



OPEN SESSION

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

**Tuesday, February 20, 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 – First Vice President Cook**
- 2. Pledge of Allegiance – Director Prince**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. January 16, 2024 – Regular Board Meeting
 - b. February 2, 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 – Presentation by Dan Yost, Risk Manager: Insurance Overview**
- 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 December 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**
 - (1) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 932-120-59
 - (2) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 932-670-82
 - (3) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-631-48
 - (4) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-720-15
- c. **Recommendations from the Landscape Committee**
 - (1) Recommendation to Approve the Request for the Removal of One Rusty Fig Tree Located at 3153-A Alta Vista
 - (2) Recommendation to Deny the Request for the Removal of One Eucalyptus Desert Gum Tree Located at 4010-3E Calle Sonora Oeste
 - (3) Recommendation to Approve the Request for the Removal of Two Rusty Cypress Trees Located at 5371-2F Punta Alta
 - (4) Recommendation to Approve the Request for the Removal of One Rusty Fig Tree Located at 5510-3C Paseo Del Lago West
 - (5) Recommendation to Approve the Request for the Removal of Two Podocarpus Trees Located at 5570-A Lux Del Sol
- d. **Recommendation from the Architectural Controls and Standards Committee:**
 - (1) Recommendation to Approve the Variance Request for Extension of Rear Patio at Manor 5110 Miembro

11. Unfinished 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 has been satisfied**)
- 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 has been satisfied**)
- 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 has been satisfied**)

12. New Business

- a. Entertain a Motion to Approve the 2024 Inspector of Elections
- b. Entertain a Motion to Approve the Additional Dwelling Unit (ADU) Policy
(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- c. Entertain a Motion to Approve Updated Committee Assignments
- d. Discuss Reducing the Percentage of Leases allowed in Third Mutual (Oral Discussion)

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on February 6, 2024; next meeting April 2, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met February 12, 2024; next meeting March 11, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Rinehart. 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 February 1, 2024; next meeting March 7, 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 January 25, 2024; next meeting is TBA.
- f. Report of the Resident Policy and Compliance Committee – Director Prince. The Committee met on January 23, 2024; next meeting February 27, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Ginocchio. This Committee met on February 8, 2024; the next meeting is March 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Mobility and Vehicles Committee – Director Yun. This Committee met on February 7, 2024; the next meeting is May 1, 2024 at 1:30 p.m. in the Board Room.

- c. GRF Maintenance & Construction Committee – Director Rinehart. The Committee met on February 14, 2024; next meeting April 10, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - d. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on January 31, 2024; next meeting March 6, 2024 at 1:30 p.m. in the Board Room.
 - e. GRF Landscape Committee – Director Lewis. This committee met on February 14, 2024; the next meeting is May 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - f. Disaster Preparedness Task Force – Director Park. The task force met on January 30, 2024; the next meeting is March 26, 2024, at 9:00 a.m. in the Board Room.
 - g. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on January 17, 2024; next meeting February 21, 2024 in the Board Room.
 - h. Information Technology Advisory Committee – Director Park. This closed Committee last met on February 2, 2024; next meeting is February 23, 2024.
 - i. The following GRF Committees have not met since the last Third Board Meeting of January 16, 2024:
 - i. 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.
 - ii. 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.
 - iii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - iv. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - v. GRF Media and Communications Committee – Director Cook. The Committee met on January 15, 2024; the next meeting is April 15, 2024 at 1:30 p.m. in the Board Room.
 - vi. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This Committee met on January 3, 2024; the next meeting is February 27, 2024, at 1:30 p.m. in the Board Room.
- 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.*
- *Additional Dwelling Unit (ADU) Policy*
- 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) January 16, 2024 – 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**

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OPEN SESSION

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

**Tuesday, January 16, 2024 - 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, Moon G. Yun, Reza Karimi, Nathaniel Ira Lewis

Directors Absent: Brad Rinehart (Excused), Jules Zalon (Unexcused)

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Bart Mejia, Francis Gomez, Alan Grimshaw, Connie Habal, Jennings Lai, Blake Lefante, Jay Allen, Megan Feliz, Eric Nunez, Jose Campos

Others Present: VMS – Mary Seto
GRF – None
United – None
VMS – None

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

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

2. Pledge of Allegiance

Director Cook led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the Agenda.

Director Park made a motion to approve the Agenda. Director Lewis seconded.

Director Engdahl requested the date of 14f be changed to December 19, 2023.

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

4. Approval of Minutes

- a. December 19, 2023 – Regular Board Meeting
- b. January 5, 2024 – Agenda Prep Meeting

Director Yun made a motion to approve the minutes of December 19, 2023 – Regular Board Meeting and the January 5, 2024 – Agenda Prep Meeting. Director Park seconded.

President Laws requested item 4a, page 2 of 18, December 2026 to October 2026, be changed to December 2025 to October 2025 from the December 19, 2023 - Regular Board Meeting Minutes.

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

5. Report of the Chair

President Laws commented on the following:

- Member Suggested 2024 Priorities

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village

7. Responses to Open Forum Speakers

- Director Yun commented on the racial tension inside the village and the work of the Compliance Department
- Multiple Directors commented on the work of the Foundation of Laguna Woods Village

8. Department Update – Jay Allen, Damage Restoration Manager: Damage Restoration Process

Jay Allen, Damage Restoration Manager, gave a presentation on the damage restoration process and answered questions from the Board.

Upon the end of the discussion on Damage Restoration, Director Zalon, from the audience, stated he was present to serve President Laws.

9. CEO Report

CEO Siobhan Foster reported on:

- 2024 Cleanup, Organization
- Keep Up the Good Work
- CR&R Low-Profile Bin Update
- Resident Services Callback Feature
- After-Hours Contacts
- Upcoming

CEO Foster answered questions from the Board.

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

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

Director Cook made a motion to approve the Consent Calendar. Director Lewis 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 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. Recommendation from the Finance Committee - None

c. Recommendation from the Landscape Committee - None

d. Recommendation from the Architectural Controls and Standards Committee

1. Recommendation to 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

RESOLUTION 03-24-01

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.

11. Unfinished 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 has been satisfied**)

Director Prince read the following resolution:

RESOLUTION 03-24-02

Barbecue Grills Rules & Regulations

WHEREAS, the Resident Policy & Compliance Committee has recognized the need to adopt 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 Grills Rules & Regulations, 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 Cook made a motion to approve the resolution for the Barbecue Grills Rules & Regulations Policy. Director Lewis seconded.

President Laws pointed out a scrivener error and asked staff to make the adjustment.

Discussion ensued among the Board.

Multiple members commented on the item.

Hearing no further changes, the motion was called to a vote and passed 7-1-1.
Director Engdahl opposed. Director Karimi abstained.

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)

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.

Director Cook made a motion to approve the Resolution for Elimination of the Low-Flow Toilet Statement of Compliance for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded the motion. 8-0-1 passed

Director Yun made an amended motion to not require manor alterations to be notified. Director Park seconded.

Discussion ensued among the Board.

Hearing no further changes, the amended motion was called to a vote and failed 4-4-1. Director Park, Director Yun, Director Engdahl, and Director Ginocchio voted for. Director Karimi abstained.

Returning to the original motion, the original motion was called to a vote. The original motion passed with a vote of 8-1-0. Director Park opposed.

- b. Entertain a Motion to Approve the Elimination of Manor Alteration Conformance Deposit Fee (January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360)**

Alan Grimshaw, Building Permits & Inspections Manager answered questions from the board.

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.

Director Cook made a motion to approve the Resolution for Elimination of the Manor Alteration Conformance Deposit Fee for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Karimi seconded.

Discussion ensued among the Board.

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

- c. Entertain a Motion to Approve the Revision to Architectural Standard Slab 21: Patio Slabs (January initial notification – 28-day notification for member review and comments to comply with Civil Code § 4360)**

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.

Director Cook made a motion to approve the Resolution for Revised Standard 21: Patio Slabs, Walkways and Pavers for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded the motion.

Discussion ensued among the Board.

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

d. Entertain a Motion to Approve Update Committee Assignments

RESOLUTION 03-24-03

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 03-24-04

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 (Third)~~
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.

Director Park made a motion to approve the resolutions for Third Mutual Committee Assignments and GRF Committee Assignments. Director Karimi seconded.

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

e. Discussion of Member Survey

President Laws then discussed the thought of conducting a member survey.

Discussion among the Board then ensued. Since Director Yun expressed an interest in the member survey, President Laws indicated he would recommend Director Yun to the United Laguna Woods Mutual exploratory committee regarding a member survey.

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 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 – President Laws.. 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 –President 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 January 15, 2024; the next meeting is TBD.
- 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 December 19, 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 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.
 - iii. 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.

- iv. 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.
- v. 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.
- vi. 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.
- 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. 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.
- ix. 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.
- x. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting January 17, 2024
- xi. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
- xii. 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 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, Walkways & Pavers*

16. Directors' Comments

- Director Yun commented on Directors' making educated and thoughtful decisions and the impact it has on residents
- President Laws echoed Director Yun's comments

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

The meeting was recessed into closed session at 12:40 p.m.

Closed Session Agenda

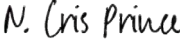
Approval of Agenda

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

17. Adjournment

The meeting was adjourned at 4:30 p.m.

DocuSigned by:

5441FC1ED518422...
N. Cris Prince, Secretary of the Board
Third Laguna Hills Mutual



OPEN SESSION

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

**Friday, February 2, 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, Jim Cook, Brad Rinehart, S.K. Park, Moon G. Yun (entered meeting at 9:39 a.m.), Reza Karimi, Andy Ginocchio

Directors absent: Ralph Engdahl (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 9:32 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

Director Park made a motion to approve the Agenda. Director Lewis seconded.

