



## **OPEN SESSION**

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

**Tuesday, November 15, 2022 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

#### **NOTICE AND AGENDA**

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

---

- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Pledge of Allegiance – Director McCary**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
  - a. October 6, 2022 – Third Annual Meeting
  - b. October 6, 2022 – Third Organizational Meeting
  - c. October 18, 2022 – Regular Board Meeting
  - d. November 4, 2022 – Agenda Prep Meeting
  - e. November 4, 2022 – Third Special Open Meeting
- 5. Report of the Chair**
- 6. Update from VMS Board – Chair diLorenzo**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*

**8. Responses to Open Forum Speakers**

**9. 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 September 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Finance Committee:**
  - (1) Approve a Resolution for Recording a Lien against Member ID # 932-310-38
  - (2) Approve a Resolution for Recording Lien against Member ID # 931-660-71
- c. **Recommendation from the Landscape Committee:**
  - (1) Approve the Request for Removal of One Australian Willow Tree 3041-C Via Serena South
  - (2) Approve the Request for Removal of One Kaffir Plum Tree 5433 Via Carrizo
  - (3) Approve the Request for Removal of One King Palm Tree 2231-P Via Puerta
  - (4) Deny the Request for Removal of One Fern Pine Tree 4021-B Calle Sonora Este

**11. Unfinished Business - None**

**12. New Business**

- a. Entertain a Motion to Approve Updates to the Rules for Board Meetings (**November initial notification –28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Updated Committee Appointments
- c. Committee Updates – (Oral Discussion)

**13. Third Mutual Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on November 1, 2022; next meeting December 6, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met October 24, 2022; next meeting November 28, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.

- c. Report of the Landscape Committee – Director Lewis. The committee met on November 3, 2022; next meeting December 1, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on November 7, 2022; next meeting TBD.
- (1) Garden Villa Rec. Room Subcommittee – Director Laws. The subcommittee met on November 3, 2022; next meeting, TBA
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on October 27, 2022; next meeting January 26, 2023, at 2:00 p.m. in the Elm Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on October 25, 2022; next meeting November 22, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

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

- a. Community Activities Committee – Director McCary. The committee last met on November 10, 2022; next meeting December 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director McCary. The committee last met on October 17, 2022; next meeting November 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Website Ad Hoc Committee – Director McCary. The committee last met on August 10, 2022; next meeting TBA.
- d. Security and Community Access Committee – Director McCary. The committee last met on October 31, 2022; next meeting February 27, 2023.
- e. Compliance Ad Hoc Committee – Director McCary. The committee last met on October 19, 2022; next meeting TBA.
- f. GRF Finance Committee – Director Rane-Szostak. The committee last met on October 19, 2022; next meeting TBA.
- g. GRF Maintenance & Construction Committee – Director Engdahl – The committee last met on October 12, 2022; next meeting December 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. The committee last met on June 24, 2022; next meeting, TBA.

- i. Report of the Laguna Woods Village Traffic Hearings – Director Zalon. The hearings were last held on October 19, 2022; next meeting November 16, 2022 at 9:00 a.m.
- j. Information Technology Advisory Committee – Director Laws. This closed committee last met on October 28, 2022; next meeting January 13, 2023 at 1:30 p.m.
- k. The following GRF Committees have not met since the last Third Board Meeting and there are no updates for the Board to share:
  - i. GRF Landscape Committee – Director Lewis. The committee last met on September 14; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - ii. GRF Strategic Planning Committee – Director Lewis. The committee last met on October 3, 2022; next meeting December 5, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - iii. Mobility and Vehicles Committee – Director Bhada – The committee met on October 5, 2022; next meeting December 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - iv. Disaster Preparedness Task Force – Director Cook. The task force last met on September 27, 2022; next meeting November 29, 2022 at 9:30 a.m. in the Board Room.
  - v. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee last met on April 7, 2022; next meeting TBA.
  - vi. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting 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.*
  - Approve Updates to the Rules for Board Meetings

**16. Directors' 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.*

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) October 18, 2022—Regular Closed Meeting*

*Discuss and Consider Member Matters*  
*Discuss Personnel Matters*  
*Discuss and Consider Contractual Matters*  
*Discuss and Consider Litigation Matters*

**18. Adjourn**

THIS PAGE LEFT BLANK INTENTIONALLY



**OPEN SESSION**

**MINUTES OF THE 52nd ANNUAL MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT  
CORPORATION**

**Thursday, October 6, 2022 - 9:30 a.m.  
Laguna Woods Village  
24351 El Toro Road  
Laguna Woods, California**

---

Directors Present: Mark Laws, Annie McCary, Cris Prince, Ralph Engdahl, Jim Cook, Nathaniel Ira Lewis, Jules Zalon

Directors Absent: Cush Bhada (Excused), Donna Rane-Szostak (Excused)

Staff Present: CEO- Siobhan Foster, Makayla Schwieter, Paul Nguyen

Others Present: Joan Milliman (GRF)

**1. Call meeting to Order / Establish Quorum - President Laws**

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

**2. Pledge of Allegiance to the Flag**

Director Prince led the membership in the Pledge of Allegiance to the Flag.

**3. Approval of the Agenda**

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

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

**4. Approval of the Meeting Minutes**

**a. October 7, 2021 51st Annual Meeting of Members**

Director Engdahl made a motion to approve the minutes of October 7, 2021, 51<sup>st</sup> Annual Meeting of the Members. Director McCary seconded.

Hearing no changes or objections, the motion was approved by consent. Directors Zalon and Prince abstained.

**5. Chair's Remarks - President Laws**

President Laws commented on the following:

- Commended and thanked Third Board
- Thanked Staff
- Thanked the residents

**6. Year-in-Review-Board Accomplishments**

President Laws introduced the Third Mutual Committee and Task Force Chairs who gave year-end reports on the accomplishments of the committees.

- Financials — President Laws
- Landscape Committee — Director Lewis
- Architectural Control and Standard – Director Cook
- Maintenance and Construction — Director Engdahl
- Water Conservation — President Laws
- Communications Committee – Director McCary
- Compliance — President Laws

**7. Acknowledge Directors with Expiring Term – President Laws**

President Laws thanked the Directors with expiring terms:

- Cusrow “Cush” Bhada
- Ralph Engdahl
- N. Cris Prince

President Laws thanked the board members for their service on the board.

**8. Election Results – Appointment of Directors by Acclamation**

President Laws congratulated the newly elected board members:

- Cusrow “Cush” Bhada (*term expires 2025*)
- Ralph Engdahl (*term expires 2025*)
- N. Cris Prince (*term expires 2025*)

**9. Introduction of Continuing Directors - President Laws**

- Annie McCary (*term expires 2023*)
- Donna Rane-Szostak (*term expires 2023*)
- Jules Zalon (*term expires 2023*)
- Mark Laws (*term expires 2024*)
- Jim Cook (*term expires 2024*)
- Nathaniel Ira Lewis (*term expires 2024*)

**10. Member Questions and Statements – None**

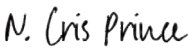
**11. Director Comments**

- Director McCary welcomed the new Board Members

**12. Adjournment**

There being no further business, the meeting was adjourned at 9:57 a.m.

**ORGANIZATIONAL MEETING: Immediately following the Annual Meeting**

DocuSigned by:  
  
3d41f0c1e0518d22...  
N. Cris Prince, Secretary of the Board  
Third Mutual Laguna Hills





**OPEN SESSION**

**MINUTES OF THE 52<sup>nd</sup> ORGANIZATIONAL MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, October 6, 2022  
Immediately Following the Annual Meeting  
Laguna Woods Village Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

---

Directors Present: Cris Prince, Jules Zalon, Annie McCary, Ralph Engdahl, Jim Cook, Mark Laws and Nathaniel Lewis

Directors Absent: Cush Bhada (Excused), Donna Rane-Szostak (Excused)

Staff Present: Siobhan Foster, Makayla Schwietert, Paul Nguyen

Others Present: Joan Milliman

**1. Call meeting to Order / Establish Quorum - President Laws**

President Laws called the meeting to order at 9:59 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

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

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

**3. Approval of the Meeting Minutes**

**a. October 7, 2021, 51<sup>st</sup> Organizational Meeting of Members**

Director Cook made a motion to approve the minutes of October 7, 2021, 51<sup>st</sup> Organizational Meeting minutes. Director McCary seconded the motion.

Hearing no changes or objections, the minutes were approved. Directors Zalon and Prince abstained.

**4. Member Comments - None**

**5. Election of Officers - Entertain a Motion to Open Nominations, Close Nominations and Vote for President, First Vice President, Second Vice President, Treasurer and Secretary**

President Laws made a motion to open nominations for board officers. The motion was approved by unanimous consent.

**PRESIDENT**

President Laws opened the floor for nominations for the position of President.

Director Cook nominated Director Laws for the position of President. Director Zalon seconded the nomination.

Director Zalon moved to close the nomination. Director Cook seconded. Director Laws accepted the nomination.

Hearing no other nominations, the nomination was approved unanimously.

**FIRST VICE PRESIDENT**

President Laws opened the floor for nominations for the position of First Vice President.

Director Cook nominated Annie McCary for the position of First Vice President. Director Engdahl seconded the nomination.

Director Zalon moved to close the nomination. Director Lewis seconded. Director McCary accepted the nomination.

Hearing no other nominations, the nomination was approved unanimously.

**SECOND VICE PRESIDENT**

President Laws opened the floor for nominations for the position of Second Vice President.

Director Cook nominated Director Engdahl for the position of Second Vice President. Director Lewis seconded

Director Zalon moved to close the nomination. Director Cook seconded. Director Engdahl accepted the nomination.

Hearing no other nominations, the nomination was approved unanimously.

**TREASURER**

President Laws opened the floor for nominations for the position of Treasurer.

Director Lewis nominated Director Rane-Szostak for the position of Treasurer. Director Zalon seconded.

Director Cook moved to close the nomination. Director Zalon seconded. Director Rane-Szostak accepted the nomination in absentia.

Hearing no other nominations, the nomination was approved unanimously.

### **SECRETARY**

President Laws opened the floor for nominations for the position of Secretary.

Director Lewis nominated Director Prince for the position of Secretary. Director Cook seconded.

Director Cook moved to close the nomination. Director Zalon seconded. Director Prince accepted the nomination.

Hearing no other nominations, the nomination was approved unanimously.

## **8. Entertain a Motion to Approve a Resolution for Election of Officers**

### **RESOLUTION 03-21-104** **APPOINTMENT OF OFFICERS**

**RESOLVED**, on October 6, 2022, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Mark Laws	President
Annie McCary	1 <sup>st</sup> Vice President
Ralph Engdahl	2 <sup>nd</sup> Vice President
Cris Prince	Secretary
Donna Rane-Szostak	Treasurer

**RESOLVED FURTHER**, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

**RESOLVED FURTHER**, that Resolution 03-22-56, adopted June 3, 2022, is hereby superseded and cancelled; and

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

Director Lewis made a motion to approve the Resolution for appointment of officers. Director Cook seconded.

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

#### **8. Adjournment**

There being no further business, the meeting was adjourned at 10:07 a.m.

DocuSigned by:

*Mark W. Laws*

5E0210A7F0004F0...

Mark Laws, President of the Board  
Third Mutual Laguna Hills



**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, October 18, 2022 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

**Directors Present:** Mark Laws, Jim Cook, Nathaniel Ira Lewis, Cris Prince, Cush Bhada, Jules Zalon, Ralph Engdahl, Moon Yun

**Directors Absent:** Donna Rane-Szostak (Excused), Annie McCary (Excused)

**Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Robert Carroll, Eric Nunez, Bart Mejia, Carlos Rojas, Manuel Gomez, Steve Hormuth

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

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

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

**2. Pledge of Allegiance**

Director Prince led the Pledge of Allegiance.

**3. Approval of Agenda**

President Laws asked for a motion to approve the agenda.

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

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

**4. Approval of Minutes**

- a. September 20, 2022 - Regular Board Meeting**
- b. September 30, 2022 – Special Open Meeting**

- c. October 7, 2022 – Agenda Prep Meeting**
- d. October 7, 2022 – Special Open Meeting**
- e. October 10, 2022 – Special Open Meeting**

Director Lewis made a motion to approve the minutes of September 20, 2022 - Regular Board Meeting. Director Bhada seconded.

Hearing no changes or objections, the minutes of the September 20, 2022 - Regular Board Meeting were approved by consent. Director Yun abstained.

Director Prince made a motion to approve the minutes of September 30, 2022 – Special Meeting. Director Bhada seconded.

Hearing no changes or objections, the minutes of the September 30, 2022 – Special Open Meeting were approved by consent. Director Yun abstained.

Director Prince made a motion to approve the minutes of October 7, 2022 – Agenda Prep Meeting. Director Bhada seconded.

Hearing no changes or objections, the minutes of the October 7, 2022 – Agenda Prep Meeting were approved by consent. Director Yun abstained.

Director Lewis made a motion to approve the minutes of October 7, 2022 – Special Open Meeting. Director Zalon seconded.

Hearing no changes or objections, the minutes of the October 7, 2022 – Special Open Meeting were approved by consent. Director Yun abstained.

Director Yun left the meeting at approximately 10:30 am.

Director Bhada made a motion to approve the minutes of October 10, 2022 – Special Open Meeting. Director Zalon seconded.

Hearing no changes or objections, the minutes of the October 10, 2022 – Special Open Meeting were approved by consent.

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

President Laws commented on the following:

- Introduced Moon Yun as the new Third Director, whose term expires in 2023, and welcomed him to the Board
- Reminded residents that there is an open position on the Third Board and it is a 3-year term. Please contact the Corporate Secretaries for further details

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

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

- Announced Mary Seto as the new Third representative on the VMS Board
- Contractor Open House
- Focus Groups

- Employee Excellence Awards
- Employee Excellence Award Recipients
- All Board Director Training
- Maintenance and Construction Update
- Client Services - Resident Services
- CSIP update
- Planning underway for next strategic plan update

VMS Chair diLorenzo answered questions from the Board.

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

- Chris Collins gave an update on The Foundation of the Laguna Woods Village and spoke about National Good Neighbor Day in September

#### **8. Responses to Open Forum Speakers**

- President Laws thanked Chris Collins and The Foundation of Laguna Woods Village

#### **9. Discussion of Rooftop Solar Systems (Oral Presentation)**

Bart Mejia, Maintenance and Construction Assistant Director, discussed Rooftop Solar Systems.

Bart Mejia answered questions from the Board.

