.

No Member shall keep, maintain, or permit within any dwelling unit under his control, or within any other real property owned or managed by Third Mutual, any Pet which by any persistent sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.

5. Vicious Animal.

Whenever a Member owning or having charge, care, control, custody, or possession of any dog has knowledge that the dog has bitten a person, the Member shall report the facts of the incident to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.

6. Violation of Pet Policy.

Third Mutual is authorized to take disciplinary action against any Member who may be found in violation of the Policy, or whose unit or Residents, tenants, or guests are found to be in violation of the Policy. When a complaint is lodged regarding the occurrence of a violation, the Board 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 the Governing Documents.

RESOLVED FURTHER, that Resolution M3-76-509 adopted February 27, 1976, and Resolution M3-71-50 adopted July 23, 1971 are hereby superseded and cancelled.

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

RESOLUTION 03-23-XX

**THIRD LAGUNA HILLS MUTUAL
PET POLICY**

RESOLVED, that pursuant to the Bylaws, Article 2, Section 2.2.3, Third Laguna Hills Mutual (Third Mutual), has the power to adopt rules and regulations to carry out the purposes of this Corporation through its Board of Directors (Board) with regard to its Members.

RESOLVED FURTHER, *on this day* the Board hereby amends Third Mutual's Pet Policy (Policy) to include, but is not limited to the following:

I. Purpose

The purpose of this Policy is to set out the rules and regulations for the treatment and handling of pets within Third Mutual in accordance with the requirements of Third Mutual's including Bylaws, Amended and Restated Covenants, Conditions and Restrictions, and other governing documents (Governing Documents) and local, state and federal law.

II. Definitions

1. **Member** includes, for purposes of the Policy, Members, Owners, Qualifying Residents, Co-occupants, Tenants, and their Guests.
2. **Ordinance** refers to the Code of Ordinance City of Laguna Woods, California.
3. **Pet** means any domesticated bird, cat, dog, or aquatic animal kept within an aquarium. The Policy shall not prohibit a Member from continuing to keep any pet that the Member currently keeps in the Member's separate interest if the pet otherwise conforms with the previous rules or relating to pets.
4. **Vicious animal** means:
 - a. Any dog, which, twice within a 12-month period, has physically harmed, bitten, attacked, or otherwise caused injury to a person engaged in lawful activity, without provocation; or
 - b. Any dog that when unprovoked inflicts bites or attacks a human being or domestic animal; or
 - c. Any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals; or
 - d. Any dog which engages in or is found to have been trained to engage in, exhibitions of dog fighting; or
 - e. Any dog at large found to attack, menace, chase, display threatening or aggressive behavior or otherwise threaten or endanger the safety of any domestic animal or person.

III. Responsibilities

1. **Number of Pets Permitted.**

- a. maximum combination of three cats and dogs, no more than two of which can be dogs, are permitted in any dwelling unit within Third Mutual.
- b. Animals being fostered as a part of a not-for-profit organization/agency program shall not be included for the purpose of determining the number of animals in a dwelling unit. The foster program shall be registered with the City of Laguna Woods and an individual animal in the dwelling unit shall be fostered for a period of no more than six months. In no event shall the total number of Pets fostered and Pets owned exceed the number of Pets permitted in Section III.1.a above.
- c. If pets are brought in before the adoption of this Policy, the pets are automatically grandfathered and can remain.

2. Vaccination and License.

- a. Dogs four months of age or older shall be currently vaccinated for rabies and licensed in accordance with the regulations of the County of Orange and the City of Laguna Woods. Such dogs shall have attached to its collar current numbered metal tag as evidence of its license.(Ordinance § 5.04.010 and 5.04.030, as may be amended.).
- b. Cats over four months of age may be registered with the City of Laguna Woods in the same manner in which dogs are registered, and for the same fee. Cats must have a current rabies vaccination valid for the entire one-year registration period.

3. Care and Control.

- a. No Member owning or having charge of any dog shall permit the same to run at large within any real property owned or managed by Third Mutual, except as otherwise provided in these rules and regulations, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a Member competent to restrain such dog. Retractable leashes exceeding six (6) feet are not permitted in Third Mutual.
- b. Any animal found running at large within any real property owned or managed by Third Mutual may be reported to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.
- c. No Member owning or having charge of any dog shall permit the same to enter or remain within any real property owned or managed by Third Mutual contrary to the provisions of any sign posted conspicuously thereon by Third Mutual, provided that appropriate exception, as in the case of guide dogs for blind persons, may be noted upon any such sign.
- d. No Member owning or having charge, care or custody of any animal shall permit such animal to damage or destroy public property or the property of any person other than that of the owner of such animal.
- e. Any Member or person having charge, custody or control of any dog shall immediately remove and dispose of its waste in a sanitary manner, by depositing in a trash receptacle any feces deposited by such animal upon Third Mutual property.

4. Noise.

No Member shall keep, maintain, or permit within any dwelling unit under his control, or within any other real property owned or managed by Third Mutual, any Pet which by any persistent sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.

5. Vicious Animal.

Whenever a Member owning or having charge, care, control, custody, or possession of any dog has knowledge that the dog has bitten a person, the Member shall report the facts of the incident to Laguna Beach Animal Services at (949) 497-0701 for such action as deemed appropriate according to law.

6. Violation of Pet Policy.

Third Mutual is authorized to take disciplinary action against any Member who may be found in violation of the Policy, or whose unit or Residents, tenants, or guests are found to be in violation of the Policy. When a complaint is lodged regarding the occurrence of a violation, the Board 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 the Governing Documents.

RESOLVED FURTHER, that Resolution M3-76-509 adopted February 27, 1976, and Resolution M3-71-50 adopted July 23, 1971 are hereby superseded and cancelled.

RESOLVED FURTHER, that the officers and agenda of this Corporation are hereby authorized, on behalf of the Corporation, to take such action as they deem appropriate to carry out the purposes of this resolution as written.

FEBRUARY INITIAL NOTIFICATION:

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

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STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Mailbox Replacement Request at Buildings 3434 – 3438 - Appeal

RECOMMENDATION

Consider appeal by residents at Buildings 3434, 3435, 3436, 3437, and 3438 to replace in-wall mailboxes with pedestal-style mailboxes and provide direction to staff.

BACKGROUND

On January 9, 2023, the Third M&C Committee reviewed and discussed the request to replace in-wall mailboxes with pedestal-style mailboxes (Attachment 1). By unanimous consent, the committee denied the request for pedestal boxes and instead voted to replace the existing in-wall mailbox cluster with new in-wall, post office compliant, mailbox clusters with the option for manor owners to pay the difference should the 6-manor building owners desire an upgraded pedestal style mailbox.

On January 11, 2023, Third Board President Laws received a request to appeal the matter to the full board (Attachment 2).

DISCUSSION

The residents at buildings 3434, 3435, 3436, 3437 and 3438 are requesting that the Board of Directors consider the replacement of their existing in-wall mailboxes with pedestal mailboxes similar to the LH-21 three-story buildings. Each building has two (2) existing in-wall mailbox clusters that are non-compliant with post office requirements. The new in-wall units are slightly larger than the existing units and are compliant with post office regulations.

There are approximately 260 buildings with existing non-compliant in-wall mailboxes. Third Mutual replaces the existing mailboxes with new upgraded compliant in-wall boxes on a request basis.

FINANCIAL ANALYSIS

The 2023 Business Plan allocates an annual budget of \$25,000 for mailbox replacements. The cost to replace the in-wall units with a pedestal mailbox is approximately \$4,100 per building compared to \$2,900 per building for the in-wall units.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Third M&C Committee Meeting January 9, 2023 Agenda Item 9c

Attachment 2 – Appeal Request



STAFF REPORT

DATE: January 9, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Mailbox Replacement Request at Buildings 3434 - 3438

RECOMMENDATION

Authorize staff to proceed with the replacement of existing mailboxes at five buildings (3434 through 3438 Bahia Blanca) with new in-wall post office compliant mailboxes.

BACKGROUND

The residents at buildings 3434, 3435, 3436, 3437 and 3438 submitted a letter, signed by owners in each building, requesting the replacement of their existing in-wall mailboxes (Attachment 1). The owners are requesting the in-wall mailboxes to be replaced with pedestal mailboxes similar to the LH-21 three-story buildings.

DISCUSSION

The installation of new pedestal mailboxes requires the addition of a concrete pad for the support and attachment of the pedestal boxes, this will also require a city building permit and the removal of the in-wall units then stucco patch and paint to match. This change would be more costly to the mutual at an average of \$4,100 per building versus the like for similar replacement of the in-wall units at an average cost of \$2,900 per building.

The replacements for the in-wall units meet all requirements set forth by the Postmaster General, they are larger and can accommodate regular mail and some smaller packages. Staff recommends replacing the existing mailboxes with new upgraded in-wall boxes (Attachment 2) consistent with replacements in other similar buildings.

FINANCIAL ANALYSIS

Third Mutual has approved an annual budget of \$25,000 for mailbox replacements in 2023.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Members Request

Attachment 2 – Sample In-Wall Mailboxes

ATTACHMENT 1 - MEMBERS REQUEST

November 8, 2021

*Mat Boy
Reynolds*

We had intended to present our petition in person at your November 16 meeting. However, we were informed by Resident Services that in person attendance by residents was not permitted at this meeting. Rather than waiting until we could appear in person, we are supplying each of you with a copy of the petition and relevant attachments with the request that our petition be addressed at this meeting.

Thank you.

Beverly Miller
3437 Bahia Blanca W, #O
Phone: [REDACTED]

Burt Dubois
3435 Bahia Blanca W, #C
Phone: [REDACTED]

3rd Mutual mts -

[REDACTED]

Robert Munklich?

