



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

**Tuesday, May 15, 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 Bruninghaus**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. April 17, 2018 - Regular Open Session
 - b. April 27, 2018 – Special Open Meeting (Pre-Budget Landscape)
 - c. April 30, 2018 - Special Open Meeting (Pre-Budget M&C)
 - d. May 4, 2018 – Special Open Meeting (Resolution on 30-Day Review)
 - e. May 8, 2018 – Special Open Meeting (New Director Appointments)
- 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 Dwaileebe**
- 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 3505-C (Casa Rosa, PR303C) – Patio Door Modification in Living Room

b. Landscape Committee Recommendations:

(1) Approve Tree Removal Request (Kadonada) 2253-C Via Puerta – Canary Island Pine (at resident expense)

(2) Deny Tree Removal Request (Kawamoto) 5450 Calle Pico – Camphor Tree

c. Finance Committee Recommendations:

(1) Approve Resolution to Record Lien against Member's ID; 932-950-85

d. Updated Third Mutual Committee Appointments

12. Unfinished Business - None

13. New Business

a. Entertain a Motion to Rescind Alteration Standard 45 – Solar Panels, 2 Story Buildings with Flat Roofs and Require a Variance Instead (**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

b. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5a: Satellite Dishes on 1-Story Buildings (**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

c. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5b: Satellite Dishes on 2-Story Buildings (**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

d. Entertain a Motion to Re-Introduce a Resolution for Revised Alteration Standard for 12: Exterior Wall Attachments (**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)

- e. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 16: Garage Doors (**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- f. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 26: Skylights(**MAY initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- g. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 27: Tubular Skylights (**MAY initial notification - postpone 30-days (JUNE) 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 June 5, 2018, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee - Director Walsh - Next Meeting Tuesday, May 29, 2018, at 1:30 a.m. in the Cypress Room
- c. Report of the Maintenance and Construction Committee - Director Walsh - Next Meeting June 4, 2018, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force - Director Frankel
- d. Report of the Landscape Committee - Director Tung - Next Meeting June 7, 2018, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel - Next Hearing May 16, 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 July 11, 2018, at 1:30 a.m. in the Board Room
- g. Report of the Energy and Technology Committee - Director Walsh - Next Meeting June 6, 2018, at 9:30 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 July 12, 2018, at 2:00 p.m. in the Board Room
- b. Finance Committee – Director diLorenzo. Next Meeting June 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 May 21, 2018 at 1:30 p.m. in the Board Room
 - Thrive Project Task Force – Next Meeting May 16, 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 June 28, 2018, at 1:30 p.m. in the Board Room
 - Disaster Preparedness Task Force—Next meeting May 29, 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. Resolution for Revised Alteration Standard 14:Fireplaces (**APRIL initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- b. Resolution for Revised Alteration Standard 18:Gutters & Downspouts (**APRIL initial notification - postpone 30-days (JUNE) for Member comments and suggestions to conform to Civil Code §4360 notification requirement**)
- c. Approve Revisions to the Non-Emergency Chargeable Maintenance Services

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) April 17, 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

April 17, 2018

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, April 17, 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, Bunny Carpenter, John Frankel, and Jules Zalon

Directors Absent: None

Staff Present: Siobhan Foster, Eileen Paulin, Kurt Wiemann and Cheryl Silva

Others Present: Marcy Sheinwold (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 Baum 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 Frankel made a motion to approve the agenda. Director Bruninghaus seconded the motion and it passed by unanimous consent.

5. APPROVAL OF THE MINUTES

a. March 20, 2018 -- Regular Open Session

b. March 23, 2018 -- Special Open Meeting

Director Baum made a motion, seconded by Director Frankel to approve the minutes of March 20, 2018 and March 23, 2018. The motion to approve the minutes as presented passed by unanimous consent.

6. REPORT OF THE CHAIR

President diLorenzo announced there are two vacancies on the Third Board because Director Moldow was elected to the GRF Board of Directors and Director Caine resigned for personal reasons. Candidates can get an application from Catherine Laster. The deadline to submit applications is Friday, May 4, 2018 at noon. There will be a special meeting to appoint two board members on Tuesday, May 8, 2018.

7. OPEN FORUM

Several Members spoke about the following:

- Benefits of Laguna Woods Foundations
- Garden Villa Association thanked Bert Moldow for his help
- The cost of using Laundry Rooms
- Updates of the west Aliso Creek walk near Gate 11
- Breezeway renovations
- Tree removal request
- Lease Policy

8. RESPONSES TO OPEN FORUM SPEAKERS

Several Directors responded to Member comments.

9. UPDATE FROM VMS

Director Sheinwold, VMS Director, reported from the VMS Board. The Board meets bi-weekly. At the last meeting, Chris Spahr presented a department update from the Resident Services Department.

10. REPORT OF THE CEO

Siobhan Foster, Chief Operating Officer, reported on the following:

- Pool 4 has reopened after maintenance
- Prior to Paint Program (PTP): 2018 work 60% complete
- Exterior Paint Program: 2018 work 33% complete
- Waste line remediation continues; 71 buildings completed to date, 33 buildings invoiced, 98 buildings will be completed this year
- South County Senior Summit held on Friday, April 27th
- Modernization of the Gatehouses 4, 10, 11 and 12 approved at GRF Maintenance & Construction Committee
- Paddle Tennis/Pickleball renovations contract approved at GRF M&C Committee
- Resident Services queuing system will begin in May
- Resident portal will begin on May 1st to allow residents to pay their assessments and chargeable services online, via credit card

- Whole Home DVR pilot program installations underway
- Digital Broadband improvements continue; by the end of the year we will be fully digital

11. CONSENT CALENDAR

Director Baum requested to remove 11a(1). Variance Request (5098) from the Consent Calendar.

Director Tung requested to remove 11b(2). Deny Tree Removal at 3420-3E Calle Azul (Claude) – Southern Magnolia from the Consent Calendar.

Director diLorenzo requested to remove 11e. Third and GRF Committee Assignments from the Consent Calendar and discussed under Unfinished Business as 12c.

11a. Architectural 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.

This item was removed from the Consent Calendar and discussed under Unfinished Business as 12a.

11b. Landscape Committee Recommendations:

(1) Approve Tree Removal at 2169-H (Hicks) - Leyland Cypress

RESOLUTION 03-18-47 **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.

(2) Deny Tree Removal at 3420-3E Calle Azul (Claude) – Southern Magnolia
This item was removed from the Consent Calendar and discussed under Unfinished Business as 12b.

(3) Approve Tree Removal and Non-Standard Landscape Design at 5152 Avenida Despacio (Kreter)

RESOLUTION 03-18-48

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

April 17, 2018

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.

(4) Deny Tree Removal at 5435 Via Carrizo (Chang) - Jacarada

RESOLUTION 03-18-49
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.

11c. Finance Committee Recommendations:

(1) Approve Resolution to Record Lien against Member's ID; 931-681-71

RESOLUTION 03-18-50
Recording of a Lien

April 17, 2018

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.

(2) Approval of Resolution to File a Small Claims court against Member's ID; 931-681-71

RESOLUTION 03-18-51
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.

11d. Approve the 2018 Election Dates for Martin & Chapman

11e. Approve Updated Third and GRF Committee Assignments

This item was removed from the Consent Calendar and discussed under Unfinished Business.

Director Walsh made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Baum and the motion passed by unanimous consent.

12. Unfinished Business

Items removed from the Consent Calendar:

12a. Architectural 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.

RESOLUTION 03-18-52 **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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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>. 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. 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. 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. 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. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400. 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. 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. 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.

Several Directors felt more information need to be provided regarding the removal of the Soffits and Ceiling.

Mr. Wiemann answered questions from the Board.

Director Walsh made a motion to approve the variance request for 5098 (Villa Paraisa, C13C_1) Room Addition on Private Garden and Roof over Entry and Removal of Soffits and Ceilings. Director Bruninghaus seconded the motion and it passed by unanimous consent.

12b. Landscape Committee Recommendations:

(2) Deny Tree Removal at 3420-3E Calle Azul (Claude) – Southern Magnolia

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.

The resident spoke against the recommendation to deny this request.

Director Tung made a motion, seconded by Director Baum to allow the resident to appeal the denial of the tree removal. The motion passed by unanimous consent.

The Board directed Siobhan Foster to help the resident with the appeal process.

12c. Approve Updated Third and GRF Committee Assignments

RESOLUTION 03-18-53
Mutual Committee Appointments

RESOLVED, April 17, 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
Juanita Skillman (United)
Carl Randazzo (United)
Bert Moldow (GRF)
Jim Juhan (GRF)
Voting Advisers: Steven Leonard

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~~, Violet Lawrence

Maintenance and Construction (Committee of the Whole)

William Walsh, 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

April 17, 2018

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.

RESOLUTION 03-17-54
GRF Committee Appointments

RESOLVED, April 17, 2018, 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

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

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
William Walsh, Alternate

Media and Communication Committee

Burt Baum

April 17, 2018

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)
Juanita Skillman, (United)
Don Tibbitts, (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.

Several Directors requested changes to the Committee Assignments.

Director Walsh made a motion, seconded by Director Bruninghaus to approve the amended Third and GRF Committee Assignments. The motion was approved by unanimous consent.

11d. Approve the 2018 Election Dates for Martin & Chapman

The Board approved the 2018 Election Dates and asked the Corporate Secretary to verify the election dates with Martin & Chapman.

13. New Business

- 13a.** 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)

Director Baum, Secretary of the Board, read the Resolution:

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 are 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.

Director Baum made a motion to introduce a resolution for revised alteration standard 14:Fireplaces for 30-day review with the change in the word "will" to "are" in item 3.1. The motion was seconded by Director Bruninghaus and passed by unanimous consent.

13b. 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)

Director Baum, Secretary of the Board read the Resolution:

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.

Director Baum introduced a resolution for revised alteration standard 18: Gutters & Downspouts for 30-day review.

14. Committee Reports

14a. Report of the Finance Committee/Financial Report

Director Bruninghaus 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 Walsh reported from the Architectural Control and Standards Committee. The next meeting will be April 23, 2018, at 9:30 a.m. in the Sycamore Room.

14c. Report of the Maintenance & Construction Committee

Director Frankel reported from the Maintenance and Construction Committee. The next meeting will be May 7, 2018, at 1:00 p.m. in the Board Room.

- Director Frankel reported from the Parking and Golf Cart Task Force. The next meeting April 20, 2018 at 1:30 p.m. in the Sycamore Room
- Director Walsh reported from the Garden Villa Association. The next meeting will be May 10, 2018, at 10:00 a.m. at Clubhouse 5, Room 1.
- Director diLorenzo reported from the Garden Villa Rec. Room Subcommittee. The next meeting will be April 18, 2018, at 9:30 a.m. in the Sycamore Room.

14d. Report of Landscape Committee

Director Tung reported from the Landscape Committee and reported on the fire hazard areas in the Community. The next meeting will be May 3, 2018, at 9:00 a.m. in the Board Room.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Zalon 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 Pine Room.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee. 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 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. The next meeting will be

June 12, 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 April 25, 2018 at 1:30 p.m. in the Willow Room.

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.

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 June 13, 2018 at 9:30 a.m. in the Board Room. The next PAC Ad Hoc Committee meeting TBA.

15d. Media and Communications Committee – The next meeting will be May 21, 2018, at 1:30 p.m. in the Board Room. The next Thrive Task Force will meet on April 18, 2018, at 9:30 a.m. in the Cypress Room.

15e. Mobility & Vehicles Committee – The next meeting will be June 6, 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.

- Disaster Preparedness Task Force. The next meeting is April 24, 2018, 9:30 a.m. in the Cypress Room.

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. Second Reading of a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (May)

16d. Second Reading of a Resolution for Revised Alteration Standard 19: Balcony and Railing Paneling (May)

16e. Second Reading of a Resolution for a Policy on Closets and partition Walls (May)

April 17, 2018

16f. Second Reading of a Resolution for a Tree Topping Policy (May)

16g. Second Reading of a Resolution for Electrical Use Reimbursement Policy
Revision (May)

17. DIRECTORS' COMMENTS

There were no comments from the Directors.

18. RECESS


The Board recessed at 11:55 a.m. and reconvened into Executive Session at 1:30 p.m.

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

During the March 20, 2018 Regular Executive Session, the Board approved the minutes of February 20, 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 April 17, 2018 at 5:22 p.m.


Burt Baum, Secretary of the Board
Third Mutual Laguna Hills

April 17, 2018

16f. Second Reading of a Resolution for a Tree Topping Policy (May)

16g. Second Reading of a Resolution for Electrical Use Reimbursement Policy
Revision (May)

17. DIRECTORS' COMMENTS

There were no comments from the Directors.

18. RECESS

The Board recessed at 11:55 a.m. and reconvened into Executive Session at 1:30 p.m.

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

During the March 20, 2018 Regular Executive Session, the Board approved the minutes of February 20, 2018; approved Notice of Sale against Member ID; 934-500-12 and 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 April 17, 2018 at 5:22 p.m.



Burt Baum, Secretary of the Board
Third Mutual Laguna Hills

~~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 APRIL 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

1.1 GENERAL REQUIREMENTS

~~1.2 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.~~

~~1.3 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~

~~1.4 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).~~

~~1.5 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.~~

~~1.6 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.~~

- ~~1.7~~ **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.
- ~~1.8~~ **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- ~~1.9~~ **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.
- 2.1** All installations must meet the Southern California Air Quality 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.

3.1 PARK ARRESTORS

- 3.2** Spark arrestors ~~will be~~ are required for new all units fireplaces.
- 3.3** ~~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.

~~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

1.1 GENERAL REQUIREMENTS

See Standard Section1: General Requirements

- 1.2 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.~~
- 1.3 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.4 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).~~
- 1.5 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.~~
- 1.6 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.~~

- 1.7 ~~**DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The~~
- 1.8 ~~Member and/or his or her contractor is responsible for removal of **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.~~
- 1.9 ~~**CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- 1.10 ~~**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
- 2.5** ~~of the same type~~ style and color ~~as to match~~ as the existing gutters on the building.
- 2.6** Gutters and downspouts will be of the same color to match the surface they are attached to.



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

Friday, April 27, 2018
Laguna Woods Village Community Center
Willow Room

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Bunny Carpenter, John Frankel and Roy Bruninghaus

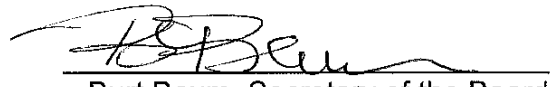
Directors Absent: None

Others Present: None

1. President diLorenzo called the meeting to order at 9:00 a.m. and established that a quorum was present.
2. The Board discussed Pre-Budget items for the 2019 Landscape Budget
3. Discuss and Consider Prioritization & Cost Estimates for Proposed Landscape Modernization Projects

Director Walsh made a motion to repurposed \$250,000 out of the Modernization Reserve Fund for renovation of the slopes in 2018. The motion was seconded by Director Tung and the motion was approved unanimously.

