



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

**Tuesday, June 19, 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 Carpenter**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. May 15, 2018 - Regular Open Session
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker)** - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. Update from VMS – Director 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 Deny 5227 (Villa Terraza, C10B_1) – Window Modification and Relocate A/C Unit

(2) Recommendation to Deny 3456-B (Andaluz, P302RC) – Room Additions, A/C Relocation, Increase Electrical Service, Window Additions and Enlarge Courtyard

(3) Recommendation to Deny 5387-A (Cabrillo, RP203A) – Window to Door on Room Addition

b. Landscape Committee Recommendations:

(1) Approve Tree Removal Appeal (5055)

(2) Deny Tree Removal Appeal (3420-3E)

(3) Approve Tree Removal Request (2366-A) Remove and Replant Two Trees at Mutual Expense

(4) Approve Tree Removal Request (3208-B) Remove at Member's Expense

(5) Deny Tree Removal Request (2366-C)

(6) Deny Tree Removal Request (3009-C) Crown Reduce to Balance Tree

c. Finance Committee Recommendations:

(1) Approve Resolution to Record Lien against Member's ID; 932-201-01

(2) Approval of Resolution to File in Small Claims Court against Member's ID; 932-670-28

(3) Approval of Resolution to File in Small Claims Court against Member's ID; 932-810-19

(4) Approval of Resolution to File in Small Claims Court against Member's ID; 932-120-64

(5) Approval of Resolution to File in Small Claims Court against Member's ID; 931-581-27

d. Maintenance and Construction Committee Recommendations:

(1) Award a Contract for the Garden Villa CMU Wall Rotation Project

(2) Award a Contract for Walkway Lighting Upgrades for Gates 5, 6, 7 & 8

(3) Award a Contract for Ridge Route Brush Clearance

12. Unfinished 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 - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5a: Satellite Dishes on 1-Story Buildings **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5b: Satellite Dishes on 2-Story Buildings **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Re-Introduce a Resolution for Revised Alteration Standard for 12: Exterior Wall Attachments **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- e. Resolution for Revised Alteration Standard 14: Fireplaces **(APRIL initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- f. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 16: Garage Doors **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- g. Resolution for Revised Alteration Standard 18: Gutters & Downspouts **(APRIL initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- h. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 26: Skylights **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- i. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 27: Tubular Skylights **(MAY initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**

13. New Business

- a. Entertain a Motion to Update Third Mutual Bylaw Section 6.4.5 Automatic Vacancy
- b. Entertain a Motion to Approve a Temporary Container Policy (**June initial notification-must postpone 30-days (August) for Member comments and suggestions to conform to Civil Code §4360**)
- c. Entertain a Motion to Introduce the Revised Resale Correction Policy (**June initial notification-must postpone 30-days (August) for Member comments and suggestions to conform to Civil Code §4360**)
- d. Entertain a Motion to Introduce the Unauthorized Alteration Fee (**June initial notification-must postpone 30-days (August) for Member comments and suggestions to conform to Civil Code §4360**)

14. Committee Reports

- a. Report of the Finance Committee / Financial Report - Director Parsons - Next Meeting July 3, 2018, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee - Director Walsh - Next Meeting Monday, June 25, 2018, at 9:30 a.m. in the Sycamore Room
- c. Report of the Maintenance and Construction Committee - Director Walsh - Next Meeting July 2, 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 July 5, 2018, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings - Director Zalon - Next Hearing June 20, 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 August 1, 2018, at 9:30 a.m. in the Cypress Room
- h. Report of the Water Subcommittee - Director Tung - Next Meeting August 14, 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 – Director Parsons. Next Meeting July 19, 2018, at 1:00 p.m. in the Board Room
- b. Finance Committee – Director Parsons. Next Meeting June 18, 2018, at 1:30 p.m. in the Board Room
- c. Maintenance & Construction Committee – Director Frankel. Next Meeting August 8, 2018 at 9:30 a.m. in the Board Room
 - PAC Ad Hoc Committee – Next Meeting TBA
- d. Media and Communications Committee – Director Baum. Next Meeting July 16, 2018 at 1:30 p.m. in the Board Room
 - Thrive Project Task Force – Next Meeting June 20, 2018 at 9:30 a.m. in the Cypress Room
- e. Mobility and Vehicles Committee - Director Bruninghaus - Next meeting August 1, 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 June 26, 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. Entertain a Motion to Introduce 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) May 15, 2018 – Regular Executive Session

Notice of Sale against member ID# 947-400-09

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn



MINUTES OF THE 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

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 15, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Roy Bruninghaus, Bunny Carpenter, John Frankel, Jules Zalon, Cusrow "Cush" Bhada and Jack Connelly

Directors Absent: Steve Parsons (arrived for Closed Session)

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

Others Present: Marcy Sheinwold (VMS)

1. Call meeting to order / Establish Quorum

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 Bruninghaus led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Baum moved to add 11c(2) Approve a Resolution to Record Lien against ID#: 932-791-75 to the consent calendar.

Director Bruninghaus made a motion to approve the agenda as amended. Director Zalon seconded the motion and it passed by unanimous consent.

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)

Director Carpenter made a motion, seconded by Director Frankel to approve the minutes of April 17, 2018, April 27, 2018, April 30, 2018, May 4, 2018 and May 8, 2018. The motion to approve the minutes as presented passed by vote of 9-0-2 (Directors Connelly and Bhada abstained).

6. Report of the Chair

President diLorenzo announced the names of the two new Board Members, Jack Connelly and Cush Bhada. Thanked the building captains Gary and Susan Bain of building (5518) who reported asbestos spread by a contractor.

7. Open Forum

Several Members spoke about the following:

- Benefits of Laguna Woods Foundations; and
- Leasing and Website information that needs to be updated.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments.

9. Update from VMS – Director O'Connor

Director O'Connor announced the winners of the excellent achievement awards. Reported that Betty Parker is back from medical leave and the new Controller, Steve Hormuth, has been hired. Commented that he recently used Plan-a-Ride and Age Well to get his wife to the doctor and found it is an excellent service offered to our residents. He is impressed with the maintenance work that is done for the residents. He gave an update on the VMS Board meetings. At the last two Board meetings, Marketing & Communication and Maintenance & Construction Directors gave reports on departmental activities. Business Planning meetings are upcoming.

10. CEO Report

Brad Hudson, CEO, reported on the following developments:

- Thanked the residents, board members and staff who helped in the recruitment for the new Controller, Steve Hormuth;
- Golf Tournament raised money for the LWV Foundation;
- Village Greens 19 Restaurant remodel has started;
- Dry Rot study for Third Mutual is back and the report was optimistic;
- GV Breezeway project is moving forward;

- New technology: queuing system in the lobby, Plan-a-Ride scheduling program, field work order entry system, online payments, website upgrades, security vehicles mobile computer system;
- Office changes at the Community Center: Manor Alterations will move to the Spruce Room and Security will move to the 3rd Floor. Resident Services will move temporarily to the 3rd Floor;
- Upcoming Recreation and Special Events; 2nd Annual Water Safety Day, Memorial Day Ceremony; National Senior Tennis Tournament;
- Laguna Woods Art Association recently updated the art exhibit in the Community Center;
- Renovation of the Gatehouses, 4, 10, 11 and 12 is beginning; gate arms at Gates 7, 8, 9 & 14 will be installed later this year;
- Shepherds Crook along Ridge Route being upgraded;
- Senate Bill 1128, which affects HOAs, would allow election by acclamation, changing notification to 28-days from 30-day for public review, and allow residents to electronically request communication from the Board was approved by the Judiciary Committee and will be going to the floor of the Senate in Sacramento; and
- SCE Power Outage Procedures.

11. Consent Calendar

11a. Architectural and Control and Standards Committee Recommendations:

(1) Recommendation to approve 3505-C (Casa Rosa, PR303C) – Patio Door Modification in Living Room

RESOLUTION 03-18-60

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 it 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 it 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.
- 11b. Landscape Committee Recommendations:
- (1) Approve Tree Removal Request (Kadonada) 2253-C Via Puerta – Canary Island Pine (at resident expense)

RESOLUTION 03-18-61
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 May 3, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 2253-C Via Puerta (at resident expense); and

NOW THEREFORE BE IT RESOLVED, May 15, 2018, the Board of Directors approved a request for the removal of one Canary Island Pine tree (at resident expense);

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 Request (Kawamoto) 5450 Calle Pico – Camphor Tree

RESOLUTION 03-18-62
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.

11c. Finance Committee Recommendations:

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

RESOLUTION 03-18-63

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.

This agenda item was added to the Consent Calendar:

- (2) Approve Resolution to Record Lien against Member's ID; 932-791-75

RESOLUTION 03-18-64

Recording of a Lien

WHEREAS, Member ID 932-791-75; 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 932-791-75 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. Updated Third Board Committee Appointments

RESOLUTION 03-18-65
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 Advisers: Mike Butler, Bob Hatch and Mike Plean

Communications Committee

Burt Baum, Chair

Roy Bruninghaus

Jack Connelly

Bunny Carpenter

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
Cush Bhada, 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
Cush Bhada
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
Jack Connelly
Non-Voting Advisers: 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 Advisers: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee

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

Third Mutual Parking & Golf Cart Task Force

John Frankel, Chair
Roy Bruninghaus

Bunny Carpenter
Rosemarie di Lorenzo
Bill Walsh

Third Mutual Resident Policy and Compliance Task Force

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

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.

RESOLUTION 03-17-66
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
Bill 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
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.

Director Baum had a correction to the Resolution for 11b(1) Approve Tree Removal Request (Kadonada) 2253-C Via Puerta – Canary Island Pine (at resident expense)

Director Frankel made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Bruninghaus.

President diLorenzo called for the vote and the Consent Calendar was approved as amended by unanimous consent.

12. Unfinished Business - None

13. New Business

- 13a. Entertain a Motion to Rescind Alteration Standard 45 – Solar Panels, 2 Story Buildings with Flat Roofs and Require a Variance Instead

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

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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review to rescind standard 45: Solar Panels on Two-Story Buildings. The motion was seconded by Director Walsh.

- 13b. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5a: Satellite Dishes on 1-Story Buildings

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 GENRAL 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, 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 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 shall 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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review and to revise Alteration Standard 5A: Satellite Dishes; One-Story Buildings for the second reading. Director Walsh seconded the motion.

Director Baum requested that the word “must” should be replaced with the word “shall” in section 3.4.

- 13c. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 5b: Satellite Dishes on 2-Story Buildings

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 1/2" diameter.
- 3.5 Unless otherwise specified, coaxial cable must be encased in 1/2", 26 gauge steel wiremold fastened to the surface of the wall with 1/2" 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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review the revised Alteration Standard for 5b: Satellite dishes on 2-Story Buildings. Director Bruninghaus seconded the motion.

- 13d. Entertain a Motion to Re-Introduce a Resolution for Revised Alteration Standard for 12: Exterior Wall Attachments

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 recognize 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.

5.1 MURALS, AND WALL HANGINGS

- 5.2 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.

- 5.3** 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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30- days from the postponement to comply with Civil Code §4360.

Director Frankel would like to see a revision to the policy allowing residents to hang the American Flag on the front on the unit.

Director Baum made a motion to introduce a resolution for 30-day review and to revise Alteration Standard for 12: Exterior Wall Attachments to allow the hanging of the American Flag for the second reading. Director Zalon seconded the motion and it passed by unanimous consent.

- 13e. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 16: Garage Doors

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 recognize 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

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

- 2.1 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.2 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.
- 2.3 All garage doors shall be of aluminum or steel construction. One-piece or al panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.4 Built-in self-closing mail slots are permissible.
- 2.5 Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.6 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.
- 2.7 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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review and to revise Alteration Standard for 16: Garage Doors for the second reading. Director Frankel seconded the motion.

Director Walsh requested that "al" be replaced with "sectional" for the second reading.

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

- 13f. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 26: Skylights

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 recognize 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

2.1 APPLICATIONS

- 2.2** Skylights may be of openable or fixed type.
- 2.3** 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.
- 2.4** 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.
- 2.5** Roofing must be in strict conformance with the I.B.C., Third Mutual Standards, and standard drawings.
- 2.6** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.7** 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.
- 2.8** 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.
- 2.9** 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.
- 2.10** 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.
- 2.11** 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.
- 2.12** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.13** 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.

2.14 All skylights shall be of ICBO approved double lens construction.

2.15 Square-Flex™ or equivalent skylight tubes are permitted, provided that the installation meets all of the aforementioned standards.

2.16 **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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review the revised Alteration Standard for 26: Skylights. Director Bruninghaus seconded the motion and it passed by unanimous consent.

13g. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard for 27: Tubular Skylights

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 recognize 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 **DEFINITIONS**

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 ply 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

Installations 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 chases 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 placed 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. Counter base 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 Counter base 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 Counter base Flashing. 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.
- c. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.
- e. 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. Counter base 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 Counter base 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.

MAY INITIAL NOTIFICATION

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to introduce a resolution for 30-day review the revised Alteration Standard for 27: Tubular Skylights. Director Zalon seconded the motion and it passed by unanimous consent.