#### **THIS ITEM WAS DISCUSSED PRIOR TO ITEM 9**

#### **10. CEO Report**

CEO Siobhan Foster reported on:

- Halloween Hoedown to be held Saturday, October 22, 2022 at the Equestrian Center
- Oktoberfest Fun to be held Monday, October 24, 2022 at Clubhouse 5
- November Bonanza to be held Saturday, November 5, 2022 from 9 a.m. to 4 p.m. and Sunday, November 6, 2022 from 9 a.m. to 3 p.m. at Clubhouse 4
- NYE tickets are now on sale. The event will be held Saturday, December 31, 2022 at 7:30 p.m. at the Performing Arts Center

CEO Foster answered questions from the Board.

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

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

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

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

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

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

1. Approve a Resolution for Recording a Lien against Member ID# 931-371-47

**RESOLUTION 03-22-105**

**Recording of a Lien**

**WHEREAS**, Member ID 931-371-47; 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**, October 18, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931- 371-47; and

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

2. Approve a Resolution for Recording a Lien against Member ID# 930-764-70

**RESOLUTION 03-22-106**

**Recording of a Lien**

**WHEREAS**, Member ID 930-764-70; 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**, October 18, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 930- 764-70; and

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



3. Approve a Resolution for Recording a Lien against Member ID# 933-612-26

**RESOLUTION 03-22-107**

**Recording of a Lien**

**WHEREAS**, Member ID 933-612-26; 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**, October 18, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933- 612-26; and

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

**c. Entertain a Motion to Approve 2023 Collection & Lien Enforcement Policy**

**RESOLUTION 03-22-108**

**2023 Collection and Lien Enforcement Policy**

**WHEREAS**, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

**WHEREAS**, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

**NOW THEREFORE BE IT RESOLVED**, October 18, 2022, that the Board of Directors hereby adopts the 2023 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2022 as part of the Annual Policy Statement.

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

## **12. Unfinished Business**

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

### **RESOLUTION 03-22-109**

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

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

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

**NOW THEREFORE BE IT RESOLVED**, October 18, 2022, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 10 - Doors, Exterior (Swing); and

#### **2.0 TYPES OF DOORS**

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

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

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

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

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

#### **3.0 APPLICATIONS**

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

1. White.
2. Natural or stained (oak, maple, walnut, cherry, etc.) wood finish.
3. The current color of the building or trim.
4. Black.
5. Any of the new colors approved, or reasonably similar,
6. Commonly used door colors as per the door manufacturer.
7. Colors approved via the variance process.

**3.2** Screen door additions are acceptable.

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

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

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

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

**RESOLVED FURTHER**, Resolution 03-18-40, adopted March 23, 2018, is hereby superseded and canceled; and

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

Director Cook made a motion to approve Resolution 03-22-109. Director Lewis seconded.

Discussion ensued among the Board.

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

### **13. New Business**

- a. Entertain a Motion to Approve Request a Supplemental Appropriation for Shepherd's Crook Conditional Use Permit Amendment (**October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

#### **Resolution 03-22-XX**

#### **Supplemental Appropriation for CUP Amendment for Shepherd's Crook Installations**

**WHEREAS**, in May 2017, the City of Laguna Woods issued CUP-1135 governing the replacement of barbed-wire fencing with wrought-iron shepherd's crook fence; and

**WHEREAS**, the CUP limits the height of the shepherd's crook installation to a height of 7 feet when viewed from adjoining properties; and

**WHEREAS**, staff recommends that the mutual authorize the submittal of an application to the City of Laguna Woods requesting that the height restriction be revised or amended to allow for the height restriction to be measured from the highest ground level on either side of the wall and allow for a height of up to 11 feet at locations where the presence of utility structures create a potential trespassing risk;

**NOW THEREFORE BE IT RESOLVED**, on November 15, 2022, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$10,000, for the City application process; and

**RESOLVED FURTHER**, that funding in the amount of \$10,000 from the Replacement Reserve Fund will be used for this project; and

**RESOLVED FURTHER**, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$10,000; 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.

Manuel Gomez, Maintenance and Construction Director, discussed the Supplemental Appropriation for Shepherd's Crook Conditional Use Permit Amendment.

Director Prince made a motion to approve the Resolution. Director Engdahl seconded.

Discussion ensued among the Board.

Bart Mejia answered questions from the Board.

Eric Nunez, Security Director, answered questions from the Board.

Chair diLorenzo answered questions from the Board.

Upon motion duly made and seconded, the motion was called to a vote and failed by a vote of 7-0-0.

President Laws directed this go back to the M&C Committee.

## **b. Update Committee Appointments**

### **RESOLUTION 03-22-111**

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

**RESOLVED**, October 18, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

**Finance Committee**

Donna Rane-Szostak, Chair  
Mark Laws  
Annie McCary  
Ralph Engdahl  
Cris Prince  
Cush Bhada  
Jim Cook  
Ira Lewis  
Jules Zalon  
Non-Voting Advisors: Wei-Ming Tao

**Architectural Controls and Standards Committee**

James Cook, Chair  
~~John Frankel~~  
Cush Bhada  
Ralph Engdahl  
Nathaniel Ira Lewis  
Cris Prince  
Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

**Landscape Committee**

Nathaniel Ira Lewis, Chair  
Annie McCary  
Jules Zalon  
Ralph Engdahl  
Donna Rane-Szostak  
Cush Bhada, Alternate  
Non-Voting Advisors: Cindy Baker

**Maintenance and Construction Committee**

Ralph Engdahl, Chair  
James Cook  
Cush Bhada  
Mark Laws  
~~John Frankel~~  
Cris Prince, ~~Alternate~~  
Non-voting Advisors: David Bienek, Judith Troutman

**Executive Hearing Committee**

Annie McCary, Chair

Ralph Engdahl  
Mark Laws  
~~John Frankel, Alternate~~  
~~Cris Prince, Alternate~~  
Jules Zalon, Alternate

**Resident Policy and Compliance Committee**

Mark Laws, Chair  
Cush Bhada  
Jules Zalon  
Cris Prince  
Nathaniel Ira Lewis, ~~Alternate~~  
Non-Voting Advisors: Stuart Hack

**Water Conservation Committee**

Donna Rane-Szostak, Chair  
~~John Frankel~~  
Cush Bhada  
Jules Zalon  
Nathaniel Ira Lewis  
Non-Voting Advisor: Lee Goldstein

**Garden Villa Recreation Room Subcommittee**

Mark Laws, ~~Chair~~  
Donna Rane-Szostak  
Nathaniel Ira Lewis  
Voting Advisors: Martina Mangan, Sharon Molineri  
Non-Voting Advisors: Lynn Jarrett

**~~Parking & Golf Cart Committee~~**

~~Cush Bhada, Chair~~  
~~John Frankel~~  
~~Mark Laws~~  
~~Ralph Engdahl, Alternate~~  
~~Non-Voting Advisor: Hal Horne~~

**~~Communications Committee~~**

~~Annie McCary, Chair~~  
~~Donna Rane-Szostak~~  
~~Cris Prince~~  
~~James Cook~~  
~~Mark Laws~~  
~~Cush Bhada, Alternate~~

**~~Energy Research Group~~**

~~Ralph Engdahl~~

~~John Frankel~~  
~~Nathaniel Ira Lewis~~  
~~Non-Voting Advisors: Sue Stephens, Bill Walsh~~

**Investment Ad Hoc Committee**

~~Mark Laws~~  
~~Donna Rane-Szostak~~

**RESOLVED FURTHER**, that Resolution 03-22-82, adopted July 19, 2022, is hereby superseded and canceled; and,

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

**RESOLUTION 03-22-110**

**GRF Committee Appointments**

**RESOLVED**, October 18, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

**Community Activities Committee**

Annie McCary  
~~Cush Bhada~~  
~~Mark Laws~~  
Jules Zalon, Alternate

**GRF Finance Committee**

Donna Rane-Szostak  
Mark Laws

**GRF Landscape Committee**

Jules Zalon  
Nathaniel Ira Lewis  
Annie McCary, Alternate

**GRF Maintenance and Construction Committee**

Ralph Engdahl  
Jim Cook  
~~Cush Bhada, Alternate~~  
~~John Frankel, Alternate~~

**Clubhouse Renovation Ad Hoc Committee**

Ralph Engdahl  
~~John Frankel~~  
Cush Bhada, ~~Alternate~~

**GRF Media and Communications Committee**

Annie McCary  
Jim Cook  
Cris Prince, Alternate

**Mobility and Vehicles Committee**

Jim Cook, Alternate  
~~John Frankel~~  
Cush Bhada

**Security and Community Access Committee**

Annie McCary  
Cris Prince  
Donna Rane-Szostak, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Mark Laws  
Ralph Engdahl, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Jim Cook

**Disaster Preparedness**

Jim Cook  
~~John Frankel~~  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

~~John Frankel~~  
Jules Zalon  
Mark Laws, Alternate

**Strategic Planning Committee**

Nathaniel Ira Lewis  
~~Mark Laws~~

**IT Technology Advisory Committee (ITAC)**

Mark Laws

**Insurance Ad Hoc Committee**

Cris Prince  
Mark Laws  
Jim Cook



## **Website Ad Hoc Committee**

Annie McCary

Mark Laws

**RESOLVED FURTHER**, that Resolution 03-22-101, adopted September 20, 2022, is hereby superseded and canceled; and

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

Director Bhada made a motion to approve Resolution 03-22-111 and Resolution 03-22-110. Director Lewis seconded.

Discussion ensued among the Board.

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

## **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Steve Hormuth. The committee met on October 4, 2022; next meeting November 1, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.  
Steve Hormuth, Finance Director, presented the Financial Report.
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The committee met on September 26, 2022; next meeting October 24, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Landscape Committee – Director Lewis. The committee met on September 1, 2022; next meeting November 3, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on September 12, 2022; next meeting November 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Garden Villa Rec. Room Subcommittee – Director Laws. The subcommittee met May 26, 2022; next meeting is scheduled for Thursday November 3, 2022.
- e. Report of the Water Conservation Committee – Director Laws. The committee met on July 28, 2022; next meeting October 27, 2022, at 2:00 p.m. in the Elm Room.

- f. Report of the Resident Policy and Compliance Committee – Director Laws. The committee met on September 28, 2022; next meeting October 25, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

## **15. GRF Committee Highlights**

- a. Community Activities Committee – Director Bhada. The committee met on October 13, 2022; next meeting, November 10, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Media and Communications Committee – Director Cook. The committee met on October 17, 2022; next meeting November 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Website Ad Hoc Committee – Director Cook. The committee met on October 17, 2022; next meeting TBA.
- d. GRF Landscape Committee – Director Lewis. The committee met on September 14; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. GRF Maintenance & Construction Committee – Director Engdahl – The committee met on October 12, 2022; next meeting December 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. GRF Strategic Planning Committee – Director Lewis. The committee met on October 3, 2022; next meeting TBA.
- g. Mobility and Vehicles Committee – Director Bhada – The committee met on October 5, 2022; next meeting December 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Disaster Preparedness Task Force – Director Cook. The task force met on September 27, 2022; next meeting November 29, 2022 at 9:30 a.m. in the Board Room.
- i. Laguna Woods Village Traffic Hearings – Director Laws. The hearings were held on September 21, 2022; next meeting October 19, 2022 at 9:00 a.m. as a virtual meeting.
- j. Information Technology Advisory Committee – Director Laws. This closed committee last met on September 30, 2022; next meeting October 28, 2022 at 1:30 p.m.
- k. The following GRF Committees have not met since the last Third Board Meeting:

- i. GRF Finance Committee – Director Rane-Szostak. The committee met on August 17; next meeting October 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- ii. Security and Community Access Committee – Director McCary. The committee met on August 22, 2022; next meeting October 31, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- iii. Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. The committee met on June 24, 2022; next meeting, TBA.
- iv. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
- v. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.
- vi. Insurance Ad Hoc Committee – Director Laws. This Closed committee last met on July 25, 2022; next meeting TBA.

**16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

**17. Directors' Comments**

- Director Zalon commented on the formality of addressing the directors

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

The meeting was recessed into closed session at 11:40 a.m.

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) September 20, 2022—Regular Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjournment**

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

DocuSigned by:

*N. Cris Prince*

5441FC1E0518422...  
N. Cris Prince, Secretary of the Board  
Third Mutual Laguna Hills



## **OPEN SESSION**

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

**Friday, November 4, 2022 - 9:30 a.m.  
Willow Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

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

---

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

Directors absent: Moon Yun (excused)

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

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

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

**3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on November 15, 2022**

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

Director Zalon entered the meeting at 9:38 a.m.

Hearing no objections, the November 15, 2022 open and closed session amended agendas were approved unanimously.

**4. Director Comments**

- Director Lewis commented on no longer wanting to receive certain documents, and additionally discussed the potential of receiving all documentation on tablets, rather than receiving bulk paper copies.
- President Laws commented on a recent contractor open house meeting, discussed uploading the contractors list onto the website, provided a Building E update, and asked for volunteers to appear monthly on TV 6.
  - Directors Cook, Rane-Szostak, and Bhada volunteered.

**5. Adjournment**

The meeting was adjourned at 10:45 a.m.

DocuSigned by:

*N. Cris Prince*

5441FC1ED818422

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



## **OPEN SESSION**

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

**Friday, November 4, 2022  
(Immediately Following Agenda Prep)  
Willow Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

---

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

Directors absent: Moon Yun (excused)

Staff present: CEO Siobhan Foster, Makayla Schwietert, Catherine Laster

Others present: GRF – Egon Garthoffner

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

President Laws called the meeting to order at 10:43 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Laws asked for a motion to approve the Agenda.

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

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

**3. New Business**

**a. Committees – (Oral Discussion)**

President Laws discussed the committee assignment handout shared amongst the Board.

President Laws went through each Committee one at a time and discussed necessary changes and updates.

Director Cook made a motion to hold the Finance Committee every other month. Director McCary seconded.

Hearing no objections, the motion was called to a vote and was approved unanimously.

Director Garthoffner left the meeting at 11:18 a.m.

Further discussion ensued.

Director McCary left the meeting at 12:00 p.m.

**4. Director Comments – None**

**5. Adjournment**

The meeting was adjourned at 12:18 p.m.