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on February 20, 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 Lewis made a motion to approve the Open and Closed Meeting Agenda, as amended. Director Yun seconded.

Hearing no objections, the February 20, 2024 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments

- Director Cook commented on limit lease reduction
- President Laws commented on having a replacement for Director Engdahl as he is resigning effective March 1
- President Laws commented on the next client services meeting

5. Adjournment

The meeting was adjourned at 10:27 a.m.

DocuSigned by:

N. Cris Prince

5441EC1E0518422

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

Third Insurance Update

February 20, 2024



Laguna Woods Village Insurance Program



HAZARD & LIABILITY includes the following liability coverage: general, umbrella, excess, and crime insurance.

Policy	Insurer	Limit	Deductible	Premium
General Liability	Philadelphia Insurance	\$1M occur/\$2M agg	\$0	\$475,673
Umbrella and Excess Liability	GA, Lexington, XL, Endurance	\$55M	N/A	\$463,835
Crime Insurance	Beazley, Berkley, Harford, GA	\$31.5M	\$25K	\$142,263

PROPERTY includes general property for fire and moisture intrusion, and earthquake (DIC).

Corporation	Policy	Insurer	Limit	Deductible	Premium
Third	Property	Lloyds and other carriers	\$255M	\$100K	\$6,839,562
	Earthquake (DIC)	Princeton Excess Insurance	\$10M	5% of value	\$420,658

- **Blanket** property insurance for fire and **special form** covering common and community area buildings
- Exclusions include, but are not limited to, earthquake and landslide
- Full replacement value policies, on a per-occurrence level up to the stated limit

Laguna Woods Village Insurance Program



EXECUTIVE LIABILITY includes D&O insurance for Third.

Corporation	Policy	Insurer	Limit	Deductible	Premium
Third	D&O	RSUI, Atlantic	\$10M	\$150K	\$58,780

- **Directors and officers coverage** for a nonprofit common interest development:
Designed for volunteer boards who oversee association business activities
- **Insured person:** Any past, present or future director, officer, trustee, employee, advisory board member or any committee member of a duly constituted committee of organization

Insurance Program (Through 12-31-23)



Insurance Line	2023 YTD Actuals	2023 YTD Budget	Variance	Annual Budget
Hazard & Liability (GL, Excess, Crime)	\$997,079	\$970,532	(\$26,547)	\$970,532
Property	\$7,516,977	\$7,849,953	\$332,976	\$7,849,953
Executive Liability (D&O Insurance)	\$58,780	\$95,850	\$37,070	\$95,850
Total	\$8,572,836	\$8,916,335	\$343,499	\$8,916,335

Laguna Woods Village Insurance Program



Davis-Stirling states that HOAs must maintain:

- Code §5800. Civil Limitation of Officer and Director Liability – D&O insurance of at least \$1M if common interest development consists of more than 100 separate interests
- Civil Code §5805. Limitation of Member Liability – General liability insurance of at least \$3M if common interest development consists of more than 100 separate interests
- Civil Code §5806. Fidelity Bond Requirements – Maintain fidelity bond coverage for directors, officers and employees in an amount equal to or more than combined amount of association reserves and total assessments for three months

Thank You



RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 932-120-59; 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, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-120-59 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.

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RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 932-670-82; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-670-82 and;

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

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RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-631-48; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-631-48 and;

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

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RESOLUTION 03-24-XX

Recording of a Lien

WHEREAS, Member ID 931-720-15; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-15 and;

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

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RESOLUTION 03-24-XX

Approve the Request for Removal of One Rusty Leaf Fig Tree 3153-A Alta Vista

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

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

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

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 3153-A to remove one Rusty Leaf Fig tree. The Member cited safety concerns due to proximity to home; and

WHEREAS, staff inspected the condition of the tree and determined that the proximity of the tree to the unit would preclude root pruning and would jeopardize the stability of the tree; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Rusty Leaf Fig tree located at 3153-A Alta Vista;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of one Rusty Leaf Fig tree located at 3153-A Alta Vista; and

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

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RESOLUTION 03-24-XX

Deny the Request for Removal of One Eucalyptus 4010-3E Calle Sonora Oeste

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

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

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

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 4010-3E to remove one Eucalyptus tree. The Member cited the reasons as roof encroachment and tree health; and

WHEREAS, staff inspected the condition of the tree and determined the tree is in fair health, with sufficient room to accommodate the canopy spread; and

WHEREAS, staff did see areas of dead wood, which can be full restored with shaping of the canopy; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Eucalyptus tree located at 4010-3E Calle Sonra Oeste;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors denies the request for the removal of one Eucalyptus tree located at 4010-3E; and

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

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RESOLUTION 03-24-XX

Approve the Request for Removal of Two Cypress Trees 5371-2F Punta Alta

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

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

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

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5371-2F to remove two Cypress trees. The Member cited safety concerns due to health of the tree and potential fire hazard; and

WHEREAS, staff inspected the condition of the trees and determined the tree to be in poor health, with pest damage, decay, and broken branches in the canopy; and

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two Cypress trees located at 5371-2F Punta Alta;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of two cypress trees located at 5371-2F Punta Alta; and

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

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RESOLUTION 03-24-XX

Approve the Request for Removal of One Rusty Leaf Fig Tree 5510-3C Paseo Del Lago West

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

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

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

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5510-3C to remove one Rusty Leaf Fig tree. The Member cited safety concerns due to proximity to three balconies along with damaging root mass; and

WHEREAS, staff inspected the condition of the tree and determined that the proximity to the manors requires regular clearance trimming and that the tree has highly vigorous root intrusion to the foundation of the building; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Rusty Leaf Fig tree located at 5510-3C Paseo Del Lago West;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of one Rusty Leaf Fig tree located at 5510-3C Paseo Del Lago West; and

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

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RESOLUTION 03-24-XX

Approve the Request for Removal of Two Podocarpus Trees 5570-A Lux Del Sol

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

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

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

WHEREAS, on February 1, 2024, the Landscape Committee reviewed a request from the Member at 5570-A to remove two Podocarpus trees. The Member cited safety concerns due to the trees leaning toward the house and root intrusion; and

WHEREAS, staff inspected the condition of the tree and determined that the trees were in poor condition with a lean towards the house, and weak attachments due to competing branches; and

WHEREAS, the Committee determined that the trees meet the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of two Podocarpus trees located at 5570-A Lux Del Sol;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, the Board of Directors approves the request for the removal of two Podocarpus trees located at 5570-A Lux Del Sol; and

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

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RESOLUTION 03-24-XX

Variance Request

WHEREAS, Member located at 5110 Miembro, a Villa Serena style manor, requests the Architectural Control and Standards Committee approval of a variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers on 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 12, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers on common area;

NOW THEREFORE BE IT RESOLVED, on February 20, 2024, the Third Laguna Hills Mutual Board hereby approves the variance for 4'-6" x 40'-0" patio extension per Standard 21 Interlocking Pavers on common area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's member at 5110 Miembro and all future mutual members at 5110 Miembro; and

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

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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.

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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

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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

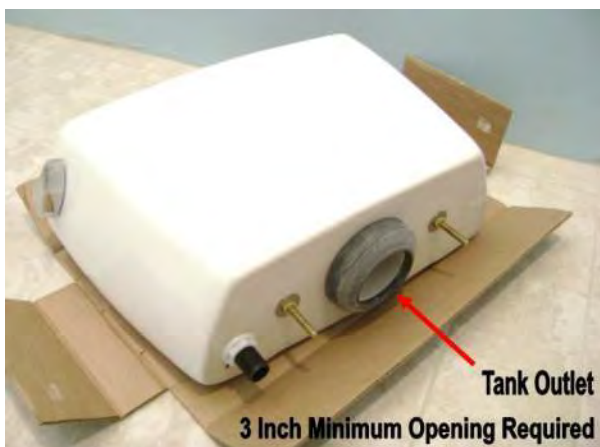
- or -

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).



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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.

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

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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.

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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

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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.

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

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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.

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STAFF REPORT

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

RECOMMENDATION

Approve a resolution to revise 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 reflect current industry standards and improved design options. 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 voted unanimously to recommend that the Board of Directors approve the revisions to Standard 21.

On January 16, 2024 the Third Board requested further revisions to Section 2.4.

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
Kurt Wiemann, Director of Field Operations

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

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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 overlayed 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.

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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

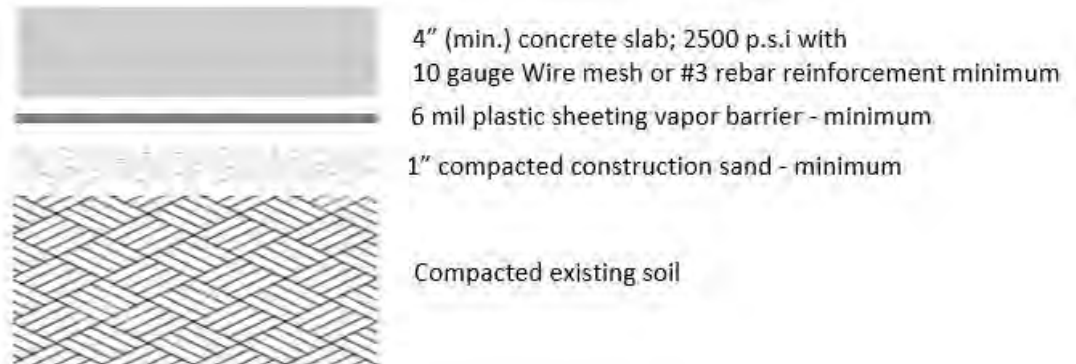
2.0 PREPARATIONS

- 2.1 All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval. In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.2 VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs. 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 No slab extensions will be allowed that will restrict drainage or that will restrict access to areas where maintenance is required. In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

