



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

**Tuesday, April 17, 2018 - 9:30 AM  
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

**NOTICE OF MEETING AND AGENDA**

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance – Director Baum**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. March 20, 2018 - Regular Open Session
  - b. March 23, 2018 – Special Open Session
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
- 9. Update from VMS – Director Sheinwold**
- 10. CEO Report**
- 11. Consent Calendar - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that 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. Architectural and Control and Standards Committee Recommendations:
  - (1) Recommendation to approve 5098 (Villa Paraisa, C13C\_1) Room Addition on Private Garden and Roof over Entry and Removal of Soffits and Ceilings
- b. Landscape Committee Recommendations:
  - (1) Approval of Tree Removal (2169-H Hicks) – Leyland Cypress
  - (2) Deny 3420-3E Calle Azul (Claude) – Southern Magnolia
  - (3) Approve 5152 Avenida Despacio (Kreter) Tree Removal and Non-Standard Landscape Design
  - (4) Deny 5435 Via Carrizo (Chang) – Jacaranda
- c. Finance Committee Recommendations:
  - (1) Approve Resolution to Record Lien against Member's ID; 931-681-71
  - (2) Approval of Resolution to File a Small Claims court against Member's ID; 931-681-71
- d. Approve the 2018 Election Dates for Martin & Chapman
- e. Approve Updated Third and GRF Committee Assignments

## **12. Unfinished Business – None**

## **13. New Business**

- a. Introduce a Resolution for Revised Alteration Standard 14:Fireplaces (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)
- b. Re-Introduce a Resolution for Revised Alteration Standard 18:Gutters & Downspouts (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

## **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report - Director Bruninghaus - Next Meeting May 1, 2018, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee - Director Walsh - Next Meeting April 23, 2018, at 9:30 a.m. in the Sycamore Room

- c. Report of the Maintenance and Construction Committee - Director Frankel - Next Meeting May 7, 2018, at 1:00 p.m. in the Board Room
  - Report of the Parking and Golf Cart Task Force - Director Frankel
  - Report of the Garden Villa Association Meeting – Director Walsh. Next meeting May 10, 2018, 10:00 a.m. in Clubhouse 5, Room 1
  - Report of the Garden Villa Rec. Room Subcommittee – Director diLorenzo. Next meeting April 18, 2018, at 9:00 a.m. in the Sycamore Room
- d. Report of the Landscape Committee - Director Tung - Next Meeting May 3, 2018, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings - Director Zalon - Next Hearing April 18, 2018, at 9:00 a.m. in the Board Room and 1 p.m. in the Pine Room
- f. Report of the Communications Committee - Director Baum - Next Meeting May 9, 2018, at 1:30 a.m. in the Board Room
- g. Report of the Energy and Technology Committee - Director Walsh - Next Meeting May 2, 2018, at 1:30 p.m. in the Cypress Room
- h. Report of the Water Subcommittee - Director Tung - Next Meeting June 12, 2018 at 11:00 a.m. in the Sycamore Room
- i. Report of the Resident Policy and Compliance Task Force - Director Baum - Next Meeting TBD

**15. GRF Committee Highlights**

- a. Community Activities Committee - Next Meeting May 10, 2018, at 2:00 p.m. in the Board Room
- b. Finance Committee – Director Parsons. Next Meeting April 18, 2018, at 1:30 p.m. in the Board Room
- c. Maintenance & Construction Committee - Next Meeting June 13, 2018 at 9:30 a.m. in the Board Room
  - PAC Ad Hoc Committee – Next Meeting TBA
- d. Media and Communications Committee - Next Meeting April 16, 2018 at 1:30 p.m. in the Board Room

- Thrive Project Task Force – Next Meeting April 18, 2018 at 9:30 a.m. in the Cypress Room
  - e. Mobility and Vehicles Committee-Director Frankel - Next meeting June 6, 2018, at 1:30 p.m. in the Board Room
  - f. Security and Community Access Committee – Director Bruninghaus. Next Meeting April 26, 2017, at 1:30 p.m. in the Board Room
    - Disaster Preparedness Task Force—Next meeting April 24, 2018, 9:30 a.m. in the Cypress Room
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are Resolutions on 30-day public review or items for a future Board Meetings. 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.*
- a. Introduce a Resolution for Alteration Standards for Garage Doors
  - b. Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes
  - c. Entertain a Motion to Approve a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (**MARCH initial notification – postpone 30-days (MAY) for Member comments and suggestions to conform to Civil Code §4360**)
  - d. Introduce a Resolution for Revised Alteration Standards for 19:Balcony Railing Paneling (**MARCH initial notification - postpone 30-days(MAY) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
  - e. Introduce a Resolution for a Policy on Closets and Partition Walls (**MARCH 20 initial notification - postpone 30-days (MAY) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
  - f. Introduce a Resolution for a Tree Topping Policy (**MARCH 20 initial notification - postpone 30-days (MAY) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
  - g. Introduce a Resolution for Electrical Use Reimbursement Policy Revision (**MARCH 23 initial notification - postpone 30-days (MAY) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

**17. Director's Comments**

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

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) March 20, 2018 – Regular Executive Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**

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

**March 20, 2018**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, March 20, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Susan Caine, Bunny Carpenter, John Frankel, Bert Moldow and Jules Zalon

Directors Absent: None

Staff Present: Brad Hudson, Chris Spahr, Kurt Wiemann and Cheryl Silva

Others Present: Dennis O'Connor (VMS)

**1. CALL TO ORDER**

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 a.m.

**2. PLEDGE OF ALLEGIANCE**

Director Frankel led the Membership in the Pledge of Allegiance.

**3. ACKNOWLEDGEMENT OF MEDIA**

The Globe and the Village Television Crew, by way of remote cameras, were acknowledged as present.

**4. APPROVAL OF AGENDA**

Director Caine made a motion to approve the agenda. Director Walsh seconded the motion.

Director Baum made minor corrections to staff reports 11e, 13f, and 13g. Director Parsons removed agenda item 13a to be sent back to Maintenance and Construction

Committee and removed agenda item 13b to be sent back to Architectural Control and Standards Committee. Director Walsh moved 12c to closed session.

President diLorenzo called for a vote to approve the corrected agenda and it passed by unanimous consent.

## **5. APPROVAL OF THE MINUTES**

- a. February 20, 2018 -- Regular Open Session
- b. February 23, 2018 -- Special Strategic Planning
- c. March 6, 2018 -- Special Meeting

Director Parsons made a motion, seconded by Director Bruninghaus to approve the minutes of February 20, 2018; Director Moldow made a motion, seconded by Director Bruninghaus to approve the minutes of February 23, 2018 and Director Moldow made a motion, seconded by Director Caine to approve the minutes of March 6, 2018, as presented. The motions to approve the minutes as presented passed by unanimous consent.

## **6. REPORT OF THE CHAIR**

President diLorenzo announced construction is happening in the Community. United is introducing the Handyman Program; however, Third Mutual is postponing this program to a later date.

## **7. OPEN FORUM**

Several Members spoke about the following: a report from the GVA meeting, broken mailboxes, communication, trust agreement meeting, vehicle parking violations, manor alteration process and one member thanked the board for their excellent job responding to residents.

## **8. RESPONSES TO OPEN FORUM SPEAKERS**

Several Directors responded to Member comments about the use of common area for improvements, members with complaints about parking violations should come to the Parking Committee or call Security, and the Communication Manager will be coming to the next GV Association Meeting to improve communications.

## **9. UPDATE FROM VMS**

Director O'Connor, VMS Director, reported from the VMS Board. The Community is getting older and needs repairs. There are many projects going on in the Community without an increase in our assessments thanks to the excellent management team under the direction of the CEO, Brad Hudson. The Community is entering into new era with new technology on the horizon.

## **10. REPORT OF THE CEO**

CEO, Brad Hudson, commented that heavy rains are coming. If residents need sandbags or to report any problems, they contact Resident Services. He updated the Board on the interviews for the Assistant General Manager position which will be

announced in the next two weeks. New Plan-a-Ride (on demand) scheduling technology, new 8 passenger buses, new fleet management software, new technology in the security vehicles, upgraded internet speed and increased bandwidth by removing analog will be coming soon. Residents with analog televisions should call staff to help them remove it from your manor. General Services is cleaning trash areas/ trash chutes and looking to improve the bulky item pick-up program. Residents should call Resident Services if they see bulky items by the trash bins.

## **11. CONSENT CALENDAR**

### **11a. Architectural Control and Standards Committee Recommendations:**

(1) Recommendation to approve 3191-D (La Reina, PL804RA) Replace Existing Enclosed Rear Patio with Room Addition

### **RESOLUTION 03-18-26**

#### **Variance Request**

**WHEREAS**, Mr. and Mrs. Richard and Heidi Penkava of 3191-D Via Buena Vista, a La Reina style Manor, are requesting Board approval of a variance to construct a room addition on the same footprint as the existing enclosed rear patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, 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 February 26, 2018; and

**NOW THEREFORE BE IT RESOLVED**, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing enclosed rear patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. A Mutual Consent for Manor Alterations has been granted at **3191-D for Rear Patio Room Addition**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
2. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
3. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos

Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

4. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement. They shall also include all necessary connections and flashings to adjacent buildings.
5. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
6. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
7. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
8. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
9. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).

10. No improvement shall be installed, constructed, modified or altered at Manor 3191-D, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
11. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
12. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3191-D and all future Mutual members at 3191-D.
13. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
15. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
16. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

17. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
18. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
23. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
24. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
25. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
26. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
27. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements

(2) Recommendation to approve 3238-B (La Reina, SM903B) Room Addition on Front Patio

**RESOLUTION 03-18-27**  
**Variance Request**

**WHEREAS**, Mr. Chien Wang of 3238-B San Amadeo, a La Reina style manor, is requesting Board approval of a variance to construct a room addition on the same footprint as the existing covered front patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, 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 February 26, 2018; and

**NOW THEREFORE BE IT RESOLVED**, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing covered front patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing construction methods or materials such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
2. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
3. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
4. No improvement shall be installed, constructed, modified or altered at Manor 3238-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
5. A Mutual Consent for Manor Alterations has been granted at 3238-B for Room Addition on Front Patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
6. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash,

- removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
7. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3238-B and all future Mutual members at 3238-B.
  8. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
  9. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
  10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
  11. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
  12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
  13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
  14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna

Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
17. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
18. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
19. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
20. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied

against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

21. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
22. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
23. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
24. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.
25. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
26. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
27. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
28. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

29. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

(3) Recommendation to approve 5037 (Villa Reposa, C11RC) Room Addition and Patio Cover on Rear Patio

**RESOLUTION 03-18-28**  
**Variance Request**

**WHEREAS**, Mr. Reza Karimi of 5037 Avenida Del Sol, a Villa Reposa style manor, is requesting Board approval of a variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on February 16, 2018, 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 February 26, 2018; and

**NOW THEREFORE BE IT RESOLVED**, on March 20, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition and patio cover on the same footprint as the original patio shown on the building's condominium plan, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. The eaves on the rear of the alteration room addition shall be 6 inches or less.
2. No improvement shall be installed, constructed, modified or altered at Manor 5037, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any

improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

3. A Mutual Consent for Manor Alterations has been granted at 5037 for Room Addition and Patio Cover on Rear Patio, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5037 and all future Mutual members at 5037.
6. or to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
7. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
8. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
9. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.

10. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
11. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
12. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
13. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be

either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.

17. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
18. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
19. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
20. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
21. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards.

See <http://www.lagunawoodsvillage.com>.

22. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
23. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
24. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
25. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
26. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

**11b. Landscape Committee Recommendations:**

- (1) Approve Request for Tree Removal (3060-C Radke)

**RESOLUTION 03-18-29**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 3060-C; and

**NOW THEREFORE BE IT RESOLVED**, *March 20, 2018*, the Board of Directors approved a request for the removal of one Weeping Fig tree;

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

(2) Approve Tree Removal at Owner's Costs (3110-D Spinogatti)

**RESOLUTION 03-18-30**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3110-D at owner's cost; and

**NOW THEREFORE BE IT RESOLVED**, *March 20, 2018*, the Board of Directors approved a request for the removal of three Queen Palm trees at owner's cost;

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

(3) Approve Request for Tree Removal (3436-P Costeens)

**RESOLUTION 03-18-31**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 3436-P; and

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, the Board of Directors approved a request for the removal of two Fern Pine trees;

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

(4) Deny Appeal for Tree Removal (5493-A Sohn)

**RESOLUTION 03-18-32**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5493-A; and

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, the Board of Directors denied a request for the removal of two Southern Magnolia trees;

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

(5) Deny Request for Tree Removal (5055 Gasser)

**RESOLUTION 03-18-33**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.

- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to deny the request to remove the trees located at 5055; and

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, the Board of Directors denied a request for the removal of three Fern Pine trees;

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

(6) Approve Tree Removal at Owner's Costs (5593-B Nitkin)

**RESOLUTION 03-18-34**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 1, 2018, the Landscape Committee recommended to approve the request to remove two trees located at 5593-B at owner's cost; and

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, the Board of Directors approved a request for the removal of one Carrotwood tree and one Evergreen Pear at owner's cost;

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

**11c. Finance Committee Recommendations:**

(1) Approve Resolution to Record Lien against Member's ID; 932-310-93

**RESOLUTION 03-18-35**  
**Recording of a Lien**

**WHEREAS**, Member ID 932-310-93; 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**, March 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-93 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.

**11d. Maintenance and Construction Committee Recommendations:**

(1) Deny Red Curb Removal Appeal at B3304 (CDS 325)

**11e. Entertain a Motion to Approve the 2018 Election Calendar**

Director Parsons made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Zalon. Director Walsh made a motion, seconded by Director Parsons, to remove item 11e from the consent calendar for corrections. The motion passed by unanimous consent.

**12. Unfinished Business**

**12a.** Introduce a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

**Resolution 03-18-XXX**

**Policy for Alteration of Attics, Soffits and Suspended Ceilings**

**WHEREAS**, the Board of Directors of Third Laguna Hills Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

**WHEREAS**, the Board, through Resolution 03-17-77, adopted and implemented the Common Area Use Policy which restricts the Board from granting use of common area for alterations;

**WHEREAS**, the Davis-Stirling Common Interest Development Act ("Act") defines the area above and outside the interior surface of a Manor as common area and Staff receives numerous requests for alterations, including but not limited to, removing suspended ceilings and soffits which, if done, would encroach into this common area;

**WHEREAS**, the Board has consulted with Staff and legal counsel and determined that the Act permits the granting of exclusive use of use of common area that is generally inaccessible within the interior of the structure and not of general use to the membership at large and transfers the responsibility of maintenance and management to the Owner; and

**WHEREAS**, the Board has determined that the area below the structural members and above suspended ceilings and soffits meets these requirements.

**NOW THEREFORE, BE IT RESOLVED**, March 20, 2018, that the Board of Directors hereby introduces the following Resolution for establishment of the Policy for Alteration of Soffits and Suspended Ceilings;

**RESOLVED FURTHER**, an alteration which removes suspended ceilings and soffits that does not negatively affect, or encroach upon, structural members or the structural soundness of the structures that meets the criteria set forth in the Third Architectural Review Procedures may be approved by Staff through the Mutual Consent process;

**RESOLVED FURTHER**, any such alteration, with the exception of alterations permitted by existing and future Mutual Standards, shall not include any alteration of the structural members or protrude into or affect any space above the lowest part of the structural members; and,

**RESOLVED FURTHER**, the area above the structural members or outside of the walls of a manor, referred to as attics and crawl spaces, are common area and may not be used for alterations without prior approval of the Board,

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

**MARCH 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 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution on a policy for alterations of attics, soffits and suspended ceilings for 30-day review. The motion was seconded by Director Bruninghaus.

