



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

**Thursday, November 29, 2018 - 9:30 a.m.  
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 Bhada**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. October 16, 2018 – Regular Open Session
- 6. Report of the Chair**

Introduction of New Board Members
- 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 Unger**
- 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.*

Please silence your cell phones.

a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve 4020-N (Casa Milano, LHX06\_C) – Install Photovoltaic (Solar) System on Two-Story Building in Allocated Space

b. Landscape Committee Recommendations:

(1) Tree Removal: Approval (2), Denial (2)

- Approve appeal to remove one Olive tree at member's expense (3217-B) due to adverse medical impacts
- Approve removal of one Southern Magnolia tree (5210) due to damage to adjacent concrete walkway
- Deny removal of one Cajeput tree (5543) due to lack of observable damage or negative impact of the tree
- Deny removal of one Brisban Box tree (3384-A) due to lack of any structural damage or negative impacts associated with the tree

## 12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution to Revise Standard 31: Washers and Dryer Installations **(SEPTEMBER 18, 2018, initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- b. Entertain a Motion to Adopt a Resolution for An Administrative Fee for Damage Reimbursements **(SEPTEMBER 18, 2018, initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- c. Entertain a Motion to Adopt a Resolution for a Payment Plan Agreement Form-Fines, Fees, and Chargeable Services **(SEPTEMBER 18, 2018, initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- d. Entertain a Motion to Adopt a Resolution to Eliminate the Yellow Stake Program **(OCTOBER 16, 2018, initial notification - 30-day notification for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**
- e. Entertain a Motion to Adopt a Resolution for a Tree Trimming Policy for Solar Panels **(OCTOBER 16, 2018, 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 Introduce a Resolution for Revised Alteration Standard 34: Window and Window Attachments **(NOVEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360)**

- b. Entertain a Motion to Introduce a Resolution for a New Alteration Standard 44: Fencing; Vinyl (**NOVEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)
- c. Entertain a Motion to Approve a Resolution to Reclass Garden Villa Recreation Room Expenditures from 2017
- d. Entertain a Motion to Introduce a Resolution for Revised LH21 Storage Room Rules (**NOVEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

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

- a. Report of the Finance Committee / Financial Report--Director Connelly. Next meeting December 4, 2018, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. Next meeting Monday, December 17, 2018, at 9:30 a.m. in the Sycamore Room
- c. Report of the Maintenance and Construction Committee – Director Bhada. Next meeting January 7, 2019, at 1:00 p.m. in the Board Room
  - Report of the Parking and Golf Cart Task Force – Director Parsons. Next meeting December 5, 2018, at 9:00 a.m. in the Cypress Room
- d. Report of the Landscape Committee – Director Tung. Next meeting December 6, 2018, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. Next hearing December 19, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room
- f. Report of the Communications Committee – Director Bruninghaus. Next meeting January 9, 2019, at 1:30 p.m. in the Board Room
- g. Report of the Energy Task Force – Director Frankel. Next Meeting January 9, 2019, at 9:00 a.m. in the Willow Room
- h. Report of the Water Subcommittee – Director Tung. Next Meeting December 11, 2018 at 11:00 a.m. in the Sycamore Room
- i. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. Next Meeting TBD

#### **15. GRF Committee Highlights**

- a. Community Activities Committee – Director Parsons. Next meeting January 10, 2019, at 1:30 p.m. in the Board Room

- b. Finance Committee – Director diLorenzo. Next meeting December 19, 2018, at 1:30 p.m. in the Board Room
- c. Landscape Committee – Director Tung. Next meeting December 19, 2018, at 2:30 p.m. in the Sycamore Room
- d. Maintenance & Construction Committee – Director Frankel. Next meeting December 12 , 2018 at 9:30 a.m. in the Board Room
- e. Media and Communications Committee – Director Bruninghaus. Next meeting December 17, 2018 at 1:30 p.m. in the Board Room
  - Thrive Project Task Force – Next meeting December 19, 2018 at 9:30 a.m. in the Cypress Room.
- f. Mobility and Vehicles Committee-Director Frankel - Next meeting December 5, 2018, at 1:30 p.m. in the Board Room
- g. Security and Community Access Committee – Director Bruninghaus. Next meeting December 17, 2018, at 9:30 a.m. in the Board Room
  - Disaster Preparedness Task Force—Next meeting January 29, 2019, 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.*