4. The meeting was adjourned at 11:20 p.m.


Burt Baum, Secretary of the Board
Third Laguna Hills Mutual

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OPEN MEETING

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

Monday, April 30, 2018
Laguna Woods Village Community Center
Sycamore Room • 9:00 AM – 12:00 PM

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Bunny Carpenter, John Frankel and Roy Bruninghaus

Directors Absent: None

Others Present: None

1. President diLorenzo called the meeting to order at 9:00 a.m. and established that a quorum was present.
2. The Board discussed the Pre-Budget items for the 2019 Maintenance & Construction Projects
3. The meeting was adjourned at 11:45 a.m.

Burt Baum, Secretary of the Board
Third Mutual Laguna Hills

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

**Friday, May 4, 2018 - 11:30 AM
Laguna Woods Village Community Center, 24351 El Toro Road
Sycamore Room**

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

Board Members Present: Rosemarie diLorenzo, Bill Walsh, James Tung,
Burt Baum, Roy Bruninghaus, Bunny Carpenter, John
Frankel,

Board Members Absent: Steve Parsons

Staff Present: Siobhan Foster, COO and Cheryl Silva

- 1. President diLorenzo called the meeting to order at 11:15 a.m. and establish a quorum was present.**
- 2. Pledge of Allegiance was led by John Frankel**
- 3. Director Zalon made a motion to approve the agenda as presented. Director Bruninghaus seconded the motion and it passed by unanimous consent.**
- 4. Unfinished Business**

- 6a. Entertain a Motion to Approve a Resolution on a Policy for Alterations of Attics, Soffits and Suspended Ceilings (MARCH initial notification – 30-day notification to conform to Civil Code §4360 has been satisfied)**

Director Baum, Secretary of the Board, presented the following resolution:

Resolution 03-18-55

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, within the interior of the structure, that is generally inaccessible 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, May 4, 2018, that the Board of Directors hereby adopts 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
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to adopt the resolution on a policy for alterations of attics, soffits and suspended ceilings. Director Bruninghaus

seconded the motion.

Discussion ensued among the Directors.

President Baum asked for the vote and the motion passed by unanimous consent.

- 6b. Entertain a Motion to Approve a Resolution for Revised Alteration Standards for 19:Balcony Railing Paneling (**MARCH initial notification - 30-day notification to conform to Civil Code §4360 has been satisfied**)

Director Baum, Secretary of the Board, presented the following resolution:

Resolution 03-18-56
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 recognize the need to revise Alteration Standard Section 19: Balcony Modesty Paneling.

NOW THEREFORE BE IT RESOLVED, May 4, 2018, the Board of Directors adopts 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

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

Director Baum made a motion to adopt a resolution for revised alteration standards for 19: Balcony Railing Paneling. Director Walsh seconded the motion and it passed by unanimous consent.

- 6c. Entertain a Motion to Approve a Resolution for a Policy on Closets and Partition Walls (**MARCH initial notification - 30-day notification to conform to Civil Code §4360 has been satisfied**)

Secretary of the Board, Director Baum, presented the following resolution:

Resolution 03-18-57
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, May 4, 2018, that the Board of Directors of this Corporation hereby adopts 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
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to adopt a resolution for a policy on closets and partition walls. Director Bruninghaus seconded the motion.

Discussion ensued among the Directors.
Kurt Wiemann answered questions from the Board.

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

- 6d. Entertain a Motion to Approve a Resolution for a Tree Topping Policy (MARCH initial notification - 30-day to conform to Civil Code §4360 has been satisfied)

Director Baum, Secretary of the Board, presented the following resolution:

Resolution 03-18-58
Tree Topping Policy

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on May 4, 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 when necessary and recommend to the Landscape Committee the selective removal of certain trees within the grouping, while still preserving the overall look and intent of the grouped plantings.

NOW, THEREFORE BE IT RESOLVED, May 4, 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

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

Director Baum made a motion to adopt a resolution for a tree topping policy. Director Tung seconded the motion.

Discussion ensued among the Directors.

President diLorenzo asked for the vote and the motion pass by unanimous consent.

- 6e. Entertain a Motion to Approve a Resolution for Electrical Use Reimbursement Policy Revision (**MARCH initial notification - 30-day to conform to Civil Code §4360 has been satisfied**)

Director Baum, Secretary of the Board, presented the following resolution:

Resolution 03-18-45
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

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. A closet or hallway will be considered as a room for reimbursement purposes.
- 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

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

Director Baum made a motion to adopt a resolution for electrical use reimbursement policy revision. Director Tung seconded the motion and the motion passed by unanimous consent.

- 6f. Entertain a Motion to Approve an Emergency Resolution for Unoccupied Manor Inspection Policy

Director Baum, Secretary of the Board, presented the following resolution:

Resolution 03-18-59
EMERGENCY RESOLUTION TO ADOPT A POLICY FOR
INTERIOR INSPECTION OF UNOCCUPIED MANORS

WHEREAS, unoccupied Manors present a number of concerns to Third Mutual and its residents, including without limitation, potential damage to the Mutual's Common Areas, and those concerns increase the longer the Manor is unoccupied;

WHEREAS, the fiduciary responsibility of the Board is to protect the Mutual's assets and it is to the benefit of the Mutual and its residents to inspect the condition of Manors which have been unoccupied for a period of six (6) months or more, or which are reasonably believed to pose potential maintenance concerns; and,

WHEREAS, based on the advice of the Mutual's legal counsel and consistent with the Mutual's governing documents, the Mutual has the right to access an owners Manor at any time in the event of an emergency and

the right to access an owner's Manor at a reasonable hour in non-emergency situations for the purpose of inspection;

NOW THEREFORE BE IT RESOLVED, May 4, 2018, that the Board of Directors hereby enacts the Emergency Unoccupied Manor Inspection Policy ("Policy");

RESOLVED FURTHER, that except in case of an emergency inspection, in which case the Mutual or a representative thereof may enter without prior notice to the Manor owner, the Mutual must provide a minimum of fifteen (15) days' prior written notice to the owner of record of each Manor that is unoccupied or presumed to be unoccupied before any inspection is carried out in a Manor in accordance with this Policy;

RESOLVED FURTHER, the Mutual will conduct non-emergency inspections in accordance with said notice of inspection and charge administrative costs/fees as set by the Mutual for each such inspection, including the cost of gaining entrance into the Manor, as may be applicable;

RESOLVED FURTHER, if the Owner of record of an unoccupied Manor objects in writing to the inspection of such Manor or specifically denies entry, the matter may be referred to the Board for member disciplinary action;

RESOLVED FURTHER, non-emergency inspections will be conducted with premises patrol personnel in attendance to document and ensure there is no adverse impact upon the Manor interior by the Mutual's inspection; such inspection with patrol personnel is subject to a fee(s) for the cost to the Mutual to provide such persons to witness the inspection;

RESOLVED FURTHER, the inspector must identify and note conditions within each inspected Manor in a written report, which shall be provided to the Manor Owner by mailing the report to the Owner's mailing address in the Mutual's records, and facilitate the maintenance or remediation of adverse conditions identified to protect against damage to Mutual property, Common Area damage, or nuisance to neighboring Manors and residents;

RESOLVED FURTHER, that any necessary emergency maintenance or repairs (meaning those that are required to prevent damage imminent damage or injury to persons or property) identified in the inspection and carried out by the Mutual, that are the responsibility of the member will be charged to the owner of record after a noticed hearing before the Board in

accordance with the Mutual's governing documents;

RESOLVED FURTHER, that necessary emergency maintenance and repairs that are the responsibility of the Mutual will be carried out at the Mutual's expense;

RESOLVED FURTHER, that Resolution 03-14-25 adopted March 18, 2014 is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this Resolution. Director Baum made a motion to adopt an emergency resolution for unoccupied manor inspection policy. Director Walsh seconded the motion.

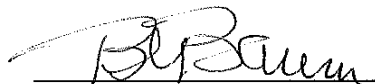
Discussion ensued among the Directors.

Director Walsh asked for the vote and the motion passed by unanimous consent.

7. Director's Comments

None

8. Adjourn 11:51 a.m.

A handwritten signature in dark ink, appearing to read "B. Baum", is written over a horizontal line.

Burt Baum, Secretary of the Board
Third Mutual Laguna Hills



OPEN MEETING

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

Tuesday, May 8, 2018
Laguna Woods Village Community Center
Board Room • 1:30 p.m.

Board Members Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Roy Bruninghaus, Bunny Carpenter, John Frankel and Jules Zalon

Board Members Absent: Steve Parsons


Staff Present: Cheryl Silva, Eileen Paulin

Others Present: GRF: Joan Milliman, Beth Perak,

1. President diLorenzo called the meeting to order at 1:30 p.m. and announced that a quorum was present.
2. Director Frankel Entertain Motion to Appoint (2) Third Mutual Directors to Fill Vacancies (Both terms ending 2019) – Interview, Secret Ballot and Election of New Third Board Members. Director Carpenter seconded the motion and passed by unanimous vote.
3. Director Baum addressed the audience and explained the process for the meeting today. Each candidate will be given (3) minutes for candidate statements and (2) minutes to answer questions from the Board.
4. The candidates were called up in alphabetical order to give (3) minute candidate statements.

5. The candidates, in random order, were given (2) minutes to answer pre-prepared questions from the Board.
6. Secret Ballots were passed out to the Board Members.
7. Director Baum made a motion to commence voting. The motion was seconded by Director Walsh
8. Director Baum made a motion to cease voting. Director Walsh seconded the motion.
9. The Corporate Secretary and the Secretary of the Board tallied the votes. Jack Connelly (7), Cusrow Bhada (6) and Paul Chao (3)

President diLorenzo announced that Jack Connelly and Cusrow Bhada were appointed as the two new Third Board Members.
10. Meeting was adjourned at 2:42 p.m.


Burt Baum, Secretary of the Board
Third Mutual Laguna Hills

RESOLUTION 03-18-XX

Variance Request

WHEREAS, Ms. Lynne Corboz of 3505-C Bahia Blanca West, a Casa Rosa style unit, is requesting Board approval of a variance to modify the existing approved double patio door installation and replace with one large, four panel patio door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on April 5, 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 April 23, 2018; and

NOW THEREFORE BE IT RESOLVED, on May 15, 2018, the Board of Directors hereby approves the request for the variance to modify the existing approved double patio door installation and replace with one large, four panel patio door, 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 **3505-C**, ("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 **3505-C** for installing a **patio door modification**, 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 3505-C and all future Mutual members at 3505-C.
5. 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).
6. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
 7. 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.
 8. 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.
 9. 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.
 10. 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.
 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. 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.
 13. 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.
 14. 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.

15. 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.
16. 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.
17. 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.
18. 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.
19. 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>.
20. 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.
21. 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.

22. 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.
23. 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.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
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.

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 May 3, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 2253-C Via Puerta; and

NOW THEREFORE BE IT RESOLVED, May 15, 2018, the Board of Directors denied a request for the removal of one Canary Island Pine 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 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 May 3, the Landscape Committee recommended to deny the request to remove the tree located at 5450 Calle Pico; and

NOW THEREFORE BE IT RESOLVED, May 15, 2018, the Board of Directors denied a request for the removal of one Camphor 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 932-950-85; 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, May 15, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-950-85 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

DATE: May 15, 2018
FOR: Third Board of Directors
SUBJECT: Third Committee Appointments

RECOMMENDATION

Approve the Resolutions of the Committee Appointments for the Board Committees.

BACKGROUND

Changes to the Board Committees occurred due to appointments to 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

ATTACHMENT(S)

Third Board and GRF Committee Appointment Resolutions

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RESOLUTION 03-18-xx

Third Mutual Committee Appointments

RESOLVED, May 15, 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 Advisors: Mike Butler, Bob Hatch and Mike Plean

Communications Committee

Burt Baum, Chair

Roy Bruninghaus

Jack Connelly

Bunny Carpenter

Bill Walsh

Non-Voting Advisors: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair

Burt Baum

John Frankel

Juanita Skillman (United)

Carl Randazzo (United)

Bert Moldow (GRF)

Jim Juhan (GRF)

Voting Advisors: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair
Rosemarie diLorenzo, Co-Chair
Bunny Carpenter
John Frankel
James Tung
Cush Bhada, Alternate
Jules Zalon, Alternate

Finance (Committee of the Whole)

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

Garden Villa Recreation Room Subcommittee

Rosemarie diLorenzo, Chair
Cush Bhada
Voting Advisors: 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
Jack Connelly
Non-Voting Advisors: Violet Lawrence

Maintenance and Construction (Committee of the Whole)

Bill Walsh, Chair
Bunny Carpenter, First Co-Chair
John Frankel, Second Co-Chair
Cush Bhada
Voting Advisors: 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, Advisor

RESOLVED FURTHER, that Resolution 03-17-53, adopted April 17, 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, May 15, 2018, 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
Jack Connelly, Alternate

Finance Committee

Rosemarie di Lorenzo
Steve Parsons
Bill Walsh, Alternate

Landscape Committee

James Tung
Jules Zalon
John Frankel, Alternate

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
William Walsh, Alternate

Media and Communication Committee

Burt Baum
Roy Bruninghaus
Jack Connelly, Alternate

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)

Juanita Skillman, (United)

Don Tibbitts, (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

Cush Bhada, Alternate

RESOLVED FURTHER, that Resolution 03-18-54, adopted April 17, 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

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Rescind Alteration Standard 45: Solar Panels, Two-Story Buildings

RECOMMENDATION

Approve a resolution to rescind Alteration Standard 45 - Solar Panels, Two-Story Buildings.

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 45 - Solar Panels, Two-Story Buildings was last revised in January, 2016, via Resolution 03-16-09.

DISCUSSION

Due to the numerous skylight and solar tube installations on multi-story buildings, the space allocation for solar panels has become increasingly difficult to ascertain on a standardized, Mutual-wide basis. The ACSC has reviewed the existing Alteration Standard and determined that due to the increased complexity of solar panel installation for two-story buildings, Standard 45 should to be rescinded in its entirety.

In compliance with State law, solar panel installations would still be permitted on multi-story buildings, but each application would be considered on a case-by-case basis through the variance process.

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 Rescind Standard 45: Solar Panels on Two-Story Buildings

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Attachment 1

RESOLUTION 03-18-XX

Rescind Standard 45: Solar Panels on Two-Story Buildings

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

WHEREAS, due to the increased complexity of solar panel installation for two-story buildings, Standard 45 should to be rescinded in its entirety.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 03-16-09 adopted January 19, 2016; 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.

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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STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 5A: Satellite Dishes; One-Story Buildings

RECOMMENDATION

Approve a resolution to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings.

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 5A: Satellite Dishes; One-Story Buildings was last revised in November 2013, Resolution 03-13-119.

DISCUSSION

Due to changes in technology and the continued popularity of satellite television, the ACSC has reviewed the existing Standards pertaining to satellite dish installations. The following sections are proposed to be revised:

- §2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document.~~
- §3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patio, atrium or courtyard. The dish must stay within the footprint of ~~patio such areas.~~
- §3.2 Satellite dish installation is permitted on building fascia. ~~of detached manors only.~~ The ~~resident~~ Member must ~~make all efforts~~ coordinate with and receive approval of ~~from the Alterations Department for all satellite dish locations.~~ All ~~to install a~~ satellite dish ~~installations must that will~~ not be visible from neighboring street(s). Satellite dishes must be installed no less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street

§3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket ~~and its perimeter bolt pattern must be clamp style and~~ must fully fit onto the fascia, with no overhang.