3.0 APPLICATIONS

- 3.1 Patios and 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.~~



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 a minimum of 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 Ccommon Aarea.~~

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 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.~~

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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

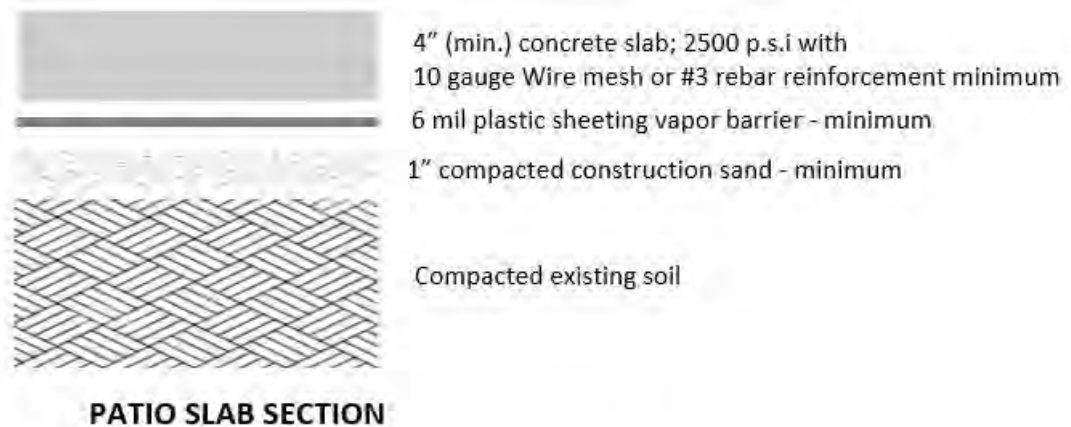
2.0 PREPARATIONS

- 2.1** All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.
- 2.2** VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.
- 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** No slab extensions will be allowed that will restrict drainage or that will restrict access to areas where maintenance is required.

3.0 APPLICATIONS

- 3.1** Patios and 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.



- 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 a minimum of 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.



RESOLUTION 03-24-XX

REVISE STANDARD 21: PATIO SLABS, WALKWAYS AND PAVERS

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

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STAFF REPORT

DATE: February 20, 2024
FOR: Board of Directors
SUBJECT: 2024 Inspector of Election Services

RECOMMENDATION

Appoint UniLect Corporation as the Inspector of Election for the Third 2024 Election of Directors.

BACKGROUND

Civil Code §5110 requires an association to select an independent third party as an inspector of elections. The Inspector of Elections is used to perform several tasks during an election including, but not limited to: Print, collate, mail, receive, register, store, and safeguard all secret ballots ("Ballots") Ballots, and required inner ("Ballot Envelope") and outer envelope ("Mailing Envelope"); and election day services including ballot counting, tabulating, validating, and certification of election results.

UniLect was appointed as Inspector of Election for the 2019 annual election. UniLect has proven expertise with homeowner association elections and Davis-Stirling Act compliance. Based on the firm's satisfactory performance during the 2023 cycle, it is recommended that the board appoint UniLect Corporation to serve again as Inspector of Election in 2024.

DISCUSSION

UniLect Corporation is recommended to serve as Inspector of Elections for the 2024 annual election. Based on the firm's performance during the 2019, 2020, 2021, 2022 and 2023 elections. UniLect's familiarity with the complexities of the community is invaluable for the stability of the annual election cycle. UniLect Corporation's years of reliable performance for the Mutual, reinforces its value to serve as Inspector of Election in 2024.

Election services were sent out to bid in 2023, to various organizations, including firms that are members of the Community Associations Institute (CAI). Once the scope of was presented, UniLect was the sole company that provided a proposal for services.

FINANCIAL ANALYSIS

The proposal submitted by UniLect Corporation for the 2024 Election of the Directors is \$29,980.00, excluding postage, which is a 6% increase above last year. Funding for annual inspector of election services is included in the annual operating budget.

Prepared By: Paul Nguyen, Assistant Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: Resolution 03-24-XX, Approve Inspector of Election Services



RESOLUTION 03-24-XX

Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, February 20, 2024, that due to UniLect Corporation's agreement to conform to the criteria established in the specifications as inspector of election and its familiarity with the Community, the Board of Directors of Third Laguna Hills Mutual hereby approves UniLect Corporation to perform inspector of election services for the 2024 Election of Directors; and

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

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ENDORSEMENT (to Board)

Entertain a Motion to Approve the Prohibition of: The ADU (Additional Dwelling Units) & Junior Accessory Dwelling Units (JADU) Policy

The Manor Alterations Division received a Variance Request for the construction of a JADU in a garage. The request and associated documents were reviewed by the Mutual legal team and the Board and determined that ADUs and JADUs will not be allowed.

On January 23, 2024 the Resident Policy and Compliance Committee reviewed and voted unanimously to recommend that the Board of Directors approve enacting a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

Director Ginocchio made a motion made a motion to accept the Additional Dwelling Unit (ADU) Policy packet as amended and forward to the Third Board for consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: February 20, 2024
FOR: Board of Directors
SUBJECT: Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy

RECOMMENDATION

Approve a resolution to enact a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

BACKGROUND

The Manor Alterations Division received a Variance Request for the construction of a JADU in a garage. The request and associated documents were reviewed by the Mutual legal team and the Board and determined that ADUs and JADUs will not be allowed.

DISCUSSION

The proposed policy to prohibit the construction of ADUs and JADUs is intended to reaffirm the decision made by the Board for the first application and to provide clear direction for future applications for these type of improvements. If adopted, it will be made a part of the Operating Rules of the corporation and referenced when denying future applications.

On January 23, 2024 the Resident Policy and Compliance Committee reviewed and voted unanimously to recommend that the Board of Directors approve enacting a Prohibition on Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADU) Policy.

FINANCIAL ANALYSIS

It is not anticipated that the adoption of this policy will have a financial impact on the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director
Roseman Law, APC

Reviewed By: Alan Grimshaw, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy
Attachment 2 – Proposed Resolution 03-24-XX

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Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy

Resolution 03-24-XX; Adopted March 19, 2024

I. Purpose

The purpose of this Prohibition on Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) Policy is to provide direction to members and staff on the Board's intent to not allow the construction of ADU and JADU.

II. Policy

Third Laguna Hills Mutual has adopted this policy. The mutual is a condominium project and each of the units located herein are condominium units; therefore, California Civil Code § 4751, does not apply to the mutual and the condominium units located therein. This policy is designed to confirm that owners are not permitted to construct an ADU or JADU within their units located in the mutual. In addition, garages shall not be converted to a dwelling structure, nor converted to be used for living purposes.

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RESOLUTION 03-24-XX

PROHIBITION ON ACCESSORY DWELLING UNITS (ADU) & JUNIOR ACCESSORY DWELLING UNITS (JADU)

WHEREAS, the Third Laguna Hills Mutual recognizes the need to amend policies and create new policies as necessary; and

WHEREAS, the Mutual recognizes the need to revise the Operating Rules of the Corporation and enact a new policy prohibiting Accessory Dwelling Units (ADU) & Junior Accessory Dwelling Units (JADUs); and

WHEREAS, the Mutual is a condominium project and each of the units located herein are condominium units; therefore, California Civil Code § 4751, does not apply to the Mutual and the condominium units located therein; and

WHEREAS, this policy is designed to confirm that owners are not permitted to construct an ADU or JADU within their units located in the Mutual. In addition, garages shall not be converted to a dwelling structure, nor converted to be used for living purposes;

NOW THEREFORE BE IT RESOLVED, on March 19, 2024, the Board of Directors of the Mutual hereby adopt the Prohibition on ADU & JADU Policy; and

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

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

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Resolution 03-24-XX

Third Mutual Committee Appointments

RESOLVED, February 20, 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

Nathaniel Ira Lewis

Reza Karimi

~~Ralph Engdahl~~

Andy Ginocchio, Alternate

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

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

SK Park

Brad Rinehart

Reza Karimi

~~Ralph Engdahl~~

Moon Yun, Alternate

Maintenance and Construction Committee (meets every other month)

~~Ralph Engdahl, Chair~~

Brad Rinehart, Chair

James Cook

Moon Yun

SK Park

Reza Karimi

Andy Ginocchio, Alternate

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

Management Agreement Ad Hoc Committee (meets periodically)

Reza Karimi, Chair
Brad Rinehart
Andy Ginocchio
Nathaniel Ira Lewis
Cris Prince

RESOLVED FURTHER, that Resolution 03-24-03, adopted January 16, 2024, is hereby superseded and canceled; and

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

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Resolution 03-24-XX

GRF Committee Appointments

RESOLVED, February 20, 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)
~~Reza Karimi, 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)

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)

Peggy Moore

RESOLVED FURTHER, that Resolution 03-24-04, adopted January 16, 2024, 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.



Treasurer's Report for February 20, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **December 31, 2023**, total revenue for Third was \$45,044K compared to expenses of \$43,698K, resulting in a net revenue of \$1,346K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$745K through the reporting period. This chart shows how much of our revenue went into operations, with \$28,657K coming in from assessments and \$2,462K coming from non-assessment revenue. This is compared to operating expenditures of \$30,374K (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 \$312K when combining both operating and reserve revenues and expenses.

