



OPEN SESSION

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

**Tuesday, January 16, 2024 - 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 Cook**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. December 19, 2023 – Regular Board Meeting
 - b. January 5, 2024 – Agenda Prep Meeting
- 5. Report of the Chair**
- 6. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.***
- 7. Responses to Open Forum Speakers**
- 8. Department Update – Jay Allen, Damage Restoration Manager: Damage Restoration Process**
- 9. CEO Report**
- 10. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by Committees and will be enacted by the Board by one motion. In the***

event an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of November 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. Recommendations from the Finance Committee - None**
- c. Recommendations from the Landscape Committee - None**
- d. Recommendation from the Architectural Controls and Standards Committee:**
 - (1) Recommendation to Approve the Variance Request for Extend Entry into EUCA, Extended Rear Patio on Common Area and EUCA Area and Extend Master Bedroom into Private Garden on EUCA at Manor 5189 Duenas

11. Unfinished Business

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

12. New Business

- a. Entertain a Motion to Approve Elimination of the Low-Flow Toilet Statement of Compliance (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Approve the Elimination of the Manor Alteration Conformance Deposit Fee (**January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360**)
- c. Entertain a Motion to Approve the Revision to Architectural Standard 21: Patio Slabs (**January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360**)
- d. Entertain a Motion to Approve Updated Committee Assignments
- e. Discussion of Member Survey (Oral Discussion)

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on December 5, 2023; next meeting February 6, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Treasurer's Report

- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met January 8, 2024; next meeting February 12, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on January 8, 2024; next meeting March 4, 2024 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 4, 2024; next meeting February 1, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon. The Committee met on July 27, 2023; next meeting January 25, 2024 at 2 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on November 29, 2023; next meeting January 23, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

14. GRF Committee Highlights

- a. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This Committee met on January 3, 2024; the next meeting is TBA.
- b. GRF Finance Committee – Director Ginocchio. The Committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is January 15, 2024 at 1:30 p.m. in the Board Room.
- d. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on January 3, 2024; next meeting January 31, 2024 at 1:30 p.m. in the Board Room.
- e. Information Technology Advisory Committee – Director Laws. This closed Committee last met on January 5, 2024; next meeting is January 26, 2024.
- f. The following GRF Committees have not met since the last Third Board Meeting of November 21, 2023:
 - i. GRF Community Activities Committee – Director Ginocchio. This Committee met on December 14, 2023; the next meeting is February 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.

- ii. GRF Mobility and Vehicles Committee – Director Yun. This Committee met on November 6, 2023; the next meeting is February 7, 2024 at 1:30 p.m. in the Board Room.
 - iii. GRF Landscape Committee – Director Lewis. This committee met on November 8, 2023; the next meeting is February 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iv. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - v. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - vi. Disaster Preparedness Task Force – Director Park. The task force met on November 28, 2023; the next meeting is January 30, 2024, at 9:00 a.m. in the Board Room.
 - vii. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting January 17, 2024
 - viii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - ix. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
- 15. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions that may be on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- *Elimination of the Low-Flow Toilet Statement of Compliance*
 - *Elimination of the Manor Alteration Conformance Deposit Fee*
 - *Revision to Architectural Standard 21: Patio Slabs*
- 16. Directors' Comments**
- 17. Recess -** *At this time the Meeting will recess for lunch and reconvene to Executive Session with the Executive Committee to discuss the following matters per California Civil Code §4935.*

Closed Executive Committee Session Agenda

Approval of Agenda

Approval of the Minutes

(a)December 19, 2023 – Regular Closed Executive Committee Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn



OPEN SESSION

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

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

Directors Present: Mark Laws, Ralph Engdahl, N. Cris Prince, Andrew Ginocchio, S.K. Park, Jim Cook, Jules Zalon, Moon G. Yun, Brad Rinehart, Reza Karimi

Directors Absent: Nathaniel Ira Lewis (excused)

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Bart Mejia, Carlos Rojas, Steve Hormuth, Emilian Sirbu, Kurt Wiemann, Blessilda Wright, Laurie Chavarria, Connie Habal, Jennings Lai, Manuel Gomez

Others Present: VMS – Wei-Ming Tao
GRF – Egon Garthoffner
United – None
VMS – None
Legal Counsel - Steve Roseman, Esq.

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 Park led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the Agenda.

Director Cook made a motion to approve the Agenda. Director Karimi seconded.

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

4. Approval of Minutes

- a. November 21, 2023 – Regular Board Meeting
- b. December 1, 2023 – Agenda Prep Meeting
- c. December 1, 2023 – Special Open Meeting
- d. December 6, 2023 – Special Open Meeting

Director Ginocchio made a motion to approve the minutes of November 21, 2023 – Regular Board Meeting, December 1, 2023 – Agenda Prep Meeting, December 1, 2023 – Special Open Meeting, and December 6, 2023 – Special Open Meeting. Director Park seconded.

President Laws requested item 10 of the Minutes of the Special Open Meeting dated December 1, 2023 be changed from December 2026 to October 2026.

Hearing no further changes or objections, the amended minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Introduced Reza Karimi as the new Third Director

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village
- A member commented on electrical issues within their unit
- A member commended the Third Board and commented on the work on the landscape department

7. Responses to Open Forum Speakers

- Director Yun commented on the responsiveness of electrical issues by staff

8. Department Update – None

9. CEO Report

CEO Siobhan Foster reported on:

- Social Services
- Reminder to register guests
- Southern California Edison Contacts
- Enroll in CodeRed
- Maintenance and Construction Volunteers
- Welcome Back to Manor Alterations
- Clubhouse 1 Renovation
- Clubhouse 1 Renovation Scope of Work
- Clubhouse 1 Renovation Schedule
- Clubhouse 1 Renovation Relocations
- 2024 Performance Arts Center 2024 Season

CEO Foster answered questions from the Board.

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

Consent Calendar by members of the Board were moved for further discussion and action by the Board.

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of October 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Finance Committee:**
 1. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-660-14

RESOLUTION 03-23-138

Recording of a Lien

WHEREAS, Member ID 931-660-14; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931- 660-14 and;

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

2. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 935-050-59

RESOLUTION 03-23-139

Recording of a Lien

WHEREAS, Member ID 935-050-59; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 935- 050-59 and;

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

3. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 934-590-33

RESOLUTION 03-23-140

Recording of a Lien

WHEREAS, Member ID 934-590-33; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934- 590-33 and;

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

4. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 933-030-52

RESOLUTION 03-23-141

Recording of a Lien

WHEREAS, Member ID 933-030-52; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 933- 030-52 and;

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

c. Recommendation from the Landscape Committee

1. Recommendation to Approve Alteration Request with Modifications to 3231-D Via Carrizo

RESOLUTION 03-23-142

**Approve the Request to Alter the
Landscape at 3231-D Via Carrizo**

WHEREAS, on December 7, 2023, the Landscape Committee reviewed a request for a landscape alteration from the Member at 3231-D to plant Monterey Bay Brush Cherry trees to create a hedge; and

WHEREAS, the resident requested permission to plant the hedge in a line with the existing trees, remove the turf between the hedge and the sidewalk, and extend the existing slope groundcover to the end of the hedge; and

WHEREAS, the resident will hire a licensed contractor to perform the work at his expense and will be responsible for the maintenance of the hedge; and

WHEREAS, the resident understands Staff will perform any necessary irrigation modifications as chargeable service; and

WHEREAS, the Committee recommends that the request to alter the landscape at 3231-D Via Carrizo according to the plans provided by the resident be approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, the Board of Directors approves the request for the approval of the landscape alteration at 3231-D Via Carrizo; and

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

d. Recommendation from the Architectural Controls and Standards Committee

1. Recommendation to Approve the Variance Request for Rear Room Extension and Front Bedroom Extension at Manor 5538-B Via La Mesa

RESOLUTION 03-23-143

Variance Request

WHEREAS, Member located at 5538-B Via La Mesa, a El Prado style manor, requests Architectural Controls and Standards Committee approval of a variance for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use 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 Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 11, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use common area;

NOW THEREFORE BE IT RESOLVED, on December 19, 2023, the Third Laguna Hills Mutual Board hereby approves the request for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use 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 5538-B Via La Mesa and all future Mutual Members at 5538-B Via La Mesa; 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.

11. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 18: Gutters and Downspouts (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Prince read the following resolution:

RESOLUTION 03-23-144

STANDARD 18: GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-91 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby

authorized on behalf of the Corporation to carry out this resolution as written.

Director Cook made a motion to approve the resolution for Standard 18: Gutters and Downspouts. Director Rinehart seconded.

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

b. Entertain a Motion to Approve the Proposed Architectural Standard 11 Exterior Floor Coverings (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-145

STANDARD 11: EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 11: Exclusive Use Common Area Floor Coverings;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby adopts Standard 11: Exclusive Use Common Area Floor Coverings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-41 adopted March 23, 2018, is hereby superseded in its entirety and no longer in effect; and

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

Director Cook made a motion to approve the resolution for Standard 11: Exclusive Use Common Area Floor Coverings. Director Prince seconded.

President Laws had questions for Bart Mejia on Section 2.5 of the Standard.

Mr. Mejia answered questions from the Board.

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

c. Entertain a Motion to Approve the Updated Fruit Tree and Vegetables Policy (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-146

Fruit Tree and Vegetables Policy

WHEREAS, fruit trees in the Common area were planted by or at the request of Members as part of the discontinued “Yellow Stake” program; and

WHEREAS, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain; and

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem; and

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow tomatoes or food crops; and

WHEREAS, there had been a significant decrease in rodent activity since Resolution 03-19-94, was put into effect;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, the Board of Directors of this Corporation introduces the revised Fruit Tree and Vegetables Policy which prohibits the planting on any fruit trees in Common area and requires members to maintain existing fruit trees on common area and in Exclusive Use Common areas; and

RESOLVED FURTHER, the planting of vegetables and new fruit trees in common area is prohibited; and

RESOLVED FURTHER, existing fruit trees in Common area and exclusive use are to be maintained by the member; and

RESOLVED FURTHER, during the resale process, the responsibility to maintain existing fruit trees in common area may be accepted by the new member, if the new member declines to accept the responsibility to maintain the fruit trees, the fruit trees will be removed at no cost to the members; and

RESOLVED FURTHER, to maintain the health and safety of the members, fruit trees found to be unmaintained will be removed, after notice, by the Mutual at no cost to the member; and

RESOLVED FURTHER, Resolution 03-19-94, effective January 1, 2020 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.

Director Park made a motion to approve the Resolution for Fruit Tree and Vegetables Policy. Director Yun seconded the motion.

Discussion ensued among the Board.

Kurt Wiemann answered questions from the Board.

A member commented on the item.

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

12. New Business

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

RESOLUTION 03-23-XX

Barbecue Grills Rules and Regulations

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbecue Grills Rules & Regulations to set forth guidelines for the use of barbeque grills;

NOW THEREFORE BE IT RESOLVED, on January 16, 2024, the Board of Directors of this Corporation hereby adopts the Barbecue Rules & Regulation, as attached to the official minutes of this meeting; 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 Rinehart made a motion to approve the Resolution for Barbecue Grills Rules and Regulations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded the motion.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Director Yun and Director Engdahl Opposed and Director Zalon abstained.

b. Entertain a Motion to Approve the Purchasing Policy

Director Prince read the following resolution:

RESOLUTION 03-23-147

Revised Purchasing Policy

WHEREAS, the Purchasing Task Force is aimed to establish robust purchasing controls to optimize the internal procurement and contracting procedures. The primary objective is to enhance transparency and to institute a professional, competitive approach to the acquisition of products and services; and

WHEREAS, the task force met numerous times during 2023 to: 1) incorporate revisions necessary for the upcoming ERP (Enterprise Resources Planning) implementation, 2) clarify items identified by members of the task force, and 3) review authority limits; and

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby approves the Purchasing Policy, Purchasing Matrix, Change Order Policy, Sole Source Form, and Single Source Form as presented; and

RESOLVED FURTHER, that Resolution 03-16-100 adopted September 20, 2016, is hereby superseded and cancelled.