§3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinderblocks~~ **concrete blocks**

§3.16 ~~It is recommended that~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

The following sections are proposed to be added:

§2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

§2.10 All satellite dish installations must be removed at the time of resale.

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 Revise Alteration Standard Section 5A: Satellite Dishes; One-Story Buildings

Attachment 2: Redlines of Alteration Standard 5A: Satellite Dishes; One-Story Buildings

Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings

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 revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings and,

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 5A: Satellite Dishes; One-Story Buildings;

1.0 GENERAL GUIDELINES

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 Any installation permitted in Mutual Common Area at one-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, its location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish,

the “Agreement Regarding Satellite Dish Installation on Common Area Property”.

2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

2.10 All satellite dish installations must be removed at the time of sale.

3.0 INSTALLATION GUIDELINES

3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., patios, atrium or courtyard. The dish must stay within the footprint of such areas.

3.2 Satellite dish installation is permitted on building fascia. The Member must coordinate with and receive approval from the Alterations Department for all satellite dish locations. All satellite dish installations must not be visible from neighboring street(s). Satellite dishes must be installed not less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street

3.3 For satellite dish installations on building fascia of detached manors, the mounting bracket must be clamp style and must fully fit onto the fascia, with no overhang.

3.4 Satellite dish installation is permitted on flat roofs when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related members must be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.

3.5 To install a dish on a flat roof, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8” x 8” x 16” concrete blocks (see Example 1 below).

3.6 For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3’ X 3’ satellite dish pad provided by the Mutual’s roofing contractor at the expense of the Member.

3.7 Only one (1) satellite dish per manor is allowed.

3.8 Any satellite dish installed on Common Area must not exceed a diameter of 36”.

3.9 No coaxial cable must be larger than ½” in diameter.

3.10 Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.

3.11 Drilling through a roof is prohibited.

3.12 Mounting a satellite dish on a chimney is prohibited.

3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.

3.14 Mounting of a satellite dish to PVC, ABS or plumbing vent pipes is prohibited.

- 3.15 No modifications to any fascia, rain gutter or plumbing vent must be permitted. A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.
- 3.16 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

RESOLVED FURTHER, that Resolution 03-13-119 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; and

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

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 STANDARD 5A:-- Satellite Dishes: 1 One- Story Buildings~~

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-57
REVISED APRIL 2007, RESOLUTION 03-07-31
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED NOVEMBER 2013, RESOLUTION 03-13-119
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-
12
REVISED MAY 2018, RESOLUTION 03-18-XX

1.0 GENERAL GUIDELINES

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 must 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 must 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 must commence prior to 7:00a.m. and no work shall must be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall must 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 must be permitted on Sunday.~~
- ~~1.5 — **PLANS:** The Member applying for a permit shall must 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 must 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 must 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 GENERAL GUIDELINES

- 2.1** Any installation permitted in Mutual Common Area at one story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2** Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3** The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4** No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5** Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it ~~shall~~must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and
re-installation ~~shall~~must be borne by the Mutual Member.
- 2.6** Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception-Devices rule (OTARD).
- 2.7** Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and the restoration of any Mutual property, at the Member's expense.

2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document~~.

2.9 If the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

2.10 All satellite dish installations must be removed at the time of sale.

3.0 INSTALLATION GUIDELINES

3.1 Satellite dish installation is permitted on Exclusive Use Common Area, i.e., ~~patios~~patio, atrium or courtyard. The dish must stay within the footprint of ~~patios~~such areas.

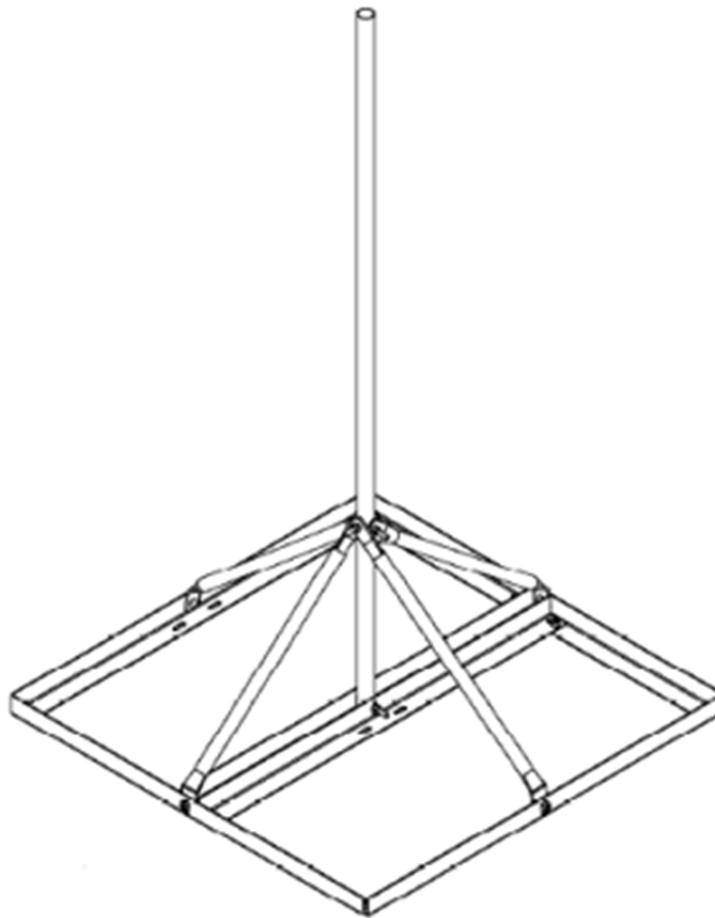
3.2 Satellite dish installation is permitted on building fascias ~~of detached manors only~~. The ~~resident Member shall~~must make all efforts coordinate with and receive approval from the Alterations Department for all satellite dish locations. All ~~to install a~~ satellite dish ~~installations must that will~~ not be visible from neighboring street(s). Satellite dishes must be installed no less than twenty (20) feet from the corner of the building closest to the street, and cannot be attached on a side of the building that faces the street.

3.3 For satellite dish installations on building fascias of detached manors, the mounting bracket ~~and its perimeter bolt pattern~~must be clamp style and must fully fit onto the fascia, with no overhang.

3.4 Satellite dish installation is permitted on **flat roofs** when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. No satellite dish or any portion of a satellite dish and its related Members ~~shall~~must be attached to any built-up roofing on a flat roof. See 2.2 for installation criteria.

- 3.5 To install a dish on a **flat roof**, mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" ~~cinder blocks~~ concrete blocks (see Example 1 below).
- 3.6 For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- 3.7 Only one (1) satellite dish per manor is allowed.
- 3.8 Any satellite dish installed on Common Area ~~shall~~must not exceed a diameter of 36".
- 3.9 No coaxial cable ~~shall~~must be larger than ½" in diameter.
- 3.10 Fasteners ~~shall~~must be properly sealed to prevent moisture intrusion. Sealants ~~shall~~must be specifically manufactured for the application for which it is used.
- 3.11 Drilling through a roof is prohibited.
- 3.12 Mounting a satellite dish on a chimney is prohibited.
- 3.13 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.14 Mounting of a satellite dish to PVC, ABS, or plumbing vent pipes is prohibited.
- 3.15 No modifications to any fascia, rain gutter or plumbing vent ~~shall~~must be permitted. A satellite dish installation ~~shall~~must not obstruct a rain gutter or plumbing vent in any way.

- 3.16- ~~It is recommended that satellite~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.



Example 1: Non-Penetrating Satellite Dish Roof Mount



STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 5B: Satellite Dishes; Two-Story Buildings

RECOMMENDATION

Approve a resolution to revise Alteration Standard 5B: Satellite Dishes; Two-Story Buildings.

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 5B: Satellite Dishes; Two-Story Buildings was last revised in November 2013, Resolution 03-13-120.

DISCUSSION

Due to changes in technology and the continued popularity of satellite television, the ACSC has reviewed the existing Standards pertaining to satellite dish installations. The following revisions are proposed:

§2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~or similarly titled document.~~

§3.12 ~~It is recommended that~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

The following sections are proposed to be added:

§2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.

§2.10 All satellite dish installations must be removed at the time of resale.

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 Revise Alteration 5B: Satellite Dishes; Two-Story Buildings

Attachment 2: Redlines of Alteration Standard 5B: Satellite Dishes; Two-Story Buildings



Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard 5B: Satellite Dishes; Two-Story Buildings

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 revise Alteration Standards 5B: Satellite Dishes; Two-Story Buildings and,

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 5B: Satellite Dishes; Two-Story Buildings;

2.0 GENERAL GUIDELINES

- 2.1 Any installation permitted in Mutual Common Area at two-story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.
- 2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.
- 2.3 The Mutual Member assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.

- 2.8 Should the proposed location of a satellite dish be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property".
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Department.
- 2.10 All satellite dish installations must be removed at the time of sale.

3.0 INSTALLATION GUIDELINES

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.
- 3.3 Any satellite dish installed on Common Area must not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4 No coaxial cable must be larger than ½" diameter.
- 3.5 Unless otherwise specified, coaxial cable must be encased in ½", 26 gauge steel wiremold fastened to the surface of the wall with ½" mounting clips and anchors, specified for stucco, attached every four feet. Wiremold must be painted to match the surface to which it is attached prior to installation. Fasteners must be properly sealed to prevent moisture intrusion. Sealants must be specifically manufactured for the application for which it is used.
- 3.6 Drilling through a roof is prohibited.
- 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8 Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9 No satellite dish or any portion of a satellite dish and its related members must not be attached to any built-up roofing on a flat roof.
- 3.10 Mounting a satellite dish on a chimney is prohibited.
- 3.11 No modifications to any fascia, rain gutter or plumbing vent shall be permitted. A satellite dish installation must not obstruct a rain gutter or plumbing vent in any way.
- 3.12 Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.
- 3.13 Buildings with flat or mansard roof
 - (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascia.

- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8"x8"x16" concrete blocks.
- (d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.
- (e) Attach wiremold to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (f) Do not place wiremold within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremold immediately below the existing wiremold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wire mold installation.

3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no

time can the dish be mounted on the side of the building, existing fascias, or on roof beams.

- (b) For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wiremold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wiremold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing wiremold installation. Do not alter or damage rain gutters.

3.16 Catalina, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.

RESOLVED FURTHER, that Resolution 03-13-120 adopted November 19, 2013, is hereby superseded in its entirety and no longer in effect; and

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

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.



~~Third Laguna Hills Mutual~~

~~Section STANDARD 5B:- Satellite Dishes:- 2Two--Story Buildings~~

ADOPTED NOVEMBER 2006, RESOLUTION 03-06-58

REVISED APRIL 2007, RESOLUTION 03-07-32

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

REVISED NOVEMBER 2013, RESOLUTION 03-13-120

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

REVISED MAY 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 GENERAL GUIDELINESAPPLICATIONS

2.1 Any installation permitted in Mutual Common Area at two story buildings must follow all guidelines set forth by the following Mutual Alteration Standard.

2.2 Prior to installation of any satellite dish, a plan and the specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5. The submitted plan must indicate all work to be done, i.e., type of dish, size, a full description, it's location on the building, anchoring, and method of sealing wall(s) and attachments. Site location will be contingent upon Mutual approval.

- 2.3 The Member ~~shall~~must indemnify the Mutual and assumes all responsibility for any damage including, but not limited to, roof or wall damage, or damage from moisture intrusion resulting from improper installation of the satellite dish.
- 2.4 No satellite dish will be permitted which may become hazardous to other residents or workmen due to its location or dimensions.
- 2.5 Any satellite dish must be made easily removable as required for performance of maintenance. In the event a satellite dish must be removed it ~~shall~~must be the Mutual Member's responsibility to remove and properly store the dish until such time that maintenance work has been completed. The cost of removal, storage and re-installation ~~shall~~must be borne by the Mutual Member.
- 2.6 Any satellite dish installation must follow all guidelines set forth by the Federal Communications Commission's Over-the-Air-Reception- Devices rule (OTARD).
- 2.7 Any installation violating these guidelines is subject to immediate removal at the sole cost of the Mutual Member, and restoration of any Mutual property, at the Member's expense.
- 2.8 Should the proposed location of a satellite dish be in an area that is Common Area, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a dish, the "Agreement Regarding Satellite Dish Installation on Common Area Property" ~~-or similarly titled document.~~
- 2.9 Should the proposed location of a satellite dish be in a location that is currently occupied by a functional solar panel, an alternate location will be designated by the Alteration Division.
- §2.10 All satellite dish installations must be removed at the time of resale.

3.0 **INSTALLATION GUIDELINES**

- 3.1 Satellite dish installation is permitted on Exclusive Use Common Area, e.g. patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.
- 3.2 Only one (1) satellite dish per manor is allowed.
- 3.3 Any satellite dish installed on Common Area ~~shall~~must not exceed a diameter of 36", with the exception of manor types listed in paragraph 3.16 herein.
- 3.4 No coaxial cable ~~shall~~must be larger than ½" diameter.
- 3.5 Unless otherwise specified, coaxial cable ~~shall~~must be encased in ½", 26 gauge steel ~~wire mold~~wire mold -fastened to the surface of the wall with ½"- mounting clips and anchors, specified for stucco, attached every four feet. ~~Wire mold~~Wire mold ~~shall~~must be painted to match the surface to which it is attached **prior to installation**. Fasteners ~~shall~~must be properly sealed to prevent moisture intrusion. Sealants ~~shall~~must be specifically manufactured for the application for which it is used.
- 3.6 Drilling through a roof is prohibited.
- 3.7 Utilization of any GRF Broadband installation and/or equipment is prohibited.
- 3.8 Mounting of a satellite dish to PVC, ABS, plumbing vent pipes is prohibited.
- 3.9 No satellite dish or any portion of a satellite dish and its related ~~members~~ shallmust be attached to any built-up roofing on a flat roof.

3.10 Mounting a satellite dish on a chimney is prohibited.

3.11 No modifications to any fascia, rain gutter or plumbing vent ~~shall~~must be permitted. A satellite dish installation ~~shall~~must not obstruct a rain gutter or plumbing vent in any way.

3.12 ~~It is recommended that satellite~~ Satellite dishes and installation materials must be grounded in accordance with the National Electric Code.

3.13 Buildings with flat roof and mansard roof

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish, across the surface of the roof, to the mansard roof. Continue over the mansard roof and rain gutter, firmly and without slack, until the coaxial cable reaches the overhang. (Do not alter or damage the tile or rain gutter in any way.
- (e) Attach ~~wire~~mold~~wire mold~~ to the overhang, continue in a straight line to the wall of the building, and down vertically and horizontally, as required, to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached

wiremoldwire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

- (f) Do not place wiremoldwire mold –within 18" of balconies, balcony railings or balcony overhangs. Do not place wiremoldwire mold across any part of an overhang vent or near, or on, windows. Do not alter or damage wall-mounted air conditioners.