**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) November 29, 2018 – Regular Executive Session*

*Write-off Assessment & Chargeable Services Balances*

*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, October 16, 2018 - 9:30 a.m.**

**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, October 16, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Steve Parsons, James Tung, Roy Bruninghaus, Jack Connelly, John Frankel, Cush Bhada, Lynn Jarrett, Paul Chao and Bunny Carpenter (arrived late)

Directors Absent: None

Staff Present: Siobhan Foster, Eileen Paulin, Ernesto Munoz, Kurt Wiemann, Bruce Hartley, Chris Spahr, and Cheryl Silva

Others Present: Donna Dwaileebe (VMS), Stuart Hack (GV Assoc.)  
Dennis Cafferty (ETWD)

**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 Connelly 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 Parsons made a motion to approve the agenda as presented. Director Bhada seconded the motion and it passed by unanimous consent.

## **5. Approval of Minutes**

- a. September 7, 2018 – Special Open Meeting (ACSC Endorsements)
- b. September 18, 2018 – Regular Open Session
- c. September 21, 2018 – Special Open Meeting (Resolutions on 30-day review)
- d. September 28, 2018 – Special Open Meeting (Counting of the Ballots)

Director Bruninghaus made a motion, seconded by Director Parsons to approve the minutes as presented and the motion passed by unanimous consent.

## **6. Report of the Chair**

President diLorenzo introduced the new Board Members and commented that Third Mutual is accepting applications for the Third Board and VMS Board positions. The Boards will interview candidates for the new CEO position.

Director Frankel gave a brief summary of the presentation by the ETWD.

- Kathryn Freshley introduced Dennis Cafferty, Assistant General Manager of the El Toro Water District.
- Dennis Cafferty gave a presentation on Phase II Water Distribution System Expansion Project
- Dennis Cafferty answered questions from the Board

Director Frankel announced the Great California Shake-out on October 18, 2018, at 10:18 a.m. Volunteers and Staff will gather at Clubhouse 5 at 11:15 a.m. for a de-brief session.

## **7. Open Forum**

Chris Collins (3306-Q) spoke about the benefits of the Laguna Woods Village Foundation.

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

None

## **9. Update from VMS – Director Dwaileebe**

Director Dwaileebe gave an update from the last VMS Board Meeting. She spoke about the responsibilities of the VMS Board and commented on what the Board is doing to fill the CEO position. Employee retention, recruitment and training are a high priority of the VMS Board. Service awards were handed out on October 3, 2018; three employees have been employed with the Village for 45 years. At the next meeting, VMS Board will be reviewing the progress on their goals.

## **10. CEO Report**

Siobhan Foster, Interim CEO, reported on the following developments:

- Wind storm update; all pools are now open. Resident Services received eighty calls about fallen trees and limbs. Twenty fallen trees have been removed and Residents should call Resident Services or Security if they see any hazardous conditions in the Community;
- Legislative update: On September 27, 2018, the Senate signed into law SB 261. Beginning in January, 2019 the posting requirement for resolutions changed from 30 to 28-days and electronic notifications will be allowed;
- New Passive Park is complete at Clubhouse 2;
- Construction has started on the pickleball and paddle ball tennis courts at Gate 12;
- RV Lot repairs are completed ahead of schedule. Residents have until October 30<sup>th</sup> to get their vehicles back into the RV lot.
- Records Management Project is underway with a project kick-off. The inventory list will be reviewed by the Consultant. Final retention scheduled will be ready for review in December;
- Harvest Hoedown will be held at the Equestrian Center on Saturday, October 20<sup>th</sup>.

Siobhan Foster, answered questions from the Board.

## **11. Consent Calendar**

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

- (1) Recommendation to deny 2231-P (Casa Linda, 1106\_1) Retain Veneer Wall Coverings within Original Patio Footprint

### **RESOLUTION 03-18-142** **VARIANCE REQUEST**

**WHEREAS**, Ms. Pao Chow Randall of 2231-P Via Puerta, a Casa Linda style unit, is requesting Board approval of a variance to retain the veneer wall coverings within the original patio footprint and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on September 13, 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 September 24, 2018.