MOC meeting

- Jan 3

*Time?
Location?*

TO: THIRD MUTUAL BOARD OF DIRECTORS

FROM: THE RESIDENTS OF LOWER CUL DE SAC 344

RE: MAILBOXES

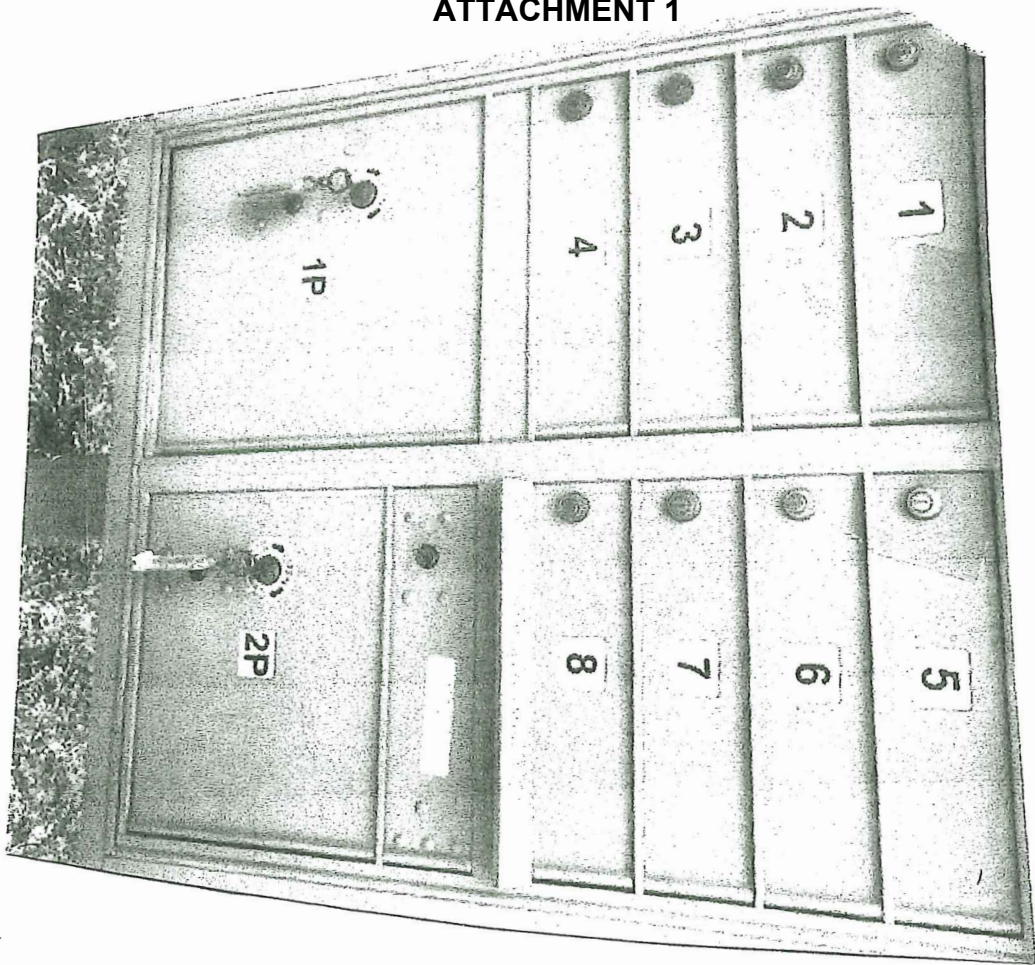
Attached is a petition signed by the residents of Bahia Blanca W, Manors 3434, 3435, 3436, 3437 and 3438 regarding the mailboxes on our buildings. We have consulted with the Postmaster at the Laguna Hills Post Office and understand that the current mailboxes on our buildings do not meet current Federal Regulations for the secure delivery of our mail. For example, they are not large enough to hold legal sized envelopes, nor is there any secure way for large envelopes or packages to be delivered to the residents. Anything larger than a business size envelope is put in the open bin under the mailboxes, and some packages have simply been left on the area below the mailboxes. Several residents receive medical prescriptions by mail and these are placed in the open bins available to anyone passing by. In addition, during the rainy season magazines and other sensitive items are damaged by the weather.

We are requesting that the Board take the appropriate steps to replace these mailboxes and install stand alone boxes as shown in the attached photo as soon as possible. This request is not unreasonable as several of stand alone boxes have already been installed in other areas of Third Mutual.

The rainy season is upon us and we would like to receive our letters, prescriptions, magazines, advertisements, etc. in a secure, dry (not wet and soggy) condition.

CURRENT MAILBOXES



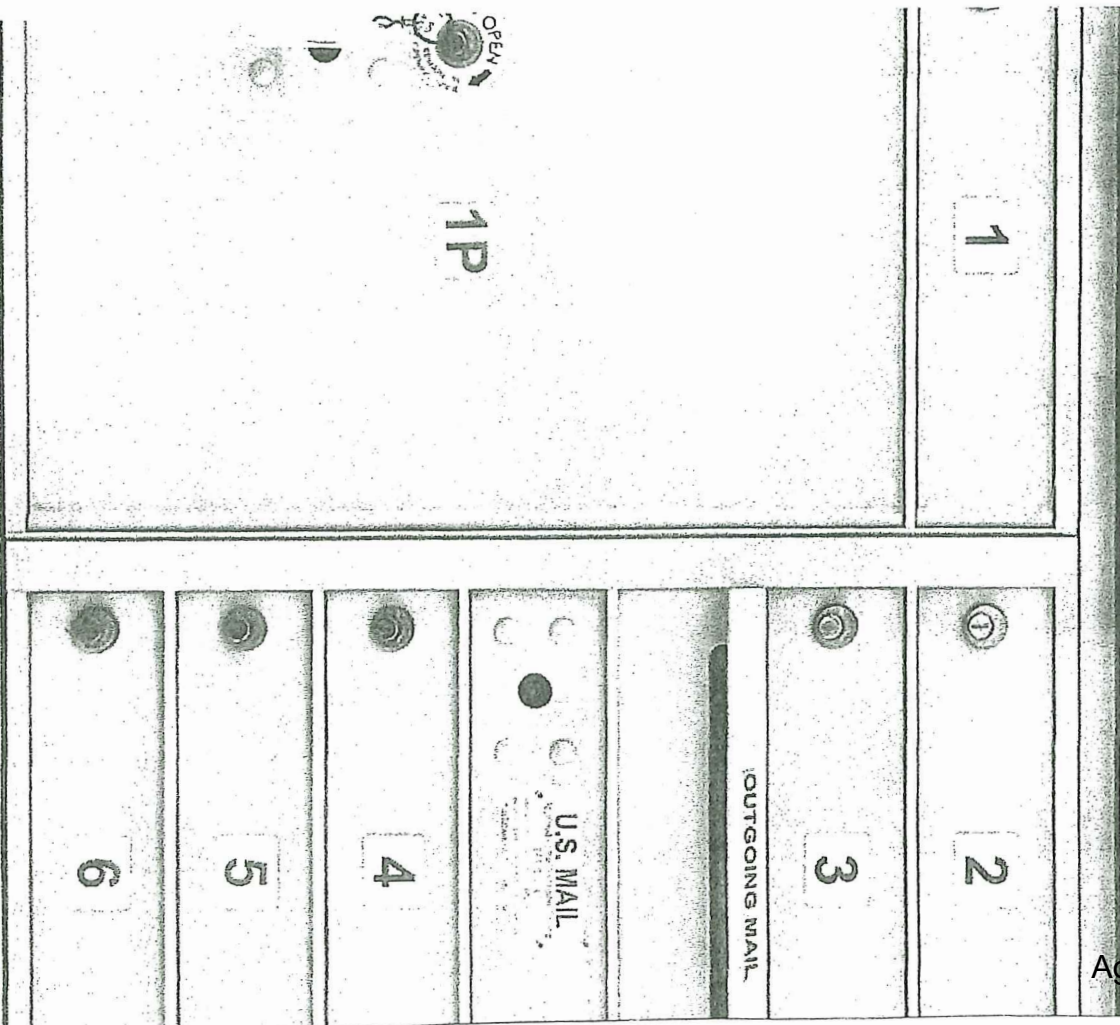


THIS

REPLACE WITH

OR

THIS



ATTACHMENT 2 - SAMPLE IN-WALL MAILBOXES



ATTACHMENT 2 - APPEAL REQUEST

From: Beverly Miller [REDACTED]
Sent: Wednesday, January 11, 2023 10:54 AM
To: Third Board President <thirdmutual@lagunawoodsvillage.com>
Subject: Re: From the President of Third: Members' Top Priorities for the Third Board

My neighbor, Burt DuBois, and I attended the maintenance committee meeting on Monday, January 9, to provide additional input with respect to our request for new mailboxes. Unfortunately, the committee denied our request for stand- alone units and will be recommending new wall units, which do not provide an adequate solution to the problems we have.. We were informed that we can appeal this decision to the Third Mutual Board. I would appreciate your informing me when this item will be on your agenda, so we can take the proper steps to provide whatever documents are required for the appeal. I know that you meet on Tuesday mornings. Unfortunately, i have a ongoing commitment on Tuesday mornings, so I would appreciate having advance notice of when you will be addressing our concern so that I can make arrangements so that I can attend your meeting. Thank you.

Beverly Miller

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ENDORSEMENT (to board)

Cancellation of 2023 Shepherd's Crook Installation at Gate 11

Mr. Gomez requested clarification on a prior committee direction to staff to install the minimum number of linear feet of Shepherd's Crook to keep the CUP active knowing that GRF would be increasing their installation in 2023.

The committee considered that United also is increasing their installation of fencing thereby meeting the CUP minimum requirement and eliminating the need for Third to complete any installations in 2023.

On January 9, 2023, the Third M&C Committee voted to recommend the board cancel the scheduled installations for 2023. The vote was carried by a vote of 3-1-0 (Chair Engdahl opposed).

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STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Cancellation of 2023 Shepherd's Crook Installation at Gate 11

RECOMMENDATION

Approve cancellation of the scheduled Gate 11 shepherd's crook installation for 2023.

BACKGROUND

In 2017, the Laguna Woods City Council approved Conditional Use Permit 1135 (Attachment 1) to allow for installation of shepherd's crook fencing as a suitable replacement for the existing barbed wire fencing for perimeter walls located around Laguna Woods Village. The CUP is applicable village wide and requires that a minimum of 900 feet be replaced annually.

In 2023, GRF plans to replace 915 feet of barbed wire fence with shepherd's crook and United plans to replace 700 feet, thereby meeting the CUP minimum requirement and eliminating the need for Third to complete any installations in 2023.

On January 9, 2023, the Third M&C Committee voted to recommend the board cancel the scheduled installations for 2023. The vote was carried by a vote of 3-1-0 (Chair Engdahl opposed).

DISCUSSION

Third Mutual has approximately 33,760 linear feet of fencing to be replaced. To date, 7,000 linear feet of shepherd's crook has been installed with 26,760 linear feet remaining to be completed.

In 2022, approximately 300 feet of barbed wire fence was replaced along Santa Maria Avenue between Santa Vittoria Drive and Gate 11. An additional 300 feet is planned for 2023 along this same section of Santa Maria with the remaining portions programmed in future years.

The M&C Committee has directed staff to research alternative materials to shepherd's crook that are acceptable to the City and potentially less expensive.

FINANCIAL ANALYSIS

The 2023 Business Plan includes an allocation of \$35,000 for the shepherd's crook program in 2023. If the Board cancels the project, this funding will be returned to the Reserve Fund.

Prepared By: Manuel Gomez, Maintenance & Construction Director

Reviewed By: Eric Nunez, Director of Security Services
Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Conditional Use Permit CUP-1135

Attachment 2: 2023 Shepherd's Crook Planned Installation

RESOLUTION NO. 17-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-1135 TO ALLOW FOR EXCEEDANCES OF MAXIMUM FENCE AND WALL HEIGHT PROVISIONS OF THE LAGUNA WOODS MUNICIPAL CODE, ALONG ALL PERIMETER FENCES AND WALLS OF LAGUNA WOODS VILLAGE, LAGUNA WOODS, CA 92637

WHEREAS, on May 17, 2017, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing concerning the requested conditional use permit to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, along all perimeter fences and walls of Laguna Woods Village; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for this application, as presented at the public hearing; and

WHEREAS, staff has reviewed the environmental form submitted by the applicant in accordance with the City's procedures. Based upon the information received and staff's assessment of the information, the project has been determined to be categorically exempt pursuant to sections 15301 (Existing Facilities) and 15303(e) (Small Structures) of the California Environmental Quality Act (CEQA); and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution; and

WHEREAS, the City Council makes the following findings subject to the conditions of approval:

1. The proposed use or project is consistent with the City of Laguna Woods General Plan.

The proposed project is consistent with the Residential Community (RC) land use designation of the City's General Plan. Additionally, Objective 1 of the General Plan Housing Element is to maintain and improve residential neighborhoods and support quality housing for all residents. The proposal would allow for the exceedances of maximum fence and wall height

ATTACHMENT 1

provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet along all perimeter fences and walls of Laguna Woods Village. Conditions of approval would also provide for the replacement of barbed wire with masonry, shepherd's hook, or similar materials. As such, the applicant would be able to maintain and improve existing perimeter walls by increasing height or modifying materials.

2. The use, activity or improvements proposed are consistent with the provisions of the City Zoning Code.

The proposed project, which seeks an exception and modification of the maximum fence and wall height provisions of Section 13.16.230 of the Laguna Woods Municipal Code, is permitted under the City's Zoning Code contingent upon receiving a conditional use permit and making certain findings that the project will not result in or create a traffic hazard and will not create conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

3. The approval of the permit application is in compliance with the requirements of the California Environmental Quality Act.