3.14 Buildings with flat roof and parapet

- (a) Place the satellite dish on the flat roof approximately 15 feet from the parapet above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building or to existing fascias.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" cinderblocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the flat roof to the parapet. Continue the coaxial cable up the wall of the parapet, over the crown, and down until it is several inches below an existing wire- mold installation. (Do not attach the coaxial cable to the interior wall of the parapet with fasteners.) Attach new wiremoldwire mold immediately immediately below the existing wiremoldwire mold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached wiremoldwire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

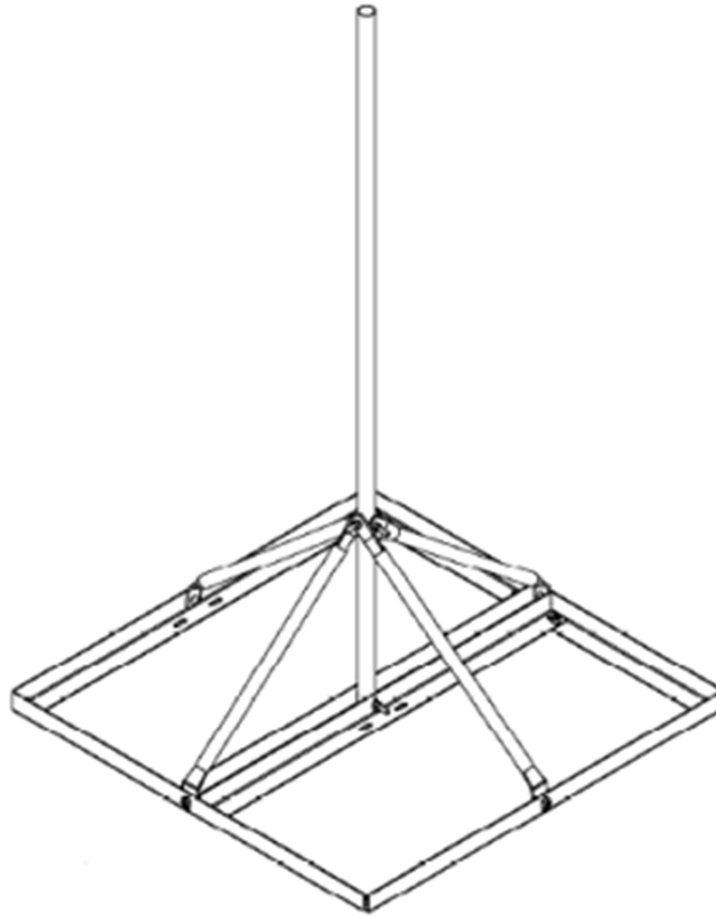
- (e) Do not use, alter or damage existing wire mold installation.

3.15 Seville

- (a) Place the satellite dish approximately 15 feet from the edge of the flat roof above the manor for which the service is being provided. At no time can the dish be mounted on the side of the building, existing ~~fascias~~fascia, or on roof beams.
- (b) For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.
- (c) Mount the satellite dish on a non-penetrating satellite dish roof-mount weighted down by a minimum of four, 8" x 8" x 16" ~~cinder blocks~~concrete blocks (see Example 1 below).
- (d) Extend the coaxial cable from the dish across the surface of the roof to the fascia. Attach the coaxial cable to the inside of the fascia and continue down to a location that is directly in line above the room selected for installation of the jack. Attach the coaxial cable to the overhang and continue to the wall of the building. Attach wire mold to the wall, vertically, in a straight line down to provide entry to the manor 24" from the floor. Encase the coaxial cable in the attached wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)
- (e) Do not use, alter or damage existing ~~wire mold~~wire mold installation. Do not alter or damage rain gutters.

3.16 ~~Catalina~~, Casa Milano, La Quinta and Villa Lugano series

- (a) Mounting of satellite dishes on buildings is permitted only upon approval of Permits and Inspections office of a detailed plan indicating all work to be done, i.e., size, location, description and specifications.
- (b) Satellite dish installation is permitted on Exclusive Use Common Area, e.g., patios or balconies. Dish must stay within footprint of patio or perimeter of balcony railing.



Example 1: Non-Penetrating Satellite Dish Roof Mount



STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 12: Exterior Wall Attachments

RECOMMENDATION

Approve a resolution to revise Alteration Standard Section 12: Exterior Wall Attachments.

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 12: Exterior Wall Attachments was last revised in April, 1996, via Resolution M3-96-28.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard Section 12: Exterior Wall Attachments 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:

§3.1 Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.

§3.2 Tile ~~and veneer~~ used ~~as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.

After review of the Standard, the ACSC determined that the following section should be added to the Standard:

§4.5 All trellis and wrought iron shall be mounted vertically.

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 Revise Alteration Standard Section 12: Exterior Wall Attachments

Attachment 2: Red Lines of Alteration Standard Section 12: Exterior Wall Attachments

Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard Section 12: Exterior Wall Attachments

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 12: Exterior Wall Attachments.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 12: Exterior Wall Attachments;

2.0 APPLICATIONS

- 2.1** No attachments may cover any electrical outlets or junction boxes.
- 2.2** No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3** No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4** All attachments must be permanent in nature and not subject to extreme weathering or deterioration.
- 2.5** Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums.

3.0 TILE AND VENEER

- 3.1** Tile and veneer used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2** Tile and veneer used will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3** Tile must match in color, design, and size as close as possible any brickwork on building existing.

4.0 TRELLIS AND WROUGHT IRON DESIGNS

- 4.1** Any trellis attached to a wall must be painted the same color as the wall.
- 4.2** Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached.
- 4.3** Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4** All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5** All trellis and wrought iron shall be mounted vertically.

5.0 MURALS, AND WALL HANGINGS

- 5.1** Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2** Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

RESOLVED FURTHER, that Resolution M3-96-28 adopted April, 1996, is hereby superseded in its entirety and no longer in effect; and

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

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.



~~THIRD LAGUNA HILLS MUTUAL~~

SECTION STANDARD 12: EXTERIOR WALL ATTACHMENTS

MARCH 1983

REVISED APRIL 1996, RESOLUTION M3-96-28

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

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

REVISED MAY 2018, RESOLUTION 03-18-XX

~~SECTION 12—~~

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 Manor Alterations Department 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.~~
- ~~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 No attachments may cover any electrical outlets or junction boxes.
- 2.2 No attachments may cover over plumbing access covers, cleanouts, or shutoffs.
- 2.3 No attachments may cover any vents, openings, or related items that will violate building code or hinder access in any way.
- 2.4 All attachments must be permanent in nature and not subject to extreme weathering or deterioration.

~~2.5~~ Any exterior wall attachment will be limited to only those walls which face ~~limited~~ Exclusive Use Common Areas, such as patios or atriums.

3.0 **TILE AND VENEER PAVERS**

- 3.1 Tile ~~pavers and veneer~~ used on a vertical surface exterior wall must be attached with thin set/epoxy mortar mixes.
- 3.2 Tile ~~and veneer used as a brick veneer~~ will be limited to use on stucco covered exterior chimneys and entryway columns.
- 3.3 Tile must match in color, design, and size as close as possible any existing brickwork on building ~~existing~~.

4.0 **TRELLIS AND WROUGHT IRON DESIGNS**



- 4.1 Any trellis attached to a wall must be painted the same color as the wall.
- 4.2 Trellis and wrought iron shall be within 12" of walls and not used as screens, shades, or shields, nor higher than wall to which it is attached ~~to~~.
- 4.3 Wrought iron shall be easily removable for access to the wall for painting purposes.
- 4.4 All lags or screws into walls must be sealed prior to installation to prevent water penetration.
- 4.5 All trellis and wrought iron shall be mounted vertically.

5.0 MURALS, AND WALL HANGINGS

- 5.1 Any installation of murals or wall hangings shall be limited to patio and atrium locations. No installation will protrude above the height of a patio wall.
- 5.2 Visual access through a wrought iron gate will be considered to be within the above statement and not a factor.

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STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 16: Garage Doors

RECOMMENDATION

Approve a resolution to revise Alteration Standard 16: Garage Doors

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 16: Garage Doors was last revised in September, 2015, via Resolution 03-15-127.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard 16: Garage Doors 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:

§2.3 ~~With the exception provided in paragraph 2.4,~~ All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. ~~The style and color of all doors installed shall be selected to match other garage doors in the same building.~~

§2.4 ~~Alteration metal garage doors with a white/off white factory finish are exempt from being painted during the Exterior Paint Program when white/off white is part of the approved color scheme for that particular building.~~

§2.5 All garage doors shall be of aluminum, ~~wood~~ or steel construction. One-piece or al panel style is optional. al style shall be limited to five panels maximum.

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 Revise Alteration Standard 16: Garage Doors

Attachment 2: Red Lines of Alteration Standard 16: Garage Doors



Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard 16: Garage Doors

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 16: Garage Doors.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 16: Garage Doors;

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

- 2.1 No garage door will be installed that requires modification to the building structure.
- 2.2 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3 All garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures.
- 2.4 All garage doors shall be of aluminum or steel construction. One-piece or al panel style is optional. al style shall be limited to five panels maximum.
- 2.5 Built-in self-closing mail slots are permissible.
- 2.6 Built-in windows in the top panel or second from the top panel of a al panel style garage door are permissible.
- 2.7 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.8 No built-in type access or pet doors will be permitted.

RESOLVED FURTHER, that Resolution 03-15-127 adopted September 15, 2015, is hereby superseded in its entirety and no longer in effect; and

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

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 STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE~~

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39

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

REVISED DECEMBER 2014, RESOLUTION 03-14-141

REVISED SEPTEMBER 2015, RESOLUTION 03-15-127

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

REVISED APRIL 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIRMENTS

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES: A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consents 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 Manor Alterations Department 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 Manor Alterations Department 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 Manor Alterations Department.~~

~~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 No garage door will be installed that requires modification to the building structure.

2.2 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.

2.3 ~~With the exception provided in paragraph 2.4, All~~ garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. ~~The style and color of all doors installed shall be selected to match other garage doors in the same building.~~

2.4 ~~Alteration metal garage doors with a white/off-white factory finish are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.~~

2.54 All garage doors shall be of aluminum, ~~wood~~ or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.

- | **2.65** Built-in self closing mail slots are permissible.
- | **2.76** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- | **2.87** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the ~~Permits and Inspections office~~Alterations Department will be deemed in keeping with the existing architecture of the building.
- | **2.98** No built-in type access or pet doors will be permitted.

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STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 26: Skylight Installations

RECOMMENDATION

Approve a resolution to revise Alteration Standard 26: Skylight 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 26: Skylight Installations was last revised in May 2003, via Resolution 03-03-43.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard 26: Skylight Installations and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The Committee proposes to revise the following section to the Standard:

§2.8 Maximum skylight size must not exceed Uniform International Building Code and Title 24 requirements. All ~~questionable~~ non-standard skylights are to be reviewed by the Mutual's Board of Directors.

The Committee proposes to add the following section to the Standard:

§2.15 No trusses shall be cut in the installation of skylights.

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 Revise Alteration Standard 26: Skylights Installations

Attachment 2: Red Lines of Alteration Standard 26: Skylight Installations

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Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard Section 26: Skylight 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 Section 26: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 26: Skylight Installations;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the Alterations Division office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any roof.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed International Building Code and Title 24 requirements. All non-standard skylights are to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current International Building Code (I.B.C.), State and/or City Standards.

- 2.10 Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11 No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12 Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13 All skylights shall be of ICBO approved double lens construction.
- 2.14 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 **No trusses shall be cut in the installation of skylights.**

RESOLVED FURTHER, that Resolution 03-03-43 adopted May 20, 2003, is hereby superseded in its entirety and no longer in effect; and

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

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.



~~THIRD LAGUNA HILLS MUTUAL~~

~~SECTION STANDARD 26: SKYLIGHT INSTALLATIONS~~

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-43

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

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

REVISED MAY-2018, RESOLUTION 03-18-XXX

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** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing must be in strict conformance with the I.U.B.C., Third Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and be either off-white or smoke tinted in color. Approval by the P.C.M. Permits and Inspections Alterations Department office will be deemed in keeping with the existing architecture. All skylights shall match other existing skylights. Clear skylights are not acceptable on any

roof.

- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Permits and Inspections office.
- 2.8** Maximum skylight size shall not exceed [Uniform-International](#) Building Code and Title 24 requirements. All [questionable-non-standard](#) skylights [are](#) to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current [Uniform-International](#) Building Code ([I.U.B.C.](#)), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2"x6" curbs. Mounting shall be with Galvanized or equal hex-head screws to aid in removal during reroofing.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylights installed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of ICBO approved double lens construction.
- 2.14** Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.
- 2.15 No trusses shall be cut in the installation of skylights.**

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STAFF REPORT

DATE: May 15, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 27: Tubular Skylight Installations

RECOMMENDATION

Approve a resolution to revise Alteration Standard 27: Tubular Skylight 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 27: Tubular Skylight Installations was last revised in May 2007, via Resolution 03-07-46.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard 27: Tubular Skylight Installations and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies.

The Committee proposes to add the following section to the Standard:

§3.11 No trusses shall be cut in the installation of skylights.

The Committee proposes to delete the following section of the Standard:

~~**§4.2b An “In-Progress” inspection by the Permits and Inspections office is required for all tubular skylights installed in 3 Story buildings.**~~

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 Revise Alteration Standard 27: Tubular Skylight Installations

Attachment 2: Red Lines of Alteration Standard 27: Tubular Skylight Installations



Attachment 1

RESOLUTION 03-18-XX

Revise Alteration Standard 27: Tubular Skylight 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 27: Tubular Skylight Installations.

NOW THEREFORE BE IT RESOLVED, May 15, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 27: Tubular Skylight Installations;

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITION

- 2.1** “Tubular skylight” refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.
- 2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 APPLICATIONS

- 3.1** All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.
- 3.2** **Notification:** Member must notify the Alterations Division office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.
- 3.3** **Final Inspection:** During the final inspection, should the Alterations Division office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).



- 3.4 ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.
- 3.5** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.6** Hypolon skirts will not be permitted as acceptable flashings.
- 3.7** All tubular skylight flashings are required to be minimum 8" in height.
- 3.8** All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.9** All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.
- 3.10** Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.
- 3.11 No trusses shall be cut in the installation of the skylights.**

4.0 INSTALLATION SPECIFICATIONS

4.1 FLAT ROOFS (Built Up Roofing)

- a.** 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b.** Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c.** Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d.** Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.
(First Ply/Base Ply)
- e.** Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical



surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.

(Second and Third Ply)

- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of *MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).
- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

4.2 3 STORY BUILDINGS

Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.

4.3 PITCHED ROOFS: All pitched roof (over 3:12) installations shall be as follows:

4.3.1 Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be



laced into existing Asphalt Composition Shingles as existing roof jacks are installed.

- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

4.3.2 Concrete & Clay Tile

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
 - 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.
- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.
- c. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- d. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

4.3.3 Metal Shingles

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base



flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.