14. Committee Reports

- 14a. Report of the Finance Committee / Financial Report - Director Bruninghaus reported on the Treasurer's Report, Resale and Lease Reports. Next Meeting June 5, 2018, at 1:30 p.m. in the Board Room
- 14b. Report of the Architectural Controls and Standards Committee - Director Walsh reported on the contractors' forum, and alterations onto common area. Next Meeting Tuesday, May 29, 2018, at 1:30 p.m. in the Cypress Room
- 14c. Report of the Maintenance and Construction Committee - Director Walsh reported on the GV Breezeway project, dry rot program, non-emergency chargeable service, and the policy for exterior chimney inspections, non-wood alternatives, 3-story building address signs, copper pipe epoxy lining, waste line remediation and Shepherd's Crook updates. 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
- 14d. Report of the Landscape Committee - Director Tung reported that Bluebird Box Replacement should be done by the residents not a group or club and increasing mowing of the grass to every two weeks. Directed Zalon reported irrigation.- Next Meeting June 7, 2018, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel reported on illegal decal removal. Next Hearing May 16, 2018, at 9:00 a.m. in the Board Room and 1 p.m. in the Pine Room
- 14f. Report of the Communications Committee - Director Baum reported that Eileen Paulin is the new director of communications, communication with residents for emergencies, The Breeze improvements, formatting flyers, new resident orientation packet. Next Meeting July 11, 2018, at 1:30 p.m. in the Board Room
- 14g. Report of the Energy and Technology Committee - Director Walsh reported on street lighting, golf cart carport and home charging, lighting survey at gates 7 & 8, prioritization of energy projects for the Energy Consultant, LED walkway lighting, revising Energy Committee Charter to a joint Task Force. Next Meeting June 6, 2018, at 9:30 a.m. in the Cypress Room
- 14h. Report of the Water Subcommittee - Director Tung - Next Meeting June 12, 2018 at 11:00 a.m. in the Sycamore Room

- 14i. Report of the Resident Policy and Compliance Task Force - Director Baum reported on contractor abuse enforcement, care provider policy, lease policy and non-return of ID cards, decals and passes. Next Meeting TBD

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Zalon reported on past and upcoming recreation and special events. Next Meeting July 12, 2018, at 2:00 p.m. in the Board Room
- 15b. Finance Committee – Director diLorenzo. Next Meeting June 18, 2018, at 1:30 p.m. in the Board Room
- 15c. Maintenance & Construction Committee - Next Meeting June 13, 2018 at 9:30 a.m. in the Board Room
- PAC Ad Hoc Committee – Next Meeting TBA
- 15d. 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
- 15e. Mobility and Vehicles Committee-Director Frankel - Next meeting June 6, 2018, at 1:30 p.m. in the Board Room
- 15f. Security and Community Access Committee – Director Bruninghaus reported that the committee instructed staff to remove the records at Clubhouse 4, smart chips in ID cards, . 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.*
- 16a. 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**)
- 16b. 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**)
- 16c. Approve Revisions to the Non-Emergency Chargeable Maintenance Services

17. Director's Comments

Director Baum commented on the activities that make this Community special.

18. Recess

The Board recessed at 12:26 p.m. and reconvened into Executive Session at 1:00 p.m.

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

During the April 17, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) March 20, 2018 – Regular Executive Session

Discuss and Consider Member Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned on May 15, 2018 at 4:25 p.m.



Burt Baum, Secretary of the Board
Third Laguna Hills Mutual



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.

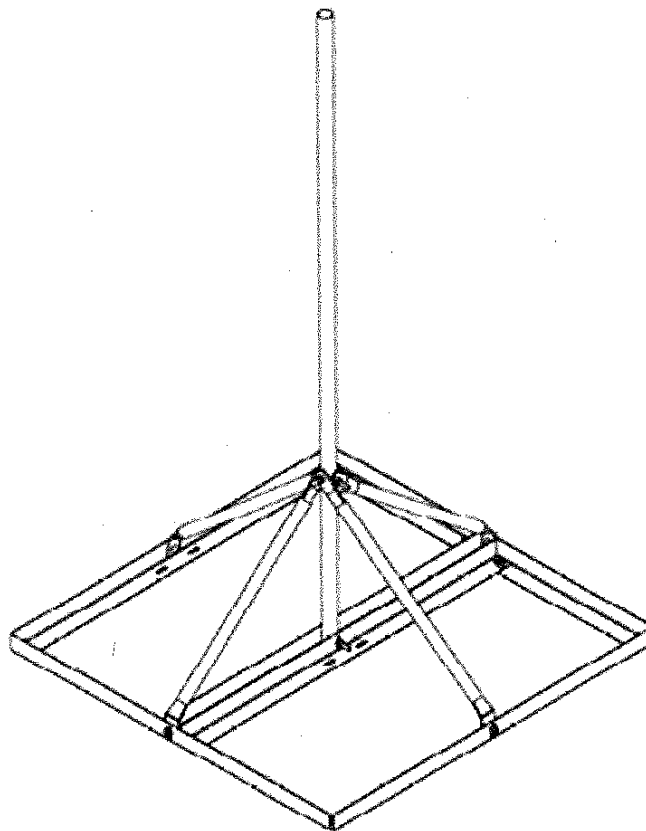
3.2 Satellite dish installation is permitted on building fascias ~~of detached manors only~~. ~~The resident Member shall~~ must make all efforts ~~coordinate with and receive approval from the Alterations Department for all satellite dish locations~~. ~~All to install a satellite dish installations 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 1/2" 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

ATTACHMENT 2



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 GUIDELINES/APPLICATIONS

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 1/2" diameter.
- 3.5 Unless otherwise specified, coaxial cable ~~shall~~must be encased in 1/2", 26 gauge steel ~~wire mold~~wire mold -fastened to the surface of the wall with 1/2"- 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 ~~shall~~must 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

~~wiremold~~wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

- (f) Do not place ~~wiremold~~wire mold within 18" of balconies, balcony railings or balcony overhangs. Do not place ~~wiremold~~wire 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 ~~wiremold~~wire mold immediatelyimmediately below the existing ~~wiremold~~wire mold installation and continue vertically and horizontally as required to reach the manor 24" from the floor. Encase the coaxial cable in the attached ~~wiremold~~wire mold. Penetrate the wall to bring coaxial cable into the manor. (See 3.5)

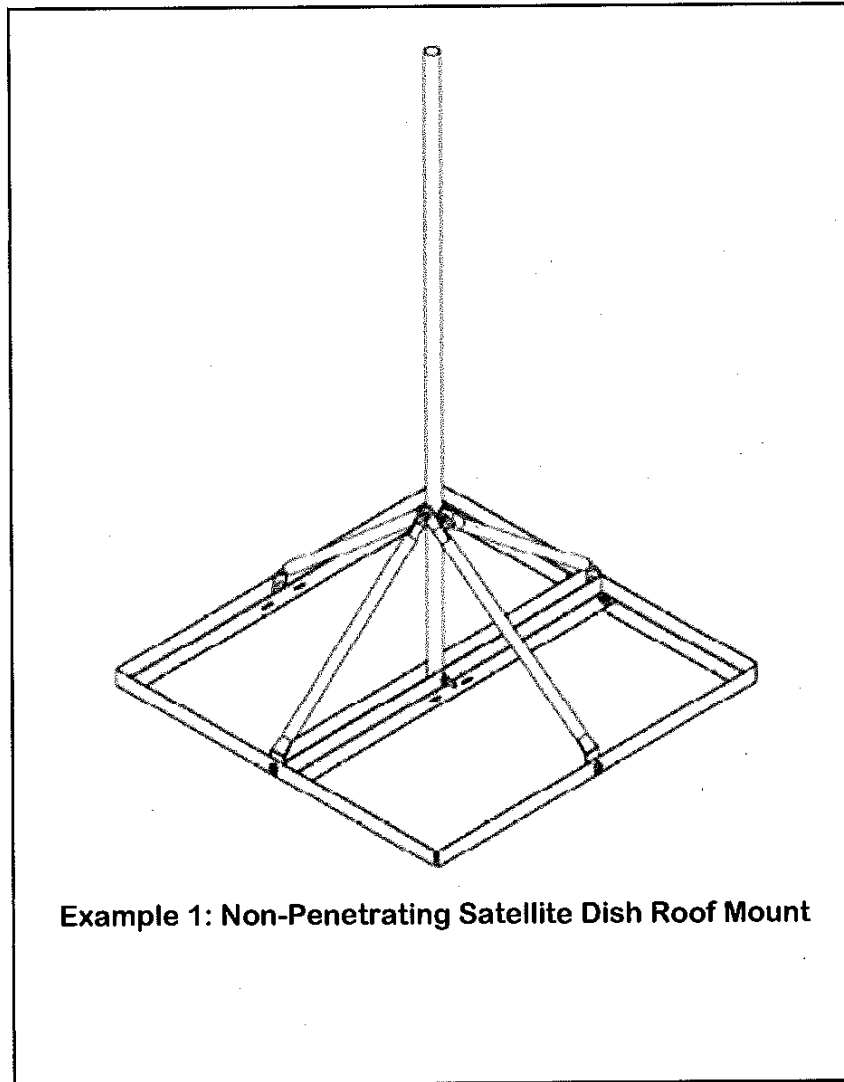
- (e) Do not use, alter or damage existing wire mold installation.

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.





~~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.



~~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.

ATTACHMENT 2



~~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 of 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.

ATTACHMENT 2



~~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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RESOLUTION 03-18-XXX
Variance Request

WHEREAS, Mr. and Mrs. Steve Qu of 5227 Moya, a Villa Terraza style unit, requested Board approval of a variance to modify a previously approved window's dimensions and to relocate an existing air conditioning condenser unit;

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 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 May 29, 2018; and,

WHEREAS, the Architectural Controls and Standards Committee received a written objection from an affected neighbor.

NOW THEREFORE BE IT RESOLVED, on June 19, 2018, the Board of Directors hereby denies the request due to the objections from the affected neighbor.

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

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RESOLUTION 03-18-XXX
Variance Request

WHEREAS, Mr. Timothy Cooper and Mrs. Susan Smallwood of 3456-B of Bahia Blanca West, an Andaluz style unit, are requesting Board approval of a variance for the following six alterations; room addition at master bathroom, room addition replacing existing solarium, install landing on common area to accommodate room addition's sliding glass door, enlarge existing courtyard and enclose with wall and gate, relocate existing air conditioning condenser, increase electrical service from 125 Amps to 200 Amps, add two new windows in the living room; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 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 May 29, 2018.

NOW THEREFORE BE IT RESOLVED, on June 19, 2018, the Board of Directors hereby approves the requests to construct the alterations which do not require the use of common area; room addition replacing existing solarium, relocate existing air conditioning condenser, increase electrical service from 125 Amps to 200 Amps, and add two new windows in the living room with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as attached to the official meeting minutes. The Board denies the alterations that require the use of common area; room addition at master bathroom, install landing on common area to accommodate room addition's sliding glass door, and enlarge existing courtyard and enclose with wall and gate;

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

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RESOLUTION 03-18-XXX
Variance Request

WHEREAS, Ms. Elizabeth Fiskin of 5387-A, a Cabrillo style unit, requests Board approval of a variance to replace the newly installed side windows on the room addition and replace them with sliding glass doors requiring a landing on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 14, 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 May 29, 2018.

NOW THEREFORE BE IT RESOLVED, on June 19, 2018, the Board of Directors hereby denies the request due to the doors requiring an exterior landing to be installed on common area;

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

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RESOLUTION 03-18-xx
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 June 7, 2018, the Landscape Committee recommended to approve the request to remove the trees located at 5055 Avenida Del Sole (Gasser); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors approved a request for the removal of two Fern Pine trees at owner's expense;

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 June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3420-3E Calle Azul (Claude); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors denied a request for the removal of one Southern Magnolia tree;

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

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RESOLUTION 03-18-xx
Tree Removal 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 June 7, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 2366-A Via Mariposa East (Kajikawa); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors approved a request for the removal of two Rustyleaf Fig trees and replace with more suitable trees based on the location at Mutual expense;

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

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RESOLUTION 03-18-xx
Tree Removal Approval

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

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on June 7, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 3208-B Via Buena Vista (Cullers); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors approved a request for the removal of one Jacaranda tree at Member's expense;

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 June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 2366-C Via Mariposa (McNaughton); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors denied a request for the removal of one Rustyleaf Fig tree and inspect/trim as needed during the next trim cycle;

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 June 7, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3009-C Via Buena Vista (Ghasri); and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, the Board of Directors denied a request for the removal of one Star Pine tree and crown reduce to mitigate unbalanced condition;

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 932-201-01; 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, June 19, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-201-01 and;

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

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RESOLUTION 03-18-XX

Filing of Separate Small Claims Court Case

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent chargeable services by way of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-670-28 and

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

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RESOLUTION 03-18-XX

Filing of Separate Small Claims Court Case

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

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-810-19 and

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

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RESOLUTION 03-18-XX

Filing of Separate Small Claims Court Case

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent chargeable services by way of a judgment or stipulation against members/owners with a delinquent balance in Third Laguna Hills Mutual; and

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 932-120-64 and

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

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RESOLUTION 03-18-XX

Filing of Separate Small Claims Court Case

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

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-581-27 and

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

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ENDORSEMENT (to Finance & Third Board)

Discuss & Consider a Contract Award – Garden Villa CMU Wall Rotation

Eleven Garden Villa buildings have exhibited damage to the CMU walls and/or retaining walls due to settlement from flooding that occurred in 2010.

Staff confirmed that this work can be funded from the Disaster Fund. The endorsement to Finance and the Board will reflect this change.

A motion was made and unanimously carried to recommend the Board award a contract to John Laubach Construction to complete concrete masonry unit (CMU) wall repairs at nine Garden Villa buildings (B2388, B2389, B2390, B2392, B2393, B2399, B2402, B2403, and B4011) and Concrete Repairs at two Garden Villa buildings (B2385 and B2395) in the amount not to exceed \$298,900, to be funded from the Disaster Fund.

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ENDORSEMENT (to Finance & Third Board)

Discuss & Consider a Contract Award – Walkway Lighting Upgrades at Gates 5, 6, 7 & 8

US Energy installed the two pilot fixtures in January 2018. After viewing the pilot fixtures, the Energy Committee indicated that the integrated LED fixture did not put out sufficient light, and that they would like to have the medium base light raised to a height of 3 feet. US Energy adjusted the fixture as requested in February 2018. Although the lighting was improved at the new height, the Board indicated that the fixture did not meet the light distribution or fixture stability requirements.

In March 2018 Supergreen Solutions suggested a bollard that might meet the needs of this project. Staff was instructed to work with Supergreen Solutions to install several of the suggested bollards so that an overall impression of the lighting distribution in an area could be ascertained.

Six bollards were installed and a meeting was held on the night of March 29th to review the fixtures and decide on a course of action. Supergreen Solutions installed 3000K and 4000K bulbs for review, and the Energy Committee agreed that 4000K was the preferred temperature for the lighting.

The Committee was pleased with the specifications of the installed fixtures and instructed staff to proceed with the bidding process for the project with the selected fixture.

A motion was made and unanimously carried to recommend the Board authorize a supplemental appropriation from the Replacement Fund in the amount of \$125,000 and award a contract to Supergreen Solutions in the amount of \$124,906.24 for the Walkway Lighting Upgrade project in Gates 5, 6, 7 & 8.

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STAFF REPORT

DATE: June 4, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Walkway Lighting Upgrades in Gates 5, 6, 7 & 8

RECOMMENDATION

Authorize a supplemental appropriation from the Replacement Fund in the amount of \$125,000 and award a contract to Supergreen Solutions in the amount of \$124,906.24 for the Walkway Lighting Upgrade project in Gates 5, 6, 7 & 8.

BACKGROUND

The Walkway Lighting Upgrade project was initiated in July 2017, when the Third Energy Committee indicated that it was interested in improving the existing pagoda-style walkway lighting.

