



OPEN SESSION

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

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

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 Park**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - a. November 21, 2023 – Regular Board Meeting
 - b. December 1, 2023 – Agenda Prep Meeting
 - c. December 1, 2023 – Special Open Meeting
 - d. December 6, 2023 – Special Open Meeting
- 5. Report of the Chair**
- 6. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1-(669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 7. Responses to Open Forum Speakers**
- 8. Department Update – None**
- 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 October 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendations from the Finance Committee:**
 - (1) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-660-14
 - (2) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 935-050-59
 - (3) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 934-590-33
 - (4) Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 933-030-52
- c. **Recommendations from the Landscape Committee:**
 - (1) Recommendation to Approve Alteration Request with Modifications to 3231-D Via Carrizo
- d. **Recommendation from the Architectural Controls and Standards Committee:**
 - (1) Recommendation to Approve the Variance Request for rear room extension and front bedroom extension at Manor 5538-B Via La Mesa

11. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 18: Gutters and Downspouts **(November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Approve the Proposed Architectural Standard 11 Exterior Floor Coverings **(November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Approve the Updated Fruit Tree Policy **(November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

12. New Business

- a. Entertain a Motion to Approve Barbecue Policy (**December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- b. Entertain a Motion to Approve the Purchasing Policy
- c. Entertain a Motion to Approve Updated Committee Assignments
- d. Responsibility Evaluation for Damage Restoration at 4003-3G on 7/23/2020 (Randolf Katz, Executor) – 11:30 a.m. (In Person)

13. Third Mutual Committee Reports

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

14. GRF Committee Highlights

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

- b. GRF Maintenance & Construction Committee – Director Engdahl. The Committee will meet on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.

- c. Disaster Preparedness Task Force – Director Park. The task force met on November 28, 2023; the next meeting is January 30, 2024, at 9:00 a.m. in the Board Room.
- d. Information Technology Advisory Committee – Director Laws. This closed Committee last met on December 1, 2023; next meeting is December 29, 2023.
- e. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on December 6, 2023; next meeting January 3, 2024 at 1:30 p.m. in the Board Room.
- f. The following GRF Committees have not met since the last Third Board Meeting of November 21, 2023:
- i. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - ii. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - iii. Mobility and Vehicles Committee – Director Yun. This Committee met on November 6, 2023; the next meeting is February 7, 2024 at 1:30 p.m. in the Board Room.
 - iv. GRF Landscape Committee – Director Lewis. This committee met on November 8, 2023; the next meeting is February 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - v. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is January 15, 2024 at 1:30 p.m. in the Board Room.
 - vi. GRF Finance Committee – Director Ginocchio. The Committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - vii. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - viii. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting January 17, 2024.

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

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

16. **Directors' Comments**

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

Closed Executive Committee Session Agenda

Approval of Agenda

Approval of the Minutes

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

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

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

- 18. Adjourn**

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OPEN SESSION

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

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

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

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Eric Nunez, Bart Mejia, Carlos Rojas, Steve Hormuth, Emilian Sirbu, Manuel Gomez, Kurt Wiemann, Eric Nunez, Francis Gomez, Blessilda Wright

Others Present: VMS – None
GRF – None
United – None
VMS – Wei Ming Tao

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

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

2. Pledge of Allegiance

Director Park led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

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

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

4. Approval of Minutes

- a. October 17, 2023 – Regular Board Meeting**
- b. November 3, 2023 – Agenda Prep Meeting**

Director Ginocchio made a motion to approve the minutes of October 17, 2023 – Regular Board Meeting. Director Prince seconded.

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

Director Lewis made a motion to approve the minutes of November 3, 2023 – Agenda Prep Meeting. Director Park seconded.

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

5. Report of the Chair

President Laws commented on the following:

- Introduction of new Director Brad Rinehart
- Cush Bhada elected as new GRF Director, therefore there is a vacancy on the Third Board. Deadline to pickup/return application by 5 p.m. Friday, December 1, 2023
- Special Meeting to fill Board vacancy on Wednesday, December 6, 2023

6. Open Forum (Three Minutes per Speaker) - None

7. Responses to Open Forum Speakers – None

8. Department Update: Maintenance and Construction – Manuel Gomez, Maintenance and Construction Director

Manuel Gomez, Director of Maintenance and Construction, presented on the following items:

- Department Structure
- Capital Projects
- Manor Alterations
- Damage Restoration
- Maintenance Services and Operations
- Maintenance
- Solar and Energy Programs

9. CEO Report

CEO Siobhan Foster reported on:

- New Social Services Manager
- New Landscape Manager
- CR&R Bin Change Out
- Aliso Creek Trail Rehabilitation
- Continuous Service Improvement Plan
- Phase One: Escalation Procedure
- Phase Two: Change in Approach
- Lack of Communications or a Needed Change in Approach

CEO Foster answered questions from the Board.

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

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

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of September 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Finance Committee:**
 1. Approve a Resolution for Recording a Lien against Member ID # 931-630-71
- c. **Recommendation from the Landscape Committee**
 1. Approve the Request for One Canary Island Pine 3135-B Via Serna North

RESOLUTION 03-23-130

Approve the Request for Removal of One Canary Island Pine 3135-B Via Serena North

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 October 11, 2023, the Landscape Committee reviewed a request from the Member at 3135-B to remove one Canary Island Pine tree. The Member cited safety concerns; and

WHEREAS, staff inspected the condition of the tree and determined that it was a safety concern due to a high risk of limb failure; 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 Canary Island Pine tree located at 3135-B Via Serena North;

NOW THEREFORE BE IT RESOLVED, November 21, 2023, the Board of Directors approves the request for the removal of one Canary Island Pine tree located at 3135-B Via Serena North; and

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

d. Recommendation from the Architectural Controls and Standards Committee – None

11. Unfinished Business

a. Entertain a Motion to Eliminate Demolition Consent Requirements & Associated Fees (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-131

Alteration Fee Schedule

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, November 21, 2023, that the

Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that the following sections from prior resolutions remain valid:

- (1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and
- (2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel- prepared and approved boilerplate form at no additional charge to the member;

RESOLVED FURTHER, that replacing all references to Demolition Mutual Consents with Pre-Construction Mutual Consents better defines the proposed activity without triggering unneeded regulatory requirements; and

RESOLVED FURTHER, that Resolution 03-23-111 adopted September 19, 2023 is hereby superseded and canceled; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

Director Prince made a motion to approve the resolution to Eliminate Demolition Consent Requirements & Associated Fees. Director Lewis seconded.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Zalon opposed.

b. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installation (January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-XX

STANDARD 31: WASHER AND DRYER INSTALLATIONS

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

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

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

RESOLVED FURTHER, that Resolution 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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

Director Prince made a motion to approve the Resolution for Standard 31: Washer and Dryer Installations. Director Lewis seconded.

Hearing no changes, the motion was called to a vote and failed 4-6-0. Director Rinehart, Director Park, Director Yun, Director Laws, Director Prince, and Director Ginocchio opposed and Director Zalon, Director Lewis, Director Engdahl, and Director Cook voted for.

The Board took a short recess.

c. Entertain a Motion to Adopt the 2024 Third Collections and Lien Enforcement Policy (October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-132

2024 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, November 21, 2023, that the Board of Directors hereby adopts the 2024 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 2023 as part of the Annual Policy Statement; and

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

Director Prince made a motion to approve the Resolution for 2024 Collection and Lien Enforcement Policy. Director Park seconded the motion.

Hearing no changes, the motion was called to a vote and passed 7-0-1. Director Zalon abstained, and Director Yun and Director Engdahl were not present for the vote.

d. Entertain a Motion to Approve the Amended Schedule of Monetary Penalties (October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-133

Monetary Penalty Schedule

WHEREAS, the Monetary Penalty Schedule is required per Civil Code to identify violations and potential monetary penalties which may be imposed upon a member following a disciplinary hearing by the Board of Directors for violations of the governing documents and rules and regulations by a member, co-occupant, guest or lessee; and

WHEREAS, the Resident Policy and Compliance Committee has recommended amending the Monetary Penalty Schedule to increase the penalty ranges to \$50 - \$2,000;

NOW THEREFORE BE IT RESOLVED, November 21, 2023, that the Board of Directors of this Corporation hereby approves the attached amended Monetary Penalty Schedule; and

RESOLVED FURTHER, that Resolution 03-96-31 adopted May 21, 1996 is hereby superseded and cancelled; and

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

Director Prince made a motion to approve the resolution for Monetary Penalty Schedule. President Laws seconded.

Hearing no changes, the motion was called to a vote and passed 8-2-0. Director Park and Director Zalon opposed.

12. New Business

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

Bart Mejia, Assistant Director Facilities Engineer, discussed the item at hand.

RESOLUTION 03-23-XX

STANDARD 18: GUTTERS AND DOWNSPOUTS

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

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

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

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

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

Director Ginocchio made a motion to approve the Resolution for Standard 18: Gutters and Downspouts for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Prince seconded the motion.

Discussion ensued among the Board.

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

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

Mr. Mejia discussed the item at hand.

President Laws directed questions and comments to Mr. Mejia.

RESOLUTION 03-23-XX

STANDARD 11: EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

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

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

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

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

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

Director Prince made a motion to approve the Resolution for Standard 11: Exclusive Use Common Area Floor Coverings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Rinehart seconded the motion.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 9-0-1. Director Ginocchio abstained.

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

Kurt Wiemann, Landscape Director, discussed the item at hand.

RESOLUTION 03-23-XX

Fruit Tree and Vegetables Policy

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

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

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

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

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

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

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

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

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

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

RESOLVED FURTHER, Resolution 03-19-94, effective January 1, 2020 is hereby superseded in its entirety and no longer in effect; and

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

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

Discussion ensued among the Board.

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

d. Urban Forest Management Plan

Mr. Wiemann and Ms. Kanami Otani, a consultant and urban forester, presented the Urban Forest Management Plan.

Resolution 03-23-134

Urban Forest Management Plan

WHEREAS, pursuant to the Governing Documents of Third Mutual, the Board of Directors is responsible for the management and upkeep of the common areas within, including the landscaping and trees; and

WHEREAS, Third Mutual has over 14,000 trees with 224 different species, each having different growth rates, water needs, and differing sizes; and

WHEREAS, the Mutual adopted Resolution 03-19-06, Five-Year Species-Based Tree Trimming Policy, as the most efficient manner in which to maintain the Mutual's tree inventory and resources; and

WHEREAS, tree trimming is just one piece of an efficient, long-term maintenance plan of the mutual tree inventory; and

WHEREAS, an effective Urban Forest Management Plan takes into consideration the condition of the inventory, contains an efficient replanting plan to maintain the inventory, as well as adapting to changes in the environment and the forecasted long-term drought conditions; and

WHEREAS, the Third Mutual Urban Forest Management Plan is a long-term management tool that enables the Board and staff to make effective decisions that will maintain and enhance the beauty and safety of the tree inventory; and

NOW THEREFORE BE IT RESOLVED, effective November 21, 2023, that the Board of Directors of this Corporation hereby enacts the Third Mutual Urban Forest Management Plan attached to this resolution;

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

Director Lewis made a motion to approve the Resolution for Urban Forest Management Plan. Director Prince seconded the motion.

Hearing no changes, the motion was called to a vote and passed 9-0-1. Director Yun abstained.

e. Entertain a Motion to Approve Landscape Manual

Kurt Wiemann, Landscape Director, discussed the Landscape Manual.

Director Lewis made a motion to approve the Landscape Manual. Director Park

seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 9-0-1. President Laws abstained.

f. Entertain a Motion to Approve Update Committee Assignments

RESOLUTION 03-23-135

Third Mutual Committee Appointments

RESOLVED, November 21, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

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

Finance Committee (meets every other month)

Andy Ginocchio, Chair

~~Cush Bhada~~

Moon Yun

Brad Rinehart

SK Park

~~Mark Laws~~

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

~~Cush Bhada~~ Ralph

Engdahl

Nathaniel Ira Lewis

Cris Prince

~~Brad Rinehart~~

Andy Ginocchio, Alternate

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

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Ralph Engdahl

SK Park

Brad Rinehart

Moon Yun, ~~Alternate~~

~~Mark Laws, Alternate~~

Maintenance and Construction Committee (meets every other month)

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

Executive Hearing Committee (meets monthly)

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

Resident Policy and Compliance Committee (meets monthly)

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

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
~~Cush Bhada~~
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Subcommittee (meets thrice yearly)

SK Park, Chair
Moon Yun
~~Cush Bhada~~
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws
Jim Cook
Ralph Engdahl
Andy Ginocchio
Cris Prince
~~Cush Bhada~~
Nathaniel Ira Lewis
Moon Yun

SK Park
Brad Rinehart

RESOLVED FURTHER, that Resolution 03-23-125, adopted October 17, 2023, is hereby superseded and canceled; and

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

RESOLUTION 03-23-136

GRF Committee Appointments

RESOLVED, November 21, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee

Mark Laws
Andy Ginocchio
~~Cush Bhada, Alternate~~

GRF Finance Committee

Andy Ginocchio
Brad Rinehart
Mark Laws, Alternate

GRF Landscape Committee

Nathaniel Ira Lewis
SK Park
Andy Ginocchio, Alternate

GRF Maintenance and Construction Committee

SK Park
Ralph Engdahl
Brad Rinehart, Alternate

Clubhouse Renovation Ad Hoc Committee

Ralph Engdahl
Andy Ginocchio
Moon Yun, Alternate

GRF Media and Communications Committee

Jim Cook
Cris Prince

Moon Yun, Alternate

Mobility and Vehicles Committee

~~Cush Bhada~~

SK Park

Moon Yun

Jim Cook, Alternate

Security and Community Access Committee

S.K. Park

Purchasing Ad Hoc Committee (new)

Andy Ginocchio

Ralph Engdahl, Alternate

Broadband Ad Hoc Committee

Cris Prince

Jim Cook

Disaster Preparedness

SK Park

Moon Yun

Laguna Woods Village Traffic Hearings

SK Park

Mark Laws, Alternate

IT Technology Advisory Committee (ITAC)

Mark Laws

SK Park

Website Ad Hoc Committee

Mark Laws

~~Compliance Ad Hoc Committee~~

~~Moon Yun~~

~~Andy Ginocchio~~

Finance Advisory Group

Andy Ginocchio

Space Planning Ad Hoc Committee

Andy Ginocchio

SK Park

RESOLVED FURTHER, that Resolution 03-23-126, adopted October 17, 2023, is hereby superseded and canceled; and

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

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

President Laws requested Director Bhada's name be removed from the Landscape Committee.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Zalon opposed.

g. Discuss 2024 Compliance Budget Reduction and Consider Potential Motions

Eric Nunez, Director of Security, gave a presentation on 2024 Compliance Budget Reduction.