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

- **Employee Compensation and Related \$1,079K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, manor alterations. Recruitment is in progress to fill 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 \$723K;** Favorable variance resulted primarily from treasury bills yielding a higher return than anticipated. Investments have averaged a 4-5% return compared to a budgeted return of 1.5%.
- **Fees and Charges to Residents \$533K;** Favorable variance was due to revenue of \$882K from backlogged damage restoration cases being recorded in 2023. All cases with determination hearings in 2023 that were determined to be resident responsibility were accrued in 2023. Additionally, chargeable service revenue exceeded budget for water heater replacements.
- **Insurance \$339K;** Favorable variance resulted primarily from lower premiums at the 6/1/23 renewal than anticipated at budget preparation.
- **Utilities and Telephone \$194K;** Favorable variance resulted primarily in water due to rainfall and conservation efforts. Water consumption was 9% lower than budgeted in



Treasurer's Report for February 20, 2024 Board Meeting

2023. The favorable variance was partially offset by electricity and trash due to higher rates than anticipated.

- **Outside Services (\$2,461K);** Unfavorable variance primarily in M&C and Landscape due to more moisture intrusion events caused by rain than anticipated at the time of budget preparation. Rainfall in 2023 was 69% higher than recent years. Additionally, there was a higher number of plumbing leaks and stoppages than anticipated. More of these events occurred in 2023 compared to 2022. Landscape 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 December 31, 2023 were Resident Maintenance Fees, Investment Income, and Sales and Leasing Fees. Non-assessment revenues totaled \$3,608K 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 December 31, 2023 were Employee Compensation & Related, Outside Services, and Insurance. Expenses totaled \$43,698K through the reporting period.

SLIDE 7 – The non-operating fund balance on December 31, 2023 was \$33,058K. YTD contributions and interest were \$14,842K while YTD expenditures were \$13,228K.

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

SLIDE 9 – We have a slide here to show resale history from 2021 - 2023. Through December 31, 2023, Third resales totaled 367, which is 48 resales lower than the prior year for the same time period. The average YTD resale price for a Third Mutual was \$558K, which is \$34K higher than the prior year for the same time period.

Financial Report

As of December 31, 2023



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$41,437
Non-assessment Revenue		\$3,607
Total Revenue		\$45,044
Total Expense		\$43,698
Net Revenue/(Expense)		\$1,346

Financial Report

As of December 31, 2023



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$28,657
Non-assessment Revenue		\$2,462
Total Revenue		\$31,119
Total Expense ¹		\$30,374
Operating Surplus		\$745

1) excludes depreciation

Financial Report

As of December 31, 2023



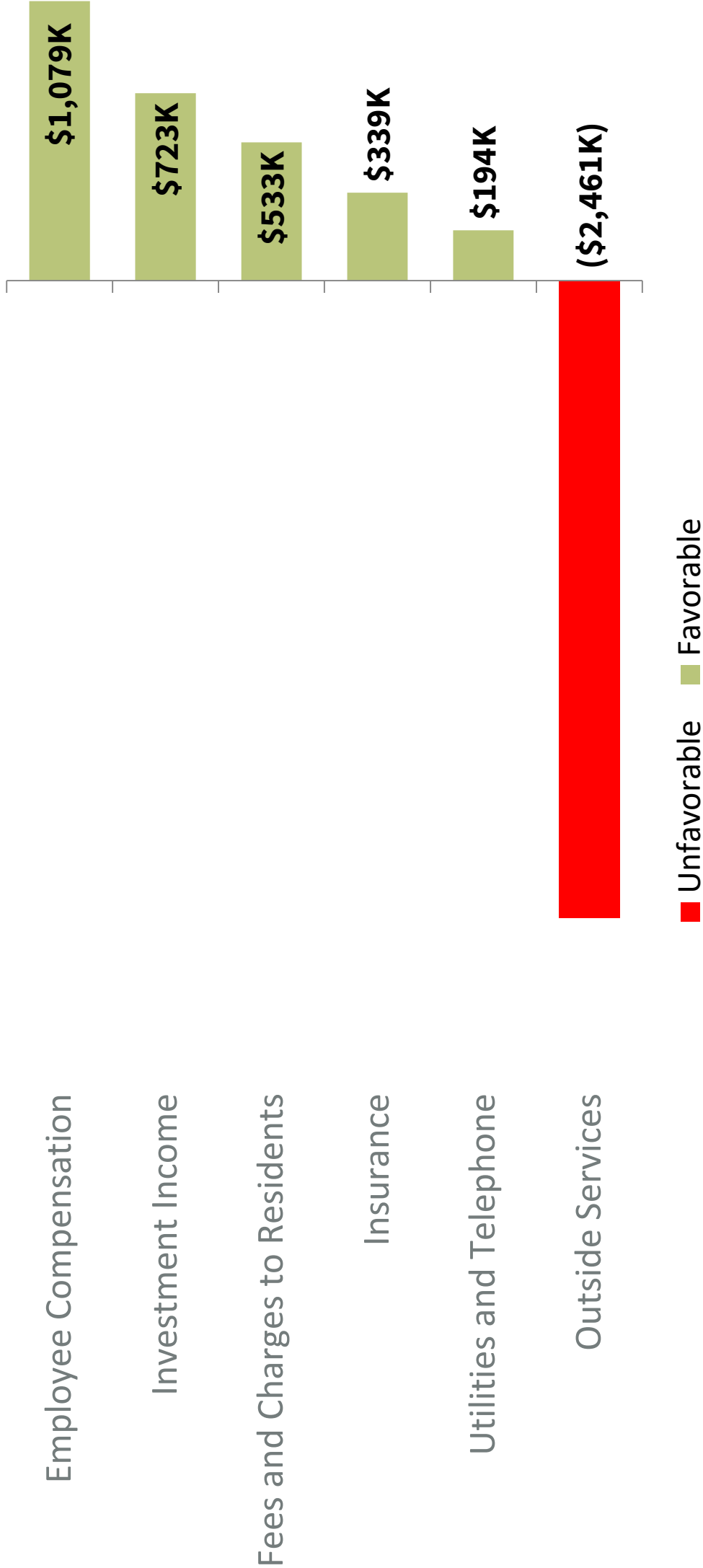
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$41,437	\$41,437	\$0
Non-assessment Revenue	\$3,607	\$2,458	\$1,149
Total Revenue	\$45,044	\$43,895	\$1,149
Total Expense	\$43,698	\$42,861	(\$837)
Net Revenue/(Expense)	\$1,346	\$1,034	\$312

Financial Report

As of December 31, 2023



Year to Date Variances



Financial Report

As of December 31, 2023



Total Non-Assessment Revenues - \$3,607,531 (in Thousands)

Category	2022 YTD Actual	2023 YTD Actual	2023 YTD Budget	2023 YTD Variance
Resident Maintenance Fee*	\$727	\$1,297	\$648	\$649
Investment Income	\$205	\$1,143	\$420	\$723
Sales and Leasing Fees**	\$520	\$486	\$498	(\$12)
All Other Revenues	\$1,934	\$682	\$892	(\$210)
Total Non-Assessment Revenues	\$3,386	\$3,608	\$2,458	\$1,150

*Includes damage restoration backlog revenue

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

Financial Report

As of December 31, 2023



Total Expenses - \$43,698,289
(in Thousands)

Category	2022 YTD Actual	2023 YTD Actual	2023 YTD Budget	2023 YTD Variance
Employee Comp & Related	\$13,237	\$13,379	\$14,458	\$1,079
Outside Services*	\$8,465	\$11,928	\$9,540	(\$2,388)
Insurance	\$8,312	\$8,584	\$8,923	\$339
All Other Expenses	\$9,791	\$9,807	\$9,940	\$133
Total Expenses	\$39,805	\$43,698	\$42,861	(\$837)

*Includes professional fees

Financial Report

As of December 31, 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**	\$13,636	\$96	\$1,064	\$46	\$14,842
Expenditures	\$11,003	\$93	\$1,884	\$248	\$13,228
Current Balances: 12/31/23	\$23,833	\$114	\$5,459	\$3,652	\$33,058