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 as written.

Director Ginnochio made a motion to approve the Resolution for revised purchasing policy. Director Park seconded the motion.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Director Rinehart and Director Laws opposed, and Director Zalon abstained.

c. Entertain a Motion to Approve Update Committee Assignments

RESOLUTION 03-23-148

Third Mutual Committee Appointments

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

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

Finance Committee (meets every other month)

Andy Ginocchio, Chair
Moon Yun
Brad Rinehart
SK Park

~~Mark Laws~~

Reza Karimi

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Brad Rinehart

Ralph Engdahl

Nathaniel Ira Lewis

~~Cris Prince~~

Reza Karimi

Andy Ginocchio, Alternate

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

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Ralph Engdahl

SK Park

Brad Rinehart

Reza Karimi

Moon Yun, Alternate

~~Mark Laws, Alternate~~

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Brad Rinehart

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Moon Yun

Andy Ginocchio

Cris Prince

Nathaniel Ira Lewis

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Jim Cook

Cris Prince

Ralph Engdahl, Alternate

Andy Ginocchio, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
Reza Karimi
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair
Moon Yun
Reza Karimi
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws, Chair
Jim Cook
Ralph Engdahl
Andy Ginocchio
Cris Prince
Reza Karimi
Nathaniel Ira Lewis
Moon Yun
SK Park
Brad Rinehart

RESOLVED FURTHER, that Resolution 03-23-135, adopted November 21, 2023, is hereby superseded and canceled; and

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

RESOLUTION 03-23-149

GRF Committee Appointments

RESOLVED, December 19, 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 (meets monthly)

Mark Laws (Third)
Andy Ginocchio (Third)
Reza Karimi, Alternate (Third)

Finance Committee (meets every other month)

Andy Ginocchio (Third)
Moon Yun (Third)
Brad Rinehart, Alternate (Third)

Landscape Committee (meets every three months)

Nathaniel Ira Lewis (Third)
SK Park (Third)
~~Andy Ginocchio, Alternate (Third)~~
Reza Karimi, Alternate (Third)

Maintenance & Construction Committee (meets every other month)

SK Park (Third)
Ralph Engdahl (Third)
Brad Rinehart, Alternate (Third)

Clubhouse Renovation Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)
Ralph Engdahl (Third)
~~Moon Yun, Alternate (Third)~~
Reza Karimi, Alternate (Third)

Media and Communications (meets every other month)

Jim Cook (Third)
Cris Prince, (Third)
Moon Yun, Alternate (Third)

Website Ad Hoc Committee (meets as scheduled)

Mark Laws (Third)

Broadband Ad Hoc Committee (meets every month)

Cris Prince (Third)
Jim Cook (Third)

Mobility & Vehicles Committee (meets as scheduled)

SK Park (Third)
Moon Yun (Third)
~~James Cook, Alternate (Third)~~
Reza Karimi, Alternate (Third)

Security and Community Access Committee (meets every other month)

SK Park (Third)
Reza Karimi (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)
Moon Yun (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)
Mark Laws, Alternate (Third)

Purchasing Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)
Ralph Engdahl, Alternate (Third)

Compliance Ad Hoc Committee (meets as scheduled)

Moon Yun (Third)
Andy Ginocchio (Third)

Information Technology Advisory Committee (ITAC) (meets monthly)

Mark Laws (Third)
SK Park (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

Reza Karimi (Third)
Andy Ginocchio (Third)
SK Park (Third)

Finance Advisory Group

~~Andy Ginocchio~~

RESOLVED FURTHER, that Resolution 03-23-136, adopted November 21, 2023, is hereby superseded and canceled; and

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

Director Prince made a motion to approve the resolutions for Third Mutual Committee Appointments and GRF-Third Committee. Director Park seconded.

Hearing no changes, the motion was called to a vote and passed 8-1-1. Director Zalon opposed, and Director Yun abstained.

THIS ITEM WAS DISCUSSED AFTER ITEM 16. DIRECTOR COMMENTS

d. Responsibility Evaluation for Damage Restoration at 4003-3G on 7/23/2020 (Randolf Katz, Executor)

Steve Roseman, Esq., Legal Counsel entered the meeting at 11:30 a.m.

Laurie Chavarria, Senior Management Analyst Maintenance & Construction, gave an overview of the case.

Mr. Randolf Katz, Executor of manor 4003-3G, entered the meeting at 11:30 a.m., provided the Board with their stance on the Damage Restoration issue, and answered questions from the Board and Legal Counsel.

The Board advised Mr. Katz that his item will be discussed and deliberated in Executive Session and that he will receive a determination notice within 15 days with the Executive Committee's ruling.

Mr. Katz left the meeting at 12:05 p.m.

THE BOARD SPOKE ON THIS ITEM PRIOR TO ITEM 12D

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on December 5, 2023; next meeting February 6, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met December 11, 2023; next meeting January 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on November 6, 2023; next meeting January 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Rinehart. The Committee met on December 7, 2023; next meeting January 4, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Zalon. The Committee met on July 27, 2023; next meeting January 25, 2024 at 2 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on November 29, 2023; next meeting January 23, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of Third Garden Villa Recreation Room Subcommittee – Director Park. The Committee met on November 1, 2023; next meeting TBA.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Laws. This Committee met on December 14, 2023; the next meeting is January 11, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
- c. Disaster Preparedness Task Force – Director Park. The task force met on November 28, 2023; the next meeting is January 30, 2024, at 9:00 a.m. in the Board Room.

- d. Information Technology Advisory Committee – Director Laws. This closed Committee last met on December 1, 2023; next meeting is December 29, 2023.
- e. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on December 6, 2023; next meeting January 3, 2024 at 1:30 p.m. in the Board Room.
- f. The following GRF Committees have not met since the last Third Board Meeting of November 21, 2023:
 - i. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - ii. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - iii. Mobility and Vehicles Committee – Director Yun. This Committee met on November 6, 2023; the next meeting is February 7, 2024 at 1:30 p.m. in the Board Room.
 - iv. GRF Landscape Committee – Director Lewis. This committee met on November 8, 2023; the next meeting is February 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - v. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is January 15, 2024 at 1:30 p.m. in the Board Room.
 - vi. GRF Finance Committee – Director Ginocchio. The Committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - vii. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - viii. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting January 17, 2024.

15. 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.*

- *Barbecue Policy*
- *Traffic Rules and Regulation (Registered Vehicle Policy) Review*

The Board recessed at 11:06 a.m. and reconvened at 11:30 a.m.

16. Directors' Comments

- Director Karimi wished everyone a Happy New Year
- Director Zalon commented on the Fruit Tree and Vegetables Policy from earlier in the meeting
- Multiple Directors wished everyone a Happy Holiday

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

The meeting was recessed into closed session at 12:06 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) November 21, 2023 – Regular Closed Executive Committee Meeting

(b) December 11, 2023 – Special Closed Board Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjournment

The meeting was adjourned at 3:21 p.m.

DocuSigned by:

N. Cris Prince

5421FC1ED518422...

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

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN SESSION

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

**Friday, January 5, 2024 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Mark Laws, Nathaniel Ira Lewis, N. Cris Prince, Jules Zalon, Ralph Engdahl, Jim Cook, Brad Rinehart, S.K. Park (entered meeting at 9:47 a.m.), Moon G. Yun, Reza Karimi

Directors absent: Andy Ginocchio (Excused)

Staff present: CEO Siobhan Foster, Paul Nguyen, Catherine Laster, Carlos Rojas

Others present: None

1. Call Meeting to Order / Establish Quorum

President Laws called the meeting to order at 9:24 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 Lewis made a motion to approve the Agenda. Director Yun seconded.

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on January 16, 2024

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

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

Director Park made a motion to approve the Open and Closed Meeting Agenda, as amended. Director Yun seconded.

Hearing no objections, the January 16, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments

- Multiple Directors wished everyone a Happy New Year
- Director Yun discussed theft at the golf course
- President Laws spoke on the upcoming Client Services Meeting and stated that so far, Director Yun will be in attendance, the VMS Bylaws Section 6.4 ballot, and the VMS Management Agreement Meeting (TBD)

5. Adjournment

The meeting was adjourned at 10:21 a.m.

DocuSigned by:

N. Cris Prince

8441F0C1ED818422

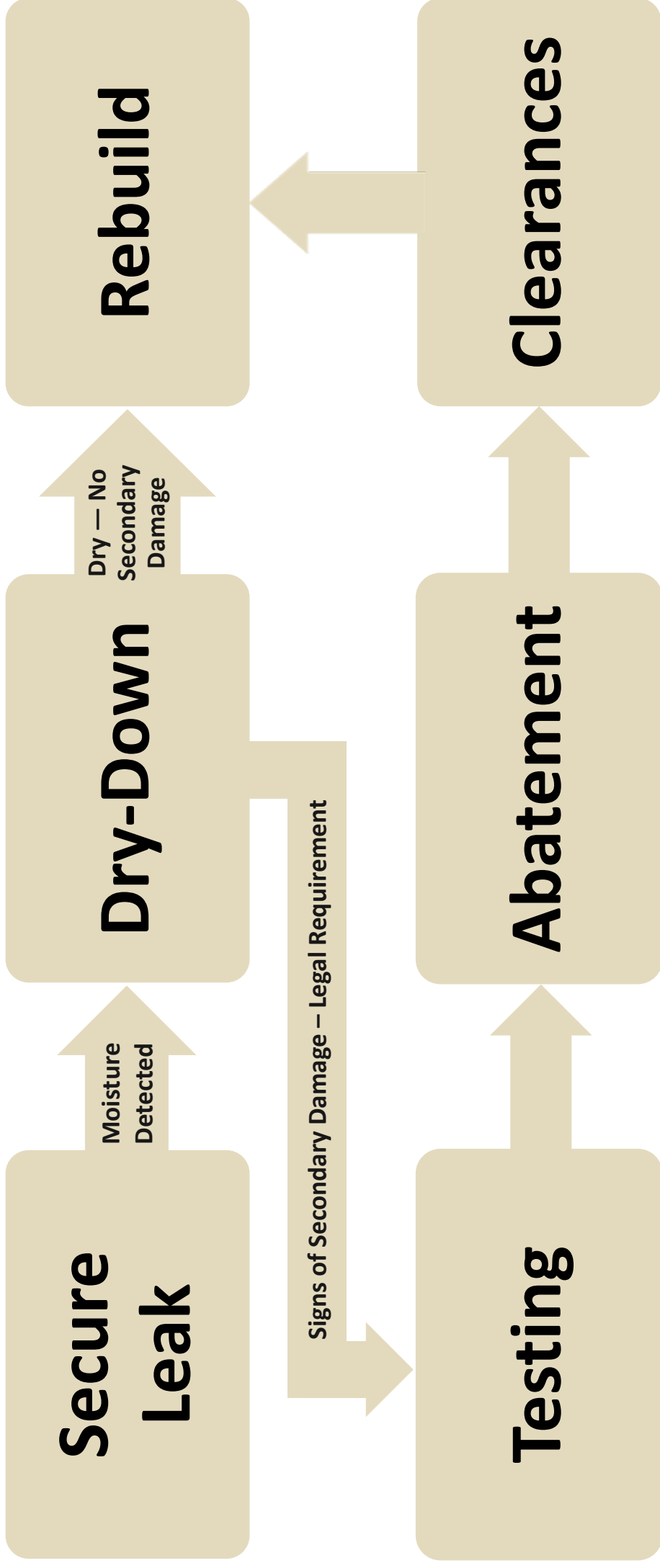
N. Cris Prince, Secretary of the Board
Third Laguna Hills Mutual