Discussion ensued among the Directors.

Director Moldow suggested adding "within the interior of the structure" to paragraph 4 of the resolution.

Director Walsh suggested we have the attorney look at this resolution during closed session.

The resolution was introduced for 30-day review.

**12b. Contract Award for Trash Chute Repairs in 3-story buildings**

Director Baum read the following resolution:

**Resolution 03-18-36**

**Contract Award for 3-Story Building Trash Chute Repairs**

**WHEREAS**, on May 24, 2017, staff was directed to pursue quotes for the cleaning of trash chutes in all three story buildings. During the contractor inspection many existing doors and chutes were found in need of major repair due to repeated usage, and age. Additionally, during initial construction, some trash chute doors were not properly installed in the correct configuration and needed to be modified;

**WHEREAS**, on February 5, 2018, the Maintenance and Construction Committee directed staff to bring back a recommendation for a contract award to repair the trash chutes as cleaning has now been completed; on February 13, 2018, the cleaning of all 81 LH-21 and Garden Villa style building trash chutes was completed; and

**WHEREAS**, on March 5, 2018, the Maintenance and Construction Committee voted unanimously to recommend the Board approve the necessary trash chute repairs at all 3-story buildings.

**NOW THEREFORE IT BE RESOLVED**, on March 20, 2018, that the Third Board of Directors hereby approves a supplemental appropriation in an amount not to exceed \$336,680 from the Unappropriated Expenditures Fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings; and

**RESOLVED FURTHER**, the price breakdown for the LH-21 and Garden Villa buildings are based on the recommended improvements at each building. Each discharge room and trash chute will receive the specific repairs needed to meet the code standards; 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 Baum made a motion to authorize a resolution for supplemental appropriation in the amount of \$336,680 from the unappropriated expenditures fund and award a contract to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in al LH-21 and Garden Villa buildings. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

President diLorenzo called for the vote and the motion passed by unanimous consent.

Agenda item **12c.** Entertain a Motion to Introduce a Resolution to Award a Contract for Shepherds Crook extension to Wall was moved to closed session.

### **13. New Business**

Agenda Item **13a.** Introduce a Resolution for Revised Alteration Standards for 12:Exterior Wall Attachments was removed and sent back to the Maintenance and Construction Committee for review.

Agenda Item **13b.** Introduce a Resolution for Revised Alteration Standards for 18:Gutters & Downspouts was removed and sent back to the Architectural Control and Standards Committee for review.

**13c.** Introduce a Resolution for Revised Alteration Standards for 19: Balcony Railing Paneling (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

**RESOLUTION 03-18-XX**  
**Balcony Railing Paneling Policy and**  
**Revised Alteration Standard Section 19 – Balcony Modesty Paneling**

**WHEREAS**, the Architectural Controls and Standards Committee endeavors to promote architectural and aesthetic consistency through the Mutual;

**WHEREAS**, the installation of various types of materials for balcony railing panels on balconies has led to an inconsistent aesthetics within the Mutual;

**WHEREAS**, during the Prior-to-Paint Program members are required to remove balcony railing panels to allow Staff access to paint the railings; upon completion of painting, Members are permitted to replace the panels after painting;

**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 19: Balcony Modesty Paneling.

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, the Board of Directors introduces this Resolution that shall only allow the installation of balcony railing panels per Alteration Standard Section 19;

**RESOLVED FURTHER**, the Prior to Paint Program requires Members to remove balcony railing panels from the balcony so the painting crews can complete their work;

**RESOLVED FURTHER**, when the Member requests to replace the balcony railing panels, unless the existing paneling is metal, permanently attached to the railing, and painted by Staff in the Paint Program, they will be required to conform with Alteration Standard Section 19 to maintain uniformity throughout the community;

**RESOLVED FURTHER**, that the Board of Directors hereby introduces the following Alteration Standard Section 19 – Balcony Railing Panels;

## **1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

## **2.0 APPLICATIONS**

- 2.1** All balcony railing panels shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling must cover the railing completely from side to side, and shall not extend beyond any existing railing.
- 2.3** All paneling shall be rigid and easily removable.
- 2.4** Paneling shall be of white vinyl lattice only as manufactured by Veranda® or Dimensions®; existing attached metal panels that are painted to match the color of the wall to which the railing is attached may remain.
- 2.5** Paneling shall be attached to the inside portion of handrails.

**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.

**MARCH 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 30-days from the postponement to comply with Civil Code §4360.**

Director Baum made a motion to introduce a resolution to revise Alteration Standard Section 19 – Balcony Modesty Paneling. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

The resolution was introduced for 30-day review.

**13d. Introduce a Resolution for a Policy on Closets and Partition Walls (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)**

Director Baum read the following resolution:

**RESOLUTION 03-18-XXX**  
**Closets and Interior Partition Walls Policy**

**WHEREAS**, the Architectural Control and Standards Committee directed Staff to create a policy pertaining to closets and interior partition walls for members who are proposing to repurpose or relocate a closet or partition wall within their Manor.

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, that the Board of Directors of this Corporation hereby introduces the following Closets and Partition Walls Policy; and

**RESOLVED FURTHER**, architectural drawings shall be provided for approval to the Alterations Division Office for review and to meet the intent of this policy, for all non- load-bearing wall (partition wall) revisions including but not limited to closets or panel walls, prior to issuance of a Mutual Consent from the Alterations Department and before construction begins; and

**RESOLVED FURTHER**, Staff shall thoroughly review the submitted drawings; if Staff determines that the proposed alteration does not affect load bearing walls or alter the original purpose of the room(s), meets the intent of this policy, and conforms to all pertinent Alteration Policies, Staff may issue a Mutual Consent; and

**RESOLVED FURTHER**, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a Variance for review by the Architectural Controls and Standards Committee; and

**RESOLVED FURTHER**, all proposals of load-bearing wall revisions will require Board approval via the Variance process; and

**RESOLVED FURTHER**, any proposed wall revision that would create a new room or change the use of a room will require Board approval through the Variance process; 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.

**MARCH 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 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for a Closets and Interior Partitions Policy. The motion was seconded by Director Moldow.

Discussion ensued among the Directors.

The resolution was introduced for 30-day review.

**13e.** Introduce a Resolution for a Tree Topping Policy (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

Director Baum read the following resolution:

**RESOLUTION 03-18-xx**  
**Tree Topping Policy**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on March 20, 2018, at which a quorum of the Board was present;

**WHEREAS**, pursuant to the Mutual's Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual's common areas, including the landscaping and trees;

**WHEREAS**, the Third Mutual Landscape Committee recommended the establishment of a "No Tree Topping" Policy for trees in Third Mutual, with the following exceptions:

1. Staff would be authorized to 'top' a tree to treat or eliminate an insect or disease infestation; and
2. Staff would be authorized to 'top' a tree that has already been topped and is deemed to not be a candidate for restoration trimming; and
3. Staff would be authorized to evaluate stands of trees in selected areas where view obstruction is an issue and recommend select removal of certain trees

March 20, 2018

within the grouping to improve views and still preserve the overall look and intent of the grouped plantings.

**NOW, THEREFORE BE IT RESOLVED**, March 20, 2018, that the Board of the Mutual hereby approves the "No Tree Topping" policy for the management of trees within the Mutual's common areas.

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

**MARCH 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 30-days from the postponement to comply with Civil Code §4360.**

Director Baum made a motion to introduce a resolution establishing a "No Tree Topping" policy for trees in Third Mutual. The motion was seconded by Director Tung.

Discussion ensued among the Directors.

Director Frankel asked that the follow wording be change in item 3. "recommend select removal of certain trees"

The resolution was introduced to 30-day review.

**13f. Approve an Unbudgeted Expenditure for 2018 Fumigation Program**

By consensus, the Board is postponing this agenda item for more clarification. This agenda items should be returned to the Maintenance and Construction and Finance Committees for more accurate numbers.

**13g. Entertain a Motion to Approve a Resolution for Electrical Use Reimbursement Policy Revision**

Director Baum read the following resolution:

**Resolution 03-18-XX**  
**Revised Electricity Usage Reimbursement Policy**

**WHEREAS**, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

**WHEREAS**, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit Third Mutual policy;

**NOW THEREFORE BE IT RESOLVED**, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

**RESOLVED FURTHER**, that Resolution 03-11-48 adopted April 19, 2011, 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 the purpose of this resolution.

Director Baum made a motion to introduce a revised Electricity Usage Reimbursement Policy and resolution which will offer a standard reimbursement rate on a per room basis, for excess electricity used during moisture intrusion events where dry-down of the property is required. The motion was seconded by Director Tung and by consensus introduced.

Discussion ensued among the Directors.

By consensus, the Board asked that this agenda item be sent back to the Maintenance and Construction Committee for more clarification on the source of the leak and what is actually covered and to change the word United to Third in paragraph two.

**13h. Receive and File the Maintenance and Construction Department Policy and Procedure for Rodent Activity**

Director Baum, Secretary of the Board, read the following procedure and policy:

**Procedures for Sealing Attic & Building  
Exteriors Due to Rodent Activity**

The purpose of this document is to define the procedure of Third Laguna Hills Mutual regarding the treatment and control of rodents.

The Mutual shall continue to be responsible for controlling exterior pests inhabiting Mutual- controlled property, including termites, bees, wasps, and rodents.

When a member/resident contacts Resident Services due to possible rodent activity in their attic or around their Manor, the following events will occur:

- Resident Services will simultaneously create an **IN102 Exterior Rodent Inspection** (staff assignment) and a **4304 Rodent Problem Reported** (service order).
- The Pest Management staff (WC 560) will place bait boxes around the Manor. The bait boxes are left in place for 6-8 weeks in order to draw all rodents out of the attic or away from the Manor.
- The Pest Management staff will notify Grounds Maintenance (WC 530) if there are any trees or shrubs too close to the structure that may be providing rodent access to buildings so that they may be trimmed or removed.
- The Maintenance Operations Inspector (WC 910) will inspect the building for evidence of rodents and any possible access areas. A visual inspection of the attic will take place as necessary.
- If rodent activity is found, the Maintenance Operations Inspector will create and schedule a service order for (WC 912) Carpentry to seal all open access areas around the building.
- The Maintenance Operations Inspector will notify the Roofing Program Coordinator in the Projects Department to have the roofing contractor **seal all access areas** on roof.
- The exterior of buildings are also inspected and **sealed as necessary** during the annual Prior to Paint Program for the buildings scheduled on the Paint Program each year.
- Resident Services will open a **6872 Bird/Animal in Wall** or **4315 Dead Animal Reported** service order when requested by residents. Animal carcasses found in the attic or walls are removed by the Carpentry Department. Animal carcasses found around the exterior of the building are removed by Pest Management.

By consensus, the Board accepted staff recommendation to receive and file the Maintenance and Construction Department policy and procedure for sealing attic and building exteriors due to rodent activity .

Discussion ensued among the Directors.

#### **14. Committee Reports**

##### **14a. Report of the Finance Committee/Financial Report**

Director Parsons reported from the Finance Committee and presented the Treasurer's Report and the Resale/Leasing Reports. The next meeting will be May 1, 2018, at 1:30 p.m. in the Board Room.

##### **14b. Report of the Architectural Control and Standards Committee**

Director Parsons reported from the Architectural Control and Standards Committee. The next meeting will be March 26, 2018, at 9:30 a.m. in the Sycamore Room.

##### **14c. Report of the Maintenance & Construction Committee**

Director Moldow reported from the Maintenance and Construction Committee. Appeals of the red curb removal continue, resident reimbursement policy, chargeable services available for low flow toilets and water heater replacement, unbudgeted expenditure for 2018 fumigation program, coin operated commercial dryer replacements, 3-story building address signs and spark arrestors. The next meeting will be April 2, 2018, at 1:00 p.m. in the Board Room and the committee will start meeting monthly.

- Director Frankel reported from the Parking and Golf Cart Task Force.
- Director Moldow reported from the Garden Villa Rec. Room Subcommittee. The next meeting will be April 18, 2018, at 9:00 a.m. in the Sycamore Room.

##### **14d. Report of Landscape Committee**

Director Tung reported from the Landscape Committee, presented long term and this year goals. The next meeting will be April 5, 2018, at 9:00 a.m. in the Board Room.

##### **14e. Report of the Laguna Woods Village Traffic Hearings**

Director Frankel reported from the Laguna Woods Village Traffic Hearings. The next Hearing will be April 18, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.

##### **14f. Report of the Communications Committee**

Director Baum reported from the Communications Committee and gave the phone numbers residents can call for resident services, community services and compliance. The next meeting will be May 9, 2018, at 1:30 a.m. in the Board Room.

##### **14g. Report of the Energy and Technology Committee**

Director Walsh reported from the Energy and Technology Committee. The Committee will be interviewing energy consultants and addressing street lighting. The next meeting will be May 2, 2018, at 1:30 p.m. in the Cypress Room.

##### **14h. Report of the Water Subcommittee**

Director Tung reported from the Water Subcommittee and presented the latest

water bill data. The next meeting will be April 10, 2018, at 11:00 a.m. in the Cypress Room.

**14i. Report of the Resident Policy and Compliance Task Force**

Director Baum reported from the Resident Policy and Compliance Task Force. The next meeting date TBD.

**15. GRF COMMITTEE HIGHLIGHTS**

Members reported on the following GRF Committees.

**15a. Community Activities Committee** – The next regular meeting is May 10, 2018 at 2:00 p.m. in the Board Room. Director Zalon reported on the current events offered by the Recreations and Special Events Division. Bluebird Box Replacement within Third Mutual is on the closed agenda

**15b. Finance Committee** – The next meeting will be April 18, 2018, at 1:30 p.m. in the Board Room.

**15c. Maintenance & Construction Committee** – The next meeting will be April 11, 2018 at 9:00 a.m. in the Board Room. Director Moldow reported from the GRF M&C Committee.

**15d. Media and Communications Committee** – The next meeting will be April 16, 2018, at 1:30 p.m. in the Board Room. Director Baum reported on the plan to expand the bandwidth by deleting the analog channels and the terms of our contracts with the networks.

**15e. Mobility & Vehicles Committee** – The next meeting will be April 4, 2018, at 1:30 p.m. in the Board Room.

**15f. Security and Community Access Committee** – The next meeting will be April 26, 2018, at 1:30 p.m. in the Board Room. Director Bruninghaus reported the Committee passed the golf cart policy and non-return of ID cards and stickers.

- Disaster Preparedness Task Force. The next meeting is March 27, 2018, 9:30 a.m. in the Cypress Room. Senior Summit will be 8:30 a.m. on April 20, 2018.

**16. FUTURE AGENDA ITEMS**

**16a.** Introduce a Resolution for Alteration Standards for Garage Doors

**16b.** Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes

**16c.** Re-Introduce a Resolution for Alteration Standards for 12: Exterior Wall Attachments

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- 16d. Introduce a Resolution for an Anti-Discrimination Policy
- 16e. Entertain a Motion to Approve the 2018 Election Calendar
- 16f. Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area
- 16g. Adopt a resolution to Require Mandatory Water heater Replacement During Resales
- 16h. Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in the Three Story Buildings.
- 16i. Adopt a Resolution to Require Interior Pest Control Policy
- 16j. Adopt a Resolution for Alteration Standards for 11: Exterior Door Covering
- 16k. Adopt a Resolution for Alteration Standards for 13: Fences, Wrought Iron
- 16l. Adopt a Resolution for Alterations Standards for 17: Gates
- 16m. Adopt a Resolution for Revised Alterations Standards for 21: Patio Slabs

#### 17. DIRECTORS' COMMENTS

There were no comments from the Directors.