Discussion ensued among the Board.

A member commented on the item.

Director Prince made a motion to reinstate the 25% reduction into the 2024 Compliance Budget. President Laws seconded.

A member stated he disagreed with the 25% reduction in the 2024 Compliance Budget.

Hearing no further comments, the motion was called to a vote and passed 7-3-0. Director Park, Director Yun, and Director Zalon opposed.

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on October 3, 2023; next meeting December 5, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met November 13, 2023; next meeting December 11, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on November 6, 2023; next meeting January 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The Committee met on November 2, 2023; next meeting December 7, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

- e. Report of the Water Conservation Committee – Director Zalon. The Committee met on July 27, 2023; next meeting TBA.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on October 24, 2023; next meeting November 29, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the Third Garden Villa Recreation Room Subcommittee – Director Park. The Committee met on November 1, 2023; next meeting TBA.

Director Yun left the meeting at 1:24 p.m.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Laws. This Committee met on November 9, 2023; the next meeting is December 14, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Mobility and Vehicles Committee – Director Yun. This Committee met on November 6, 2023; the next meeting is February 7, 2024 at 1:30 p.m. in the Board Room.
- c. GRF Landscape Committee – Director Lewis. This committee met on November 8, 2023; the next meeting is February 14, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is January 15, 2024 at 1:30 p.m. in the Board Room.
- e. GRF Finance Committee – Director Ginocchio. The Committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. GRF Purchasing Task Force Committee – Director Ginocchio. The Committee met on October 23, 2023; next meeting is TBA.
- g. Information Technology Advisory Committee – Director Laws. This closed Committee last met on October 27, 2023; next meeting is TBA.
- h. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is December 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting December 20, 2023.

- j. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee is scheduled to meet on November 22, 2023.
- k. Finance Advisory Group – Director Ginocchio. This Group last met on November 15, 2023; next meeting TBA.
- l. The following GRF Committees have not met since the last Third Board Meeting of October 17, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
 - ii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - iii. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on October 11, 2023; next meeting December 13, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - iv. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - v. Disaster Preparedness Task Force – Director Park. The task force met on September 26, 2023; the next meeting is November 28, 2023 at 9:00 a.m. in the Board Room.
 - vi. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on October 5, 2023; 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.*

- Revision to Architectural Standard 18: Gutters and Downspouts
- Proposed Architectural Standard 11: Exterior Floor Coverings
- Updated Fruit Tree Policy

16. Directors' Comments - None

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

The meeting was recessed into closed session at 1:36 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) October 17, 2023 – Regular Closed Executive Committee Meeting

(b) November 3, 2023 – Special Closed Board Meeting

(c) November 9, 2023 – Special Closed Board Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

17. Adjournment

The meeting was adjourned at 5:52 p.m.

DocuSigned by:

N. Cris Prince

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

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OPEN SESSION

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

**Friday, December 1, 2023 – 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors present: Nathaniel Ira Lewis, N. Cris Prince, Andy Ginocchio, Jules Zalon,
Ralph Engdahl, Jim Cook, Brad Rinehart (entered meeting at 9:40)
S.K. Park

Directors absent: Mark Laws (excused), Moon G. Yun (excused)

Staff present: CEO Siobhan Foster, Paul Nguyen, Emilian Sirbu

Others present: None

1. Call Meeting to Order / Establish Quorum

First Vice President Cook called the meeting to order at 9:31 a.m. and established that a quorum was present.

2. Approval of the Agenda

First Vice President Cook asked for a motion to approve the Agenda.

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

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

3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on December 19, 2023

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

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

Hearing no further objections, the December 19, 2023 amended Open agenda was approved by consent.

Director Zalon re-entered the meeting at 9:55 a.m.

Director Lewis made a Motion to rescind the previous vote. Director Engdahl seconded.

Hearing no objections, the motion was approved by consent.

Director Zalon left the meeting at 9:58 a.m.

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

Hearing no further objections, the December 19, 2023 amended Open and Closed Meeting Agenda were approved by consent.

4. Directors' Comments - None

5. Adjournment

The meeting was adjourned at 10:00 a.m.

DocuSigned by:

N. Cris Prince

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



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, December 1, 2023 at 10:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors present: Ralph Engdahl, N. Cris Prince, Nathaniel Ira Lewis, Jim Cook, S.K. Park, Andy Ginocchio, Brad Rinehart

Directors absent: Mark Laws, Jules Zalon, Moon G. Yun

Staff present: CEO-Siobhan Foster, Paul Nguyen

Others present: Candidates: Mary Seto
Directors: None

1. Call Meeting to Order / Establish Quorum

First Vice President Cook called the meeting to order at 10:30 a.m. and established that a quorum was present.

2. State Purpose of Meeting – First Vice President Cook

First Vice President Cook stated the purpose of the meeting.

3. Approval of the Agenda

First Vice President Cook asked for a motion to approve the Agenda.

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

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

4. Introduction of Third/VMS Candidates

First Vice President Cook introduced the Third Candidate:

- Mary Seto

5. Candidate Opening Statements

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

6. Candidate Interviews

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

7. Candidate Closing Statements

The Board elected to dispense with this item.

8. Entertain a Motion to commence Balloting

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

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

9. Entertain a Motion to Cease Balloting

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

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

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

Assistant Corporate Secretary, Paul Nguyen, tabulated the ballots and announced the results.

- Mary Seto – 7 votes
- Withhold – 0 votes

Director Seto was elected to a 3-year term ending in December 2026

11. Director Comments

- Multiple Directors congratulated Director Seto.

12. Adjournment

The meeting was adjourned at 11:00 a.m.

DocuSigned by:

N. Cris Prince

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



OPEN SESSION

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

**Wednesday, December 6, 2023 at 1:30 p.m.
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

Directors present: N. Cris Prince, Nathaniel Ira Lewis, Jim Cook, S.K. Park, Andy Ginocchio, Brad Rinehart, Mark Laws, Jules Zalon, Moon G. Yun, Ralph Engdahl (entered the meeting at 1:49 p.m.)

Directors absent: None

Staff present: CEO Foster, Paul Nguyen

Others present: Candidates: Deborah Allen, Reza Karimi

1. Call Meeting to Order / Establish Quorum

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

2. State Purpose of Meeting – President Laws

President Laws stated the purpose of the meeting.

3. Approval of the Agenda

President Laws asked for a motion to approve the Agenda.

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

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

4. Introduction of Third Mutual Candidates

President Laws introduced the Third Mutual Candidates:

- Deborah Allen
- Reza Karimi

5. Candidate Opening Statements

The Candidates were given two minutes to give an opening statement.

6. Candidate Interviews

The Candidates were given 1-2 minutes to answer questions from the Board.

7. Candidate Closing Statements

The Candidates were given 2 minutes to give a closing statement.

8. Entertain a Motion to commence Balloting

Director Yun made a motion to commence balloting. Director Park seconded.

Hearing no changes or objections, the motion was approved unanimously.
Director Engdahl was not present for the vote.

9. Entertain a Motion to Cease Balloting

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

Hearing no changes or objections, the motion was approved unanimously.
Director Engdahl was not present for the vote.

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

Assistant Corporate Secretary, Paul Nguyen, tabulated the ballots and announced the results.

- Deborah Allen – 4 votes
- Reza Karimi – 5 Votes
- Withhold – 0 votes

Director Karimi was elected to a 2-year term ending in December 2025

11. Members' Comments – None

12. Directors' Comments

- Director Karimi stated he wished to serve his community
- Multiple Directors congratulated Director Karimi and welcomed him aboard
- Director Zalon spoke on a resident's concerns about the Holiday decorations
- Director Yun spoke about tolerance and acceptance of other cultures

13. Adjournment

The meeting was adjourned at 2:35 p.m.

DocuSigned by:

N. Cris Prince

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



RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 931-660-14; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931- 660-14 and;

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 935-050-59; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 935- 050-59 and;

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 934-590-33; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934- 590-33 and;

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

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RESOLUTION 03-23-XX

Recording of a Lien

WHEREAS, Member ID 933-030-52; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 933- 030-52 and;

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

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RESOLUTION 03-23-XX

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

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

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

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

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

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

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

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

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RESOLUTION 03-23-XX

Variance Request

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

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 11, 2023; and

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

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

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5538-B Via La Mesa and all future Mutual Members at 5538-B Via La Mesa; and

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

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ENDORSEMENT (to Board)

Revision to Architectural Standard No. 18 – Gutters and Downspouts

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Architectural Standard No. 18 – Gutters and Downspouts.

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STAFF REPORT

DATE: November 21, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Approve a resolution to revise the Architectural Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard are intended to bring it up to current standards and improved designs. Standard 18 was last revised in June 2018, via Resolution 03-18-91 (Attachment 2).

DISCUSSION

In order to improve the flow capacity of rain gutters and reduce maintenance, staff proposes to revise this standard to use K-style rain gutters (similar to the ones that VMS contractors use when installing or replacing rain gutters).

On November 13, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 18.

FINANCIAL ANALYSIS

The proposed revisions to Standard 18 do not impact the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 18: Gutters and Downspouts
Attachment 2 – Current Resolution 03-18-91
Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts
Attachment 4 – Final Draft Standard 18: Gutters and Downspouts
Attachment 5 – Proposed Resolution 03-23-XX

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

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

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

REVISED JUNE 2018, RESOLUTION 03-18-91

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2** No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Applications to roofs where hangers penetrate or may harm the roofing in any way are prohibited.
- 2.4** All gutters and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

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RESOLUTION 03-18-91

ALTERATION STANDARD SECTION 18 – GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 18 – Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, April 17, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard Section 18 – Gutters and Downspouts;

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

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

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

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

REVISED JUNE 2018, RESOLUTION 03-18-91

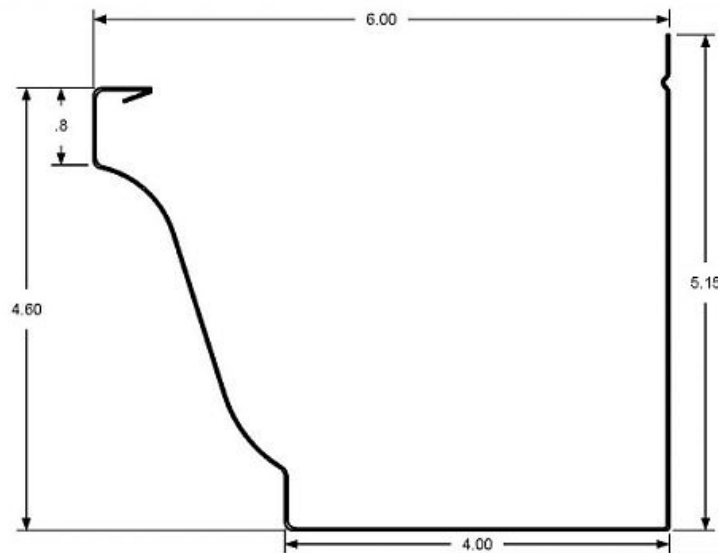
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Gutters shall be installed per industry standards and slopped towards the downspouts. A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3 ApplicationsInstallations to roof systemss where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering. and downspouts shall be seamless and the same style and color as the existing gutters on the building.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage away from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.4** —
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.
- 2.52.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

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

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

REVISED JUNE 2018, RESOLUTION 03-18-91

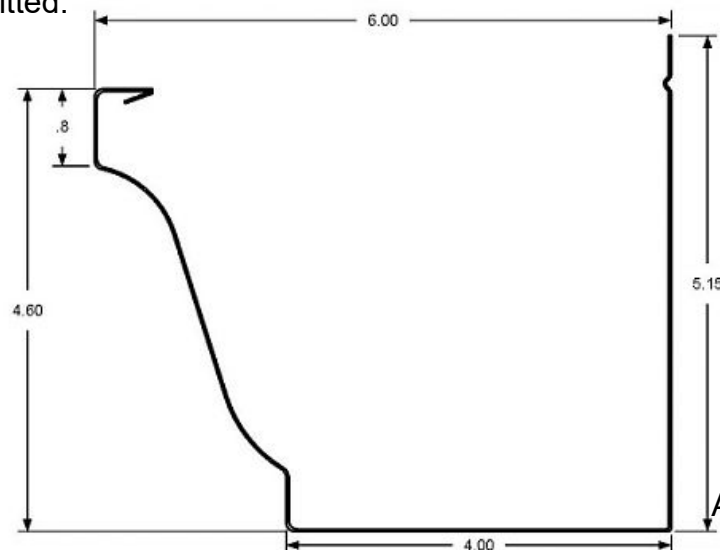
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Gutters shall be installed per industry standards and sloped towards the downspouts.
- 2.2 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3 Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage away from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



RESOLUTION 03-23-XX

STANDARD 18: GUTTERS AND DOWNSPOUTS

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

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

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

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

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

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

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ENDORSEMENT (to Board)

Revision to Architectural Standard No. 11 – Exclusive Use Common Area Floor Coverings

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and approved by a vote of 4/0/1 (Director Engdahl, abstained) to recommend that the Board of Directors approve the revisions to the Architectural Standard No. 11 – Exclusive Use Common Area Floor Coverings

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STAFF REPORT

DATE: December 19, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 11: Exclusive Use Common Area Floor Coverings

RECOMMENDATION

Approve a resolution to revise the Architectural Standard 11: Exclusive Use Common Area Floor Coverings.