Based upon the information received from the applicant and staff's assessment of the information, the proposed project has been determined to be categorically exempt under sections 15301 (Existing Facilities) and 15303(e) (Small Structures) of the California Environmental Quality Act (CEQA) guidelines.

4. The location, size, design and operating characteristics of the proposed use will not create conditions or situations that may be incompatible with other permitted uses in the vicinity.

The proposal to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, along all perimeter fences and walls of Laguna Woods Village shall have no demonstrable adverse effect upon abutting properties. The project boundaries are generally similar to the City's jurisdiction lines. The project area also abuts the cities of Aliso Viejo, Laguna Beach, and Laguna Hills, as well as unincorporated areas. Neighboring properties in all cardinal directions have a wide variety of land uses, most of which include the use of fences and/or walls of varying heights and materials.

ATTACHMENT 1

5. The approval of the permit application will not result in conditions or circumstances contrary to the public health, safety and the general welfare.

With the approval of the conditional use permit, conditions of approval have been added, which would regulate the modification of the perimeter fences and walls in a manner that is consistent with the purpose and intent of Section 13.16.230 of the Laguna Woods Municipal Code. Such conditions will assist in protecting the general public from any potential hazard.

6. The approval of the permit application is in compliance with all City-required public facilities regulations.

The proposal to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet, along all perimeter fences and walls of Laguna Woods Village has been evaluated against all City regulations through the conditional use permit process and is deemed in compliance, subject to the conditions of approval.

7. The height and location of the fence or wall as proposed will not result in or create a traffic hazard.

The current locations of the existing perimeter fences and walls included in the proposal do not present any known traffic hazard. The applicant has represented the same. The potential maximum height of fences and walls in excess of what is permitted by right is minimal (one foot). For modification of existing fences and walls, the applicant may be required to obtain building permits. For construction of new fences and walls, the applicant may be required to obtain building permits and planning approval (setback review, etc.). Existing law and the Laguna Woods Municipal Code gives the City the ability to challenge and abate hazardous conditions.

8. The location, size, design and other characteristics of the fence or wall will not create conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

Permitted uses in the vicinity include a wide variety of land uses, most of which include the use of fences and/or walls of varying heights and materials. The potential maximum height of fences and walls in excess of what is permitted by right is minimal (one foot). The permitted materials for

ATTACHMENT 1

the increased fence height are ordinary, consisting of shepherd's hook, masonry, or similar materials. The proposed modifications would not create conditions or situations that would be objectionable, detrimental, or incompatible to the uses in the abutting area.

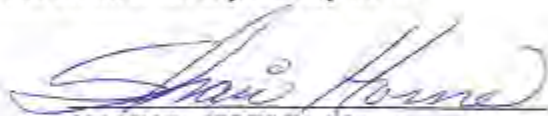
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council approves Conditional Use Permit CUP-1135 subject to the conditions of approval found in Exhibit A.

SECTION 3. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 17th day of May 2017.


SHARI L. HORNE, Mayor

ATTEST:


YOLIE TRIPPY, Deputy City Clerk

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 17-12** was duly adopted by
the City Council of the City of Laguna Woods at a regular meeting thereof, held on
the 17th day of May 2017, by the following vote:

AYES: COUNCILMEMBERS: Conners, Hatch, Horne, Moore
NOES: COUNCILMEMBERS: -
ABSENT: COUNCILMEMBERS: Hack



YOLIE TRIPPY, Deputy City Clerk

ATTACHMENT 1

Exhibit A to Resolution No. 17-12

Conditions of Approval for Conditional Use Permit CUP-1135

1. The proposed project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawing, and conditions imposed in the resolution of approval.
2. The Applicant(s)/Owner(s) shall comply with all of the requirements of Resolution No. 17-12, adopted as part of Conditional Use Permit CUP-1135.
3. The Applicant(s)/Owner(s) shall comply with all requirements of the City of Laguna Woods Municipal Code, as it pertains to this application, and such requirements are made a condition of permit approval. This includes, but is not limited to, all requirements related to building permits, engineering review, and plan review, generally, of proposed construction plans.
4. This conditional use permit allows exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet when viewed from adjoining properties, along all perimeter fences and walls of Laguna Woods Village. Permitted materials for any portion of a fence or wall in excess of six feet in height are shepherd's hook, masonry, or similar materials as determined by the City Manager.
5. Subject to the termination provisions below, this conditional use permit shall remain in effect, indefinitely, provided that at least 900 lineal feet of perimeter fencing and walls for Laguna Woods Village is modified each calendar year with the first requirement of 900 lineal feet due no later than December 31, 2018. For the purpose of this section, "modified" shall mean increased in height in excess of six feet and/or the removal and replacement of barbed wire with shepherd's hook, masonry, or similar materials as determined by the City Manager.
6. Termination: It is a specific condition of this conditional use permit that the Applicant(s)/Owner(s) shall prosecute the perimeter walls and fencing modifications hereunder diligently and to completion, completing no less than 900 lineal feet of modifications each calendar year, until all such modifications have been completed, and failure to do so shall be grounds for

revocation of the CUP as to all then-remaining unmodified portions of the perimeter walls and fencing, under Laguna Woods Municipal Code Section 13.24.080(a)(3). The Applicant(s)/Owner(s) shall provide the City with a report on each December 31, beginning on December 31, 2018, indicating the amount of lineal feet of fencing and walls that the Applicant(s)/Owner(s) have succeeded in modifying over the preceding calendar year, the location and nature of such modifications, and the location(s) of modifications planned for the upcoming calendar year. Upon the Applicant(s)/Owner(s)' failure to modify at least 900 lineal feet of the perimeter walls and fencing in any given calendar year, the City may notice a public hearing on the revocation of this conditional use permit for all remaining unmodified portions of the perimeter walls and fencing. Such revocation shall not affect those portions of perimeter walls and fencing previously modified in compliance with the approvals granted hereunder, but the Applicant(s)/Owner(s)' completion of such portions does not and shall not create any vested rights to any continued completion of any remaining, unmodified portions if the Applicant(s)/Owner(s) fail to modify the required 900 lineal feet per year.

7. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this permit, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this conditional use permit approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may its sole discretion participate in the defense of any such action under this condition, with its own counsel.

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Santa
Vittoria



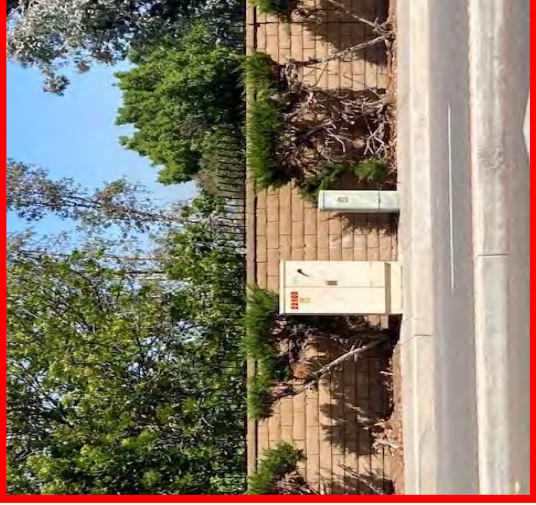
120 feet planned in 2024



300 feet planned in 2023



300 feet completed in 2022



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Resolution 03-23-XX

Third Mutual Committee Appointments

RESOLVED, February 21, 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, Jim Glassman, Brigitte Archer

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 03-23-03, adopted January 17, 2023, is hereby superseded and canceled; and,

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



Resolution 03-23-XX

GRF Committee Appointments

RESOLVED, February 21, 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, Alternate

Mobility and Vehicles Committee

Jim Cook, Alternate
Cush Bhada
Moon Yun

Security and Community Access Committee

Cris Prince
Moon Yun
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 03-23-04, adopted January 17, 2023, is hereby superseded and canceled; and

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

ENDORSEMENT (to Board)

Third Investment Policy

On February 7, 2023 Steve Hormuth, Director of Financial Services, presented a resolution of the proposed 2023 Third Investment Policy to be reviewed by the committee.

A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued.

The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

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STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Investment Policy

RECOMMENDATION

Staff recommends approval of the 2023 Investment Policy

BACKGROUND

The Third Laguna Hills Mutual Investment Policy provides guidelines and limitations for the responsible management of the corporation's investments.

DISCUSSION

On February 7, 2023 Steve Hormuth, Director of Financial Services, presented a proposed 2023 Third Investment Policy to be reviewed by the committee. A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued. The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

A 28 Day notice will be required to comply with Civil Code §4360.

Prepared By: Erika Hernadnez, Finance Department Administrative Assistant

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Resolution 03-23-XX (Redline)

Attachment 2: Resolution 03-23-XX (Clean)

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RESOLUTION 03-19-12023-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

~~**RESOLVED**, November 19, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and~~

BE IT RESOLVED, (_____, 202x), this Corporation, is hereby authorized to invest the assets of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions; and

NON-DISCRETIONARY INVESTMENTS

~~**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for Third Laguna Hills Mutual's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and~~**RESOLVED FURTHER**; Assets administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America; and

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non-discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation; and

DISCRETIONARY INVESTMENTS



RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds (“discretionary investments”). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER; the Board may authorize either (1) a qualified Investment Advisor, interviewed and selected by the Board, or (2) the Managing Agent to transact purchases and sales of investments for Third Laguna Hills Mutual’s discretionary investment account. Such discretion is subject to the underlying conditions as stated below;

1. Assets shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America, including:
 - FDIC insured Certificates of Deposit with a maximum maturity value per institution not to exceed current FDIC insured limits; and
 - United States Treasury Bills and Treasury Notes
2. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
3. Any authorized investments, as defined in Item 1 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-19-120 adopted on November 19, 2019, is hereby superseded and cancelled.

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety;



~~(2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:~~

- ~~1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;~~
- ~~2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;~~
- ~~3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:~~
 - ~~a. Obligations of, or fully guaranteed as to principal by, the United States of America;~~
 - ~~b. Up to 30% of the portfolio may be invested in Corporate Bonds rated BBB through AAA; specifically, Baa3/BBB-/BBB- or better by Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.~~
 - ~~c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and~~
 - ~~d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association — Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation — Freddie Mac, and FHLB (Federal Home Loan Bank).~~



- ~~4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;~~
- ~~5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and~~

~~**RESOLVED FURTHER,** that Resolution 03-16-54 adopted on May 17, 2016, is hereby superseded and cancelled.~~

February Initial Notification

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



RESOLUTION 03-23-XX

THIRD LAGUNA HILLS MUTUAL INVESTMENT POLICY

BE IT RESOLVED, February 21, 2023, this Corporation, is hereby authorized to invest the assets of the Corporation. All investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions; and

NON-DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; Assets administered by the corporation's managing agent ("Managing Agent") must be invested in a "non-discretionary" account in accordance with the provisions of Civil Code §5380. Authorized investments administered by the Managing Agent are limited to obligations of, or fully guaranteed as to principal by, the United States of America; and

RESOLVED FURTHER; No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that a non-discretionary investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be provided by the Board of Directors of this Corporation; and

DISCRETIONARY INVESTMENTS

RESOLVED FURTHER; in accordance with Civil Code §5515, the Board of this corporation has an obligation to exercise prudent fiscal management in preserving reserve funds ("discretionary investments"). The funds being invested as discretionary investments under this Investment Policy are not required within a reasonable time to pay obligations of the Corporation. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER; the Board may authorize either (1) a qualified Investment Advisor, interviewed and selected by the Board, or (2) the Managing Agent to transact purchases and sales of investments for Third



Laguna Hills Mutual's discretionary investment account. Such discretion is subject to the underlying conditions as stated below;

1. Assets shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. Obligations of, or fully guaranteed as to principal by, the United States of America, including;
 - FDIC insured Certificates of Deposit with a maximum maturity value per institution not to exceed current FDIC insured limits; and
 - United States Treasury Bills and Treasury Notes
2. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
3. Any authorized investments, as defined in Item 1 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 03-19-120 adopted on November 19, 2019, is hereby superseded and cancelled.