#### 18. RECESS

The Board recessed at 12:57 p.m. and reconvened into Executive Session at 1:30 p.m.

#### Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the February 20, 2018 Regular Executive Session, the Board approved the minutes of January 16 and 19, 2018; discussed litigations, personnel, and Member disciplinary issues.

#### 19. ADJOURNMENT

With no further business to come before the Board of Directors, the meeting was adjourned on March 20, 2018 at 5:26 p.m.



Burt Baum, Secretary of the Board  
Third Mutual Laguna Hills



**SECTION 19 BALCONY MODESTY RAILING PANELING**  
**JANUARY 1989**

**APRIL 1996, RESOLUTION M3-96-28**  
**REVISED JANUARY 2007, RESOLUTION 03-07-01**  
**REVISED APRIL 2011, RESOLUTION 03-11-50**  
**GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49**  
**GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX**  
**REVISED FEBRUARY MARCH 2018, RESOLUTION 03-18-XX**

**1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval

~~indicating all work to be done, i.e., size, location, description and specifications.~~

- 1.6 ~~**DUMPSITES:**~~ The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas **"BROOM CLEAN"** daily. ~~**USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**~~ Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 ~~**CONTRACTOR:**~~ Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 ~~**CONTRACTOR'S CONDUCT:**~~ Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

- 2.1 All ~~balcony modesty railing panels will~~ shall be attached directly to the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2 Paneling height may be up to one foot lower than the top railing; and ~~must reach fully to extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will~~ must cover the railing completely from side to side, and ~~will~~ shall not extend beyond any existing railing.
- 2.3 All paneling ~~will~~ shall be rigid and easily removable.
- 2.4 ~~Corrugated fiberglass, masonite, and other such less weather-proof items will not be permitted.~~
- 2.54 Paneling may be of white vinyl lattice only as manufactured by Veranda® or Dimensions®; or existing attached ~~metal panels that that has no openings or gaps and is are painted to match the color of the wall to which the railing is attached~~ may remain.
- 2.65 Paneling ~~will~~ shall be attached ~~only to the inside portion of handrails.~~

March 20, 2018



March 14, 2018

«Name»  
«Address1»  
«Address2»

Re: Building «XXXX», Laguna Woods Village  
**EXTERIOR PAINT PROGRAM NOTIFICATION**

Dear  
«Salutation»,

This is a courtesy notice to advise you that your building will be addressed as a part of the Third Laguna Hills Mutual 2018 Exterior Paint Program. To maximize efficiencies, a series of projects will be coordinated with the scope of the paint program. These programs include building inspections, dry rot prevention and repair, and decking repair. You will receive further notification at a later date as to the exact dates that your building will be scheduled for these projects during the course of the year.

#### **Painting Process and Color Selection**

The painting process will include pressure washing, preparation and painting of exterior components of the building. The Mutual's representative will contact you in advance of the work to request your vote for the paint colors to be applied to the building. You will be shown a selection of Board approved colors from which you will be asked to cast your vote. Further details of the color selection process will be provided by the Mutual's representative at a later date.

#### **Dry Rot Prevention and Repair**

To protect the structural integrity of your building, the Mutual will perform inspections to determine the extent of work that will be required to remove and/or repair dry rot damaged materials. Necessary repairs that are the Mutual's responsibility will be performed when possible prior to painting of the building. In some cases it may be necessary for members to remove alterations to allow the Mutual to conduct repairs to Mutual property.

Structural alterations: Mutual members are responsible for ensuring that all structural alterations to their manor, including patio covers, are in a state of good repair prior to painting. Structural alterations will not be painted by the Mutual. Such alterations must be repaired and painted by the responsible member.

Deck Coating: Previously coated decking surfaces will be re-coated during the paint program cycle. Re-coating of the decking will require the removal of flooring materials such as indoor/outdoor carpet. The replacement of non-standard flooring material is the responsibility of the manor owner, not the Mutual. Members who wish to install flooring material over the patio or balcony floor should contact Resident Services in the Laguna Woods Village Community Center before proceeding.

**Balcony Railing Covers:** All balcony railing panels or screening (privacy panels) must be removed prior to painting. Effective April 17, 2018, only white lattice panels, per Alteration Standard #19, may be installed after the paint is complete. Members who wish to install balcony railing panels must contact the Alterations Division before proceeding (597-4616).

We will strive to coordinate the above work to minimize resident disruption. We thank you in advance, for your patience and cooperation. You may direct any questions to the Maintenance Programs Coordinator, Melody Thomas at 949-268-2286.

Sincerely,

*Maintenance  
Operations*

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

**Friday, March 23, 2018 - 9:30 AM  
Laguna Woods Village Community Center, 24351 El Toro Road  
Willow Room**

**The purpose of this meeting is to discuss and consider the resolutions introduced  
in February, 2018 that are on 30-day notification.**

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Members Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Steve Parsons, Roy Bruninghaus, Bert Moldow, Jules Zalon, and Susan Caine (arrived at 9:42 a.m.)

Bill Walsh left the meeting at 9:37 a.m. to attend the PAC Task Force Meeting

Others Present: Brad Hudson, Kurt Wiemann and Cheryl Silva

1. President diLorenzo called the meeting to order and announced that a quorum was present.
2. President diLorenzo led the Pledge of Allegiance
3. **Approval of Agenda**  
Director Parsons made a motion to approve the agenda. The motion was seconded by Director Zalon. Director Bruninghaus requested to add agenda item 6i. Revised Electricity Usage Reimbursement Policy.
4. **Open Forum (Three Minutes per Speaker)**  
There were no Members present.
5. **Responses to Open Forum Speakers--none**

**6. Unfinished Business**

- 6a. Entertain a Motion to Adopt a Resolution to Require Mandatory Water Heater Replacement (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-37  
Water Heater Replacement During Resale**

**WHEREAS**, Third Laguna Hills Mutual has experienced significant damages to both Mutual and Members' property from the failure of aging water heaters; and

**WHEREAS**, Third Laguna Hills Mutual has determined that the majority of those failed water heaters are older than 10 years and beyond the term of the manufacturer's warranty; and

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of the Corporation hereby introduces a policy directing the Alterations Department to perform interior inspections during the resale process to verify the age of water heaters; and

**RESOLVED FURTHER**, Members will be required to replace all water heaters, at their expense, that are found to be in service over 10 years, of an indeterminable age, or in disrepair; Village Management Services Inc. will make available several avenues for Members to replace the water heater; and

**RESOLVED FURTHER**, Effective January 1, 2019, the replacement of a water heater during resale is mandatory; and

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

**FEBRUARY Initial Notification  
30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Moldow made a motion to adopt a resolution to require mandatory water heater replacement. The motion was seconded by Director Parsons and passed by unanimous consent.

- 6b. Entertain a Motion to Adopt a Resolution to Include Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three-Story Buildings (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-38**  
**Care & Maintenance of Patios, Balconies, Breezeways  
& Walkways in Garden Villa Style Three Story Buildings**

**WHEREAS**, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

**WHEREAS**, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete and other materials to match the existing walkways;

**WHEREAS**, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings; and,

**WHEREAS**, the Garden Villa policy compliments the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117).

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts the "Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style Three Story Buildings Policy," as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that this policy applies to Garden Villa Buildings that have been renovated; and

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

**February Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to adopt a resolution to adopt a resolution to include amendments to the policy for care and maintenance of patios, balconies, breezeways and walkways in there-story building. The motion was seconded by Director Moldow and passed by unanimous consent.

- 6c. Entertain a Motion to Adopt a Resolution to Require Interior Pest Control Policy (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**Resolution 03-18-39**  
**Interior Pest Control Policy**

**WHEREAS**, it is the resident's responsibility to eradicate pests in an individual manor; however, there is no formal policy in place to address such matters; and,

**WHEREAS**, establishing a policy would enable staff to efficiently and effectively administer pest eradication measures should the need arise, including multi-unit building infestation, as well as effectively set an expectation level for residents regarding responsibilities on pest control issues in their manors.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation adopts an Interior Pest Control Policy 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.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to require interior pest control policy. The motion was seconded by Director Zalon and passed by unanimous consent.

- 6d. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 10: Exterior Doors (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-40**  
**Revise Alteration Standard Section 10 – Doors, Exterior (Swing)**

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

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

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to

Alteration Standard Section 10 – Doors, Exterior (Swing);

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.

**2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

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

**2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass or vinyl clad material. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

**3.3** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

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

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

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

**RESOLVED FURTHER**, Resolution 03-02-22, 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 as written.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to adopt a resolution for alteration standard section 10: Exterior Doors. The motion was seconded by Director Bruninghaus and passed by unanimous consent.

- 6e. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 11: Exterior Floor Covering (**FEBRUARY initial notification 30 day notification to comply with Civil Code §4360 has been satisfied**)

**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;

**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., shall be used 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** Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.~~

**2.6** A four inch mow strip will be left (set back) on all patio slab coverings.

**2.7** 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 or inspection as may be required.

**3.3** Members assume all responsibility for tile that cracks or becomes 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.

**3.7** Floor coverings are installed by the Members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility; and

**RESOLVED FURTHER**, Resolution 03-02-22, 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.

#### **FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution for Alteration Standard Section 11: Exterior Floor Coverings. The motion was seconded by Director Parsons. Director Moldow made an amendment to strike 2.5 from the resolution and the standard. The motion was seconded by Director Parsons.

Discussion ensued among the Directors.

The motion passed by unanimous consent.

6f. Entertain a Motion to Adopt a Resolution for Alteration Standard Section

13: Fences, Wrought Iron (FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied)

**RESOLUTION 03-18-42**

**Revise Alteration Standard 13 – Fences, Wrought Iron**

**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 13 – Fences, Wrought Iron.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 13 – Fences, Wrought Iron;

**2.0 APPLICATIONS**

**2.1** No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.

**2.2** All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.

**2.3** All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.

**2.4** Attachments to buildings shall be lags only, predrilled and sealant applied. Sealant shall keep all moisture from entering the structure. All connections shall be galvanized or stainless steel.

**2.5** Wrought iron fencing may be installed as part of a block wall. See Standard Section 6 for block walls.

**2.6** Openings with gates are permissible. Openings may only open onto designated pathways.

**2.8** All wrought iron shall be painted in accordance with the Mutual's painting policy; black, white, or the color of the wall of which it's attached. If existing wrought iron fencing or gates are present on the subject building, the color of these fences and gates shall set precedence.

**2.9** Removal of decorative wrought iron over windows and security bars over windows is permitted.

### **3.0 SPRINKLER REVISIONS**

**3.1** Sprinklers will be revised only by the managing agent's landscape crews; the cost of such revisions shall be at the expense of the resident owner of that unit.

**3.2** No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and any sprinkler systems added shall not be connected to the Mutually-owned system; and

**RESOLVED FURTHER**, Resolution 03-13-74, adopted July 16, 2013, is hereby superseded and canceled; and

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

#### **FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to approve a resolution for alteration standard section 13: Fences, Wrought Iron. Director Bruninghaus seconded the motion and it passed by unanimous consent.

- 6g. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 17: Gates (**FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied**)

### **RESOLUTION 03-18-43**

#### **Revise Alteration Standard Section 17 - Gates**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to Revise Alteration Standard Section 17 – Gates.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 17 - Gates;

### **2.0 APPLICATIONS – PATIO WALLS**

**2.1** No single gate will be of two pieces or require more than three hinges for attachments.

**2.2** All gates, other than wrought iron, will be painted to match the color of the wall or the building in accordance with Mutual painting policy. Gates shall matching existing gates and fences.

**2.3** Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.

**2.4** Gates will be constructed of vinyl or wrought iron only.

**2.5** Gates shall match existing design and construction.

**2.6** Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiused finished tops.

**3.0 APPLICATIONS – PATIO RAILINGS in Three Story Buildings**

This Section Addresses Gates Cut Into Existing Metal or Wood Patio Railings in Three Story Buildings.

**3.1** Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.

**3.2** A site inspection by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.

**3.3** The opening cut into the railing for the gate must be a minimum of 24 inches and a maximum of 36 inches wide.

Director Parsons made a motion to approve a resolution for alteration standard section 17: Gates. Director Moldow seconded the motion and it passed by unanimous consent.

- 6h. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 21: Patio Slabs (**FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-44**

**Revise Alteration Standard Section 21 Patio Slabs**

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

**WHEREAS**, the Architectural Controls and Standards Committee

recognizes the need to Alteration Section 21 Patio Slabs.

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

## **2.0 PREPARATIONS**

**2.1** In each case, the site will be inspected prior to work for adjustments pertaining to this section.

**2.2** No slab will be allowed that will hinder yard drainage.

**2.3** No slab will be allowed in areas where access for maintenance is required.

**2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

## **3.0 APPLICATIONS**

**3.1** Patios may be constructed of a concrete slab or interlocking concrete pavers only.

**3.2** Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.

**3.3** Concrete slabs will be 4" minimum thick and will be constructed of 520-C-2500 concrete. Welded wire mesh or #3 rebar and a vapor barrier with minimum of 1" sand cover are required.

**3.4** All installations must have a minimum slope of 1/4" per foot and drain to drain inlets or landscaping.

**3.5** Interlocking paver installations must use treated wood, redwood or plastic edging. Edging shall be secured in place per manufacturer's specifications.

**3.6** Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.

**3.7** Pavers may be 7/8 of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.

**3.8** Pavers may not form or contain any pictures, symbols or wording.

**3.9** Refer to Section 11 – Exterior Floor Coverings for specifications regarding covering patio slabs.

**3.10** Patio slab extensions shall not encroach into Common Area.

**4.0 SPRINKLER REVISIONS**

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

**4.2** No sprinklers will be placed inside any patio area by Village landscape crews. Any systems added shall not be connected to the Mutual-owned system; and

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

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

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to approve a resolution for alteration standard section 21: Patio Slabs. Director Moldow seconded the motion and it passed by unanimous consent.

This item was added to the agenda from the March 20, 2018 Board Meeting.

- 6i. Entertain a Motion to Introduce a Resolution for an Electricity Use Reimbursement Policy Revision (**MARCH initial notification—must postpone 30 days to comply with Civil Code §4360**)

**Resolution 03-18-XX**

**Revised Electricity Usage Reimbursement Policy**

**WHEREAS**, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

**WHEREAS**, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit Third Mutual policy;

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby introduces the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room (closets and/or hallways are considered separate rooms), requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

**RESOLVED FURTHER**, that Resolution 03-11-48 adopted April 19, 2011 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.

**MARCH 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 30-days from the postponement to comply with Civil Code §4360.

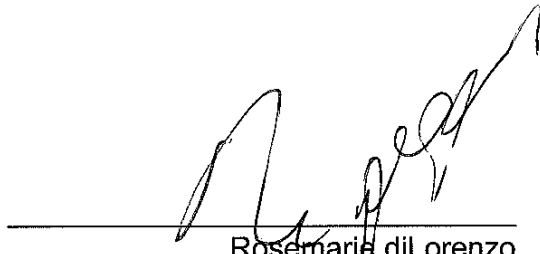
Director Tung made a motion to introduce a resolution for an electricity use reimbursement policy revision. The motion was seconded by Director Bruninghaus. Director Moldow amended the motion to add the clarification that a closet or hallway will be considered as "a room" to the resolution for the seconded reading. The amended motion passed by consensus

**7. Director's Comments**

Director Tung commented that he talked to Bruce Hartley about Faulk (2113). The tree is scheduled to be trimmed in May.