- b. Polypropylene Turret Extension: shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

RESOLVED FURTHER, that Resolution 03-07-46 adopted May 15, 2007, is hereby superseded in its entirety and no longer in effect; and

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

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 STANDARD 27:~~ TUBULAR SKYLIGHT INSTALLATIONS

SEPTEMBER 1995
REVISED MAY 2003, RESOLUTION 03-03-44
REVISED MAY 2007, RESOLUTION 03-07-46
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED MAY 2018, RESOLUTION 03-18-XXX

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 **DEFINITION**

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 **APPLICATIONS**

- 3.1 All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.
- 3.2 **Notification:** Member must notify the ~~Permits and Inspections~~Alterations Division office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member is responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.
- 3.3 **Final Inspection:** During the final inspection, should the ~~Permits and Inspections~~Alterations Division office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member will be responsible for the proper repair(s).
- 3.4 **ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) must assure that the requirements of federal, state and local government regarding asbestos removal procedures are met or exceeded.
- 3.5 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.6 Hypolon skirts will not be permitted as acceptable flashings.
- 3.7 All tubular skylight flashings are required to be minimum 8" in height.
- 3.8 All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.9 All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.
- 3.10 Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.
- 3.11 No trusses shall be cut in the installation of the skylights.**

4.0 **INSTALLATION SPECIFICATIONS**

4.1 **FLAT ROOFS (Built Up Roofing)**

- a. 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c. Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d. Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.

(First Ply/Base Ply)

- e. Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.

(Second and Third Ply)

- f. Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of *MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge

and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).

- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

4.2 3 STORY BUILDINGS

Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.
- ~~b. An "In-Progress" inspection by the Permits and Inspections office is required for all tubular skylights installed in 3 Story buildings.~~

4.3 PITCHED ROOFS: All pitched roof (over 3:12) installations shall be as follows:

4.3.1 Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.

- d. No caulking will be used as primary water leak protection.

4.3.2 Concrete & Clay Tile

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.

- 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.

- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.

- c. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.

- d. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.

- e. No caulking will be used as primary water leak protection.

- f. All tiles shall be saw cut and not "broken to fit".

4.3.3 Metal Shingles

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.

- b.** Polypropylene Turret Extension: shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c.** Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d.** All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

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Financial Report

As of March 31, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$8,426

TOTAL EXPENSE

6,642

Revenue over Expense

\$1,784

Financial Report

As of March 31, 2018



INCOME STATEMENT - OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$4,720
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Non-assessment Revenue	\$341
------------------------	--------------

Total Revenue	\$5,061
---------------	----------------

Total Expense	\$4,810
---------------	----------------

Net Revenue/(Expense)	\$251
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w/o Depreciation	\$287
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Financial Report

As of March 31, 2018



INCOME STATEMENT – NON OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$3,289
---------------------------	----------------

Non-assessment Revenue	\$76
-------------------------------	-------------

Total Revenue	\$3,365
----------------------	----------------

Total Expense	\$1,832
----------------------	----------------

Net Revenue/(Expense)	\$1,533
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Financial Report

As of March 31, 2018



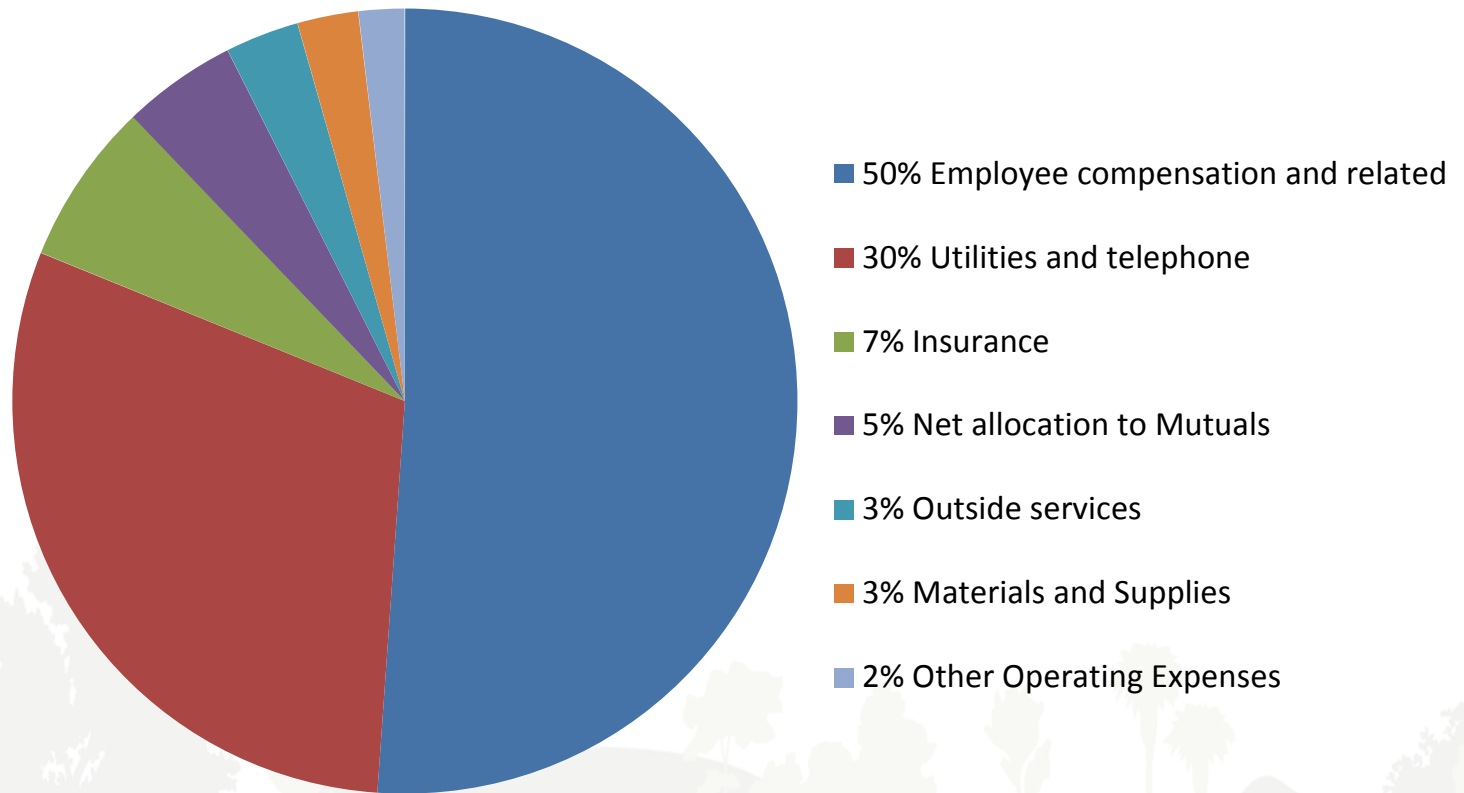
Through March, Third was better than budget by \$1,210K primarily due to the timing of outside services:

- **Moisture Intrusion, the work is in progress.**
- **Building Structure, consultant report received in April, work to begin July.**
- **Waste Line Remediation, work is in progress.**

Financial Report

As of March 31, 2018

Total Operating Expenses \$4,810,058



Financial Report

As of March 31, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/18

\$28,094

Contributions & Interest

3,365

Expenditures

(1,832)

Current Balances: 3/31/18

\$29,627



Financial Report for May 15, 2018 Board Meeting

SLIDE 1 – Total revenue for Third through March 31, 2018 was \$8,426K compared to expenses of \$6,642K, resulting in more revenue than expense by \$1,784K.

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 \$4,720K coming in from assessments and \$341K coming from non-assessment revenue. This is compared to operating expenditures of \$4,810K. After backing out depreciation, which is not funded through operations, we can see a bottom line operating surplus of \$287K 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 March, Third was better than budget by \$1,210K primarily due to the timing of invoices for outside services:

- Moisture Intrusion, work is in progress.
- Building Structure, consultant report received in April, work to begin July.
- Waste Line Remediation, work is in progress.

SLIDE 5 – On this pie chart, we show the Operating expenses to date of \$4.8 Million by category, showing that our largest categories of expense are for compensation and utilities.

SLIDE 6 – The reserve balances on March 31, 2018 were about \$29.6 Million. To date, contributions to reserves including assessments and interest earnings totaled nearly \$3.4 Million and expenditures to date totaled just over \$1.8 Million.

[No slide] – In closed session, we reviewed delinquencies for unpaid assessments totaling \$306K, 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 \$177K. The Board is pursuing further collection activity such as cable TV disconnection and small claims.

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REPORT OF THE REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL FINANCE COMMITTEE

Tuesday, May 1, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Rosemarie diLorenzo – Chair, Bill Walsh, John Frankel, Bunny Carpenter, Roy Bruninghaus, Burt Baum, James Tung,
Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Steven Parsons, Jules Zalon

STAFF PRESENT: Betty Parker, Christopher Swanson

Call to Order

Director diLorenzo, President, chaired the meeting and called it to order at 1:34 p.m.

Acknowledgment of Media

None.

Approve Meeting Agenda

A motion was made and carried unanimously to approve the agenda with following additional items:

- Solar Energy Update
- Budget Process

Approval of the Regular Meeting Report for April 3, 2018

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

Chair Remarks

Director diLorenzo noted that the Board has held two meetings for preliminary budget discussions and thanked board members for their attendance.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Betty Parker, Financial Services Director, provided an update on interviews for the Controller Position and confirmed that the 2017 Audit Report was mailed to residents.

Director diLorenzo requested Board involvement in the future to review inserts before they are included with the semi-annual financial and budget mailings to residents.

Preliminary Financial Statements Dated March 31, 2018

The Committee reviewed and commented on the financial statements dated March 31, 2018 and requested the following updates:

- Landscape Committee to review unfavorable variance in operations, including water
- Prepare year-end projections for 2018 Q1
- Check timing of legal invoices
- Review interest income account and confirm transfer to reserves
- Review building structure consultant payments and charge to reserve
- Review impact of accruals on water expense account
- Discuss contributions to Disaster Fund during budget review process

Financial Statements Dated December 31, 2017

The Committee reviewed and commented on the financial statements dated December 31, 2017 including the impact of post-close and audit adjustments.

Third Electronic Payment Policy

The Committee discussed the implementation of a policy by GRF to accept credit card payments for assessments and chargeable services. The Committee requested recommendations from Staff regarding mutual-specific fees at the next Finance Committee meeting.

Solar Energy Update

The Committee requested an audit of one solar system that has complete its relevant period to determine if a net credit or charge is expected based on energy generation versus total energy production. The Committee further requested a full audit of SCE billing of kWh versus usage reported by the monitoring service.

Budget Process

Director diLorenzo commented on the upcoming 2019 Budget Meetings for Landscape on May 23, 2018 at 1:30 p.m. and Maintenance on May 24, 9:30 a.m. in the Board Room. The Committee requested that Bruce Hartley, General Services Director be present at the special meetings to review his portions of the maintenance operating expenditures and reserves plan.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, June 5, 2018 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed to closed session at 3:10 p.m.

DRAFT

Rosemarie diLorenzo, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

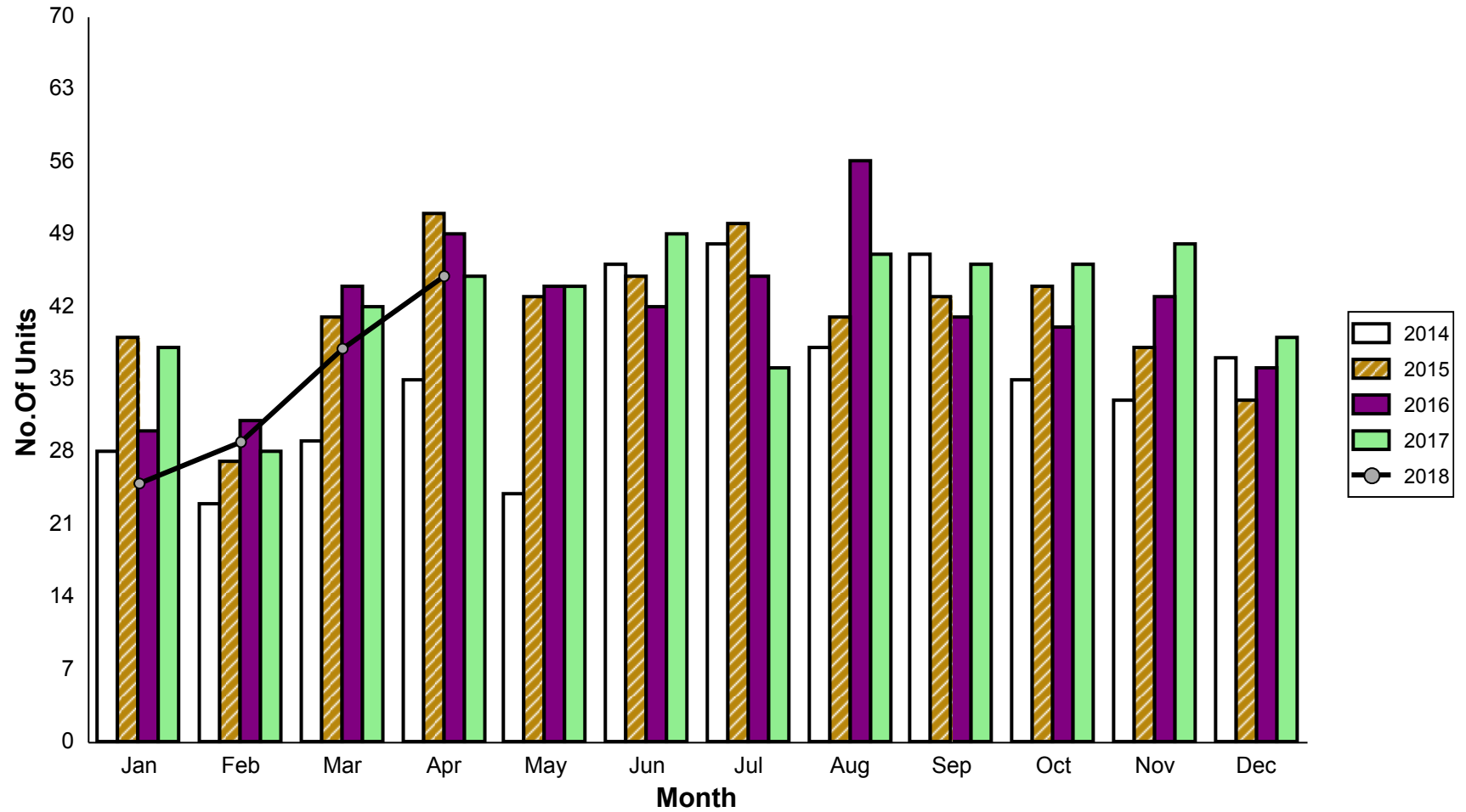
April, 2018

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	45	\$18,804,626	\$18,847,150	\$417,881	\$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	137.00	153.00	\$57,121,867	\$58,433,512		
MON AVG	34.00	38.00	\$14,280,467	\$14,608,378	\$412,415	\$378,860
% CHANGE - YTD	-10.5%		-2.2%		8.9%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