Staff began the process by requesting a proposal from US Energy to perform an audit of the existing lighting in Gates 5, 6, 7 & 8. The purpose of this audit was to generate an inventory of the fixtures, containing the number, style and energy usage of each location. Furthermore, US Energy was instructed to give recommendations regarding possible replacement fixtures.

US Energy delivered their proposals for the walkway lighting upgrades, which included a map of fixture locations as well as several installation options with fixture recommendations.

The Energy Committee authorized US Energy to proceed with a pilot installation based on options 2 and 3 in their audit report, which specified an integrated LED lamp fixture on the existing base and a medium base fixture on the existing base.

US Energy installed the two pilot fixtures in January 2018. After viewing the pilot fixtures, the Energy Committee indicated that the integrated LED fixture did not put out sufficient light, and that they would like to have the medium base light raised to a height of 3 feet. US Energy adjusted the fixture as requested in February 2018. Although the lighting was improved at the new height, the Board indicated that the fixture did not meet the light distribution or fixture stability requirements.

In March 2018 Supergreen Solutions suggested a bollard that might meet the needs of this project. Staff was instructed to work with Supergreen Solutions to install several of the suggested bollards so that an overall impression of the lighting distribution in an area could be ascertained.

Six bollards were installed and a meeting was held on the night of March 29th to review the fixtures and decide on a course of action. In attendance at this meeting were several Energy

Committee members, a representative from staff and Supergreen Solutions. Supergreen Solutions installed 3000K and 4000K bulbs for review, and the Energy Committee agreed that 4000K was the preferred temperature for the lighting. The Committee was pleased with the specifications of the installed fixtures and instructed staff to proceed with the bidding process for the project with the selected fixture.

DISCUSSION

The request for proposals (RFP) for this project was sent out to four electrical contractors. All four contractors attended the mandatory April 26th pre-bid meeting to discuss the project and perform a site walk. All four contractors submitted bids before the bid deadline of May 10th.

Supergreen Solutions was the lowest qualified bidder, with a total bid including a 10% contingency of \$124,906.24. The other bids were 40%, 48% and 50% higher than this amount. Supergreen Solutions had previously installed six pilot bollards, and was able to demonstrate the ability to perform the installations to an acceptable level of quality. Staff recommends awarding the contract to Supergreen Solutions based on their submission of the lowest bid and familiarity with the project requirements.

FINANCIAL ANALYSIS

A supplemental appropriation from the Replacement Fund in the amount of \$125,000 is required to fund this lighting upgrade project.

Prepared By: Mark Stal, Maintenance Services Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance & Construction Director
Betty Parker, Financial Services Director

ATTACHMENT(S)

Attachment 1: Bid spread

VILLAGE MANAGEMENT SERVICES, INC.
BID SPREADSHEET

5/30/2018, 11:55 AM

THIRD MUTUAL
WALKWAY LIGHTING
ELECTRICIAN

		Vendor: Super Green Solutions Contact: Basel Almashat Phone: (562) 254-1926			Vendor: 661 Electric Contact: Ray Moreno Phone: (661) 998-9061					Vendor: US Energy Contact: Lou Lagomarsino Phone: (480) 419-1080					Vendor: Coastal Current Electric, Contact: Mike Griffin Phone: (949) 547-1136				
ITEM	UOM	UNITS	AMOUNT	TOTAL	UNITS	AMOUNT	TOTAL	VARIANCE AMOUNT	%	UNITS	AMOUNT	TOTAL	VARIANCE AMOUNT	%	UNITS	AMOUNT	TOTAL	VARIANCE AMOUNT	%
1 Supply & Install (590) New LED YashipYZTL815A/C walkwayBollard lights at Gates 5, 6, 7 & 8	LS	531	\$177.46	\$94,231.26	531	\$250.00	\$132,750.00	\$38,519	41%	531	\$259.32	\$137,698.92	\$43,468	46%	531	\$255.00	\$135,405.00	\$41,174	44%
2 Re-Pour of concrete Base	LS	59	\$327.46	\$19,320.14	59	\$435.00	\$25,665.00	\$6,345	33%	59	\$510.52	\$30,120.68	\$10,801	56%	59	\$595.00	\$35,105.00	\$15,785	82%
3																			
4																			
5																			
6																			
BASE TOTAL				\$113,551.40			\$158,415.00	\$44,864	40%			\$167,819.60	\$54,268	48%			\$170,510.00	\$56,959	50%
Contingency	%	10%	\$11,355.14	\$11,355.14	10%	\$15,841.50	\$15,841.50	\$4,486	40%	10%	\$16,781.96	\$16,781.96	\$5,427	48%	10%	\$17,051.00	\$17,051.00	\$5,696	50%
GRAND TOTAL				\$124,906.54			\$174,256.50	\$49,350	40%			\$184,601.56	\$59,695	48%			\$187,561.00	\$62,654	50%

Estimated Project Start
Estimated Project Duration

6 Weeks after contract award
12 Weeks

4 Weeks
6-8 Weeks

2-4 Weeks
3-4 Weeks

6-8 Weeks
6 Weeks

No	Contractor	Contact Person	Phone No.	SENT RFP	AT MTG	Bid Recvd
1	Coastal Current Electric	Mike Griffin	(949) 547-1136	✓	✓	✓
2	661 Electric	Ray Moreno	(661) 998-9061	✓	✓	✓
3	Super Green Solutions	Basel Almashat	(562) 254-1926	✓	✓	✓
4	US Energy	Alonzo Strada	(480) 419-1080	✓	✓	✓
5						
6						
7						

ATTACHMENT 1

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Resolution 03-18-XX

**Contract Award and Supplemental Appropriation
for Walkway Lighting Upgrades in Gates 5, 6, 7 & 8**

WHEREAS, the Walkway Lighting Upgrade project was initiated in July 2017, when the Third Energy Committee indicated that it was interested in improving the existing pagoda-style walkway lighting;

WHEREAS, US Energy performed an audit of the existing lighting in Gates 5, 6, 7 & 8 to generate an inventory of the fixtures, containing the number, style, energy usage of each location and to get recommendations regarding possible replacement fixtures; and

WHEREAS, the Energy Committee agreed that 4000K was the preferred temperature for the lighting and were pleased with the specifications of the installed fixtures, and instructed staff to proceed with the bidding process for the project with the selected fixture,

NOW THEREFORE BE IT RESOLVED, on June 19, 2018, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation from the Replacement Fund in the amount of \$125,000 and award of a contract to Supergreen Solutions in the amount of \$124,906.24 for the Walkway Lighting Upgrade project in Gates 5, 6, 7 & 8; and

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

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ENDORSEMENT (to Finance & Third Board)

Discuss & Consider a Contract Award – Brush Clearing on Ridge Route

The perimeter wall along the northern boundary of the Third Laguna Hills Mutual provides separation from undeveloped road right-of-way that is approximately 2,000 linear feet in length and runs along Ridge Route Drive. Due to increased crime in the bordering Laguna Woods Village neighborhoods, the Mutual proposes to contract with a vendor to install enhanced security fencing along the top of the wall in an effort to deter unauthorized entry into the community from this area. The dense brush growing in the right-of-way outside of the wall has created an environment that is screened from the view of private security and sheriff patrols resulting in transient camps being established, abandoned furniture dumped, refuse discarded and evidence of alcohol and drug use.

In support of the fencing project and to further enhance the security of Village residents, specifications were developed by the General Services Department to clear out much of the foliage and debris to allow for the fence construction project and to provide enhanced visibility along the entire length of the wall from the Laguna Woods dog park to Avenida de La Carlota, an area of over 70,000 square feet.

A motion was made and unanimously carried to recommend the Board approve a supplemental appropriation in the amount of \$68,640 from the Replacement Fund and award a not to exceed contract to Brightview Tree Care Services in the amount of \$68,640 for labor and materials with a 10% contingency amount of \$6,224, to clear brush and debris from the right-of-way along Ridge Route Drive immediately adjacent to Third Mutual property.

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STAFF REPORT

DATE: June 19, 2018
FOR: Board of Directors
SUBJECT: Ridge Route Brush Clearance & Perimeter Wall Improvements

RECOMMENDATION

Approve the proposed resolution (Attachment 1) for a supplemental appropriation in the amount of \$330,000 from the Replacement Fund for brush clearance and to improve a section of perimeter wall along Ridge Route Drive immediately adjacent to Third Mutual property.

BACKGROUND

The perimeter wall along the northern boundary of the Third Laguna Hills Mutual provides separation from undeveloped road right-of-way that is approximately 2,000 linear feet in length and runs along Ridge Route Drive. Due to increased crime in the bordering Laguna Woods Village neighborhoods, the Mutual proposes to contract with a vendor to install enhanced security fencing along the top of the wall in an effort to deter unauthorized entry into the community from this area. The dense brush growing in the right-of-way outside of the wall has created an environment that is screened from the view of private security and sheriff patrols resulting in transient camps being established, abandoned furniture dumped, refuse discarded and evidence of alcohol and drug use.

In support of the fencing project and to further enhance the security of Village residents, specifications were developed by the General Services Department to clear out much of the foliage and debris to allow for the fence construction project and to provide enhanced visibility along the entire length of the wall from the Laguna Woods dog park to Avenida de La Carlota, an area of over 70,000 square feet.

At the June 4, 2018 M&C Committee meeting, a motion was made and unanimously carried to recommend the Board approve a supplemental appropriation in the amount of \$68,640 from the Replacement Fund and award a not to exceed contract to Brightview Tree Care Services in the amount of \$68,640 for labor and materials with a 10% contingency amount of \$6,224, to clear brush and debris from the right-of-way along Ridge Route Drive immediately adjacent to Third Mutual property.

At the June 5, 2018 Finance Committee meeting, a motion was made and unanimously carried to recommend the Board approve supplemental funding from the Replacement Fund for the proposed perimeter wall improvements.

On June 8, 2018 the Third Board awarded a contract for the clearing portion of this project; however, bids for the shepherd's crook improvements will be reviewed by the M&C Committee on July 2.

FINANCIAL ANALYSIS

Funding is required to proceed with this project. Although bid and design options have not yet been reviewed by M&C for the shepherd's crook installation, a not-to-exceed budgetary estimate of \$330,000 is recommended to fund the wall clearing and improvements.

Prepared By: Betty Parker, Financial Services Director

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Resolution 03-18-XX

Resolution 03-18-XX

**Contract Award and Supplemental Appropriation
for Ridge Route Drive Brush Clearance & Wall Improvements**

WHEREAS, the perimeter wall along the northern boundary of the Third Laguna Hills Mutual provides separation from an undeveloped road right-of-way that is approximately 2,000 linear feet in length and runs along Ridge Route Drive;

WHEREAS, due to increased crime in the bordering Laguna Woods Village neighborhoods, the Mutual has authorized the installation of enhanced security fencing along the top of the wall in an effort to deter unauthorized entry into the community from this area;

WHEREAS, the adjacent road right-of-way has heavy brush that encourages transients, illegal dumping, graffiti and other criminal activity; and

WHEREAS, in support of the fencing project and to further enhance the security of Village residents, the foliage and debris will be cleared out to allow for the fence construction project and to provide enhanced visibility along the entire length of the wall from the Laguna Woods dog park to Avenida de La Carlota, an area of over 70,000 square feet.

NOW THEREFORE BE IT RESOLVED, on June 19, 2018, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation not to exceed the amount of \$330,000 from the Replacement Fund to fund the wall clearing and improvements; 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: June 19, 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, June 19, 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.

May Initial Notification

30-day notification for Member comments and suggestions to comply with Civil Code § 4360 has been satisfied

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STAFF REPORT

DATE: June 19, 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, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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 **shall** 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.

May Initial Notificaiton

30-days for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

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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.

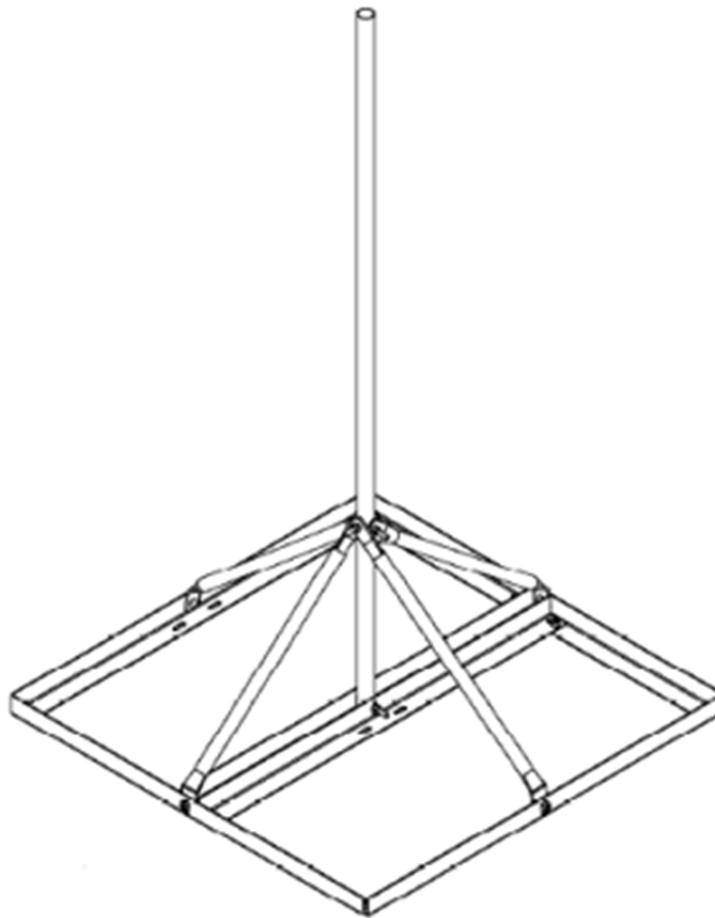
3.2 Satellite dish installation is permitted on building fascias ~~of detached manors only~~. The ~~resident Member shall~~must make all efforts coordinate with and receive approval from the Alterations Department for all satellite dish locations. All ~~to install a~~ satellite dish ~~installations must 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 Member ~~shall~~ 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" ~~cinderblocks~~ 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: June 19, 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, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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.

May Initial Notification

30-day notificatin for Member comments and suggestions comply with Civil Code §4360 has been satisfied.