Director diLorenzo asked who is responsible for trash issues.

- 8.** The meeting was adjourned at 10:25 a.m.



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Rosemarie diLorenzo  
President of the Third Board

## **RESOLUTION 03-18-XX**

### **Variance Request**

**WHEREAS**, Mr. Edward Frazier of 5098 Avenida Del Sol, a Villa Paraisa style unit, is requesting Board approval of a variance to construct a room addition on half of the existing footprint of a private garden area; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on March 7, 2018, 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 March 26, 2018; and

**NOW THEREFORE BE IT RESOLVED**, on April 17, 2018, the Board of Directors hereby approves the request for the variance to construct a room addition on the same footprint as the existing enclosed rear patio, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **5098**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Manor Alterations has been granted at **5098** for a **Room Addition and Roof over Entry**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5098 and all future Mutual members at 5098.
5. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
6. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
7. Prior to the Issuance of a Mutual Consent for Manor Alterations, **the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
10. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved

colors and materials are identified as “Third Laguna Hill Mutual Color Selections” at Resident Services, located at the Community Center first floor.

11. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual’s Rules and Regulations.
12. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
13. Member Owner shall be liable for any violation of the Mutual’s Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
14. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invites.
15. Member Owner’s contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
16. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
17. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual’s sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual’s account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the

Mutual in repairing damage to Mutual property caused by Member Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

18. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
19. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
20. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
21. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
22. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
23. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
24. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. Any dumpster must be covered and locked at the end of each day. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.

26. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
27. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

**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 03-18-XX**  
**Tree Removal Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 5, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 2169-H Via Puerta at owner's cost; and

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, the Board of Directors approved a request for the removal of one Leyland cypress tree at owner's cost;

**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 03-18-XX**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 5, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3420-3E Calle Azul; and

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, the Board of Directors denied a request for the removal of one southern magnolia tree;

**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 03-18-XX**  
**Tree Removal and Non-Standard Landscape Design Approval**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 5, 2018, the Landscape Committee recommended to approve the request to remove the tree and approve the design and installation of a non-standard, drought tolerant landscape in the common area immediately adjacent to 5152 Avenida Despacio at owner's cost; and

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, the Board of Directors approved a request for the removal of one carrotwood tree and approved the design and installation of a non-standard, drought tolerant landscape, with the elimination of lemon tree as an optional tree and a requirement that the white rock specified for ground cover be substituted with a similar aggregate with a more natural color at owner's cost;

**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 03-18-XX**  
**Tree Removal Denial**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- 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 should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 5, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 5435 Via Carrizo; and

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, the Board of Directors denied a request for the removal of one jacaranda tree;

**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 03-18-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 931-681-71; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-681-71 and;

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

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**RESOLUTION 03-18-XX**

**Filing of Separate Small Claims Court Case**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-681-71 and

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

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## **STAFF REPORT**

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**DATE:** April 17, 2018  
**FOR:** Board of Directors  
**SUBJECT:** 2018 Election Schedule

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### **RECOMMENDATION**

Staff recommends that the Board approve the Election Schedule – Third 2018 to be sent to Martin and Chapman, the approved Inspector of Elections for the 2018 Annual Meeting of the Corporate Members.

### **BACKGROUND**

Martin and Chapman have been retained as the Inspector of Election for 2018. The Election Schedule 2018 details the dates when Staff and the election consultant need to follow to complete the Annual Elections in the Fall 2018.

### **DISCUSSION**

The Election Schedule 2018 details the dates when action needs to be taken by Martin and Chapman, the election consultant, in order to complete the election in the Fall.

### **FINANCIAL ANALYSIS**

Election costs included in annual budget.

**Prepared By:** Cheryl Silva, Corporate Secretary

**Reviewed By:** Brad Hudson, CEO

**ATTACHMENT(S)**  
2018 Election Schedule

# ELECTION SCHEDULE 2018

<i><b>THIRD</b></i>	
Appoint Inspectors of Election	2/20/2018
Approve Election Schedule	4/17/2018
Record Date for Mailing of Meeting Notice	7/6/2018
Mail Meeting Notice (postcard)	7/6/2018
Record Date for Voting	6/28/2018
Hearing Dates	Early August TBA
Nominations Close (5:00 PM)	8/15/2018
Candidate Statement Due	8/15/2018
Ballot Information to Printer	8/13/2018
Copy of Mailing List	7/27/2018
Mail Ballot Package	8/27/2018
Meet the Candidates	August TBD
Replay Meet the Candidates	August TBD
Candidate Video Agreement Due	August TBD
Candidate Video Filming	August TBD
Ballots Due Back	9/26/2018
Counting of Ballots by Inspectors of Election	9/28/2018
Notice of Organizational/Annual Meeting and Agenda	9/28/2018
Annual Meeting Date	10/4/2018
	9:30 AM @ Board Room
Organizational Meeting	10/4/2018



## **STAFF REPORT**

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**DATE:** April 17, 2018  
**FOR:** Third Board of Directors  
**SUBJECT:** Third Committee Appointments

---

### **RECOMMENDATION**

Approve the Resolutions of the Committee Appoints for the Board Committees

### **BACKGROUND**

Changes to the Board Committees occurred due to recent vacancies on the Board.

### **DISCUSSION**

The Third Committee Assignments (attachment 1) have been updated.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Cheryl Silva, Corporate Secretary

**Reviewed By:** Siobhan Foster, Chief Operating Officer

Brad Hudson, CEO

### **ATTACHMENT(S)**

Third Board and GRF Committee Appointment Resolutions

ENDORSEMENT from Third Architectural Controls and Standards Committee to Third Laguna Hills Mutual Board

Tom Plean as an Advisor to Committee

The Third Architectural Controls and Standards Committee recommended Mike Plean of 5176, with his extensive engineering background, to be an advisor to the committee.

By consensus the committee agreed to submit this recommendation to the Board in April.



**RESOLUTION 03-18-XX**  
**Mutual Committee Appointments**

**RESOLVED**, January 16, 2018, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

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

**Architectural Standards and Control Committee**

William Walsh, Chair  
Steve Parsons, Co-Chair  
Roy Bruninghaus  
John Frankel  
Rosemarie diLorenzo, Alternate  
Voting Advisers: Mike Butler, Bob Hatch and Mike Plean

**Communications Committee**

Burt Baum, Chair  
Roy Bruninghaus  
~~Susan Caine~~  
Bunny Carpenter  
Bill Walsh  
Non-Voting Advisers: Carol St. Hillaire

**Energy and Technology Committee**

Bill Walsh, Chair  
Burt Baum  
John Frankel  
Voting Advisers: Steven Leonard (United), Jim Juhan (GRF)

**Executive Hearing Committee**

Steve Parsons, Chair  
Rosemarie diLorenzo, Co-Chair  
Bunny Carpenter  
John Frankel

James Tung  
Burt Baum, Alternate  
Jules Zalon, Alternate

**Finance (Committee of the Whole)**

Steve Parsons, Chair  
Rosemarie diLorenzo, Co-Chair  
Non-Voting Advisers: John Hess, Wei-Ming Tao

**Garden Villa Recreation Room Subcommittee**

Rosemarie diLorenzo, Chair  
~~Susan Caine, Alternate~~  
Voting Advisers: Lynn Jarrett, Sharon Molineri, Stuart Hack

**Laguna Woods Village Traffic Hearings**

John Frankel  
Jules Zalon

**Landscape**

James Tung, Chair  
Jules Zalon, Co-Chair  
John Frankel  
Roy Bruninghaus  
Non-Voting Advisers: Bob Figeira and Violet Lawrence

**Maintenance and Construction (Committee of the Whole)**

Bert Moldow, Chair  
Bunny Carpenter, First Co-Chair  
John Frankel, Second Co-Chair  
Voting Advisers: Steve Leonard

**New Resident Orientation**

Per Rotation List

**Water Conservation Committee**

James Tung, Chair  
Jules Zalon, Co-Chair  
John Frankel

**Third Mutual Parking & Golf Cart Task Force**

John Frankel, Chair  
Roy Bruninghaus  
Bunny Carpenter  
Rosemarie di Lorenzo  
Bill Walsh

**Third Mutual Resident Policy and Compliance Task Force**

Burt Baum, Chair  
Bunny Carpenter  
Rosemarie diLorenzo  
Roy Bruninghaus, Alternate  
Steve Parsons, Alternate  
Stuart Hack, Adviser

**RESOLVED FURTHER**, that Resolution 03-17-10, adopted January 16, 2018, is hereby superseded and canceled; and,

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

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**RESOLUTION 03-17-XX**  
**GRF Committee Appointments**

**RESOLVED**, November 16, 2017, 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:

**Business Planning Committee**

Rosemarie diLorenzo  
Steve Parsons

**Community Activities Committee**

Steve Parsons  
Jules Zalon  
Bill Walsh, Alternate

**Finance Committee**

Rosemarie di Lorenzo  
Steve Parsons  
Bill Walsh, Alternate

**Landscape Committee**

~~Susan Caine~~  
Jules Zalon  
John Frankel, Alternate

**Maintenance and Construction Committee**

John Frankel  
Bunny Carpenter  
William Walsh, Alternate

**Media and Communication Committee**

Burt Baum  
Roy Bruninghaus

**Mobility and Vehicles Committee**

Roy Bruninghaus  
John Frankel

**PAC Renovation Ad Hoc Committee**

Beth Perak, Chair (GRF)  
Joan Milliman, Vice Chair (GRF)  
Richard Palmer, (GRF)  
John Frankel, (Third)  
Bill Walsh, (Third)  
Steve Leonard, (United)  
Juanita Skillman, (United)  
Irving Waaland, (Mutual 50)  
Non-Voting Advisers: Sheila Bilaka, John Perak

**Security and Community Access Committee & Disaster Preparedness**

Roy Bruninghaus  
John Frankel  
James Tung  
~~Susan Caine, Alternate~~

**RESOLVED FURTHER**, that Resolution 03-18-11, adopted January 16, 2018, is hereby superseded and canceled; and

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



## STAFF REPORT

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**DATE:** April 17, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 14 – Fireplace Installations

---

### **RECOMMENDATION**

Approve a resolution to introduce Alteration Standard 14 – Fireplace Installations

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard 14 – Fireplace Installations was last revised in May, 2013, via Resolution 03-13-55.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard 14 – Fireplace Installations and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.1 ~~All installations must meet the Southern California Air Quality Management District (SCAQMD) Rule 445 Wood Burning Devices as required by the City of Laguna Hills.~~ No new wood or gas burning fireplaces are permitted.
- §2.2 Any alterations to fireplaces shall be constructed to the same height and width as the originally designed units.
- ~~§2.3 Fireplaces will be permitted to be built only as a part of a building where a fireplace had been an optional item during construction and shall be located as shown on the original plan.~~
- §2.4 The exterior design and construction shall be as originally planned constructed.
- §2.5 Fireplaces ~~will be permitted~~ may be removed in single story Manors.
- §2.6 The installation of a carbon monoxide detector is required when a fireplace is ~~installed~~ altered if one does not exist.
- §3.1 Spark arrestors will be required for ~~new~~ all ~~units~~ fireplaces.

~~§3.2 Spark arrestors shall be flat wire or screen type as part of the flue assembly designed for the unit.~~

## **FINANCIAL ANALYSIS**

None

**Prepared By:** Kurt Wiemann, Permits, Inspections and Restoration Manager

**Reviewed By:** Eve Morton, Alterations Coordinator

## **ATTACHMENT(S)**

Attachment 1: Resolution 03-18-XXX Introduce Alteration Standard 14

Attachment 2: Red Lines of Alteration Standard Section 14 – Fireplace Installations



## **Attachment 1**

### **RESOLUTION 03-18-XX**

#### **REVISE ALTERATION STANDARD 14: FIREPLACE INSTALLATIONS**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 14: Fireplace Installations,

**NOW THEREFORE BE IT RESOLVED**, April 17, 2018, that the Board of Directors of this Corporation hereby introduces the following Standard 14: Fireplace Installations;

#### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

#### **2.0 APPLICATIONS**

- 2.1 No new wood or gas burning fireplaces are permitted
- 2.2 Any alteration to fireplaces shall be constructed to the same height and width as the originally designed units.
- 2.3 The exterior design and construction shall be as originally constructed.
- 2.4 Fireplaces may be removed in single story Manors.
- 2.5 The installation of a carbon monoxide detector is required when a fireplace is altered if one does not exist.

#### **3.0 SPARK ARRESTORS**

- 3.1 Spark arrestors will be required for all fireplaces.
- 3.2 A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.
- 3.3 No spark arrestor or rain cap may protrude higher than 12" above the flue exit.

**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.

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 30-days from the postponement to comply with Civil Code §4360.

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## THIRD LAGUNA HILLS MUTUAL

### SECTION 14 **STANDARD 14: FIREPLACE INSTALLATIONS**

JANUARY 1989

REVISED APRIL 1996, RESOLUTION M3-96-28

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

REVISED MAY 2013, RESOLUTION 03-13-55

REVISED APRIL 2018, RESOLUTION 03-18-XX

#### 1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

#### ~~1.0 GENERAL REQUIREMENTS~~

~~1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~

~~1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~

~~1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~

~~1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as~~

~~painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m.  
No work whatsoever shall be permitted on Sunday.~~

~~1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~

~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## 2.0 **APPLICATIONS**

~~2.1 All installations must meet the Southern California Air Quality Management District (SCAQMD) Rule 445 Wood Burning Devices as required by the City of Laguna Woods (949-639-0500).No new wood or gas burning fireplaces are permitted~~

2.2 Any alterations to fireplaces shall be constructed to the same height and width as the originally designed units.

~~2.3 Fireplaces will be permitted to be built only as a part of a building where a fireplace had been an optional item during construction and shall be located as shown on the original plan.~~

- 2.43 The exterior design and construction shall be as originally ~~planned~~constructed.
- 2.54 Fireplaces ~~will be permitted to~~ may be removed in single story Manors.
- 2.65 The installation of a carbon monoxide detector is required when a fireplace is ~~installed~~altered if one does not exist.

### 3.0 **SPARK ARRESTORS**

3.1 Spark arrestors will be required for ~~new~~ all units ~~fireplaces~~.

~~3.2 Spark arrestors shall be flat wire or screen type as part of the flue assembly designed for the unit.~~

3.2 A permit will be required for installation of spark arrestors or rain caps for existing fireplaces. Some units, depending upon design and color, may be required to be painted to match the building or chimney color.

3.3 No spark arrestor or rain cap may protrude higher than 12" above the flue exit.

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## STAFF REPORT

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**DATE:** April 17, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 18 – Gutters and Downspouts

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard Section 18 – Gutters and Downspouts.