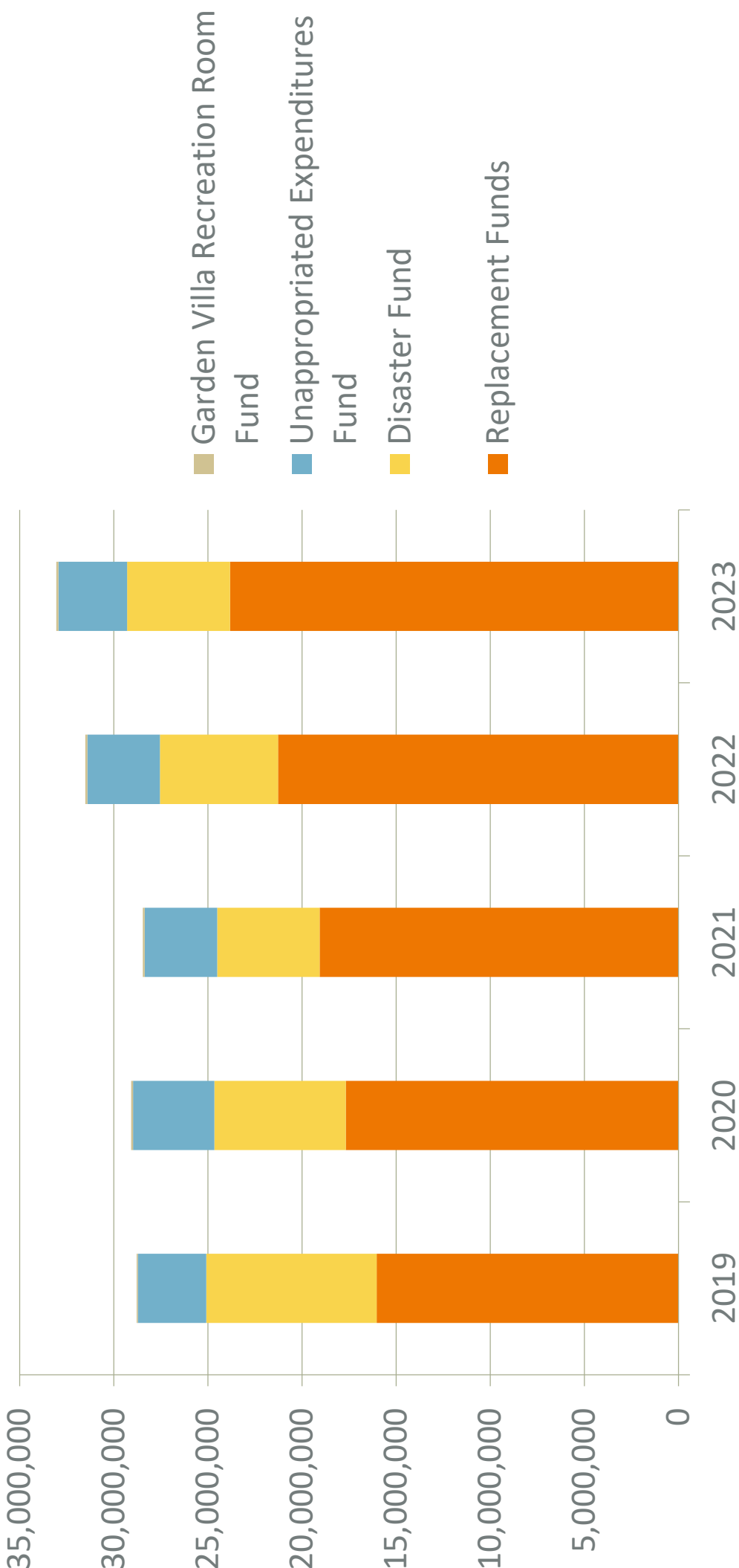
*Includes Elevator and Laundry Funds

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

Financial Report

As of December 31, 2023

FUND BALANCES – Third Mutual

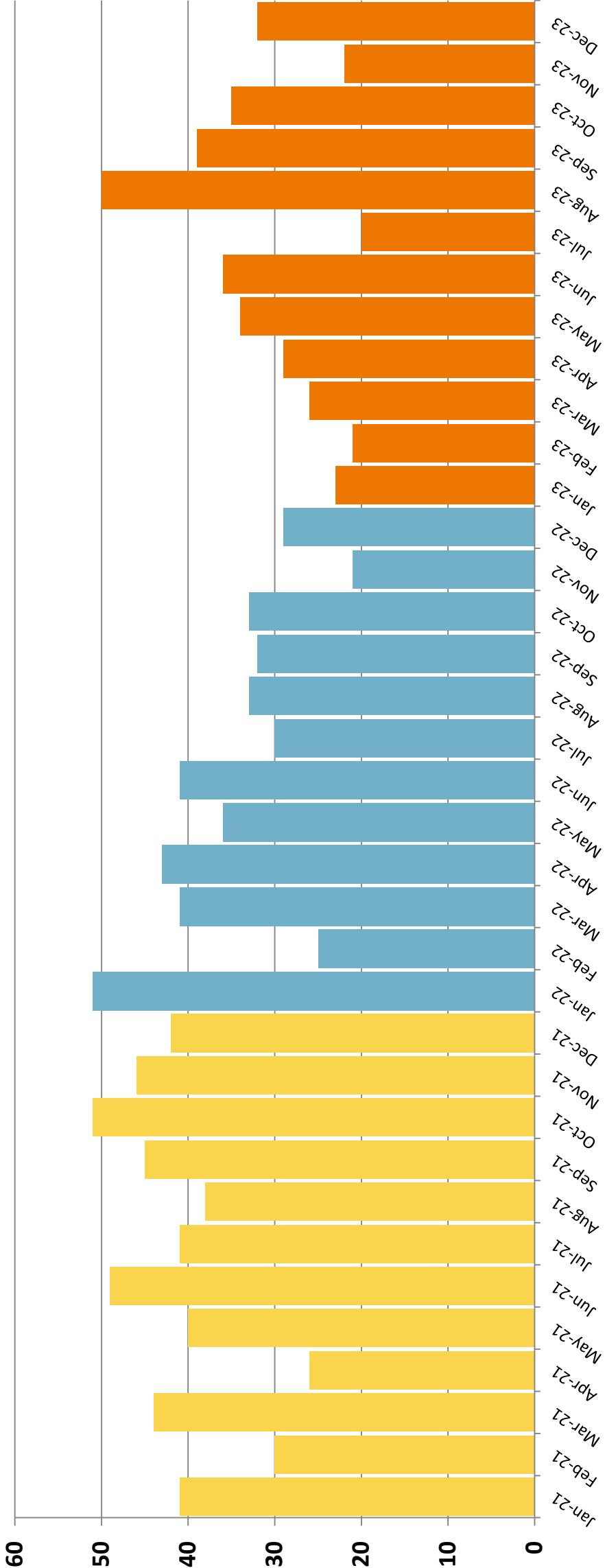


Financial Report

As of December 31, 2023

RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	495	\$463,423
YTD 2022	415	\$523,751
YTD 2023	367	\$557,595



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

Tuesday, February 6, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Andy Ginocchio – Chair, Reza Karimi, S.K. Park, Moon Yun
DIRECTORS ABSENT: Brad Rinehart
ADVISORS PRESENT: Wei-Ming Tao
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez
OTHERS PRESENT: Third – Jules Zalon

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 the agenda was approved as presented.

Approval of Meeting Report for December 5, 2023

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

Remarks of the Chair

Director Ginocchio conveyed that the preliminary financials will undergo a comprehensive review during the audit. It is anticipated that the numbers will be subject to adjustments as deemed necessary by the auditors. Additionally, he stated that Third Mutual currently runs favorable when compared to the budget.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, reported that the 2024 Annual Budget and Annual Policy Statement, containing the assessment breakdown, were mailed to members in November. He also noted that the 2023 Financial Audit will commence with a meeting on February 14, 2024, inviting all boards to participate.

Preliminary Financial Statements dated December 31, 2023

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

Endorsements from Standing Committees

None.

Future Agenda Items

Third Annual Policy Review

- a) Finance Committee Charter
- b) Investments
- c) Collections and Lien Enforcement

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 2, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed at 3:17 p.m.



Andy Ginocchio, Chair



OPEN MEETING

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

**Monday, January 08, 2024 – 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, Andy Ginocchio (Alternate for Reza Karimi), Nathaniel Ira Lewis, Brad Rinehart, Advisors: Michael Butler, Lisa Mills

COMMITTEE MEMBERS ABSENT: Reza Karimi (Excused), Mike Plean (Advisor-Excused)

OTHERS PRESENT: S.K. Park

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Alan Grimshaw – Manor Alterations Manager, David Rudge – Inspector II, 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

The agenda was amended to include item 10e. Elimination of Manor Alterations Conformance Deposit Fee. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report for December 11, 2023

The *Committee Members Absent* section was revised to remove Andy Ginocchio as absent being that he's an alternate, hearing no objection, the meeting report was unanimously approved as corrected.

4. Remarks of the Chair

None.

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

- A member commented on his request for consideration to reverse a decision by Manor Alterations regarding his mutual consent for a bedroom extension into common area.
- A member commented on the likelihood for a patio extension into common area and to confirm if her rain gutters are up to code. She also inquired about handicap allowance.
- A member commented on her concern regarding handicap resident's accessibility to enter their front door. The member suggested installing railings for the front step.

6. Response to Member Comments

- The committee informed the member that per Davis Stirling permanent structures and enclosed areas are not permitted into common area.
- The committee informed the member that patio extensions are not allowed in common areas; however, some of these areas may be covered with interlocking pavers through the variance process. The member was also advised to contact the Manor Alterations Department, so they can research whether the rain gutters are standard or a variance. Lastly the member was informed that the mutual complies with the California accessibility laws.
- The committee informed the member that she would need to put her request in writing to the Third Maintenance and Construction Committee.

7. Department Head Update

None.

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

a. Over-The-Counter Variances – Hearing no objection, the Over-The-Counter Variance report was approved by unanimous consent.

5189: Request for Extend Entry into EUCA, Extended Rear Patio on Common Area and EUCA Area and Extend Master Bedroom into Private Garden on EUCA.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Elimination of Low-Flow Toilet Statement of Compliance

A motion was made to recommend the Third Board approve the elimination of the Low-Flow Toilet Statement of Compliance. Hearing no objection, the motion was approved by unanimous consent.

b. Revision to Architectural Standard 8: Porch Lift/Elevators

A motion was made to recommend that the standard be reviewed by legal counsel prior to it going to the Third Board. Hearing no objection, the motion was approved by unanimous consent.

c. Revision to Architectural Standard 21: Patio Slabs

The committee requested a revision to section 3.3. by adding "Wire mesh or #3 rebar reinforcement recommended **as a minimum**".

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

d. Discussion on Flooring on 2nd and 3rd Floors

Mr. Grimshaw advised the committee that staff's recommendation is to provide the membership with sound guidelines as opposed to mutual approved flooring materials. The committee had concern with its practicality. Are the requirements achievable? Will it work with hard wood flooring? Mr. Grimshaw pointed that there are products on the market now that meet these guidelines. Additionally, the member can have the construction of the flooring itself (e.i. wood framing, concrete) tested by acoustical engineering to come up with a base IIC rating to install the sound cushioning.

A motion was made to recommend that staff draft a standard for noise insulation on 2nd and 3rd floors. Hearing no objection, the motion was approved by unanimous consent.

e. Elimination of Manor Alteration Conformance Deposit Fee

A motion was made to recommend the Third Board approve the elimination of the Manor Alteration Conformance Deposit Fee. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Revision to Resale Inspections Policy
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- c. Proposed Architectural Standard 41C: Solar Panels, Carports and Patio Covers
- d. Proposed Architectural Standard #: Noise Insulation on 2nd and 3rd Floors

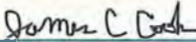
12. Committee Member Comments

- Advisor Mills recommended updating the floor plans for manors with garages. The floor plans currently show the patio extending across the back end. Secondly, seeing if the City of Laguna Hills can forward the city final to Manor Alterations without requiring that the member physically drop it off to expedite the process.
- Advisor Butler had concerns regarding maintenance responsibility if a member uses the lift/elevator without the permission of the owner.