BACKGROUND

The ACSC initiated a review of the current Standard 11: Exterior Floor Coverings (Attachment 1) and proposed revisions to the Standard that includes a more inclusive title and provisions to allow floor coating to garages such as epoxy coating. Standard 11 was last revised in March 2018, via Resolution 03-18-41 (Attachment 2).

DISCUSSION

Garage floor coating is a popular alteration that not only improves the appearance of the garage but also seals the surface of the concrete and fills any cracks. The current process to issue a mutual consent requires multiple steps, including a variance process. By including this improvement in Standard 11, the processing time will be greatly reduced; thus, benefiting the members.

On November 13, 2023 the ACSC voted 4/0/1 (Director Engdahl, abstained) to recommend that the board approve the revisions to Standard 11.

FINANCIAL ANALYSIS

It is not anticipated that the proposed revision to Standard 11 will impact the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 11: Exterior Floor Coverings

Attachment 2 – Current Resolution 03-18-41

Attachment 3 – Redlined Revised Standard 11: Exclusive Use Common Area Floor Coverings

Attachment 4 – Final Draft Standard 11: Exclusive Use Common Area Floor Coverings

Attachment 5 – Proposed Resolution 03-23-XX

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SECTION 11 EXTERIOR FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

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

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

REVISED MARCH 2018, RESOLUTION 03-18-41

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Walkway coverings and coatings are prohibited in Common Areas.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriiums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

- 3.2** Members shall remove any floor covering for access to the subsurface for purposes of repairs as may be required.
- 3.3** Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

RESOLUTION 03-18-41

Revise Alteration Standard Section 11 – Exterior Floor Coverings

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 11 – Exterior Floor Coverings.

NOW THEREFORE BE IT RESOLVED, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to the following section of Alteration Standard Section 11 – Exterior Floor Coverings;

RESOLVED FURTHER, Resolution 03-02-23, adopted March 18, 2003, is hereby superseded and canceled; and

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

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SECTION STANDARD 11 EXTERIOR EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

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

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

REVISED MARCH 2018, RESOLUTION 03-18-41

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard ~~Section~~ 1: General Requirements

2.0 APPLICATIONS

- 2.1 Attaching substances shall encompass glues or adhesive strips for coverings on concrete garage, courtyard, atrium and patio slabs only. Coverings for balconies shall utilize adhesive strips only. ~~Mortar, cements, etc., for tile only.~~
- 2.2. No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3 ~~Walkway c~~ Coverings and coatings ~~are prohibited~~ in Non-Exclusive Use Common Areas such as driveways and walkways are prohibited.
- 2.4 Color, style, fashion, or design of any floor covering shall be optional.
- 2.5 A four inch mow strip will be left (set back) on all patio slab coverings. Unless one is already present; ~~f~~For all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6 Concrete stain and epoxy coatings are permitted on concrete slabs in garages, patios, atriums, and courtyards only. ~~These coatings are prohibited on Common Area walkways.~~

3.0 MAINTENANCE

- 3.1 Members must maintain and/or replace, as needed, all floor coverings installed.

3.2 Members may be asked to ~~shall~~ remove any floor covering for access to the subsurface for purposes of repairs as may be required at Member's expense.

~~3.23.3~~ Members assume all responsibility to replace any floor coverings removed or impacted by repairs performed by VMS or its contractors.

~~3.33.4~~ Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.

~~3.43.5~~ Members assume responsibility for any building damage that occurs ~~red~~ due to the installation of a floor covering.

~~3.5~~ On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.

3.6 If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.



STANDARD 11 EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

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

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

REVISED MARCH 2018, RESOLUTION 03-18-41

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete garage, courtyard, atrium and patio slabs only. Coverings for balconies shall utilize adhesive strips only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Coverings and coatings in Non-Exclusive Use Common Areas such as driveways and walkways are prohibited.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. Unless one is already present; for all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in garages, patios, atriums, and courtyards only.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

- 3.2** Members may be asked to remove any floor covering for access to the subsurface for purposes of repairs as may be required at Member's expense.
- 3.3** Members assume all responsibility to replace any floor coverings removed or impacted by repairs performed by VMS or its contractors.
- 3.4** Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.5** Members assume responsibility for any building damage that occurs due to the installation of a floor covering.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.



RESOLUTION 03-23-XX

STANDARD 11: EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

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

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

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

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

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

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

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STAFF REPORT

DATE: November 21, 2023
FOR: Landscape Committee
SUBJECT: Prohibition of Fruit Trees and Vegetable Planting

RECOMMENDATION

Approve a revised resolution prohibiting the planting of new fruit trees and vegetable planting, and authorizing retention of well-maintained fruit trees.

BACKGROUND

Resolution 03-19-94 (Attachment 1), revised on March 15, 2011, prohibits the planting of fruit trees and vegetables in common area and requires the removal of fruit trees during the resale process.

DISCUSSION

There are currently more than 7,000 fruit trees within the Village. These fruit trees were either planted by members or by staff as a chargeable service. A resolution that was adopted in 2011, permitted only dwarf type fruit trees, however these can grow to well over 12 feet tall and produce almost as much fruit as the full-size variety.

Fruit trees and vegetable gardens are highly attractive to rodents as a convenient and consistent source of food. Resolution 03-19-94 prohibited the growing of vegetables in the common area and authorized staff to remove any plant that is discovered. The proposed resolution would continue prohibit planting in an effort to reduce rodent populations.

Rodent control experts agree that the most effective methods to reduce rodent populations is to remove their food sources. Between 2012 and 2018, the Mutuels have experienced a 110% increase in calls and complaints regarding issues with rodents (Attachment 2); 953 calls in 2012, to almost 2,000 in 2018. Since Resolution 03-19-94 was put into effect, 248 fruit trees were removed in Third. 2022 showed a 50 percent reduction in rodent tickets compared to the high of 1,999 in 2018. The resolution was effective in reducing the number of rodent tickets.

Although it has been effective the policy has been unpopular with new residents, who often buy the unit because of the fruit trees. Staff recommends approving a resolution (Attachment 3) that continues the prohibition of all new plantings of fruit trees and vegetables in common area. The proposed resolution authorizes staff to remove any unmaintained existing fruit trees. Additionally, Staff recommends revising the resale policy to permit retention of existing fruit trees at resale if the new member agrees to maintain the trees and include removal of fruit trees in common area at resale if the new member rejects the responsibility of maintenance.

Staff will monitor the number and frequency of rodent calls and report back to the Board of Directors if the number of rodent calls increases.

FINANCIAL ANALYSIS

There is no financial impact expected at this time.

Third Laguna Hills Mutual Landscape Committee
Prohibition of Fruit Trees and Vegetable Planting
November 21, 2023

Prepared By: Kurt Wiemann, Director of Field Services

Reviewed By: Megan Feliz, Landscape Department Administrative Assistant

ATTACHMENT(S)

Attachment 1: Resolution 03-19-94
Attachment 2: Rodent Call Chart
Attachment 3: Resolution 03-23-XX



RESOLUTION 03-19-94

Fruit Tree and Vegetables Policy Resolution

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

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

WHEREAS, the maintenance of fruit trees is passed on to new Members with the purchase of the residence;

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

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

WHEREAS, there has been a consistent increase in rodent activity over the past six years.

NOW THEREFORE BE IT RESOLVED, effective January 1, 2020, that the Board of Directors of this Corporation hereby prohibits the planting of any fruit trees in Common Area and requires Members to maintain existing fruit trees on Common Area and in Exclusive Use Common Areas;

RESOLVED FURTHER, the planting of vegetables in Common Area is prohibited;

RESOLVED FURTHER, to maintain the health and safety of the Members, fruit trees found to be unmaintained will be removed, with notice, by the Mutual.;

RESOLVED FURTHER, existing fruit trees in Common Area are to be removed in the resale process;

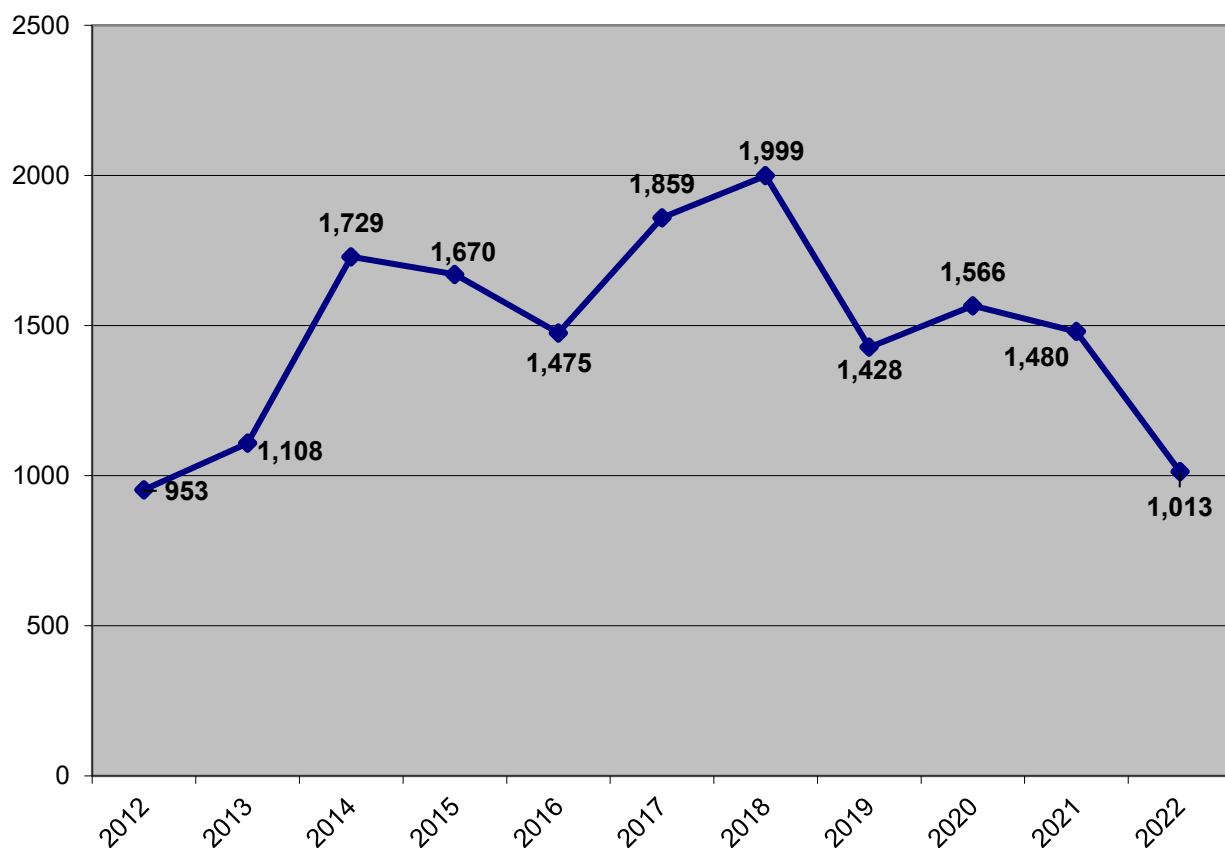
RESOLVED FURTHER, Resolution 03-11-30, revised March 15, 2011, and Resolution M3-84-122, revised November 15, 1984, are hereby superseded in their entirety and no longer in effect;

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

Two Garden Centers have been provided by the Golden Rain Foundation of Laguna Hills for the purpose of providing a place for residents to grow tomatoes, or other vegetables, and other crops.

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Resident Requests Re. Rodents 2012-2022



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RESOLUTION 03-23-XX

Fruit Tree and Vegetables Policy

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

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

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

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

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

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

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

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

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

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

RESOLVED FURTHER, Resolution 03-19-94, effective January 1, 2020 is hereby superseded in its entirety and no longer in effect; and

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

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

ENDORSEMENT (to Board)

Entertain a Motion to Approve: The Barbecue Policy

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

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

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

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

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

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

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STAFF REPORT

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

RECOMMENDATION

Review and provide direction.

BACKGROUND

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

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

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

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

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

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

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

DISCUSSION

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

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

The Chair requested to include the following:

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

There are exceptions are for:

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

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

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

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Barbecue Grills Rules & Regulations – clean

Attachment 2: Barbecue Grills Rules & Regulations – redline

Attachment 3: Resolution 03-24-XX

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

I. Purpose

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

II. Definitions

For the purposes of this policy:

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

III. Conditions

Permitted in Third:

- a. Propane, Wood Pellet and Electric Grills are permitted in Multi and Single-story buildings;
- b. Propane tanks not to exceed 20 pounds;
- c. Charcoal Grills only permitted in single-story buildings

IV. Enforcement

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

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

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



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

I. Purpose

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

II. Definitions

For the purposes of this policy:

- a. Barbecue Grills are devices that cook food by apply heat from below. There are three categories of grills:
 1. Gas-fueled grill typically uses propane or butane or natural gas as a fuel source, open flame source;
 2. Charcoal grill typically uses charcoal briquettes or natural lump charcoal as the fuel source. When burned the charcoal will transform into embers radiating the heat source, open flame source;
 3. Electric grill typically uses an electric element to supply a constant heat source and no open flames.
 - ~~3.4.~~ Electric wood pellet grill typically is electronically controlled, using wood pellets specifically manufactured for pellet grilling, feed into a confined firebox
- b. Common Area means the area which is available for use by more than one person.
- c. Governing Documents are defined as the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition
- d. Member is defined as any person entitled to membership in Third.
- e. Multi-story building residential facility means a building or portion thereof that contains more than one story of dwelling units.
- f. Single-story building residential facility means a building or portion thereof that contains only one story of dwelling units.