February Initial Notification

Should the Board endorse the proposed resolution, 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.

ENDORSEMENT (to Board)

Discretionary Reinvestment

Bank of America representatives, Russell Goldstein, Senior Vice President and John Wong, Client Advisor, shared an overview of Third Mutual's current investment position and provided advising guidance on the current interest rate environment, inflation and treasury bonds and suggested reinvestment options. Multiple questions and comments were made by members.

A motion was made by Director Ira Lewis to ladder investments and to be determined with a second motion. Director Bhada seconded. Discussion Ensued. By consensus, the motion passed by a 9-1 vote.

A second motion was made by Director Lewis to ladder \$25M investment in 4 equal parts of 25% for 3 months, 25% for 6 months, 25% for 9 months, and 25% for 12 months and revisit as they mature. Director Jim Cook seconded. Discussion ensued.

By consensus, the motion passed by a 6-4 vote to approve and endorse the recommendation and present at the next Board meeting.

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STAFF REPORT

DATE: February 21, 2023
FOR: Board of Directors
SUBJECT: Discretionary Investments

RECOMMENDATION

The Finance Committee shall develop and approve a recommendation to the Third Laguna Hills Mutual Board for reinvesting the discretionary investments upon the portfolio's maturity on February 23, 2023 based on guidance from a financial advisor.

BACKGROUND

In March of 2022, Third's available discretionary investment funds of \$25,182,483 were used to purchase \$25,407,000 of treasury bills with an approximate 12-month maturity. The interest rate available for the 12-month T-bill as of March 2022 was 90 basis points, or 0.9%. The treasury bills are scheduled to mature on February 23, 2023 with interest earned equaling \$224,517. Upon maturity, the portfolio of treasury bills will be converted to cash and deposited to the bank account belonging to Third Laguna Hills Mutual.

DISCUSSION

The intent of this staff report is to educate the members of the Third Finance Committee in advance of the upcoming February 2023 treasury bill maturities. If the Committee approves a recommendation on February 7, 2023, the Third board may approve the Committee's recommendation at their next regularly scheduled meeting on February 21, 2023.

Per direction from the board, staff has included below the current annualized rates of return for treasuries with maturities of 3 – 24 months in addition to FDIC insured certificates of deposits:

- Federally backed treasuries
 - Treasury Bill (T-Bill) = Maturity less than 12 months

Maturity	Interest Rate
Treasury 3 month	4.406%
Treasury 6 month	4.560%
Treasury 9 month	4.366%
Treasury 12 month	4.503%

- Treasury Note (T-Bill) = Maturity 12 months or greater

Maturity	Interest Rate
Treasury 15 month	4.674%
Treasury 18 month	4.521%
Treasury 21 month	4.358%
Treasury 24 month	4.259%

- IntraFi CDARS (Certificate of Deposit Account Registry Service)
 - FDIC insured certificates of deposits (CDs) spread across multiple banks under as single managing bank

Maturity	Interest Rate
IntraFi CDARS 12 month	3.375%

FINANCIAL ANALYSIS

The rates and maturities have been provided by staff based on current available published data and are subject to change. The board is responsible for making decision on the reinvestment of discretionary funds in consultation with a financial advisor.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Pam Jensen, Controller



Chair's Report for February 21, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **December 31, 2022**, total revenue for Third was \$43,600K compared to expenses of \$39,386K, resulting in a net revenue of \$4,214K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,127K through the reporting period. This chart shows how much of our revenue went into operations, with \$28,602K coming in from assessments and \$1,979K coming from non-assessment revenue. This is compared to operating expenditures of \$29,455 (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 \$3,016K when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation & Related \$1,253K;** 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 \$737K;** 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 as of June 1, based on obtaining insurance coverage for the full statement of values for Third Laguna Hills Mutual.
- **Outside Services \$546K;** Favorable variance resulted from building structures completing less work than anticipated. Work began late due to the execution of contracts in April, which was much later than expected. To a lesser extent, the variance was furthered due to an unused contingency for any structural fire damage that must be reconstructed. Third did not have any such issues.
- **Legal Fees \$329K;** Favorable variance resulted from less Legal Fees through the reporting period than anticipated. Additionally, \$71K of prior years' legal fees was charged back to residents.
- **Uncollectable Accounts (\$115K);** Unfavorable variances resulted primarily from delinquent manors. For information, for assessments, there were 16 delinquent manors in January 2022 compared to 26 in December 2022. Similarly, for chargeable services, there were 52 delinquent manors and 76 delinquent manors in December 2022. The combination of assessments and chargeable services saw an increase of residents with balances increase 50% from January 2022 to December 2022.



Chair's Report for February 21, 2023 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$2,187K 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 \$39,386K 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 December 31, 2022 was \$31,653K. YTD contributions and interest were \$13,018K while YTD expenditures were \$9,827K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29.4 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 December 31, 2022, Third sales totaled 415, which is 80 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$525K, which is \$60K higher than prior year for the same time period.

Financial Report

As of December 31, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$41,413
Non-assessment Revenue		\$2,187
Total Revenue		\$43,600
Total Expense		\$39,386
Net Revenue/(Expense)		\$4,214

Financial Report

As of December 31, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$28,602
Non-assessment Revenue		\$1,979
Total Revenue		\$30,582
Total Expense ¹		\$29,455
Operating Surplus		\$1,127

1) excludes depreciation

Financial Report

As of December 31, 2022



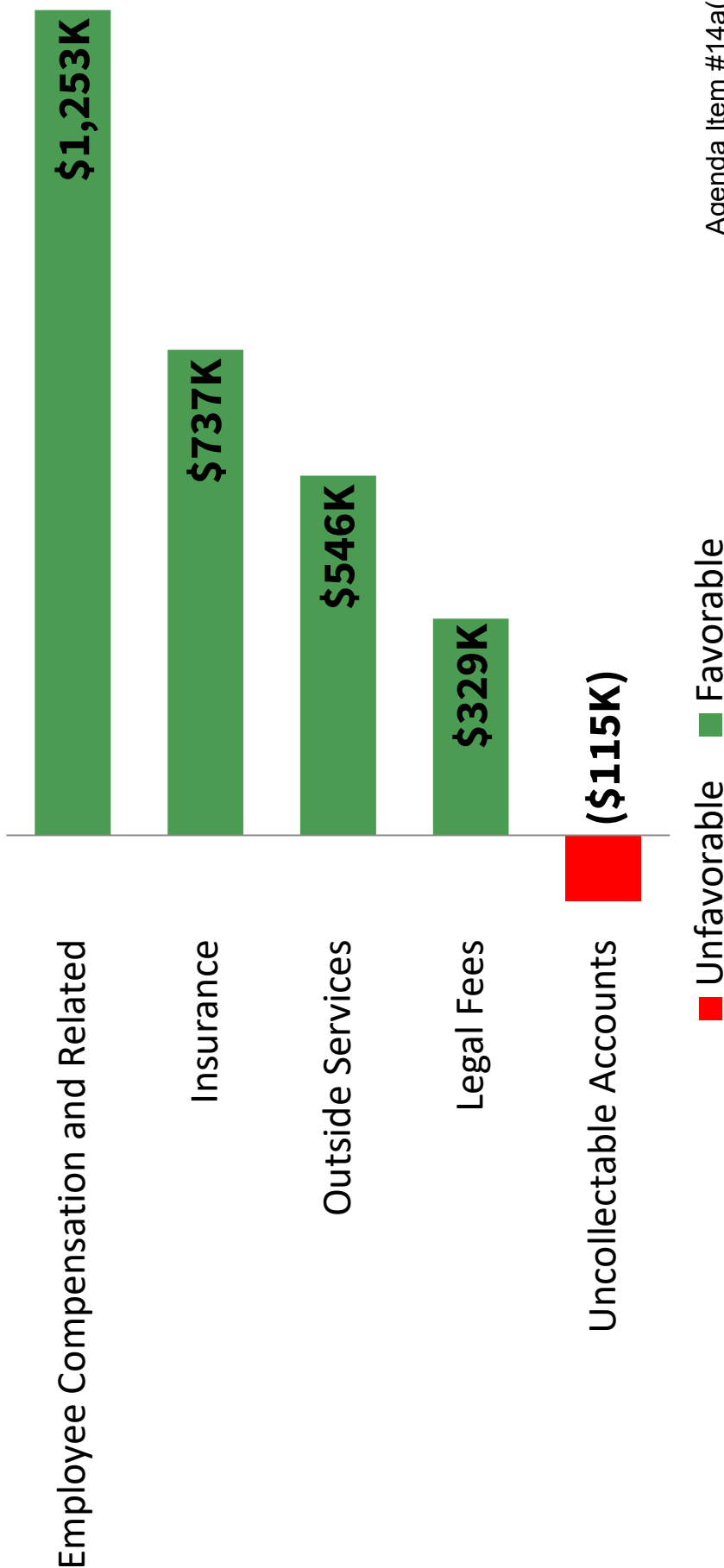
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$41,413	\$41,415	(\$2)
Non-assessment Revenue	\$2,187	\$2,097	\$90
Total Revenue	\$43,600	\$43,512	\$88
Total Expense	\$39,386	\$42,314	\$2,928
Net Revenue/(Expense)	\$4,214	\$1,198	\$3,016