Damage Restoration Division Maintenance & Construction Department

January 16, 2024



Damage Restoration Process



Secure the Leak

- VMS plumbing staff, plumbing contractor or roof contractor will secure or repair leak
- Alterations dictate who performs repairs



Perform Dry-Down

- Contractors use several types of equipment to dry areas of elevated moisture
- Removal of damaged drywall, flooring or property may occur during this phase
- Damage is not always visible



Water-damaged wall

Perform Testing/Secure Clearances

- Bulk or air samples are taken by contract hygienist to determine presence of asbestos or mold
- Samples are tested in a laboratory
- Positive results require additional steps to properly abate materials

Perform Abatement

- Contract services are used to abate or remediate areas affected by asbestos or mold
- Treatments for these substances may be handled differently



Containment area during abatement

Restore/Rebuild

- VMS staff confirms leak repairs and clearances have been completed
- Restoration contractors are used to reconstruct areas that are mutual responsibility to previous condition
- Members are responsible for personal property



Final product of restoration activities

Full Damage Restoration Process



Before



During



After

Keys to a Successful Process

- Timely notice and response to leak event
- Availability of on-call contract services
- Communication throughout the process with affected member
- Currently recruiting resident volunteers

What to Do and What to Expect

- Returning to normal
- Need to vacate?
- Please call your insurance company
- Who to call

Responsibility and Alteration

- Insurance disclosure/occupancy agreement
- CC&Rs
- Resales documentation
- Staff is available for questions

Damage Restoration Case Backlog Status



- **Third:**
 - 219 cases processed as of December 2023 (\$882,000)
 - 495 cases remaining (estimated \$1,993,000)

Questions

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5189 Duenas, a Villa Paraisa style manor, requests Architectural Controls and Standards Committee approval of a variance to Extend Entry into EUCA 5'-3" x 8'-2". extend Rear Patio with installation of Interlocking Pavers per Standard 21 on Rear Common Area 4'-0" x 27'-8", 12'-4" x 15'-0" and 8'-0" x 27'-8" EUCA Area. Extend Master Bedroom into Private Garden 6'-0" x 12'-9" EUCA Area;

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on Monday January 8, 2024; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance Request to Extend Entry into EUCA 5'-3" x 8'-2". extend Rear Patio with installation of Interlocking Pavers per Standard 21 on Rear Common Area 4'-0" x 27'-8", 12'-4" x 15'-0" and 8'-0" x 27'-8" EUCA Area. Extend Master Bedroom into Private Garden 6'-0" x 12'-9" EUCA Area;

NOW THEREFORE BE IT RESOLVED, on Tuesday January 16, 2024, the Third Laguna Hills Mutual Board hereby approves the Request to Extend Entry into EUCA 5'-3" x 8'-2". extend Rear Patio with installation of Interlocking Pavers per Standard 21 on Rear Common Area 4'-0" x 27'-8", 12'-4" x 15'-0" and 8'-0" x 27'-8" EUCA Area. Extend Master Bedroom into Private Garden 6'-0" x 12'-9" EUCA 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 5189 Duenas and all future Mutual Members at 5189 Duenas; and

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Entertain a Motion to Approve: The Barbecue Policy

On September 19, 2023, the Board of Directors voted to rescind the Barbecue Rules and Regulations. The Board requested the Resident Policy and Compliance Committee consider creating new Barbecue Rules and Regulations specific to multi story buildings.

On September 27, 2023, the Committee discussed creating a simplified Barbecue Rules and Regulations. The Committee changes have been included in the proposed rules and regulations.

On October 24, 2023, the Committee discussed the Barbecue Rules and Regulations. The Committee directed Chair Laws to work with staff to implement the changes.

On November 29, 2023, the Committee discussed the Barbecue Policy.

Chair Laws made a motion to direct staff to update the Barbecue Policy with minor corrections and forward the matter to the Third Board for consideration. Additionally, amended the motion to include clarifying language. Director Lewis seconded the motions.

By way a vote of 4-1 (Director Prince voted No), the motions passed.

On December 19, 2023, the Board of Directors elected to reconsider the Barbecue Policy for review and updates.

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

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Director Yun and Director Engdahl Opposed and Director Zalon abstained.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: November 29, 2023
FOR: Resident Policy & Compliance Committee
SUBJECT: Barbecue Grills Rules & Regulations

RECOMMENDATION

Review and provide direction.

BACKGROUND

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

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

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

On June 27, and July 26 2023, the Committee discussed the policy and voted to rescind the Barbecue Rules and Regulations.

On September 19, 2023, the Board of Directors voted to rescind the Barbecue Rules and Regulations. The Board requested the Committee consider creating new Barbecue Rules and Regulations specific to multi story buildings.

On September 27, 2023, the Committee discussed creating a simplified Barbecue Rules and Regulations. The Committee changes have been included in the proposed rules and regulations.

On October 24, 2023, the Committee discussed the Barbecue Rules and Regulations. The Committee directed Chair Laws to work with staff to implement the changes.

DISCUSSION

The Committee provided key points to include in the new policy:

- Propane and Electric grills allowed in Third
- Propane tank no larger than 20 pounds
- Charcoal grills only in single story buildings
- Only on patios and balconies

The Chair requested to include the following:

California Fire Codes §308.3.1, §308.1.4 and §308.3.1.1, which were adopted by the state in 2007. Open-flame cooking devices (including charcoal & propane grills) may not be operated on combustible balconies or within ten feet of a combustible construction.

There are exceptions are for:

1. One and two-family dwellings,
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2-1/2 pounds [nominal 1-pound (0.454 kg) LP-gas capacity].

In addition, propane containers with a capacity larger than one pound cannot be transported through enclosed common area stairs, hallways, or elevators. They must be transported into the unit through an exterior stairway.

Insurance. Some insurance carriers want to see barbecues (especially charcoal) gone from frame complexes altogether.

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Barbecue Grills Rules & Regulations – Redline

Attachment 2: Barbecue Grills Rules & Regulations – Clean

Attachment 3: Resolution 03-24-XX

Barbecue Rules & Regulations
Resolution 03-24-XX; Adopted Month XX, 2024

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (“Third”) regarding the use of Barbecue Grills.

II. Definitions

For the purposes of this policy:

- a. Barbecue Grills are devices that cook food by apply heat from below. There are ~~four~~ three categories of grills:
 1. Gas-fueled grills cook food with gas jets located under its cooking surface; they typically use propane, butane, or natural gas as a fuel source, and generate an open flame for grilling or smoking grill typically uses propane or butane or natural gas as a fuel source, open flame source;
 2. Charcoal grills are home grills that use lump charcoal or charcoal briquettes as a heating source to cook food; the charcoal fuel is located under the grill grates, and generates an open flame for grilling or smoking grill typically uses charcoal briquettes or natural lump charcoal as the fuel source. When burned the charcoal will transform into embers radiating the heat source, open flame source;
 3. Electric grills cook and smoke food by using heat generated by an electric element; electric grills include pellet grills which use electricity to heat a rod that ignites wood pellets, and it's the heat and smoke from those wood pellets that cook and flavor food
 3. ~~grill typically uses an electric element to supply a constant heat source and no open flames.~~
 4. ~~Electric wood pellet grill typically is electronically controlled, using wood pellets specifically manufactured for pellet grilling, feed into a confined firebox~~
- b. Common Area means the area which is available for use by more than one person.
- c. Governing Documents are defined as the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition
- d. Member is defined as any person entitled to membership in Third.
- e. Multi-story building residential facility means a building or portion thereof that contains more than one story of dwelling units.
- f. Single-story building residential facility means a building or portion thereof that contains only one story of dwelling units.

III. Conditions**Permitted in Third:**

- a. Gas-fueled grills and Electric grills are permitted in all buildings (including all multi- and single-story buildings); Propane, Wood Pellet and Electric Grills are permitted in Multi and Single-story buildings;
- b. Propane- tanks are not to exceed the standard propane tank size of 20 pounds which are the tanks one commonly sees at exchange stations located at grocery stores, home improvement stores, and gas stations; a 20 pound propane tank holds about 4.5 gallons of propane and weighs about 37 pounds when full tanks not to exceed 20 pounds;
- c. Charcoal grills are permitted only in single-story buildings; Charcoal grills are not permitted in multi-story buildings
 - e. Grills only permitted in single-story buildings;
- d. Barbecue Grills only permitted on open balcony and patio;

IV. Enforcement

Third is authorized to take disciplinary action against a Member found to be in violation of the Barbecues Rules. When a violation occurs, the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any Co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered with the Compliance Division by calling 949-268-2255 or compliance@vmsinc.org or by calling the Security Department at 949-580-1400.



Barbecue Rules & Regulations
Resolution 03-24-XX; Adopted Month XX, 2024

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (“Third”) regarding the use of Barbecue Grills.

II. Definitions

For the purposes of this policy:

- a. Barbecue Grills are devices that cook food by apply heat from below. There are three categories of grills:
 1. Gas-fueled grills cook food with gas jets located under its cooking surface; they typically use propane, butane, or natural gas as a fuel source, and generate an open flame for grilling or smoking
 2. Charcoal grills are home grills that use lump charcoal or charcoal briquettes as a heating source to cook food; the charcoal fuel is located under the grill grates, and generates an open flame for grilling or smoking
 3. Electric grills cook and smoke food by using heat generated by an electric element; electric grills include pellet grills which use electricity to heat a rod that ignites wood pellets, and it's the heat and smoke from those wood pellets that cook and flavor food
- b. Common Area means the area which is available for use by more than one person.
- c. Governing Documents are defined as the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition
- d. Member is defined as any person entitled to membership in Third.
- e. Multi-story building residential facility means a building or portion thereof that contains more than one story of dwelling units.
- f. Single-story building residential facility means a building or portion thereof that contains only one story of dwelling units.

III. Conditions

Permitted in Third:

- a. Gas-fueled grills and Electric grills are permitted in all buildings (including all multi- and single-story buildings);
- b. Propane tanks are not to exceed the standard propane tank size of 20 pounds which are the tanks one commonly sees at exchange stations located at grocery stores, home improvement stores, and gas stations; a 20 pound propane tank holds about 4.5 gallons of propane and weighs about 37 pounds when full
- c. Charcoal grills are permitted only in single-story buildings; Charcoal grills are not permitted in multi-story buildings

IV. Enforcement

Third is authorized to take disciplinary action against a Member found to be in violation of the Barbecues Rules. When a violation occurs, the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or with the Compliance Division by emailing compliance@vmsinc.org or by calling 949-268-2255.



RESOLUTION 03-24-XX

Barbecue Grills Rules & Regulations

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbecue Grills Rules & Regulations to set forth guidelines for the use of barbecue grills;

NOW THEREFORE BE IT RESOLVED, on January 16, 2024, the Board of Directors of this Corporation hereby adopts the Barbecue Rules & Regulation, as attached to the official minutes of this meeting; and

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

DECEMBER INITIAL NOTIFICATION: S28-days notification for member review and comments to comply with Civil Code §4360 has been satisfied.

THIS PAGE LEFT BLANK INTENTIONALLY

Third Laguna Hills Mutual
Architectural Control and Standards Committee
January 08, 2024

ENDORSEMENT (to Board)

Elimination of Low-Flow Toilet Statement of Compliance

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve to eliminate the Low-Flow Toilet Statement of Compliance.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 16, 2024
FOR: Board of Directors
SUBJECT: Elimination of Low Flow Toilet Statement of Compliance

RECOMMENDATION

Approve a resolution to eliminate the Low-Flow Toilet Statement of Compliance.

BACKGROUND

The ACSC initiated a review of the current Low-Flow Toilet Statement of Compliance (Attachment 1) and its associated resolution titled Replacement Toilet at Manor Transfer (Resolution 03-16-07) which was last revised in January 2016, (Attachment 2).