III. Conditions

Permitted in Third:

- a. Propane, Wood Pellet and Electric Grills are permitted in Multi and Single-story buildings;
- b. Propane tanks not to exceed 20 pounds;
- c. Charcoal Grills only permitted in single-story buildings;
- ~~d. Barbecue Grills only permitted on open balcony and patio;~~

IV. Enforcement

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

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

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



RESOLUTION 03-23-XX

Barbecue Grills Rules & Regulations

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

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

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

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

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ENDORSEMENT (to board)

Revised Purchasing Policy

Steve Hormuth, Director of Financial Services, presented a staff report requesting approval of the revised Purchasing Policy.

A motion was made and moved by Director S.K. Park to accept and endorse the revised Purchasing Policy as presented. The motion passed by a 3-0-1 vote (Director Mark Laws abstained) and will be presented at the next board meeting.

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STAFF REPORT

DATE: December 5, 2023
FOR: Finance Committee
SUBJECT: Revised Purchasing Policy

RECOMMENDATION

Staff recommends that the committee approve and endorse the revised Purchasing Policy as presented.

BACKGROUND

The formation of the Purchasing Task Force aimed to assess purchasing controls, enhance internal procurement processes and streamline contracting procedures. The task force convened multiple times throughout 2023 focusing on incorporating necessary revisions for the upcoming Enterprise Resources Planning (ERP) implementation, clarifying items identified by members of the task force, and conducting a review of authority limits.

On October 23, 2023 the Purchasing Task Force held a special open meeting extending an invitation to all boards and all directors providing an opportunity to present and discuss the revised Purchasing Policy. During this session, the individual Boards of Directors for each corporation convened in separate groups to adopt the Purchasing Policy.

DISCUSSION

The Third Mutual did not reach a quorum leading to the absence of an official meeting. Subsequently, the Third Board of Directors provided additional comments and suggestions for further revisions to the Purchasing Policy. A redline version of the updated Purchasing Policy is now presented for thorough review and approval as outlined in Attachment 1.

Prepared By: Erika Hernandez, Finance Department Administrative Assistant
Reviewed By: Jose Campos, Assistant Director of Financials Services
Ada Montesinos, Senior Financial Analyst
Attachment(s):
Attachment 1: Revised Purchasing Policy
Attachment 2: Resolution 03-23-XX

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PURCHASING POLICY

1. PURPOSE

To establish guidelines and rules to procure a service, project or product/equipment for capital and operating requirements. The Purchasing Policy will outline the approval process for purchases of certain expenditures that require Corporation approval. The VMS Purchasing Division's goal is to obtain the product or service that best meets the needs of the corporation at the best possible value and interest of Laguna Woods Village.

2. CODE OF CONDUCT

Corporation or VMS shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when Corporation or VMS, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. VMS shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. VMS shall never intentionally be involved in bid splitting to break down proposals to evade or circumvent the requirements for signature authorization levels. Members of the Corporation shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. The Corporation shall be subject to disciplinary actions for violations of these standards as identified by the Corporation.

3. FUNDS

Funding for all procurement activities is approved by the Corporation through the capital plan, a supplemental appropriation or the operating budgets of each VMS Division, prior to procurement of goods or services.

4. COMPETITIVE BIDDING PROCESS

The VMS Purchasing Division carries out a bidding process whether the request is for a service, project or product/equipment. The following steps are taken:

- a. A Purchase Requisition (PR) and a detailed Scope of Work (SOW) are submitted by the requesting VMS Division. The VMS Purchasing Division reviews the SOW and if it requires more detail, it is returned to the requesting VMS Division with questions and comments
- b. The VMS Purchasing Division will incorporate the final SOW into a request for quote (RFQ) for a product, professional services or construction services, together with brief information about the Laguna Woods Village, insurance requirements, a pre-bid meeting date and the deadline for submitting proposals/bids. The RFQ is sent to a minimum of three (3) qualified vendors/contractors or may be widely advertised to obtain bids. Vendors shall be qualified by a process which will include researching the company for history, size, licensing, and references.

- c. When the proposal/bids are received, VMS will evaluate them to ensure that each bidder meets the SOW and will recommend to the Corporations Committee the best qualified and competitive proposal/bid. If a proposal is submitted late, the VMS Purchasing & Supply Manager along with the requesting VMS Division will determine if the proposal should be accepted in the best interest of the Corporation, and this shall be put in writing.

Exceptions to carrying out the bidding process are when:

- **Single Source (Form)**
A Single Source procurement is one in which two or more vendors can supply the commodity, technology or perform the services required, but staff recommends one vendor over the others for reasons such as expertise or previous experience with similar contracts.

Upon receipt of a justification which includes price justification to use a single source, Purchasing shall confirm, through a review of the material and appropriate market research, if a single source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- **Sole Source (Form)**
A Sole Source procurement is one in which only one vendor can supply the product, commodities, technology or perform the services required by an agency.

Upon receipt of a justification to use a sole source, Purchasing shall confirm, through a review of the material and appropriate market research, if a sole source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- The cost of an item, service or project does not exceed the Minor Project Limit amount listed in the Appendix, unless required by the VMS Purchasing & Supply Manager.
- A current material trade agreement or annual service contract is expiring using a proven vendor/contractor and their pricing will not increase and their products will not substantially change. In this case a new contract shall be drafted that addresses the new effective dates.
- Blanket purchase orders: (PO indicates a not-to-exceed amount that does not specify product, quantity or delivery date. Standard Terms and Conditions apply.) Purchase orders that supply products on an as needed or emergency schedule. Blanket orders shall be established with vendors that allow a 30-day payment schedule. The approval ~~levels~~ amounts are per the Appendix.

- Emergency repairs: (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Village (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to the residents, may be made irrespective of whether included in the Budget. Notwithstanding the foregoing authority, if at all possible, VMS shall confer immediately with the applicable Corporation and attempt to gain prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures. The responsible VMS Division with the input from the VMS Purchasing & Supply Manager shall negotiate a price with vendor and that price shall be agreed to in advance of purchases, in writing signed by both parties, in order to have an order of magnitude understanding of the cost associated with that purchase. After damage control is finalized, and further work needed to address the repair that is beyond damage control shall be worked via a bid process or a Single/Sole source justification with the appropriate approval signatures.
- Change Order to an existing contract, shall be made per the Corporations-adopted Contract Change Order Policy attached hereto and made a part hereof.

5. AWARD PROCESS

- After proposal/bids are received for One-Time Large and Annual Program Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate Corporation and Committee as outlined in the Corporations Contracts Responsibility Matrix. The Contract Award report will be prepared by the VMS Division overseeing the services to be contracted for, and shall include a comparison spreadsheet listing all the proposals/bidders; a description of the services to be contracted for; and VMS's recommendations.
- After proposal/bids are received for Annual Maintenance and Small Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate VMS Division review and recommendation for award.
- Third party agreements for goods and services shall be for a term for ~~one~~ up to three years, unless the contract is terminable by any party at the end of any one year period or unless such a contact has been authorized by the board.

6. CONTRACTS

Following the competitive bidding process, the parties enter into an agreement or Contract. The process and documents differ between product and services:

- Trade Agreements

- Supply item:

VMS Purchasing Division uses the Purchase Requisition (PR) to create a Purchase Order (PO) and then forwards it to the vendor. A detailed description, quantity and unit price for each product being ordered is required.

- Stock item:

A Trade Agreement is written and after execution the VMS Warehouse Division creates purchase requisitions when the stock items are required. The requisitions are approved by the VMS Warehouse Supervisor and the items ordered by the VMS Purchasing Division.

b. Annual service:

An annual contract is written for the service and when executed a Purchase Order from the requisition is generated to enable payment through the accounting system. The Purchase Orders shall not exceed the total amount listed in the approved annual contract. Annual contracts are not-to-exceed contract amounts and do not require a requisition to establish a contract with the vendor.

Annual contracts may be for one or more years in duration, and unit prices must be competitively verified at least every three years. A detailed description, quantity and unit price for each product or service being ordered is required with the Annual Terms and Conditions and other applicable exhibits made a part of.

- An **Annual Program Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going basis that is for a program that VMS has received direction to accomplish from the Corporations. Program contracts can exist for Architects, Engineers, Sidewalks, Roofing, Plumbing programs such as waste lines; water lines; water heaters, etc.. This type of contract requires Committee and Board review. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.
- An **Annual Maintenance Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going, on-call, urgent or emergency basis that is for the maintenance of the facilities within Laguna Woods Village. Maintenance contracts can exist for Architects, Engineers, Title Search, Concrete, Asphalt, Locksmith, Towing, Hotels, Catering, Portable Toilets, Trash Bins, Vehicle Repairs, Pest Contractor, Pool Maintenance, Landscaping, Information Technologies and building repairs, etc. This type of contract does not require Committee or Board review. Staff never spends more than budget amounts. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.

Common parts of an annual contract span across all needs. A program or maintenance contract shall show the expectations, requirements and hourly/unit prices for the duration of that contract as defined by the dates shown in the contract. A Purchase Order (Work Order) will be generated by the Work Center that will direct the vendors to proceed with the work under Annual Contracts. The PO/Work Order shall reference the scope of work, the annual contract, the unit prices or the bidding for the intended work. The PO amount shall not exceed the total amount listed in the approved annual contract. If the cumulative amount of the contract is ~~needed~~exceeded, a change order is required to be approved by the Corporation.

- c. Equipment: Equipment for new, repair or replacement is processed in the ERP system except when installation is required. Installation by a vendor who performs work on Laguna Woods Village property must meet the Insurance requirement and therefore requires a contract for the work with the Standard Terms and Conditions and other applicable exhibits made a part of.
- d. A One-Time Contract is based on a specific project that is as directed by the responsible Corporation. Processed from the Scope of Work to the Request for Quote, to the award and finally to the contract. The one-time contracts cover all items requiring installation where the vendor is required to come on Village property to perform the work. Standard Terms and Conditions apply and other applicable exhibits made a part thereof. Signature limits are applicable as defined in the Purchasing Policy Appendix.
- e. Projects
 - Minor project:

The VMS Purchasing Division obtains, from the requesting VMS Division, approval of the contractor and its value. The VMS Purchasing & Supply Manager then adds conditions to the purchase requisition, then approves the Purchase Requisition and the VMS Purchasing Division generates a Purchase Order after all requirements are met. The final PO is forwarded to the contractor. Amount is defined in the Purchasing Policy Appendix.
 - Small Project:

The VMS Purchasing Division obtains approval of the contractor and value from the requesting VMS Division in writing and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by the VMS CEO, or the designated VMS Department Director, or the VMS Purchasing & Supply Manager. Amount is defined in the Purchasing Policy Appendix.
 - Large Project:

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporation Committee and Corporation via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from

the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

- Very Large and Special Projects

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporations via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/ bidding process. The completed contract is signed by the contractor and then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

Any GRF purchases per the Trust Agreement for Very Large Projects require Corporate Member approval. The completed contract is signed by the contractor then by two GRF Officers.

- f. Leasing;

A GRF Leasing Agreement for property is for one year per the Trust Agreement and forwarded to GRF for signature by two officers.

Other Leasing Agreements may be made for more than one year and will be forwarded to the Corporation for signature. Examples are Copier Equipment, Golf Carts and other agreements that the leasing Vendor requires to be executed on their forms. Leases shall be signed by the applicable Corporation President.

- g. ~~The VMS Purchasing Division will assist the requesting VMS Division to cancel a contract or produce written warnings to a contractor. Contracts that require warnings or early termination will be coordinated by the VMS Purchasing Division.~~
- h. Legal Review. Non-standard contracts will be forwarded by the VMS Purchasing & Supply Manager to Corporation legal counsel for their legal review and advice. ~~Legal review is required for specialty contracts related to the streaming industry to ensure compliance with industry practices and applicable law.~~ Results to be forwarded by the VMS Purchasing & Supply Manager to the Corporation President for disposition.

Legal Review Checklist: Verify the following as a minimum;

- i. Parties: Legal names and addresses
- ~~ii. Purpose of Scope: Covers all aspects of the work to be performed~~
- ~~iii.ii.~~ Definitions: Ensure consistency and clarity
- ~~iv.iii.~~ Terms and Conditions: Evaluate the specific terms and conditions of the contract including payment terms, delivery schedules, performance obligations, and any specific provisions related to termination, renewal, or amendment.
- ~~v.iv.~~ Consideration: Confirm each party is providing something of value in exchange for the obligations outlined in the agreement.
- ~~vi.v.~~ Legal compliance: Complies with all relevant laws
- ~~vii.vi.~~ Representations and Warranties
- ~~viii.vii.~~ Indemnification and Liability

- ~~ix-viii.~~ Confidentiality and Non-disclosure
- ~~x-ix.~~ Intellectual Properties
- ~~xi-x.~~ Dispute Resolutions
- ~~xii-xi.~~ Governing Law and Jurisdiction
- ~~xiii-xii.~~ Force Majeure

- i. Standard Terms and Conditions included in the contracts have been approved by legal counsel and are identified as follows;
 - i. Standard Terms and Conditions
 - ii. Annual Contract Terms and Conditions
 - iii. Consultant Contract Terms and Conditions
- j. Industry specific television programming contracts are exceptions to this Purchasing Policy, however, specialty contracts written to facilitate the operations and relationships within the streaming industry are not exempt from this policy.
- k. Standard or Capital purchases are submitted to the Corporation for approval per the attached Appendix.

7. Certain purchases made by VMS ~~are considered employee related and~~ are appropriate for DIRECT PAYMENT and may be excluded from competitive sourcing, requisition and purchase order requirements. Appropriations needed for these services have already been allocated through the annual budgeting process. These include the following:

Casualty and Property Insurance (approved by Corporation)
 Community Sponsored Functions (entertainers, caterers)
 Debt Service Payments
 Employee Benefits/Contracts with Third Parties for Payroll Deductions i.e. Life, Health and Dental Insurance, 401K contributions, Pension payments, EAP
 Investments (approved by Corporation)
 Legal Fees (approved by Corporation)
 Memberships, Dues, Subscriptions, Publications
 Permits
 Postage
 Recording Fees
 Recreation Services (instructors, entertainers, caterers)
 Retirement Plan Contributions
 Section 457 (Deferred Compensation) Contributions
 Services Procured with non-Corporation Funds (Developer Deposits, etc.)
 Staff Support
 Tax Withholding Payments
 Training, Seminars and Travel Expenses
 Unemployment Compensation
 Utilities
 Vehicle Licensing

8. CHANGE ORDERS TO CONTRACTS

Per the Corporations-adopted Change Order Policy. Attached hereto and made a part hereof.