### **BACKGROUND**

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration Standard Section 18 – Gutters and Downspouts was last revised in April, 1996, via Resolution M3-96-28.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard Section 18 – Gutters and Downspouts and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.2 No downspout may be installed that will drain into an area that will effect ~~yard~~ surface drainage in an adverse way.
- §2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~ are prohibited.
- §2.4 All gutters and downspouts ~~will~~ shall be seamless and the same ~~type~~ style and color as to match the existing gutters on the building.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Kurt Wiemann, Permits, Inspections and Restoration Manager

**Reviewed By:** Eve Morton, Alterations Coordinator

### **ATTACHMENTS:**

Attachment 1: Resolution 03-18-XXX Revise Section 18 - Gutters and Downspouts

Attachment 2: Red Lines of Section 18 - Gutters and Downspouts

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## **Attachment 1**

### **RESOLUTION 03-18-XX**

#### **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;

#### **1.0 GENERAL REQUIREMENTS**

**See Standard Section 1: General Requirements**

#### **2.0 APPLICATIONS**

- 2.1** A splash block 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.

**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.

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 30-days from the postponement to comply with Civil Code §4360.

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## ~~THIRD LAGUNA HILLS MUTUAL~~

### SECTION 18 GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

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

GENERAL REQUIREMENTS REMOVED JANUARY 2018, RESOLUTION 03-18-XX

REVISED MARCH 2018, RESOLUTION 03-18-XX

#### 1.0 GENERAL REQUIREMENTS

##### See Standard Section1: General Requirements

- ~~1.1 — **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.~~
- ~~1.2 — **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- ~~1.3 — **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- ~~1.4 — **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~



- ~~1.5 — **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 — **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.~~
- ~~1.7 — **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 — **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

## 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 yard surface drainage in an adverse way.
- 2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~ are prohibited.



- 
- 2.4** All gutters and downspouts ~~will~~shall be seamless and ~~of~~ the same type style and color ~~as to match 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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# Financial Report

As of February 28, 2018



## INCOME STATEMENT

**ACTUAL**

(in Thousands)

**TOTAL REVENUE**

**\$5,615**

**TOTAL EXPENSE**

**3,729**

**Revenue over Expense**

**\$1,886**

# Financial Report

As of February 28, 2018



## INCOME STATEMENT - OPERATING

**ACTUAL**

(in Thousands)

Assessment Revenue	<b>\$3,147</b>
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Non-assessment Revenue	<b>\$200</b>
------------------------	--------------

Total Revenue	<b>\$3,347</b>
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Total Expense	<b>\$2,977</b>
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Net Revenue/(Expense)	<b>\$370</b>
-----------------------	--------------

w/o Depreciation	<b>\$394</b>
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# Financial Report

As of February 28, 2018



## INCOME STATEMENT – NON OPERATING

**ACTUAL**  
(in Thousands)

<b>Assessment Revenue</b>	<b>\$2,192</b>
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<b>Non-assessment Revenue</b>	<b>\$77</b>
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<b>Total Revenue</b>	<b>\$2,269</b>
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<b>Total Expense</b>	<b>\$752</b>
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<b>Net Revenue/(Expense)</b>	<b>\$1,517</b>
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# Financial Report

As of February 28, 2018



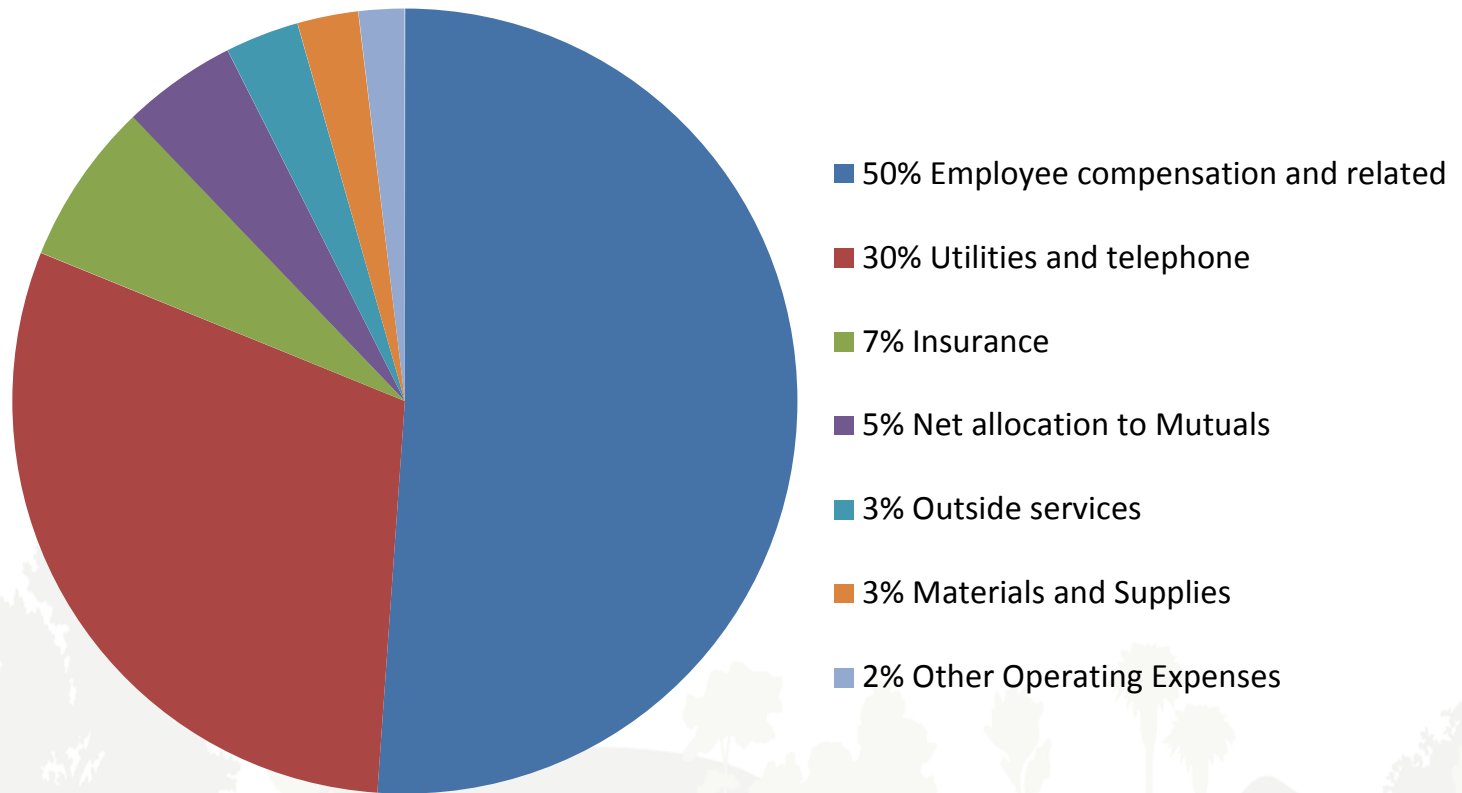
**Through February, Third was better than budget by \$1,526K primarily due to the timing of invoices for outside services:**

- **Building Structure Replacement program will begin later than anticipated.**
- **Moisture Intrusion, the work is in progress; invoices are pending.**
- **Roof Replacement- Preventative Maintenance program, was completed, but invoices are still pending.**

# Financial Report

As of February 28, 2018

## Total Operating Expenses \$2,977,302



# Financial Report

As of February 28, 2018



## NON OPERATING FUND BALANCES

---

**ACTUAL**

(in Thousands)

**Beginning Balances: 1/1/18**

**\$28,094**

**Contributions & Interest**

**2,269**

**Expenditures**

**(752)**

**Current Balances: 2/28/18**

**\$29,611**

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## Financial Report for April 17, 2018 Board Meeting

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**SLIDE 1** – Total revenue for Third through February 28, 2018 was \$5,615K compared to expenses of \$3,729K, resulting in more revenue than expense by \$1,886K.

**SLIDE 2** – Now we look at those same results with a distinction between operating and reserve funds. This chart shows how much of our revenue went into operations, with \$3,147K coming in from assessments and \$200K coming from non-assessment revenue. This is compared to operating expenditures of \$2,977K. After backing out depreciation, which is not funded through operations, we can see a bottom line operating surplus of \$394K as of the reporting period.

**SLIDE 3** – This chart shows how much of our revenue went into our reserve funds and the amount expended to date.

**SLIDE 4** – Through February, Third was better than budget by \$1,526K primarily due to the timing of invoices for outside services:

- Building Structure Replacement program will begin later than anticipated.
- Moisture Intrusion, the work is in progress; invoices are pending.
- Roof Replacement - Preventative Maintenance program, was completed, but invoices are still pending

**SLIDE 5** – On this pie chart, we show the Operating expenses to date of nearly \$3 Million by category, showing that our largest categories of expense are for compensation and utilities.

**SLIDE 6** – The reserve balances on February 28, 2018 were about \$29.6 Million. To date, contributions to reserves including assessments and interest earnings totaled about \$2.3 Million and expenditures to date totaled \$752K.

**[No slide]** – In closed session, we reviewed delinquencies for unpaid assessments totaling \$314,465, which represents less than 1% of the annual assessment budget. We are able to maintain such a relatively low level of delinquencies by following prescribed collection policies to pursue payment on these accounts, either through the non-judicial foreclosure process or by obtaining personal judgments in small claims court. The Board has been working closely with our collection firm and legal counsel to pursue further collection activity for unpaid accounts. We also reviewed delinquencies for fines, fees and chargeable services totaling \$166K. The Board is pursuing further collection activity such as cable TV disconnection and small claims.

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# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

March, 2018

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	48	76	\$14,821,540	\$23,481,992	\$308,782	\$308,974
February	50	63	\$18,660,142	\$18,400,200	\$373,203	\$292,067
March	82	80	\$27,675,799	\$24,765,800	\$359,426	\$309,573
April		*		\$29,024,579		* \$329,825
May		*		\$34,046,751		* \$327,373
June		*		\$31,945,600		* \$354,951
July		*		\$21,413,120		* \$314,899
August		*		\$29,277,556		* \$325,306
September		*		\$25,481,938		* \$310,755
October		*		\$26,703,200		* \$356,043
November		*		\$29,641,100		* \$344,664
December		*		\$31,413,715		* \$356,974
TOTAL	180.00	219.00	\$61,157,481	\$66,647,992		
MON AVG	60.00	73.00	\$20,385,827	\$22,215,997	\$347,137	\$303,538

\*Amount is excluded from percent calculation

\*\*82 resales includes 4 resales in Mutual Fifty

# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

Third

REPORT PERIOD

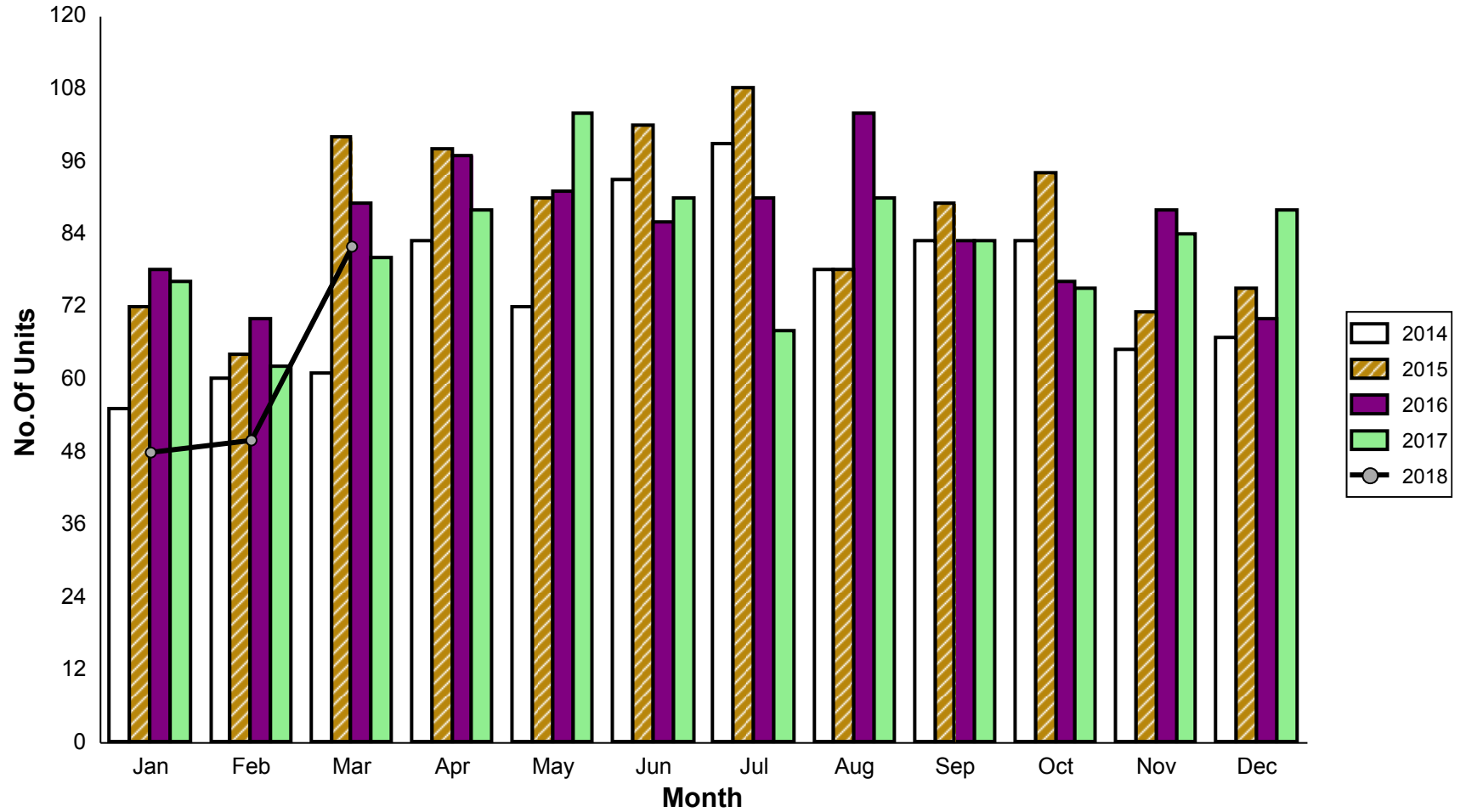
March, 2018

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	25	38	\$8,807,150	\$14,513,062	\$352,286	\$381,923
February	29	28	\$12,600,892	\$9,887,500	\$434,514	\$353,125
March	38	42	\$16,909,199	\$15,185,800	\$444,979	\$361,567
April		* 45		* \$18,847,150		* \$418,826
May		* 44		* \$18,157,951		* \$412,681
June		* 49		* \$21,011,450		* \$428,805
July		* 36		* \$13,526,020		* \$375,723
August		* 47		* \$17,967,189		* \$382,281
September		* 46		* \$16,020,038		* \$356,001
October		* 46		* \$18,804,700		* \$408,798
November		* 49		* \$19,847,200		* \$405,045
December		* 39		* \$18,834,275		* \$482,930
TOTAL	92.00	108.00	\$38,317,241	\$39,586,362		
MON AVG	30.00	36.00	\$12,772,414	\$13,195,454	\$410,593	\$365,538
% CHANGE - YTD	-14.8%		-3.2%		12.3%	