DISCUSSION

The requirement for water conserving plumbing fixtures is a state requirement for existing homes and by the City of Laguna Woods for new installs and change-outs and requires obtaining a city permit.

While there is no requirement to replace/convert an existing non-compliant toilet to a low flow 1.28gpf (gallon per flush) at resale, any non-compliant toilets are required to be disclosed as non-compliant to current state law by the seller during escrow. Note: Toilets installed after 2015 shall be considered compliant.

Due to Third Mutual being made up of condominiums, whereby the Member is the owner of the separate interest (interior) including the fixtures, it would be appropriate and reduce delay from the resale process for the Mutual to relinquish the enforcement of State regulations to the proper regulatory agency and allow the Member/Owner to retain full responsibility to ensure they meet State requirements.

On January 08, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve eliminating the Low-Flow Toilet Statement of Compliance.

FINANCIAL ANALYSIS

There is no fiscal impact for this recommendation.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Low-Flow Toilet Statement of Compliance

Attachment 2 – Current Resolution 03-16-07

Attachment 3 – Proposed Resolution 03-24-XX

THIS PAGE LEFT BLANK INTENTIONALLY



Low-Flow Toilet Statement of Compliance

With resolution 03-16-07
 Required upon manor transfer
 -Include this form with Resale package-

Manor number: _____ **Print member name:** _____

Low-flow toilets installed prior to January 1, 2012:

- Low-flow toilet(s) were installed in all bathrooms of subject manor prior to January 1, 2012. Each toilet does not exceed 1.6 gallons per flush.

Low-flow toilets installed after January 1, 2012, and before May 19, 2015:

- Low-flow toilet(s) have been installed in all bathrooms of subject manor. Each toilet does not exceed 1.6 gallons per flush, is able to flush 600 grams of solid waste as outlined in the MaP Standards, and has at least a 3-inch tank outlet. For more information on MaP standards, see <http://www.map-testing.com>. Please see the bottom of page for an illustration of a tank outlet.

Low-flow toilets Installed on or after May 19, 2015:

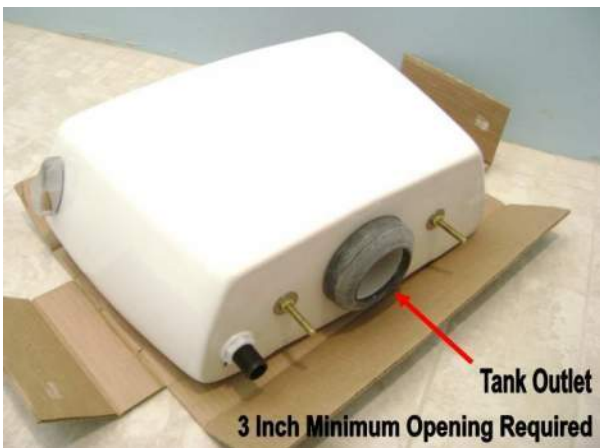
- Low-flow toilet(s) have been installed in all bathrooms of subject manor. Each toilet does not exceed 1.28 gallons per flush, is able to flush 600 grams of solid waste as outlined in the MaP Standards, and has at least a 3-inch tank outlet. For more information on MaP standards see <https://www.map-testing.com> Please see the bottom of page for an illustration of a tank outlet.

 Contractor signature Date Print name and license number

- or -

 Member signature Date Print name and Laguna Woods Village ID Number

Note: An invoice/receipt showing the toilet make and model and/or toilet specification sheet(s) must be attached; this statement will be accepted only upon receipt of these document(s).



Toilet Bowl

THIS PAGE LEFT BLANK INTENTIONALLY

CURRENT RESOLUTION 03-16-07
REPLACEMENT TOILET AT MANOR TRANSFER

WHEREAS, recent changes to the California Civil Code and the Uniform Plumbing Code have mandated that all high-water usage toilets in commercial property as well as single and multi-family residential properties be replaced with water-conserving plumbing fixtures; and

WHEREAS, California Civil Code 1101.4 requires that on or before **January 1, 2017**, noncompliant plumbing fixtures in any *single-family* residential real property shall be replaced with water-conserving plumbing fixtures; and

WHEREAS, California Civil Code 1101.5 requires that on or before **January 1, 2019**, all noncompliant plumbing fixtures in any *multifamily* residential real property shall be replaced with water-conserving plumbing fixtures; and

WHEREAS, California Civil Code 1101.3.1 defines water conserving toilets as any toilet manufactured to use 1.6 gallons or less of water per flush; and

WHEREAS, California *Plumbing* Code 402.2.2.1 requires that single flush toilets installed on or after July 1, 2011 shall have an effective flush volume that does not exceed 1.28 gallons (4.8 liters) when tested in accordance with ASME A112.19.2, Standard for Vitreous China; and

NOW THEREFORE BE IT RESOLVED, January 19, 2016, that the Board of Directors of this Corporation hereby requires that prior to the date any record fee title to a Manor is transferred, the Manor Owner must replace all noncompliant toilets within their Manor with toilets which meet or exceed the applicable California Civil and Building Code requirements for toilets and have a 3 inch flush valve, are ADA and WaterSense qualified, and at Manors where no waste line drainage problems exist the compliant toilets may have a greater than or equal to 600 grams per flush MaP rating and Manors where waste line drainage problems do exist the compliant toilets must have greater than or equal to 1000 grams per flush MaP rating; and

RESOLVED FURTHER, that any 1.6 gallon per flush or lower toilets installed in a manor prior to May 19, 2015 are considered compliant with California Civil requirements for toilets and will not require replacement under this resolution; and

RESOLVED FURTHER, that resolution 03-15-134, adopted September 15, 2015, is superseded and cancelled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-24-XX
REPLACEMENT TOILET AT MANOR TRANSFER

WHEREAS, on January 19, 2016, the Board of Directors adopted the Replacement Toilet at Manor Transfer requirement to set forth requirements for the replacement of all noncompliant toilets prior to the date any record fee title to a manor is transferred; and

WHEREAS, the Manor Alterations Committee has recognized the need to re-evaluate the Replacement Toilet at Manor Transfer requirement and determined that, in an effort to expedite these real estate transactions, that such requirement be enforced by the City of Laguna Woods at the time the member processes the required building permit and should be rescinded in its entirety;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors of this Corporation hereby rescinds Resolution 03-16-07, adopted January 19, 2016; and

RESOLVED FURTHER, that a mutual consent will not be required; instead, the member will be required to submit and comply with the online no-fee Toilet Replacement form to Manor Alterations. Note that this form only applies to the replacement of existing toilets. Relocations and new installations follow the normal Mutual Consent process.

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.

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

THIS PAGE LEFT BLANK INTENTIONALLY

Third Laguna Hills Mutual
Architectural Control and Standards Committee
January 08, 2024

ENDORSEMENT (to Board)

Elimination of Manor Alteration Conformance Deposit Fee

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve to eliminate the Manor Alteration Conformance Deposit Fee.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 16, 2024
FOR: Board of Directors
SUBJECT: Elimination of Manor Alteration Conformance Deposit Fee

RECOMMENDATION

Approve a resolution to eliminate the Manor Alteration Conformance Deposit Fee.

BACKGROUND

The ACSC initiated a review of the current Conformance Deposit Fee and its associated resolution (Resolution 03-17-119) which was last revised in October 20, 2017 (Attachment 1).

DISCUSSION

The intent of the conformance deposit fee was to provide incentive for members to complete their projects and obtain a building final from the City of Laguna Woods.

Subsequent to its inception several factors negatively affected its impact:

1. In March of 2020 the onset of Covid 19 effectively shut down all construction projects.
2. The administration of the Conformance Deposit Fee became an accounting burden.
3. The additional staff time required in the administration of this fee outweighed the desired benefits.

After the resumption of normal work / construction projects post Covid 19 the Conformance Deposit Fee was not reinstated.

On January 08, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve eliminating the Manor Alteration Conformance Deposit Fee.

FINANCIAL ANALYSIS

The return of the \$250.00 Conformance Deposit Fees to members who choose not to continue their projects or who eventually completed their projects post Covid 19 is a continuing work in progress.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-17-119

Attachment 2 – Proposed Resolution 03-24-XX

THIS PAGE LEFT BLANK INTENTIONALLY

RESOLUTION 03-17-119

Proposed Conformance Deposit

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that damage Mutual Property or violate Mutual Policies such as disposing of construction debris in Mutual dumpsters; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

NOW THEREFORE BE IT RESOLVED, the fee will be required for all Construction with a value of \$500 or greater and will be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED, October 20, 2017, that in order to partially further offset Mutual costs associated with Contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

RESOLVED FURTHER, that the officers and agents of this Corporation are

hereby authorized on behalf of the Corporation to carry out the resolution.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-24-XX
ELIMINATION OF MANOR ALTERATION CONFORMANCE DEPOSIT FEE

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to cancel the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors of this Corporation hereby cancels Resolution 03-17-119, adopted October 20, 2017; and

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

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

THIS PAGE LEFT BLANK INTENTIONALLY

Third Laguna Hills Mutual
Architectural Control and Standards Committee
January 08, 2024

ENDORSEMENT (to Board)

Revision to Architectural Standard No. 21 – Patio Slabs

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to Architectural Standard No. 21 – Patio Slabs.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 16, 2024
FOR: Board of Directors
SUBJECT: Revision to Architectural Standard 21: Patio Slabs

RECOMMENDATION

Approve a resolution to revise the Architectural Standard 21: Patio Slabs, Walkways and Pavers.

BACKGROUND

The ACSC initiated a review of the current Standard 21: Patio Slabs (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 21 was last revised in March 2018, via Resolution 03-18-44 (Attachment 2).

DISCUSSION

A review of current trends and new materials becoming readily available resulted in the inclusion of walkways and pavers to the scope of work.

The slab construction methods, materials and the overall size of the patio slabs were also reviewed and taken into consideration. A section detail showing the various layers and components was developed as a means to best clarify the construction process.

Any landscaping alterations should be performed only by the managing agent's landscape crews with the cost of any revisions to be the responsibility of the member.

On January 08, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 21.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual. Any potential landscaping costs incurred by the Mutual will be the responsibility of the Member.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 21: Patio Slabs
Attachment 2 – Current Resolution 03-18-44
Attachment 3 – Redlined Revised Standard 21: Patio Slabs
Attachment 4 – Final Draft Standard 21: Patio Slabs
Attachment 5 – Proposed Resolution 03-24-XX

THIS PAGE LEFT BLANK INTENTIONALLY



SECTION 21 PATIO SLABS

FEBRUARY 1985
REVISED FEBRUARY 2003, RESOLUTION 03-03-17
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED MARCH 2018, RESOLUTION 03-18-44

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 PREPARATIONS

- 2.1 In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2 No slab will be allowed that will hinder yard drainage.
- 2.3 No slab will be allowed in areas where access for maintenance is required.
- 2.4 In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1 Patios may be constructed of a concrete slab or interlocking concrete pavers only.
- 3.2 Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.
- 3.3 Concrete slabs will be 4" minimum in thickness and will be constructed of 520-C-2500 concrete. Wire mesh or #3 rebar and a vapor barrier with minimum of 1" sand cover are required.
- 3.4 All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.

- 3.5 Interlocking paver installations must use treated wood, redwood, or plastic edging. Edging shall be secured in place per manufacturer's specifications.
- 3.6 Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.
- 3.7 Pavers may be 7/8 of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.
- 3.8 Pavers may not form or contain any pictures, symbols or wording.
- 3.9 Refer to Section 11 – Exterior Floor Coverings for specifications regarding covering patio slabs.
- 3.10 Patio slab extensions shall not encroach into Common Area.