Financial Report

As of December 31, 2022



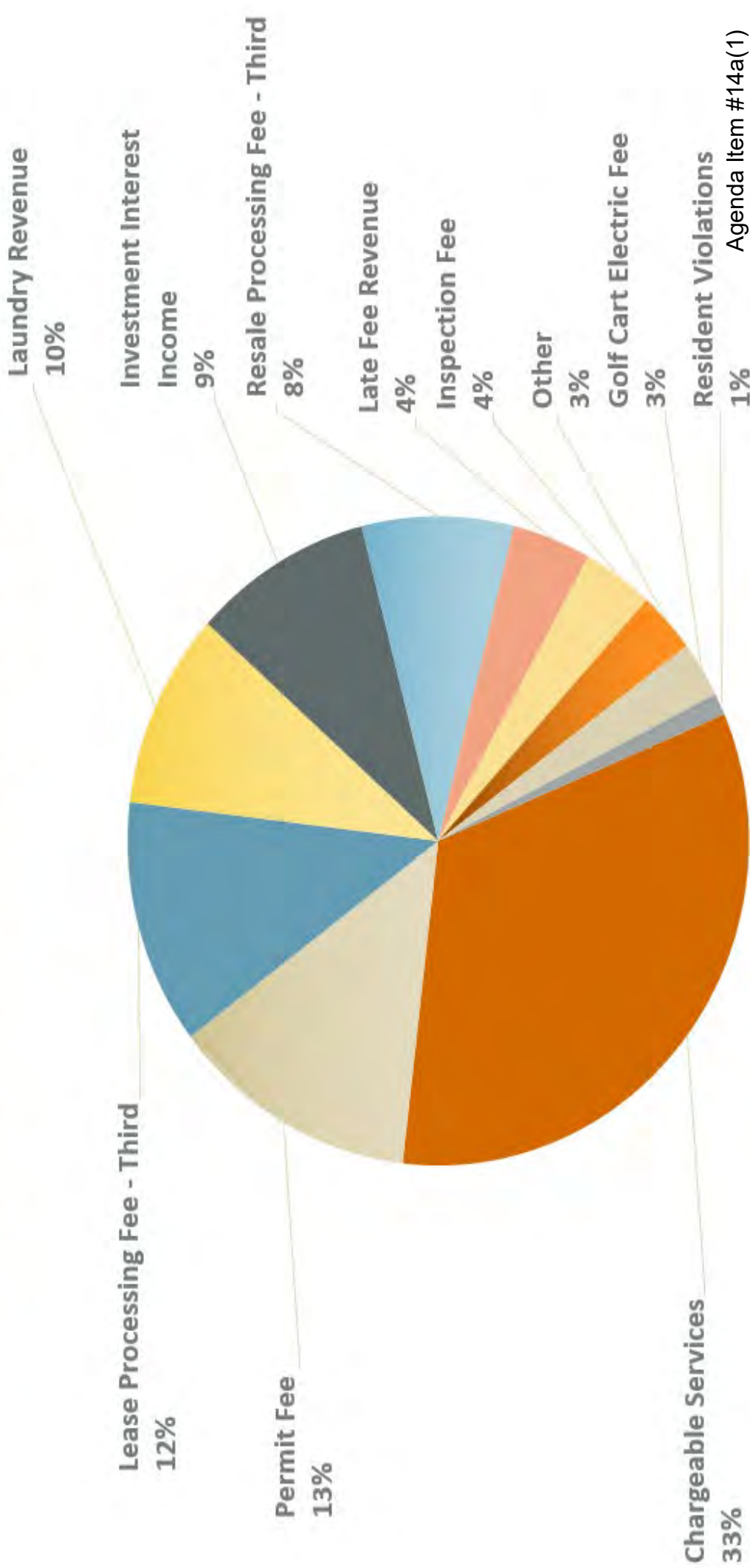
Year to Date Variances



Financial Report

As of December 31, 2022

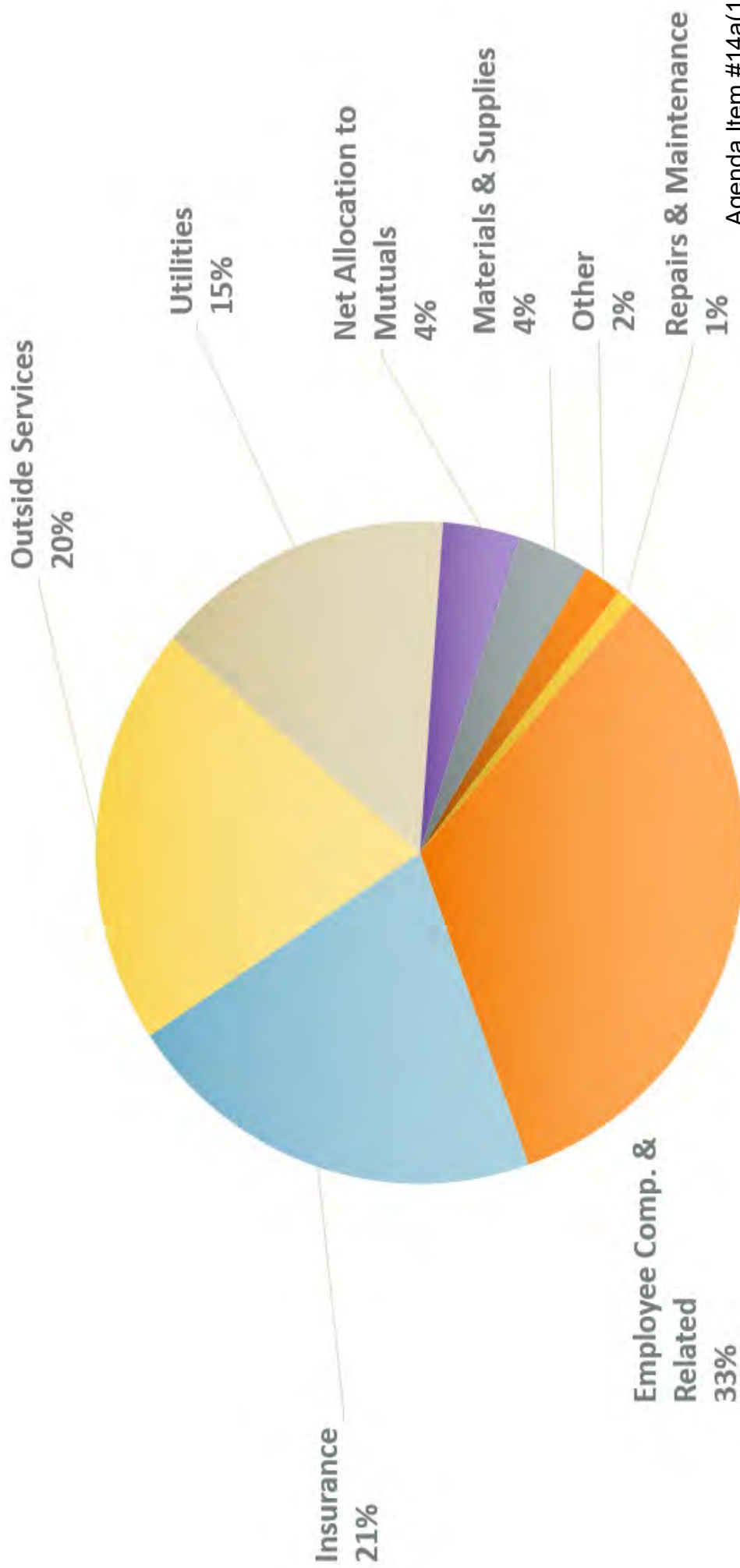
Total Non Assessment Revenues \$2,187,016



Financial Report

As of December 31, 2022

Total Expenses \$39,386,057



Financial Report

As of December 31, 2022



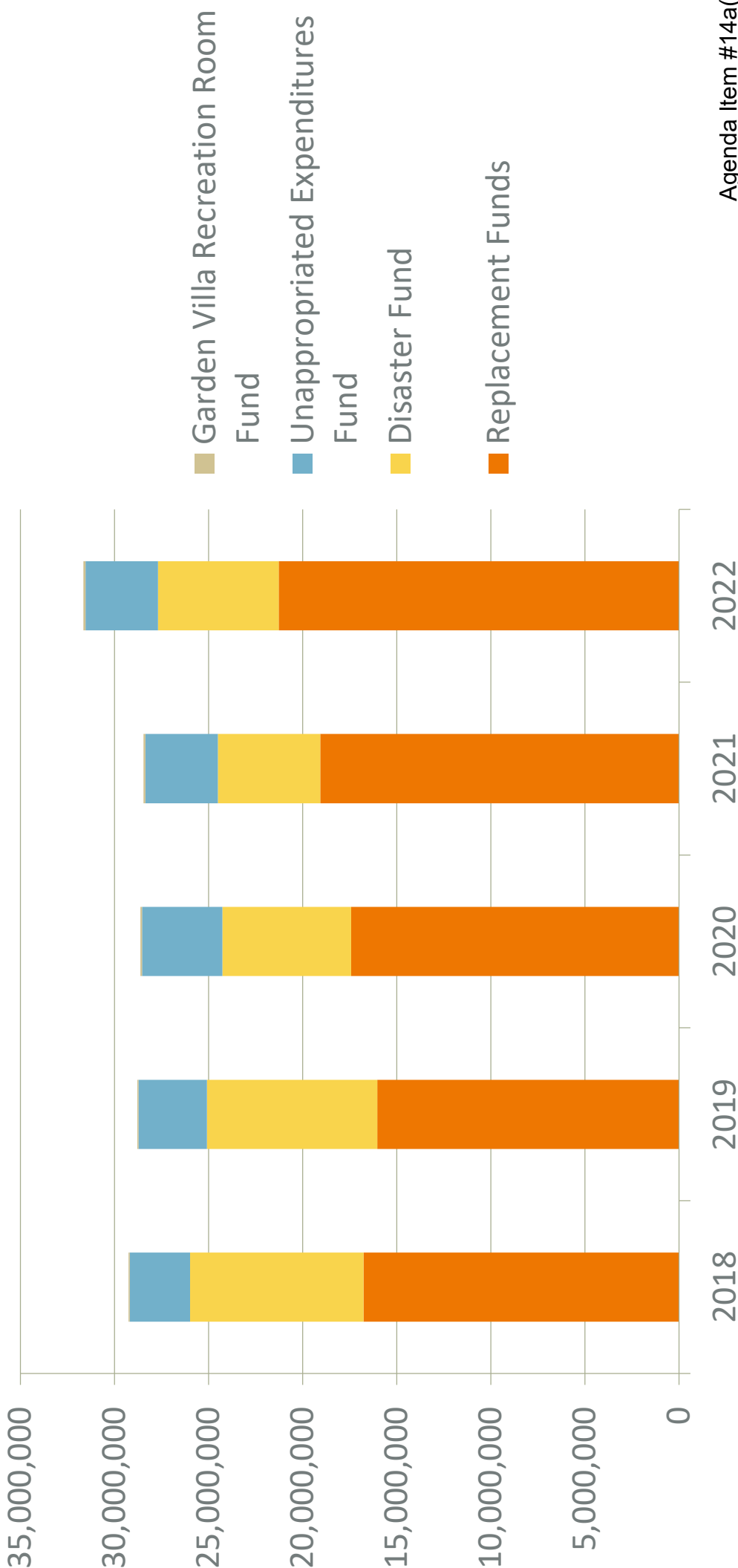
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	\$11,281	\$90	\$1,632	\$15	\$13,018
Expenditures	\$9,074	\$83	\$662	\$8	\$9,827
Current Balances: 12/31/22	\$21,276	\$111	\$6,412	\$3,854	\$31,653

* Includes Elevator and Laundry Funds

Financial Report

As of December 31, 2022

FUND BALANCES – Third Mutual

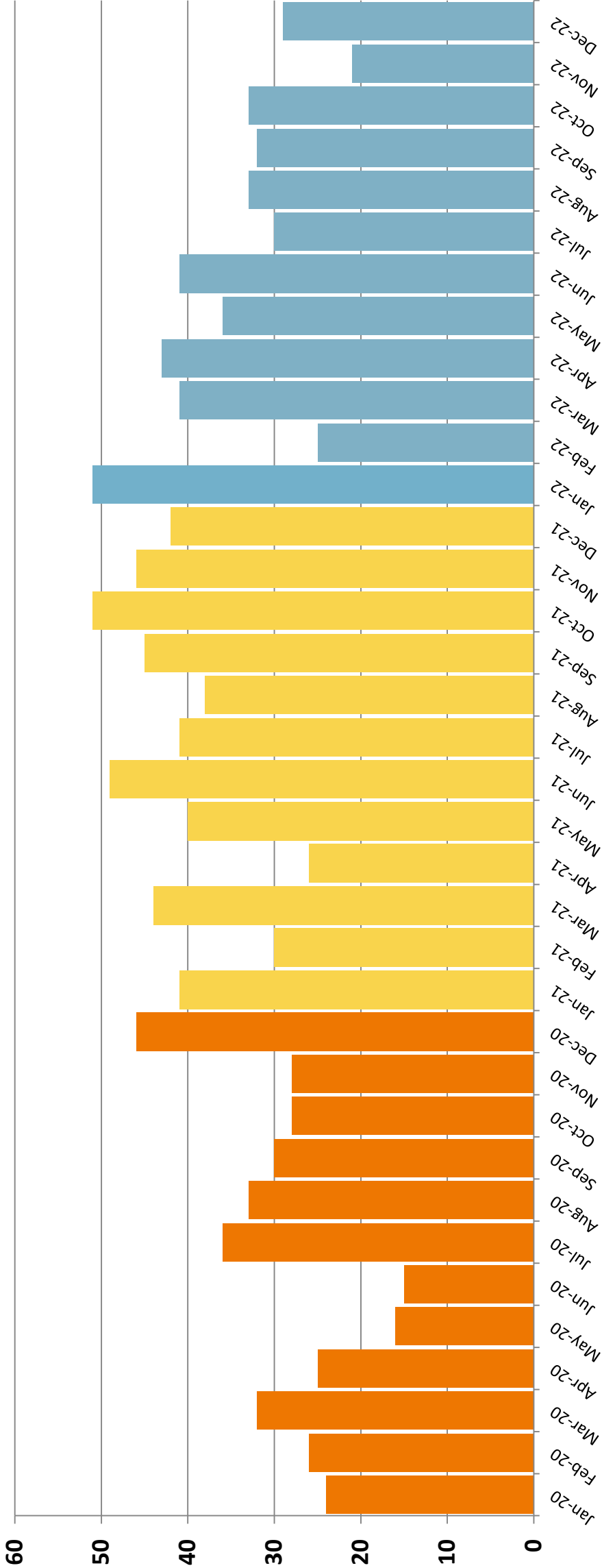


Financial Report

As of December 31, 2022

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	339	\$421,585
YTD 2021	495	\$465,086
YTD 2022	415	\$524,913



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

Tuesday, February 7, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak – Chair, Mark Laws, Ralph Engdahl, Cris Prince, Cush Bhada, Jim Cook, Ira Lewis, Moon Yun. S.K. Park, Andy Ginocchio
DIRECTORS ABSENT: Jules Zalon
ADVISORS PRESENT: None.
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

Call to Order

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

Approval of Meeting Agenda

A motion was made and the agenda was approved as presented.