**NOW THEREFORE BE IT RESOLVED**, on October 16, 2018, the Board of Directors hereby denies the request to retain the veneer wall coverings within the original patio footprint;

**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.

### **11b. Landscape Committee Recommendations:**

(1) Approval of Non-standard Water Efficient Landscape (5323 Moya)

**RESOLUTION 03-18-143**

**APPROVAL OF NON-STANDARD WATER EFFICIENT LANDSCAPE--5323 MOYA**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on October 16, 2018, at which a quorum of the Board was present;

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

**WHEREAS**, the Third Mutual Landscape Committee encourages water conservation and the elimination of turf in the community, and;

**WHEREAS**, the Third Mutual Landscape Committee recommended the approval of the conversion of turf to a water efficient landscape at 5232 Moya at the Member's expense, with the elimination of stepping stones from the plan, and all future maintenance to be provided by the Member;

**NOW, THEREFORE BE IT RESOLVED**, October 16, 2018, that the Board of the Mutual hereby approves the conversion of turf to a water efficient landscape at 5232 Moya at the Member's expense..

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

Director Tung made a motion, seconded by Director Parsons, to approve the Consent Calendar items. The motion passed by unanimous consent.

**12. Unfinished Business**

**12a. Entertain a Motion to Adopt a Resolution for Proposed Key Policy**

Director Bruninghaus, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-144**

**KEY POLICY**

**WHEREAS**, the Key File Program is a voluntary program that allows resident and non-resident members to place manor keys on file with the Resident Service Department, which enables Mutual access for emergency repairs, access for welfare checks, Orange County emergency services, and entry for residents who have misplaced their keys; and

**WHEREAS**, the Mutual's legal counsel has advised that the Mutual and its managing agent have the legal right to enter a manor for health, safety, Board-approved



programs, or other emergencies that may impact Mutual property and have no legal right, authority, duty, nor obligation to enter for or any other purpose.

**NOW THEREFORE BE IT RESOLVED**, October 16, 2018, that the Board of Directors approves this policy authorizing the Key File Program that shall follow the provisions of the Key File Policy as attached to the official minutes of this meeting;

**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.

**SEPTEMBER 7, 2018 INITIAL NOTIFICATION**

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

Director Bruninghaus made a motion to approve a Resolution for a Key Policy. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

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

**12b. Entertain** a Motion to Adopt a Resolution for Permanent Version of the Unoccupied Unit Policy

Director Bruninghaus, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-145**  
**POLICY FOR INTERIOR INSPECTION OF UNOCCUPIED MANORS**

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

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

**WHEREAS**, based on the advice of the Mutual's legal counsel and consistent with the Mutual's governing documents, the Mutual has the right to access an owners Manor at any time in the event of an emergency and the right to access an owner's Manor at a reasonable hour in non-emergency situations for the purpose of inspection;

**NOW THEREFORE BE IT RESOLVED**, October 16, 2018, that the Board of Directors hereby adopts the Unoccupied Manor Inspection Policy ("Policy");

**RESOLVED FURTHER**, that except in case of an emergency inspection, in which case the Mutual or a representative thereof may enter without prior notice to the Manor owner, the Mutual must provide a minimum of fifteen (15) days' prior written notice to

the owner of record of each Manor that is unoccupied or presumed to be unoccupied before any inspection is carried out in a Manor in accordance with this Policy;

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

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

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

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

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

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

**RESOLVED FURTHER**, that Resolution 03-18-59 adopted May 4, 2018, is hereby superseded in its entirety and no longer in effect; and

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

**SEPTEMBER 7, 2018 INITIAL NOTIFICATION**

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

Director Bruninghaus made a motion to adopt a resolution approving a policy for interior inspection of unoccupied Manors. Director Parsons seconded the motion.

Discussion ensued among the Directors.

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

**12c. Entertain a Motion to Adopt a Resolution for Revisions to the Common Area Use Policy**

Director Bruninghaus, Secretary of the Board, presented a summary of the following resolution:

**RESOLUTION 03-18-146**  
**COMMON AREA USE POLICY**

**WHEREAS**, the Third Laguna Hills Mutual, ("Mutual") is a corporate homeowners association that was formed in 1970; by 1984 had acquired the assets and liabilities by vote of each of the fifty-nine (59) individual Mutuals within the larger Leisure World (now Laguna Woods Village) common interest development, with full authority to manage, operate, and maintain them. By 1988, each of the fifty-nine (59) Mutuals had agreed by vote of each Mutual's membership to adopt identical amended CC&Rs.