4.0 SPRINKLER REVISIONS

- 4.1 Any required landscape or irrigation revisions will be performed only by the managing agent's landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.
- 4.2 No sprinklers will be placed inside any patio area by the managing agent's landscape crews. Any systems added shall not be connected to the Mutual-owned system.

RESOLUTION 03-18-44
Revise Alteration Standard Section 21 Patio Slabs

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

WHEREAS, the Architectural Controls and Standards Committee

recognizes the need to Alteration Section 21 Patio Slabs.

NOW THEREFORE BE IT RESOLVED, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Section 21 Patio Slabs;

RESOLVED FURTHER, Resolution 03-03-17 adopted February 18, 2003, is hereby superseded and canceled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



SECTION STANDARD 21 PATIO SLABS, WALKWAYS & PAVERS

FEBRUARY 1985
 REVISED FEBRUARY 2003, RESOLUTION 03-03-17
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
 REVISED MARCH 2018, RESOLUTION 03-18-44
REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard ~~Section~~ 1: General Requirements

2.0 PREPARATIONS

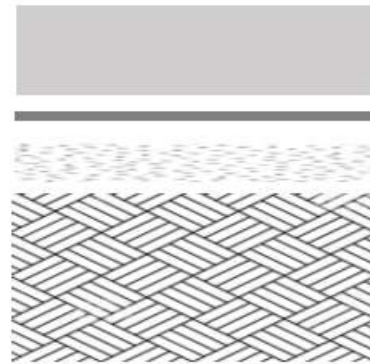
- 2.1** All proposed locations will be reviewed by Manor Alterations for conformance to existing guidelines. In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2** In each case, sufficient detail of the existing area must be provided in the application submission. A site inspection may be required, if deemed necessary by Manor Alterations, prior to approval. 'Sufficient detail' refers to any existing components within or adjacent to the proposed alteration area that would require modification (i.e. sprinklers, drainage) affected by the installation of a patio slab (i.e. walkways, landscape/hardscape, adjacent buildings or structures). No slab will be allowed that will hinder yard drainage.
- 2.3** If the proposed slab is adjoined to an existing slab, detail of how the slab will be doweled to existing must be shown. No slab will be allowed in areas where access for maintenance is required.
- 2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1** Patios & walkways may be constructed of a concrete slab or interlocking concrete pavers. ~~only.~~
- 3.2** Plantings s or dirt areas inside the defined patio squared off perimeters ~~walls~~ may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.

- 3.3** Concrete slabs to be constructed as per section detail. will be 4"

~~minimum in thickness and will be constructed of 520-C-2500 concrete. Wire mesh or #3 rebar and a vapor barrier with minimum of 1" sand cover are required.~~



4" (min.) concrete slab; 2500 p.s.i with
10 gauge Wire mesh or #3 rebar reinforcement minimum
6 mil plastic sheeting vapor barrier - minimum
1" compacted construction sand - minimum

Compacted existing soil

PATIO SLAB SECTION

3.3

- 3.4 All installations must have a minimum slope ~~of 1/4" per foot~~ and be able to drain to drain inlets or landscaping.
- 3.5 Concrete stamping to be reviewed and approved by Manor Alterations. Color, style, fashion or design shall be optional. Interlocking paver installations must use treated wood, redwood, or plastic edging. Edging shall be secured in place per manufacturer's specifications.
- 3.6 Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's specifications. Edging not required when abutting to walls or concrete slabs or walkways. ~~a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.~~
- 3.7 Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at a minimum 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
- ~~3.7.3.8~~ Pavers may be 7/8 of an inch to one inch thick if overlaid ~~dyed~~ on an existing concrete slab. Otherwise pavers must be a minimum of 2 3/8-inches thick.
- ~~3.8 Pavers may not form or contain any pictures, symbols or wording.~~
- 3.9 Refer to Section Standard 11 – Exclusive Use Common Area Exterior Floor Coverings for specifications regarding covering of patio slabs.

3.10 Patio slab extensions shall not encroach into Common Area.

3.103.11 Paver extensions shall not encroach into Common Area unless a variance is granted.

4.0 **SPRINKLER REVISIONS**

4.1 Any required landscape or irrigation revisions will be performed only by the managing agent's landscape crews, and the cost of such revisions shall be at the cost of the ~~M~~mutual member performing the alteration.

4.2 ~~No sprinklers will be placed inside any patio area by the managing agent's landscape crews. Any systems added shall not be connected to the Mutual-owned system.~~

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 21 PATIO SLABS, WALKWAYS & PAVERS

FEBRUARY 1985
 REVISED FEBRUARY 2003, RESOLUTION 03-03-17
 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
 GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
 REVISED MARCH 2018, RESOLUTION 03-18-44
 REVISED [DATE], RESOLUTION 03-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

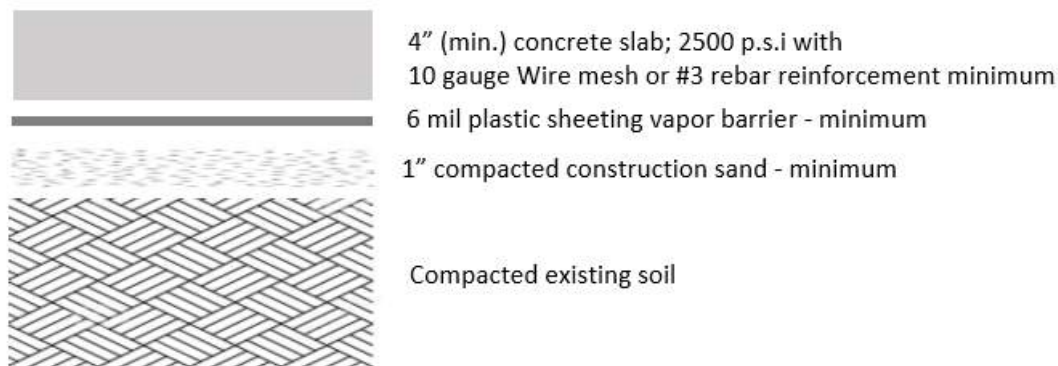
2.0 PREPARATIONS

- 2.1** All proposed locations will be reviewed by Manor Alterations for conformance to existing guidelines.
- 2.2** In each case, sufficient detail of the existing area must be provided in the application submission. A site inspection may be required, if deemed necessary by Manor Alterations, prior to approval. 'Sufficient detail' refers to any existing components within or adjacent to the proposed alteration area that would require modification (i.e. sprinklers, drainage) affected by the installation of a patio slab (i.e. walkways, landscape/hardscape, adjacent buildings or structures).
- 2.3** If the proposed slab is adjoined to an existing slab, detail of how the slab will be doveled to existing must be shown.
- 2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1** Patios & Walkways may be constructed of a concrete slab or interlocking concrete pavers.
- 3.2** Plantings or dirt areas inside the defined patio squared off perimeters may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.

3.3 Concrete slabs to be constructed as per section detail.



4" (min.) concrete slab; 2500 p.s.i with
10 gauge Wire mesh or #3 rebar reinforcement minimum
6 mil plastic sheeting vapor barrier - minimum
1" compacted construction sand - minimum
Compacted existing soil

PATIO SLAB SECTION

- 3.4** All installations must have a minimum slope and be able to drain to inlets or landscaping.
- 3.5** Concrete stamping to be reviewed and approved by Manor Alterations. Color, style, fashion or design shall be optional.
- 3.6** Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's specifications. Edging not required when abutting to walls or concrete slabs or walkways.
- 3.7** Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at a minimum 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
- 3.8** Pavers may be 7/8 of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be a minimum of 2 3/8-inches thick.
- 3.9** Refer to Standard 11 – Exclusive Use Common Area Floor Coverings for specifications regarding covering of patio slabs.
- 3.10** Patio slab extensions shall not encroach into Common Area.
- 3.11** Paver extensions shall not encroach into Common Area unless a variance is granted.

4.0 **SPRINKLER REVISIONS**

- 4.1** Any required landscape or irrigation revisions will be performed only by the managing agent's landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.



RESOLUTION 03-24-XX

REVISE STANDARD 21: PATIO SLABS, WALKWAYS AND PAVERS

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 recognized the need to update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 21: Patio Slabs; and

RESOLVED FURTHER, Resolution 03-18-44 adopted March 23, 2018, is hereby superseded and canceled; and

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

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 03-24-XX

Third Mutual Committee Appointments

RESOLVED, January 16, 2024, 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)

Andy Ginocchio, Chair
Moon Yun
Brad Rinehart
SK Park
Reza Karimi
Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair
Brad Rinehart
Ralph Engdahl
Nathaniel Ira Lewis
Reza Karimi
Andy Ginocchio, Alternate
Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair
Ralph Engdahl
SK Park
Brad Rinehart
Reza Karimi
Moon Yun, Alternate

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair
James Cook
Brad Rinehart
Moon Yun
SK Park
Andy Ginocchio, Alternate
Non-voting Advisors: ~~Judith Troutman, Peter Henschel~~

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair
Moon Yun
Andy Ginocchio
Cris Prince
Nathaniel Ira Lewis
SK Park, Alternate
Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair
Jim Cook
Cris Prince
Ralph Engdahl, Alternate
Andy Ginocchio, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
Reza Karimi
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair
Moon Yun
Reza Karimi
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws
Jim Cook
Ralph Engdahl
Andy Ginocchio
Cris Prince
Reza Karimi
Nathaniel Ira Lewis
Moon Yun
SK Park
Brad Rinehart

RESOLVED FURTHER, that Resolution 03-23-148, adopted December 19, 2023, is hereby superseded and canceled; and

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



RESOLUTION 03-24-XX

GRF Committee Appointments

RESOLVED, January 16, 2024, 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 (meets monthly)

Mark Laws (Third)
Andy Ginocchio (Third)
Reza Karimi, Alternate (Third)

Finance Committee (meets every other month)

Andy Ginocchio (Third)
Moon Yun (Third)
Brad Rinehart, Alternate (Third)

Landscape Committee (meets every three months)

Nathaniel Ira Lewis (Third)
SK Park (Third)
Reza Karimi, Alternate (Third)

Maintenance & Construction Committee (meets every other month)

SK Park (Third)
Ralph Engdahl (Third)
Brad Rinehart, Alternate (Third)

Clubhouse Renovation Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)
Ralph Engdahl (Third)
Reza Karimi, Alternate (Third)

Media and Communications (meets every other month)

Jim Cook (Third)
Cris Prince, (Third)
Moon Yun, Alternate (Third)

Website Ad Hoc Committee (meets as scheduled)

Mark Laws (Third)

Broadband Ad Hoc Committee (meets every month)

Cris Prince (Third)

Jim Cook (Third)

Reza Karimi, Alternate (Third)

Mobility & Vehicles Committee (meets as scheduled)

SK Park (Third)

Moon Yun (Third)

Reza Karimi, Alternate (Third)

Security and Community Access Committee (meets every other month)

SK Park (Third)

Reza Karimi (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)

Moon Yun (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)

Mark Laws, Alternate (Third)

~~**Purchasing Ad Hoc Committee** (meets as scheduled)~~

~~Andy Ginocchio (Third)~~

~~Ralph Engdahl, Alternate (Third)~~

~~**Compliance Ad Hoc Committee** (meets as scheduled)~~

~~Moon Yun (Third)~~

~~Andy Ginocchio (Third)~~

Information Technology Advisory Committee (ITAC) (meets monthly)

Mark Laws (Third)

SK Park (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

Reza Karimi (Third)

Andy Ginocchio (Third)

SK Park (Third)

Select Audit Committee (meets as scheduled)

~~Andy Ginocchio~~

Peggy Moore

RESOLVED FURTHER, that Resolution 03-23-149, adopted December 19, 2023, is hereby superseded and canceled; and

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



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

Tuesday, December 5, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Andy Ginocchio – Chair, Mark Laws, S.K. Park, Brad Rinehart
DIRECTORS ABSENT: Moon Yun
ADVISORS PRESENT: Wei Ming Tao
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

Call to Order

Director Andy Ginocchio, Treasurer, chaired and called the meeting to order at 1:30 p.m.