9. VEHICLE PURCHASES

The Mobility & Vehicles Committee will approve the specifications annually for all vehicles intended for purchase throughout the year. Upon approval, the VMS Transportation Division will submit requisitions for the Vehicle purchases in the ERP system. Upon electronic approval, vehicles may be purchased by way of a cooperative purchasing program that manages the specification requirements and offers VMS easy access to an established network which offers competitive rates and faster procurement or other more competitive resources. The VMS Transportation Division Director will keep the Mobility & Vehicles Committee updated on fleet status.

10. GLOSSARY

Definitions of words used in this Policy

Contractor: This references entities with contracts that include labor and materials to be provided to the Corporation

Corporation: Includes one or more of the managing entities for Laguna Woods Village;

- The Golden Rain Foundation of Laguna Woods, Inc. as acting Trustee of the Golden Rain Foundation Trust, established March 2, 1964 as amended
- Third Laguna Hills Mutual
- United Laguna Woods Mutual

ERP: Enterprise Resource Planning

GRF: Golden Rain Foundation

Non-standard Terms and Conditions: Any contract that contains terms and conditions which are not included under the Corporations standard form contracts

PR: Purchasing Request

PO: Purchase Order

RFQ: Request for Quote

SOW: Scope of Work

Vendor: Any entity with a vendor number in the ERP. Includes, but not limited to, material suppliers, contractors, delivery companies, engineers and professional services, service companies.

VMS: Village Management Services, Inc., an Agent of the Corporation

Work Order: Authorization to proceed with work in the Village.

PURCHASING POLICY APPENDIX

Minor Project	Under \$10,000
Small Project	\$10,000-\$35,000
Large Project	\$35,000-\$500,000
Very Large and Special Projects	Over \$500,000
Standard or Capital Purchases GRF Board ...	Over \$35,000
Blanket PO Authority	Up to \$10,000
Blanket PO Authority VMS Director	Over \$10,000



RESOLUTION 03-23-XX

Revised Purchasing Policy

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

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

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

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

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

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RESOLUTION 03-23-XX

Third Mutual Committee Appointments

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

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

Finance Committee (meets every other month)

Andy Ginocchio, Chair

Moon Yun

Brad Rinehart

SK Park

~~Mark Laws~~

Reza Karimi

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Brad Rinehart

Ralph Engdahl

Nathaniel Ira Lewis

~~Cris Prince~~

Reza Karimi

Andy Ginocchio, Alternate

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

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Ralph Engdahl

SK Park

Brad Rinehart

Reza Karimi

Moon Yun, Alternate

~~Mark Laws, Alternate~~

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Brad Rinehart

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Moon Yun

Andy Ginocchio

Cris Prince

Nathaniel Ira Lewis

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Jim Cook

Cris Prince

Ralph Engdahl, Alternate

Andy Ginocchio, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair

Reza Karimi

Brad Rinehart

Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair

Moon Yun

Reza Karimi

Voting Advisors: Stuart Hack, Lynn Jarrett

Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws

Jim Cook

Ralph Engdahl

Andy Ginocchio

Cris Prince

Reza Karimi

Nathaniel Ira Lewis

Moon Yun

SK Park

Brad Rinehart

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

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

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RESOLUTION 03-23-XX

GRF Committee Appointments

RESOLVED, December 19, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Community Activities Committee (meets monthly)

Mark Laws (Third)

Andy Ginocchio (Third)

Reza Karimi, Alternate (Third)

Finance Committee (meets every other month)

Andy Ginocchio (Third)

Moon Yun (Third)

Brad Rinehart, Alternate (Third)

Landscape Committee (meets every three months)

Nathaniel Ira Lewis (Third)

SK Park (Third)

~~Andy Ginocchio, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Maintenance & Construction Committee (meets every other month)

SK Park (Third)

Ralph Engdahl (Third)

Brad Rinehart, Alternate (Third)

Clubhouse Renovation Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)

Ralph Engdahl (Third)

~~Moon Yun, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Media and Communications (meets every other month)

Jim Cook (Third)

Cris Prince, (Third)

Moon Yun, Alternate (Third)

Website Ad Hoc Committee (meets as scheduled)

Mark Laws (Third)

Broadband Ad Hoc Committee (meets every month)

Cris Prince (Third)

Jim Cook (Third)

Mobility & Vehicles Committee (meets as scheduled)

SK Park (Third)

Moon Yun (Third)

~~James Cook, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Security and Community Access Committee (meets every other month)

SK Park (Third)

Reza Karimi (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)

Moon Yun (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)

Mark Laws, Alternate (Third)

Purchasing Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)

Ralph Engdahl, Alternate (Third)

Compliance Ad Hoc Committee (meets as scheduled)

Moon Yun (Third)

Andy Ginocchio (Third)

Information Technology Advisory Committee (ITAC) (meets monthly)

Mark Laws (Third)

SK Park (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

Reza Karimi (Third)

Andy Ginocchio (Third)

SK Park (Third)

Finance Advisory Group

~~Andy Ginocchio~~

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

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



STAFF REPORT

DATE: December 19, 2023
FOR: Board of Directors
SUBJECT: Damage Reimbursement Hearing – Mr. Randolph W. Katz (Common Area Damage from Master Bathroom Basin Faucet Left Running at Manor 4003-3G – Overflow Damaged Manors 4003-2G and 4003-1G)

RECOMMENDATION

Determine responsibility for damage to mutual-controlled property and consider what action, if any should be imposed as a result of this Damage Reimbursement Hearing.

BACKGROUND

Mr. Sylvan Katz owned two manors in Third Mutual, Manor 4003-3G (where Mr. Katz resided) and 4003-3F. Mr. Sylvan Katz passed away on January 29, 2022. At that time, his son, Mr. Randolph W. Katz became the Successor Trustee of 3F and later, the Executor of 3G.

On July 23, 2020, the owner occupant of Manor 4003-1G reported water leaking out of the master bathroom fan, from an unknown source. The mutual's plumbing staff responded and initiated a leak investigation, inspecting and or contacting the residents in the two manors directly above, which are 2G and 3G (Attachment 1). Plumbing staff determined that the resident in manor 3G, left the faucet running in the master bathroom basin, which overflowed and caused water damage to manors 2G and 1G.

The mutual's Damage Restoration Coordinator inspected Manors 1G and 2G and restoration services were initiated, as described and shown in Attachments 2, 3 & 4.

After the initial leak investigation, Mr. Sylvan Katz refused to let the Damage Restoration Coordinator or any restoration vendors inside Manor 4003-3G. The Compliance Division sent two requests to Mr. Sylvan Katz asking him to comply and when those were unsuccessful, a disciplinary hearing was held on September 10, 2020. Additionally, a request was sent to the Social Services Division to see if they could help Mr. Katz better understand the restoration process and next steps, as he had a history of non-compliance. Social Services was able to speak with him and notified staff that they could enter manor 3G to perform a visual inspection on September 23, 2020. Two months after the basin overflowed, all surfaces in manor 3G were dry and no secondary damages were visible.

Due to the Corona Virus pandemic, staff vacancies, and the subsequent malware attack on Laguna Woods Village, Third Mutual was unable to process responsibility evaluations for damage restoration events, for quite some time.

On September 25, 2023, the mutual issued a letter to Executor Randolph W. Katz, reserving its right to pursue recovery of all costs incurred relative to the above-mentioned event (Attachment 5).

SA21516623

DISCUSSION

Resolution 03-17-68, adopted June 20, 2017, known also as the Damage Restoration Policy, states that the “Owner/Resident is responsible for their personal property, alterations, and improvements” and for damage to a unit “caused by Owner/Guest/Resident negligence.”

In compliance with Civil Code §5855, Randolph W. Katz was noticed for a hearing before the Third Mutual Board of Directors (Attachment 6), who will review this case in the presence of their legal counsel, to determine responsibility for damages to mutual-controlled property that took place on July 23, 2020, totaling \$7,814.32.

As of the writing of this report, Randolph W. Katz has confirmed his in-person attendance to the Common Area Damage Reimbursement Hearing on December 19, 2023, and also requested that the hearing be held in open session. Third’s legal counsel has been consulted to advise the board on this request.

FINANCIAL ANALYSIS

The Mutual incurred the following costs related to this event:

Item Description	Amount
Plumbing Service Order – S021426706 (4003-1G)	\$ 164.84
Restoration Services – STAT Invoice 19394 (4003-1G)	\$ 1,318.19
Restoration Services – STAT Invoice 19394 (4003-2G)	\$ 5,620.90
Administrative Fee	\$ 710.39
Sub-Total	\$ 7,814.32

Prepared By: Laurie Chavarria, Senior Management Analyst

Reviewed By: Jay Allen, Damage Restoration Manager
Bart Mejia, P.E., Maintenance & Construction Assistant Director
Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Initial Plumbing Leak Investigation

Attachment 2 – Restoration Services at 4003-1G

Attachment 3 – Restoration Services at 4003-2G

Attachment 4 – Photos

Attachment 5 – Reservation of Rights Letter

Attachment 6 – Hearing Notification for 12/19/23

Completed Stamp - Y
 7/24/2020
 ONBASEWORKFLOW
 7/24/2020 12:06:15 PM
 Completed
 on 7/24/2020 at
 12:06:15 PM

Attachment 1 - Initial Plumbing Leak Investigation

4003-1G

TK

S021506577

Occurrences: 1

Parent Form: SA21506576

4003-1G | 4003 Calle Sonora Oeste Unit 1G | Plan: Villa Nueva |

More Work Needed

☐ 173: Request follow up work.

Request: 7919: Plumbing Leak Reported

Emergency

Work Center: 914 - Plumbing

Requested By: [REDACTED]

Requested Date: 07/23/2020

Corporation: Third Clerk: herreru

Schedule Date:

Phone: [REDACTED]

Job Code: A791007919

Complete Date: 7-23-2020

Labor Cost \$139.84

Service Fee \$25.00

Total Cost \$164.84

Office Notes

☐ IMPORTANT: (B4003) Exterior Waste Line Inspection/Remediation Program

IMPORTANT: (B4003) Roof Replacement Completed

Water leaking down main bath exhaust fan

Work Performed

7919: Plumbing Leak Investigated (#)

Possible Variations

(46: RC) (49: C) (77: df)

Leak Cause

- ☐ 857: Age/Deterioration
☐ 859: Exterior Corrosion
☐ 860: Interior Corrosion
☐ 858: Outside/Other
☐ 856: Roots
☐ 855: Unspecified

Leak Type

- ☐ 865: Cast Type
☐ 868: Clay
☐ 863: Copper - Cold Side
☐ 862: Copper - Hot Side
☐ 961: Galvanized
☐ 861: Other/Non-Pipe
☐ 866: Poly-Vinyl

Leak Type

- ☐ 869: PVC
☐ 870: Standpipe
☐ 867: Transite

Leak Area

- ☐ 874: Fitting
☐ 873: Joint
☐ 872: Pipe
☐ 871: Unspecified

Old S/N:

New S/N:

Old M/N:

New M/N:

Field Notes

Cancel By

Reason for Cancel

Came out found wet ceilings & walls at 1G-2G and wet walls & floors at 3G. Due To Res at 3G overflowed master Basin by Accident

Office	167: Not Home for Sched. Appt
Employee	168: No Work Needed
Resident	169: Work already Done
Board/Committee	170: Duplicate Ticket
	171: Unable to Contact Res
	172: Needs Outside Service

Location	Event Code	Variation	Sub	Item/Employee	Quantity	UOM	Time In/Out	Description	Date	R/O
4003-1G	7919	DF		6065	1.0	HR	10/45 11/40	AM PM	7-23	R
	7919	DF		6722	1.0	HR	10/45 11/40	AM	7-23	R
					.					
					.					
					.					
					.					
					.					
					.					
					.					
					.					

Total Units:

2.0

Checked all floors for wet walls & ceiling & floors.

Services are provided in accordance with applicable Mutual rules and policies; Member is not obligated to obtain chargeable services through the Mutual. FOR CHARGEABLE SERVICES: 1) Member is or has authorized the undersigned; 2) Member will pay for labor, materials and service charge; 3) Once invoiced, payment must be made within 25 days; 4) Failure to pay will result in late fees, collection charges and legal fees.