13. Date of Next Meeting: Monday, February 12, 2024 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:44 p.m.


JIM COOK (Jan 29, 2024 08:18 PST)
Jim Cook, Chair

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



OPEN MEETING

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

**Monday, January 8, 2024 at 9:30 a.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: None

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

1. Call Meeting to Order

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

2. Approval of the Agenda

Chair Engdahl requested that Water Intrusion in Garages in Garden Villa Buildings be added as Item 9b. Hearing no objection, the agenda was approved as amended.

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 commented on their manor's weep screed, the status of the Shepherd's Crook installation in Third Mutual; and red curbs within the mutual.
- A member commented on building pressure regulator valve testing; dry rot; and gutters.
- A member commented on rain gutter cleaning; leaking rain gutter at their manor; and condition of entry sidewalk and rear patio concrete.

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. Gomez provided an update on this completed project. The results for Phase 1 are positive; staff will monitor the area and provide updates to the committee. Staff will bring back the final results and recommendations for any work at other areas to a future committee meeting.

- Recruitment of Temporary Staff for Building Pressure Readings

Mr. Barnette informed the committee that one applicant is in the hiring process and interviews are in progress for one additional person. The goal is to compile a list of buildings which need pressure regulator valves installed. The list would be included in the scope of work in an RFP. The proposals would be submitted to the board for a contract award.

- Mailbox Replacements at Building 3425

Mr. Barnette provided an overview of the request from the members at Building 3425 and answered questions from the committee. Discussion ensued regarding cost of in-wall vs. pedestal style replacements; previous pedestal mailbox installation in the mutual; and the trend towards pedestal style for future replacements.

Staff was directed to survey the owners in the adjacent buildings to determine approval of a pedestal style replacement.

Director Park left the meeting at 10:11 a.m.
Director Rinehart joined the meeting at 10:14 a.m.

A motion was made to prioritize pedestal style mailboxes for future replacements, where appropriate, over the in-wall style with member approval. If any impacted members oppose the installation of a pedestal style mailbox, the committee would be informed

and with approval, a compliant in-wall mailbox would be installed. The motion passed by a vote of 4/0/1 (Director Park was absent for the vote).

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

a. Project Log

A motion was made and passed by a vote of 4/0/1 (Director Park was absent for the vote) to approve the consent calendar. Staff volunteered to answer any questions committee members may have in a separate meeting.

9. Items for Discussion and Consideration

a. Gutter Installations at Building 2131

Mr. Gomez presented the history of gutter installations at Building 2131. Discussion ensued between the committee members, the owner at 2131-H, and staff.

Director Park rejoined the meeting at 10:37 a.m.

A motion was made and unanimously passed to honor the request of the owner to allow Manor H to remain gutter-free at this time. Any damage to mutual property at Manor H due to moisture intrusion due to lack of gutters will be the responsibility of the owner to repair. If it is determined that any damage occurs due to the lack of gutters, the owner agrees to install gutters at their cost. Staff was directed to prepare an agreement for the owner's signature.

b. Water Intrusion in Garages in Garden Villa Buildings

Chair Engdahl led a discussion regarding the formation of puddles in the parking garages of some Garden Villa buildings and potential sources of water intrusion.

Staff was directed to prepare a scope of work for the committee to review at a future meeting. Once approved, an RFP will be advertised for a professional consultant to inspect each building to determine the source of any water intrusion and possible remedies.

- 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. GV Garage Water Seepage RFP

- b. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling

11. Committee Member Comments

- Director Rinehart brought a request for railings at the entrance of Garden Villa buildings and inquired about package lock boxes in the mail box areas.
- Director Park commented on the project log.
- Director Cook commented on the importance of Resident Services notifying residents when a service order is a chargeable service.
- Director Yun commented that knowing the difference between member responsibilities and mutual responsibilities can be difficult for some members.

12. Date of Next Meeting: Monday, March 4, 2024 at 1:30 p.m.

13. Recess – The meeting was recessed at 11:37 a.m.


Ralph Engdahl, Chair

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



OPEN MEETING

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

**Thursday, February 1, 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, Brad Rinehart, S.K. Park, Reza Karimi, Moon Yun (substitute)

COMMITTEE MEMBERS ABSENT: Ralph Engdahl

OTHERS PRESENT: None

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Lewis called the meeting to order at 9:33 a.m.

2. Approval of Agenda

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

3. Approval of the October 11, 2023 Report

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

4. Remarks of the Chair

Chair Lewis had no remarks.

5. Department Head Update

Mr. Wiemann updated the committee on the recent resignations, leaving the department with 26 open gardener positions. Mr. Wiemann informed the committee of two new positions in recruitment within the management team.

5a. Project Log

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

5b. Year-End Report

Mr. Wiemann discussed the year-end project log in detail. Directors made comments and asked questions. Mr. Wiemann presented a comprehensive power point presentation on the year end report and analysis.

5c. Tree Work Status Report

No remarks made.

6. Member Comments

None

7. Response to Member Comments

None

8. Items for Discussion and Consideration

Director Lewis made a motion to consider items 8a through 8f as a consent calendar item. Director Park revised the motion to pull item 8b from consent. The motion was approved passed unanimously.

Residents made comments, on items 8b, 8d, and 8e staff's recommendation was accepted unanimously.

8b. 3489-B Tree Removal Request

The resident was present and spoke regarding his concerns with the tree. The resident mentioned he has seasonal allergies and this tree makes them worse. Mr. Wiemann let the resident know if he has a note from a doctor the tree removal can be taken into consideration. The committee tabled this item until next month to give the resident time to see a doctor.

8g. Turf Reductions

Mr. Wiemann discussed two projects. First, was the Nuvis project for front yard designs. The committee agreed the architecture is on the right direction for the designs. Mr. Wiemann will bring this back to the committee after the designs are ready for the first draft. The second project was turf reductions requested from residents via a

landscape request form. Discussion ensued amongst the committee. Director Yun made a motion for staff to start on this project. Director Park seconded the motion. The motion was called to a vote and passed 3-1 with Chair Lewis opposed. The committee instructed staff to bring a turf reduction list back next month for Gates 11 and 14.

8h. Bahia Blanca Project

Mr. Wiemann brought before the committee the first rough plans for the two parks located on Bahia Blanca. The committee discussed the designs. They expressed their desire for no turf at the locations due to AB 1572. The committee vocalized their envision to see one park as a quiet place, and the second park as an active family-oriented place to congregate. Mr. Wiemann and Chair Lewis asked the committee to forward comments to both of them within two weeks. Mr. Wiemann will continue to work with the designer and bring the next design to the committee when it is ready.

8i. Resident Inspectors

Chair Lewis tabled this topic for now after being informed of the new position being created for a staff quality control position.

9. Items for Future Agendas

Chair Lewis asked Mr. Wiemann to bring a cost analysis on plantings from the nursery used in Third.

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, March 7, 2024, at 9:30 a.m.

12. Adjourned at 11:30 a.m.

Ira Lewis

Ira Lewis (Feb 8, 2024 11:28 PST)

Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

949-268-2565

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OPEN MEETING

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

**Thursday, January 25, 2024 – 2:00 p.m.
BOARD ROOM AND VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Jules Zalon, Brad Rinehart, Ira Lewis

COMMITTEE MEMBERS ABSENT: Reza Karimi

OTHERS PRESENT: Vu Chu (El Toro Water District), Dennis Cafferty (General Manager El Toro Water District), Kay Haven, Sherri Seitz (El Toro Water District)

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

Chair Zalon called the meeting to order at 2:00 p.m.

2. Approval of the Agenda

The meeting agenda was approved by unanimous consent.

3. Approval of the Meeting Report from July 7, 2023

The meeting report was approved by unanimous consent.

4. Committee Chair Remarks

Chair Zalon thanked the members and audience for their attendance and participation.

5. Member Comments

None

6. Response to Member Comments

None.

7. Guest Speaker- Dennis Cafferty, El Toro Water District General Manager

Mr. Cafferty gave a presentation in detail on water supply conditions and opportunities. Directors made comments and asked questions.

Agenda Item # 13e

Page 1 of 2

8. Items for Discussion and Consideration

8a. Water Consumption Chart

Mr. Wiemann explain the water use chart.

8b. Water-Savings Guide

None

9. Items for Future Agendas

Chair Zalon suggested turf reduction be a priority.

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting: Thursday, April 25, 2024 at 2:00 p.m.

12. Adjournment at 3:15 p.m.

DRAFT

Jules Zalon, Chair



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

Tuesday, January 23, 2024 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, Nathaniel “Ira” Lewis and Moon Yun

MEMBERS ABSENT: None

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright, Ruby Rojas, Baltazar “Bart” Mejia (via zoom), Pamela Bashline and Tom Siviglia

OTHERS PRESENT: SK Park

1. Call to Order

Mark Laws, Chair, called the meeting to order at 9:29 a.m.

2. Approval of Agenda

Director Lewis 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 November 29, 2023 meeting report with minor changes as amended. Chair Laws seconded the motion.

By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

A member made comments regarding contacting the President and board members.

6. Response to Members Comments

Chair Laws responded to the member stating the mutual has a contact sheet that is provided to the members.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Additional Dwelling Unit (ADU) Policy

Mr. Baltazar “Bart” Mejia, Maintenance and Construction Assistant Director, presented the Additional Dwelling Unit (ADU) Policy for discussion. The Committee discussed the matter and asked questions. Some minor corrections were requested.

Director Ginocchio made a motion made a motion to accept the Additional Dwelling Unit (ADU) Policy packet as amended and forward to the Third Board for consideration. Director Lewis seconded the motion.