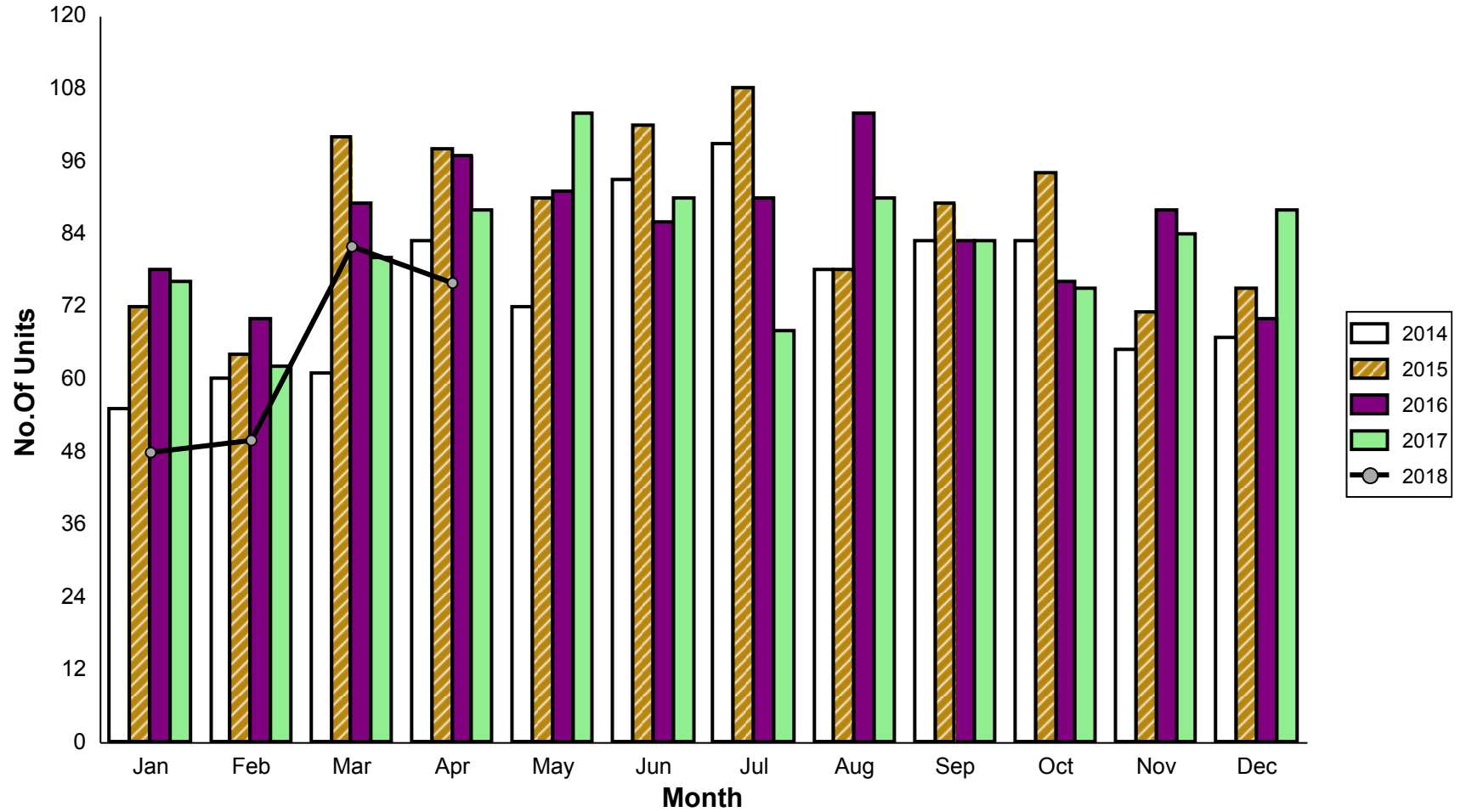
REPORT PERIOD

April, 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	\$28,065,799	\$24,765,800	\$359,818	\$309,573
April	77	88	\$27,629,226	\$29,024,579	\$368,390	\$329,825
May		* 105		* \$34,046,751		* \$327,373
June		* 90		* \$31,945,600		* \$354,951
July		* 68		* \$21,413,120		* \$314,899
August		* 90		* \$29,277,556		* \$325,306
September		* 83		* \$25,481,938		* \$310,755
October		* 75		* \$26,703,200		* \$356,043
November		* 86		* \$29,641,100		* \$344,664
December		* 88		* \$31,413,715		* \$356,974
TOTAL	257.00	307.00	\$89,176,707	\$95,672,571		
MON AVG	64.00	76.00	\$22,294,177	\$23,918,143	\$352,548	\$310,109

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Revised

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

April 2018
Revised

Period	Month	NO. OF RESALES				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	45	49	51	\$18,804,626	\$18,847,150	\$18,170,528	\$14,509,805	\$417,881	\$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		137	153	154	158	57121867	\$58,433,512	\$54,596,739	\$50,237,655				
MON AVG		34.3	38.3	38.5	39.5	\$14,280,467	\$14,608,378	\$13,649,185	\$12,559,414	\$412,415	\$378,860	\$355,001	\$316,963
% CHANGE-YTD		-10.5%	-0.6%	-2.5%	36.2%	-2.2%	7.0%	8.7%	37.4%	8.9%	6.7%	12.0%	-1.4%

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

Percent calculation only includes YTD figures in black.

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Resales Report

Third Laguna Hills Mutual

April, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/27/2018	2119-N	3	\$215,000	Monterey	California Dreams	Harcourts Prime Properties	Granite Escrow
04/03/2018	2196-D	3	\$247,000	Casa Contenta	Debra Levine Realty	Century 21 Sunny Hills	Ticor Title
04/04/2018	2244-N	3	\$198,500	Casa Contenta	Century 21 Rainbow	Keller Williams Real Estate	Homestead Escrow
04/13/2018	2247-D	3	\$290,000	Monterey	Laguna Premier Realty, Inc	Surterre Properties, Inc.	Pacific Closing Services
04/27/2018	2255-C	3	\$282,000	San Sebastian	Laguna Premier Realty, Inc	Realty One Group	Pacific Closing Services
04/06/2018	2280-U	3	\$220,000	Monterey	Laguna Village Properties	Jeffrey Pittman	Pure Logic Escrow
04/25/2018	2337-C	3	\$300,000	La Jolla	DENNIS STEWART	Mission Equity Mgmt	Escrow Leaders
04/05/2018	2356-C	3	\$152,126	Cordoba	FSBO	FSBO	Contact Escrow
04/17/2018	2369-1G	3	\$280,000	Garden Villa	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
04/23/2018	2385-1A	3	\$360,000	Garden Villa	Shelly Moon	New Star	Team Escrow
04/17/2018	2385-1D	3	\$265,000	Garden Villa	Adequate Real Estate	Laguna Premier Realty, Inc	Homestead Escrow
04/18/2018	2397-1F	3	\$329,000	Villa Capri	Century 21 Rainbow	Century 21 Rainbow Realty	Homestead Escrow
04/17/2018	2398-1B	3	\$445,000	Villa Capri	Century 21 Rainbow	Berkshire Hathaway	Homestead Escrow
04/13/2018	2399-2B	3	\$305,000	Villa Capri	Coldwell Banker	Keller Williams Real Estate	Homestead Escrow
04/06/2018	3048-P	3	\$275,000	Casa Del Mar	Presidential Real Estate	Presidential Real Estate	Central Escrow
04/20/2018	3049-A	3	\$215,000	La Casita	HomeSmart Evergreen	Laguna Premier Realty, Inc	Escrow Options Group
04/19/2018	3074-A	3	\$232,000	La Casita	Lantern Bay Realty	Cheryl Newton	The Escrow Source
04/20/2018	3115-D	3	\$412,500	Ventura	FSBO	FSBO	California Executive Escrow
04/25/2018	3123-C	3	\$275,000	La Brisa	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
04/30/2018	3128-O	3	\$308,000	Casa Vista	Berkshire Hathaway	Remax College Park	Homestead Escrow
04/19/2018	3140-C	3	\$350,000	La Princesa	Regency Real Estate	Dove Investments LLC	Homestead Escrow
04/27/2018	3172-C	3	\$490,000	La Princesa	Tanner Helm	Laguna Premier Realty, Inc	Pacific Closing Services
04/26/2018	3172-B	3	\$525,000	El Doble	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services

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Resales Report

Third Laguna Hills Mutual

April, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/09/2018	3210-B	3	\$650,000	Las Flores	HomeSmart Evergreen	Jeff Jackson	Homestead Escrow
04/20/2018	3234-C	3	\$710,000	La Reina	HomeSmart Evergreen	Presidential Real Estate	Escrow Options Group
04/12/2018	3243-1D	3	\$300,000	Villa Puerta	FSBO	FSBO	Homestead Escrow
04/26/2018	3243-3D	3	\$435,000	Villa Puerta	Laguna Premier Realty, Inc	Keller Williams Real Estate	Pacific Closing Services
04/26/2018	3322-B	3	\$545,000	El Doble	Surterre Properties, Inc.	HomeSmart Evergreen	Granite Escrow
04/27/2018	3325-C	3	\$520,000	La Reina	FSBO	FSBO	Granite Escrow
04/12/2018	3336-1B	3	\$272,000	Sierra	FSBO	FSBO	Homestead Escrow
04/09/2018	3365-1A	3	\$470,000	Sierra	Marshall Yagan Broker	Coldwell Banker	Granite Escrow
04/02/2018	3368-A	3	\$400,000	Catalina	Century 21 Award	Realty One Group	Homestead Escrow
04/12/2018	3368-P	3	\$402,500	Catalina	John E Wallace, Broker	Main Beach Realty	Homestead Escrow
04/18/2018	3403-O	3	\$370,000	Catalina	HomeSmart Evergreen	RE Home Source	Escrow Options Group
04/30/2018	3499-1A	3	\$472,500	El Mirador	The Uhrik Group	Tarbell Realtors	Homestead Escrow
04/30/2018	4001-1D	3	\$312,000	Villa Nueva	Keller Williams Real Estate	Coldwell Banker	Granite Escrow
04/24/2018	4011-2A	3	\$476,000	El Mirador	Keller Williams Real Estate	New Star	Granite Escrow
04/23/2018	4015-1B	3	\$378,000	Villa Nueva	First Team Estates	Century 21 Award	Granite Escrow
04/20/2018	4015-1E	3	\$333,000	Villa Nueva	Laguna Premier Realty, Inc	Seven Gables Real Estate	Pacific Closing Services
04/03/2018	5086	3	\$900,000	Villa Reposa	Century 21 Rainbow	Laguna Premier Realty, Inc	Homestead Escrow
04/03/2018	5355-B	3	\$270,000	Casa Vista	FSBO	FSBO	Pacific Closing Services
04/06/2018	5510-3A	3	\$500,000	El Mirador	Laguna Premier Realty, Inc	Century 21 Rainbow	Pacific Closing Services
04/13/2018	5518-3E	3	\$652,500	El Mirador	ReMax Premier Realty	Century 21 Rainbow Realty	Granite Escrow
04/11/2018	5535-A	3	\$630,000	Villa Francesca	Open Doors Unlimited	Century 21 Rainbow	Granite Escrow
04/20/2018	5583-A	3	\$1,325,000	Casa Lorenzo	Regency Real Estate	Home Smart Evergreen	Homestead Escrow

Number of Resales: 45

Resales Report **Third Laguna Hills Mutual** **April, 2018**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
<u>Total Resale Price:</u>			<u>\$18,294,626</u>				
<u>Average Resale Price:</u>			<u>\$406,547</u>				
<u>Median Resale Price:</u>			<u>\$350,000</u>				



MONTHLY LEASING REPORT

Report Period:
April-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	9	22	385	1240	1656	1630	50	46	93	0
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	16.3	22.5	381.0	1221.3	1641.0	Jan-Apr 1659.8	53.8	43.0	112.5	0.3
Percentage Leased	1656 / 6102 = 27%										

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OPEN MEETING

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

**Monday, April 23, 2018 – 9:30 a.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Bill Walsh, Roy Bruninghaus, Rosemarie diLorenzo, Bunny Carpenter

COMMITTEE MEMBERS ABSENT: Steve Parsons, John Frankel, Advisor Mike Plean

ADVISORS PRESENT: Bob Hatch, Mike Butler

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of March 26, 2018 Report

Director Bruninghaus moved to approve the Report. Advisor Hatch seconded. The motion passed with a unanimous vote.

4. Approval of the Agenda

Director Bruninghaus moved to approve the Agenda. Advisor Hatch seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Walsh is hoping to press upon the Village real estate committee to inform their clients who are considering buying a home here that if they wish to alter it, they will need a permit and should contact the Alterations Division before performing any remodeling.

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

Several Members commented on various topics.

The committee requested that Mr. Wiemann send the residents at 3456-B a memo regarding Third Mutual's attorney's opinion regarding the fact that Andaluz courtyards will now be considered Exclusive Use Common Area.

7. Department Head Update

Mr. Wiemann reported Staff is currently working on a draft of a dumpster policy. President diLorenzo stated that the smaller Waste Management dumpsters need to be blocked so they don't roll. Mr. Wiemann said he will add that rule to the policy.

Director Bruninghaus requested that dumpsters not be allowed to be placed in intersections. Mr. Wiemann reported that the Watch Commander will make the judgement call on the placement of the dumpsters.

The Contractor Forum was a success. A contractor newsletter will be sent out periodically. There will be a Realtor Roundtable tomorrow on April 24, 2018, at 10 a.m. in the Board Room.

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. 3505-C (Casa Rosa, RP303C) - Patio Door Modification in Living Room

Director Bruninghaus made a motion to approve Staff's recommendation. President diLorenzo seconded. The motion passed with a unanimous vote.

9. 5478-A (Villa Fuente, RP42C) - Room and Patio Addition onto Common Area

President diLorenzo made a motion to defer a decision until the next committee meeting. Director Bruninghaus seconded. The motion passed with five votes in favor; Advisor Hatch abstained.

Staff was asked to obtain a written legal opinion on this exact request from Third's attorney, ask the committee for specific questions they would like Counsel to address and send a letter to Mr. Dahlen requesting additional information regarding his variance.

10. Discuss Changing Solar Standards to Variance Requests

Mr. Wiemann recommended that the current solar standards for two and three story buildings be rescinded and variance requests will be required for solar installations.

President diLorenzo made a motion to recommend to the Board to rescind the existing solar Standards for two and three story buildings and to require a variance instead. Director Bruninghaus seconded. The motion passed with a unanimous vote.

11. Review Next Steps for Architectural Standard 16 – Garage Doors

The committee requested the word “wood” be deleted from 2.5.

Also, 2.8 now reads “Permits and Inspections” and should be “Alterations.”

Staff was asked to make sure the Painting department will be made aware that all garage doors in the same building must be painted the same color during the Painting Program. Mr. Wiemann said he will send the updated Garage Doors Standard to the Paint Department after approval from the Board and will emphasize that update.

President diLorenzo made a motion to approve Staff’s recommendation with the amendments. Director Bruninghaus seconded. The motion passed with a unanimous vote.

Review Next Steps for Architectural Standard 12 – Exterior Wall Attachments

President diLorenzo moved to approve Staff’s recommendation to update this Standard. Director Bruninghaus seconded. The motion passed with a unanimous vote.