Resident/Authorized Party X

N/A

Employee

[Signature]

Supervisor

EK 7-23

Agenda Item #120 July 23, 2020

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Attachment 2 - Restoration Services at Manor 4003-1G

Invoice

for
4003-1G Calle Sonora
4003 Calle Sonora Oeste, 1G
Laguna Woods, CA 92637-3225



23052 Alcalde Dr., #D
Laguna Hills, CA California 92653
949-582-7828
www.statsservices-ca.com

Invoice No. 19394

Service Site: 4003 Calle Sonora Oeste, 1G
Laguna Woods, CA 92637-3225

Issued on: Fri Nov 20, 2020
P.O. Number:

Qty	Name	Description	Rate	Amount
1	Service	7/24/20 - Technician(s) tested all reported affected areas and based on moisture readings found the main affected area(s) to be: Master Bathroom Technician tested all affected areas and found the highest moisture content to be 100%. Based on current moisture readings and a visual inspection, no removals are needed at this time. Technician(s) drilled holes to begin dry out and mitigate damages, HEPA Vacuumed, removed all debris and set 2 fans.	\$71.95	\$71.95
0	Service	7/27-Emailed customer with scope of work and received authorized for removals.	\$0.00	\$0.00
0.75	Service	7/27/20 - Technician(s) tested all affected areas and found the highest moisture content to be 40%. Based on current moisture readings and a visual inspection, the following materials were removed. Measurements are not exact. All measurements in feet unless noted. All materials removed and disposed of unless noted. Baseboard: BTH 3 ft and drilled holes Cleaned and HEPA vacuumed all areas. Removed all debris. Reset 2 fans.	\$71.95	\$53.96
0.5	Service	7/29/20 - Technician(s) inspected all affected areas and found all areas to be within normal moisture content. Removed 2 fans.	\$71.95	\$35.98
3	Service Fee	One Time Service Fee	\$132.94	\$398.82
1	Equipment set up fee	Equipment set up and take away fee	\$47.92	\$47.92
1	Remove/Haul Away	Remove and Haul Away Debris Fee	\$105.80	\$105.80
1	Equipment Monitoring	Daily Equipment Monitoring Fee	\$39.56	\$39.56
10	B Fan	Fan Rental - 2 fan for 5 day	\$22.67	\$226.70
1	Estimate	Repair areas damaged due to water intrusion as per normal scope of work based on client's standard requirements. Work completed as outlined in Estimate # 19392	\$337.50	\$337.50

total \$1,318.19
amount paid \$0.00
balance due \$1,318.19

Signature:
Signature Date:

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Invoice

for

Attn: 909 Moisture Intrusion
PO Box 2220 Laguna Hills, CA
949-597-4615

ACCRUAL



23052 Alcalde Dr., #D
Laguna Hills, CA California 92653
949-582-7828
www.stat-services-ca.com

Invoice No. 19395

Service Site: 4003-2G Calle Sonora
Laguna Woods, CA

Issued on: Tue Nov 3, 2020
P.O. Number: SA21506674

Qty	Name	Description	Rate	Amount
.5	Service	7/23/20 - Technician(s) tested all reported affected areas and based on moisture readings found the main affected area(s) to be: Master Bedroom. Technician tested all affected areas and found the highest moisture content to be 100%. Per client, building materials are to be dried in place. Set 1 dehumidifier and 4 fans.	\$71.95	\$35.98
1.5	Service	7/24/20 - Technician(s) tested all affected areas and found the highest moisture content to be 100%. Reset 1 dehumidifier and 4 fans, set 2 more fans.	\$71.95	\$107.93
1	Service	7/27/20 - Technician(s) tested all affected areas and found the highest moisture content to be 100%. Reset 1 dehumidifier and 5 fans. Removed 1 fan.	\$71.95	\$71.95
.75	Service	7/29/20 - Technician(s) tested all affected areas and found the highest moisture content to be 100%. Reset 1 dehumidifier and 5 fans.	\$71.95	\$53.96
.5	Service	7/31/20 - Technician tested all affected areas and found the highest moisture content to be 100%. Based on current moisture readings and a visual inspection, no removals are needed at this time. Re-set 1 dehumidifier and 5 fans.	\$71.95	\$35.98
1	Service	8/4/20 - Technician tested all affected areas and found the highest moisture content to be 100%. Drywall on beam is wet and needs to be removed. Re-set 1 dehumidifier and 5 fans.	\$71.95	\$71.95
6	Service	8/6/20 - Technician(s) tested all affected areas and found the highest moisture content to be 40+%. Based on current moisture readings and a visual inspection, the following additional materials were removed. Removed containment and covered the exposed areas with 6 mil plastic. All materials removed and disposed of unless noted. Drywall: BTH 25 sq ft Painted Cut Lines: yes Sanded, Treated, Cleaned and HEPA vacuumed all areas. Removed all debris. Reset 1 dehumidifier, Set 1 air scrubber and Removed 5 fans.	\$71.95	\$431.70
.5	Service	8/7/20 - Technician(s) inspected all affected areas and found all areas to be within normal moisture content. Removed 1 dehumidifier, 1 air scrubber and floor coverings.	\$71.95	\$35.98
1	Estimate	Repair areas damaged due to water intrusion as per normal scope of work based on client's standard requirements. Work completed as outlined in Estimate #19393.	\$710.00	\$710.00
1	B NAM	Air Scrubber Rental - 1 NAM for 1Day	\$59.50	\$59.50
14	B DH	Dehumidifier Rental - 1 DH for 14 Day	\$67.47	\$944.58
67	B Fan	Fan Rental -4 fan for 1 day, 6 fan 3 day, 5 fan 9 day.	\$22.67	\$1,518.89
3	Equipment set up fee	Equipment set up and take away fee	\$47.92	\$143.76
6	Equipment Monitoring	Daily Equipment Monitoring Fee	\$39.56	\$237.36

Agenda Item # 12d

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Attachment 3 - Restoration Services at Manor 4003-2G

1	Containment Fee	containment set up and break down - Over 80 ft \$125	\$125.00	\$125.00
1	Remove/Haul Away	Remove and Haul Away Debris Fee	\$105.80	\$105.80
7	Service Fee	Service Fee	\$132.94	\$930.58

total	\$5,620.90
amount paid	\$0.00
balance due	\$5,620.90

Signature:

Signature Date:

THANK YOU [for choosing STAT Services Inc](#)

QUESTIONS? CONTACT US

stat@statservices-ca.com
949-582-7828

TERMS & CONDITIONS

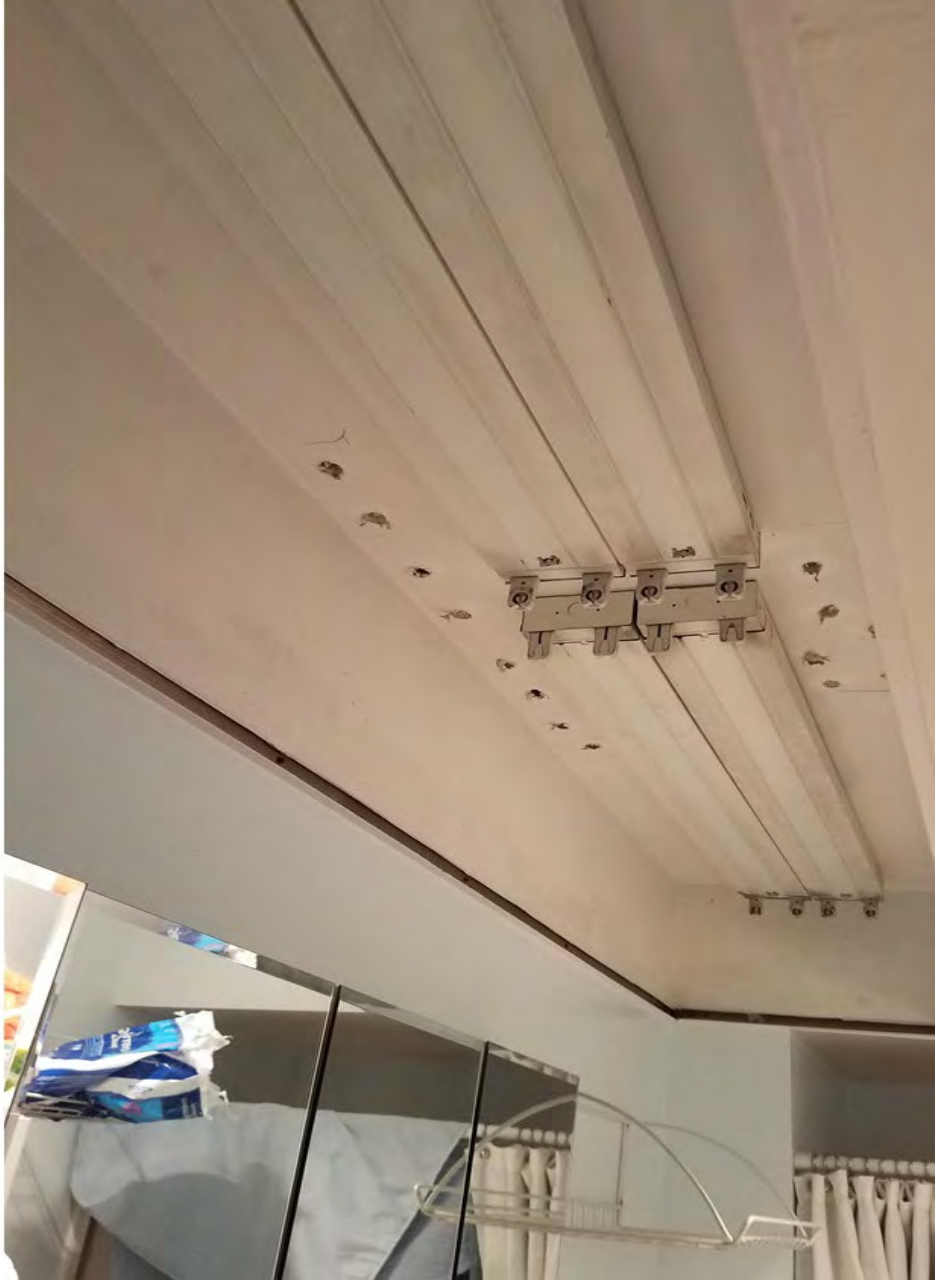
we accept payment by check, cash and credit. Save 3% credit card convenience fee by mailing in check.

Attachment 4 - Photos

Manor 4003-1G Master Bathroom:



Attachment 4 - Photos



Attachment 4 - Photos



Attachment 4 - Photos



Attachment 4 - Photos

4003-1G Hallway Drywall Cuts (upper/lower)



Attachment 4 - Photos

4003-1G Water Heater Closet:



Attachment 4 - Photos

Manor 4003-2G Master Bathroom:



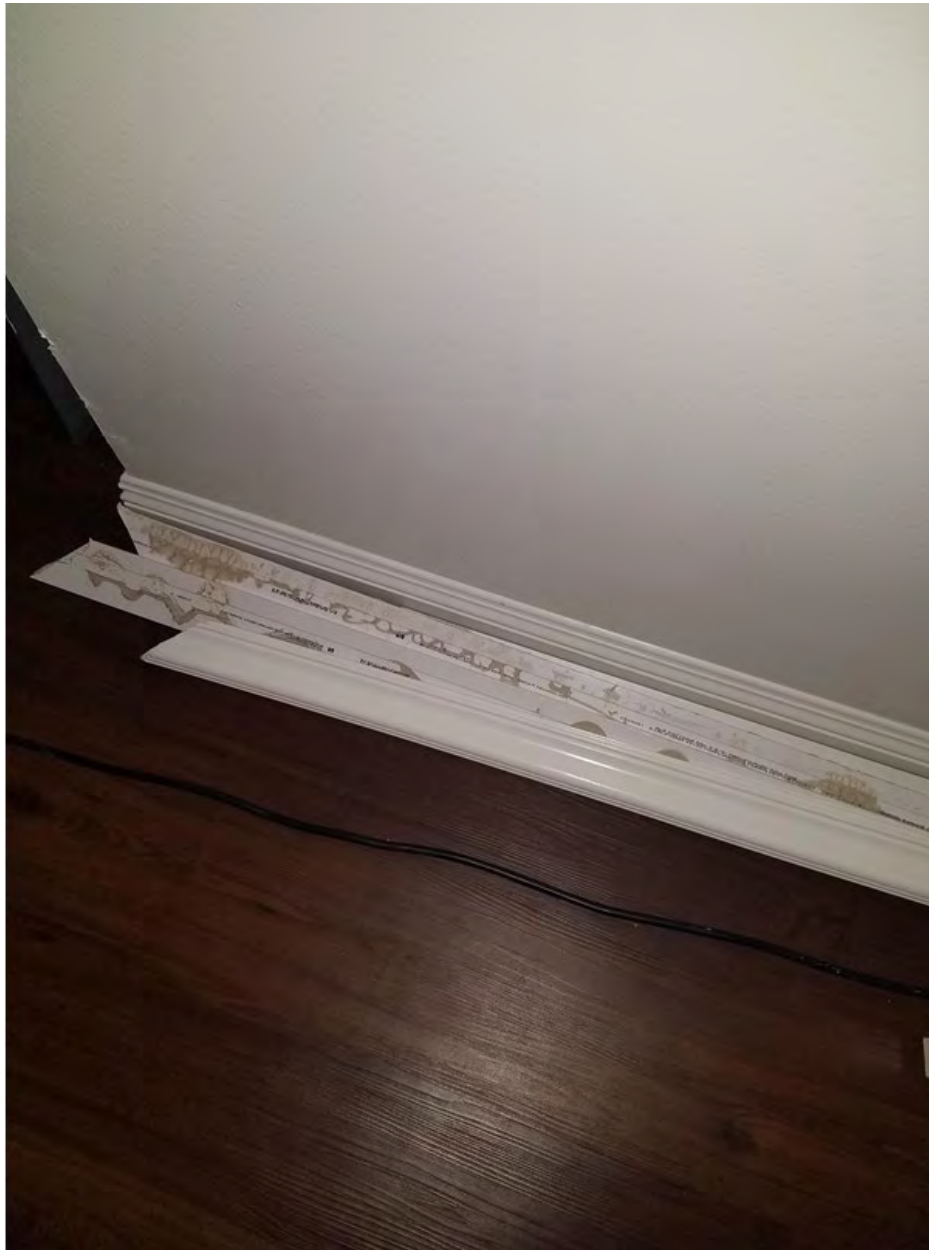
Attachment 4 - Photos



Attachment 4 - Photos



Attachment 4 - Photos



Attachment 5 - Reservation of Rights Letter



September 25, 2023

Sylvan Katz
c/o Randolph Katz
[REDACTED]
[REDACTED]

**Re: Damage to Mutual Common Area or Mutual-controlled Property
Master Bathroom Basin Overflow in Manor 4003-3G - Damage to Manors
4003-2G and 4003-1G (7/23/2020)**

Dear Mr. Katz,

Third Laguna Hills Mutual (the Mutual) has assessed the extent of damage to Mutual-controlled property as a result of the above-referenced incident that occurred on or about July 23 2020, and have completed restoration of any damage to Common Area or Mutual-controlled property. The Mutual reserves the right to pursue recovery of costs it incurs, should it be determined that any owner, resident or guest caused or contributed to the damage.