~~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 immediatelyimmediately 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)

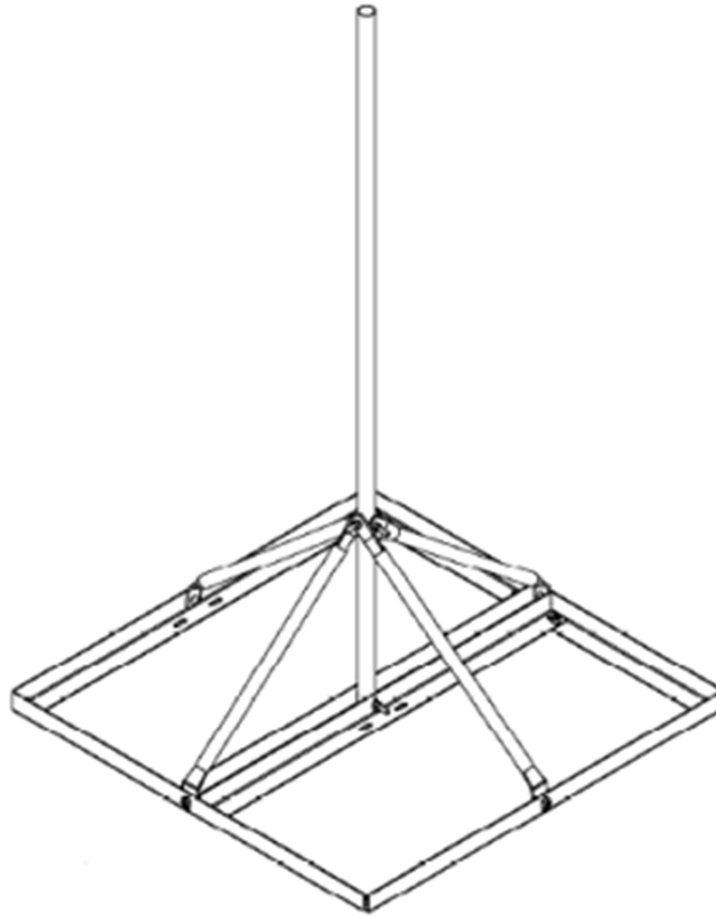
- (e) Do not use, alter or damage existing wire mold installation.

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: June 19, 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.

This report was reviewed and approved by the ACSC on April 23, 2018.

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:

- §2.5 Any exterior wall attachment will be limited to only those walls which face limited common areas, such as patios or atriums, with the exception of American flags
- §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 Control and Standard Committee recognizes the need to revise Alteration Standard Section 12: Exterior Wall Attachments.

NOW THEREFORE BE IT RESOLVED, June 19, 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, with the exception of American flags.

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 JUNE 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.

~~22.5~~ Any exterior wall attachment will be limited to only those walls which face ~~limited-Exclusive Use~~ Common Areas, such as patios or atriums with the exception of American Flags.

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.



STAFF REPORT

DATE: June 19, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 14 – Fireplace Installations

RECOMMENDATION

Approve a resolution to adopt Alteration Standard 14 – Fireplace Installations

BACKGROUND

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

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

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

DISCUSSION

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

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

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

FINANCIAL ANALYSIS

None

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

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

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

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Attachment 1

RESOLUTION 03-18-XX

REVISE ALTERATION STANDARD 14: FIREPLACE INSTALLATIONS

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

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

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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 **are** 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.

April Initial Notification

30-day notification for Member comments and suggestions to comply with Civil Code § 4360 has been satisfied.

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THIRD LAGUNA HILLS MUTUAL

SECTION 14 **STANDARD 14: FIREPLACE INSTALLATIONS**

JANUARY 1989

REVISED APRIL 1996, RESOLUTION M3-96-28

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

REVISED MAY 2013, RESOLUTION 03-13-55

REVISED APRIL 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

~~1.0 GENERAL REQUIREMENTS~~

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

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

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

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

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

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

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

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

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

2.0 APPLICATIONS

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

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

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

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

3.0 **SPARK ARRESTORS**

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

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

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

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

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STAFF REPORT

DATE: June 19, 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, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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 sectional 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.

May Initial Notification

30-day notification for Member comments and suggestions to comply with

Civil Code §4360 has been satisfied.

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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, Aall 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: June 19, 2018
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 18 – Gutters and Downspouts

RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

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

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

FINANCIAL ANALYSIS

None

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENTS:

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

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

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Attachment 1

RESOLUTION 03-18-XX

ALTERATION STANDARD SECTION 18 – GUTTERS AND DOWNSPOUTS

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

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

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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.

April Initial Notification

30-day notification for Member comments and suggestions from the postponement to comply with Civil Code § 4360 has been satisfied.

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~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 18 GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

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

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

REVISED MARCH 2018, RESOLUTION 03-18-XX

1.0 GENERAL REQUIREMENTS

See Standard Section1: General Requirements

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



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

2.0 APPLICATIONS

- 2.1 A splashblock will be required in areas where a downspout empties into an area in which erosion may result.
- 2.2 No downspout may be installed that will drain into an area that will effect yard surface drainage in an adverse way.
- 2.3 Applications to roofs where hangers penetrate or may harm the roofing in any way ~~will not be allowed~~ are prohibited.



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- 2.4** All gutters and downspouts ~~will~~shall be seamless and ~~of~~ the same ~~type~~style and color ~~as to match~~as the existing gutters on the building.
- 2.5** Gutters and downspouts will be of the same color to match the surface they are attached to.

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STAFF REPORT

DATE: June 19, 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, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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.

May Initial Notification

30-day notification for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.



~~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: June 19, 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, June 19, 2018, that the Board of Directors of this Corporation hereby adopts 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.

May Initial Notification

30-day notification for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

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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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OPEN MEETING



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

**Tuesday, June 19, 2018
Laguna Woods Village Community Center 24351 El Toro Road
Board Room**

ADDENDUM TO THE AGENDA

The attorney will provide information for this agenda item under separate cover for the open session:

13a. Entertain a Motion to Update Third Mutual Bylaw Section 6.4.5 Automatic Vacancy.

**THIRD LAGUNA HILLS MUTUAL
BYLAWS SECTION 6.4.5**

6.4.5 Automatic Vacancy. Any Director **with four (4) unexcused absences** who misses four (4) regular monthly meetings within any twelve (12) month **Federal Fiscal Year** period **may be** ~~shall~~ automatically be removed from the Board of Directors. **Regularly monthly meetings are defined as Board meetings**, with such removal to be effective upon mailing notice to such director from the President.

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STAFF REPORT

DATE: June 19, 2018
FOR: Board of Directors
SUBJECT: Temporary Container Policy

RECOMMENDATION

Approve the Temporary Container Policy.

BACKGROUND

The Board of Directors directed Staff to develop a policy regarding the placement of temporary containers such as dumpsters, contractor trailers, and portable storage containers.

On May 29, 2018, the ACSC reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board.

DISCUSSION

Due to an increase in resident complaints regarding the placement of dumpsters, contractor trailers and portable storage containers, Staff has developed a policy to provide guidance for Staff when directing contractors in the placement of these items. The policy was developed jointly between the Alterations and Security Divisions. The policy will be implemented by Security personnel with support from the Alterations Division.

Due to the myriad of configurations of streets, cul-de-sacs and parking areas within the Village, a single document stating the exact placement locations is impractical. The intent of this policy is to provide guidelines and restrictions regarding the actual placement of each item to ensure safe and practical placement.

The policy will be available in Resident Services at the Alterations Counter. It will be provided by the Alterations Division to contractors and Members when issuing Mutual Consents. Additionally, the policy will be posted on the website.

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-XX for Temporary Container Policy

Attachment 2: Temporary Container Policy

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RESOLUTION 03-18-XX

Temporary Container Policy

WHEREAS, the placement of temporary containers such as dumpsters, portable storage units (PODS), and contractor trailers has caused safety and mobility concerns throughout the Village; and,

WHEREAS, staff has developed a policy that addresses these concerns.

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby introduces the Proposed Temporary Container Policy as attached to the official meeting minutes;

RESOLVED FURTHER, after a 24 hour notice from the contractor or Member, the Security Division will provide members and contractors locations to place these items;

RESOLVED FURTHER, the safety, placement, and housekeeping of these items are the responsibility of the member;

RESOLVED FURTHER, the Mutual reserves the right to remove or relocate any item to remedy an unsafe condition; 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.

JUNE Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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Temporary Container Policy

This policy is intended to regulate the location, identification and maintenance of temporary containers such as dumpsters, contractor trailers, and portable storage containers (PODs). All references to temporary container s shall include all of the aforementioned items.

No dumping of building materials, construction/remodeling debris, carpet, or large, bulky items is allowed in/around any trash receptacle provided by Laguna Woods Village. It is the resident's responsibility to ensure such materials are properly removed from the community by themselves or their contractor. This rule applies to residents performing their own work, contractors, vendors, service companies, and delivery personnel.

Temporary containers may be permitted with the following conditions:

- 24 hour notice is given by the contractor or Member to Security @ 949-580-1400; provide building, unit number, and the name of resident.
- Temporary container must be clearly marked at all times, by the contractor or Member, with the unit number from which the debris is sourced. The marking must be legible and able to withstand the elements (permanent marker on duct tape, waterproof label etc.)
- Location of temporary container must be authorized by the on-duty Watch Commander or designee.
- Temporary container must be covered at the end of each work day. The area around the temporary container shall be kept clean and free of debris and dirt. The area shall be cleaned promptly upon removal of the temporary container.
- Contractor and Owner shall be responsible for placing and maintaining adequate warning signs, lights, barricades and devices at all times in order to promote the safe movement of traffic.
- Contractor and Owner shall be responsible to ensure temporary containers are equipped with reflectors on all sides. Warning devices shall be placed in advance of each temporary container as directed by Watch Commander or designee. All warning signs, barriers, barricades, flags and other devices shall comply with or exceed the standards required in the Manual of Uniform Traffic Devices (MUTCD). All traffic devises shall be removed promptly upon removal of temporary container.
- Temporary containers may be in place for a maximum of seven days or until full, whichever occurs first.

- Dumpsters may be limited to “Insta-Bin” type; roll off temporary containers may be permitted if space allows, with prior approval of staff.
- No hazardous materials can be disposed of in temporary containers.
- Temporary containers must have wheel chocks to prevent movement.

Inquiries will be referred to on-duty Watch Commander for direction as to where the container can be placed. Staff will be assigned to meet with the resident or their contractor to determine an appropriate location for the container.

Key considerations for temporary container placement:

- Traffic safety.
- Sufficient room to place / retrieve the container.
- Protection of hardscape and landscape assets; placement on landscaped areas, walkways or sidewalks is prohibited.
- Placement in any parking spaces, e.g. guest spaces and carports, is prohibited.
- Proximity to the unit and efficiency for the contractor.

Failure of the Member or their contractor to cooperate in placement of the container as directed by Staff may result in a disciplinary hearing before the Board. Members will be responsible for damages caused by temporary container placement. Removal of encroachments to protect public safety:

- Whenever the Watch Commander or designee determines that a temporary container or other encroachment located in the community causes a dangerous condition or obstruction, he or she may cause the immediate removal, relocation and/or remedy of that condition without prior notice to the responsible owner or permittee of that encroachment.
- The Watch Commander or designee may remove or cause to be removed any temporary container or other encroachment that is placed on the community that is in violation of these conditions, provided that a reasonable attempt has been made to contact the owner and to give twenty-four (24) hours' notice of the intent to remove the bin.
- The responsible property owner and/or operator shall pay all costs incurred by the Mutual for removal, storage or clean up resulting from the placement of a temporary container.

If a resident is concerned about the placement of safety of a temporary container, they should immediately contact Security @ 949-580-1400.



STAFF REPORT

DATE: June 19, 2018
FOR: Board of Directors
SUBJECT: Revisions to Resale Policy

RECOMMENDATION

Approve a resolution to introduce the Revised Resale Policy.

BACKGROUND

On September 16, 2003, the Board of Directors approved Resolution 03-03-59 establishing criteria for the Resale Policy; on May 20, 2014 the Board of Directors approved Resolution 03-14-53, revising the Resale Policy (Attachment 1). The revisions include, among other items, a security deposit for resale inspections.

The proposed Resolution (Attachment 2) revises only the security deposit section of the policy. The remainder of the policy remains functional and unchanged.

On May 29, 2018, the ACSC reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board.

DISCUSSION

The 2014 revisions to the Resale Policy established a security deposit for "...architectural violation, failure to maintain an alteration, or other damage to common area caused by the member or member's occupants." The Policy also states that surplus funds from the deposit "...shall be returned to the appropriate party."

Under the current program, when a manor is put on the market for resale, Staff inspects the manor and notes in the inspection report any non-conforming conditions or alterations found. These are listed as corrections and can be damage to Mutual property, non-maintained alterations, or non-conforming landscape. These items are then listed in the Correction Report which accompanies the First Inspection Report and is provided to both the Buyer and Seller.

The inspector then determines the cost of each correction based upon predetermined costs; these costs are based on materials and staff chargeable service rates. The Seller is responsible for ensuring the necessary repairs or corrections are completed. If the corrections are not made by the final inspection, adequate funds to perform the repairs are withheld; a check is issued to the Mutual at close of escrow as a deposit for the corrections.

The current policy and procedures do not state who is responsible for the corrections once escrow closes. The current procedure gives the Buyer the option to make the repairs and be reimbursed for all verified costs up to the deposit amount. Historically, the remaining repairs have been referred to Staff; current staffing and service levels preclude Staff from completing the repairs in a timely manner. Consequently, the majority of the repairs are not completed and funds are held for long periods of time.

The policy also states that the funds are to be returned to “the appropriate party” without distinguishing that party.

Staff recommends creating a policy which directly addresses these issues. The proposed policy will identify the responsibility of the repairs, set a time frame for the repairs, and eliminate the need for a deposit in most cases.

If damage has occurred to Mutual property, the Seller will be held responsible for the repair. Per the CC&Rs, the Seller will also be held responsible for repairs and maintenance of alterations. Since landscaping in the Village is only performed by Staff, non-conforming landscape corrections will be performed by Staff and charged to the Seller at chargeable service rates.

Additionally, Staff proposes to require repair or correction of all items listed in the Correction Report by the close of escrow, per the Agreement. In the proposed policy, as in the current procedures, the resale inspector will note corrections but will not assign a predetermined cost to correct the deficiencies.

In the event that a Member is unable to ensure the repairs are completed by close of escrow, due to illness or circumstances beyond their control, Staff proposes to allow the Buyer to accept responsibility for the repairs. The buyer would be required to sign an acknowledgement of their responsibility to make the repairs and will be given six months to complete the repairs or face disciplinary action by the Board. The seller will be required to provide complete documentation of the illness or extenuating circumstances prior to close of escrow. This variance from policy would require the approval of two Officers of the Board.