By unanimous consent, the motion passed.

Mr. Mejia left the meeting at 9:41 a.m.

b. Co-Occupancy Policy (Remove Proof of Income)

Ms. Pamela Bashline, Community Services Manager, presented the Co-Occupancy Policy for discussion. The Committee discussed the matter and asked questions.

Director Lewis made a motion to forward the matter for legal review. Director Yun seconded the motion.

By unanimous consent, the motion passed.

c. Caregiver Policy

Ms. Pamela Bashline, presented the Caregiver Policy for discussion. The Committee discussed the matter and asked questions.

Director Lewis made a motion to forward the matter for legal review. Director Prince seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline, left the meeting at 10:19 a.m.

d. Temporary Storage Pod Policy

Mr. Tom Siviglia, Operations Manager- Security Division, presented the Temporary Storage Pod Policy for discussion. The Committee discussed the matter, asked questions, and suggested some possible improvements.

The committee elected to table the matter and direct staff to work with Chair Laws to update and clarify the Temporary Storage Pod Policy.

e. Third Traffic Rules and Regulations

Mr. Tom Siviglia, presented the Traffic Rules and Regulations for discussion. The Committee discussed the matter and asked questions.

The committee elected to table the matter for the committee members to provide feedback or comments for a future committee meeting.

f. Disciplinary Letters

Ms. Blessilda Wright, Compliance Supervisor, presented the Disciplinary Letters for discussion. The Committee discussed the matter and asked questions.

The committee elected to table the matter and Chair Laws will provide comments regarding the Disciplinary Letters to staff for discussion at a future committee meeting.

g. Operating Rules

The committee elected to table the matter for future review and discussion, the matter was not discussed.

9. Items for Future Agendas

- a. Financial Qualifications for Purchasing in Third Mutual
- b. Audit/ Review of Compliance Department against updated Davis-Stirling laws
- c. Temporary Container Policy
- d. Proof of Income for Co-occupants
- e. Caregiver Policy
- f. Barbecue Rules and Regulations
- g. Nuisance Policy
- h. Harassment Policy
- i. Hate Policy
- j. Internal Dispute Resolution
- k. Distribution of Printed Materials Policy (specifically "political" materials)

10. Committee Member Comments

Director Yun made a comment regarding racial discrimination, stating such matters should not be tolerated in the community.

11. Date of Next Meeting

Tuesday, February 27, 2024 at 9:30 a.m.

12. Adjournment

With no further business before the Committee, the meeting was adjourned at 11:56 a.m.

Mark W. Laws

Mark W. Laws (Jan 30, 2024 13:46 PST)

Mark W. Laws, Chair
Third Laguna Hills Mutual

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OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, December 14, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Sue Stephens, Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Peter Sanborn, excused

OTHERS PRESENT: Juanita Skillman, S. K. Park, Mickie Choi Hoe

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Samantha Kurland, Jackie Chioni, Ada Montesinos, Steve Hormuth, Andrew Anastasio, Blake Lefante

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for November 9, 2023

Director Bhada made a motion to approve the report. No second was recorded.

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the Veterans Day event at Clubhouse 2 was a success with almost 200 people in attendance; the annual Thanksgiving Buffet at Clubhouses 2 and 5 sold out in less than 3 days with 124 attendees at Clubhouse 2 and 243 attendees at Clubhouse 5; Pool 4 reopened today after several weeks of being closed for annual maintenance; new air filters were installed in the Slipcasting room and carpet cleaning was completed; the Volunteer Luncheon was held on December 1 at Clubhouse 5 with over 400 attendees; the Clubhouse 5 New Year's Eve Dinner/Dance sold out in 1.5 days with 360 tickets sold; a new employee was hired at the Fitness Centers; over 4000 bar codes have been processed for resident users at the Fitness Centers; the Equestrian Center security gate is scheduled to be completed by the end of January; Library volunteers have greeted 2,325 visitors in the past month with volunteers working 771 hours; Recreation operating rules were officially approved by GRF in November and will be reviewed on an as needed basis; staff met with 25-30 tennis players to get feedback on the operating rules; a tennis survey will be developed to further poll all users; the Clubhouse 1 renovation project will begin March 4, 2024 which will entail a total facility closure for approximately six months; the Library and History Center will remain open.

Ms. Murphy reported the following: the annual Santa Paws event will be held at the Equestrian Center on Saturday, December 16, 1 to 3 p.m.; both Clubhouse 5 Christmas Buffet and New Year's Eve Dinner Dance are sold out; tickets are still available for the Performing Arts Center New Year's Eve variety show which begins at 7:30 p.m.; Restaurant 19 will be closed on Christmas Day, but will be open Christmas Eve, New Year's Eve and New Year's Day; Clubhouse 5 will host the college football national championship game at 4 p.m. on Monday, January 8; the free Monday movie on January 15 at the Performing Arts Center will be *Barbie* with showtimes at 2 and 7 p.m.; Clubhouse 5 will host a Village Bazaar on January 27 with registration opening on January 3 through ActiveNet.

Mr. McCray reported the following: the driving range grass is yellowing due to winter coldness, but staff was able to paint the targets which look great; the new driving range drainage system is working very well; driving range mats may be replaced in 2024; some Course 3 tee boxes have been redone; the Southern California Golf Association has allowed shorter courses in the rating system so staff began the rating process for the Par 3 course; a computer will be added to the Par 3 course to post scores for ratings; twilight events will be hosted in 2024 on one Sunday afternoon per month; all Garden Center plots and Veggie Pods are rented.

Member Comments (Items Not on the Agenda)

None.

CONSENT

Director Ginocchio made a motion to approve the consent calendar. Director Bhada seconded.

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Drop-In Lounge Television – Ms. Murphy stated the staff report.

Discussion ensued.

Director Bhada made a motion to accept the recommendation of changes to the Clubhouse 1 Drop-In Lounge television programming. Director Ginocchio seconded.

Motion passed 6-1. Director Laws opposed.

Request from Chicago Club for Clubhouse 5 Back Screen Purchase – Ms. Giglio stated the staff report.

Director Ginocchio made a motion to accept the request from Chicago Club for Clubhouse 5 back screen purchase to cost approximately \$8,700. Director Leonard seconded.

Discussion ensued.

Motion failed 5-2. Chair Horton and Director Bhada voted yea.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Ginocchio inquired as to if the 26-week phase was chosen for CH1 renovation and when does it start. Chair Horton stated yes and it will begin on March 4, 2024.

Chair Horton stated Clubhouse 1 will be closed in March for 6 months due mostly for safety and also due to cost savings. She commended the Recreation Department for managing the room reassignments. She stated she is hopeful the users of Clubhouse 1 will be patient and wait to be called by staff to ease Recreation office traffic.

Director Quam stated it is reasonable to do the Clubhouse 1 renovation in 26 weeks which will be much improved and safer for the community.

Advisor Boudreau inquired as to if the contract states a firm completion date of within six months. Ms. Giglio stated Recreation is not made aware of contractual details.

Advisor Gidwani thanked all the board members and staff for doing these projects and for managing them smoothly.

Advisor Addington inquired if Fitness will be impacted during the Clubhouse 1 renovation. Ms. Giglio stated yes.

Director Bhada inquired as to the type of equipment referenced as this was to be a light makeover and if an early completion bonus was included in the contract. Ms. Giglio stated replacements of flooring, doors and windows will require other construction equipment and Recreation is not made aware of contractual details.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, January 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:49 p.m.

____ *Yvonne Horton* ____
Yvonne Horton, Chair

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

Wednesday, February 7, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman (Acting Chair), Ryna Rothberg, Alison Bok, Nancy Carlson, SK Park, Moon Yun, Sue Stephens, Elsie Addington (Advisor), Vashti Williams (Advisor)

OTHERS PRESENT: Ellen Leonard (United)

STAFF PRESENT: Robert Carroll, Angelo Ocampo, Erik Nunez, Francisco Perez, Sandra Spencer

1. Call to Order

Co-Chair Skillman called the meeting to order at 1:30 p.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objections, the agenda was approved by unanimous consent.

4. Approval of Meeting Report for

The meeting report for November 6, 2023, was unanimously approved as written.

5. Chair's Remarks

Director Skillman commented that Director Rothberg requested that Director Skillman be the Co-Chair of the committee, effective immediately, and to chair this meeting specifically. Director Skillman requested review of the charter for Mobility and Vehicles be included at the May meeting of the committee.

6. Member Comments (Items Not on the Agenda)

- A member commented on the senior mobility program provided by the city of Laguna Woods.

7. Response to Member Comments

- Director Yun commented that he believes the senior mobility program is a good program to use.

- Director Carlson commented on the habits of using the available transportation options.
- Director Park commented on the routes.
- Advisor Williams commented on the bus routes and how convenient it is for the residents.

8. Director's Report

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

Mr. Carroll provided information on ridership for destination shopping. He also commented on transportation updates, including new meeting schedules and targeted areas to increase awareness.

Staff also provided a map of Laguna Woods Transportation boundaries.

- Staff provided a list of GRF vehicles and specialty vehicles.
- Staff provided an update on where the transportation hub will temporarily operate.
- Director Bok requested a report detailing the cost of each program for 2024.
- Director Carlson requested a description of the titles on the graphs.
- Advisor Williams commented on the differences between each program.

Items for Discussion

9. 2024 Vehicle CIP – Security Vehicles Specification

Director Rothberg joined the meeting at 2:15 p.m.

- Director Bok made a motion to approve the security vehicles specification. Director Carlson seconded the motion. A discussion followed.
- Director Carlson commented on the addition of new security vehicles.
- Director Park asked for pricing details of the vehicles.
- Mr. Nunez commented on the utilization of the vehicles per employee and the factors involved in determining how many vehicles were needed to fully equip the department.