The initial indication is that the damage might be your responsibility. The estimated costs for restoration are \$7,103.93. Consequently, you may wish to report this to your homeowners' insurance company. If it is determined that the damage is likely to be your responsibility, you will receive notification of a Board hearing.

If any charges for damage to Common Area property are inadvertently billed to you prior to the hearing, you will not be required to pay those charges unless it is determined at a Board hearing that you are responsible. If you do receive a bill for repairs to Common Area property prior to a Board hearing, please contact Resident Services at (949) 597-4600.

If you have information pertinent to this incident that could affect the outcome of the determination of responsibility, please forward written documentation to my attention at the address below. If you have any questions or concerns, please feel free to contact me at (949) 597-4395.

Thank you in advance for your cooperation.

Sincerely,
On behalf of the Board of Directors

Nicole Cruz

Nicole Cruz
Damage Restoration Division

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November 27, 2023

Via Certified, and First-Class MailRandolf Warner Katz
[REDACTED]
[REDACTED]
[REDACTED]

Re: COMMON AREA/MUTUAL-CONTROLLED PROPERTY DAMAGE REIMBURSEMENT HEARING
Master Bathroom Basin Overflow in Manor 4003-3G - Damage to Manors 4003-2G and 4003-1G (7/23/20)

Third Laguna Hills Mutual (the Mutual) has incurred certain expenses in repairing common area subsequent to the above-referenced event, and it appears that you may be responsible for that expense. In a letter dated 9/25/2023, the Mutual reserved its right to pursue recovery of costs it incurs, should it be determined that any owner, resident or guest caused or contributed to the damage. The Mutual incurred the following costs related to this event:

Item Description	Amount
Plumbing Investigation (4003-1G) - S02156577	\$ 164.84
Demo, Dry Down, & Rebuild (4003-1G) - STAT Invoice #19394	\$1,318.19
Demo, Dry Down, & Rebuild (4003-2G) - STAT Invoice #19395	\$5,620.90
Administrative Fee	\$ 710.39
Total	\$7,814.32

Pursuant to Civil Code §5855, the Board will hold a Damage Reimbursement Hearing to determine whether you will be held responsible for the costs arising out of damage to common area. The Damage Reimbursement Hearing is scheduled for **Tuesday, December 19, 2023 at 3:30 p.m.** ***The hearing will be held in a closed meeting of the Executive Committee of the Board of Directors of Third Laguna Hills Mutual at the following location:***

Laguna Woods Village Community Center Building
2nd Floor, Willow Room
24351 El Toro Road
Laguna Woods, CA 92637

Please contact Ms. Laurie Chavarria at (949) 268-2281 or via email at laurie.chavarria@vmsinc.org to confirm your attendance.

The purpose of the hearing is to review the above-referenced incident and to provide you an opportunity to dispute the Mutual's reimbursement claim if you so choose. Your attendance at the hearing is not mandatory. If you accept responsibility for the expenses, or choose not to contest the expenses, you need not attend. Pursuant to Section IV(C) of TLHM Meeting Rules, you will be allotted 5 minutes of uninterrupted time to speak to the Board and 5 minutes for the Board to ask questions for a total of 10 minutes. If you would like to provide any documents, please bring 13 copies for staff and the Board to review. Following the hearing, the Executive Committee of the Board will deliberate in closed session as to whether you will be held responsible for the costs arising out of damage to the common area. You will be notified in writing of the Board's decision within 15 days of the hearing.

Upon your arrival for the hearing on 12/19/2023, please check in with the receptionist on the 1st Floor.

Sincerely,
 On behalf of the Board of Directors

Laurie Chavarria

Laurie Chavarria
 Damage Restoration Division

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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

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

Call to Order

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

Approval of Meeting Agenda

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

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

Approval of Meeting Report for October 3, 2023

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

Chair Remarks

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

Member Comments (Items Not on the Agenda)

None.

Department Head Update

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

Preliminary Financial Statements dated October 31, 2023

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

Approve and Endorse the Purchasing Policy

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

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed at 3:40 p.m.

DRAFT

Andy Ginocchio, Chair



OPEN MEETING

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

**Monday, November 13, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Jim Cook – Chair, Ralph Engdahl, Andy Ginocchio (Alternate), Nathaniel Ira Lewis, Cris Prince Advisors: Michael Butler, Lisa Mills, Mike Plean

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

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

3. Approval of the Meeting Report for October 09, 2023

A motion was made to approve the meeting report as written. The meeting report was approved by majority vote. (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

Mr. Mejia introduced Alan Grimshaw the new Manor Alterations Manager. Mr. Grimshaw provided background on his experience and expertise.

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

a. Over-The-Counter Variances – None.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 18: Gutters and Downspouts

The committee suggested eliminating section 2.8 "Gutters and leaf guards are required...". The committee also suggested some additional verbiage: 1. Requiring articulated downspout to gutter angle connectors. 2. Allowing for rain gutter extensions. 3. Requiring paintable vinyl covering for downspouts/gutter so that it matches the existing building color.

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

b. Revision to Architectural Standard 11: Exclusive Use Common Area Floor Coverings

The committee agreed to consider the coating or covering of small sections of walkways in common areas that connect to exclusive use common areas on a case by case basis subject to variance requirements.

A motion was made to recommend the Third Board approve the standard with the suggested edits. Hearing no objection, the motion was approved by majority vote. (Director Engdahl abstained).

c. Review Current Conditions and Restrictions for Solar Installations

Mr. Mejia provided the committee with updates on the issue. Standard 41: Solar Panels, 1 Story Buildings and Standard 41A: Solar Panels, 2 Story Buildings were both revised this year. The Third Mutual alteration fee schedule was also revised this year to incorporate the solar application processing fee to be \$223.00. In November, the Third Board will be voting to require that the processing fee not exceed statutory limits that apply to cities. The committee suggested drafting new standards to address the installation of solar systems on patio covers and carports.

11. Items for Future Agendas

- a. Detailed Interior Inspections
- b. Revision to Architectural Standard 8: Porch Lift/Elevators
- c. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- d. Proposed Architectural Standard 41C: Solar Panels, Carports and Patio Covers
- e. Proposed elimination of Standard 03-16-07: Low-Flow Toilet Statement of Compliance

12. Committee Member Comments

- Advisor Mills suggested removing the requirement to certify the existence of low-flow toilets.

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

13. Date of Next Meeting: Monday, December 11, 2023 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 2:18 p.m.

Jim Cook, Chair

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

Signature: 
JIM COOK (Nov 20, 2023 11:30 PST)

Email: jimcook3rdmutual@gmail.com

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OPEN MEETING

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

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

REPORT

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

MEMBERS ABSENT: Peter Henschel, Advisor

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

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

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

Hearing no objection, the meeting report was approved unanimously.

4. Remarks of the Chair

None.

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

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

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

6. Response to Member Comments

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

7. Department Head Update

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

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

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

a. Project Log

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

9. Items for Discussion and Consideration

a. Slope Repair RFP Update (Verbal)

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

b. Post-Paint Program (Verbal)

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

c. Contractor and Staff Oversight Presentation

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

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

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

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

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

11. Committee Member Comments

- Director Park thanked staff for their hard work.

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

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



Ralph Engdahl, Chair

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

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OPEN MEETING

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

**Thursday, December 7, 2023 at 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road**

REPORT

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

COMMITTEE MEMBERS ABSENT: Moon Yun

OTHERS PRESENT: None.

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Approval of Agenda

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

3. Approval of the October 11, 2023 Report

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

4. Remarks of the Chair

Chair Lewis had no remarks.

5. Department Head Update

5a. Project Log

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

5b. Water Use Comparison

Mr. Wiemann discussed the provided Water Use Chart in detail. Members made comment and asked questions.

5c. Tree Work Status Report

No remarks made.

5d. Labor Hours July vs October

Mr. Wiemann presented a power point presentation. Directors made comments and asked questions.

5e. Rain Hours Lost

Mr. Wiemann presented a power point presentation. Directors made comments and asked questions.

5f. Ticket Cost Breakdown

Mr. Wiemann presented a power point presentation. Directors made comments and asked questions.

6. Member Comments

One member made comment regarding the slope in the back of their manor.

7. Response to Member Comments

Mr. Wiemann responded to the comments.

8. Items for Discussion and Consideration**8a. 3231-D Landscape Alteration Request**

Discussion ensued, the committee asked questions of Mr. Wiemann. Director Park made a motion to approve the request per staff recommendation. Director Rinehart seconded. The motion passed unanimously.

8b. Wildflower Pilot Program

The directors asked questions and had discussions. Director Lewis asked Mr. Wiemann to bring back the cost per parcel to next meeting. The item will be on hold until next meeting.

8c. Artificial Turf

Discussion ensued, Mr. Wiemann suggested the committee do research on the topic. The committee agreed, item will be on hold until next meeting.

9. Items for Future Agendas

- Wildflower Pilot Program
- Artificial Turf

10. Committee Member Comments

Several comments were made.

11. Date of Next Meeting: Thursday, January 4, 2024, at 9:30 a.m.

12. Adjourned at 10:48 a.m.

Ira Lewis

Ira Lewis (Dec 7, 2023 17:26 PST)

Ira Lewis

Ira Lewis, Chair

Kurt Wiemann, Staff Officer

Megan Feliz, Landscape Administrative Assistant

949-268-2565

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

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

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

MEMBERS ABSENT: Moon Yun (not-excused)

ADVISORS PRESENT: Stuart Hack and Theresa Keegan

ADVISORS ABSENT: None

STAFF PRESENT: Blessilda Wright and Ruby Rojas

OTHERS PRESENT: None

1. Call to Order

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

2. Approval of Agenda

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

By unanimous consent, the motion passed.

3. Approval of Meeting Report

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

By unanimous consent, the motion passed.

4. Remarks of the Chair

None.

5. Members Comments (Items Not on Agenda)

None.

6. Response to Members Comments

None.

7. Department Head Update

None.

8. Items for Discussion and Consideration

a. Barbecue Policy

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

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

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

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

b. Disciplinary Notices

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

9. Items for Future Agendas

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

10. Committee Member Comments

None.

11. Date of Next Meeting

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

12. Adjournment

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

Signature: Mark W. Laws

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

Email: thirdmutual@lagunawoodsvillage.com

Mark W. Laws, Chair
Third Laguna Hills Mutual



OPEN MEETING

MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL GARDEN VILLA RECREATION ROOM SUBCOMMITTEE

Wednesday, November 1, 2023 – 1:30 PM
Laguna Woods Village Board Room/Zoom Webinar
24351 El Toro Road, Laguna Woods, CA 92637

DIRECTORS PRESENT: S.K. Park – Chair, Moon Yun, Ralph Engdahl (Alternate)

DIRECTORS ABSENT: Cush Bhada (Excused)

ADVISORS PRESENT: Stuart Hack, Lynn Jarrett, Lorna Seung

ADVISORS ABSENT: None

STAFF PRESENT: Adam Feliz – Staff Officer
Chontelle Crite – Maintenance Operations Coordinator
Czarina Livelo – Senior Operations Specialist

1. Call to Order

Chair S.K. Park called the meeting to order at 1:34 p.m. and established that a quorum was present.

2. Approval of Meeting Agenda

Chair Park asked for a motion to approve the agenda.

Director Moon Yun made a motion to approve the agenda. Director Ralph Engdahl seconded.

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

3. Approval of Meeting Report for July 5, 2023

Chair Park asked for a motion to approve the meeting report of July 5, 2023.

Director Yun made a motion to approve the report. Advisor Stuart Hack seconded the motion.

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

4. Chair's Remarks

Chair Park commented that this is his first meeting as Chair of the subcommittee. He introduced and thanked all staff and subcommittee members.

5. Member Comments (Items Not on the Agenda)

None.

Items for Discussion

6. Garden Villa Recreation Room Projected Fund Balance Review

Staff Officer Adam Feliz presented the projected fund balance report. Questions from the subcommittee were addressed and noted by staff.

7. Third Mutual Epoxy Flooring, Heat Pump, and Water Heater Component Update

Staff Officer Feliz presented the update for informational purposes only. Questions from the subcommittee were addressed and noted by staff.

Director Yun requested a list of all buildings' components' completion status. Staff Officer Feliz suggested preparing a supplemental document for the Recreation Room Component Replacement Lifespan Schedule to present at the next meeting.

8. 2023 Garden Villa Recreation Room Expenditures Program Update

Staff Officer Feliz presented the update—no questions or requests from the subcommittee.

9. Recreation Room Carpet Replacement Update (Discussion Only)

Staff Officer Feliz presented the carpet replacement update, including the stockpiling plan. Questions from the subcommittee were addressed and noted by staff.

10. Recreation Room Component Replacement Lifespan Schedule

Staff Officer Feliz reviewed the schedule. He confirmed any “overdue” replacements were unnecessary to complete per staff inspections or building captain requests; all components will remain part of the biannual inspections regardless of when they were last replaced. Questions and requests from the subcommittee were addressed and noted by staff.

Advisor Hack inquired about other epoxy flooring options. Staff Officer Feliz referred the matter to the Maintenance and Construction Committee.

Chair Park proposed increasing the lifespan of each component to save money. Discussion ensued among the subcommittee. Staff Officer Feliz suggested staff present lifespan recommendations at the next meeting.

11. 2023 Recreation Room Component Replacement List and Budget Review

Staff Officer Feliz reviewed the projected component replacement list and budget. Questions from the subcommittee were addressed and noted by staff.

Director Yun asked if the Garden Villa budget is separate from the Third Mutual budget. Advisor Hack and Advisor Lynn Jarrett confirmed it is a different “restricted reserved fund.”

Discussion ensued regarding the Program Report provided by the Accounting Department.