To allow ample time to educate the membership, realtors and escrow companies, Staff proposes to make the revised policy effective September 1, 2018.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1 Resolution 03-14-53 - Existing Resale Policy
Attachment 2: Proposed Resolution for Revised Resale Policy 03-18-XX
Attachment 3: Proposed Revised Resale Policy

Resolution 03-14-53

Current Resale Policy

WHEREAS, it is the policy of the Third Laguna Hills Mutual that the Seller of a condominium property in Third Mutual, or his agent, must adhere to the established Resale Policy to allow for an orderly transfer of ownership;

NOW THEREFORE BE IT RESOLVED, May 20, 2014 that the Board of Directors of this Corporation hereby approves the Proposed Resale Policy as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolutions 03-03-59 and 03-03-60 are hereby superseded and cancelled; and

RESOLVED FURTHER, that staff shall take the necessary steps to inform the realty community and the residents of Third Mutual; 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.

RESALE POLICY – THIRD LAGUNA HILLS MUTUAL

It is the policy of the Third Laguna Hills Mutual housing corporation that transfers of property through the resale process shall be handled as expeditiously as possible, in accordance with Mutual review and approval processes.

Further, it is the policy of the Mutual that the Seller of a condominium property in Third Mutual, or his agent, should:

Within two business days after listing or making the property available for sale, the Seller or Seller's authorized agent should notify the Resale Inspection Office, in writing of the listing and submit to the Resale Department a "Request for 1st Inspection Report". The notification shall include the name of the listing real estate agent or personal agent of the seller, Seller's address and telephone number, the listing contract date, and Seller's current address and telephone number if seller is not residing in the manor being listed for sale; and at least one week prior to close of escrow, the Seller or his Agent will request that a Final Inspection be scheduled.

Seller's Authorization to Release Information

Seller, or authorized agent, shall execute and deliver the Seller's Authorization for Release of Information to the Managing Agent. No information will be released by the Mutual or the Managing Agent to any party until the Managing Agent receives the Release.

Mutual Board's Review of Buyer's Qualifications

Upon receipt of all requisite documents from the Escrow Office handling the resale transaction, and completion of the First Inspection, the Mutual will have fifteen (15) calendar days to review and approve or deny the buyer's application for membership.

Occupancy by Buyer Prior to Close of Escrow

A buyer is not be permitted to occupy a manor prior to Board approval of the Buyer's membership qualifications except by receiving Board approval of a Lease Permit through the GRF Lease Permit Office.

If a Seller agrees to permit the Buyer to occupy the manor after Board approval, and prior to close of escrow, both parties shall execute and present a Hold Harmless Agreement through the Security Division. Early occupancy based on the Hold Harmless Agreement shall be limited to fifteen (15) calendar days. Buyers who intend to occupy the manor for more than fifteen (15) days prior to close of escrow shall obtain a Lease Permit approved by the Board through the GRF Lease Permit Office.

Carryover Occupancy by Seller

If Buyer and Seller agree that Seller may continue to occupy the manor after close of escrow, such occupancy shall be limited to fifteen (15) calendar days. Seller who intends to carry over occupancy for more that fifteen (15) days following close of escrow shall obtain a Lease Permit approved by the Board through the GRF Lease Permit Office.

Security Deposit

If the inspection reveals an architectural violation, failure to maintain an alteration, or other damage to common area caused by the member or member's occupants, or if at the time of the inspection the member owes the Mutual unpaid assessments, fines or other amounts, the amounts sufficient to rectify the member's indebtedness to the Mutual will be held at escrow in a holding account. Any surplus funds shall be returned to the appropriate party.

RESOLUTION 03-18-XX

REVISED RESALE POLICY

WHEREAS, on May 20, 2014, the Board of Directors approved Resolution 03-14-53, establishing a security deposit for resale inspections;

WHEREAS, resale inspections and inspection reports are an integral part of the resale process and non-conforming conditions or alterations noted on the inspection reports are vital for the protection of Mutual property and assets; and,

WHEREAS, Staff has found the current security deposit section of the resale policy to be administratively burdensome and withholds funds from members for an unreasonable length of time.

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby introduces the Proposed Revised Resale Policy as attached to the official meeting minutes;

RESOLVED FURTHER, corrections and deficiencies found in the resale inspection will be noted in the report and will be provided to the seller;

RESOLVED FURTHER, the Seller will be held responsible for the corrections and deficiencies;

RESOLVED FURTHER, corrections and repairs to Mutual property and assets shall be completed by the close of escrow;

RESOLVED FURTHER, the remainder of the existing policy will remain unchanged;

RESOLVED FURTHER, that Resolution 03-14-53, adopted May 20, 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.

JUNE Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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PROPOSED REVISED RESALE POLICY

It is the policy of the Third Laguna Hills Mutual housing corporation that transfers of property through the resale process shall be handled as expeditiously as possible, in accordance with Mutual review and approval processes.

Further, it is the policy of the Mutual that the Seller of a condominium property in Third Mutual, or his agent, should:

Within two business days after listing or making the property available for sale, the Seller or Seller's authorized agent should notify the Resale Inspection Office, in writing of the listing and submit to the Resale Department a "Request for 1st Inspection Report". The notification shall include the name of the listing real estate agent or personal agent of the Seller, Seller's address and telephone number, the listing contract date, and Seller's current address and telephone number if Seller is not residing in the manor being listed for sale; and at least one week prior to close of escrow, the Seller or his Agent will request that a Final Inspection be scheduled.

Seller's Authorization to Release Information

Seller, or authorized agent, shall execute and deliver the Seller's Authorization for Release of Information to the Managing Agent. No information will be released by the Mutual or the Managing Agent to any party until the Managing Agent receives the Release.

Mutual Board's Review of Buyer's Qualifications

Upon receipt of all requisite documents from the Escrow Office handling the resale transaction, and completion of the First Inspection, the Mutual will have fifteen (15) calendar days to review and approve or deny the Buyer's application for membership.

Occupancy by Buyer Prior to Close of Escrow

A Buyer is not be permitted to occupy a manor prior to Board approval of the Buyer's membership qualifications except by receiving Board approval of a Lease Permit through the GRF Lease Permit Office.

If a Seller agrees to permit the Buyer to occupy the manor after Board approval, and prior to close of escrow, both parties shall execute and present a Hold Harmless Agreement or similar Mutual Issued document through the Security Division. Early occupancy based on the Hold Harmless Agreement shall be limited to fifteen (15) calendar days. Buyers who intend to occupy the manor for more than fifteen (15) days prior to close of escrow shall obtain a Lease Permit approved by the Board through the GRF Lease Permit Office.

Carryover Occupancy by Seller

If Buyer and Seller agree that Seller may continue to occupy the manor after close of escrow, such occupancy shall be limited to fifteen (15) calendar days. Seller who intends to carry over

occupancy for more that fifteen (15) days following close of escrow shall obtain a Lease Permit approved by the Board through the GRF Lease Permit Office.

Security Deposit

~~If the inspection reveals an architectural violation, failure to maintain an alteration, or other damage to common area caused by the member or member's occupants, or if at the time of the inspection the member owes the Mutual unpaid assessments, fines or other amounts, the amounts sufficient to rectify the member's indebtedness to the Mutual will be held at escrow in a holding account. Any surplus funds shall be returned to the appropriate party.~~

Resale Corrections

~~If the inspection reveals an architectural violation, failure to maintain an alteration, or other damage to common area caused by the Member or Member's occupants, the Member shall be responsible for such violations, alteration maintenance, and damage to common area. The Member must make all corrections before the close of escrow. The Mutual will make all corrections to landscaping; the cost of which shall be paid to the Mutual prior to close of escrow.~~

~~In the event that a Member is unable to ensure the repairs are completed by close of escrow, due to illness or circumstances beyond their control, the Member may be permitted to transfer the responsibility to the Buyer. The Buyer will be required to sign an acknowledgement accepting the responsibility for the repairs. The repairs will be required to be completed within six months after the close of escrow. Failure to complete the repairs will be subject to disciplinary action by the Board. The Member will be required to provide complete documentation of the illness or extenuating circumstances. The request for variance from this policy will require the approval of two Officers of the Board.~~

~~If at the time of the inspection the Member owes the Mutual unpaid assessments, fines or other amounts, the amounts sufficient to rectify the Member's indebtedness to the Mutual will be held at escrow in a holding account.~~



STAFF REPORT

DATE: June 19, 2018
FOR: Board of Directors
SUBJECT: Unauthorized Alteration Fee

RECOMMENDATION

Approve the Unauthorized Alteration Fee.

BACKGROUND

On October 20, 2017, the Board passed Resolution 03-17-120, which adjusted the processing fees for Mutual Consents based on actual costs. Since that time, the Mutual has experienced an increase in alteration work being performed without proper Mutual Consents.

Article III §8 and Article X of the CC&Rs require approval of the Board prior to performing any alteration.

On May 29, 2018, the ACSC reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board.

DISCUSSION

At the direction of the Board, the Alterations Division has worked closely with Security and Compliance Staff to enforce Mutual Rules and Regulations regarding alterations and construction activity. As a result of these efforts, Staff has seen an increase in requests for Mutual Consents for work that has been started or completed without prior authorization.

When unauthorized work is discovered, an Alterations Inspector is dispatched to the manor and investigates the circumstances. A Stop Work Notice is issued, complete documentation is performed, and a ticket is entered into the system for the Compliance Division follow-up to begin the hearing process. The Alterations Inspector returns to the manor within five days to ensure that the work has stopped.

After the Alterations Inspector completes the initial investigation and documentation, Compliance is notified. Compliance staff performs a follow up investigation, and if evidence of a violation is found, a notice is sent to the offending party describing the allegations and the disciplinary action that may ensue if not corrected. The matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-

discipline is merited. Payment of the Unauthorized Alteration processing fee does not preclude the Member from disciplinary action by the Board.

On October 20, 2017, the Board passed Resolution 03-17-120, which adjusted the processing fees for Mutual Consents. The new fees were based on the administrative costs to process the documentation required for the Mutual Consents. Due to the extended processes and additional staff involvement, processing unauthorized alterations adds additional administrative costs that were not included in the Resolution.

Based on advice from legal counsel, the Mutual may charge fees to defray the costs for administering a service. The Compliance Division estimates that an average of five hours of staff time is spent processing each case; the Alterations Division estimates an average of three hours of staff time for each incident. Based on actual administrative costs incurred, Staff proposes to charge an additional Unauthorized Alteration Fee of \$300 for processing unauthorized alterations.

FINANCIAL ANALYSIS

Additional fee revenue will offset existing administrative costs in operations, as outlined above.

Prepared By: Kurt Wiemann, P.I.R. Manager

Reviewed By: Eve Morton, Alterations Coordinator

Attachments:

Attachment 1: Proposed Resolution 03-18-XX for Unauthorized Alteration Fee

RESOLUTION 03-18-XX

Unauthorized Alteration Fee

WHEREAS, the Mutual has seen an increase in unauthorized alterations; and,

WHEREAS, significant administrative staff time is necessary to investigate, document and process unauthorized alteration incidents.

NOW THEREFORE BE IT RESOLVED, June 19, 2018, that the Board of Directors hereby introduces the Unauthorized Alteration Fee;

RESOLVED FURTHER, effective September 1, 2018, the administrative fee for processing Mutual Consents after-the-fact will be \$300;

RESOLVED FURTHER, when it has been determined that a member has started or completed alterations without proper prior Mutual Consent, a Stop Work notice will be issued and the member will be scheduled for a disciplinary hearing before the Board;

RESOLVED FURTHER, the member will be directed to apply for Mutual Consent and shall pay the Unauthorized Alteration Fee, which shall be in addition to the Board approved Mutual Consent processing fees;

RESOLVED FURTHER, payment of the Unauthorized Alteration Fee does not preclude the Member from disciplinary action by the Board;

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.

JUNE Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

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Financial Report

As of April 30, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$11,239

TOTAL EXPENSE

8,934

Revenue over Expense

\$2,305

Financial Report

As of April 30, 2018



INCOME STATEMENT - OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$6,293
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Non-assessment Revenue	\$415
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Total Revenue	\$6,708
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Total Expense	\$6,328
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Net Revenue/(Expense)	\$380
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w/o Depreciation	\$429
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Financial Report

As of April 30, 2018



INCOME STATEMENT – NON OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$4,385
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Non-assessment Revenue	\$146
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Total Revenue	\$4,531
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Total Expense	\$2,606
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Net Revenue/(Expense)	\$1,925
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Financial Report

As of April 30, 2018



Through April, Third was better than budget by \$1,690K primarily in outside services:

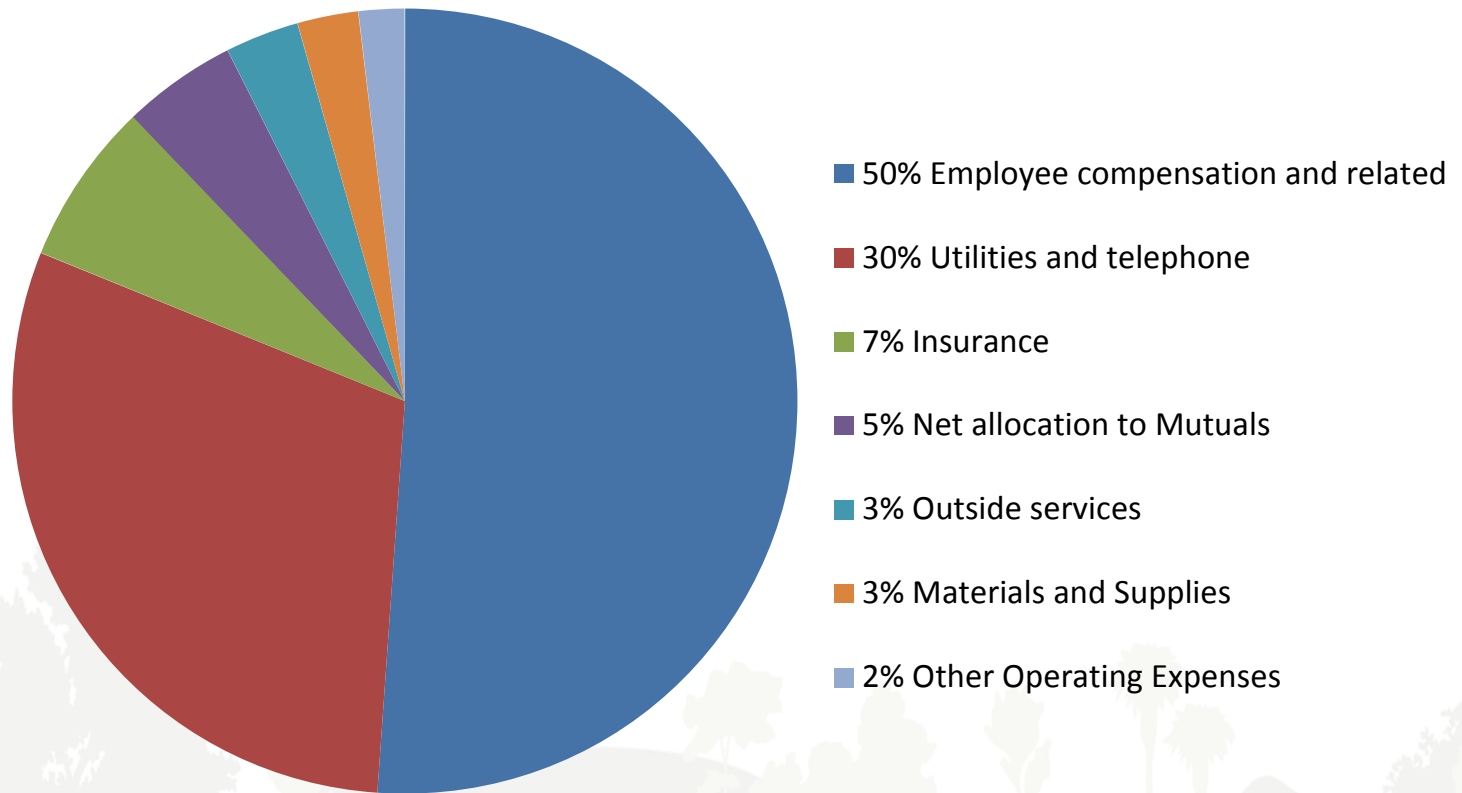
- **Building Structures**; staff will present consultant report in July, work to begin after bid process.
- **Disaster Fund**; contingency funds for emergency expenditures not covered by insurance.
- **Waste Line Remediation**; work began April.