Approval of Meeting Report for December 6, 2022

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, discussed the 2022 Financial Statement Audit meeting schedule and the 2024 budget timeline.

Preliminary Financial Statements dated December 31, 2022

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated December 31, 2022. Questions and comments were noted by staff.

Discretionary Investments

Bank of America representatives, Russell Goldstein, Senior Vice President and John Wong, Client Advisor, shared an overview of Third Mutual's current investment position and provided advising

guidance on current the interest rate environment, inflation and treasury bonds and suggested reinvestment options. Multiple questions and comments were made by members.

A motion was made by Director Ira Lewis to ladder investments and to be determined with a second motion. Director Bhada seconded. Discussion Ensued. By consensus, the motion passed by a 9-1 vote.

A second motion was made by Director Lewis to ladder \$25M investment in 4 equal parts of 25% for 3 months, 25% for 6 months, 25% for 9 months, and 25% for 12 months and revisit as they mature. Director Jim Cook seconded. Discussion ensued. By consensus, the motion passed by a 6-4 vote to approve and endorse the recommendation and present at the next Board meeting.

Investment Policy Review

Steve Hormuth, Director of Financial Services, presented a resolution of the proposed 2023 Third Investment Policy to be reviewed by the committee.

A motion was made by Director Moon Yun to approve the Third Investment Policy as presented. Director Mark Laws seconded. Discussions ensued.

The motion passed unanimously to approve and endorse the recommendation and will be presented at the next Board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

Multiple directors commented on current investments and the current market and Steve Hormuth thanked the committee for the efforts made regarding investments.

Date of Next Meeting

Tuesday, April 4, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:51 p.m.

DRAFT

Donna Rane-Szostak, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

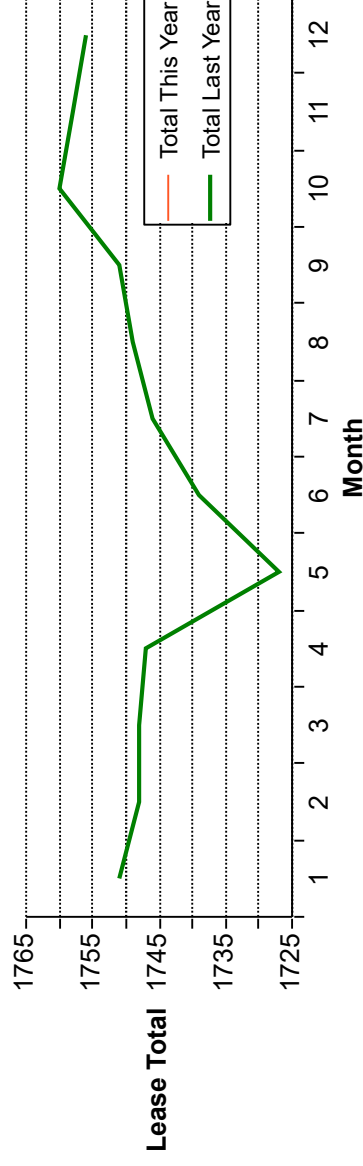
January, 2023

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	51	\$8,174,400	\$22,789,400	\$355,409	\$446,851
February		*		\$12,688,000		* \$507,520
March		*		\$19,655,200		* \$479,395
April		*		\$27,123,000		* \$630,767
May		*		\$19,627,005		* \$545,195
June		*		\$23,772,900		* \$579,827
July		*		\$13,801,990		* \$460,066
August		*		\$19,925,700		* \$603,809
September		*		\$14,594,000		* \$456,063
October		*		\$17,632,500		* \$534,318
November		*		\$10,409,612		* \$495,696
December		*		\$15,819,500		* \$545,500
TOTAL	23.00	51.00	\$8,174,400	\$22,789,400		
ALL TOTAL	23.00	415.00	\$8,174,400	\$217,838,807		
MON AVG	23.00	51.00	\$8,174,400	\$22,789,400	\$355,409	\$446,851
% CHANGE - YTD	-54.9%		-64.1%		-20.5%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 1 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased Change	Total Renewals	Total Expirations
2023	January	11	26	353	1,369	1,759	1,751	28.8	28.7	120	50
2023	February						1,748				
2023	March						1,748				
2023	April						1,747				
2023	May						1,727				
2023	June						1,739				
2023	July						1,746				
2023	August						1,749				
2023	September						1,751				
2023	October						1,760				
2023	November						1,758				
2023	December						1,756				



OPEN MEETING

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

**Monday, January 23, 2023 – 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, Advisors: Michael
Butler, Lisa Mills, Mike Plean

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Abraham Ballesteros – Inspector II, Manor
Alterations, Gavin Fogg – Manor Alterations Interim
Manager (via Zoom), 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 December 19, 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)

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Mejia advised the committee that there are revisions to the matrix for the variance requests, conditions of approvals, and their respective resolutions for manors 3213-D and 5440.

- 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. 2206-B: Converting previous variance bedroom expansion to a new room addition

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

Two members commented on the variance request and staff responded.

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

- b. 3213-D: Front patio slab extension 16' and installation of a vinyl fence surrounding extension

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

A member commented on the variance request and staff responded.

A motion was made to approve the variance with revisions. The motion failed unanimously.

- c. 5440: Pavers and decorative block wall

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

A member commented on the variance request and staff responded.

A motion was made to approve the variance with revisions. The variance was approved unanimously.

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. The Committee recommended ground installation of compressors. Staff was asked to revise and combine Paragraphs 3.4, 3.5 and 3.6 to give preference to ground level installations and reserve roof mounted installation only when ground level installations are not feasible, remove references to Neighbor Awareness forms. Other revisions include Manor Alterations approval of the location of the units and consideration for enhanced landscape improvements to screen the units where feasible.

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. Revised Resale Inspection Fee Schedule
- b. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service
- c. Repair of Prior Alteration Work to Be Performed as a Chargeable Service
- d. Incentive to Upgrade Pipes in Walls
- e. Revision to Architectural Standard 41: Solar Panels, 1 Story Buildings
- f. Reenact Architectural Standard 48 (Previously 45) Solar Panels, 2 Story Buildings
- g. Revision to Architectural Standard 1: General Requirements

12. Committee Member Comments

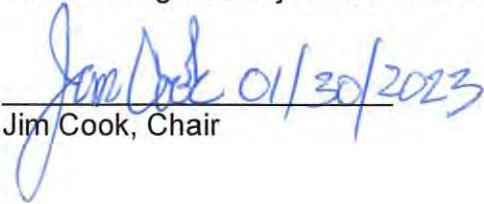
- Advisor Mills commented on Assembly Bill No. 1414 regarding solar panel fees.
- Advisor Butler commented on providing clarification with respects to common area use for members.
- Director Ira Lewis thanked staff for addressing updated solar panel fees next month.
- Director Bhada concurred with Advisor Butler.
- Chair Cook shared his sentiments that while the board considers member requests, the board is bound to look at what is best for the community as a whole and the corporate interests. The board also has restrictions imposed by state statute and governing documents.

Third Architectural Controls and Standards Committee
Report of the Regular Open Meeting
January 23, 2023
Page 4 of 4

13. Date of Next Meeting: February 27, 2023 at 9:30 a.m.

14. Adjournment

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

 01/30/2023
Jim Cook, Chair

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



OPEN MEETING

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

**Monday, January 9, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl - Chair, Jim Cook, Cris Prince, Moon Yun

MEMBERS ABSENT: Cush Bhada, Mark Laws

OTHERS PRESENT: Dave Bienek, Advisor

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

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of the Agenda

The agenda was amended to add a discussion of Shepherd's Crook Installation as item 9e. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from November 7, 2022

Hearing no objection, the meeting report was approved by unanimous consent.

4. Remarks of the Chair

None.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Gomez introduced Mr. Mejia who provided an update on the Gate 11 French Drain RFP to address excessive water seepage. The design plans are currently in city plan check; staff anticipates it will solicit contractor bids in the spring; and the preliminary construction cost estimate is \$300,000.

Chair Engdahl thanked staff for the update.

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

- a. Project Log
- b. Solar Production Report

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

9. Items For Discussion and Consideration

a. Red Curb Request from 2283 Via Mariposa

Mr. Mejia presented the item and answered questions from the committee. Discussion ensued regarding the parameters for approving the addition of red curbs. A motion was made to deny the request and was approved by unanimous consent.

b. Red Curb Request from 5351-N Algarrobo

Mr. Mejia presented the item and answered questions from the committee and the manor owner who made the request. Discussion ensued regarding the parameters for approving the addition of red curbs. A motion was made to deny the request and was approved by unanimous consent.

c. Mailbox Request from CDS 344

Mr. Gomez presented the request to replace in-wall mailbox clusters at 5 buildings with stand-alone pedestal style mailboxes. Discussion ensued among the committee and residents of CDS who submitted the request. Mr. Gomez and Mr. Barnette addressed concerns including mail theft; large boxes do not fit in the mailbox; and mail being damaged by rain. Staff reported that the replacement mailboxes are larger than the existing mailboxes, are secured with a lock; and are USPS compliant.

A motion was made and seconded to approve staff's recommendation to replace the in-wall mailbox cluster with a new in-wall, post office compliant, mailbox cluster with the option for manor owners to pay the difference should the 6-manor building owners desire an upgraded pedestal style mailbox. The motion passed by unanimous consent. The members were offered the opportunity to appeal the decision to the Third Laguna Hills Mutual Board of Directors.

d. Report on the Feasibility of Additional Solar Installations – Verbal Report

Mr. Mejia updated the committee on the existing solar installations on 12 of the 3-story buildings within the mutual which have generated approximately 1.1 million KWh per year since 2017. The original investment was \$2.6 million and will take 12 years to fully recover.

The estimated cost of a similar additional solar panel installation on a 3-story building is approximately \$300,000 and would take double the amount of time to recover due the expiration of NEM 2.0 subsidies in April 2023. Current installations will not be affected by the new regulations associated with implementation of NEM 3.0 which begins in April 2023, which lowers the export rates to the grid and encourages the adoption of grid storage/batteries.

Discussion ensued regarding the benefits of an additional solar installation considering the initial investment; waiting for technology improvements; and potential future material cost increases.

Chair Engdahl thanked Mr. Mejia for his report and asked staff to continue to look for new information and opportunities.

e. Shepherd's Crook Project Update

Mr. Gomez requested clarification on a prior decision to install the minimum number of linear feet of Shepherd's Crook to keep the CUP active knowing that GRF would be increasing their installation in 2023. United M&C has also voted to increase their installation to complete a section of fencing along El Toro Road thereby meeting the CUP minimum requirement. This recommendation is being presented to the United Finance Committee and then the United Board for approval. Mr. Gomez pointed out that there is a 470-foot section of barbed wire remaining near Gate 11 of which 320 feet has been budgeted for replacement in 2023.