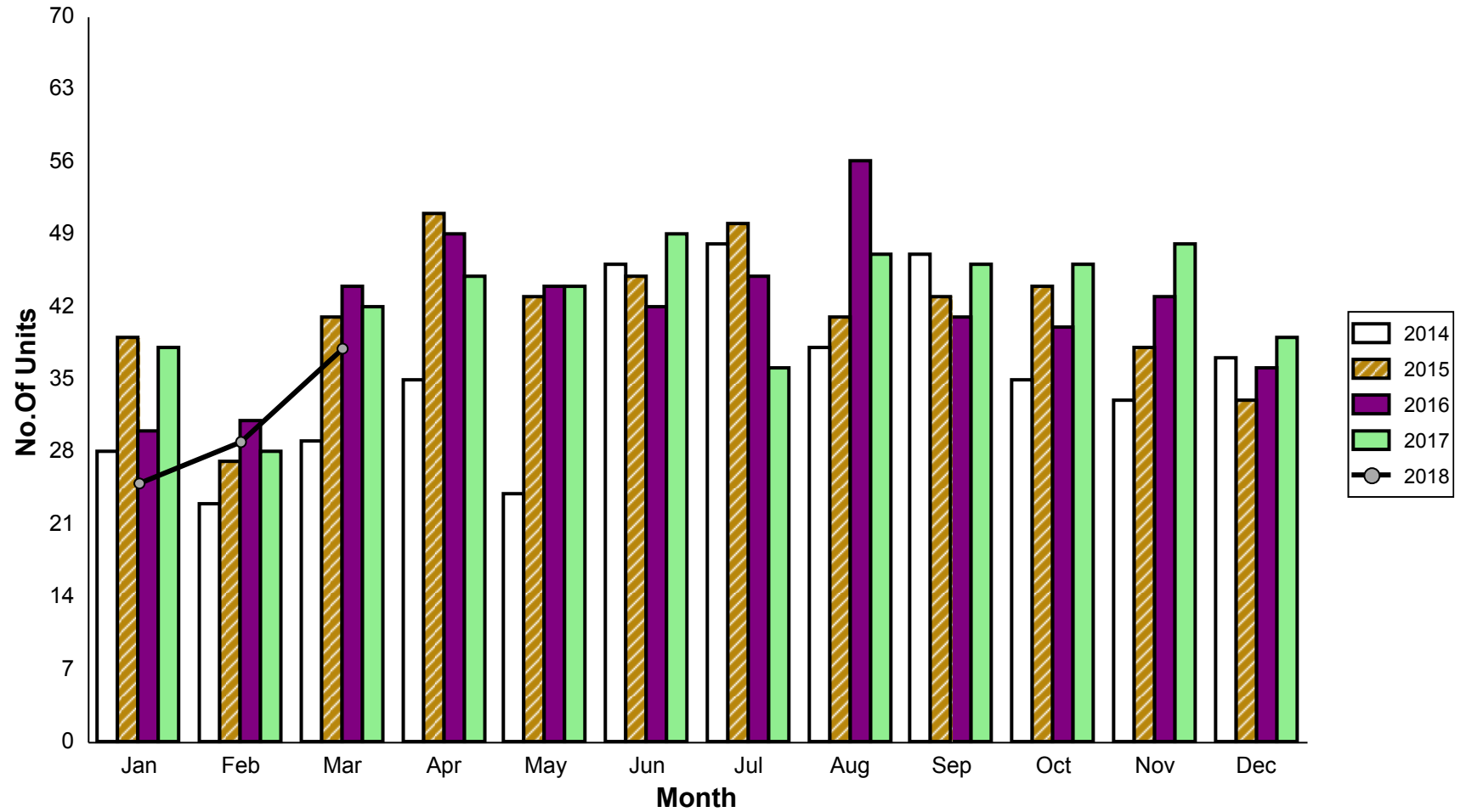
% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



## Resales - 5 Year Comparison



# Resales Report

## Third Laguna Hills Mutual

### March, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
03/13/2018	2135-C	3	\$833,000	Castilla	Coldwell Banker	TG Realty	West Coast Escrow
03/14/2018	2207-B	3	\$225,000	Casa Contenta	ReMax	Keller Williams Real Estate	Mor Escrow
03/30/2018	2222-C	3	\$420,000	Cordoba	HomeSmart Evergreen	Ardent Realty	Homestead Escrow
03/02/2018	2233-O	3	\$174,000	Coronado	Integr8tive Solutions, Inc.	ZUTILA REAL ESTATE	Granite Escrow
03/13/2018	2270-P	3	\$310,000	Castilla	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Homestead Escrow
03/12/2018	2279-D	3	\$240,000	Casa Contenta	Luxe Group RE, Inc.	Century 21 Rainbow Realty	Granite Escrow
03/02/2018	2328-Q	3	\$387,500	Monterey	Prime Realty Grp	First Team Estates	Homestead Escrow
03/02/2018	2337-A	3	\$316,000	La Jolla	HomeSmart Evergreen	Laguna Woods Village Realty	Escrow Options Group
03/20/2018	2339-A	3	\$429,999	La Jolla	Realty One Group	Century 21 Rainbow Realty	Homestead Escrow
03/27/2018	2353-1A	3	\$372,500	Garden Villa	Century 21 Rainbow	Century 21 Rainbow	Homestead Escrow
03/30/2018	2364-A	3	\$389,700	Valencia	Laguna Woods Village Realty	Century 21 Rainbow	Granite Escrow
03/16/2018	2381-1F	3	\$280,000	Garden Villa	Laguna Woods Properties	Berkshire Hathaway	Granite Escrow
03/19/2018	2399-3G	3	\$198,000	Villa Capri	First Team Real Estate	Coldwell Banker	Granite Escrow
03/28/2018	2403-3E	3	\$437,500	Villa Capri	Laguna Premier Realty, Inc	Seven Gables Real Estate	Pacific Closing Services
03/15/2018	3008-C	3	\$330,000	San Clemente	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
03/01/2018	3020-P	3	\$495,000	Casa Del Mar	Laguna Premier Realty, Inc	Coldwell Banker	Granite Escrow
03/19/2018	3033-D	3	\$250,000	Montecito	Century 21 Rainbow	Century 21 Rainbow	Homestead Escrow
03/01/2018	3207-C	3	\$525,000	La Reina	Landmark Realtors	Nicholas Clarke, Broker	Landmark Realtors Escrow
03/13/2018	3213-B	3	\$585,000	La Reina	Home Smart Evergreen	Century 21 Rainbow	Granite Escrow
03/02/2018	3217-B	3	\$445,000	Las Flores	HomeSmart Evergreen	Presidential Incorporated	Homestead Escrow
03/07/2018	3241-2B	3	\$219,000	Villa Puerta	Century 21 Rainbow Realty	First Team Estates	Granite Escrow
03/19/2018	3280-P	3	\$474,000	Casa Vista	Laguna Premier Realty, Inc	Uniti Realty	Granite Escrow
03/13/2018	3303-N	3	\$335,000	La Brisa	Laguna Premier Realty, Inc	N/A	Granite Escrow

# **Resales Report** **Third Laguna Hills Mutual** **March, 2018**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
03/30/2018	3335-3C	3	\$343,000	Sierra	Century 21 Rainbow	Home Smart Evergreen	Granite Escrow
03/01/2018	3336-2C	3	\$270,000	Sierra	Village Real Estate Services	Realty One Group	Granite Escrow
03/19/2018	3360-P	3	\$509,500	Catalina	Laguna Premier Realty, Inc	Berkshire Hathaway	Homestead Escrow
03/29/2018	3398-N	3	\$415,000	Catalina	HomeSmart Evergreen	Coldwell Banker	Escrow Options Group
03/06/2018	3456-B	3	\$755,000	Andaluz	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow
03/20/2018	3498-3C	3	\$300,000	Villa Nueva	No Broker	No Broker	Jean Allen Escrow Co., Inc
03/27/2018	3498-3F	3	\$232,000	Villa Nueva	Laguna Premier Realty, Inc	Century 21 Rainbow	Homestead Escrow
03/14/2018	3502-B	3	\$712,000	Casa Rosa	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
03/23/2018	3531-A	3	\$665,000	Cabrillo	Laguna Woods Village Realty	DOUG ROSS REAL ESTATE	Granite Escrow
03/15/2018	4007-3D	3	\$460,000	El Mirador	Laguna Premier Realty, Inc	Presidential Real Estate	Granite Escrow
03/19/2018	4025-3F	3	\$232,000	Villa Nueva	Century 21 Rainbow Realty	First Team Estates	Granite Escrow
03/05/2018	5398-A	3	\$652,000	Casa Rosa	Surterre Properties, Inc.	Laguna Premier Realty, Inc	Homestead Escrow
03/14/2018	5476-A	3	\$720,000	Cabrillo	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
03/30/2018	5515-3A	3	\$472,500	El Mirador	Keller Williams Real Estate	Keller Williams Real Estate	Granite Escrow
03/27/2018	5578-B	3	\$1,500,000	Casa Monaco	Engel & Voelkers	Key Home Group	Boston National Title

Number of Resales: 38

Total Resale Price: \$16,909,199

Average Resale Price: \$444,979

Median Resale Price: \$402,350

Revised

## Monthly Resale Report

PREPARED BY  
Community Services Department

MUTUAL  
Third

**March** 2018  
Revised

Period	Month	NO. OF REALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
		2018	2017	2016	2015	2018	2017	2016	2015	2018	2017	2016	2015
1	January	25	38	30	39	\$8,807,150	\$14,513,062	\$10,663,350	\$11,735,750	\$352,286	\$381,923	\$355,445	\$300,917
2	February	29	28	31	27	\$12,600,892	\$9,887,500	\$11,354,000	\$7,690,000	\$434,514	\$353,125	\$366,258	\$284,815
3	March	38	42	44	41	\$16,909,199	\$15,185,800	\$14,408,861	\$16,302,100	\$444,979	\$361,567	\$327,474	\$397,612
4	April		45	49	51		\$18,847,150	\$18,170,528	\$14,509,805		\$418,826	\$370,827	\$284,506
5	May		44	44	43		\$18,157,951	\$13,703,900	\$12,983,750		\$412,681	\$311,452	\$301,948
6	June		49	42	45		\$21,011,450	\$12,838,300	\$15,321,388		\$428,805	\$305,674	\$340,475
7	July		36	46	50		\$13,526,020	\$16,112,500	\$16,392,300		\$375,723	\$350,272	\$327,846
8	August		47	56	41		\$17,967,189	\$21,085,200	\$12,231,250		\$382,281	\$376,521	\$298,323
9	September		46	41	43		\$16,020,038	\$12,651,500	\$15,332,500		\$356,001	\$308,573	\$356,570
10	October		46	40	44		\$18,804,700	\$13,386,500	\$12,924,787		\$408,798	\$334,663	\$293,745
11	November		49	43	38		\$19,847,200	\$16,453,200	\$12,332,000		\$405,045	\$382,633	\$324,526
12	December		38	36	33		\$18,509,275	\$12,528,800	\$11,532,800		\$487,086	\$348,022	\$349,479
TOTAL		92	108	105	107	38317241	\$39,586,362	\$36,426,211	\$35,727,850				
MON AVG		30.7	36.0	35.0	35.7	\$12,772,414	\$13,195,454	\$12,142,070	\$11,909,283	\$410,593	\$365,538	\$349,726	\$327,781
% CHANGE-YTD		-14.8%	2.9%	-1.9%	33.8%	-3.2%	8.7%	2.0%	38.4%	12.3%	4.5%	6.7%	2.0%

% Change calculated (This Year - Last Year)/Last Year

Percent calculation only includes YTD figures in black.

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# MONTHLY LEASING REPORT

Report Period:  
March-2018

MONTH	LEASES IN EFFECT					Total this year	Total last year	Total Expirations	New Monthly Transactions		
	1 Month	3 Months	6 Months	12 Months	12+Months				Leases	Renewals	Extensions
JAN.	0	21	22	378	1192	1613	1678	75	31	95	0
FEB.	0	21	24	386	1220	1651	1664	38	50	138	1
MARCH	0	14	22	375	1233	1644	1667	52	45	124	0
APRIL						0	1630				
MAY						0	1653				
JUNE						0	1652				
JULY						0	1659				
AUGUST						0	1667				
SEPT.						0	1648				
OCT.						0	1646				
NOV.						0	1656				
DEC.						0	1669				
Monthly Average	0.0	18.7	22.7	379.7	1215.0	1636.0	Jan-Mar #####	55.0	42.0	119.0	0.3
Percentage Leased	1644 / 6102 = 27%										

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**OPEN MEETING**

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

**Monday, March 26, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**MEMBERS PRESENT:** Chair – Bill Walsh, Steve Parsons, John Frankel, Roy Bruninghaus, Bert Moldow, and Rosemarie diLorenzo

**MEMBERS ABSENT:** Advisor Mike Butler

**ADVISORS PRESENT:** Bob Hatch

**STAFF PRESENT:** Kurt Wiemann, Gavin Fogg, and Eve Morton

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of February 26, 2018 Report**

Director Parsons noted that an item was missing from the Future Agenda: List of suggested items for resident contracts. President diLorenzo moved to approve the revised Report. Advisor Hatch seconded. The Committee approved the motion unanimously.

**4. Approval of the Agenda**

President diLorenzo made a motion to approve the agenda. Advisor Hatch seconded. The agenda was approved unanimously.

**5. Committee Chair Remarks**

Chair Walsh thanked Director Parsons for acting as Chair at last month's meeting. He stated that the committee will continue to review and update the Architectural Standards.

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

Several Members commented on various topics.

## **7. Department Head Update**

Mr. Wiemann reported that a Task Force is working on updating the Dumpster Policy.

Staff was asked to review the current Washer and Dryer Standard and then submit it to the Maintenance and Construction Committee for review.

### 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.*

None

### Reports:

None

### Items for Discussion and Consideration:

## **8. 5098 (Villa Paraisa, C13C\_1) - Room Addition on Private Garden and Roof over Entry and Removal of Soffits and Ceilings**

Director Parsons made a motion to approve Staff's recommendation. Director Bruninghaus seconded. The motion was approved unanimously.

## **9. Discuss Common Area Request by 3456-B**

Mr. Cooper and Ms. Smallwood were in attendance and presented their proposed variance requests to the committee in advance of a formal request.

The committee agreed to have Counsel review the condominium plan for the subject manor regarding an area that may involve a recording oversight on common area designation.

Staff was directed to write a Memo to Counsel regarding the condominium plan. Staff was asked to update these residents with Counsel's decision on their request.

## **10. Discuss Solar Application Process**

Discussion ensued regarding the process of what happens when a resident asks about installing solar.

Staff was directed to work with Director Moldow on a flyer to hand out to people to who are considering installing solar.

Director Parsons inquired as to whether staff keeps a copy of the required residents' insurance policies for solar installations. Mr. Wiemann said he will check and add it to the resale checklist if it is not being done.

The committee asked Mr. Wiemann to reiterate to Village realtors alteration procedures at the next Realtor Roundtable.

Staff was directed to place the Solar Panel Standards on the committee's May agenda to ensure Director Parson will be in attendance at the meeting.

**11. Review Next Steps for Standards 5a, 5b, and 5c – Satellite Dishes**

President diLorenzo made a motion to discuss this item and Director Bruninghaus seconded. Discussion ensued.

Staff was asked to add "removal of satellite dish" to the resale checklist.

The Standard item regarding grounding of a satellite dish in accordance with National Electric Code item for 5a, 5b, 5c should say it "must" be grounded...not just "recommended."

Discussion ensued regarding allocations on the roof for one and two story buildings and that staff would need to measure roof space on three story building and then divide that between the number of units in that building.

President diLorenzo made a motion to accept Staff recommendation for 5a and 5b and to request staff work on 5c regarding three story building roof allocations and to revisit that item again in September. Director Parsons seconded and the committee was in unanimous support.