Financial Report

As of April 30, 2018



Total Operating Expenses \$6,328,397



Financial Report

As of April 30, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/18

\$28,094

Contributions & Interest

4,531

Expenditures

(2,606)

Current Balances: 4/30/18

\$30,019



Financial Report for June 19, 2018 Board Meeting

SLIDE 1 – Total revenue for Third through April 30, 2018 was \$11,239K compared to expenses of \$8,934K, resulting in more revenue than expense by \$2,305K.

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 \$6,293K coming in from assessments and \$415K coming from non-assessment revenue. This is compared to operating expenditures of \$6,328K. After backing out depreciation, which is not funded through operations, we can see a bottom line operating surplus of \$429K as of the reporting period.

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

SLIDE 4 – Through April, Third was better than budget by \$1,690K primarily due to outside service work on reserve programs:

- Building Structures, timing. Staff received a detailed report from a consultant determining which buildings need work. Staff will present the report in July, and work will commence after the bid process and Board approval of the contractor selection.
- Disaster Fund, less use of contingency. The disaster fund includes funding for emergency expenditures not covered by insurance, including insurance policy deductibles. If damage restoration expense exceeds the deductible amount, insurance payouts are coded to this fund. Further, an insurance payout of \$181,870 for reimbursement of a fire was booked in February.
- Waste Line Remediation, timing. Although budgeted throughout the year, work started in April and is progressing quickly. Staff anticipates use all of the funds by Q4.

SLIDE 5 – On this pie chart, we show the Operating expenses to date of \$6.3 Million by category, showing that our largest categories of expense are for compensation and utilities.

SLIDE 6 – The reserve balances on April 30, 2018 were about \$30 Million. To date, contributions to reserves including assessments and interest earnings totaled nearly \$4.5 Million and expenditures to date totaled just over \$2.6 Million.

[No slide] – In closed session, we reviewed delinquencies for unpaid assessments totaling \$297K, 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 \$208K. 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, June 5, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Steven Parsons – Chair, Rosemarie diLorenzo – Co-Chair, Bill Walsh, James Tung, Bunny Carpenter, Cush Bhada, John Frankel Roy Bruninghaus, Advisors: Wei-Ming Tao

MEMBERS ABSENT: Burt Baum, Jack Connell, Jules Zalon, Advisors: John Hess

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

Director Parsons, Treasurer, chaired the meeting and called it to order at 1:33 p.m.

Acknowledgment of Media

None.

Approve Meeting Agenda

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

Approval of the Regular Meeting Report for May 1, 2018

A motion was made and carried unanimously to approve the Committee report with one scribes correction.

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Betty Parker, Financial Services Director, introduced the new Controller, Steve Hormuth, and summarized his responsibilities. Steve provided a brief statement of his background.

Preliminary Financial Statements Dated April 30, 2018

The Committee reviewed and commented on the financial statements dated April 30, 2018 and provided the following directives:

- Coordinate with Security to conduct first coin collection audit procedure after implementation of new equipment.

- Prepare 2019 Business Plan with a distinction between residential and irrigation water usage, janitorial and bulky item pickup service, and reserve components for like-kind fencing major repairs versus alternate fencing material anticipated for future replacements.
- Consider movement of Balcony/Breezeway/Resurfacing and Building Rehab/Dry Rot programs to reserve fund if qualified as major repair of the reserve components.
- Explain increase from prior month in provision for doubtful accounts.

Director diLorenzo thanked Staff for going through the exercise of year-end projections on the Funds Expenditures Report.

Third Electronic Payment Policy

The committee reviewed the approved GRF Electronic Payment Policy. A motion was made and carried unanimously to table the Third Electronic Payment Policy discussion to give the Mutual an opportunity to coordinate with United Laguna Woods Mutual regarding chargeable service payments without Members incurring Credit Card Merchant Processing Fees.

Solar Energy Update

The Committee reviewed a handout, Solar System First-Year Charges, detailing credits versus charges generated for the solar unit on Building 2397. The Committee requested a continuation of solar system updates on the remaining systems as they complete their first year of operation. The Committee also requested information on the SCE annual “true-up” process for a net credit position.

The chair recessed the meeting from 3:45 to 3:50 p.m.

Endorsement: Mutual Consent Fee

The Committee reviewed the After-the-Fact Mutual Consent Fee endorsement from the Architectural Control and Standards Committee. A motion was made and carried unanimously to recommend the Board approve the addition of a new \$300 fee to defray additional administrative costs for After-the-Fact Consents.

Endorsement: Revisions to Resale Policy

The Committee reviewed the revisions to the Resale Policy from the Architectural Control and Standards Committee. By Consensus, the Committee recommended the Board approve the Resale Policy contingent on clarification to the ‘Resale Corrections’ portion of the policy.

Future Agenda Items

Audit of SCE Billing for Solar
Electronic Payment Policy

Committee Member Comments

None.

Date of Next Meeting

Tuesday, July 3, 2018 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed to closed session at 4:10 p.m.

DRAFT

Steve Parsons, Chair

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Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

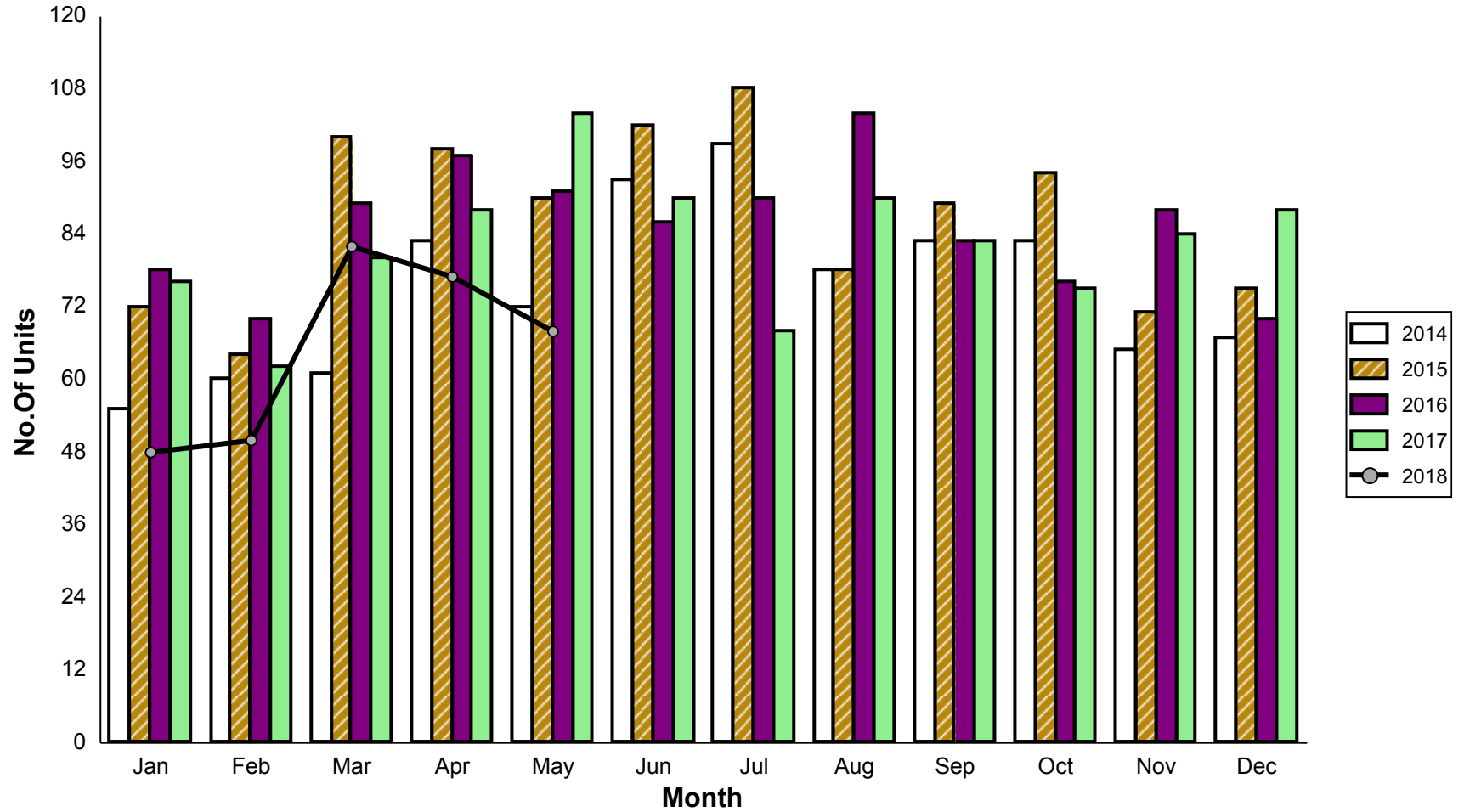
REPORT PERIOD

May, 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	\$27,694,226	\$29,024,579	\$364,398	\$329,825
May	68	105	\$23,610,490	\$34,046,751	\$347,213	\$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	325.00	412.00	\$112,852,197	\$129,719,322		
MON AVG	65.00	82.00	\$22,570,439	\$25,943,864	\$350,683	\$313,562

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

May, 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	46	45	\$18,869,626	\$18,847,150	\$410,209	\$418,826
May	38	44	\$15,265,490	\$18,157,951	\$401,723	\$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	176.00	197.00	\$72,452,357	\$76,591,463		
MON AVG	35.00	39.00	\$14,490,471	\$15,318,293	\$408,742	\$385,624
% CHANGE - YTD	-10.7%		-5.4%		6.0%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