A motion was made and seconded to recommend the board cancel the scheduled installations and complete zero feet in 2023. The vote was carried by a vote of 3-1 (Chair Engdahl opposed).

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

Chair Engdahl reviewed the items and made the following comments:

Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS.

Chair Engdahl recommended this item be addressed by the Resident Policy and Compliance Committee.

Future electric vehicle charging options

Chair Engdahl commented that the mutual is not pursuing any major changes to the EV charging options at this time but is open to future options for carports. Director Cook commented that while the application process to install garage chargers has been streamlined, there is a shortage of electricians to perform the installations.

Shepherd's Crook alternatives for 2024

Chair Engdahl commented that this item has been covered for 2023. Director Cook added that an anticipated report from Security on the number of intrusions would be beneficial to help determine the necessity of additional installations.

11. Committee Member Comments

None.

12. Date of Next Meeting: Monday, March 6, 2023 at 1:30 p.m.

13. Adjournment

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


Ralph Engdahl, Chair

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



OPEN MEETING

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

**Friday, February 2, 2023 – 9:30 AM
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Mark Laws, Ralph Engdahl, Donna Rane-Szostak, Jules Zalon (entered the meeting at 11:44 a.m.)

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Kay Havens (left the meeting at 11:35 a.m.)

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of the Agenda

Chair Laws recommended the addition of agenda item 8b. Director Rane-Szostak made a motion to approve the agenda with the additional item added. Chair Engdahl seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the January 13, 2023 Report

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

4. Remarks of the Chair

Chair Lewis explained several reasons as to why artificial turf is not ideal for our community.

5. Department Head Update

5a. Key Performance Indicators

Mr. Wiemann shared a presentation with the committee and the audience. Members made comments and asked questions.

5b. Ticket Process Overview

Mr. Wiemann shared a presentation with the committee and the audience. Members made comments and asked questions.

6. Member Comments

Multiple members made comments and asked questions regarding specific issues within the mutual.

7. Response to Member Comments

Mr. Wiemann, along with several committee members, responded to each comment individually.

8. Items for Discussion and Consideration

8a. Tree Removal Request – One Flaxleaf Paperbark Tree and Two Volunteer California Pepper Trees – 5064 Avenida Del Sol

Director Engdahl made a motion to approve the staff recommendation listed in the report. Director Laws seconded. The motion passed.

8b. Tree Retainment Request – Five Citrus Trees – 5194 Duenas

Director Laws made a motion to approve the staff recommendation listed in the report. Director Rane-Szostak seconded. The motion passed.

8c. Water Saving Landscape Projects

Members of the committee discussed the report included in the agenda packet in depth. Members of the committee reviewed the locations listed, and agreed to a list of 14 locations for the Landscape crew to begin working on. Mr. Wiemann agreed to meet with the Chair to discuss more potential locations with different criteria.

8d. Landscape Committee Charter

Chair Lewis stated that this would be discussed at the next meeting.

8e. Landscape Manual

Chair Lewis stated that this would be discussed at the next meeting. Staff agreed to re-send word versions of the manual to committee members.

8f. Tree Well Discussion

Members of the Committee discussed the possibility of increasing the circumference of tree wells throughout the Mutual. Members made comments and asked questions.

9. Items for Future Agendas

- Landscape Charter
- Landscape Manual

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, March 2, 2023 at 9:30 a.m.

12. Adjournment at 12:01 p.m.

Ira Lewis

Ira Lewis (Feb 7, 2023 11:13 PST)

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

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OPEN MEETING

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

**Thursday, January 26, 2023 – 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, Ira Lewis, Jules Zalon

COMMITTEE MEMBERS ABSENT: None.

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

ADVISORS PRESENT: Lee Goldstein

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from October 27, 2022

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

4. Committee Chair Remarks

Chair Rane-Szostak began by thanking the residents of Third Mutual for their efforts in creating a 19% reduction in domestic water usage which saves the Mutual approximately \$150,000 per year. Chair Rane-Szostak shared that the money saved by the reduction in irrigation water will be used for future turf reduction projects throughout the Mutual.

5. Member Comments

Various comments were made. Topics included the following.

- The upgraded Master Control Irrigation System

- Rain fall
- Turf Reduction projects
- Artificial turf
- Tree ring watering
- Hydro zoning

6. Response to Member Comments

Discussion ensued after each member comment.

7. Consent

None.

8. Third Mutual Water Usage Graphs

None.

9. Items for Future Agendas

Chair Rane-Szostak shared that she would like to see the committee focus on community education regarding water conservation in the year of 2023.

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting: Monday, April 27, 2023 at 2:00 p.m.

12. Adjournment at 3:12 p.m.

DRAFT

Donna Rane-Szostak, Chair



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

Tuesday, January 24, 2023— 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, Cush Bhada, Nathaniel “Ira” Lewis and Jules Zalon (via Zoom)

MEMBERS ABSENT: None

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 9:31 a.m.

2. Approval of Agenda

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

By way of consensus, the motion passed.

3. Approval of Meeting Report

Director Prince made a motion to approve the December 27, 2022 meeting report. Director Bhada seconded the motion.

By way of consensus, the motion passed.

4. Chairman's Remarks

Chairman Laws briefly stated that one of the goals of this Committee is to review policies to make them more clear, complete, and relevant.

5. Members Comments (Items Not on Agenda)

None.

6. Response to Members Comments

None.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Compliance Process for Obvious Clutter Situations

Director Laws, Chair, shared why he asked for this agenda item and Mr. Jacob Huanosto gave an overview of the Compliance Process flow chart. Questions were asked and discussion ensued. Director Zalon suggested that many compliance issues are related to social problems. Mr. Robert Stace of 2381-3H Via Mariposa West addressed the committee regarding clutter in his building. The Committee made comments and asked questions. The Committee agreed with staff's recommendations to "receive and file".

b. Pet Policy

Director Laws, Chair, presented the Pet Policy for discussion. Mr. Robert Stace of 2381-3H Via Mariposa West made a comment regarding pet safety and dog-walking. The Committee made comments and asked questions.

Director Prince made a motion to send the Pet Policy to the Board of Directors for approval with minor changes. Director Bhada seconded the motion.

By way of consensus, the motion passed.

c. Appeal Policy

Director Laws, Chair, presented the Appeal Policy for discussion. The Committee discussed the matter and asked questions.

The committee tabled the matter to update the proposed policy based upon the discussion and directed staff to bring the matter back at the next committee meeting.

d. Resident Policy and Compliance Committee Charter

Director Laws, Chair, presented the Resident Policy and Compliance Committee Charter for discussion. The Committee made comments and asked questions.

Director Prince made a motion to refer the matter to the board of directors for approval. Director Lewis seconded the motion.

By a vote of 4-0-1, the motion passed. Director Zalon abstained, and advisors Hack and Keegan did not vote.

e. Compliance Determination Letters

Mr. Jacob Huanosto provided an overview of the Letter's template. The Committee discussed the disciplinary hearing Determination letters template and directed staff to specify if determination letters are from the Executive Hearings Committee or for the Board of Directors Executive Session. Additionally, the committee directed staff to remove the appeal policy verbiage from the determination letters sent from the Executive Committee.

f. Noise Problems in Multi-story Buildings

Mr. Jacob Huanosto, presented the Hard Surface Flooring Policy. The Committee discussed the matter and asked questions. Mr. Robert Stace of 2381-3H Via Mariposa West addressed the committee and stated that the Mutual should provide information to potential buyers/ members advising of possible noise in multi-story units.

The Committee elected to refer the matter to Architectural Controls and Standards Committee or the Maintenance and Construction Committee.

9. Items for Future Agendas

- Social Media Use Policy
- Barbeque Rules and Regulations
- Clutter Policy
- Appeal Policy
- Determination Letters
- Internal Dispute Resolution Policy

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday, February 28, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11: 47 a.m.

Mark W. Laws

Mark W. Laws (Jan 31, 2023 09:53 PST)

Mark W. Laws, Chair
Third Laguna Hills Mutual

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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

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

**Monday, January 16, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, Maggie Blackwell, James Cook, Anthony Liberatore, Cris Prince; Alternates Deborah Dotson, Peter Sanborn, Moon Yun; Advisors Catherine Brians, Tom Nash, Lucy Parker

Members Absent: Advisors Theresa Frost (excused), Carmen Pacella (excused)

Others Present: Debbie Allen, Bunny Carpenter, Richard Rader, Doug Rook, Juanita Skillman, Sally Sunderhaus

Staff Present: Eileen Paulin, Paul Ortiz, Susan Logan-McCracken

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for November 21, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman distributed the GRF Media and Communications Committee Charter and requested that committee members read the document. She highlighted the general duties of all standing committees as well as specific duties for this committee, including the programming contract renewals.

6. Member Comments

There were no member comments during this portion of the meeting.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin presented “VMS Media and Communications Department” slides giving updates on work centers 10 (Media and Communications), 20 (Cable TV Network), 30 (TV Studio), 40 (Media Services) and 50 (Internet Service). In the presentation, she highlighted:

- “What’s Up in the Village” email blast analytics
- Website analytics and visitor demographics
- Focus group results overview
- Decreasing premium movie channel subscriptions
- Increasing programming costs
- Contracts that expire in 2023
- Media Services 55
- Internet Service
- 2023 key initiatives

Advisor Brians asked what can be tracked on the “What’s Up in the Village” email blast. Ms. Paulin stated that what subscribers click on, the most popular articles and more can be tracked.

Director Moon asked about a chat function on the website. Ms. Paulin discussed why we do not have that at this time.

Member Sally Sunderhaus commented on Broadband Services, West Coast Internet and internet speeds. Mr. Ortiz commented on TiVo and a discussion ensued.

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin presented “The Future of Broadband in Laguna Woods Village” slides, highlighting:

- A timeline of broadband in Laguna Woods Village
- Three Broadband Services scenarios under investigation and financial analysis

Chair Milliman announced that the next Broadband Ad Hoc Committee meeting is on Tuesday, January 24, at 10 a.m.

9. Website Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin reported that all RFPs have been received and discussed website project objectives:

- A better website with searchable database
- A comprehensive, all-encompassing Village calendar

Chair Milliman announced that the next Website Ad Hoc Committee meeting is on Tuesday, January 31, at 10 a.m.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz reported on year-end subscriber counts and 2023 expiring contracts. Discussion ensued.

Director Dotson announced that the February “Let’s Talk Tech” show will cover internet speeds and what speed viewers need for what they have. The March show will discuss what constitutes streaming with a demonstration on the studio television. The program airs on TV6 Tuesdays at 2 p.m. and Fridays at 10:30 a.m. and will be available on demand on Village Television’s YouTube channel.

Mr. Ortiz announced that he would be speaking at the Thursday, January 19, Video Club on the future of broadband in Laguna Woods Village and a history of the fiber system installed in 1999.

Director Addington asked how long it would take to upgrade the infrastructure. Mr. Ortiz discussed a potential timeframe. A discussion ensued.

Items for Future Agendas

Report on the focus groups

Concluding Business

Committee Member Comments

Chair Milliman commended today’s meeting and gave upcoming meeting dates for the ad hoc committees.

Director Moon commended the meeting and presentations.

Ms. Paulin thanked Broadband technicians who went out in the rain at night during the power outage. Mr. Ortiz added that two technicians were working from 8 a.m. to 8 p.m. Director Blackwell recommended promoting their hard work in the Village.

Director Dotson commended the meeting.

Director Blackwell recommended educational PSAs on use of fire extinguishers. A discussion ensued.