DocuSigned by:

*N. Cris Prince*

5441FC1ED510422

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





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

### **Recording of a Lien**

**WHEREAS**, Member ID 932-310-38; 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**, November 15, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-38; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



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

### **Recording of a Lien**

**WHEREAS**, Member ID 931-660-71; 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**, November 15, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-660-71; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



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

#### **Approve the Request for Removal of One Australian Willow Tree 3041-C Via Serena South**

**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 November 3, 2022, the Landscape Committee reviewed a request from the Member at 3041-C to remove two Australian Willow trees. The Member cited the reasons as overgrown, unsightly, and blocking of the sun causes the manor to be cold in the winter; and

**WHEREAS**, staff inspected the condition of the trees and determined that they were in fair condition, however, tree number one has a slight lean, a large amount of surface roots, codominant limbs and the canopy hangs over the roof by approximately six feet; and

**WHEREAS**, at the time of inspection, staff observed that tree number two has no surface roots, no codominant limbs, and is growing far enough away from the unit; and

**WHEREAS**, the Committee determined that tree number one meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Australian Willow tree located at 3041-C Via Serena South, and direct off-schedule trimming of the second Australian Willow tree in lieu of removal;

**NOW THEREFORE BE IT RESOLVED**, November 15, 2022, the Board of Directors approves the request for the removal of one Australian Willow tree located at 3041-C; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



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

#### **Approve the Request for Removal of One Kaffir Plum Tree 5433 Via Carrizo**

**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 November 3, 2022, the Landscape Committee reviewed a request from the Member at 5433 to remove one Kaffir Plum tree. The Member cited the reasons as structural damage, and overgrown; and

**WHEREAS**, staff inspected the condition of the tree and determined that it was in poor health with a fair amount of decay; 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 Kaffir Plum tree located at 5433 Via Carrizo;

**NOW THEREFORE BE IT RESOLVED**, November 15, 2022, the Board of Directors approves the request for the removal of one Kaffir Plum tree located at 5433; and

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

THIS PAGE LEFT BLANK INTENTIONALLY





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

#### **Approve the Request for Removal of One King Palm Tree 2231-P Via Puerta**

**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 November 3, 2022, the Landscape Committee reviewed a request from the Member at 2231-P to remove one King Palm tree. The Member cited the reasons as litter/debris, structural damage, overgrown, and potential fire hazard; and

**WHEREAS**, staff inspected the condition of the tree and determined that it was in good health, however, it is growing at a rate that requires additional trimming throughout the year as it tends to develop more fronds than usual in a growing season; 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 King Palm tree located at 2231-P Via Puerta;

**NOW THEREFORE BE IT RESOLVED**, November 15, 2022, the Board of Directors approves the request for the removal of one King Palm tree located at 2231-P; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



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

#### **Deny the Request for Removal of One Fern Pine Tree 4021-B Calle Sonora Este**

**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 November 3, 2022, the Landscape Committee reviewed a request from the Member at 4021-B to remove one Fern Pine tree. The Member cited the reasons as litter/debris, overgrown and view obstruction; and

**WHEREAS**, staff inspected the condition of the tree and determined that it was in good health, with no signs of dieback, pest activity or previous pest damage; 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 Fern Pine tree located at 4021-B Calle Sonora Este;

**NOW THEREFORE BE IT RESOLVED**, November 15, 2022, the Board of Directors denies the request for the removal of one Fern Pine tree located at 4021-B; and

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

THIS PAGE LEFT BLANK INTENTIONALLY

## **ENDORSEMENT (to Board)**

### **Rules for Board Meetings**

On January 15, 2013, the Board established Rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). Since the adoption, the Rules for Board Meetings Policy has been revised twice (Resolution 03-14-04, January 21, 2014 and Resolution 03-20-80, November 17, 2020).

The Rules for Board Meetings Policy is to provide Directors and Mutual Members the rules and expectation for a successful, efficient and orderly Board meeting.

On July 27, 2022, the Committee reviewed the policy and directed staff to add clarifying language to specific sections, change notation format and review against the Board of Directors handbook for consistency. The Board of Directors handbook was created by Staff to outline the duties and responsibilities of a Board Member. The handbook was not adopted by the Board as it was intended to be used as an informational guide for incoming Board Members.

On August 23, 2022, the Committee reviewed the policy and directed staff to add clarifying language to specific sections, and seek clarification from management on specific sections.

On October 25, 2022 the Resident Policy and Compliance Committee reviewed the Rules for Board Meetings.

Director Prince made a motion to accept the Rules for Board Meetings Policy and refer the matter to the Board of Directors for adoption. Director Lewis seconded the motion.

By way of unanimous vote, the motion carried.

THIS PAGE LEFT BLANK INTENTIONALLY



## STAFF REPORT

---

**DATE:** September 28, 2022  
**FOR:** Resident Policy and Compliance Committee  
**SUBJECT:** Rules for Board Meetings

---

### **RECOMMENDATION**

Amend the Rules for Board Meetings.

### **BACKGROUND**

On January 15, 2013, the Board established Rules for Board Meetings to ensure the management of the community's affairs are carried out professionally and in adherence with the provision of the Davis-Stirling Act (Resolution 03-13-04). Since the adoption, the Rules for Board Meetings Policy has been revised twice (Resolution 03-14-04, January 21, 2014 and Resolution 03-20-80, November 17, 2020).

The Rules for Board Meetings Policy is to provide Directors and Mutual Members the rules and expectation for a successful, efficient and orderly Board meeting.

On July 27, 2022, the Committee reviewed the policy and directed staff to add clarifying language to specific sections, change notation format and review against the Board of Directors handbook for consistency. The Board of Directors handbook was created by Staff to outline the duties and responsibilities of a Board Member. The handbook was not adopted by the Board as it was intended to be used as an informational guide for incoming Board Members.

On August 23, 2022, the Committee reviewed the policy and directed staff to add clarifying language to specific sections, and seek clarification from management on specific sections.

### **DISCUSSION**

Consider the clarifying language added to the Closed Session Hearings section regarding allowing alleged parties to attend the hearing.

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

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

### **ATTACHMENT(S)**

Attachment 1: Rules for Board Meetings (Red-line)

Attachment 2: Rules for Board Meetings (Final)

Attachment 3: Resolution 03-22-XX, Rules for Board Meetings

THIS PAGE LEFT BLANK INTENTIONALLY





**RULES FOR BOARD MEETINGS**  
**Resolution 03-22-XX; Adopted [date]**

**I. INTRODUCTION**

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners ("Members") have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners' right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual ("Third").

**II. BOARD MEETINGS**

**A. Regular Board Meetings**

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all ~~Association-Mutual~~ Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m., ~~in accordance with Civil Code § 4920. Notice of Board Meetings.~~

**B. Special Meeting or Altering Location, Date or Time**

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the ~~Clubhouse kiosks and the community center bulletin board~~ and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice, ~~in accordance with Civil Code § 4923. Emergency Board Meetings~~

**C. Attendance**

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 2 of 12

Members may attend Board meetings, but Executive Session meetings are closed. **A “Member” is not a tenant, guest, family, or legal counsel of the Member.**

**D. Agendas**

1. **Preparation.** Agendas are prepared by the President ~~1t~~, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
  1. Has no suggested action;
  2. Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
  3. Must be discussed in Executive Session;
  4. Would make the agenda unduly lengthy (and so will be on the next agenda);
  5. Is sent first to a committee for recommendation; or
  - f) Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
  - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
  - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.
  - c) The requested agenda topic must still meet the standards of Rule II(D)~~(3)~~ above.

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 3 of 12

<sup>1</sup> Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

- d) A Member who has requested an agenda item which is placed on the agenda ("Requesting Member"), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as "agenda package"), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

**Sample agenda.** The following is a typical Agenda:

1. ~~Call meeting to order/Establish Quorum~~ Call Meeting to Order
2. Pledge of Allegiance
- ~~3. Acknowledge Media~~
- ~~4.3.~~ Approval of the Agenda
- ~~5.4.~~ Approval of the Minutes
5. Report of the Chair
6. Update of VMS Board -
7. Open Forum (Three Minutes per Speaker)
8. Responses to Open Forum Speakers
9. CEO/~~COO~~ Report
10. Consent Calendar
11. Unfinished business
12. New Business
13. Third Mutual Committee Reports
14. GRF Committee Highlights
15. Future Agenda Items

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 4 of 12

- 16. Director's Comments
- 17. Recess
- 18. Adjournment

**E. Committees: Reports, Meetings**

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a ~~member~~Member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as "received."
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D. ~~(3)~~.
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

**F. Open Forum**

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A "meeting" under the law is "a congregation of a majority of the ~~member~~Members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board." The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 5 of 12

the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.
  - a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
  - b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each ~~member~~Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
  - c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
  - d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
  - e) The statements made by Members in Open Forum are not the position of ~~the Association~~Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.
3. **Open Forum During Agenda Item Discussions.**
  - a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
  - b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 6 of 12

Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on the specific agenda item.

- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.
  - d) The Chair in its sole discretion may reduce the time per speaker to two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.
  - e) A ~~member~~Member (or co-Owner of a Member) shall only speak once on a given agenda item.
  - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re- open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

**G. Meeting Conduct**

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 7 of 12

4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;
5. Pounding on table or throwing items; and
6. All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible "sidebar" remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

#### H. **Violation of Rules**

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.

In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected by the Chair or upon majority Board vote without warning.

#### I. **Parliamentary Procedure**

Meetings will generally follow "Robert's Rules of Order." In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 8 of 12

on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

**J. Recording of meetings: Minutes**

The proceedings of Board meetings shall not be electronically recorded, except by "Village TV". Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall ~~not~~ record general commentary or statements by Directors, or comments during Open Forum.

**K. Board Deliberations**

1. Directors will deliberate topics only when on an agenda, except for emergency matters 2, and when a motion has been made and seconded by a Director, ~~except for Committee recommendations, which do not require a motion or second~~. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
  - a) Cooperate to keep their remarks on the topic of a motion,
  - b) Speak to each other,
  - c) Not personally address the live audience or the television/virtual audience, and
  - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart ~~II(H)~~H.II herein.



Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 9 of 12

2 Emergency Defined. An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)

4.5. Motions may be amended in at least two ways:

- a) A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
- b) A motion may also be amended by a "friendly amendment" in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

**L. Board Comments During Meetings**

1. The comments of Directors, staff, or Mutual consultants during Board or Committee Meetings are not comments of the Mutual, and only the speaker's opinions.
2. The position of the Mutual is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.
- ~~3. The Chair of any Board or Committee Open Meeting shall make an announcement at the beginning of the Board or Committee meeting which recites the first two sentences of this section verbatim.~~

**M. Chair**

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board's deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair's leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 10 of 12

6. Any Director also may move the previous question, which is not debatable, and requires a two-thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

### III. EXECUTIVE SESSION

#### A. Purpose of Executive Session

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Contract negotiations.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. Hearings on Mutual reimbursement claims against a Member
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.
7. Personnel issues.

Subsequent Board minutes will contain a general note of the actions taken.

#### B. Confidentiality Agreement

To protect Third and its Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

**Commented [WB1]:** Committee: Whistleblower language under review by management

~~The Confidentiality Agreement shall state substantially as follows:~~

~~"I, \_\_\_\_\_ (Name), after having been duly elected or appointed as a Director of Third Laguna Hills Mutual, do hereby agree that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session.~~

~~I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I~~

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 11 of 12

~~further understand that I will be held responsible for any damages which result to the Mutual or its individual Members if I violate this agreement."~~

**C. Procedure for Setting**

The notice for a meeting which is solely an Executive Session meeting must be posted in the Clubhouse kiosks, community center bulletin board and on the website two days in advance, unless it is an emergency Executive Session meeting.

The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

**D. Agenda Packets**

Due to the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. The Secretary, Treasurer and Committee Chair and Co-chair may retain the agenda packet. Executive session agenda packets will not be distributed to Directors in electronic form.

**IV. CLOSED SESSION HEARINGS**

The Mutual conducts its disciplinary hearings and reimbursement claim hearings in closed session. The following rules are to inform both ~~member~~Member(s) and Directors regarding how these hearings are conducted.

**A. Notification**

If the Mutual is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

**B. Attendance**

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The Member may bring written witness(es) statements. The ~~M~~member may not bring legal counsel to Executive Hearings Committee meeting only the regular closed session Board meeting. At the discretion of the Chair the alleged party may attend the hearing. The ~~M~~member being considered for discipline or reimbursement claim may not observe the Board's deliberation of the matter. A ~~member~~Member may provide a written statement as a substitute for personally appearing at the hearing.

Third Laguna Hills Mutual  
**Rules for Board Meetings**  
 Resolution 03-22-XX  
 Page 12 of 12

A complaining ~~member~~Member may provide a written statement to the Board. The complaining ~~member~~Member will not be permitted to hear the Board's deliberation or the presentation by the ~~Member~~Member being considered for discipline.

C. Addressing the Board

A ~~Member~~Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of five minutes of uninterrupted time. Then the Board will have five minutes to ask questions for a total of 10 minutes. If a Member brings supporting documentation, it is suggested the ~~member~~Member bring one copy for staff, one copy for Mutual legal counsel, and 11 copies for the Board. If a ~~member~~Member brings supporting witnesses and/or alleged party, an additional five minutes can be added to the ~~member~~Member's time.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.



**RULES FOR BOARD MEETINGS**  
**Resolution 03-22-XX; Adopted [date]**

**I. INTRODUCTION**

Successful, efficient and orderly Board meetings benefit everyone in the community. Manor owners (“Members”) have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners’ right to observe productive deliberations, and enhancement of the governance and the membership experience in Third Laguna Hills Mutual (“Third”).

**II. BOARD MEETINGS**

**A. Regular Board Meetings**

Notice of the date, time and location of regular Board meetings will be provided by posting in the Clubhouse kiosks and the community center bulletin board and on the web site a minimum of four days before the meeting is to take place. Board meetings are open to all Mutual Members to attend and observe. Non-Members may attend only at the discretion of the Board of Directors.

Normally, regular Board meetings are held in the morning on the third Tuesday of each month. However, four days posted advance notice is always given of all open Board meetings except in case of emergency. Regular Board meetings are normally held in the Board Room on the ground floor of the Community Center at 9:30 a.m., in accordance with Civil Code § 4920. Notice of Board Meetings.

**B. Special Meeting or Altering Location, Date or Time**

If a special Board meeting is called or if the location, date or time of a Board meeting is to be changed, all Members will be notified at least four days prior to the meeting by posting in the Clubhouse kiosks and the community center bulletin board and on the web site. In an emergency, the President or any two Directors may call for a Board meeting on shorter notice, in accordance with Civil Code § 4923. Emergency Board Meetings

**C. Attendance**

Members may attend Board meetings, but Executive Session meetings are

closed. **A “Member” is not a tenant, guest, family, or legal counsel of the Member.**

**D. Agendas**

1. **Preparation.** Agendas are prepared by the President<sup>1t</sup>, in cooperation with management staff. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item. The Chair may also call a Board meeting for the purpose of setting the regular Board meeting agenda.
2. **Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.
3. **Rejected agenda items.** The Chair with the assistance of Management Staff shall include a requested item in the agenda unless the item:
  1. Has no suggested action;
  2. Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months;
  3. Must be discussed in Executive Session;
  4. Would make the agenda unduly lengthy (and so will be on the next agenda);
  5. Is sent first to a committee for recommendation; or
  - f) Is, based on the advice of legal counsel, proposing action barred by law.
4. **Board request for agenda item.** Notwithstanding the foregoing, if an agenda item is requested in writing or by electronic mail by at least six Directors, the Chair shall include it in the Agenda for the open meeting or the Executive Session meeting, depending upon the item.
5. **Member Request for Agenda Item.**
  - a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of Staff will determine whether a requested topic will be included in the agenda.
  - b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the Chief Executive Officer (CEO) or Staff receives a petition signed by at least twenty five different Members entitled to vote.
  - c) The requested agenda topic must still meet the standards of Rule IID.3 above.