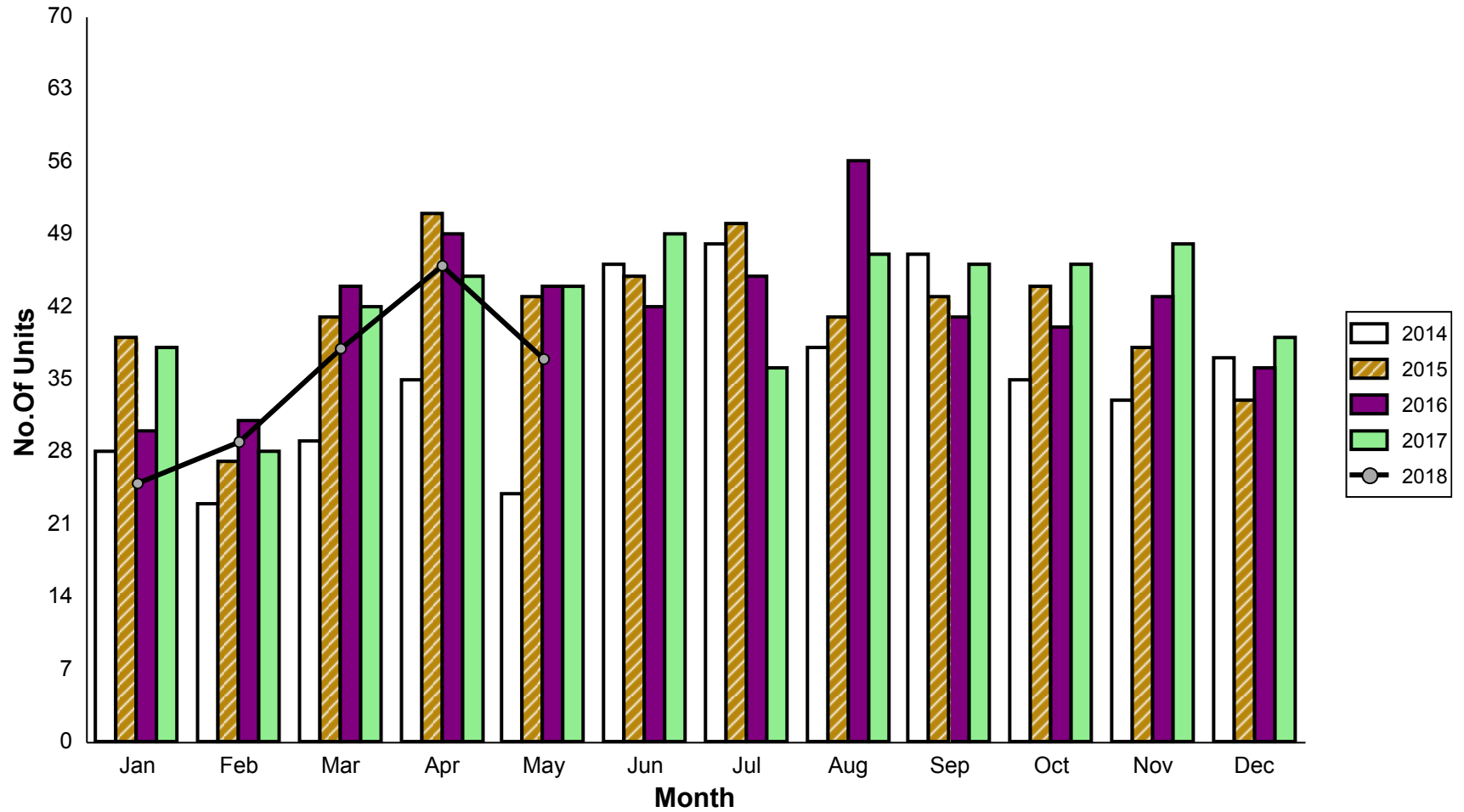
May 2018
Revised

Month	NO. OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2018	2017	2016	2015	2018	2017	2016	2015	2018	2017	2016	2015
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
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
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
April	46	45	49	51	\$18,869,626	\$18,847,150	\$18,170,528	\$14,509,805	\$410,209	\$418,826	\$370,827	\$284,506
May	38	44	44	43	\$15,265,490	\$18,157,951	\$13,703,900	\$12,983,750	\$401,723	\$412,681	\$311,452	\$301,948
June		49	42	45		\$21,011,450	\$12,838,300	\$15,321,388		\$428,805	\$305,674	\$340,475
July		36	46	50		\$13,526,020	\$16,112,500	\$16,392,300		\$375,723	\$350,272	\$327,846
August		47	56	41		\$17,967,189	\$21,085,200	\$12,231,250		\$382,281	\$376,521	\$298,323
September		46	41	43		\$16,020,038	\$12,651,500	\$15,332,500		\$356,001	\$308,573	\$356,570
October		46	40	44		\$18,804,700	\$13,386,500	\$12,924,787		\$408,798	\$334,663	\$293,745
November		49	43	38		\$19,847,200	\$16,453,200	\$12,332,000		\$405,045	\$382,633	\$324,526
December		38	36	33		\$18,509,275	\$12,528,800	\$11,532,800		\$487,086	\$348,022	\$349,479
TOTAL	176	197	198	201	72452357	\$76,591,463	\$68,300,639	\$63,221,405				
MON AVG	35.2	39.4	39.6	40.2	\$14,490,471	\$15,318,293	\$13,660,128	\$12,644,281	\$408,742	\$385,624	\$346,291	\$313,960
% CHANGE-YTD	-10.7%	-0.5%	-1.5%	43.6%	-5.4%	12.1%	8.0%	40.5%	6.0%	11.4%	10.3%	-2.3%

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

Percent calculation only includes YTD figures in black.

Resales - 5 Year Comparison



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Resales Report

Third Laguna Hills Mutual

May, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/21/2018	968-O	3	\$210,000	Casa Contenta	Laguna Premier Realty, Inc	TBD	Granite Escrow
05/01/2018	2109-T	3	\$192,500	Coronado	Best Buy Realty	The Uhrik Group	Homestead Escrow
05/22/2018	2119-C	3	\$178,000	Coronado	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
05/21/2018	2196-O	3	\$225,000	Casa Contenta	HomeSmart Evergreen	Realty One Group	Granite Escrow
05/08/2018	2204-D	3	\$380,000	Cordoba	First Team Estates	Presidential Real Estate	Granite Escrow
05/03/2018	2266-B	3	\$362,500	Casa Contenta	Landmark Realtors	Laguna Premier Realty, Inc	Seright Escrow, Inc.
05/11/2018	2280-S	3	\$200,000	Coronado	FSBO	FSBO	Homestead Escrow
05/04/2018	2288-P	3	\$233,000	Castilla	Laguna Woods Village Realty	Realty One Group	Granite Escrow
05/04/2018	2295-B	3	\$190,000	Contenta Royale	Star Estates	Mark Carlson, Broker	Guardian Escrow Inc.
05/10/2018	2300-D	3	\$215,000	Casa Contenta	Surterre Properties, Inc.	Surterre Properties, Inc.	Homestead Escrow
05/07/2018	2306-C	3	\$505,000	Cordoba	Laguna Premier Realty, Inc	First Team Estates	Granite Escrow
05/22/2018	2390-3H	3	\$475,000	Garden Villa	Century 21 Award	Regency Real Estate	Escrow Network Group, Inc
05/04/2018	2395-3E	3	\$437,500	Garden Villa	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
05/17/2018	2404-1F	3	\$400,000	Villa Capri	Core Realty Advisors	Meridian Real Estate	Granite Escrow
05/02/2018	2405-2A	3	\$313,600	Villa Capri	Presidential Real Estate	Presidential Real Estate	Granite Escrow
05/29/2018	3034-A	3	\$362,000	Montecito	First Team Estates	Lux Previews Real Estate	Homestead Escrow
05/24/2018	3064-A	3	\$492,500	San Clemente	The Uhrik Group	Hallmark West Real Estate	Homestead Escrow
05/10/2018	3081-C	3	\$340,000	Ventura	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
05/16/2018	3102-C	3	\$385,000	Mariposa	FSBO	FSBO	Central Escrow
05/02/2018	3124-B	3	\$343,000	Casa Vista	HomeSmart Evergreen	Beach Cities	Escrow Options Group
05/02/2018	3166-B	3	\$428,000	Hermosa	Niguel Point Properties	James Hirsén, Broker	Granite Escrow

Resales Report

Third Laguna Hills Mutual

May, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/29/2018	3177-A	3	\$619,000	Las Flores	Prea Realty	Laguna Premier Realty, Inc	Homestead Escrow
05/02/2018	3246-B	3	\$272,000	La Brisa	Century 21 Rainbow Realty	Keller Williams Real Estate	Homestead Escrow
05/10/2018	3253-O	3	\$314,000	Casa Vista	HomeSmart Evergreen	Keller Williams Real Estate	Escrow Options Group
05/08/2018	3313-A	3	\$550,000	La Reina	Keller Williams Real Estate	Keller Williams Real Estate	Homestead Escrow
05/25/2018	3327-A	3	\$429,990	Catalina	Century 21 Rainbow	Village Real Estate	Homestead Escrow
05/30/2018	3366-1C	3	\$268,000	Aragon	Mehdi Teghiei	HomeSmart Evergreen	Escrow Options Group
05/23/2018	3510-1B	3	\$365,000	Villa Nueva	FSBO	FSBO	Granite Escrow
05/08/2018	3522-C	3	\$849,000	Cabrillo	Laguna Premier Realty, Inc	Realty Benefit	Pacific Closing Services
05/04/2018	4004-3G	3	\$415,000	Villa Nueva	Century 21 Rainbow Realty	HOM Sotheby's	Granite Escrow
05/15/2018	5172	3	\$715,000	Villa Reposa	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
05/11/2018	5317	3	\$820,000	Villa Serena	Century 21 Rainbow Realty	Presidential Real Estate	Homestead Escrow
05/02/2018	5330-O	3	\$331,000	Casa Vista	HomeSmart Evergreen	Century 21 Rainbow	Escrow Options Group
05/09/2018	5347-P	3	\$310,000	Casa Vista	Prea Realty Inc.	Prea Realty Inc.	Homestead Escrow
05/11/2018	5347-P	3	\$310,000	Casa Vista	Prea Realty Inc.	Prea Realty Inc.	Homestead Escrow
05/10/2018	5360-P	3	\$300,000	La Brisa	HomeSmart Evergreen	First Team Estates	Escrow Options Group
05/09/2018	5375-A	3	\$730,000	Cabrillo	Lantern Bay Realty	Kindra McMahon	The Escrow Source
05/17/2018	5521-B	3	\$799,900	El Prado	Stan Kerlick	Century 21 Rainbow	The Escrow Source

Number of Resales: 38

Total Resale Price: \$15,265,490

Average Resale Price: \$401,723

Median Resale Price: \$362,250



MONTHLY LEASING REPORT

Report Period:
May-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	15	20	381	1209	1625	1653	66	54	110	0
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	16.0	22.0	381.0	1218.8	1637.8	Jan-May 1658.4	56.2	45.2	112.0	0.2
Percentage Leased	1625 / 6102 = 27%										

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OPEN MEETING

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

**Tuesday, May 29, 2018 – 1:30 p.m.
Laguna Woods Village Community Center Cypress Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Bill Walsh, Roy Bruninghaus, Rosemarie diLorenzo, Steve Parsons, John Frankel

COMMITTEE MEMBERS ABSENT: Bunny Carpenter

ADVISORS PRESENT: Bob Hatch, Mike Butler, Mike Plean

STAFF PRESENT: Kurt Wiemann, Gavin Fogg, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of April 23, 2018 Report

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

4. Approval of the Agenda

Chair Walsh stated that he would like to begin with the “Items for Discussion” variance request agenda items to accommodate the residents who were present at the committee. Director Parsons moved to approve the Agenda with this change. Director Bruninghaus seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Walsh stated that the Board met with their attorney and, by a majority vote, has decided that the Board won't be granting any requests for land that extends beyond the original footprint of the Manor, including patios.

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

Several Members commented on various topics.

7. Department Head Update

Mr. Wiemann reported that he is working with the Public Relations staff to disseminate the information to residents that permits are needed before any alterations can be started. Also, there is a new Demolition Permit that is required and must be signed off before any alterations may begin. This information will also be disseminated to the residents and contractors.

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:

8. Review Proposed Dumpster Policy

Mr. Wiemann reviewed the proposed Dumpster Policy with the Committee.

The Committee requested that following information be included in the policy before sending it on for Board approval:

- The contractor and the Member must ensure there are reflectors on the dumpsters.
- Indicate who will responsible for removing the orange cones.
- State the dumpster must be removed within seven days or when full, whichever comes first.
- State that a resident should call Security if they see that a dumpster rule isn't being followed.
- State that dumpster placement in parking spaces is prohibited.

President diLorenzo moved to approve this proposed policy with the committee's additions. Director Parsons seconded. The motion passed with a unanimous vote.

9. Review After-the-Fact Permit Fees

Mr. Wiemann stated that the Staff time involved in a Stop Work Notice, as well as the follow up time, was considered in this fee.

The committee requested that it be specified in both the resolution and the Staff Report that the fee is an administrative fee and to also include the process executed by Staff.

The committee requested that even if the resident pays the after-the-fact fee for not having a permit prior to commencement of work on their alteration, they still need to be called into Compliance so the fact that they broke the permit rule is recorded and is a matter of record.

Mr. Wiemann was asked to have Chair Walsh and Director Bruninghaus review the committee's additions before this item goes on to the Board for approval.

Director Parsons moved to accept Staff's recommendation, with the additions. President diLorenzo seconded. The motion passed with a unanimous vote.

10. Review Resale Correction Policy

Mr. Wiemann reviewed the proposed Resale Correction Policy with the committee.

Director Frankel requested to define the word "correction" by using the wording "non-conforming conditions or alterations."

President diLorenzo made a motion to accept Staff's recommendation and Director Bruninghaus seconded. All were in favor of the motion with the exception of Advisor Butler who abstained.

Items for Discussion and Consideration:

11. 3456-B (Andaluz, P302RC) - Room Additions, A/C Relocation, Increase Electrical Service, Window additions and Enlarge Courtyard

The neighbors from 3455-A and 3241-C were present at the meeting and expressed disapproval of these variance request items.

President diLorenzo made a motion for Staff to obtain the Mutual attorney's opinion on allowing the tub on Common Area and to have Staff resubmit this variance request for the next Closed Board meeting. Director Parsons seconded. The motion passed with a unanimous vote.

12. 5227 (VillaTerraza,C10B_1) - Window Modification and Relocate A/C Unit

The neighbor from 5226 was present at the meeting and expressed her disapproval of the proposed variance.

Director Bruninghaus made a motion to deny Staff's recommendation. Director Frankel seconded. The motion passed with a unanimous vote.

13. 5387-A (Cabrillo, RP203A) - Window to Door on Room Addition

Director Parsons made a motion for Staff to obtain the Mutual attorney's opinion on this request and to have Staff resubmit this variance request for the next Closed Board meeting. Director Frankel seconded. The motion passed with a unanimous vote.

Items for Future Agendas

Discuss including water heaters, low flow toilets, and washer/dryers as part of the resale inspection.

Concluding Business:

14. Committee Member Comments

Various comments were made.

15. Date of next meeting – Monday, June 25, 2018

16. Adjourned at 4:55 p.m.



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, June 4, 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, Cush Bhada, Jules Zalon, James Tung, Advisor Steve Leonard

MEMBERS ABSENT: Jack Connelly

STAFF PRESENT: Ernesto Munoz – Staff Officer, Siobhan Foster, Laurie Chavarria

1. Call to Order

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

2. Acknowledgement of Media

The media was not present.

3. Approval of the Agenda

The Consent calendar was pulled for discussion. The agenda was approved as amended.

4. Approval of Meeting Report for May 7, 2018

The meeting report from May 7, 2018 was approved as written. Chair Walsh directed staff to send M&C meeting reports to the Chair and Vice Chair for review and approval.

Discussion ensued regarding the level of detail for meeting minutes, audio recordings and full recordings by Information Technology Department.

5. Chair's Remarks

Chair Walsh remarked on the large agenda and various projects that need to be talked about. He commended the Committee Members for their extra efforts regarding the address signs and walkway lighting projects.

6. Member Comments (Items Not on the Agenda)

- Bert Moldow (3503-A) – commented on a report for damage restoration repair costs and the Breezeway Recessed Area pilot project.
- Diann Shirley (2395-1B) – commented on the waterproofing of Garden Villa Breezeway planters in relation to the Breezeway Recessed Area pilot project currently under construction. Ms. Shirley provided copies of a letter from Richard Moren.

Ernesto Munoz, and Directors di Lorenzo and Carpenter briefly responded to the comments.

Discussion ensued regarding the process involved to total all costs associated with individual moisture intrusion events; and the best way to respond to the concerns of Richard Moren on the GV Breezeway Recessed Area project. Staff will provide a written response to the letter presented by Richard Moren.

7. Department Head Update

Ernesto Munoz provided an update on the SCE/Par Electric Cable repair project (transformers and conductors) inside Gate 3.

Discussion ensued regarding the capacity size of the replacement transformers, infrastructure upgrades and the load calculations to warrant a larger transformer size.

Consent:

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

All items on the Consent Calendar were pulled for discussion.

8. Programs Report

Director Parsons asked about the Lead abatement costs on the PTP program. Ernesto briefly responded to the question.

9. Maintenance Expenditures and Variance Explanations

Director di Lorenzo commented on the funding for Fencing replacement. The charges to this line item have been miscoded and staff will ask Finance to correct this.