**12. Review Next Steps for Architectural Standard 14 – Fireplaces**

Director Walsh made a motion to discuss this item and Director Parsons seconded. Discussion ensued.

The Committee stated that the Mutual is replacing the spark arrestors in the Paint Program and members should not be required to replace them.

Several updates to the Standard were discussed.

A motion was made by President diLorenzo to accept staff's recommendation, with the updates, and to bring this Standard to Board. Director Parsons seconded and the committee was in unanimous support.

**13. Review Next Steps for Architectural Standard 16 – Garage Doors**

Director Parsons made a motion to discuss this item and President diLorenzo seconded. Discussion ensued.

President diLorenzo made a motion to include Counsel's opinion in the Standard. Director Bruninghaus seconded and the committee was in unanimous support.

**14. Review Next Steps for Architectural Standard 18 – Gutters & Downspouts**

Director Parsons made a motion to discuss this item and Director Bruninghaus seconded. Discussion ensued.

Staff was asked review the list being distributed regarding permitted items and make sure that gutters are on that list.

A motion was made by Director Parsons to accept staff's recommendation, with the updates, and bring this Standard to Board. Director Bruninghaus seconded and the committee was in unanimous support.

**15. Review Architectural Standard 26 – Skylight Installations**

This item was moved to the April meeting.

**16. Review Architectural Standard 27 – Tubular Skylight Installations**

This item was moved to the April meeting.

Items for Future Agendas

List of items residents should make sure are included in any contracts with contractors.

Concluding Business:

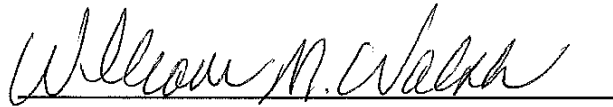
**17. Committee Member Comments**

President diLorenzo asked Chair Walsh to contact the residents at 3456-B regarding their proposed variance requests.

**18. Date of Next Regular Meeting and Bus Tour – April 23, 2018**

**19. Adjourn**

The committee adjourned at 2:20 p.m. There was no bus tour.

A handwritten signature in cursive script, reading "William M. Walsh", is written over a horizontal line.

Chair, Bill Walsh

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



**OPEN MEETING**

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

**Monday, April 2, 2018 – 1:00 PM**

**Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Bert Moldow – Chair, John Frankel, Rosemarie di Lorenzo, Bill Walsh, Bunny Carpenter, Roy Bruninghaus  
Advisor(s): Steve Leonard

**MEMBERS ABSENT:** Suzy Caine, Burt Baum, Steve Parsons, James Tung, Jules Zalon

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Kurt Wiemann, Laurie Chavarria

**1. Call to Order**

Chair Moldow called the meeting to order at 1:02 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

**2. Acknowledgement of Media**

No Media were present.

**3. Approval of the Agenda**

Chair Moldow added Roof Ponding to the Department Head Update for Ernesto Munoz to speak about; the Walkway Lighting Pilot will be discussed under Chair's Remarks; Director Frankel pulled the Project Log from the Consent calendar for discussion, and Coin Box Thefts was added to the agenda as Item #16. The agenda was approved as amended.

**4. Approval of Meeting Report for March 5, 2018**

The meeting report from March 5, 2018 was approved as written.

Chair Moldow spoke briefly about the resident who commented at the March meeting and her concerns from laundry room and trash chute noise at Building 969. Staff will prepare a report with a recommendation and bring it back to the next M&C meeting.

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

Chair Moldow remarked that the Security Department has been diligently issuing parking violations to residents, contractors and staff. However, the parking policy may need to be clarified to allow staff to park in cul-de-sacs in order to perform maintenance repairs. Staff was directed to schedule a Parking Taskforce Meeting to discuss this and other issues.

Chair Moldow asked Director Walsh to provide an update on the walkway lighting pilot program at Building 2355 in Gates 5 & 6 and the upcoming Energy Consultant Interviews. Staff was directed to prepare an RFP and advertise it for the walkway lighting upgrades in Gates 5, 6, 7 & 8.

Chair Moldow also remarked on the Garden Villa Breezeway Recessed Area project, and the recent power outages from SCE.

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

- Lynn Jarrett (4010-1C) commented on water heaters with a 7 year warranty, laundry room thresholds, GV light timers, laundry equipment pedestals and a dumpster at Building 4010.

Ernesto Munoz, Chair Moldow, Director Walsh and Advisor Leonard briefly responded to the comments.

## **7. Department Head Update**

Ernesto Munoz provided an update on a Departmental Policy that will be brought back to the next M&C meeting which requires the Prior to Paint Crews to perform exterior chimney inspections and report missing spark arrestors; Additional parking in the "wedding cake" area, additional golf cart parking near Building 4005, the water heater leak at Building 5515, roof ponding and vector control inspections.

### **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.*

Item #10, Project Log was pulled for discussion. A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

**8. Programs Report**  
**9. Maintenance Expenditures and Variance Explanations**  
**10. Project Log**

#1 Wasteline Remediation: Chair Moldow and Advisor Leonard commented on the budget and the remaining number of buildings to be lined. Staff will bring a report back to the next M&C meeting.

#3 PTP Program: Chair Moldow commented on the percentage of buildings already completed this year.

#6 GV Lobby Renovations: Chair Moldow commented on possibly increasing the budget to add more lobby renovations this year if staffing levels can support the additional work load.

#7 GV Mailroom Renovations: Chair Moldow requested an update on the total number of mailrooms that have been renovated. Staff will bring a report back to the next M&C meeting.

#8 GV Laundry Room Flooring Renovations: Chair Moldow spoke about the water heater relocations that take place during the flooring renovations.

#11 Trash Chute Repairs: Director Carpenter asked that a start date for the repairs be added to the project log.

#20 Building Address Signs: Director di Lorenzo and Chair Moldow commented on the 3-story building address signs.

#22 Dry Rot Program: Directors Frankel and Carpenter asked about the dry rot consultant report, projections, time lines and phasing for the work to be remediated.

#28 Shepherd's Crook: Director Carpenter asked for an update on the project and that the supplemental appropriation amount is added to the project log.

Ernesto Munoz briefly responded to all questions and comments.

**Reports:**

**11. Plumbing Repair Issues and Concerns – Dr. Paul Chao**

Dr. Chao spoke about a recent moisture intrusion event that affected his manor. He provided some recommendations he thought might reduce the wait time for City inspections.

Discussion ensued regarding repairs, 24-hour service for residents, the weekend manager on duty, budgets, moisture intrusion expenditures, epoxy lining program and leak detection devices.

By consensus, staff was directed to determine if funding levels need to be increased to handle the rise in leaks throughout the community. Staff will bring this information to the 2019 budget meetings for review by the Board.

## **12. Non-Emergency Chargeable Services**

Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the additional services, and staffing levels.

By consensus, this item was postponed until the May M&C meeting. Chair Moldow will request that the Committee propose additional maintenance services for review and discussion at the next meeting.

## **13. Departmental Policy for Water Heater Replacement in Stand-alone Laundry Rooms**

Ernesto Munoz summarized the report and departmental policy and answered questions from the Committee.

Discussion ensued regarding warranties, and Rheem heaters with a lifetime warranty.

## **14. GV Rec Room Heat Pump Replacement Update**

Ernesto Munoz summarized the report and answered questions from the Committee.

By consensus, staff was directed to determine if the budget should be increased to allow for more heat pumps to be replaced each year. Staff will bring this information to the 2019 budget meetings for review by the Board.

## **15. Revisions to Alteration Standard 12 – Exterior Wall Attachments**

Discussion ensued regarding ACSC, legal issues, and beautification.

By consensus, this alteration standard will be sent back to the ACSC for review and approval.

## **16. Washing Machine Thefts**

Director di Lorenzo and Advisor Leonard summarized the washing machine coin box thefts that had been occurring.

Discussion ensued regarding removing coin boxes, card swipes, civil suit for damages, security procedures, reducing the amount of keys needed for coin collection, and estimated costs for the purchase of new coin boxes.

## **Items for Future Agendas:**

- Non-Wood Alternatives (May)
- Programmable Drying Costs per Load (May)
- Pilot Program for 3-story Building Address Signs (May)
- Dry Rot Inspection Report (May)
  - Copper Pipe Epoxy Lining Report (~~June~~) (May)
- Alteration Flooring Replacement (due to moisture intrusion)
- Contract Award for Commercial Dryer Replacement Project (September)
- GV Inspection and Replacement of Receptacles in Garages
- GV Garage Cabinet Costs per Building

**Concluding Business:**

**Committee Member Comments**

- Chair Moldow requested that the copper pipe epoxy lining report be presented in May instead of June.
- Director Frankel encouraged the Committee to bring parking issues to staff so they can be add to the agenda for the next Parking Taskforce meeting.

**Date of Next Meeting – May 7, 2018**

**Adjournment**

The meeting was adjourned at 4:17 PM.

**DRAFT**

Bert Moldow, Chair

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

Thursday, April 5, 2018 – 9:00 a.m.

Laguna Woods Village Community Center Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** James Tung – Chair, Susan Caine – Vice Chair, John Frankel, Roy Bruninghaus (substituting for Jules Zalon) , Violet Lawrence (Advisor)

**MEMBERS ABSENT:** Jules Zalon

**OTHER DIRECTORS:** Steve Parsons, Annette Soule, Bill Walsh

**STAFF PRESENT:** Bruce Hartley, Larry Hernandez, Bob Merget, Kayla Aninzo

**1. Call to Order**

Chair Tung called the meeting to order at 9:00 a.m.

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

The agenda was approved as presented.

**4. Approval of Meeting Report for March 1, 2018**

The Committee report was approved by consensus without objection.

**5. Chair's Remarks**

Chair Tung commented on two articles in the Globe that commended the Landscape Department.

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

- Frank Irving (5202) followed up on a non-standard landscaping request.
- Leslie Palm (3494-B) commented on a landscaping request.
- Richard Holland (3050-B) commented on the landscaping around his manor.
- Monika Hobson (3300-B) commented on tree issues.
- Lisa Lee (3486-1F) commented on the landscaping around her manor.
- Barbara Balch (3428-O) submitted a request for tree removal and re-landscaping.
- Phyllis Waite (3428-N) suggested ticket tracking on the Village website and commented on encroachments into common area.
- Anette Soule (3428-C) submitted a packet and commented on landscaping around her manor.
- Douglas Gibson (5289) commented on weeds in the West Creek area.
- Eileen Lazar (5220) commented on various landscaping topics.

**7. Response to Member Comments**

Several directors and staff responded to member comments. Director Caine commented that Aliso Creek 'Tree Walk Guide' brochures are available at the History Center, clubhouses, and at the Concierge desk at the Community Center.

Bruce Hartley, General Services Director, explained that all requests should be submitted to Resident Services. Dead trees are generally removed during scheduled trim cycles, which are currently on a 34-month cycle. Unsafe trees are removed immediately. The Third Mutual Board of Directors placed a 120-day moratorium on the yellow stake program. Requests may be submitted, but no action will be taken at this time. Landscape encroachments are dealt with through the Compliance section. Maintenance staff tested water lines and determined a bathtub leak, not an irrigation issue or other pressurized leak was the cause of high water use at manor 5175.

Larry Hernandez, Landscape Manager, advised that residents to report any issues to Resident Services as they arise. Staff will follow up with resident concerns and evaluate any submitted landscaping plans.

#### **8. Department Head Update**

Bruce Hartley, General Services Director, commented that mowing will shorten from an every-three-week schedule to a 14-day schedule beginning this week. A more frequent mowing schedule will impact pruning. Staffing remains a challenge with 10 vacancies currently, which is the manpower equivalent of one crew. Staff is in the process of preparing the budget for next year and will seek input from the Committee at the next meeting.

#### **Consent:**

None

#### **Reports:**

##### **9. Fire Risk Management**

Bruce Hartley presented the report on fire risk management. Staff spoke with the fire prevention specialist from the Orange County Fire Authority (OCFA). Agencies with open space bordering Laguna Woods Village have no legal requirements to provide space clearance adjacent to the perimeter of the Village. Currently, only the City of Irvine and Southern California Edison perform annual weed abatement of their areas. The El Toro Water District has a facility within the gates of the Village that is inspected by OCFA annually. The specialist identified the area around Barbara's Lake and the El Toro Road slope from Calle Corte to Canyon Wren Lane as the areas of greatest concern for the Village.

Discussion ensued among the directors.

Director Frankel made a motion to direct staff to prioritize and determine costs to support a fire risk management program and seek direction to obtain supplemental funding from the Third Mutual Board of Directors to address immediate fire threats to the Village.

Director Bruninghaus seconded the motion.

The motion passed unanimously.

**Items for Discussion and Consideration:**

**10. Species Specific Trimming Program**

Bob Merget, Tree Supervisor, presented the Species Specific Trimming Program report. Since January 2018, staff has been utilizing the ArborPro tree inventorying software to track trees that are trimmed that have street lights in close proximity to them which require clearance trimming. Based on the data collected, it is estimated that there are approximately 118 trees that would require trimming in Third Mutual each year. To offset the cost of streetlight clearance trimming, approximately 90 slow-growing trees will be delayed to a 60-month trimming cycle. More accurate figures will be available when trimming is completed in Third Mutual in late September.

Director Frankel made a motion to implement annual streetlight clearance trimming and delay slow-growing species to achieve cost neutral results.

Director Bruninghaus seconded the motion.

The motion passed unanimously.

**11. Prioritization & Cost Estimates for Proposed Landscape Modernization Projects**

Staff Officer Hartley presented the Prioritization & Cost Estimates for Proposed Landscape Modernization Projects report. The prioritized list was revised to include the Gate 9 entrance slope, Gate 11 slope, Gate 14 slope, and Punta Alta slope. Staff aims to have the projects completed by the end of the year.

Discussion ensued amongst the directors. Director Caine objected to the prioritization and hoped to include cul-de-sac 212 as a prioritized project. Director Frankel abstained from the discussion and voting.

Director Caine made a motion to direct staff to present the original and revised prioritization proposals to the Third Board, recommending two options:

1. Support staff's original proposal of prioritizing the Gate 9 slope, Gate 11 slope, and CDS 212.
2. Support staff's current proposal of prioritizing the Gate 9 slope, Gate 11 slope, and Gate 14 slope, substituting a partial project in CDS 212, utilizing only the amount of funding provided by the removal of the Punta Alta slopes from consideration.

Director Bruninghaus seconded the motion.

The motion passed by a vote of 2-1. Director Frankel abstained.

**12. Landscape Manual Update**

Bruce Hartley presented the revised Landscape Maintenance Manual to the Committee. Director Bruninghaus pointed out inconsistent tree topping policies between Third and United Mutual and suggested to remove the view blockage checkbox on the Mutual Landscape Request Form.

Director Bruninghaus made a motion to approve the Landscape Maintenance Manual, subject to view obstruction verbiage and request form changes.

Director Caine seconded the motion.

The motion passed unanimously.

**13. 3364-3G (Fore) – Off-Schedule Trimming Request Due to View Obstruction**

The Committee unanimously recommended the denial of the request for the off-schedule trimming of a Canary Island pine tree. The tree was last inspected in March 2018, and is scheduled for inspection/pruning in approximately January 2021.

**14. Tree Removal Requests**

The Committee tour followed the meeting and was attended by Chair Tung, Director Bruninghaus, Director Frankel, and Advisor Lawrence.

**a. 2169-H Via Puerta (Hicks) – Leyland Cypress**

Recommendation: the Committee unanimously recommended the approval of the request to remove one Leyland cypress tree at owner's expense.