Review Architectural Standard 26 – Skylight Installations

President diLorenzo moved to approve Staff’s recommendation to update this Standard. Director Bruninghaus seconded. Discussion ensued.

Mr. Wiemann requested to add 2.15, “No trusses shall be cut in the installation of skylights.”

President diLorenzo moved to approve Staff’s recommendation to update this Standard, with the amendment. Director Bruninghaus seconded. The motion passed with a unanimous vote.

Review Architectural Standard 27 – Tubular Skylight Installations

President diLorenzo moved to approve Staff’s recommendation to update this Standard. Director Bruninghaus seconded. Discussion ensued.

Mr. Wiemann stated that 2.0 and 3.0 should stay in the Standard and to add as 3.11, “No trusses shall be cut in the installation of skylights.”

President diLorenzo moved to approve Staff's recommendation to update this Standard, with the amendments. Director Bruninghaus seconded. The motion was approved unanimously.

Items for Future Agendas

Concluding Business:

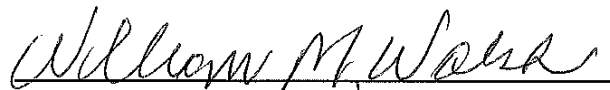
12. Committee Member Comments

Several comments were made.

13. Discuss date of next meeting since it is scheduled for Memorial Day, May 28

The committee agreed that the date and time of the next committee meeting will be on Tuesday, May 29 at 1:30 p.m.

14. Adjourned at 11:41 a.m.

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, May 7, 2018 – 1:00 PM

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

MEMBERS PRESENT: Bill Walsh – Chair, Bunny Carpenter, John Frankel, Rosemarie di Lorenzo, Burt Baum, Roy Bruninghaus, Steve Parsons, Jules Zalon

MEMBERS ABSENT: James Tung, Advisor Steve Leonard

STAFF PRESENT: Ernesto Munoz – Staff Officer, Siobhan Foster, Brad Hudson, Guy West, Mark Stal, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:01 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

The media was not present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for April 2, 2018

The meeting report from April 2, 2018 was approved as written.

5. Chair's Remarks

Chair Walsh remarked that the Southern California Edison was here to give a presentation and provide information relative to power outages.

6. Member Comments (Items Not on the Agenda)

- Kim Shirley (2395-1B) – commented on the GV Breezeway Recessed Area project and waterproofing of the planters.
- Lynn Jarrett (4010-1C) – commented on the completion of the GV Breezeway Recessed Area project.

Ernesto Munoz and Director Walsh briefly responded to the comments.

7. Department Head Update

Ernesto Munoz introduced Luis Lara from SCE to provide a presentation on power outages. Mr. Lara addressed questions from the Committee and the Residents.

Ernesto Munoz also provided an update on the street light acquisition project.

Consent:

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

The Project Log was pulled for discussion. A motion was made and unanimously carried to approve the rest of the Consent Calendar.

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

10. Project Log

Item #5 Balcony & Breezeway Resurfacing: Director Baum asked if only 3-story buildings were scheduled for this program.

Item #6 GV Lobby Renovations: Director Carpenter commented on the schedule for lobby renovations.

Item #7 GV Mailroom Renovations: Director Carpenter asked when the mailrooms are scheduled to be completed.

Item #13 Roof Maintenance: Director Baum asked for clarification on this program.

Items #10, 18, 19, and 21: Director Carpenter if these projects have already gone out to bid.

Item #22 Dry Rot Program: Director Frankel asked when this report would be ready.

Item #28 Shepherd's Crook: Directors Frankel & di Lorenzo asked for an update.

Director Zalon commented on the reclamation project by ETWD.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

11. Non-Emergency Chargeable Maintenance Services

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

Discussion ensued regarding adding a price list and estimated timeframe, reducing the suggested services, resident supplied materials, explanation of “limitations,” billing rate, variety of maintenance requests and water heater warranties.

Bert Moldow (3503-A) – commented on different items to add, smoke detector, filters, weather stripping, hang cabinets, install LED light fixtures.

Lynn Jarrett (4010-1C) – commented on the water heater warranties.

By consensus, staff was directed to add an estimated cost and time frame to each offered service. Staff will also denote which items require materials to be supplied by the resident. Staff will bring a revised report and service list to the July meeting.

12. Departmental Policy for Exterior Chimney Inspections

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

Discussion ensued regarding trees overhanging chimneys, City requirements regarding wood burning, educating residents and resale requirements.

By consensus staff was directed to confirm if the City of Laguna Woods has a no burn policy for fireplaces; work with the Communications Department to get the word out to the residents to report trees that are overhanging chimneys; work with the Resale Division to require that missing spark arrestors be installed upon resale and instruct the Prior to Paint crew to perform visual chimney inspections. Missing spark arrestors will be installed by the Mutual’s vendor, per the Departmental Policy.

13. Non-Wood Alternatives

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

Discussion ensued regarding T1-11 siding, and vinyl material requirements for resident alterations.

14. 3-story Building Address Signs Update

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

Discussion ensued regarding the recently installed address marker posts & slats, the oval building number signs, pole height, painting addresses on curbs, the use of a consultant, the number of each type of building model, and the variety of address signs needed per location.

Bert Moldow (3503-A) – commented on the different pole heights for cul-de-sac signs.

Lynn Jarrett (40101C) – suggested that the large oval address signs be installed on the buildings first, then staff could work on the cul-de-sac and street signs.

By consensus, staff was directed to provide a list of how many buildings there are for each model, along with a map of the buildings in Gate 14 and CDS 212. Directors di Lorenzo and Bruninghaus will decide building address sign locations for each of the buildings in these two areas and will bring this information back to the next meeting.

Staff was directed to stop the address marker pilot program and to remove all the posts and slats that were installed.

15. Copper Pipe Epoxy Lining Report

Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding leak rate analysis, epoxy warranty, budget recommendations, the number of buildings that need to be lined this year and moisture intrusion restoration costs.

Staff will come back to the next meeting with a closed session contract award for a copper pipe epoxy lining contractor.

16. Wasteline Remediation Report

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

Discussion ensued regarding cost trends, interior/exterior pipe lining, proposed funding and program length.

17. Mailroom Renovations Update

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

18. Shepherd's Crook Update (oral discussion)

CEO Brad Hudson provided suggestions for a more simple design with a cleaner look for the Shepherd's Crook. Mr. Hudson also provided an update on the brush removal.

Discussion ensued regarding various wall heights, fabricating different heights for Shepherd's Crook, increased security patrols, costs for rebuilding the perimeter walls and other alternatives for shepherd's crook.

Staff will look at other applications of Shepherd's Crook in the area and return with a recommendation.

Items for Future Agendas:

- Vehicle Decal Policy Revisions
- Programmable Drying Costs per Load (June)
- Dry Rot Inspection Report (June/July)
- Alteration Flooring Replacement Disbursement (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**

There were no Committee Member Comments.

- **Date of Next Meeting – June 4, 2018**

Adjournment

The meeting was adjourned at 4:27 PM.

DRAFT

Bill Walsh, Chair

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

Thursday, May 3, 2018 – 9:00 a.m.

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

MEMBERS PRESENT: James Tung – Chair, John Frankel, Roy Bruninghaus, Jules Zalon, Violet Lawrence (Advisor)

MEMBERS ABSENT: None

OTHER DIRECTORS: Bunny Carpenter

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 April 5, 2018

The Committee report was approved by consensus without objection.

5. Chair's Remarks

Chair Tung commented on high costs of residential and irrigation water usage in Third Mutual and spoke about the budget development process for 2019. He commented that the landscape modernization projects presented by staff at the March 1, 2018 Landscape Committee were approved by the Third Board at the landscape pre-budget meeting on Friday, April 27, 2018.

6. Member Comments (Items Not on the Agenda)

- Eileen Lazar (5220) commented on various landscaping topics and dog waste bags in West Creek.
- Retta Mullaney (5022) commented on irrigation issues.
- Dolores Cullers (3208-B) commented on a tree removal request.
- Gloria Wurthman (3205-C) commented on a tree removal request.

7. Response to Member Comments

Staff Officer Bruce Hartley advised residents to call Security Dispatch to report irrigation running or for any other emergencies during non-working hours. Dog waste bags in West Creek are a GRF supported function and will continue to be stocked. Landscape issues and/or requests should be reported to Resident Services by phone or email. Work orders are generated and go directly to the area supervisor. More detailed descriptions may expedite the process depending on the issue. Tree removal requests due to litter or debris do not qualify a

tree for removal according to the Mutual's Tree Removal Guidelines.

Bob Merget, Tree Supervisor, commented that the tree removal request and appeal at 3205-C were denied previously. Members are allowed to resubmit requests after 12 months following the Board's decision.

8. Department Head Update

Bruce Hartley, General Services Director, commented that a budget workshop was conducted with the Landscape Committee and staff to review the preliminary budget for 2019. The workshop outlined the various line items that go into landscape functions. Staff analyzes trends from the previous several years and adjusts the allocation of funds and staff hours to keep assessments at a minimum. Direction from the Committee was to designate money for slope renovations, general landscape improvements, fire risk management, and turf reduction. Staff will come back to the committee with the refined details of the budget. Mr. Hartley commented that the work ticket closure trend is steadily improving, indicating signs of constant improvement in customer service related to landscape requests.

Chair Tung commented that he appreciates staff's efforts and inclusion of the Committee in the budgeting process.

Consent:

None

Reports:

None

Items for Discussion and Consideration:

9. Bluebird Boxes in Third Mutual Trees

Director Zalon commented on potential liability issues and proposed tabling this item until further information is collected. Director Carpenter commented on potential liability issues of Mr. Henson's proposal.

Director Frankel moved to table the item until the next meeting. Director Bruninghaus seconded the motion. The motion passed unanimously.

Director Frankel asked for staff recommendation in regards to bluebird boxes.

Several members commented on this item:

- Chris Powers (5191) read a letter that was addressed to the Committee and was not in support of Danny Henson's proposal.
- Judy Rizzo (468) hoped that the Committee take no action on this item.
- Beverly Gandall (3032-A) commented on bluebird boxes and was not in support of Danny Henson's proposal.
- Bill Tilley (5159) commented that no club should have exclusive rights to any bluebird boxes on mutual property and asked that the committee take no action on this item.

10. Appeal – Denial of Tree Removal Request (Claude) 3420-3E Calle Azul

Recommendation: the Committee unanimously recommended the denial of the request to

remove one Southern Magnolia tree, recommending selective trimming and thinning as needed during the next trim cycle.

11. Tree Removal Requests

After member input at the meeting on the tree removal requests, the Committee tour followed and was attended by Chair Tung, Director Bruninghaus, Director Frankel, Director Zalon, and Advisor Lawrence.

a. 2253-C Via Puerta (Kadonada) – Canary Island Pine

Mia Kim Kadonada (2253-C) commented on three landscape requests at her manor.

Recommendation: the Committee unanimously recommended the approval of the request to remove one Canary Island pine tree at owner's expense.

b. 5450 Calle Pico (Kawamoto) – Camphor Tree

Recommendation: the Committee unanimously recommended the denial of the request to remove one camphor tree. The tree was last trimmed in July 2015 and is scheduled for inspection/pruning in approximately July 2018. At the time of inspection, the tree was found to be in fair condition. There are several cracks in the driveway; however, it is the opinion of staff that the roots of the tree are not the cause of the cracks given the distance the tree is away from the driveway. The leaf and fruit litter is seasonal and was not excessive.

Items for Future Agendas:

12. Sustainability Partners/UgMO Pilot Program Review (June)

Concluding Business:

13. Committee Member Comments

Director Carpenter suggested displaying long-term tree trimming schedules on the Village website.

Staff Officer Hartley commented that tree trimming schedules are updated every two weeks on the website and commented on the drawbacks of posting long-term schedules.

Bob Merget gave the option of calling Resident Services requesting direct contact for questions regarding trimming schedules.

Advisor Lawrence commented on species specific trimming schedules.

Mr. Hartley commented that the species specific trimming program has no impact on residents unless their manor is in close proximity to a street light.

Director Frankel commented on a staff report for the Third Maintenance & Construction Committee regarding a tree on Monte Hermoso.

Mr. Hartley commented that the work on Monte Hermoso was performed by an outside consultant hired by the Village's staff engineer, Ernesto Munoz, Maintenance & Construction Director.

14. Date of the Next Meeting – June 7, 2018

The date of the next meeting of the Third Laguna Hills Mutual Landscape Committee is scheduled for Thursday, June 7, 2018 at 9:00 a.m. in the Board Room of the Corporation's principal offices, 24351 El Toro Road, Laguna Woods, California.

15. Adjournment

Chair Tung adjourned the meeting at 10:17 a.m.



James Tung, Chair
Third Landscape Committee



OPEN MEETING

REPORT FOR REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ENERGY COMMITTEE

**Wednesday, May 2, 2018 - 1:30 P.M.
Laguna Woods Village Community Cypress Room
24351 El Toro Road**

MEMBERS PRESENT: Bill Walsh – Chair, John Frankel, Burt Baum,
Juanita Skillman, Carl Randazzo, Bert Moldow

Advisors: Steve Leonard

MEMBER ABSENT: Jim Juhan

OTHERS PRESENT: Dick Palmer, Rosemarie di Lorenzo

STAFF PRESENT: Ernesto Munoz - Staff Officer, Mark Stal, Laurie
Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:30 P.M.

2. Acknowledgment of Media

Chair Walsh noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for March 7, 2018

The Meeting Report of March 7, 2018 was approved as written.

Chair Walsh asked Director Moldow for an update on the letter he wrote to SCE regarding Utility Tax Savings.

Chair Walsh stated that the updates needed in Stellar to allow for accurate reporting of Electric Vehicles and Golf Carts are a low priority for the Information Services Department at this time.

Third Energy Committee
May 2, 2018
Page 2 of 4

5. Chairman's Remarks

Chair Walsh remarked on the CPUC rate changes for residential and commercial customers, the definition of Time of Use, programmable dryers and the possibility of laundry facility charges.

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

There were no member comments.

7. Department Head Update

Ernesto Munoz provided an update on the proposed SCE project with PAR Electric in United, the Street Light Acquisition project and the RFP for the Walkway Lighting project in Gates 5 & 6.

Consent:

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

The Electric Vehicle History Report was pulled from Consent for discussion. A motion was approved and unanimously carried to approve all items under the consent calendar.

8. Project Log

9. SCE Street Light Outage Report

10. Electric Vehicle History Report

Advisor Leonard commented on missing information from the EV Decal & History Reports.

Discussion ensued regarding parking issues, time of use costs, inadequate infrastructure, the need to collect vehicle identification numbers and accurate reporting as affected by incomplete data collected.

11. Golf Cart Report (carport & home charge)

Advisor Leonard and Director Skillman commented that certain electric golf carts were not listed on the report. The Security Department will start registering every golf cart in July.

Chair Walsh directed staff to leave these items on the agenda as a place holder and to not generate reports until the system for data mining can be corrected.

Reports:

12. Lighting Survey Gates 7 & 8 (oral discussion)

Chair Walsh commented on the survey completed by US Energy. The lighting fixtures in Gates 5/6 are different from those in Gates 7/8. The majority of poles in Gates 7/8 belong to SCE.