Director Parsons commented on the paint touch up costs due to moisture intrusion events.

Chair Walsh commented on the Solar Maintenance billing.

Bert Moldow (3503-A) commented on automation for cost accounting.

Ernesto Munoz briefly responded to all questions and comments.

10. Project Log

Director Parsons commented that contracts for projects were started earlier in the year and may need additional funding to continue the program work through the end of the year.

Discussion ensued regarding which programs to accelerate, year-to-date plumbing costs, epoxy lining, using reserve funds and the value of increasing the programs.

Item #9 Trash Chute Repairs: Director di Lorenzo asked for the project start date. The repairs will begin on June 20.

Item #15 Gutter Cleaning: Director Carpenter commented on the schedule and frequency.

Item #17 Parapet Stucco/Walls: Director Carpenter asked about the contract award recommendation. This report will be brought to a future meeting.

Item #19 Building Structures: Director Carpenter asked if the repair work on these buildings has been started yet.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

11. Updated Costs for 3-story Building Address Signs

Ernesto summarized the report and answered questions from the Committee.

Discussion ensued regarding cost, the amount of signs per building, location of signs, address numbering on curbs, size of signs, monument signs, cul-de-sac signs, and OCFA building sign requirements.

Bert Moldow (3503-A) commented on the variety of address and cul-de-sac signs that are needed in order to find buildings during the day and night.

A motion was made to direct staff to purchase the specified building address signs, not to exceed 3 signs per building. Still will order and install the signs in Gate 14 and cul-de-sac 212 after they are provided with a list of building numbers, sign locations and quantity from Directors di Lorenzo and Bruninghaus.

By a vote of 9/2/0 (Directors Zalon and Frankel opposed), the motion carried.

12. Building Address Sign Locations for Gate 14 & CDS 212 (oral discussion)

At the May meeting 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 reviewed the possible building address sign locations and presented this information to the Committee for discussion.

13. Coin Operated Dryer Replacement (oral discussion)

Chair Walsh provided an update on the upcoming dryer replacement project.

Discussion ensued regarding costs for platforms, vibration noise, and fabricating platforms using staff.

Lynn Jarrett (4010-1C) asked the board to consider the need for washer and dryer platforms.

14. 3-story Building Gutter Cleaning & Repair (oral discussion)

Ernesto Munoz provided a brief update on the gutter repair and cleaning.

15. Commercial Dryer Replacement (oral discussion)

Ernesto Munoz provided an update on the programmability of commercial dryers. The costs per load can be changed electronically.

16. Laundry Room Equipment Vibration Absorption Cups (oral discussion)

Ernesto Munoz provided a brief update on the vibration absorption cups installed at Building 969 and the residual noise that is still being heard from the trash chutes.

Discussion ensued regarding noise restriction time frames in 3-story buildings and the cost to reduce noise in the trash chutes.

17. Shepherd's Crook Update (oral discussion)

At the May meeting, staff was directed to look at other applications of Shepherd's Crook in the area and return with a recommendation.

Ernesto Munoz provided a brief update on Shepherd's Crook alternatives.

18. Solar Panel Cleaning (oral discussion)

Ernesto Munoz provided a brief update on the solar panel cleanings at 12 buildings. The first seven panels were inspected and staff found that some panels will need to be re-cleaned.

Items for Future Agendas:

- Shepherd's Crook Alternatives (July)
- Programmable Drying Costs per Load (July)
- Copper Pipe Epoxy Lining Contract (July)
- Non-Emergency Chargeable Maintenance Services (July)
- Dry Rot Inspection Report (July)
- Vehicle Decal Policy Revisions
- 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**

Director Carpenter provided an update on the GV Breezeway Recessed area and presented pictures for the Committee review.

- **Date of Next Meeting – July 2, 2018**

Adjournment

The meeting was adjourned at 4:00 PM.

DRAFT

Bill Walsh, Chair

Bunny Carpenter, Vice Chair

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OPEN MEETING

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

Thursday, June 7, 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: Jack Connelly

OTHER DIRECTORS: Burt Baum

STAFF PRESENT: Bruce Hartley, Larry Hernandez, Bob Merget, Leslie Cameron, Kelli Newton

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 amended. A motion was made to amend the agenda and add Item 11b) Appeal – Denial of Tree Removal Request 5505.

4. Approval of Meeting Report for May 3, 2018

The Committee report was approved by consensus without objection.

5. Chair's Remarks

Chair Tung remarked that recently the Third Mutual Board held strategic planning meetings to develop 5 and 10 year plans. In the strategic planning meeting for landscape, five high priority items were agreed upon. He mentioned three: 1) Keeping residents and the community safe by keeping fires out of the Village. 2) Prioritizing slope renovations. 3) Reducing turf area to achieve water savings. More than \$1,000,000 is spent annually on water bills for Third Mutual. Plans are being made to



reduce water usage and increase conservation utilizing drought resistant plants. Funding has been proposed for next year's budget and will be in the 2019 Green Book.

6. Member Comments (Items Not on the Agenda)

- Mia Kim Kadonada (2253-C) spoke about her Tree Removal Letter and asked the mutual to pay for the removal.
- Doug Gibson (5289) spoke about landscape maintenance and the West Creek.

7. Response to Member Comments

Chair Tung responded that the tree does not fall within removal guidelines and a special consideration was made for this issue. Since the tree is healthy it was approved by the Committee and Board to be removed at the member's expense. The Chair directed the member to file an appeal and her request will be considered. Mr. Hartley and Director Frankel responded to Mr. Gibson's comments.

8. Department Head Update

Bruce Hartley, General Services Director, commented that future Department Head updates will include updates on progress on the renovation projects and the moisture sensor testing. A moisture sensor report will be brought to July's meeting. Landscape renovation projects at Gate 9 are receiving weed abatement at this time and should be planted before the next meeting. Slope maintenance is behind schedule due to lack of staff. Specifications are being developed to outsource the maintenance and heavy pruning of the slopes through use of a contractor. Mr. Hartley informed the Committee that the department is currently short two supervisors in landscape and without ten percent of the gardeners. Crews are focusing mainly on the cyclic routine work and will get to other areas of work as soon as possible. The Ridge Route Brush Project, in support of the shepherd's crook security fencing, has been awarded and will begin in July. Residents will be notified in advance of the work.

Consent:

None

Reports:

9. Water Saving Landscape (Director Zalon)

Directors Zalon and Frankel recently attended a local water summit and Director Zalon gave a summary to the Landscape Committee.

- Eileen Lazar (5220) commented on ETWD incentives.

Items for Discussion and Consideration:

10. Bluebird Boxes in Third Mutual Trees

Director Zalon invited bird enthusiasts to volunteer for a proposed task force to discuss all species of birds in the community. He would like to reach out for an informal meeting and come back with ideas for managing the boxes.



A motion was made by Director Bruninghaus, with a second by Director Zalon, to approve staff recommendation (receive and fill the report) and was approved unanimously.

11. Tree Denial Appeals

11a) Appeal - Denial of Tree Removal Request (Claude) 3420-JE Calle Azul

Mr. Hartley provided an overview of the circumstances regarding the appeal in the Member's absence. The tree in question was recently trimmed to improve view through the tree and clear it from the building.

Bob Merget stated that the resident was pleased with the tree trimming, but would still like the tree removed and is willing to pay the cost for the tree removal.

Director Bruninghaus made a motion, with a second by Director Zalon, to deny the appeal of the tree removal request at 3420-JE. Motion passed unanimously.

11b) Appeal - Denial of Tree Removal Request (Gasser) 5055 Avenida Del Sol

Mr. Hartley gave an overview of staffs' support of the appeal, which was modified from the original request to remove five trees, to only two trees. Ms. Gasser (5505-B) stated she is willing to pay for the removal of two trees. Director Bruninghaus moved to approve staffs' recommendation, seconded by Director Zalon, which passed by a vote of 2-1 with Director Frankel opposed.

12. Tree Removal Requests

a) 2366-C Via Mariposa (McNaughton)

Ms. McNaughton stated that staff's recommendation to deny her request was acceptable.

b) 2366-A Via Mariposa (Kajikawa)

Ms. Kajikawa spoke in regard to her request.

c) 3208-B Via Buena Vista (Cullers)

Ms. Cullers stated that she is willing to pay for the removal of the tree.

d) 3009-C Via Buena Vista (Ghasri)

No speakers.

Items for Future Agendas:

13. Fire Risk Management (TBD)

14. Slope Renovation Project Updates (TBD)

Concluding Business:

15. Committee Member Comments

- Director Bruninghaus asked if conservation rules and restrictions apply at the West Creek.



- Director Zalon asked if there is federal regulation for changing an existing landscaped slope.
- Mr. Hartley stated that staff will work with Director Zalon to assist him in bringing water conservation landscaping information to the Committee.

16. Date of the Next Meeting – July 5, 2018

17. Adjournment – Chair Tung adjourned the meeting at 10:16 a.m.

DRAFT

James Tung, Chair
Third Landscape Committee



OPEN MEETING

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

Wednesday, June 6, 2018 - 9:30 A.M.
Laguna Woods Village Community Cypress Room
24351 El Toro Road

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

Advisor: Steve Leonard

MEMBER ABSENT: None

OTHERS PRESENT: Dick Palmer, Rosemarie diLorenzo

STAFF PRESENT: Ernesto Munoz - Staff Officer, Leslie Cameron

1. Call to Order

Chair Walsh called the meeting to order at 9:30 A.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 amended. Steve Leonard added Item 14 Time of Use Discussion. Director Moldow requested to have Third Mutual's name removed from Item 13 agenda title and added Item 15 Letter to Press. Chair Walsh added Item 16 Solar System First-Year Charges.

4. Approval of Meeting Report for May 2, 2018

The Meeting Report of May 2, 2018, was approved as written.

5. Chairman's Remarks

Chair Walsh remarked that GRF would like to reinstate their Energy Committee and shared that CPUC signed off on the purchase for the 768 street light poles.

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

There were no member comments.

7. Department Head Update

Ernesto Munoz, Maintenance and Construction Director, provided the Committee with the following updates:

The proposed SCE equipment upgrade project with PAR Electric in United Mutual has been postponed and SCE has indicated that rescheduled dates will be provided with a two week notice lead time.

The California Public Utility Commission (CPUC) approved Third Mutual's purchase of street lights, and the Mutual's consultant, Siemens, is in place for the street light conversion, infrastructure and O&M activities. SCE's field inventory is scheduled to start in September and Ernesto Munoz will contact SCE for availability of an accelerated inspection date. The bill for payment of the light poles is to be issued mid-November and this payment may be accelerated as well.

Street light installation is anticipated for February/March of 2019, provided successful pilot projects are approved. The City of Laguna Woods owns 31 fixtures within Third Mutual and confirmation is anticipated as to how the city will address their poles. The city may make a push for Third Mutual to take ownership of those poles. Ernesto Munoz inquired as to whether an excerpt of an agreement provided from the city came from Third Mutual and was executed by the Mutual. The excerpt was given to the CEO's Office from Chris Macon, City Manager, and states Third Mutual would alleviate the city of the street lights if the city elected to.

Chair Walsh stated that SCE will not increase the load on transformers without load calculation reports. Ernesto commented on the need for calculating the Mutuals future loads, and bringing the data to SCE in hopes of them increasing the transformers' loads with future upgrades.

Consent:

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

A 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 (place holder)**
- 11. Golf Cart Report (place holder)**

Reports:

- 12. Revised Energy Committee Charter**

A proposed Energy Committee Charter was provided at the May meeting.

Representatives from the three corporations were going to 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.

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Director Moldow stated that GRF Board would like to reinstate their Energy Committee and change the Committee Charter to encompass the entire community. Director Milliman stated that the committee has to conform to governance requirements and due to GRF committees encompassing the entire community it could consolidate the Energy initiatives from all corporations.

Steve Leonard was concerned with GRF holding the committee in the three- two, structure and discussion was held in regard to governance and the structure of a possible consolidated committee.

Chair Walsh stated that he sees the past Energy Committee under GRF as a forum and is not adversely against GRF taking the committee.

Director Randazzo commented that it's an advisory committee that would go back to their Boards with recommendations that can still be implemented

Director Milliman stated that the charter will be broader as it pertains to the entire community. She suggested the charter state that the Committee is responsible for reporting back to the three boards.

Director Moldow asked to have one of each mutual member work on revising the charter together.

Steve Leonard asked to have the charter rewritten by mid-June and to call a special meeting just to review the charter. He requested submitting a letter of recommendation (or endorsement) from VMS supporting that they can go forward with the charter and the committee in regard to staffing. Ernesto Munoz will discuss this request with CEO Hudson.

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

Implementation of Energy Management Systems (EMS), and the review of electric loads/capacity for the next 10 years were added to the project priority list.

Ernesto Munoz asked that the Corporations provide staff three work items, in order of priority, for the Committee to consider at the next Energy meeting. Staff will have the energy consultant provide a cost for these initiatives. He suggested having the consultant look at transformer loads, panels, electric infrastructure, potential solar upgrades, EV charging, and efficiencies. Ernesto Munoz further suggested that a top priority for each corporation's list should be to analyze the existing infrastructure, and keep emergency generators and lighting as a separate contract from the consultant, as both of these items are being addressed separately.

Director Moldow asked to have all of the JCI data given to the consultants. Steven Leonard suggested comparing the consultant rate as opposed to a permanent analyst and see where a cost savings could be captured.

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14. Time of Use Discussion

Steve Leonard gave an overview on the time of commercial use data with off peaks and on peak calculations of hour's consumption. He stated that SCE isn't creating a revenue adjustment; it's a reallocation of peak times due to solar generation and he believes that the Mutuals will not be impacted financially.

15. Letter to Press

Director Moldow reviewed a letter to SCE and would like to send it to the OC Register. Chair Walsh asked to have a paragraph added to reflect all of the information discussed. Director Baum stated that the Board would have to approve the letter since it names Third Mutual. Director di Lorenzo agrees that the Board would like to review and discuss it. Ernesto Munoz agreed with Chair Walsh's comment to be diplomatic with SCE and not jeopardize the relationship.

16. Solar System First-Year Charges

Chair Walsh reviewed a report of Building 2397 PTO March 17, 2017.

Items for Future Agendas:

- *Committee Charter Revision (August)
- *List of three Prioritized work items for the Energy Consultant (August)
- *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) Micro grid Investigation
 - c) Street Light LED Replacement Program
 - d) Street Light Maintenance Contract

Concluding Business:

Date of next meeting – August 1, 2018

Adjournment

This meeting was adjourned at 11:58 AM

Bill Walsh, Chair