---

1 Any action to be taken by the President may be taken by the First Vice President or the next officer in order as stated in the By-laws if the President is unable to attend or participate.

- d) A Member who has requested an agenda item which is placed on the agenda ("Requesting Member"), may speak to the item during Open Forum, or at the election of the Chair, may present the topic to the Board immediately before the Board begins its deliberation of the item (assuming there is a Motion from the Board after the Requesting Member speaks). The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.
6. **Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet (also referred to as "agenda package"), prepared by management staff, at least four days prior to the meeting, and may be transmitted electronically upon request. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.
7. **No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least eight Directors concur that the matter requires immediate action.

**Sample agenda.** The following is a typical Agenda:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of the Minutes
5. Report of the Chair
6. Update of VMS Board -
7. Open Forum (Three Minutes per Speaker)
8. Responses to Open Forum Speakers
9. CEO Report
10. Consent Calendar
11. Unfinished business
12. New Business
13. Third Mutual Committee Reports
14. GRF Committee Highlights
15. Future Agenda Items
16. Director's Comments

17. Recess

18. Adjournment

**E. Committees: Reports, Meetings**

1. If the Bylaws provide for standing committees or if the Board from time to time establishes committees, committee reports may be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a Member of the committee should present the report.
2. A committee consisting of six or more Directors, or including at least six Directors in its roster, shall conduct its meetings in the same manner as a Board meeting, with agendas, minutes, Open Forum, and in compliance with all other requirements applicable to Board meetings.
3. A committee consisting of both Directors and non-Directors but which has less than six Directors may, but is not required to, conduct its meetings in the same manner as a Board meeting, but shall prepare and submit a report to the Board prior to the agenda publication, including any recommended action.
4. Any committee reports will be included in the board packets if they are timely submitted. Committee reports which do not contain a request for action will be noted in the minutes as “received.”
5. A committee request for action shall be placed by the Chair or staff on the agenda, so long as it complies with Rule D.3.
6. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was timely placed on the agenda for deliberation and possible action in that meeting.

**F. Open Forum**

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A “meeting” under the law is “a congregation of a majority of the Members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.” The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of the Board meeting. The agenda may also provide for a second Open Forum



time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item, or reschedule Open Forum within the agenda.

2. **Member's Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for the Member to inform the Board of matters which may not be known.

- a) During Open Forum, a Member may speak to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware regarding Third. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
- b) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum or fill out a speaker card. In order to give all Members an opportunity to speak at meetings, and to control meeting length, each Member may speak for a maximum of three minutes. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker.
- c) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board, and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. A response, if any, by a Director or staff to an Open Forum remark or question shall be after the close of Open Forum. The Chair may appoint a Director or Staff-person as timekeeper.
- d) So long as the Open Forum comments comply with these Rules, neither staff, the Chair, nor other Director shall interrupt the speaker.
- e) The statements made by Members in Open Forum are not the position of Third, and Third takes no responsibility as to the content of Open Forum comments. At the beginning of Open Forum, the Chair shall remind all attending as to these Rules regarding Open Forum.

3. **Open Forum During Agenda Item Discussions.**

- a) During the Board deliberations of a matter, and when the Chair at the Chair's sole discretion determines there has been sufficient discussion to inform the attendees in the audience of the issue, the Chair will inquire if any Members in the audience wish to speak to the motion at hand.
- b) If the Chair sees any hands raised indicating a desire to speak or fill out a speaker card, Open Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to three (3) minutes on

- the specific agenda item.
- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the Chair nor any Director will interject or otherwise interrupt during the speaker's remarks.
  - d) The Chair in its sole discretion may reduce the time per speaker to two (2) minutes on an issue, if the Chair deems it necessary to insure that all who wish to speak have the opportunity to do so.
  - e) A Member (or co-Owner of a Member) shall only speak once on a given agenda item.
  - f) Once the Chair determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the Chair shall announce Open Forum is again closed, and the Board shall resume and conclude its deliberations on the item.
4. **Re-opening of Open Forum.** If an issue on the Agenda is deemed by the Board to require further Membership input, the Board may by majority vote re- open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.
5. **Member Observation of Deliberations.** Except for Open Forum, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
6. **Addressing the Board During Open Forum.** When speaking, the Member will identify Member's name and Manor, and will stand at the speaker's podium if physically able to stand, and will address the Board, not the audience.

**G. Meeting Conduct**

Directors, Members and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:

- 1. Profane or obscene language;
- 2. Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age;
- 3. Shouting or yelling;
- 4. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate;

5. Pounding on table or throwing items; and
6. All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

7. Divulge information from closed sessions;
8. Divulge attorney client privileged confidential advice; or
9. Maliciously malign any person, business or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible “sidebar” remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

#### **H. Violation of Rules**

Anyone (Member or Director) violating these Rules during a meeting may be:

1. First warned by the Chair,
2. Then warned by majority vote of the Board, and
3. Then by majority vote of the Board asked to leave the meeting.

In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected by the Chair or upon majority Board vote without warning.

#### **I. Parliamentary Procedure**

Meetings will generally follow “Robert’s Rules of Order.” In brief, there should be no discussion on an item unless and until motion is made and there is a second to the motion. A motion is a proposal that the Board takes a stand or takes action on some issue. Only Directors can make motions.

The Resolution or motion recommended by a Committee report shall be considered as a motion and need not have a second for discussion to commence, so long as the recommendation has been stated on the agenda at least four days in advance of the meeting, absent emergency.

The Chair, normally the President, may call for a motion or, if temporarily passing the gavel, may make a motion. If there is no second to a motion, the issue is dropped. If a motion receives a second, then the Chair will ask for debate and discussion. Fair play, courtesy and cooperative behavior is preferred over strict compliance with Robert's Rules.

**J. Recording of meetings: Minutes**

The proceedings of Board meetings shall not be electronically recorded, except by "Village TV". Any other recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the Secretary or, if the Board directs, by a Recording Secretary who need not be a Director. Minutes shall record actions taken, but shall not record general commentary or statements by Directors, or comments during Open Forum.

**K. Board Deliberations**

1. Directors will deliberate topics only when on an agenda, except for emergency matters <sup>2</sup>, and when a motion has been made and seconded by a Director. Unless a Director is only asking a question, Directors will indicate at the beginning of their remarks if they speak for or against the pending motion.
2. Generally, the motion initiating discussion should be made by the Director requesting the item to be placed on the agenda.
3. Directors shall:
  - a) Cooperate to keep their remarks on the topic of a motion,
  - b) Speak to each other,
  - c) Not personally address the live audience or the television/virtual audience, and
  - d) Avoid repetition of points already made, or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the Chair may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart H.II herein.

---

<sup>2</sup> Emergency Defined. An emergency is defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention and possible action by the board, and that, of necessity, make it impracticable to provide notice." (Civ. Code §4930(d)(1).)

5. Motions may be amended in at least two ways:

- a) A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
- b) A motion may also be amended by a “friendly amendment” in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended and deliberations continue on the motion as amended.

**L. Board Comments During Meetings**

1. The comments of Directors, staff, or Mutual consultants during Board or Committee Meetings are not comments of the Mutual, and only the speaker’s opinions.
2. The position of the Mutual is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.

**M. Chair**

1. The Chair shall be the President of Third, if present at the meeting, unless the Chair passes the gavel temporarily to the First Vice President. If the First Vice President is unavailable, then the Second Vice President may serve as Chair. If neither the President, First or Second Vice President are in attendance, then the Secretary or Treasurer may serve as Chair.
2. The Chair may discuss and vote on any motion, unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the First Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board’s deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair’s leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a twothirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

**III. EXECUTIVE SESSION**

**A. Purpose of Executive Session**

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Contract negotiations.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. Hearings on Mutual reimbursement claims against a Member
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.
7. Personnel issues.

Subsequent Board minutes will contain a general note of the actions taken.

**B. Confidentiality Agreement**

To protect Third and its Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

**C. Procedure for Setting**

The notice for a meeting which is solely an Executive Session meeting must be posted in the Clubhouse kiosks, community center bulletin board and on the website two days in advance, unless it is an emergency Executive Session meeting.

The notice should state that the only item of business to come before the Board will be held in Executive Session and that no issues will be discussed in open session.

**D. Agenda Packets**

Due to the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. The Secretary, Treasurer and Committee Chair and Co-chair may retain the agenda packet. Executive session agenda packets will not be distributed to Directors in electronic form.

## **IV. CLOSED SESSION HEARINGS**

The Mutual conducts its disciplinary hearings and reimbursement claim hearings in closed session. The following rules are to inform both Member(s) and Directors regarding how these hearings are conducted.

A. Notification

If the Mutual is considering discipline or pursuing a reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

B. Attendance

A Member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The Member may bring written witness(es) statements. The Member may not bring legal counsel to Executive Hearings Committee meeting only the regular closed session Board meeting. At the discretion of the Chair the alleged party may attend the hearing. The Member being considered for discipline or reimbursement claim may not observe the Board's deliberation of the matter. A Member may provide a written statement as a substitute for personally appearing at the hearing.

A complaining Member may provide a written statement to the Board. The complaining Member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

C. Addressing the Board

A Member being considered for discipline or reimbursement claim may speak to the Board for a maximum of five minutes of uninterrupted time. Then the Board will have five minutes to ask questions for a total of 10 minutes. If a Member brings supporting documentation, it is suggested the Member bring one copy for staff, one copy for Mutual legal counsel, and 11 copies for the Board. If a Member brings supporting witnesses and/or alleged party, an additional five minutes can be added to the Member's time.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

D. The Board's Decision

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.

THIS PAGE LEFT BLANK INTENTIONALLY





**Rules for Board Meetings  
RESOLUTION 03-22-XX**

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

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

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

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

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

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

**NOVEMBER 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 Civil Code §4360.**

THIS PAGE LEFT BLANK INTENTIONALLY



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

### **Third Mutual Committee Appointments**

**RESOLVED**, November 15, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

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

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

Donna Rane-Szostak, Chair

Mark Laws

Annie McCary

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

**Moon Yun**

Non-Voting Advisors: Wei-Ming Tao

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

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

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

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

Nathaniel Ira Lewis, Chair

Annie McCary

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Non-Voting Advisors: Cindy Baker

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

Ralph Engdahl, Chair

James Cook

Cush Bhada

Mark Laws

Cris Prince

Non-voting Advisors: David Bienek, Judith Troutman

**Executive Hearing Committee** (meets monthly)

Annie McCary, Chair

Ralph Engdahl

Mark Laws

Cris Prince, Alternate

Jules Zalon, Alternate

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

Mark Laws, Chair

Cush Bhada

Jules Zalon

Cris Prince

Nathaniel Ira Lewis

Non-Voting Advisors: Stuart Hack, Theresa Keegan

**Water Conservation Committee** (meets quarterly)

Donna Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

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

Mark Laws, Chair

Donna Rane-Szostak

Nathaniel Ira Lewis

Voting Advisors: Stuart Hack, ~~Martina Mangan~~, Sharon Molineri

Non-Voting Advisors: Lynn Jarrett

**RESOLVED FURTHER**, that Resolution 03-22-111, adopted October 18, 2022, is hereby superseded and canceled; and,

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



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

### **GRF Committee Appointments**

**RESOLVED**, November 15, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Community Activities Committee**

Annie McCary  
Mark Laws  
Jules Zalon, Alternate

#### **GRF Finance Committee**

Donna Rane-Szostak  
Mark Laws

#### **GRF Landscape Committee**

Jules Zalon  
Nathaniel Ira Lewis  
Annie McCary, Alternate

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

Ralph Engdahl  
Jim Cook  
Cush Bhada, Alternate

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

Ralph Engdahl  
Cush Bhada

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

Annie McCary  
Jim Cook  
Cris Prince, Alternate

#### **Mobility and Vehicles Committee**

Jim Cook, Alternate  
Cush Bhada

**Security and Community Access Committee**

Annie McCary  
Cris Prince  
Donna Rane-Szostak, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Mark Laws  
Ralph Engdahl, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Jim Cook

**Disaster Preparedness**

Jim Cook  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

Jules Zalon  
Mark Laws, Alternate

**Strategic Planning Committee**

Nathaniel Ira Lewis

**IT Technology Advisory Committee (ITAC)**

Mark Laws

**Insurance Ad Hoc Committee**

Cris Prince  
Mark Laws  
Jim Cook

**Website Ad Hoc Committee**

Annie McCary  
Mark Laws

**RESOLVED FURTHER**, that Resolution 03-22-110, adopted October 18, 2022, is hereby superseded and canceled; and

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



## Chair's Report for November 15, 2022 Board Meeting

---

**SLIDE 1** – Through the reporting period of **September 30, 2022**, total revenue for Third was \$32,628K compared to expenses of \$28,455K, resulting in a net revenue of \$4,173K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows a surplus of \$650K through the reporting period. This chart shows how much of our revenue went into operations, with \$21,452K coming in from assessments and \$1,428K coming from non-assessment revenue. This is compared to operating expenditures of \$22,230K (without Depreciation).

**SLIDE 3** – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$3,447K when combining both operating and reserve revenues and expenses.

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

- **Outside Services \$2,186K;** Favorable variance resulted from delays in invoice processing for moisture intrusion programs, copper pipe remediation, asphalt overlay program, and asphalt seal coat program. Moisture Intrusion Programs are expected to be \$141K over budget according to year end projections. Copper Pipe Remediation is expected to be \$400K under budget according to year end projections. Asphalt Overlay program is anticipated to end the year on budget. PVC Cool Roof program has completed 16 of the 32 roofs and is expected to be on budget and completed before the Thanksgiving, weather permitting.
- **Employee Compensation & Related \$820K;** Favorable variance resulted due to open positions in M&C and Landscape departments. Impacted areas in Landscape include Grounds Maintenance. Impacted areas in M&C include Damage Restoration, Carpentry, Paint, Maintenance Operations, Plumbing and Maintenance Services.
- **Insurance \$676K;** Favorable variance due to lower insurance renewal than anticipated. Third renewed their property and earthquake insurance for \$7.85M as of June 1, 2022 compared to a budget of \$8.1M. Third property and earthquake insurance policies between January 1, 2022 and June 1, 2022 resulted in approximately \$500K favorable variance in the first half of the year.
- **Legal Fees \$218K;** Favorable variance resulted from less Legal fees through the reporting period than anticipated. Approximately \$71K of expenses related to collections was charged back to residents, reducing the total expense.
- **Utilities (\$446K);** Unfavorable variance resulted from Electricity and Water. At the end of 2021 SCE was going through a system change and we were not notified of



### Chair's Report for November 15, 2022 Board Meeting

---

approximately \$161K of bills. The 2021 electricity bills were paid in 2022 and contribute to the unfavorable variance. Water consumption was 3.4% higher than anticipated due to the ongoing drought. Going forward, the Board approved a reduction in irrigation water to help offset water costs.