Approval of Meeting Agenda

A motion was made and carried unanimously to approve the agenda as presented. Steve Hormuth, Director of Financial Services, requested that Item #8C be moved up to Item #8B.

Hearing no objections, the amended agenda was approved as requested.

Approval of Meeting Report for October 3, 2023

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

Chair Remarks

Director Ginocchio shared that the board agreed to change the make-up of the Finance Committee from being a committee of the whole (all Third board of directors) to a committee of five (5) board members beginning with the current meeting.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth shared that the 2024 Annual Budget Report and Annual Policy Statement had been mailed out in November.

Preliminary Financial Statements dated October 31, 2023

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated October 31, 2023. Questions and comments were noted by staff.

Approve and Endorse the Purchasing Policy

The committee reviewed a revised Purchasing Policy, including suggested revisions requested by the Third Board of Directors. A motion was made by Director S.K. Park to accept and endorse the revised Purchasing Policy as presented. The motion passed by a 3-0-1 vote (Director Mark Laws abstained) and will be presented at the next board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, February 6, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:40 p.m.

 (Jan 4, 2024 17:54 PST)

Andy Ginocchio, Chair



Treasurer's Report for January 16, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **November 30, 2023**, total revenue for Third was \$40,883K compared to expenses of \$38,472K, resulting in a net revenue of \$2,411K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$1,114K through the reporting period. This chart shows how much of our revenue went into operations, with \$26,269K coming in from assessments and \$1,853K coming from non-assessment revenue. This is compared to operating expenditures of \$27,008K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$1,489K when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation and Related \$1,325K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, manor alterations, paint, and plumbing. Recruitment is in progress to fill in current open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.
- **Investment Income \$659K;** Favorable variance resulted primarily from treasury bills yielding a higher return than anticipated. Investments have averaged a 4% return compared to a budgeted return of 1.5%.
- **Insurance \$306K;** Favorable variance resulted primarily from lower premiums upon renewal than anticipated at budget preparation.
- **Utilities and Telephone \$222K;** Favorable variance resulted primarily in water and sewer due to rainfall and conservation efforts. Water consumption was 12% lower than budgeted through November 30. Sewer ended the period favorable as a result of lower sewer rates for domestic use than anticipated at the time of budget preparation. The favorable variance was partially offset by electricity and trash.
- **Outside Services (\$1,080K);** Unfavorable variance primarily in M&C and Landscape due to more moisture intrusion events caused by rain than anticipated at the time of



Treasurer's Report for January 16, 2023 Board Meeting

budget preparation. Additionally, supplemental appropriations for emergency roof repairs and french drain construction at Gate 11 furthered the variance. These variances are partially offset by a favorable variance in the elevator replacement program due to timing of work. Expenses related to this program will be recorded in December financials. Landscape has contracted shrub-bed maintenance to outside vendors as they continue to fill open positions.

SLIDE 5 – On this slide, we chart our non-assessment revenues earned to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest revenue generating categories on November 30, 2023 were Investment Income, Resident Maintenance Fees, and Sales and Leasing Fees. Non-assessment revenues totaled \$2,899K through the reporting period.

SLIDE 6 – On this slide, we chart our expenses to date by category and compare them to the current year's budget and the prior year's YTD actuals. Our largest expense categories on November 30, 2023 were Employee Compensation & Related, Outside Services, and Insurance. Expenses totaled \$38,472K through the reporting period.

SLIDE 7 – The non-operating fund balance on November 30, 2023 was \$33,757K. YTD contributions and interest were \$13,678K while YTD expenditures were \$11,365K.

SLIDE 8 – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$30.3 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements and having more contingency funds for unexpected events.

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through November 30, 2023, Third resales totaled 333, which is 53 lower resales than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$552K, which is \$30K higher than the prior year for the same time period.

Financial Report

As of November 30, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$37,984
Non-assessment Revenue	\$2,899
Total Revenue	\$40,883
Total Expense	\$38,472
Net Revenue/(Expense)	\$2,411

Financial Report

As of November 30, 2023



OPERATING INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$26,269
Non-assessment Revenue	\$1,853
Total Revenue	\$28,122
Total Expense ¹	\$27,008
Operating Surplus	\$1,114

1) excludes depreciation

Financial Report

As of November 30, 2023



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$37,984	\$37,984	\$0
Non-assessment Revenue	\$2,899	\$2,254	\$645
Total Revenue	\$40,883	\$40,238	\$645
Total Expense	\$38,472	\$39,316	\$844
Net Revenue/(Expense)	\$2,411	\$922	\$1,489

Financial Report

As of November 30, 2023



Year to Date Variances

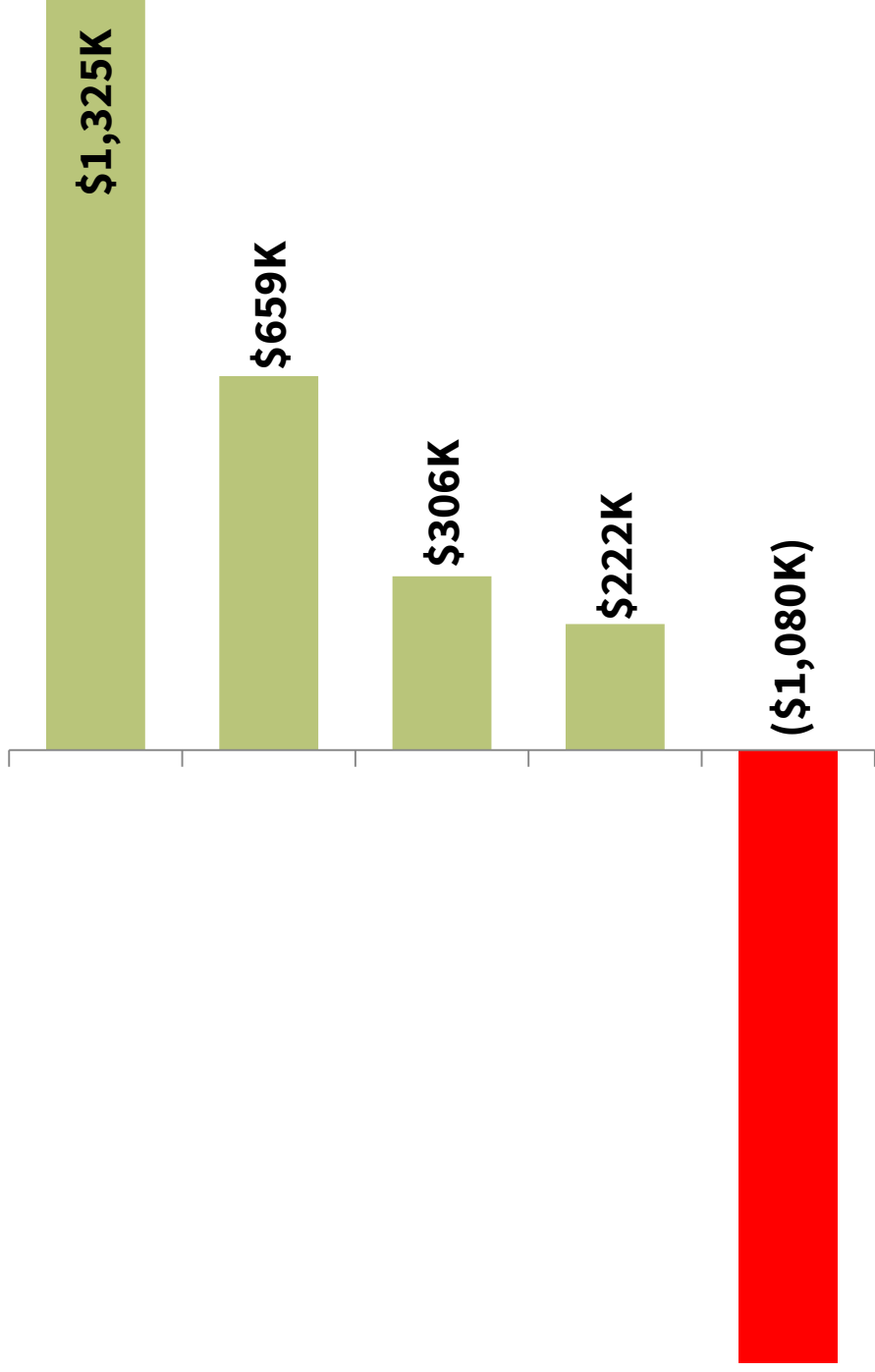
Employee Compensation

Investment Income

Insurance

Utilities and Telephone

Outside Services



■ Unfavorable ■ Favorable

Financial Report

As of November 30, 2023



Total Non-Assessment Revenues - \$2,899,575 (in Thousands)

Category	2022 YTD Actual	2023 YTD Actual	2023 YTD Budget	2023 YTD Variance	2023 Total Budget
Investment Income	\$183	\$1,044	\$385	\$659	\$420
Resident Maintenance Fee*	\$629	\$768	\$594	\$82	\$648
Sales and Leasing Fees**	\$476	\$453	\$456	(\$3)	\$498
All Other Revenues	\$684	\$634	\$819	(\$93)	\$892
Total Non-Assessment Revenues	\$1,972	\$2,899	\$2,254	\$645	\$2,458

*Includes damage restoration backlog revenue

**Includes lease processing fee, resale processing fee, inspection fee revenue

Financial Report

As of November 30, 2023



Total Expenses - \$38,471,680
(in Thousands)

Category	2022 YTD Actual	2023 YTD Actual	2023 YTD Budget	2023 YTD Variance	2023 Total Budget
Employee Comp & Related	\$12,162	\$11,914	\$13,239	\$1,325	\$14,458
Outside Services*	\$6,875	\$9,794	\$8,780	(\$1,014)	\$9,540
Insurance	\$7,574	\$7,874	\$8,180	\$306	\$8,923
All Other Expenses	\$9,327	\$8,890	\$9,117	\$227	\$9,940
Total Expenses	\$35,938	\$38,472	\$39,316	\$844	\$42,861

*Includes professional fees

Financial Report

As of November 30, 2023



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/23	\$21,200	\$111	\$6,279	\$3,854	\$31,444
Contributions & Interest**	\$12,572	\$88	\$976	\$42	\$13,678
Expenditures	\$9,458	\$91	\$1,579	\$237	\$11,365
Current Balances: 11/30/23	\$24,314	\$108	\$5,676	\$3,659	\$33,757