**b. 5435 Via Carrizo (Chang) – Jacaranda**

Recommendation: the Committee unanimously recommended the denial of the request to remove one jacaranda tree. The tree was last pruned in July 2015 and is scheduled for pruning again in approximately July 2018. At the time of inspection, the tree was found to be in good condition. The tree did not appear to be the cause of the cracks in the driveway.

**c. 3420-3E Calle Azul (Claude) – Southern Magnolia**

Charlotte Claude commented that the tree obstructs the view from her manor.

Recommendation: the Committee unanimously recommended the denial of the request to remove one southern magnolia tree. The tree was last pruned in April 2015 and is scheduled for pruning again in approximately April 2018. At the time of inspection, the tree was found to be in good condition with no noticeable damage to the building.

**d. 5152 Avenida Despacio (Kreter) Tree Removal and Approval of Non-Standard Landscape Design**

Recommendation: the Committee unanimously recommended to approve the removal of one carrotwood tree and approve the design and installation of a non-standard, drought tolerant landscape in the common area immediately adjacent to Manor 5152, with the elimination of lemon tree as an optional tree and a requirement that the white rock specified for ground cover be substituted with a similar aggregate with a more natural color.

**Items for Future Agendas:**

**15. Sustainability Partners/UgMO Pilot Program Review (June)**

**Concluding Business:**

**16. Committee Member Comments**

There were none.

**17. Date of the Next Meeting – May 3, 2018**

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, May 3, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

**18. Adjournment**

Chair Tung adjourned the meeting at 11:36 a.m.



James Tung, Chair  
Third Landscape Committee

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## STAFF REPORT

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**DATE:** April 5, 2018  
**FOR:** Third Mutual Landscape Committee  
**SUBJECT:** Fire Risk Management

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### **RECOMMENDATION**

Receive and file report.

### **BACKGROUND**

Following several devastating wildfires throughout California in 2017 that destroyed thousands of homes and hundreds of thousands of acres of native vegetation and open space, the Third Mutual Landscape Committee and several Board members expressed concern that there is no comprehensive plan to manage and mitigate fire risk in and around Laguna Woods Village. Immediately adjacent to Third Mutual there are open space areas owned by various jurisdictions with a wide degree of fire risk to the community. These areas are each managed in very different ways and there is no requirement from any governmental agency that they perform any fire risk reduction or mitigation activities to the benefit of Laguna Woods Village. These unmanaged risks add to concerns about potentially flammable landscape and trees within the boundaries of the Village and how the risks may be multiplied if no plan is developed and no consistent action taken to proactively address the problem.

The Third Mutual Landscape Committee directed staff to provide information and to develop a plan to identify and manage fire risk in and around the community.

### **DISCUSSION**

Orange County Fire Authority (OCFA) provides a wide range of services to all properties within the City of Laguna Woods through a long-term contract. In addition to the typical fire suppression and emergency medical responder services provided, Pre-Fire Management and Community Wildfire Mitigation services are provided. An OCFA staff member with specific knowledge and background in fire prevention has routinely worked with VMS, Inc. staff in the past to identify and address high risk fire areas in and around the Village. Through annual inspections, work plans were developed to guide staff in the modification of landscaped areas or the alteration of buildings to reduce their flammability and to improve their defense against wildland fires.

Staff recently met with the Fire Prevention Specialist (Specialist) for the area. She stated that the agencies with open space bordering Laguna Woods Village, which include the cities of Laguna Beach, Irvine, Laguna Woods, and the County of Orange, have no legal requirements to provide any brush, vegetation, or weed clearance adjacent to the perimeter of the Village. Currently, only the City of Irvine and Southern California Edison perform any annual weed abatement of their areas. El Toro Water District has a facility within the gates of the Village that

is inspected by OCFA annually. Currently, the site is in need of maintenance to reduce the risk of fire, according to the OCFA Specialist.

The Specialist reviewed the boundaries of the Village and pointed out the areas of greatest concern for fire risk are along El Toro Road at the southeastern border of the Village and along the northwest boundary of the Village, between Barbara's Lake and the Gate 11 area (ATT-1).

The Barbara's Lake-Gate 11 boundary area, due to prevailing wind direction and predominance of 'flash fuels', is a location where the implementation of a fuel management plan should be a priority. The predominance of aging acacia on slopes in that area presents a higher risk for 'spot fires' moving into the community from wildland fires and spreading rapidly.

The second area of concern is the El Toro Road slope from Calle Corte to Canyon Wren Lane. Along this arterial roadway, there are landscaped slopes that have a mixture of groundcover, shrubs, and trees. The shrubs, which include acacia, are gaining in height and the trees are growing lower towards the ground. While this management practice provides privacy and some sound attenuation for residents along the top of slope, it is not consistent with the recommendations of OCFA.

If the fuels in these two areas are tall and in close proximity to pine or eucalyptus trees, a 'fuel ladder' may exist that allows ground fires to gain in height and intensity, possibly threatening structures. The Specialist recommends a short term program to separate these plant types and a longer term program to remove acacia or other woody plants and replace them with lower growing fire resistance species. The establishment of 'defensible space' is a priority

To assist property owners and managers, OCFA has an educational program called 'Ready, Set, Go!' It is available online at [www.ReadySetGoOC.org](http://www.ReadySetGoOC.org) and provides a wealth of information regarding managing landscaping and open space adjacent to structures.

The development of a fire management plan will require evaluation of current maintenance practices of buildings to ensure that all possible recommendations from OCFA as it relates to enhancing the defensive capabilities of structures are considered. Very minor changes to the methods or materials used to maintain buildings may increase the ability of the structures to resist fires that may spread from adjacent open space into Village landscaped areas.

Staff recommends three steps to develop a fire risk management plan, which would provide immediate focus on areas with the highest risk along the western boundaries of the Village and along El Toro road, while working to create a longer term strategy and funding to address less urgent risks. Staff is proposing the following:

1. Survey the interior landscaped areas immediately inside the perimeter walls in Third Mutual. Establish a prioritized list and accurate mapping of high risk landscaped areas that need to be replaced with lower growing fire resistant plant material.
2. Determine from the above survey, areas where increased frequency or more aggressive maintenance style (landscape and tree) would support the goal of fuel ladder reduction, working in conjunction with landscape renovation to achieve short-term results where possible.

3. Establish an annual program to be included in the proposed Business Plan for Third Mutual that would address the long-term management of fire risk through capital investment in landscape rehabilitation and conversion.
4. Contact each agency bordering Laguna Woods Village to obtain accurate information on how each jurisdiction manages the fire risk associated with their property as it relates to the Village boundaries.

### **FINANCIAL ANALYSIS**

No cost projections for landscape renovation or an on-going fire risk reduction program have been developed at this time.

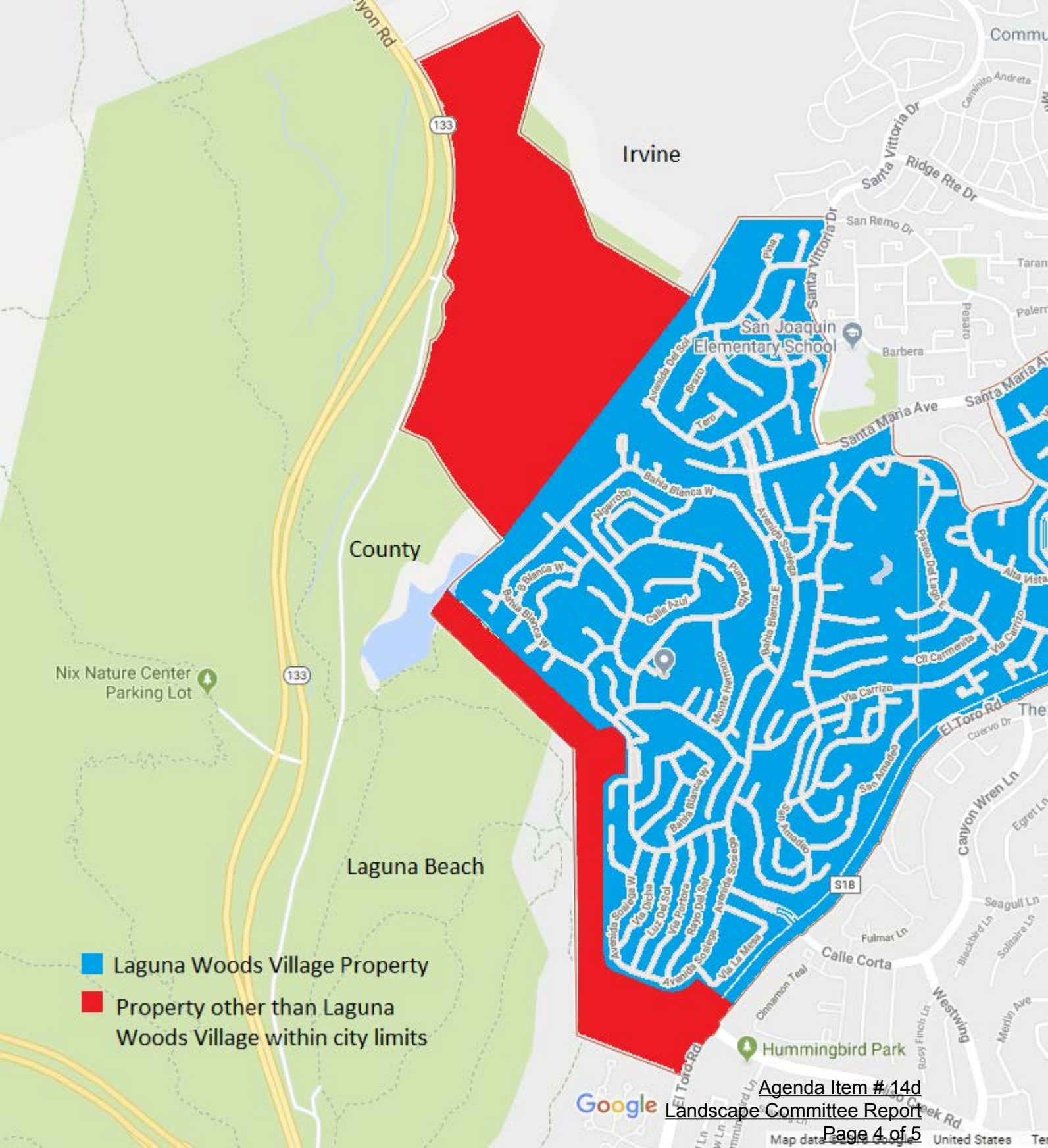
**Prepared By:** Bruce Hartley, General Services Director

**Reviewed By:** Brad Hudson, CEO

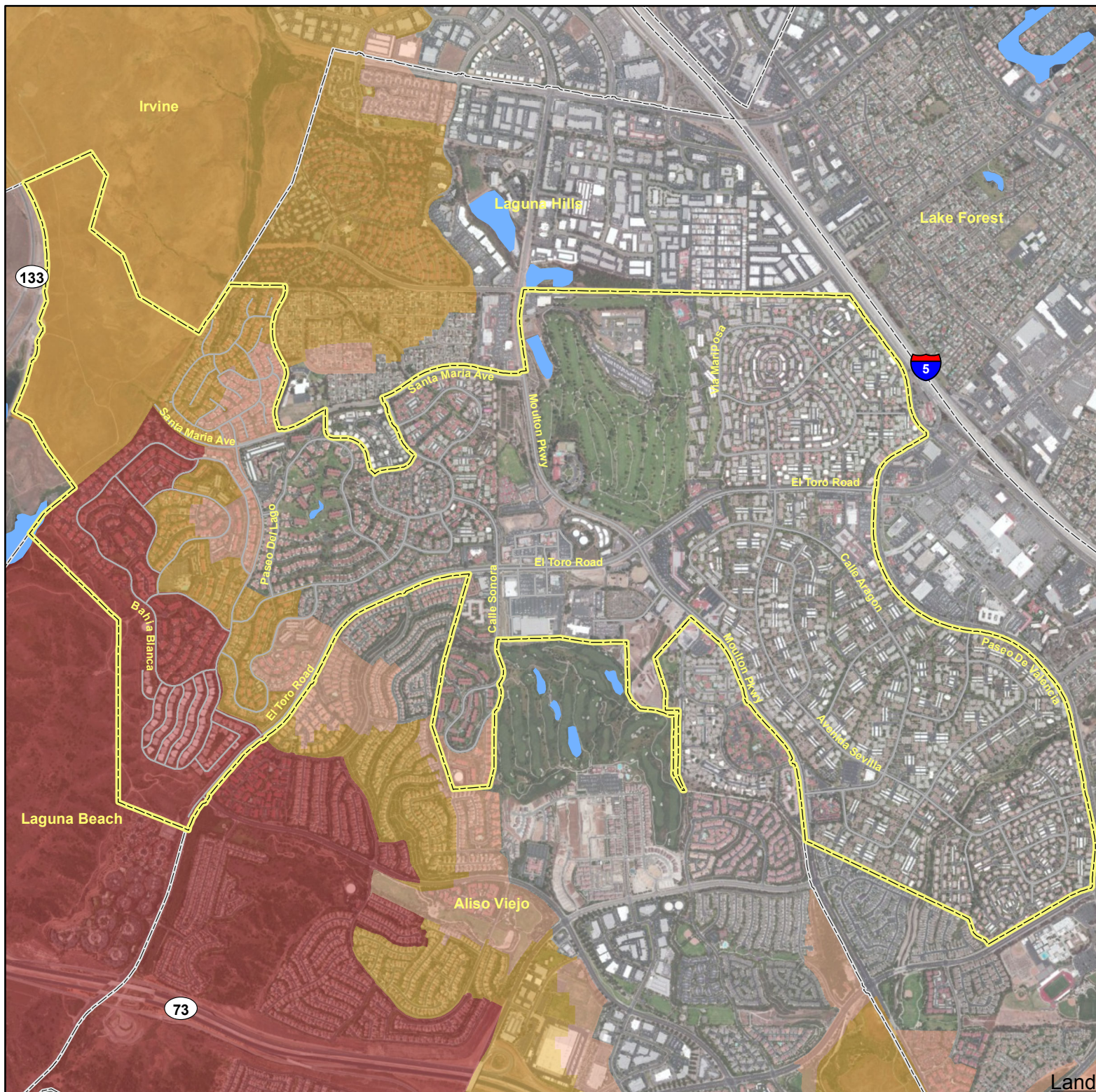
### **ATTACHMENT(S)**

ATT-1: Agency Boundary Map

ATT-2: High Fire Risk Areas



- Laguna Woods Village Property
- Property other than Laguna Woods Village within city limits



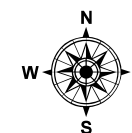
**Figure S-1**  
Fire Hazard Severity Zones

### LEGEND

- Laguna Woods Boundary
- Municipal Boundaries
- Lakes, Reservoirs, and Ponds
- Local Roads
- Fire Hazard Severity Zones**
  - Moderate
  - High
  - Very High

### Sources:

Laguna Woods Boundary -  
City of Laguna Woods GIS,  
City\_Boundary.shp  
Municipal Boundary -  
Cal Atlas, Incorp12\_1.shp  
Lakes, Reservoirs, and Ponds -  
Google Maps  
Local Roads -  
City of Laguna Woods GIS,  
merge of centerline files  
Imagery - ESRI Basemap, ArcGIS 10  
Fire Hazard Severity Zones -  
City of Laguna Woods GIS,  
C30fhszslall06\_3.shp



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City of Laguna Woods  
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