- Director Skillman made a motion to approve the specifications of the security vehicles. The motion was seconded and the motion failed by a vote of 3/4/0.
- After further discussion, Director Carlson suggested the committee reconsider the vote and another vote was taken. The motion passed by a vote 5/2/0.

10. 2024 Vehicle CIP – Transportation Bus Specification

- Director Carlson made a motion to approve the transportation bus specifications. Director Rothberg seconded the motion and the motion passed by a vote of 5/2/0.

Items for Future Agendas:

- Review of the GRF Mobility and Vehicles Committee Charter

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, May 1, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 3:32 p.m.

DRAFT

Juanita Skillman
Co-Chair

Ryna Rothberg, Chair
Juanita Skillman, Co-Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

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OPEN MEETING

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

**Wednesday, December 20, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Yvonne Horton – Chair, Gan Mukhopadhyay, Ralph Engdahl, SK Park, Alison Bok, Pearl Lee, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Juanita Skillman
UNITED: Mickie Choi Hoe, Ellen Leonard
Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

Chair Horton requested that items 6 and 7 be swapped. The agenda was approved with this change.

4. Approval of Meeting Report from August 9, 2023

Hearing no objection, the meeting minutes were approved by unanimous consent.

5. Chair's Remarks

None.

6. Department Head Update

Mr. West remarked on a request that was made for a bench in United, which has been handed off to the appropriate staff and committee. Mr. West also informed the committee that an engineer has been retained to assess the beams in the Clubhouse 1 Archery Room. The engineer reported the beams are not currently dangerous and staff will bring a recommendation on how to proceed to a future meeting.

7. Member Comments

A member commented on energy conservation in the Village. Multiple committee members responded with information and ideas about energy conservation and Mr. Mejia provided input on what staff has done for this topic.

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 consent calendar was approved unanimously.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. 2023-2024 Projects Overview

Mr. West provided a PowerPoint presentation which showed all projects completed in 2023, projects ongoing from previous years, and planned projects for 2024. Mr. West then answered questions from the committee about the presentation. The committee requested that the presentation be sent to them after the meeting.

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

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

11. Committee Member Comments

Director Park commented on the future agenda items.

12. Date of Next Meeting: Wednesday, February 14, 2024 at 9:30 a.m.

13. Recess – The meeting was recessed at 11:15 a.m.



Yvonne Horton, Chair

Yvonne Horton, Chair
Guy West, Staff Officer
Telephone: 949-597-4625

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OPEN MEETING

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

**Wednesday, January 31, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: Cush Bhada, Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
UNITED: Maggie Blackwell

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant 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 1:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from January 3, 2024

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

4. Remarks of the Chair

Chair Hopkins welcomed members of the committee who had not previously participated in discussions on the topic. The purpose of the committee being to gather as much information as possible, discuss the solutions at a high level, and bring a recommendation to the GRF Board.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

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. Previous Building E Assessment

Mr. Gomez provided history on Building E geotechnical and engineering evaluations conducted in 2011 and a structural observation report conducted in 2020 via PowerPoint. Information included the timing and findings of those assessments, consultant estimates for the replacement of the building or repairs to the building, and the dates those findings were presented the GRF M&C Committee in June 2021.

b. Office Plan by Rengel Co. (from study dated June 2022)

Mr. Gomez reviewed the office space plans prepared by Rengel and Co. via PowerPoint.

c. Office Plan by Austin Co. (from study dated May 2023)

Mr. Gomez reviewed the office space plans prepared by Austin Co. via PowerPoint.

Mr. Gomez presented a cost summary of four (4) options considered by the GRF Board and presented to the Corporate Members in June 2023. Mr. Gomez also presented the floor plans and existing office configurations and resident uses for all three floors of the Community Center. Discussion included details of each study and options presented for relocating the displaced departments in either a new building (either modular or conventional) or in reconfigured space within the Community Center.

d. Discuss Other Potential Relocation Options for Consideration

The committee was requested to bring back suggested guiding principles to the next committee meeting on March 6, 2024 for consideration when discussing solutions.


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.*

11. Committee Member Comments

- Director Stephens concurred with the idea of establishing guiding principles.
- Director Ginocchio commented that the guiding principles should go from general to specific in nature.
- Director Karimi commented on the timeline of the project.
- Director Horton commented that residents must be considered first.
- Director Bok commented on the need to resolve the status of Building E.
- Director Carlson commented on the goal of the committee, resolving the status of Building E.
- Chair Hopkins commented on his goal of sharing all the information from the GRF Board and associated committees with this committee to present an informed decision to the board.

12. Date of Next Meeting: Wednesday, March 6, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 3:05 p.m.



James Hopkins, Chair

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

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OPEN MEETING

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

**WEDNESDAY, November 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Glenn Miller, Anthony Liberatore, Yvonne Horton

OTHERS PRESENT:

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Robert Merget, Megan Feliz

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Park made the motion to approve the agenda. Director Lewis seconded the motion. The agenda was approved without objections.

4. Approval of the Meeting Report for August 22, 2023

Director Park made the motion to approve the agenda. Director Quam seconded the motion. The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman acknowledged Robert Merget retiring at the end of the year and thanked him for all he has done. Chair Skillman acknowledged the two landscaping employees who earned the Employee Excellence Award and thanked them for their hard work.

6. Department Head Update

Mr. Merget discussed Aliso Creek schedule for clean-up and Willow Trees that will be removed. He discussed the Aliso Creek asphalt replacement schedule.

Items for Discussion and Consideration**7. 4005-1G Tree Removal**

Discussion commenced among the committee. Director Lewis made the motion to approve the tree removal. Director Park seconded the motion. The request was approved without objections.

8. Monkey Puzzle Tree Trimming Proposal

Discussion commenced among the committee. Director Quam made the motion to approve the tree removal. Director Lewis seconded the motion. The proposal was approved without objections.

9. Member Comments (Items Not on the Agenda)


Three members voiced a complaint about the removed benches around Aliso Creek. Director Lewis made a motion that this item was M&C department and to send it to their committee. Director Blackwell agreed and seconded the motion. Aliso Creek benches will be directed to GRF M&C Committee meeting. No objections were made. One-member commented asking status of stop on Aliso Creek Bridge.

10. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:**11. Committee Member Comments**

Several comments were made.

12. Date of Next Meeting – Wednesday, February 14, 2023 at 1:30 p.m.**13. Adjourned at 2:10 p.m.**

Juanita Skillman (Nov 14, 2023 13:14 PST)
Juanita Skillman, Chair



REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE

Tuesday, January, 2024 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Juanita Skillman (Co- Chair), S.K. Park, Anthony Liberatore, Rick Kopps, Moon Yun

MEMBERS PRESENT ONLINE:

Gan Mukhapadhyay (GRF) Sue Stephens (Mutual 50)

MEMBERS ABSENT: Maggie Blackwell

OTHERS PRESENT: Grace Stencel, Annie Wright, Doug Gibson, Sandy Benson, Bob Matonti

STAFF PRESENT: Carmen Aguilar, Alycia Magnuson, Dan Lurie, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:34 a.m.

ACKNOWLEDGEMENT OF THE PRESS: None present

APPROVAL OF THE AGENDA: By consensus, the agenda was approved.

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved. Changes were made to the last meeting report July, 25, 2023

CHAIRS REMARKS: Chair Nuñez began his remarks by thanking the board as well as the audience for being present at today's meeting. Mention the refinement the radio drill needs in order to be effective in a real disaster. In order for this to fall into place everyone that is assigned a radio must be on standby for roll call that held once a month. If not able to attend the drill a notification should be communicated prior. There were only four responses. Chair Nuñez is currently in contact with a nonprofit organization called Earthquake Hero's to present a portion of video for Clubhouse 3 event for disaster preparedness. The organization will also be hosting an event in September (date TBD) which would include the full length of an earthquake simulator. There will be a presentation of video and what to do in case of an emergency.

CO- CHAIR REMARKS: Director Skillman, VILLAGE BREEZE would like to include Disaster Preparedness publication including all of the topics and what they cover in the program. Hopefully this will help in with recruitment, retention and training.

RECRUITMENT / RETENTION / TRAINING: Director Skillman mentioned, the retention is difficult one.

GRF BOARD: Nothing to report.

UNITED BOARD: Nothing to report.

THIRD BOARD: Director S.K. Park thanked all the volunteers.

TOWERS: Rick Kopps, stated there is a retention a problem at the Towers.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson participated in the Winter Bazaar on January 27, 2024 at Clubhouse 5. The turnout was great over 200+ file of life where given out along with multiple Disaster Preparedness applications. Overall, the event was informative and Memorial Care currently provides the File of Life magnet Laguna Woods Village. Memorial Care is interested in amplifying the partnership with Laguna Woods Village.

DISCUSSIONS AND CONSIDERATIONS

Revising Emergency Operation Plan: Director of Security Eric Nuñez made mention of the current Emergency Operation Plan he would like to add table top exercises that are applicable.

Antenna Status: Dan Lurie gave a status report on the Antenna project. The number of hours and staff exceeds what can be done in house. Three bids have been received. Currently, waiting on approval of GRF & Finance Board to move forward with the installation of antenna. We should have closure at the next DPTF meeting in March.

ITEMS FOR FUTURE AGENDAS

- Antenna Update
- Recap on March 15 CH3 Event
- Information on September Event

MEMBER COMMENTS: (Items not on the agenda)

Topics included:

- Training on how to use Fire Extinguisher for Laguna Woods Village
- CERT training
- Table top exercises
- Training broadcasted on Laguna Woods Village TV 6
- First Aid Training

NEXT MEETING: March 26, 2024 at 9:30 a.m.

ADJOURNMENT: 10:49 a.m.

SUBMITTED BY:

DRAFT

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