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$1,568K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee, and so on.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$28,455K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services, and so on.

**SLIDE 7** – The non-operating fund balance on September 30, 2022 was \$32,086K. YTD contributions and interest were \$9,748K while YTD expenditures were \$6,124K.

**SLIDE 8** – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29.4 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements while providing more contingency funds for unexpected events.

**SLIDE 9** – We have a slide here to show resale history from 2020 - 2022. Through September 30, 2022, Third sales totaled 332, which is 22 lower than prior year for the same time period. The average YTD resale price for a Third Mutual was \$523K, which is \$63K higher than prior year for the same time period.



# Financial Report

As of September 30, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$31,060
Non-assessment Revenue		\$1,568
Total Revenue		\$32,628
Total Expense		\$28,455
Net Revenue/(Expense)		\$4,173

# Financial Report

As of September 30, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$21,452
Non-assessment Revenue		\$1,428
Total Revenue		\$22,880
Total Expense <sup>1</sup>		\$22,230
Operating Surplus		\$650

1) excludes depreciation

# Financial Report

As of September 30, 2022



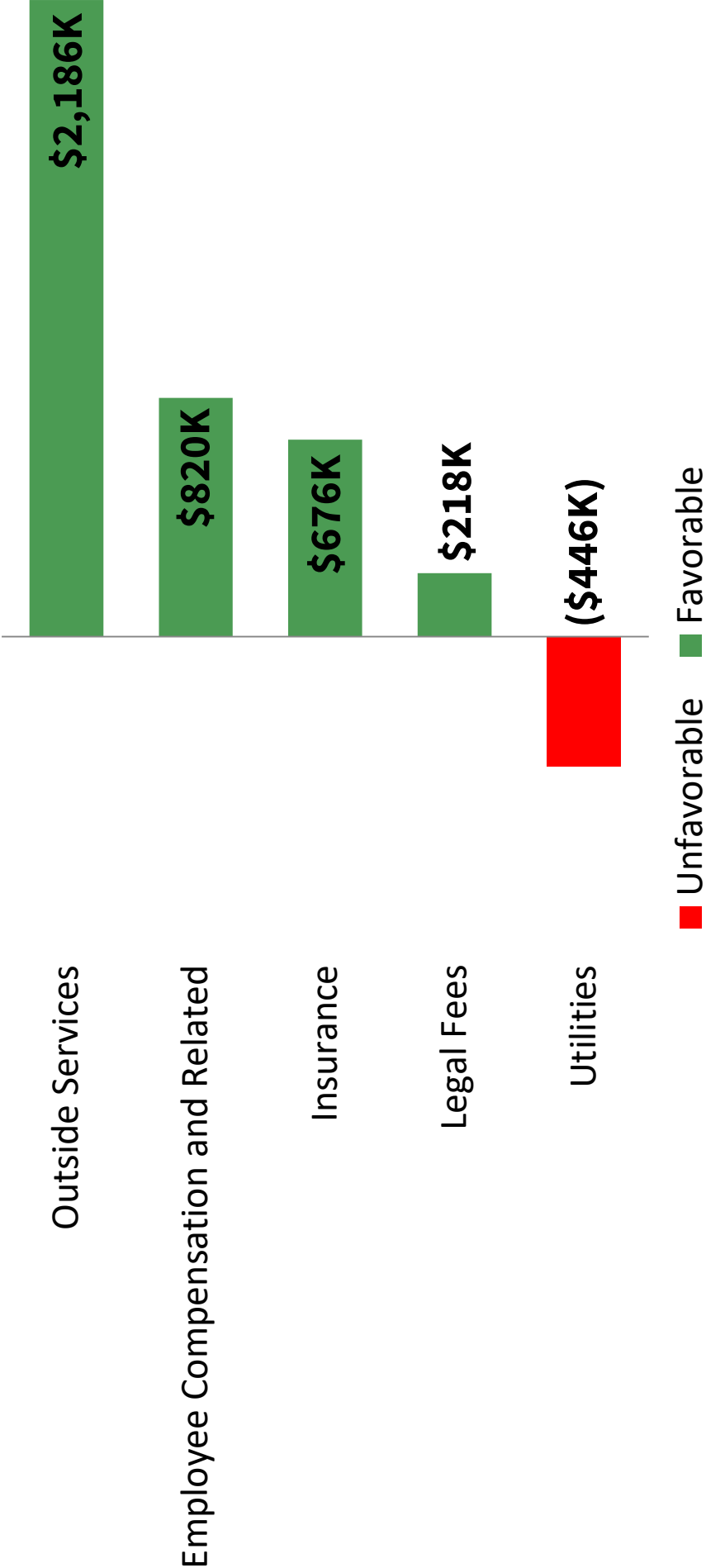
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$31,060	\$31,061	(\$1)
Non-assessment Revenue	\$1,568	\$1,571	(\$4)
Total Revenue	\$32,628	\$32,633	(\$5)
Total Expense	\$28,455	\$31,907	\$3,452
Net Revenue/(Expense)	\$4,173	\$726	\$3,447

# Financial Report

As of September 30, 2022



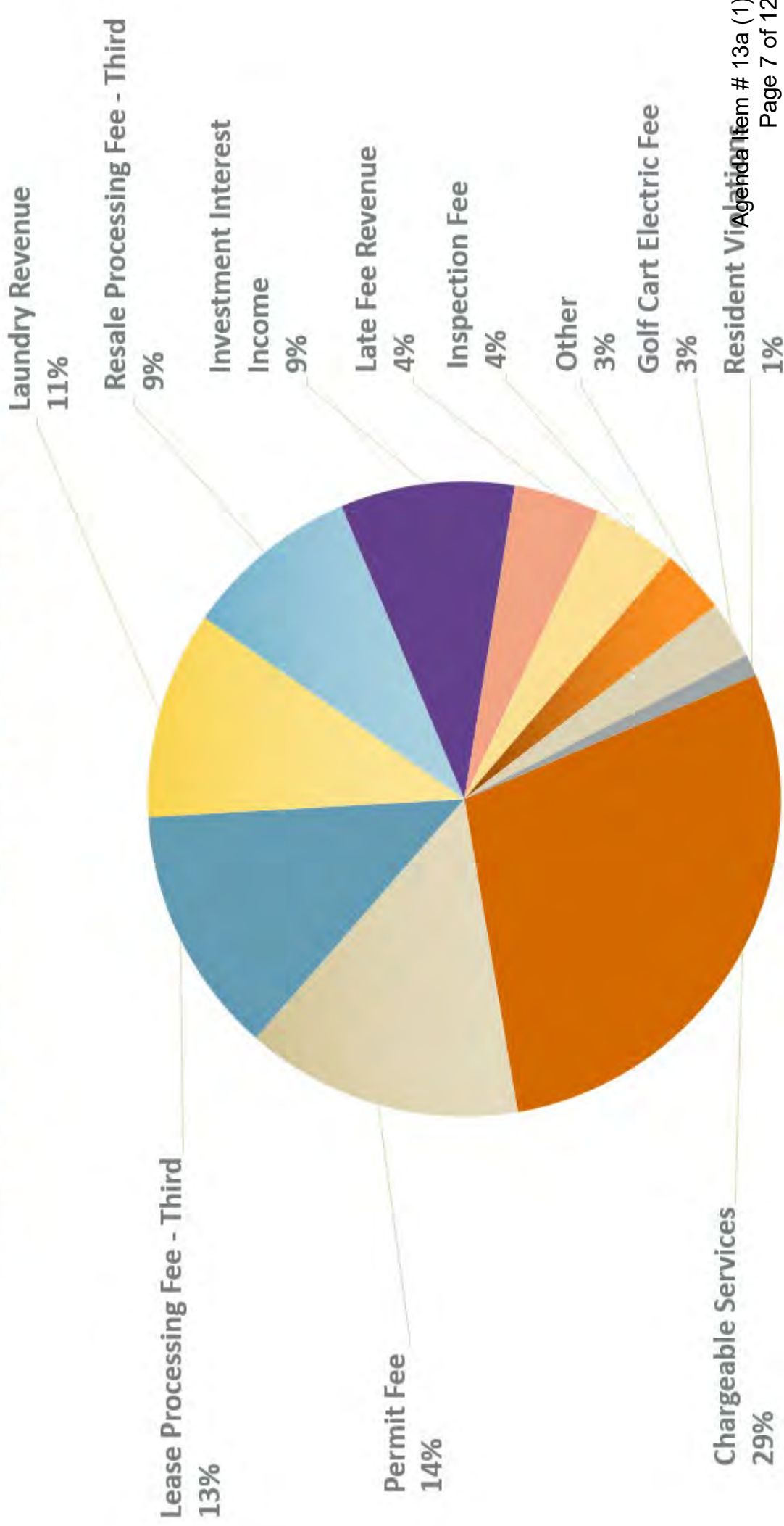
## Year to Date Variances



# Financial Report

As of September 30, 2022

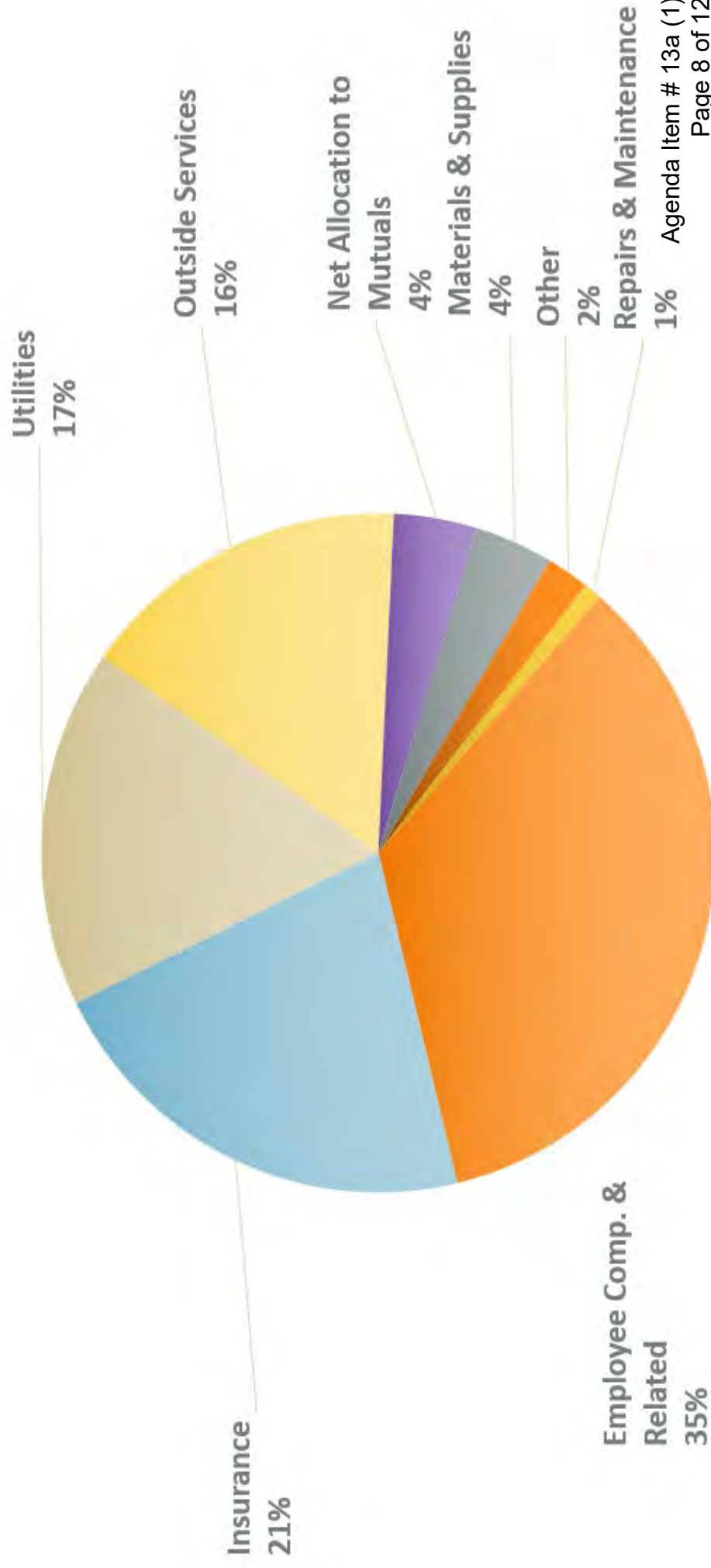
## Total Non Assessment Revenues \$1,567,538