*Includes Elevator and Laundry Funds

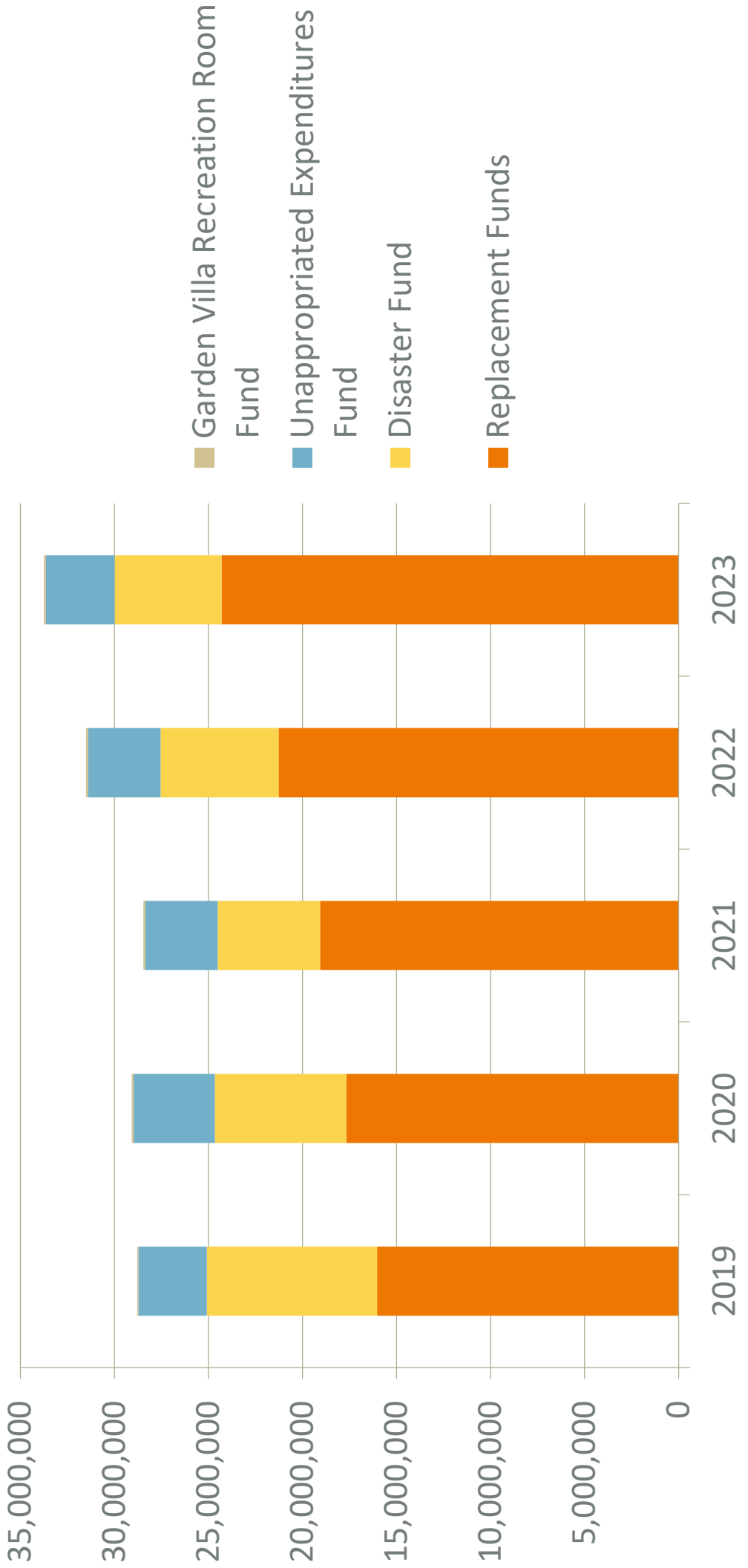
**Includes 2022 operating surplus transfer of \$917,230 from the Operating Fund

Financial Report

As of November 30, 2023



FUND BALANCES – Third Mutual



Financial Report

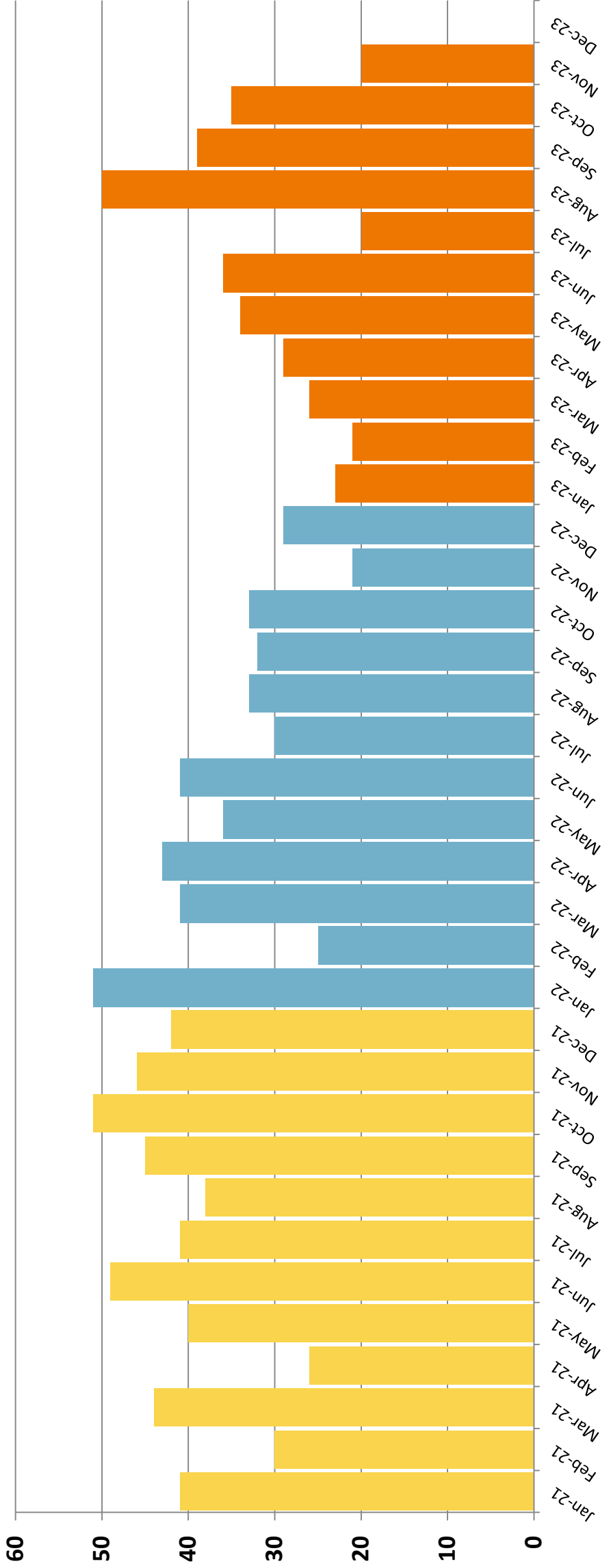
As of November 30, 2023

RESALE HISTORY – Third Mutual



THIRD LAGUNA HILLS
— M U T U A L —

	NO. OF REALES	AVG. RESALE PRICE
YTD 2021	451	\$463,876
YTD 2022	386	\$521,773
YTD 2023	333	\$552,282



THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Monday, December 11, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

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

COMMITTEE MEMBERS ABSENT: Andy Ginocchio (Alternate-Excused), Mike Plean (Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for November 13, 2023

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 wished the committee Happy Holidays.

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

a. **Over-The-Counter Variances** – Hearing no objection, the Over-The-Counter Variance report was approved by majority vote. (Director Engdahl abstained).

5538-B: Request for Rear Room Extension and Front Bedroom Extension.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Discussion Interior Inspections

Mr. Mejia asked the committee for input on increasing the scope of resale inspections, and with it a re-assessment of the fee. The committee suggested that with interior inspections, if a resident has record of their mutual consent and or city permit; no further investigation needs to be done by Manor Alterations. Discussion ensued regarding the need for the mutual to conduct interior inspections, impacts to resources and the potential of bringing additional liability to the mutual. It was concluded that the members will be better served if the member or buyer retains the services of a third-party inspector. Staff to present revisions to current resale policy.

b. Discussion Proposed Elimination of Resolution 03-16-07: Low-Flow Toilet Statement of Compliance

A motion was made to recommend that staff look into removing the requirement for low-flow toilets. Hearing no objection, the motion was approved by unanimous consent.

c. Discussion Revision to Architectural Standard 8: Porch Lift/Elevators

Mr. Mejia informed the committee that in Third Mutual, lift/elevators are installed by the member at their expense for their exclusive use. The members retain responsibility for its maintenance, provide liability insurance to the mutual and are responsible for restoring the building back to its original state when the lift/elevator is no longer needed or when the manor is sold if the new buyer does not want to be responsible for it. Staff was asked to revise the standard to allow for a transfer of responsibility from owner to buyer if they intend to keep the lift/elevator.

11. Items for Future Agendas

- a. Revision to Resale Inspections
- b. Elimination of Resolution 03-16-07: Low-Flow Toilet Statement of Compliance
- c. Revision to Architectural Standard 8: Porch Lift/Elevators

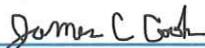
12. Committee Member Comments

- Advisor Mills thanked the committee and staff for their efforts to reduce fees and expedite variances.
- Director Lewis reminded the committee of the AQMD Speaker Townhall taking place at Clubhouse 5 on February 22, 2024 from 10:00 a.m. to 12:00 p.m.

13. Date of Next Meeting: Monday, January 08, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:16 p.m.



JIM COOK (Dec 14, 2023 13:44 PST)

Jim Cook, Chair

Jim Cook, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Monday, November 6, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl – Chair, Jim Cook, SK Park, Brad Rinehart, Moon Yun

MEMBERS ABSENT: Peter Henschel, Advisor

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

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:34 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from August 30, 2023

Hearing no objection, the meeting report was approved unanimously.

4. Remarks of the Chair

None.

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

- A member inquired about potential options to replace flooring in Garden Villa rec room kitchens and restrooms.

- A member inquired about the potential of replacing the mailboxes at their building.

6. Response to Member Comments

Staff responded to the member's comments and will follow up as appropriate.

7. Department Head Update

- Gate 11 Seepage
Mr. Mejia provided an update on this completed project via PowerPoint.
- Speed Queen Washer/Dryer Installations
Mr. Barnette provided an update and answered questions from the committee. As of today, 20 washing machines and 17 dryers have been replaced; none of which have required any repairs.
- Recruitment for Temporary Staff for Building Pressure Valve Readings
Mr. Barnette provided an update and answered questions from the committee. A part-time temporary position, open to residents, was posted on the village website on October 30, 2023. No applications have been received at this time.

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

The Project Log was pulled for discussion at the end of the open session.

a. Project Log

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

9. Items for Discussion and Consideration

a. Slope Repair RFP Update (Verbal)

Mr. Mejia provided an update via PowerPoint and answered questions from the committee. Staff will present a recommendation for this item in closed session.

b. Post-Paint Program (Verbal)

Mr. Barnette provided background on the suggested program. At the request of the committee, staff has instated a warranty walk/inspection 2-4 weeks post paint with the paint vendor.

c. Contractor and Staff Oversight Presentation

Mr. Gomez provided a description of the process for overseeing contractors and staff via PowerPoint.

d. Options for Improving Delivery of Hot Water to Individual Manors

Mr. Barnette discussed recirculating systems and inline water heaters via PowerPoint and answered questions from the committee. Installation and maintenance of any type of system would be the responsibility of the owner, not the mutual.

10. 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.*

- a. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Mutual Owned/Mutual Funded Solar Power Options for EV Charging

11. Committee Member Comments

- Director Park thanked staff for their hard work.

12. Date of Next Meeting: Monday, January 8, 2024 at 9:30 a.m.

13. Recess – The meeting was recessed at 3:09 p.m.


Ralph Engdahl, Chair

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

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

**Thursday, January 4, 2024 at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Ira Lewis, Ralph Engdahl, Brad Rinehart, S.K. Park, Reza Karimi

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Cris Prince

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:32 a.m.

2. Approval of Agenda

Director Park made a motion to approve the agenda. Director Lewis seconded. The meeting agenda was approved by unanimous consent.

3. Approval of the October 11, 2023 Report

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

4. Remarks of the Chair

Chair Lewis had no remarks.

5. Department Head Update

5a. Project Log

Mr. Wiemann discussed the provided Project Log in detail. Directors made comments and asked questions.

5b. Water Use Comparison

Mr. Wiemann discussed the provided Water Use Chart in detail. Directors made comment and asked question. Committee directed staff that this no longer needs to be in the agenda packet. They unanimously agreed to just put it in once a year with the year-end report.

5c. Tree Work Status Report

No remarks made.