Staff Officer Feliz recommended removing the Program Report from future agendas, as the same data is provided in more detail on the Garden Villa Recreation Room Expenditures Summary from Agenda Item #8.

Hearing no changes or objections, the removal of the Program Report was approved by unanimous consent.

12. Garden Villa Recreation Room Inspection Schedule Review

Staff Officer Feliz reviewed the proposed inspection procedure and schedule, which will be completed in collaboration between the staff and building captains. Discussion ensued, and questions from the subcommittee were addressed and noted by staff.

Staff Officer Feliz confirmed that all component replacements scheduled for 2023 have been completed.

13. Items for Future Agendas

Did not discuss.

Concluding Business

Subcommittee Member Comments

Did not discuss.

Staff Member Comments

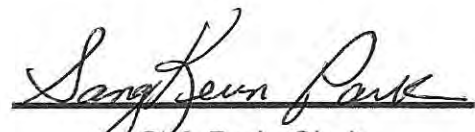
Did not discuss.

Date of Next Meeting

Did not discuss.

Adjournment

The meeting was adjourned at 2:43 p.m.


S.K. Park, Chair

S.K. Park, Chair
Adam Feliz, Staff Officer
Telephone: 949-268-2074

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OPEN MEETING

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

Thursday, November 9, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Maggie Blackwell, Cush Bhada, Mark Laws, Mickie Choi Hoe, Andy Ginocchio, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Peter Sanborn

OTHERS PRESENT: Bunny Carpenter, Elsie Addington, Juanita Skillman, Joan Milliman, S. K. Park, Georgiana Willis

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Samantha Kurland, Jackie Chioni, Guy West, Manuel Gomez

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Chair Horton made a motion to approve the agenda with the addition of Clubhouse 1 Renovation Phasing Options under Reports. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for October 12, 2023

Director Bhada made a motion to approve the report. Director Laws seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton did not have remarks for this meeting.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 hosted the annual Halloween Golf Cart Parade which was a success with approximately 26 spirited carts participating; the Drop-in Lounge is serving around 750 cups of coffee per week; OC Vector Control has been contacted to address the Clubhouse 1 mosquito concerns through treatment and mitigation efforts and will be closely monitored as Orange County has an increase of mosquitos versus previous years; staff has requested all doors to be properly sealed if necessary to prevent mosquitos from entering inside, but mosquito repellant is still recommended; the annual pool maintenance rotation has begun with the Pool 4 closure and is expected to reopen on December 13; Pool 1 will close next followed by Pool 5 and lastly Pool 2; all pool maintenance is expected to be completed by Memorial Day weekend; Clubhouse 4 hosted the Arts and Crafts Bonanza last weekend showcasing beautiful and unique creations with an estimated 1,590 people in attendance throughout the weekend; Clubhouse 5 hosted Oktoberfest on Monday, October 23 with 170 in attendance; the Village Bazaar was hosted on Saturday, October 28 with 60 vendors and approximately 600 in attendance; additional lighting was installed on the Pool 5 deck as an additional safety measure for our patrons and lifeguards; two employees have been hired at the Fitness Center to replace those who have left; the Equestrian Center hosted the Harvest Hoedown on October 14 with approximately 260 in attendance; the Library greeted 2,660 visitors with volunteers working 801 hours; 35 new residents have signed up for Library catalogue access in October; a 20% increase in DVD checkouts was noted; of the daily visitors, 30% check out catalogued items and 70% visit the Library to use honor system paperbacks, do puzzles and use the reading area; under direction of CAC and GRF, Recreation staff has been evaluating cost recovery for fee-based and free events and activities since the second quarter of this year and will continue until year end with a final review to include recommended improvements to be more efficient with budgeted resources.

Ms. Giglio reported that the GRF Board approved the following: the donation of fans from the Saddle Club which will be installed after the first of the new year; the donation of driving range nets to Laguna Hills High School; Golf Pro Shop promotional sales via email; Recreation and Special Events Operating Rules which are on 28-day hold. GRF Board voted against the recommendation to remove the Clubhouse 1 Drop-In Lounge tv and staff was directed to create a set schedule of non-competitive and non-controversial programming.

Ms. Murphy reported the following: the Equestrian Center will be hosting a clinic on November 11 and 12, 9 a.m. to 2 p.m.; the Veterans Day program will be hosted at Clubhouse 2, 11 a.m. to noon; the Performing Arts Center will host the free Monday movie, *Living*, on November 20 at 2 p.m.; Clubhouse 1 will host the Holiday Tree Lighting on Saturday, December 2, 6 to 7:30 p.m.; the annual Thanksgiving buffet will be hosted at both Clubhouse 2 and Clubhouse 5; the annual Christmas buffet will be hosted at Clubhouse 5 on December 25 at 1 p.m. and tickets will go on sale Thursday, November 30

at the Clubhouse 5 office; Clubhouse 5 will host a New Year's Eve dinner/dance at 6:30 p.m. with tickets going on sale December 6; the Performing Arts Center will host a New Year's Eve show at 7:30 p.m. with tickets on sale now; ABBAFAB will be featured at the Performing Arts Center concert on February 17.

Mr. McCray reported the following: the driving range is reopened; Golf demo days will begin again per GRF board approval; a black Friday sale will be hosted the day after Thanksgiving; the golf course is in very good shape due to cooler weather; professional tree trimming is being planned for 2024 in the Garden Center and volunteers are assisting with this project; Garden Center compliance issues are consistently being addressed.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: Pool 1 incident regarding resident verbalizing rude comments to a young lifeguard and requested Breeze articles to inform community of proper behavior expected.

Ms. Giglio stated staff will conduct a community outreach.

CONSENT

Director Blackwell made a motion to approve the consent calendar. No second.

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

REPORTS

Pool 5 Extended Hours Update – Ms. Giglio reported Pool 5 utilization based upon sign-in sheets showing usage comparable to 6 a.m. versus 6 p.m.

Member emails were read regarding the following: in favor of Pool 5 extended hours; Pool 5 lap swim.

Discussion ensued.

Clubhouse 1 Renovation Phasing Options – Mr. West presented the phasing options.

Discussion ensued.

Staff was directed to place copies of the presentation in the Community Activities Committee member boxes for further review.

ITEMS FOR DISCUSSION AND CONSIDERATION

Resident Request for Golf Card Parking Spaces at the 19 Restaurant – Ms. Giglio stated the staff report.

Discussion ensued.

Members were called to speak on the following: ADA parking identification is the issue to be addressed; community message to state multiple golf carts may fit in one regular car space.

Director Laws made a motion to not add golf cart parking at the 19 Restaurant. Director Ginocchio seconded.

Motion passed 4-1-1. Director Blackwell opposed and Director Bhada recused.

Resident Request for Basketball Hoop Addition at Clubhouse 1 – Ms. Giglio stated the staff report.

Director Blackwell made a motion to deny the request of addition of a basketball hoop at Clubhouse 1. Director Laws seconded.

Discussion ensued.

Motion passed 5-1. Director Bhada recused.

ITEMS FOR FUTURE AGENDAS

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

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

CONCLUDING BUSINESS

Committee Member Comments

Director Choi Hoe announced the Korean American Association is hosting a free Arirang festival on November 16 at the Performing Arts Center at 3 p.m.

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, December 14, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:50 p.m.

Yvonne Horton

Yvonne Horton, Chair

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OPEN MEETING

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

**Wednesday, October 11, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter
UNITED: Alison Bok
Advisors: Carl Randazzo, Bill Walsh

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

1. Call to Order

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

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

The committee agreed to pull Items 8, 9, and 10 from the consent calendar to be discussed during Item 7. The agenda was approved with these changes.

4. Approval of Meeting Report from August 9, 2023

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

5. Chair's Remarks

Chair Karimi extended a welcome to all newly elected members to each of the Boards and expressed appreciation for the work staff and the committee have completed.

6. Member Comments

No member comments.

7. Department Head Update

Mr. West opened the discussion of Items 8, 9, and 10.

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.

All items were pulled for discussion.

8. Project Log

Mr. West answered questions regarding the Clubhouse 1 projects, the golf driving range, and Building E.

9. ChargePoint Summary

Mr. Mejia answered questions regarding the charging rates and cost of electricity.

10. Clubhouse Preventative Maintenance Inspection Report

Mr. Barnette answered questions regarding the level of detail included in the report. The committee directed staff to include more information about the status of work orders in the report.

Items for Discussion and Consideration:

11. Shepherd's Crook

Mr. West provided an update via PowerPoint to show photos of the work completed.

12. Repair Shop Electrical

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings.

13. Welding Shop

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings. Mr. West responded to questions

from the committee regarding power demand to the welding shop and fire safety.

14. Equestrian Center Arena Lighting

Mr. West gave a verbal update. Staff will consult with an engineer to have a design created for this project.

15. Golf Driving Range

Mr. West provided an update via PowerPoint to show the progress of the ongoing turf growth on the golf driving range.

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

- EMS Status Update
- MelRok Energy Management System
- Separate Metering for Community Center Vehicle Charging Stations

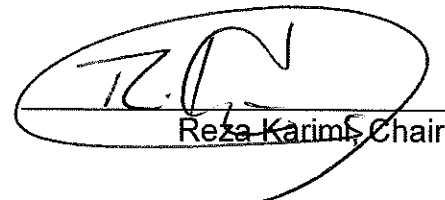
Concluding Business:

16. Committee Member Comments

No committee member comments were made.

17. Date of Next Meeting: Wednesday, December 13, 2023 at 9:30 a.m.

18. Recess – The meeting was recessed at 11:01 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Gan Mukhopadhyay, Co-Chair
Guy West, Staff Officer
Telephone: 949-597-4625

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

Tuesday, September 26, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Juanita Skillman, Anthony Liberatore

MEMBERS PRESENT ONLINE: Sue Stephens, S.K. Park, Rick Kopps (Towers Resident)

MEMBERS ABSENT: Elsie Addington, Moon Yun, Cash Achrekar, Gan Mukhopadhyay,

OTHERS PRESENT: Grace Stencel, Sandy Benson, Edward Green, Annie McCarry, Doug Gibson

STAFF PRESENT: Carmen Aguilar, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:37 a.m.

ACKNOWLEDGEMENT OF THE PRESS: None present

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

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

CHAIRS REMARKS: Chair Nuñez began his remarks by thanking the rest of the board as well as the audience for being present at today's meeting. Chair shared The Great Shake Out happening on Oct 19, 2023 at 10:19 AM. He did notify the audience Security Department currently has 6-10 earthquake kits for purchase. When an earthquake strikes Our Security, Department goes around performing a Windshield Survey- looking for critically infrastructure damage to buildings, and fallen trees etc. All the emergencies are then reported to the appropriate department. Communicating up to the chain of commands.

MEMBER COMMENTS: Members made comments

- Club House 3 Disaster Preparedness training
- Disaster Drills
- Good Neighbor Captain/ Club House Coordinator meetings
- Clarification on genetic term "Radio" should be changed to "Motorola Radio" to prevent confusion with amateur radio.

OFFICE MANAGER/ADVISOR:

RECRUITMENT / RETENTION / TRAINING: Director Skillman mention Residents should practice shelter in place in case of a disaster. Also, a reminder email should be sent out for Radio Drills 24hrs before. It was mentioned to have a meet and greet with the Good Neighbor Captains and the Club House Coordinators before Oct 19, 2023. This help to organize the Good Neighbor Captains accordingly to their geographic area. Director Skillman all mentioned, there is a FEMA bill in congress currently being reviewed for private communities like Laguna Woods Village to obtain Disaster Funds. Currently Laguna Woods Village is not eligible for FEMA assistance.

GRF BOARD: Director Skillman noted at the GRF meetings Shelter in Place is being pushed in place.

UNITED BOARD: Director Liberatore- Mentioned uniforms to better identify the first responders within the community. Uniforms would be a good idea.

THIRD BOARD: Nothing to Report

TOWERS: Rick Kopps- The Towers will be holding their monthly meeting today 9/26/23. Their topics will be earthquake awareness and having supplies to last for at least a week in case of an emergency.

PET EVACUATION SUBMIT COMMITTEE: Gate 11 will be hosting their monthly town hall meeting today 9/26/23 at CH2. Sandy Benson will be attending the meeting and handing out Life of Life form for crucial information.

DISCUSSIONS AND CONSIDERATIONS

Fire Blankets: Director Skillman-Prepare Hero is the company that makes fire suppression blankets. The cost approximately is \$30.00 per blanket there is a sliding scale when more are purchased. The most common fires occur in kitchen and this blanket is light weight and easy to use. This blanket is approximately 39X39 most of them are made from woven fiberglass material.

Antenna Status: Tom Siviglia here was a study completed by Carpentry and Eltrical and it was determined that the number of hours and staff exceed what they can do in house. Moving forward we will be out sourcing this project and obtaining quotes from different vendors at a reasonable cost.

ITEMS FOR FUTURE AGENDAS

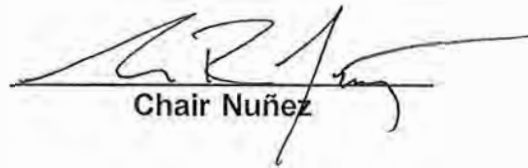
Tentatively and schedule permitting having OCFD personnel join our next DPTF meeting.

MEMBER COMMENTS: Multiple members made comments. Director Sue Stephens thanked the Chair for the introduction he made.

NEXT MEETING: November 28 at 9:30 a.m.

ADJOURNMENT: 11:51 a.m.

SUBMITTED BY:



Chair Nuñez

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

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

REPORT

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

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

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

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

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

1. Call Meeting to Order

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

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None

4. Remarks of the Chair

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

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

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

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

7. Department Head Update

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

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

- a. None.

9. Items for Discussion and Consideration

a. Building E History/Background

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

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

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

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

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

d. Discussion of Process to Determine Next Staff Relocation Plan

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

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

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

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

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

11. Committee Member Comments

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

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

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


James Hopkins, Chair

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

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