# Financial Report

As of September 30, 2022

**Total Expenses \$28,455,105**



# Financial Report

As of September 30, 2022



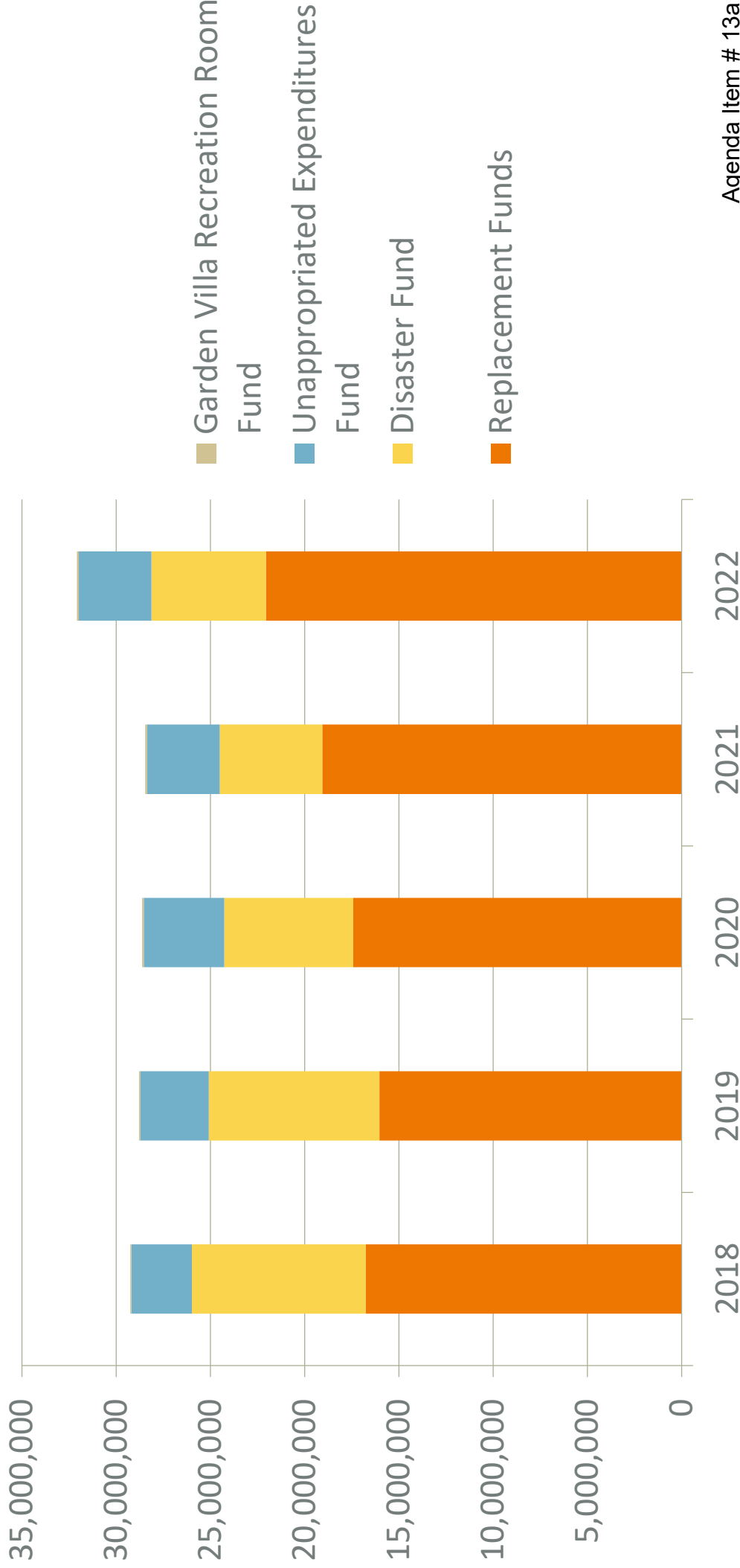
NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	\$8,449	\$68	\$1,221	\$10	\$9,748
Expenditures	\$5,462	\$76	\$586	\$0	\$6,124
Current Balances: 9/30/22	\$22,056	\$96	\$6,077	\$3,857	\$32,086

\* Includes Elevator and Laundry Funds

# Financial Report

As of September 30, 2022

## FUND BALANCES – Third Mutual



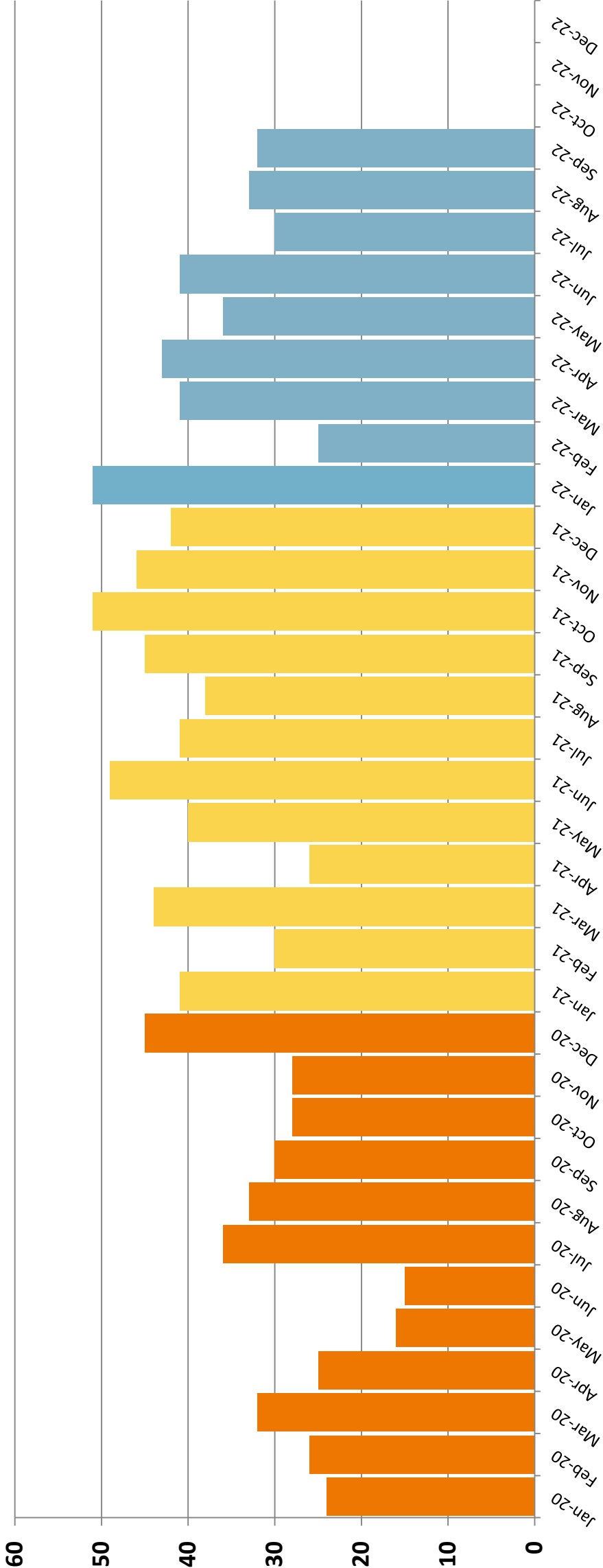


# Financial Report

As of September 30, 2022

## RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	237	\$426,626
YTD 2021	354	\$459,866
YTD 2022	332	\$523,277



THIS PAGE LEFT BLANK INTENTIONALLY



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

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

**DIRECTORS PRESENT:** Donna Rane-Szostak – Chair, Mark Iaws, Annie McCary, Ralph Engdahl, Cris Prince, Cush Bhada, Jim Cook, Ira Lewis, Jules Zalon  
**DIRECTORS ABSENT:** Moon Yun  
**ADVISORS PRESENT:** Wei-Ming Tao  
**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez

**Call to Order**

Director Donna Rane-Szostak, Treasurer, chaired and called the meeting to order at 1:30 p.m.

**Approval of Meeting Agenda**

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

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

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

**Chair Remarks**

Director Rane-Szostak expressed appreciation to all individuals who participated in creating the 2023 budget, briefly commented on the adopted 2023 Business Plan, and summarized the cost saving initiatives that took place year to date.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, provided an update on the upcoming Discretionary Investments maturity of Treasury Bills set for February 23, 2023.

**Preliminary Financial Statements dated September 30, 2022**

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated September 30, 2022. Questions and comments were noted by staff.

**Highlights – Solar Update**

Director Rane-Szostak elaborated on the \$2.5M Solar Project that was established 5 years prior which is projecting to earn the Third Mutual a positive return by the eleventh year based on current rates.

**Endorsements from Standing Committees**

None.

**Future Agenda Items**

Education – Annual Financial Services Review  
Discretionary Investments – Treasury Bill Reinvestment  
Year-End Financial Statement Projection

**Committee Member Comments**

Director Ira Lewis commented on future savings and exploring ideas to continue to do so.

**Date of Next Meeting**

Tuesday, November 29, 2022 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed at 2:29 p.m.



---

Mark Laws, President (Alternate for Donna Rane-Szostak)

# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

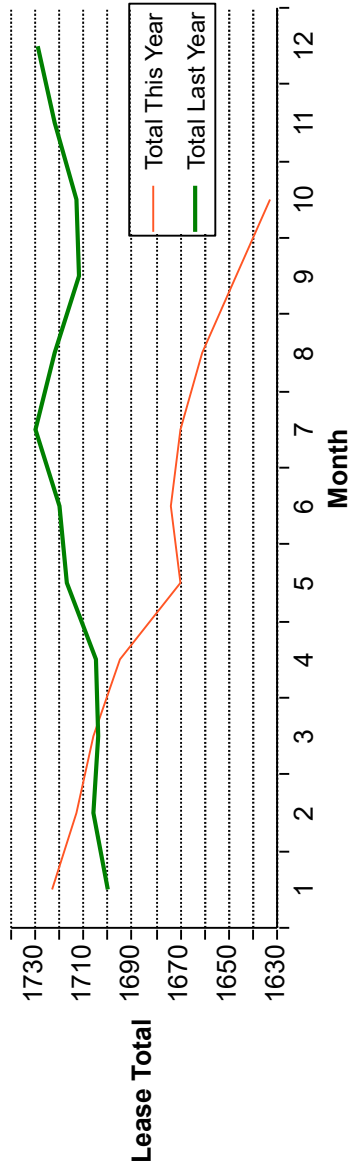
October, 2022

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March	41	44	\$19,655,200	\$20,903,100	\$479,395	\$475,070
April	43	26	\$27,123,000	\$12,851,400	\$630,767	\$494,285
May	36	40	\$19,627,005	\$18,741,800	\$545,195	\$468,545
June	41	49	\$23,772,900	\$25,804,388	\$579,827	\$526,620
July	30	41	\$13,801,990	\$17,901,388	\$460,066	\$436,619
August	33	38	\$19,925,700	\$18,292,000	\$603,809	\$481,368
September	32	45	\$14,594,000	\$20,638,940	\$456,063	\$458,643
October	33	51	\$17,632,500	\$22,829,400	\$534,318	\$447,635
November		*		\$23,744,300		* \$516,180
December		*		\$20,172,500		* \$458,466
TOTAL	365.00	405.00	\$191,609,695	\$186,300,666		
ALL TOTAL	365.00	495.00	\$191,609,695	\$230,217,466		
MON AVG	36.00	40.00	\$19,160,970	\$18,630,067	\$524,381	\$458,643
% CHANGE - YTD	-9.9%		2.8%		14.3%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2022 Period 10 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2022	January	14	25	159	1,525	1,723	1,700	28.2	27.9	0.3	125	38
2022	February	15	23	172	1,503	1,713	1,706	28.1	28.0	0.1	123	43
2022	March	16	21	196	1,473	1,706	1,704	28.0	27.9	0.1	137	52
2022	April	11	17	223	1,444	1,695	1,705	27.8	27.9	-0.1	142	55
2022	May	6	12	242	1,410	1,670	1,717	27.4	28.1	-0.7	113	44
2022	June	10	15	273	1,376	1,674	1,720	27.4	28.2	-0.8	185	58
2022	July	16	18	296	1,340	1,670	1,730	27.4	28.4	-1.0	111	47
2022	August	15	21	324	1,301	1,661	1,722	27.2	28.2	-1.0	108	53
2022	September	14	21	343	1,269	1,647	1,712	27.0	28.1	-1.1	103	62
2022	October	9	24	364	1,236	1,633	1,713	26.8	28.1	-1.3	123	55
2022	November					1,722						
2022	December					1,729						



**OPEN MEETING**

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

**Monday, October 24, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

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

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

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director  
Gavin Fogg – Manor Alterations Supervisor  
Abraham Ballesteros - Inspector II, Manor Alterations  
Sandra Spencer - Administrative Assistant

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

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

**2. Approval of the Agenda**

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

**3. Approval of Meeting Reports for September 26, 2022**

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

**4. Chair's Remarks**

Chair Cook welcomed Lisa Mills to the committee as an advisor.



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

None.

**6. Response to Member Comments**

None.

**7. Division Manager Update**

Mr. Mejia updated the committee regarding the staffing vacancies in Manor Alterations and the departments continued efforts to provide excellent customer service. Robbi Doncost has vacated the position of Manager and Gavin Fogg is filling in as Interim Manager.

Director Cook requested that the following pending issues be addressed by the new department manager: holiday work hours; Saturday work hours; insurance requirements for contractors; and the water heater replacement policy.

**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.*

No items on the consent calendar for review.

**9. Over-The-Counter Variances**

None.

**10. Variance Requests:**

a. 5458: Slab Extension From Driveway

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding the dimensions of the extension; and the visibility from the street.

A motion was made to approve the variance the slab extension at 5458. Hearing no objection, the variance was approved by a vote of 3/1/0 (Director Engdahl opposed).

b. 3207-D: Remove Patio Enclosure and Replace with Room Addition, Bathroom, Closet

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding potentially converting this into a 2-bedroom manor;



and the number of cars that would fit in the garage. Staff clarified that the number of bedrooms is not being changed.

- A member emailed comments on the potential parking issue if this manor is converted to a two-bedroom floorplan.

A motion was made to approve the variance to remove the patio enclosure and replace with a room addition, bathroom and closet. Hearing no objection, the variance was approved by unanimous consent.

c. 3507-A: Extend Bedroom 1, Bedroom 2 and Living Room and Install Patio Gate

The variance was introduced by Mr. Ballesteros. Discussion ensued and staff answered questions from the committee regarding the patio slab extension; and added gate leading to common area.

A motion was made to approve the variance to extend two bedrooms and the living room with staff's recommendation to exclude the addition of a gate leading to common area. Hearing no objection, the variance was approved by unanimous consent.

d. 3212-D: Install Family Room with a Laundry Room Between Master Bedroom and Garage

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

A motion was made to approve the variance to install a family room and laundry room. Hearing no objection, the variance was approved by unanimous consent.

**11. Items for Discussion and Consideration**

a. Date of Next Meeting

Staff was directed to keep the November 28, 2022 meeting date.

**12. Items for Future Agendas**

- a. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As a Chargeable Service
- b. Revised Resale Inspection Fee Schedule
- c. Revise Standards Relating to Skylights
- d. Holiday Work Hour Policy/Saturday Work Schedule
- e. Insurance Requirements for Contractors


**13. Committee Member Comments**

- Advisor Mills commented on the variance application process.
- Advisor Lewis commented on the variance application process.
- Director Bhada thanked the chair for the concise committee meeting.

**14. Date of Next Meeting – November 28, 2022**

**15. Adjournment**

The meeting was adjourned at 10:28 a.m.



11/1/2022  
Jim Cook, Chair

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



**OPEN MEETING**

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

**Thursday, November 3, 2022 – 9:30 AM  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road**

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Kay Havens (ETWD)

**ADVISORS PRESENT:** None.

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

**1. Call Meeting to Order**

Chair Lewis called the meeting to order at 9:36 a.m.

**2. Approval of the Agenda**

Chair Lewis made a motion to move Agenda Item 8b to the final item listed under Agenda Item 8. The motion passed. The agenda was approved by unanimous consent with the change in item order.

**3. Approval of the September 1, 2022 Report**

The meeting report was approved by unanimous consent.

**4. Remarks of the Chair**

Chair Lewis stated that he is happy that water conservation efforts have been successful so far. Chair Lewis also addressed a concern listed on a petition signed by 49 residents of Gate 11. Chair Lewis shared that the concern consisted of a complaint that lawns in the Gate 11 area have been too soggy. Chair Lewis stated that irrigation will be cut back in this area to mitigate the issue.