6. Member Comments

Three comments were made. Topics included the following:

- Reseeding and plugging of lawn
- Tree planting request
- Member specific observations

7. Response to Member Comments

Mr. Wiemann and Chair Lewis responded to the comments.

8. Items for Discussion and Consideration

8a. Wildflower Pilot Program

Discussion ensued, the committee asked questions of Mr. Wiemann. Director Lewis made a motion to approve the project. Director Park seconded. The motion passed unanimously.

8b. Artificial Turf

Discussion ensued among the committee. Mr. Wiemann suggested that each request be decided on a case by case basis, and all requests for artificial turf be brought before the committee via the Landscape Request Form process. Director Rinehart made a motion to accept this policy. Director Karimi seconded the motion. The motion passed unanimously.

8c. Transition Plant List

No discussion was had. Mr. Wiemann informed committee it is an ongoing project for staff.

9. Items for Future Agendas

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, February 1, 2024, at 9:30 a.m.

12. Adjourned at 10:55 a.m.

Ira Lewis

Ira Lewis (Jan 5, 2024 17:58 PST)

Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

949-268-2565

THIS PAGE LEFT BLANK INTENTIONALLY



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

Wednesday, November 29, 2023 at 9:30 A.M.
Board Room/Virtual Meeting
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Mark Laws - Chair, Cris Prince, Andy Ginocchio and Nathaniel “Ira” Lewis (via Zoom), S.K. Park (alternate; left meeting at 10:26 a.m.)

MEMBERS ABSENT: Moon Yun (not-excused)

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Ruby Rojas

OTHERS PRESENT: None

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:32 a.m.

2. Approval of Agenda

Director Prince made a motion to approve the agenda. Director Ginocchio seconded the motion.

By unanimous consent, the motion passed.

3. Approval of Meeting Report

Director Prince made a motion to approve the October 24, 2023 meeting report. Director Park seconded the motion.

By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

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. Barbecue Policy

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

Member made comments regarding barbecue grills being used in three-story buildings.

Chair Laws made a motion to direct staff to update the Barbecue Policy with minor corrections and forward the matter to the Third Board for consideration. Additionally, amended the motion to include clarifying language. Director Lewis seconded the motions.

By way a vote of 4-1 (Director Prince voted No) the motions passed.

b. Disciplinary Notices

Chair Laws presented the Determination Notices for discussion. The Committee discussed the matter, asked questions and tabled the matter for further review at next committee meeting. Staff was directed to edit the existing notices and produce updated notices at the next Committee meeting.

9. Items for Future Agendas

- a. Caregiver Policy
- b. Temporary Storage-Pod Policy
- c. RV Parking Policy
- d. Clutter Policy
- e. Operating Rules
- f. Financial Qualifications for Purchasing in Third Mutual
- g. Review of Compliance Department against updated Davis-Stirling laws
- h. Accessory Dwelling Unit (ADU)
- i. Chronic Complainants

10. Committee Member Comments

None.

11. Date of Next Meeting

Tuesday, December 26, 2023 holiday canceled
Tuesday, January 23, 2023 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:26 a.m.

Signature: Mark W. Laws

Mark W. Laws (Dec 5, 2023 16:47 PST)

~~Email:~~ thirdmutual@lagunawoodsvillage.com

Mark W. Laws, Chair
Third Laguna Hills Mutual



OPEN MEETING

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

**Wednesday, January 3, 2024 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: Egon Garthoffner – Chair, Gan Mukhopadhyay – Co-Chair, Alison Bok, Anthony Liberatore, Ralph Engdahl, Andy Ginocchio

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Yvonne Horton
THIRD: Reza Karimi
Advisor: Bill Walsh

STAFF PRESENT: Guy West – Projects Division Manager, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was being broadcast 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 March 15, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

6. Member Comments (Items not on the Agenda)

Chair Garthoffner noted that the member comments will be limited to 2 minutes and urged members to not repeat comments. No members commented on items not on the agenda.

Items for Discussion:

7. PAC Restrooms Interior Design

Mr. West gave a presentation to show the current condition of the restrooms at the Performing Arts Center (Clubhouse 3) and the scope of work suggested to update the restrooms. The design consultant will provide a presentation to the committee at a later date.

Chair Garthoffner responded to member comments regarding the cost and necessity of the interior design. A member commented on ideas for the design of this project.

8. Clubhouse 1 Update

Mr. West gave an oral update on the current status and timing of the Clubhouse 1 project. Mr. West answered questions from the committee about the timeline of the project and how the disruptions to use of the facility will be handled.

Mr. West and committee members responded to multiple member comments regarding the closure of the entire clubhouse during construction, the timeline of the project, the impact on clubhouse utilization, and relocation of clubs and clubhouse users during construction.

Co-Chair Mukhopadhyay left the meeting at 10:22 a.m.

Concluding Business:

9. Committee Member Comments

Director Liberatore thanked the audience for attending and commenting. Director Bok commented on the necessity of communication. Director Engdahl commented on the purview of this committee and parking at Clubhouse 1 and stressed the need to quickly start construction. Director Ginocchio commented on parking at Clubhouse 1.

10. Date of Next Meeting: TBD

11. Adjournment

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

DRAFT

Egon Garthoffner, Chair

Egon Garthoffner – Chair
Guy West – Staff Officer
Telephone: 949-268-2380

THIS PAGE LEFT BLANK INTENTIONALLY



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

Wednesday, December 20, 2023 – 1:30 p.m.
Hybrid Meeting

- DIRECTORS PRESENT:** William Cowen – Chair, Martin Roza, Mickie Choi Hoe, Moon Yun, Andy Ginocchio, Brad Rinehart
- DIRECTORS ABSENT:** Thomas Tuning (excused)
- ADVISORS PRESENT:** None.
- STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez
- OTHERS PRESENT:** GRF – Jim Hopkins, Egon Garthoffner, Juanita Skillman
United – Maggie Blackwell

Call to Order

Director William Cowen called the meeting to order at 1:32 p.m.

Acknowledgement of Media

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

Approval of Meeting Agenda

A motion was made to approve the agenda as presented. Hearing no objection, the agenda was approved unanimously.

Approval of the Regular Meeting Report of October 18, 2023

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

Approval of the Regular Meeting Report of November 15, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

A member shared her concerns on the increasing projection in energy costs and requested a village wide informational presentation on how this will affect members.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2024 Annual Budget Report and Annual Policy Statement has been mailed out to residents and is available on the Laguna Woods Village website.

Director Moon Yun Arrived at 1:46 p.m.

Financial Statement and Budget Training

Steve Hormuth presented a Financial Statement training including how the GAAP method is used to for accounting records and for presentation of financial statements. Furthermore, he explained how the Finance Committee, the board and members of the community may use the monthly financial statements and the differences between each document presented.

Additionally, Jose Campos, Assistant Director of Financial Services, shared a presentation on the budget planning process.

Review Preliminary Financial Statements dated November 30, 2023

The committee reviewed the financial statements dated November 30, 2023. Questions were addressed and noted by staff.

Endorsement from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, February 21, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:20 p.m.

DRAFT

William Cowen, Chair



OPEN MEETING

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

**Monday, September 18, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam, Juanita Skillman (alternate for Elsie Addington); Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Director Elsie Addington (excused); Advisor Theresa Frost (excused)

Others Present: GRF – Bunny Carpenter, Egon Garthoffner, Martin Roza
Third – S.K. Park
VMS – Debbie Allen

Staff Present: Robert Carroll, Catherine Laster, Susan Logan-McCracken, Paul Ortiz, Joana Rocha, Ellyce Rothrock

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 July 17, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman announced that the September/October Village Breeze is out. She welcomed Robert Carroll, General Services Director, who then introduced himself.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock held up the latest issue of the Village Breeze and read through highlights from the Media and Communications Activities Report.

8. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock updated the committee on the contract with Urban Insight and stated that Information Services Director Chuck Holland will be in charge of the project, while she and Ms. McCracken will handle the day-to-day updating of the website.

9. Broadband Ad Hoc Committee Report – Paul Ortiz

Mr. Ortiz announced new Broadband Ad Hoc Committee Chair Martin Roza and updated the committee on the contract with The Broadband Group, who reached out to a list of potential providers that the ad hoc committee will review at 3:30 p.m. today.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from the subscriber counts report:

- Village Television's YouTube channel subscriber counts continue to increase
- The use of set-top boxes is trending downward
- Pay services continue to decrease
- The higher speeds in internet subscriptions are increasing, while the lowest speed is decreasing

Mr. Ortiz gave a presentation on skyrocketing re-transmission fees, the programming landscape and expiring contracts.

Mr. Roza commented about the cable programming landscape and asked about the future of streaming costs. Discussion ensued.

Another discussion ensued on educating residents on how they can save money by purchasing the streaming app rather than paying the retail rate contractually offered to the community.

Mr. Ortiz then presented a staff report on adding NewsNet and Sports News Highlights to Village Television's current lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks.

Chair Milliman entertained a motion. Juanita Skillman made a motion to recommend the approval of a contract with Bridge Media Networks to add NewsNet and Sports News Highlights to Village Television's current programming lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks. Margaret Bennett seconded the motion, which carried unanimously.

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Advisor Brians commended Village Television's longevity.

Advisor Parker commended the meeting and discussed the Village Community Fund's publicity guide for Village clubs.

Director Quam commended the staff for all the communications work completed every month.

Director Blackwell stated it was good to hear about the NewsNet channel.

Director Skillman discussed the Disaster Preparedness Task Force and reminded everyone to shelter in place if there is a disaster and not go to the clubhouses.

Director Cook recommended including information about streaming in the "What's Up in the Village" email blast and in the new resident orientation packets.

Mr. Carroll stated he looks forward to working with the committee.

Advisor Pacella thanked the committee for the work that they do.

Ms. McCracken introduced Ms. Rocha, who will assist with meeting coordination.

Date of Next Meeting – Monday, November 20, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:36 p.m.

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

THIS PAGE LEFT BLANK INTENTIONALLY

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

Wednesday, December 6, 2023 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Bunny Carpenter, Egon Garthoffner, Joan Milliman, Gan Mukhopadhyay, Juanita Skillman,

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None**4. Remarks of the Chair**

Chair Hopkins commented the history of the project and the purpose of the committee.

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

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

The committee responded that the Community Activities Committee is aware of the request.

7. Department Head Update

Mr. Gomez thanked the committee members for their attendance and expressed that staff is looking forward to working with this new committee.

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. None.

9. Items for Discussion and Consideration

a. Building E History/Background

Mr. Gomez provided a history of Building E and background on the prior board decisions via PowerPoint. Discussion ensued among the committee members.

b. Space Utilization Study by Austin Company (May 2023)

Mr. Gomez provided an overview of the study prepared by Austin Company in May 2023.

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

Mr. Gomez outlined the committee mission, duties and responsibilities per Resolution 90-23-54. Chair Hopkins read the resolution in its entirety.

d. Discussion of Process to Determine Next Staff Relocation Plan

Chair Hopkins asked the committee members to define the problem and offer their comments. Discussion ensued regarding alternative options, the space study, current location of displaced staff, underutilized existing space, and cost of temporary office lease.

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

Mr. Gomez suggested dates for future committee meetings which were accepted as presented. The committee will meet at 1:30 p.m. in the boardroom and via Zoom on January 3, January 31, March 6, March 20, and April 10, 2024.

10. 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.*

- Review of Utilization Statistics from Recreation Department for Facilities Throughout Village
- Review of Security, Landscape & Maintenance and Construction Department Future Space Needs and Satisfaction with Current Leased Space

11. Committee Member Comments

- Director Ginocchio commented on the lease term.
- Director Bhada commented on the amount of space being leased.
- Director Carlson commented that a tour of the buildings would be helpful.

12. Date of Next Meeting: Wednesday, January 3, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 5:01 p.m.


James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

THIS PAGE LEFT BLANK INTENTIONALLY