Date of Next Meeting – Wednesday, February 22, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:45 p.m.

Joan Milliman
Joan Milliman (Jan 31, 2023 15:09 PST)

Joan Milliman, Chair
Media and Communications Committee

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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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OPEN MEETING

**THE GOLDEN RAIN FOUNDATION
REPORT OF THE CLUBHOUSE RENOVATION AD HOC COMMITTEE***

**Tuesday, January 24, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Cush Bhada, Debbie Dotson, Ralph Engdahl, Reza Karimi, Mary Simon

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: Ajit Gidwani and Bill Walsh (Advisors)
GRF: Bunny Carpenter, Juanita Skillman

STAFF PRESENT: Guy West - Projects Division Manager, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 1:28 p.m.

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for June 24, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Garthoffner stated the purpose of the meeting is to discuss next steps with 27 Diamonds and consideration of the suggested color palette.

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

- A member asked about the swamp cooler repairs at the Archery Range, if the Archery Range is included in the renovation project, and why the Archery Range and Shuffleboard Courts are not on the GRF M&C Project Log.
- A member commented that a mix of representatives from each mutual participate in this meeting, including one from Mutual 50.

Staff responded to members comments.

7. Department Head Update

None.

Items for Discussion:

8. 27 Diamonds Design Studio Attendees (Verbal Discussion)

Mr. West noted that a prior workshop resulted in the need for further changes to the paint colors suggested by 27 Diamonds.

Also discussed was the selection of the ad hoc committee members who serve as representatives to 27 Diamonds. Discussion ensued regarding other potential members who would attend a future meeting at the design center. In an effort to arrive at a consensus, a motion was made to confirm that Egon Garthoffner, Bunny Carpenter, Gan Mukhopadhyay, and Debbie Dotson will continue to serve as representatives of the ad hoc committee and Elsie Addington will serve as a liaison to the CAC Committee. Ad hoc committee members from United and Third were not named. Mutual 50 declined to participate. The motion passed unanimously.

9. Color Palette Options (Verbal Discussion)

The committee discussed color palette options presented by 27 Diamonds; colors used in other GRF facilities; and non-GRF facilities. A consensus was reached to direct 27 Diamonds to present classic colors and a selection of earth tones to the representatives at the next workshop for review.

Items for Future Agendas:

- CH1 – Archery Range/Shuffleboard Potential Renovations

Concluding Business:

10. Committee Member Comments

- Director Engdahl commented that Items on Future Agendas serve as a reminder.
- Director Karimi commented the need to streamline processes.
- Director Bhada commented on the exterior paint on CH1.

11. Date of Next Meeting: TBD

12. Adjournment – The meeting was adjourned at 2:50 p.m.



Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
949-268-2380

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OPEN MEETING

MEETING OF THE GOLDEN RAIN FOUNDATION COMPLIANCE AD HOC COMMITTEE

Friday, January 27, 2023 - 9:30 A.M.

Laguna Woods Village Community Center- Sycamore Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Cris Prince, Reza Karimi, Maggie Blackwell and Mark Laws

MEMBERS EXCUSED: Pearl Lee and Joan Milliman

STAFF PRESENT: Blessilda Wright, Jacob Huanosto and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:36 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to amend the agenda to include the addition of discussing the Anti-Harassment Hearing Board. Without objection the agenda was approved.

APPROVAL OF THE REPORT FROM NOVEMBER 30, 2022

Chair Carpenter made a motion to approve the report from November 30, 2022 as submitted.

Without objection the report was approved.

CHAIR'S REMARKS

Chair Carpenter stated due to United Laguna Woods Mutual ("United") voting down the Joint Anti-Harassment, Anti-Intimidation, Anti-Abuse Committee. GRF will create their own Anti- Harassment Hearing Board. The Hearing Board will address incidents that occur on GRF property and it will be defined where is GRF property.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Anti-Harassment Hearing Board

Chair Carpenter, discussed GRF creating an Anti-Harassment Hearing Board for GRF matters. The Committee members made comments and asked questions. Staff advised GRF to create a GRF Executive Hearings Committee similar to United and Third Laguna Hills Mutual ("Thirds") Executive Hearings Committee. The GRF Executive Hearings Committee would address all disciplinary matter pertaining to GRF such as but not limited to Garden Center, Equestrian Center, Delinquency and Harassment/Nuisance incidents

that occur on GRF property.

The Committee directed staff to create a Resolution and Charter for a GRF Executive Hearings Committee and to include the following information: as a standing committee but meets as needed, three (3) Directors plus one (1) alternate, state what and where is GRF property. Present a resolution and charter at the next meeting for committee review.

8. Member Disciplinary Policy

Ms. Blessilda Wright, Compliance Supervisor, gave an overview of the Member Disciplinary Process. The Committee members made comments and asked questions.

The Committee directed staff to update Resolution 90-04-72 Disciplinary Process to include the GRF Executive Hearings Committee.

By way of consensus, the motion was approved.

9. Samples of Disciplinary Notices

Ms. Blessilda Wright gave an overview of the Disciplinary notices. The Committee members made comments and asked questions.

The Committee received and filed the Samples Disciplinary Notices

10. Schedule of Monetary Penalties

Ms. Blessilda Wright gave an overview of the Disciplinary notices. The Committee members made comments and asked questions.

The committee directed staff to update the Schedule of Monetary Penalties table to include Behavior/Disturbances: Assault, theft, trespassing, yelling, etc. under Harassment, Abuse/Intimidation Restrictions. Then bring back to the next meeting for review.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items


- a. Appeal Policy
- b. Nuisance Policy
- c. Harassment Policy
- d. Disciplinary Violations Matrix
- e. Updated Schedule of Monetary Penalties
- f. Executive Hearings Rules and Procedures

Date of Next Meeting

Friday, February 17, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:10 a.m.


Bunny Carpenter (Feb 1, 2023 19:01 PST)

Bunny Carpenter- Chair

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OPEN MEETING

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

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

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Cush Bada, Moon Yun, Azar Asgari, Alison Bok, Frank Stern

ADVISORS:

MEMBERS ABSENT:

OTHERS PRESENT: Elsie Addington, Juanita Skillman, Maggie Blackwell

STAFF PRESENT: Robert Carroll - General Services Director, Francisco Perez – Transportation Supervisor, Miguel Camarena – Vehicle Maintenance Supervisor, Liz Cortez – Administrative Coordinator

1. **Call to Order**
Chair Tibbetts called the meeting to order at 1:32 p.m.
2. **Acknowledgment of Media**
None present.
3. **Approval of the Agenda**
Hearing no objection, the agenda was approved by acclamation.
4. **Approval of Meeting Report for**
The regular meeting report of December 7, 2022 was approved by acclamation with the following change:
 - Change Laguna Hills Mall to the Village at Laguna Hills
5. **Chair's Remarks**
None
6. **Member Comments (Items Not on the Agenda)**
Member Harold Midence commented on the Fixed Route Transportation System in addition to the Transportation program budget and cost savings.
Member Rhoda Lindner commented on the need of bus turnouts at the Village at Laguna Hills mall.

7. Response to Member Comments

Director Asgari responded to member comments. Mr. Carroll, director of General Services, also responded to member comments.

Reports

8. Director's Report

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

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

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

Items for Discussion

9. Vehicle Purchase – Two Ram Promaster 3500 Low Floor ADA Vans for the Transportation Department

Mr. Carroll presented a report recommending the committee approve the purchase of two Low Floor ADA Vans for the Transportation Department in the estimated amount of \$278,252.

Director Bhada made motion to approve staff's recommendation, Director Stern seconded. Discussion ensued, the motion passed by a vote 4-2. Director's Asgari and Bok opposed. Director Stern abstained.

10. Vehicle Purchase – One Ford F-250 Standard Cab Truck for the Landscape Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Ford F-250 standard cab truck for the Landscape Department in the estimated amount of \$45,425.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensues. Hearing no objections, the motion passed unanimously. Director Stern abstained.

11. Vehicle Purchase – Ten Ford Ranger Pick-Up Trucks for the Maintenance and Construction and Landscape Departments

Mr. Carroll presented a report recommending the committee approve the purchase of ten Ford Ranger pick-up trucks for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensued. Director Yun made an amendment to the motion to postpone action until the next meeting. Director Asgari seconded. Motion to postpone action passed 5-2. Director Tibbetts and Bhada opposed.

12. Vehicle Purchase – Three Ford Transit Cargo Vans for the Maintenance and Construction Department

Mr. Carroll presented a report recommending the committee approve the purchase of three Ford Transit Cargo Vans for the Maintenance and Construction Department in the estimated amount of \$170,253.

Director Bok made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Hearing no objections, the motion passed unanimously. Director Stern abstained.

13. Vehicle Purchase – Ten Utility Vehicles for the Landscape and General Services Departments

Mr. Carroll presented a report recommending the committee approve the purchase of seven Kawasaki Mules and three Club Car Carryall 500 vehicles for the Landscape and General Services Departments in the estimated amount of \$212,200.

Director Yun made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Director Asgari made an amendment to the motion to postpone action until the next meeting. Director Bok seconded. Discussion ensued. Motion to postpone action passed unanimously.

14. Vehicle Purchase – One Trails West Royale Two Horse Equestrian Trailer for the Recreation Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Trails West Royale Two Horse Equestrian Trailer for the Recreation Department in the estimated amount of \$24,903.

Director Stern made motion to approve staff's recommendation, Director Asgari seconded. Hearing no objections, the motioned passed unanimously.

Items for Future Agendas:

None.

Concluding Business:

Committee Member Comments:

Director Garthoffner recommended the committee consider Ford's additional maintenance programs and hiring a triple AAA garage to evaluate the value of replacement vehicles. Director Yun recommended staff address member's comment regarding the turnouts at the Village at Laguna Hills mall.

Date of Next Meeting – Wednesday April 5, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 3:46 p.m.

Don Tibbetts
Don Tibbetts (Feb 14, 2023 15:44 PST)



OPEN MEETING

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

**WEDNESDAY, December 14, 2022 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Yvonne Horton, Lenny Ross, Ira Lewis, Diane Casey, Jules Zalon

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Egon Garthoffner, Maggie Blackwell, Elsie Addington, Bunny Carpenter, Kay Havens (El Toro Water District Board of Directors)

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media

No press was present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for September 14, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman wished the audience happy holidays, and also stated that some wonderful reports are on the meeting agenda.

6. Department Head Update**6a. Update on Master Control Irrigation System**

Mr. Wiemann stated that the implementation of the new system should be complete by mid-summer 2023.

6b. Update on Aliso Creek

Mr. Wiemann discussed the presentation provided in detail. Mr. Wiemann also reviewed several slides depicting the completion of Gate One's replanting project.

Members made comments and asked questions.

Items for Discussion and Consideration**7. Member Comments (Items Not on the Agenda)**

Several members made comments and asked questions. Topics included:

- Grasses and carbon emissions
- Willow trees in Aliso Creek
- Wet leaves and removal methods

8. Response to Members Comments

Mr. Wiemann responded to member comments.

9. Transforming Landscapes: Sustainable Landscapes – presented by Kay Havens

Ms. Havens shared the presentation in detail with the committee.

Members made comments and asked questions.

Concluding Business:**10. Committee Member Comments**

Mr. Wiemann invited members to attend future Third and United meetings that will be featuring special presentations highlighting the Urban Forest project.


Chair Skillman requested that members contact her if they are interested in touring local sustainable gardens.

Director Blackwell suggested that the presentation Kay Havens shared with the committee should be made available through What's Up in the Village.



11. Date of Next Meeting – Wednesday, February 8, 2023 at 1:30 p.m.

12. Adjourned at 3:00 p.m.


Juanita Skillman (Dec 27, 2022 10:42 PST)

Juanita Skillman, Chair

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