## **5. Department Head Update**

Mr. Wiemann stated that the Master Control Irrigation System training has begun. Mr. Wiemann shared that staff members are very excited about the new system. Mr. Wiemann also shared that 36 controllers have been delivered for Third Mutual already, and staff is spending time getting to know features of the new system.

Mr. Wiemann also informed the committee that trimming techniques have been updated, which is allowing more labor hours to be dedicated to mulching.

### **5a. Project Log**

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

### **5b. Water Use Comparison Graph**

Mr. Wiemann reviewed the Water Use Comparison Graph in detail. Members made comments and asked questions.

### **5c. Tree Donation**

Mr. Wiemann reviewed the Tree Donation presentation with the committee. Members made comments and asked questions.

## **6. Member Comments**

None.

## **7. Response to Member Comments**

None.

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

### **8a. Enhancement Plan**

Chair Lewis and Mr. Wiemann discussed the Enhancement Plan in depth. Director Rane-Szostak made a motion to approve the Enhancement Plan. Director Zalon seconded. The motion passed with unanimous support.

### **8b. Tree Removal Request – One King Palm Tree – 2231-P Via Puerta**

Chair Lewis requested that all Tree Removal Requests be listed under one motion. Director Zalon made a motion to approve the staff recommendation listed for each Tree Removal Request. Director McCary seconded. The motion passed.

### **8c. Tree Removal Request – Two Australian Willow Trees – 3041-C Via Serena South**

### **8d. Tree Removal Request – One Fern Pine Tree – 4021-B Calle Sonora Este**

### **8e. Tree Removal Request – One Kaffir Plum Tree – 5433 Via Carrizo**

**8f. Landscape Charter**

Director Lewis discussed the Landscape Charter and proposed changes in detail. Discussion ensued. Additional changes were suggested. The proposed Landscape Charter will be updated with the additional changes and brought back to the committee for further review.

**9. Items for Future Agendas**

Chair Lewis stated that he would like to see a more diverse water-wise approved plant list.

**10. Committee Member Comments**

Several comments were made.

**11. Date of Next Meeting:** Thursday, December 1, 2022 at 9:30 a.m.

**12. Recess at 10:27 a.m. to prepare for Closed Session.**

**DRAFT**

---

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

THIS PAGE LEFT BLANK INTENTIONALLY



## **OPEN MEETING**

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

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

### **REPORT**

**MEMBERS PRESENT:** Ralph Engdahl - Chair, Cush Bhada, Jim Cook,  
Mark Laws, Cris Prince

**MEMBERS ABSENT:** Advisors Dave Bienek and Judith Troutman

**OTHERS PRESENT:** **GRF:** Egon Garthoffner  
**Third:** Lynn Jarrett

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

#### **1. Call Meeting to Order**

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

#### **2. Approval of the Agenda**

The agenda was amended to remove item 9a and forward the item to the next Third ACSC committee meeting; move item 9e to item 9d; and item 9d to 9e. Hearing no objection, the agenda was approved as amended.

#### **3. Approval of the Meeting Report from September 12, 2022**

Staff was directed to edit item 9c to reflect that Chair Engdahl did not vote on the motion.

Hearing no objection, the meeting report was approved by a vote of 4/0/1 (Director Prince abstained).

#### **4. Remarks of the Chair**

None.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

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.*

The project log was pulled for discussion. Staff answered questions from the committee.

- a. Project Log
- b. Solar Production Report

Hearing no changes or objections, the motion to approve the Consent Calendar was passed by a vote of 2/0/2 (Directors Laws and Prince abstained; Chair Engdahl did not vote).

**9. Items For Discussion and Consideration**

**a. Handrail Request at 2324 Via Puerta**

Staff was directed to remove this item from the M&C agenda and introduce the request at the November 28, 2022 meeting of the Third Architectural Controls and Standards Committee.

**b. Gate 11 French Drain Design**

Mr. Mejia updated the committee including that the engineering field survey has been completed and further research is underway on the infrastructure and current water levels of monitoring wells. It is expected that plans will be developed by the end of 2022 and construction will begin in March/April 2023.

**c. Exterior Paint Program - Transition From 10 to 15 Year Cycle**

Mr. Barnett presented the topic and answered questions from the committee. Averages on a 10-year cycle complete 140 buildings per year; averages on a 15-year cycle



complete 93 buildings per year. The balconies, breezeways and trim are on 7.5-year painting schedule.

A suggestion was made to publish the painting schedule. Director Cook suggested adding “subject to change” clearly visible if the list is published. Staff was requested to provide the schedule to President Laws for his review.

**d. Annual Maintenance Programs Priority Process**

Mr. Barnette presented the topic and answered questions from the committee. Programs include pest control, fencing, recreation room heat pump/AC units and water heaters, gutters and mailboxes, epoxy programs, and laundry countertops and flooring.

Staff was directed to consider assigning a moisture intrusion budget to gutter repairs and replacement; research the availability of pre-painted gutters; and provide the number of mailboxes which need replacing.

**e. Shepherd’s Crook Project Update**

Mr. Mejia provided an update and answered questions from the committee. Discussion ensued regarding the CUP; the history of the Shepherd’s Crook installation; how the number of linear feet per year was determined; less expensive options for replacing existing barbed wire; security breaches; and the balance of linear feet remaining for GRF and Third.

A motion was made to only replace the difference between 900 linear feet and the length that GRF plans to replace in 2023 in order to keep the CUP active while continuing to research whether the CUP should be maintained beyond that time. Said difference may be split between Third and United. The motion was approved by unanimous consent.

Staff was directed to research alternative materials to Shepherd’s Crook that are acceptable to the City and to inform the committee of the number of linear feet remaining within Gate 11.

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

- Report on the Feasibility of Additional Solar Installations
- Shepherd’s Crook
- EV Charging Solutions

**11. Committee Member Comments**

None.

**12. Date of Next Meeting:** TBD

**13. Adjournment**

The meeting was adjourned at 3:39 p.m.

***DRAFT***

---

Ralph Engdahl, Chair

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



**OPEN MEETING**

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

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

**REPORT**

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

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

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

**ADVISORS PRESENT:** Lee Goldstein

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

**1. Call Meeting to Order**

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

**2. Approval of the Agenda**

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

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

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

**4. Committee Chair Remarks**

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

**5. Member Comments**

Various comments were made. Topics included the following.

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

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

**6. Response to Member Comments**

Discussion ensued after each member comment.

**7. Consent**

None.

**8. Third Mutual Water Usage Graphs**

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

Members made comments and asked questions.

**9. Items for Future Agendas**

None.

**10. Committee Member Comments**

Various comments were made.

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

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

**DRAFT**

---

Donna Rane-Szostak, Chair



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

Tuesday, October 25, 2022— 9:30 A.M.  
Board Room/Virtual Meeting  
Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

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

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Stuart Hack

**ADVISORS ABSENT:** None

**STAFF PRESENT:** Francis Gomez, Eric Nunez, Jacob Huanosto and Ruby Rojas

**1. Call To Order**

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

**2. Approval of Agenda**

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

By way of consensus, the motion passed.

**3. Approval of Meeting Report**

Director Prince made a motion to approve the September 28, 2022 meeting report. Director Lewis seconded the motion.

By way of consensus, the motion passed.

**4. Chairman's Remarks**

None

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

Ms. Theresa Keegan of 3420-1G Calle Azul stated that residents whom attend Open Meetings virtually should have an easier and more efficient way of making member comments.

**6. Response to Members Comments**

The Board Members acknowledged Ms. Keegan's comments and stated the they will make the attempt to make sure all Members comments are addressed in the meetings.

## **7. Department Head Update**

None

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

### **a. Rules for Board Meetings**

Mr. Jacob Huanosto, Interim Compliance Supervisor, presented the Rules for Board Meetings report. The Committee commented and asked questions.

Director Prince made a motion to accept the Rules for Board Meetings and recommend to the Board of Directors for adoption. Director Lewis seconded the motion.

By way of unanimous vote the motion carried.

### **b. Member Disciplinary Process**

Mr. Huanosto presented the Member Disciplinary Process report. The Committee commented and asked questions. No further action taken at this time.

### **c. Disciplinary Violations Matrix**

Ms. Francis Gomez, Operations Manager, presented the Disciplinary Violations Matrix. The Committee commented and asked questions. Chair Laws stated he will update the matrix and distribute. No further action taken at this time.

### **d. Appeal Policy**

The Committee tabled the matter as a future agenda item.

### **e. Director Zalon's Proposed Members' Bill of Rights**

The Committee tabled the matter as a future agenda item.

### **f. Nuisance Policy**

The Committee tabled the matter as a future agenda item.

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

- Director Zalon's Proposed Member's Bill of Rights
- Appeal Policy
- Nuisance Policy
- Pet Rules
- Barbeque Rules and Regulations
- Social Media Use Policy
- Appeal Policy

## **10. Committee Member Comments**

None

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

Tuesday, November 22, 2022 at 9:30 a.m.

## **12. Adjournment**

With no further business before the Committee, the Chair adjourned the meeting at 11:44 a.m.

**DRAFT**

---

Mark Laws, Chair  
Third Laguna Hills Mutual

THIS PAGE LEFT BLANK INTENTIONALLY



## **OPEN MEETING**

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

Thursday, October 13, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Diane Casey, Cush Bhada, Ryna Rothberg, Joan Milliman, Dennis Boudreau, Ajit Gidwani

**MEMBERS ABSENT:** Annie McCary

**OTHERS PRESENT:** Bunny Carpenter, Juanita Skillman, Mark Laws

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Tom McCray, Laura Cobarruviaz, Jackie Chioni

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Rothberg made a motion to approve the agenda, no second.

Motion passed unanimously.

#### **Approval of Committee Report for September 8, 2022**

Director Bhada made a motion to approve the report, Director Rothberg seconded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton introduced Ms. Giglio as the Interim Recreation and Special Events Director and welcomed the audience.

#### **Report of the Recreation and Special Events Director**

Ms. Giglio stated the following past events: Grandparents Fun Day was held at Clubhouse 5 with approximately 300 attendees including children and adults; the Italian Buffet held at Clubhouse 5 hosted 140 attendees; the Health and Wellness Expo held at Clubhouse 5 had approximately 500 attendees who were treated to giveaways, raffles, lunch and smoothie samples (this event hosted 26 total sponsors including the presenting sponsor, Memorial Care, who provided screenings and guest speakers).

Ms. Giglio stated the following facility and operational updates: the Garden Center Volunteer Program is thriving with 20 volunteers who help maintain both garden centers' common areas, tools and barns, plot numbering and tool painting; expanded hours at the Clubhouse 1 Fitness Center are now Monday through Friday opening at 7 a.m. and the Community Fitness Center now open Saturday and Sunday, 8 a.m. to 2 p.m.; Clubhouse 1 bocce ball area doors were replaced and painted, shuffleboard room doors were replaced and painted, tile near the Pool 1 entrance and billiard area was re-grouted; billiard table felt was replaced and one cushion was replaced and a second billiard table was re-leveled; Clubhouse 2 has expanded hours to Monday through Friday, 8 a.m. to 10 p.m. with the addition of one new staff member and the sound system has been repaired; the billiards players have returned to the Performing Arts Center and have been enjoying return to play and a yoga class has been offered on Wednesdays with steady attendance by residents; Clubhouse 5 is fully operational with the addition of two new staff members and staff is currently working with electricians to have additional lighting installed at Pool 5; plants have been replaced and the A/C unit in the dining room has been repaired at Clubhouse 6; Clubhouse 7 is now open on Sunday evenings and taking reservations for Monday through Fridays, 8 a.m. to 5 p.m. and Sunday, 8 a.m. to 10 p.m. all due to the addition of three staff members; Pool 1 is currently closed for approximately 6-8 weeks for maintenance and renovations, including locker room maintenance and new plastering (painting/power washing/tile replacement); Pool 2 will be the next to close with all pool maintenance expected to be completed by May 27; a full schedule of approximate pool closure dates is listed on the Laguna Woods Village website under Amenities/Fitness and Sports/Swimming; the Equestrian Center waitlist has been reduced by approximately 10 this month with adding additional clients to lesson program; two new horses are on trial for the lesson program and one more will be arriving this month; Murphy (horse with degenerative disease that could not work) has retired to Hoofs and Woofs rescue by way of generous donations directly to the rescue for his care; Help the Herd will host the Sound Bath Meditation fundraiser on October 14 and this second phase of the Help the Herd Fund has successfully raised over \$20,000 for the Equestrian Center approved projects this year; the Library held its first Volunteer Appreciation Party in three years showcasing the last 12 months of achievements by 63 volunteers which included greeting 29,845 visitors, checking in/out 26,242 cataloged items; shelving of 39,635 items; purchasing 511 new items; addition of 413 donated items and labeling/shelving of countless paperbacks, magazines, music CDs, puzzles and World Language books.

Mr. McCray stated golf maintenance completed fall maintenance including aerification and planting winter grass; some irrigation issues are being addressed; an email was sent to all

golfers regarding knotweed infestation in areas of the 27-hole course as staff needed to kill off those areas and will be planting new grass once seeds are deemed dead; the driving range project is scheduled to begin in March, 2023 and will include a 5-foot fence to be installed next week which will result in a temporary closure while the fence is being installed; some new staff will need to be hired that have a current spraying license; held short game clinic which was very successful; week two of the Silver Tees program which includes teaching those new golfers how to interact on the golf course, how to book tee times, fit in with pace of play, cart etiquette, etc. hosted approximately 12 attendees.

Ms. Murphy stated the Garden Center team will host a worm farming training class for \$15 each at Clubhouse 7 on October 14, 1 to 3 p.m.; the Equestrian Center free Halloween Hoedown will be hosted on October 22, 4 to 7 p.m. in conjunction with the Garden Center scarecrow contest from 3 to 5 p.m. and both events will have trick-or-treating for all who attend; the Village Bazaar will be hosted at Clubhouse 5 on October 22, 10 a.m. to 2 p.m.; Clubhouse 5 will host Oktoberfest on October 24 at 5 p.m. and tickets may be purchased for \$25 at the Clubhouse 5 office; the Arts and Crafts Bonanza will be held at Clubhouse 4 on Saturday, November 5, 9 a.m. to 4 p.m. and Sunday, November 6, 10 a.m. to 3 p.m.; the Thanksgiving buffet will be held at both Clubhouse 2 and Clubhouse 5 at 1 p.m. and tickets go on sale next Thursday, October 27; the Performing Arts Center will host five individual acts for a festive New Year's Eve event at 7:30 p.m. and tickets are on sale now at the box office.

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

Members were called to speak regarding the following: lane lines; pool hours at clubhouse 5; Emeritus classes offered at two different pools instead of classes held at one pool, one after another; a club fair to promote clubs.