Discussion ensued regarding using Siemen's to review the proposed fixtures for walkway lighting once the street light acquisition/LED conversion project is completed, possible replacement of the mushroom cap fixture and adding additional walkway lighting for the dark spots to the 5 year plan.

13. Prioritize Third Mutual Energy Projects for Energy Consultant (oral discussion)

Ernesto Munoz suggested that staff provide a list of priorities to the consultant and they can research and provide costs for budgeting purposes.

Discussion ensued about project priorities. Items to be added to the list are to evaluate photometrics of walkways, solar irrigation/sprinklers, EV charging stations on streets and at Garden Villa buildings. What is next with this priorities?

14. LED Walkway Lighting Approval for United Mutual (11/25/14)

Director Skillman summarized the report on the walkway light improvements that took place on United Mutual's portion of Gates 5/6 in 2014 and 2015. The fixtures are slightly different than the new bollards that are specified for Third Mutual's side of Gates 5/6.

Discussion ensued regarding rebates, LED bulbs, bollard type, dark spots, the lighting pilot near buildings 2354 and 2355, light dispersion, and any history of trips and falls.

15. Revised Energy Committee Charter

Discussion ensued regarding proposed names for the combined Energy Committee, community choice aggregation, city owned light poles, Corporation Bylaws and the possibility of changing from a Committee to a Taskforce.

By consensus, representatives from the three corporations will speak to their attorneys about their Bylaw rules for a joint Committee or Taskforce and bring back suggestions for a new Charter to a future Energy Committee meeting.

OPEN MEETING

Third Energy Committee
May 2, 2018
Page 4 of 4

Items for Future Agendas:

- *EV Charging Stations at Stand Alone Laundry Rooms
- *LED Solar Street Lights (low priority)
- *2-story Buildings LED Lighting Pilot Program (low priority)
- *Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- *Investigate the installation of conduit from the electric panels in GV to service the carports
- *Install Level II EV Bollard Chargers (on the streets)
- *2-3 Year Energy Plan: (Verbal Discussion)
 - a) Distributed Energy Resources Contract
 - b) Microgrid Investigation
 - c) Street Light LED Replacement Program
 - d) Street Light Maintenance Contract

Concluding Business:

Date of next meeting – June 6, 2018

Adjournment

This meeting was adjourned at 3:39 PM


Bill Walsh, Chair

WATER CONSERVATION

MONTHLY HIGH TIER WATER BILL COMPARISON							IRR T4
	T3	T4	accued	actual			
Jan '17	1929.84	969.3					
Feb '17	2479.62	1127.26					
Mar '17	7377.15	4422.88					
mar'17res	1441.77	1687.3					residential
apr '17	14569.17	6957.42					
apr'17res	1845.69	1996.04					rsidential
may'17	11405.13	3826.94	RESUME 100% IRRIGATION				
mayres	2199.12	1270					residential
Jun '17	9379	4294					
Jun '17	1116.39	2986.88					residential
Jul '17	14336	5904					
Jul '17	1805.76	3190					residential
Aug '17	17267.2	10431.88					
Aug '17	4566.08	7014.54					residential
Sept '17	7794.56	2166.4	258,406.86	282,053.16			
Sept '17	3331.84	1994.1					residential
Oct '17	13959	6263.82	239799.04	240,873.57			
Oct '17	11357.44	6263.82					residential
Nov '17	5952.32	5442.72	233,449.53	196968.34			
Nov '17	5326.08	4426.12					residential
Dec '17	8353.92	4809.3	126,228.00	220,462.56			
Dec '17	4243.84	4269.72					residential
Jan '18	3368.32	2987.24	198,418.00	178,178.58			
Jan '18	3368.32	2987.24					residential
Feb '18	2954.88	1634.38	359,657	360,778.44			
Feb '18	1057.92	1610.92					residential
Mar '18	2480.64	1908.08	631,623.00	521,199.05			
Mar '18	2480.64	1908.08					residential

TOP HIGH TIER METERS

Service Location	Classification	Start Date	End Date	Previous	Current	Budget	Tier 1	Tier 2	Tier 3	Tier 4	Usage
3357 MONTE HERMOSO(D)	RESIDENTIA	3/6/2018	4/4/2018	781	886	52 1	52	1	16	36	105
3326 BAHIA BLANCA E(D)	RESIDENTIA	3/6/2018	4/4/2018	1411	14212	52 1	52	1	16	32	101
5365 ALGARROBO(D)	RESIDENTIA	3/6/2018	4/4/2018	11421	11500	39 1	39	1	12	27	79
3016 VIA SERENA SO DOM	RESIDENTIA	3/5/2018	4/3/2018	7512	7595	47 1	47	1	15	20	83
5545 RAYO DEL SOL(D)	RESIDENTIA	3/6/2018	4/4/2018	32	50	18 1	18	1	6	18	43
2244 VIA PUERTA(D)	RESIDENTIA	3/6/2018	4/4/2018	2737	2798	35 1	35	1	11	12	59
4021 CALLE SONORA EST	RESIDENTIA	3/7/2018	4/5/2018	14810	14903	64 1	64	1	20	8	93
5300 CANTANTE DOM	RESIDENTIA	3/5/2018	4/3/2018	629	644	5 1	5	1	2	7	15
3005 BUENA VISTA(D)	RESIDENTIA	3/5/2018	4/3/2018	14382	14526	103 2	##	2	32	7	144
5082 AVEN DEL SOL DOM	RESIDENTIA	3/5/2018	4/3/2018	1455	1469	5 1	5	1	2	6	14
5547 RAYO DEL SOL(D)	RESIDENTIA	3/6/2018	4/4/2018	9757	9788	18 1	18	1	6	6	31
5198 DUENAS DOM	RESIDENTIA	3/5/2018	4/3/2018	1400	1413	5 1	5	1	2	5	13
5287 PINA DOM	RESIDENTIA	3/5/2018	4/3/2018	1400	1413	5 1	5	1	2	5	13
5123 BRAZO DOM	RESIDENTIA	3/5/2018	4/3/2018	529	542	5 1	5	1	2	5	13
5378 AVEN SOSIEGA DOM	RESIDENTIA	3/7/2018	4/5/2018	17012	17080	47 1	47	1	15	5	68
5162 BELMEZ DOM	RESIDENTIA	3/5/2018	4/3/2018	990	1002	5 1	5	1	2	4	12
5204 AVEN DESPACIO DO	RESIDENTIA	3/5/2018	4/3/2018	2008	2020	5 1	5	1	2	4	12
3213 VIA CARRIZO DOM	RESIDENTIA	3/5/2018	4/3/2018	7595	7646	35 1	35	1	11	4	51
5587 VIA DICH(A)(D)	RESIDENTIA	3/6/2018	4/4/2018	7562	7602	26 1	26	1	9	4	40
5175 CALZADO DOM	RESIDENTIA	3/5/2018	4/3/2018	4809	4820	5 1	5	1	2	3	11
5034 AVEN DEL SOL DOM	RESIDENTIA	3/5/2018	4/3/2018	826	837	5 1	5	1	2	3	11
5252 DUENAS DOM	RESIDENTIAL	3/5/2018	4/3/2018	3681	3702	5 1	5	1	2	3	11
5391 PASEO DEL LAGO DOM	RESIDENTIAL	3/7/2018	4/5/2018	10522	10586	47 1	47	1	15	3	66

month year	io&m sewer	Capital R&R	recycle	T1	T2	T3	T4	total	accrued	yr to date	diff
Jan '17	44083.03	25616.54		47986.53	905.6	1929.84	969.3	121490.84			
Feb	44006.55	25569.07	657.9	44494.02	1004.65	2479.62	1127.26	119339.07			
March	44006.55	25569.07	48827.4	49064.7	31554.5	7377.15	4422.88	210821.25			
April	44006.55	25569.07	77790.3	44715.42	38338.01	14589.17	6957.42	251965.94			
May	44006.55	25569.07	90300.6	49903.56	47875.11	11405.13	3826.94	272886.96	339174		66287.04
June	44006.55	25569.07	92616	52571.44	57839.54	9379.92	4293.64	286276.16	209677.96		-76598.2
July	48278.27	25569.07	97883.2	47244	58473.54	14336.64	5904.1	297688.82	317807.16		20118.34
Aug	48278.27	25569.07	119382.92	57173.76	68946.63	17267.2	10431.88	347049.73	366747.78		19698.05
Sept	48278.27	25569.07	64852.86	43752.24	89640.02	7794.56	2166.14	282053.16	258406.86		-23646.3
Oct	48278.27	25569.07	63896.56	48547.8	34358.37	13959.68	6263.82	240873.57	239799.04		-1074.53
Nov	48278.27	25569.07	37675	50551	23501	5952	5442	196968.34	233449.53		36481.19
Dec	48278.27	25569.07	53149.32	49341.6	30962	8353	4809.3	220462.56	126228.34		-94234.2
Jan '18	48278.27	25569.07	29425	51176	17375	3368	2987.24	178178.58	198,418.00		20238.42
Feb '18	48278.27	25569.07	36926.28	44664.48	22552.5	2954.88	1634.38	182599.86	359657	360,778.44	1121.44
Mar '18	48278.27	25569.07	22723.26	45589.32	13871.97	2480.64	190808	160420.61	631,623.00	521,199.05	-110424
COMPARISON BETWEEN TOTAL WATER BILL AND COUNTING ACCRUED VALES											

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENCY POLICY AND COMPLIANCE TASK FORCE**

Wednesday, April 25, 2018 – 1:30 p.m.

Laguna Woods Village Community Center, Willow Room – 24351 El Toro Road

MEMBERS PRESENT: Burt Baum, Chair, Rosemarie di Lorenzo Dickins, Bunny Carpenter, John Frankel and Roy Bruninghaus

MEMBERS ABSENT: None

ADVISORS PRESENT: None

ADVISORS ABSENT: Stuart Hack

STAFF PRESENT: Tim Moy, Pamela Bashline, Francis Rangel, Kurt Wiemann, Brad Hudson, and Debbie Ballesteros

CALL TO ORDER

Burt Baum, Chair, called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda as presented.

APPROVAL OF MEETING REPORTS

By way of consensus, the Committee approved the January 25, 2018 meeting report as presented.

CHAIRMAN'S REMARKS

Chair Baum stated that Contractor Abuse and Enforcement is a new topic that he would like the Committee to discuss.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disciplinary Status Report

Francis Rangel, Operations Manager, presented the Disciplinary Status Report included in the agenda packet and spoke on the various types of violations. Ms. Rangel informed the Committee that clutter remains the most common violation. Additionally, she stated that there are 35 open care provider cases. These Members have been given time to register with the state. The Committee commented and asked questions.

Without objection, the Committee directed Staff to include a breakdown of new cases and resolved cases for each type of violation.

ITEMS FOR DISCUSSION AND CONSIDERATION

Contractor Abuse Enforcement Update

Kurt Wiemann, Permits, Inspections & Restoration Manager, informed the Committee that he will be presenting a proposal to triple the Mutual Consent fee for Members who perform work prior to obtaining authorization. Mr. Wiemann also discussed and reviewed the Conformance Deposit Program and the Contractor Work Pass policy. He stated that the Alterations Department has not received any bad feedback and it is working as intended. The Committee commented and asked questions.

Without objection, the Committee directed Staff to write an article for the Village Breeze and/or Laguna Woods Globe about the contractor rules and regulations.

Tim Moy, Chief of Security, discussed the collaboration that exists between the Security Department, Alterations Division and Compliance Division to address contractor and alteration issues. Chief Moy informed the Committee that a new position has been created, Community Service Officer (CSO), which will have a proactive role in issuing Notice of Violations to contractor vehicles, commercial vehicles, electrical vehicles, and golf carts that are in violation of the traffic rules and regulations. Chief Moy informed the Committee that approximately 200 vehicle citations for contractors have been issued in the past month.

Chair Baum stated that he will review the Welcome Packet with Eileen Paulin, Marketing & Communications Manager, specifically in regards to alterations rules and regulations.

The Committee reminded Staff that the Mutual does not have a contractor list as United Laguna Woods Mutual does. Furthermore, the Committee requested that the Concierge Desk not state "the recommended contractor list" when distributing the list.

Mr. Wiemann left the meeting at 2:19 p.m.

Care Provider Policy Update

Pamela Bashline, Community Service Manager, provided the following update on the Care Provider Policy:

- There are more care providers in the Community than those that are registered. With the new policy, the care providers have gone "underground". The former policy attempted to capture only those persons who stayed overnight.
- The cost for Care Providers to register with the state has increased from \$25 to \$35.
- The vast majority of residents are seeking non-medical assistance with activities of daily living such as transportation, cooking, cleaning, laundry, etc.
- The cost through an agency for a Care Provider is expensive so many Residents hire caregivers directly.

- The new policy has jeopardized those that want to comply but cannot afford to; and want the ability to age in place.
- When the Physician Certification Form is utilized, doctors will always state that assistance is required because of liability issues.

Ms. Bashline also suggested removing "Terminal Health Care" provider as a type in the Care Provider Application as the classification of "Permanent" already exists. The Committee commented and asked questions.

Without objection, the Committee directed Staff to provide recommendations on what can be done on a Community wide basis to make the policy work and seek feedback from the Social Services Division.

Lease Policy Update

Ms. Bashline provided the following update on the Lease Policy:

- The lease activity remains stable at 27%.
- The activity for lease renewals have increased and the volume for lease extensions have decreased as a result of the new policy.
- Non-resident owners continue to be surprised by the new requirements and there has been resistance to the new policy. They have commented that they are displeased with the paperwork and fee on an annual basis. In most cases, the prospective lessees are facilitating and processing the required documentation.

Ms. Bashline informed the Committee that the division has initiated the process to go paperless. Additionally, she suggested requiring a Members email address to explain the new policy including the annual renewal.

The Committee commented and asked questions. The Committee stated that a goal should be to have local contact information for non-resident owners and require that Staff verify phone numbers and email addresses on all contacts with residents.

Ms. Bashline informed the Committee that there are approximately 334 units (with 470 people living in them) who are classified as "other" indicating that they are not Members or Lessees.

Without objection, the Committee requested that Staff investigate the matter further and compare the list of manors with the delinquency report to see if they owe money.

Brad Hudson, Chief Executive Officer, entered the meeting at 3:04 p.m.

Non-Return of ID Card(s), Decal(s), Pass(es)

Chair Baum stated according to their lawyer, it cannot be called a fee, but instead a fine/violation. The Committee did not discuss further as it is an action item for the GRF Security and Community Access Committee scheduled for April 26, 2018.

Mr. Hudson left the meeting at 3:21 p.m.

ITEMS FOR FUTURE AGENDAS

To be determined

CONCLUDING BUSINESS

Committee Member Comments

There were no Committee Member Comments.

Date of Next Meeting

To be determined

Adjournment

With no further business before the Committee, the meeting was adjourned at 3:37 p.m.

A handwritten signature in black ink, appearing to read "B. Baum", is written over a horizontal line.

Burt Baum, Chair
Third Laguna Hills Mutual