Ms. Murphy stated the Recreation Department has planned a club expo in May, 2023 and will inform the resident member.

Staff was directed to follow up on the pool comments from the resident member.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

None

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Saddleback Church Club Request for Exception to Clubhouse Holiday Hours** – Ms. Murphy read the recommendation regarding the Saddleback Church Club request for an exception to Clubhouse Holiday Hours, resolution 90-20-19.

Director Casey made a motion to approve Saddleback church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs.

Chair Horton amended the motion to state to approve all church exception to Clubhouse Holiday Hours for one service only on January 1, 2023 and to include all additional costs, Director Milliman seconded.

Discussion ensued.

Members were called to speak regarding the following: the church is willing to make it one service for this day and will pay the additional fees; charging the church full cost.

Motion passed unanimously.

Staff was directed to change policy for future January 1 religious club scheduling conflicts.

**Equestrian Center Operating Rules** – The staff recommendation of the amended Recreation and Special Events Department Equestrian Center Operating Rules was presented.

Director Bhada made a motion to approve the amended Equestrian Center Operating Rules as presented, Director Rothberg seconded.

Discussion ensued.

Members were called to speak regarding the following: clarification of visiting hours.

Motion passed unanimously.

**Equestrian Center Horse Boarding Agreement** – The staff recommendation of the Horse Boarding Agreement was presented.

Director Casey made a motion to approve the Horse Boarding Agreement as presented, Director Milliman seconded.

Discussion ensued.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

**Facility Operating Rules**– Staff was directed to keep this item under Items for Future Agendas.

**Performing Arts Center Rental Fees** – Staff was directed to keep this item under Items for Future Agendas.

**Poster Policy Review** – Staff was directed to bring this item to the Community Activities Committee on November 10, 2022.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Advisor Gidwani thanked Recreation staff for doing a wonderful job of contracts and operating rules for Equestrian Center. Chair Horton thanked President Carpenter and the Equestrian Supervisor for their contribution.

Director Rothberg stated Happy Halloween.

Director Casey stated great meeting.

Director Milliman stated great meeting.

Director Bhada stated great meeting.

Director Addington welcomed Ms. Giglio, thanked President Carpenter for contribution to the Equestrian contract information and thanked staff. She stated great meeting and thanked the audience for being receptive.

Chair Horton stated good meeting and thank you.

#### **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, November 10, 2022.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 2:46 p.m.

\_\_\_\_Yvonne Horton\_\_\_\_

Yvonne Horton, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



**OPEN MEETING**

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

**Monday, October 17, 2022 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Juanita Skillman; Advisors Carmen Pacella, Lucy Parker

**Members Absent:** Directors Annie McCary, Ryna Rothberg; Advisors Theresa Frost, Lynn Jarrett, Tom Nash

**Others Present:** Bunny Carpenter

**Staff Present:** Eileen Paulin, Susan Logan-McCracken

**1. Call to Order**

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

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Approved by unanimous consent.

**4. Approval of Report for September 19, 2022**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed everyone in attendance and stated that a special closed session will take place in the Sycamore Room following this open meeting and a short recess.

**6. Member Comments**

None.

## **Items for Discussion**

### **7. Media and Communications Report – Eileen Paulin**

Ms. Paulin asked the committee if they had any questions on the Media and Communications Activities Report.

Ms. Paulin stated that Paul Ortiz received an Employee Excellence Award and that the awards ceremony is occurring during this meeting. However, he could not be here today because he was attending an industry conference. He has done an outstanding job in stepping into the Broadband Services general manager role.

Ms. Paulin discussed the board training on November 18.

Director Skillman asked whether the number of prospective residents in attendance on the docent tours included new residents. A discussion ensued that they are mostly prospective residents but some new residents may be included in that number if spaces on the tour buses are available.

Director Cook asked about the change in time from 4:30 to 5 p.m. on the October 19 Third Mutual new resident orientation. Staff confirmed that the time changed for this new resident orientation only. The October 20 docent tour starts at 9 a.m. in the Elm Room.

### **8. Broadband Ad Hoc Committee Report – Eileen Paulin**

Ms. Paulin discussed the upcoming meeting following MACC in the Sycamore Room. She reported that in the last meeting The Broadband Group (TBG) gave a presentation on their work in the past 18 months. TBG's financial analyst will join today's meeting.

### **9. Website Ad Hoc Committee Report – Eileen Paulin**

Ms. Paulin reported that we're waiting on the RFP to move forward and that we received great feedback from the focus groups on the website, which she will present at the VMS board meeting on November 2.

### **10. Broadband Services Report – Eileen Paulin**

Ms. Paulin highlighted from the Subscriber Counts report:

- Internet use has been growing and in September 2022 increased to 10,896 subscribers.
- Premium channel subscriptions are continuing to decline.
- Foreign language channels are up.

She also discussed the positive feedback from residents regarding Broadband Services technicians and customer service.

## **Items for Future Agendas**

Status of expanding docent tours to Saturdays



**Concluding Business**

**Committee Member Comments**

None

**Date of Next Meeting – Monday, November 21, 2022, at 1:30 p.m.**

**Adjournment**

Chair Milliman adjourned the meeting at 1:52 p.m.

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

THIS PAGE LEFT BLANK INTENTIONALLY



REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Hybrid Model Meeting of the Security and Community Access Committee was held on Monday, October 31<sup>st</sup>, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Maggie Blackwell, Reza Karimi, Annie McCary, Cris Prince

**OTHERS PRESENT:** Elsie Addington, Juanita Skillman

**STAFF PRESENT:** Eric Nuñez, Tom Siviglia, Cody DeLeon, Ed Green

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:30 p.m.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda without requested changes.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the August 29<sup>th</sup>, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts did not have remarks at this time.

**MEMBER COMMENTS**

Multiple members made comments and asked questions.

Topics included:

1. Date of next meeting
2. Cris Prince now a member of the board for the Security and Community Access Committee representing Third Mutual

**RESPONSE TO MEMBER COMMENTS**

Chair Tibbetts stated Next meeting will be held February 27<sup>th</sup>, 2023. Canceled meeting on December 26<sup>th</sup>, 2022 due to VMS holiday.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Nuñez discussed the meeting report provided in the packet from September's DPTF meeting. Chief Nuñez shared that the Great Shakeout this year was handled by the radio club. Chief Nuñez also shared his commitment to meeting with the Clubhouse Coordinators at each clubhouse in efforts to familiarize everyone with the location of emergency supplies and inventory.

Director Blackwell suggested a duck and cover safety video be put out over channel 6 once and a while.

### **RV Update**

Chief Nuñez notified the committee of the temporarily appointed Security Administrative Specialist person as well as the Traffic Officer who has been handling the recent RV lots audit. The audit is freeing up spots for residents who have been on the waiting list for over a year. Currently the Traffic Officer is in the process of calling residents of seemingly vacant spots while waiting for call backs on residents who have been waiting.

### **Noteworthy Incidents**

Chief Nuñez shared Ed Green being officially hired as a part time VMS employee responsible for coordinating disaster preparedness activities within the village. Chief Nuñez noted that our Net Control Officer Jim Riedel as well as Bruce Bonbright (monthly radio drill coordinator) will be resigning effective January 1<sup>st</sup>, 2023.

### **Security Statistics**

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

Chief Nuñez stated that VMS does not admonish trespassers, it is a job for OCSD. It is still highly encouraged to call security first and security will notify OCSD unless there is a concern that there is something more urgent. Chief Nuñez will also be communicating this to the other Boards of Directors.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza**

Mr. Siviglia discussed the Staff Report to be voted on.

Director McCary made a motion to approve staff recommendation of hiring a Traffic consultant for approval of stop signs and sidewalks being put at intersection Avenida Sevilla and Via Mendoza.

Director Prince seconded the motion.

The motion failed in a 3-2 vote.

## **ITEMS FOR FUTURE AGENDAS**

No future agenda items.

## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, February 27<sup>th</sup>, 2023 at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

Center.

## **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:54 p.m.

*Don Tibbetts*

[Don Tibbetts \(Nov 8, 2022 17:22 PST\)](#)

---

Don Tibbetts, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 19, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Jim Hopkins – Chair, Elsie Addington, Mark Laws, Jim Cook  
(Alternate for Donna Rane Szostak), Azar Asgari, Lenny Ross, Diane Casey

**DIRECTORS ABSENT:** Donna Rane-Szostak, Debbie Dotson, Pat English

**ADVISORS PRESENT:** Rosemarie DiLorenzo

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

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

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:34 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of August 17, 2022**

A motion was made and carried unanimously to approve the committee report with the following change:

- Move Debbie Dotson's and Diane Casey's name from "Directors Present" to "Others Present".

**Chair Remarks**

Director Hopkins made a statement in response to an entry submitted in the Global by a member.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, briefly touched base on GRF's investment portfolio as of September 30, 2022 and the upcoming meetings calendar.

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

The committee reviewed the financial statements dated September 30, 2022. Questions were addressed.

### **Proposed Defunding at Year End**

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: three items from the Equipment fund, one from Facilities Fund and reducing one from the Equipment Fund by December 31, 2022. The capital items will be closed out at year end and be replaced with 2023 capital items. A motion was made and moved by Director Elsie Addington to accept staff's recommendation to be presented at the next board meeting. Director Sue Stephens seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

### **Endorsement from Standing Committees**

Communities Activity Committee – Garden Center Rental Fees. Steve Hormuth presented a staff report provided by the CAC recommending the board to approve the proposed schedule of Garden Rental Fees with effective date January 1, 2023. A motion was made and moved by Director Addington to accept and endorse this recommendation to be presented at the next Board meeting. Director Azar Asgari seconded. Discussion ensued. Hearing no objections, the motion passed by unanimous decision.

Security and Community Access Committee – Aliso Creek “No bicycle Signage”. Steve Hormuth presented a staff report provided by the SCAC recommending a supplemental appropriation in the amount of \$740 from the Equipment fund for the purpose of adding 4 universal “Bicycles are prohibited” signage to the main entrance of the Aliso Creek Park. A motion was made and moved by Director Stephens to accept and endorse staff recommendation to be presented at the next board meeting. Director Addington seconded. Discussion ensued.

Director Stephens retracted her motion. No vote took place.

Director Diane Casey left at 3:40pm.

Director Hopkins made a motion to send the report back to the SCAC committee with recommendations for consideration. Hearing no objections, the motion passed unanimously.

### **Future Agenda Items**

None.

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, December 21, 2022 at 1:30 p.m.

### **Recess to Closed Session**



The meeting recessed to closed session at 3:44 p.m.

*JW HOPKINS*

JW HOPKINS (Oct 30, 2022 18:57 PDT)

---

James Hopkins, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



**OPEN MEETING**

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

**Wednesday, October 12, 2022 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Egon Garthoffner – Chair, Cash Achrekar, Jim Cook, Ralph Engdahl, Gan Mukhopadhyay, Lenny Ross, Sue Stephens  
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** **GRF:** Elsie Addington, Bunny Carpenter, Juanita Skillman  
**Third:** Cush Bhada  
**United:** Reza Bastani  
Richard Rader

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

Chair Garthoffner noted that no media was present.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for August 10, 2022**

Hearing no objection, the August 10, 2022 meeting report was approved unanimously.

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

Chair Garthoffner commented on a statement in the VMS Agreement regarding the principals of cooperative effort and stressed the goal of the committee to work together, discuss controversial issues calmly, and to reach a consensus.

## **6. Member Comments**

A member commented via email on EV charging in Laguna Woods Village. The committee addressed the comments and discussed the topic.

## **7. Department Head Update**

Mr. West commented that repairs to the swamp cooler in the archery range will be made but there are no plans to replace it with an HVAC unit at this time. Mr. West also commented that a meeting has been scheduled for 11:00 a.m. on October 19, 2022 with the representatives from each mutual and 27 Diamonds, the interior design consultant for CH1 and the PAC lobby restrooms.

### Consent:

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

The Project Log was pulled for discussion. Mr. West provided an overview of the projects and answered questions from the committee.

Mr. Mejia updated the committee on the status of SCE's evaluation of potential EV charging sites. Of the 7 sites that were initially evaluated, 3 met the requirements: CH3, CH4 and CH5. Discussion ensued regarding the number of charging stations per site; the loss of parking spaces; and SCE's approval criteria.

Mr. Mejia suggested the results of the SCE evaluation be presented at a special M&C committee meeting. Staff was directed to schedule the meeting at Clubhouse 2 (or similar venue) to provide an opportunity for residents to participate in a discussion on this important topic.

## **8. Project Log**

## **9. ChargePoint Summary**

The consent calendar was approved unanimously.

### Items for Discussion and Consideration:

## **10. Building E – Open Discussion**



President Carpenter requested the item be tabled at this time. After discussing the reasons for tabling the item, Chair Garthoffner approved the request.

#### **11. Call Center Completion**

Mr. West presented a PowerPoint update on the completion of the project to add 11 new work stations in the call center on the first floor of the community center.

#### **12. Warehouse Dock Leveler Completion**

Mr. West presented a PowerPoint update on the completion of the warehouse replacement of the dock leveler, bumpers, straps, concrete pad, and removable bollards.

#### **13. Equestrian Hay Barn**

Mr. West presented a staff report recommending the purchase of lightweight curtains to protect the hay bales stored at the equestrian barn. A motion was made to approve staff's recommendation. The motion passed by unanimous consent.

#### **14. 2023 Equestrian Center Arena Lighting**

Mr. West presented a PowerPoint overview of the preliminary scope for the lighting options at the equestrian center which have been budgeted for 2023.

#### **15. 2023 Equestrian Center Fencing and Gate**

Mr. West presented a PowerPoint overview of the preliminary scope for the gate and fencing options at the equestrian center which have been budgeted for 2023.

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.*

- Maintenance Service Center Generator
- EMS Status Update
- MelRok Energy Management System
- SCE EV Charging Stations
- 2023 Projects Overview

#### Concluding Business:

#### **16. Committee Member Comments**

- Director Ross commented on the need for financial transparency on large projects; and potential cost sharing of projects at the equestrian center.
- Advisor Randazzo commented on solar panel installation for EV charging.
- Advisor Gidwani thanked the committee and staff for their hard work and dedication to

the village.

- President Carpenter commented on reserve funding for projects.
- Advisor Walsh agreed that a separate special meeting on EV charging would be beneficial.
- Director Bhada commented on deferred maintenance.
- Director Cook, Achrekar and Chair Garthoffner commented on the need for economy in spending.
- Director Mukhopadhyay commented on space planning for the community center.

**17. Date of Next Meeting:** Wednesday, December 14, 2022 at 9:30 a.m.

**18. Adjourn** – The meeting was adjourned at 11:52 a.m.



Egon Garthoffner, Chair

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