**WHEREAS**, the decisions of the Mutual's Board of Directors ("Board"), and any committees, task forces, etc., appointed by the Board, are governed or regulated by the Mutual's Governing Documents, the City of Laguna Woods and Orange County codes, and California and federal Laws and Regulations;

**WHEREAS**, the Mutual's Board recognizes that both new and existing Manor Owners may desire to upgrade or alter their Manors or elements thereof in style, structure or function. The current Mutual Board, prior Mutual Boards, and the Boards of the predecessor original condominium project mutual homeowner associations, have from time-to-time adopted policies and procedures to approve such Manor Alteration Applications in limited circumstances;

**WHEREAS**, the Mutual's current Governing Documents require that all such Manor Alteration Applications be approved either by the Architectural Control Committee, which may either be the Board itself or a separate committee of Members appointed by the Board, or by the Mutual's Manager, Village Management Services, Inc. ("Staff"), where VMSI is so authorized;

**WHEREAS**, pursuant to Article X of the Mutual's *Declaration of Revised and Amended Covenants, Conditions and Restrictions* ("CC&Rs") and Article 7 of the Mutual's Bylaws, the Board, by Resolution 03-16-128, dated December 20, 2016, has formed an Architectural Control and Standards Committee ("Committee") to perform the functions described therein;

**WHEREAS**, pursuant to Article IV, Section 2, Clause (c); Article IV, Section 5; and Article X, Section 1, Clause (c), of the CC&Rs, the Board has delegated, with continuing oversight by the Committee, authority to its Manager and Staff to receive, evaluate, and make recommendations to the Committee and the Board to approve or deny Manor Alteration Applications;

**WHEREAS**, the current Board, as well as prior Mutual boards, have noted that over the years that some manor Owners have made alterations to their Manors or to the immediately contiguous areas, both with and without Board authorization, which have affected relatively small sections of the Mutual's Common Area. Typically those alterations have involved enclosing patios that are Exclusive Use Common Area and occasionally have also involved extending that enclosure onto general Common Area, or the alterations have affected the landscape and hardscape contiguous to a Manor;

**WHEREAS**, in some cases these alterations may not have met the Mutual's then current Architectural Alteration Standards, notwithstanding the fact that the alteration may have enhanced the value of the Manor and possibly the community as well;

**WHEREAS**, the Board recognizes that to identify each prior alteration and determine whether or not it is non-conforming and/or unauthorized would be expensive, time consuming and disruptive to the community and its residents. This Board has concluded that such an undertaking would not be in the best interests of the owners of undivided interests in the Mutual's general Common Area;

**WHEREAS**, the Committee and the Board have reviewed and reconsidered the Mutual's current policies and procedures regarding Manor Alteration Applications to ensure proper procedures are in place in the Mutual on a going-forward basis with regard to alterations by Members;

**WHEREAS**, among other things, the Common Area Use Policy sets forth very limited circumstances where the Mutual's Board, Committee or Staff, would approve a proposed alteration of, addition to, or improvement of any Manor ("Alteration") that would be located upon or over a portion of the common area; and,

**WHEREAS**, due to the administrative, financial, and legal burdens involved, the Board and the Committee have determined that it is not in the Association's best interests to approve any Manor Alteration Applications that do not satisfy the very limited circumstances defined from time to time by the Committee and approved by the Board.

**NOW THEREFORE BE IT RESOLVED**, October 16, 2018, that the Board has prepared a "Decision Tree", "Neighbor Awareness Notice of Hearing" form, and "Covenant To Run With The Land" form, and the Board hereby adopts the policy outlined in this Resolution to govern the Board's, the Committee's and Staff's decision process when Manor Owners apply to the Mutual for authorization to make or construct an Alteration to or within the Manor's Separate Interest; to, upon or within the Exclusive Use Common Area ("Policy");

**BE IT RESOLVED FURTHER**, no proposed Alteration located upon or over a portion of the common area will be approved by the Board, the Committee or Staff for any reason, except as set forth pursuant to the Policy or as otherwise required by law;

**BE IT RESOLVED FURTHER**, that, in limited circumstances, as set forth in the Policy, Staff may, but is not obligated to; approve Manor Alteration Applications that meet pre-established *Third Architectural Alteration Standards* and other Board and Committee approved policies and procedures, and that do not raise an objection by the owner of a

neighboring Manor which is defined as manors “within 150 feet” of the proposed manor Alteration Application. Any Manor Alteration Application that cannot or will not be approved by Staff for any reason will be treated as a unique Variance Request to be investigated by Staff and considered by the Committee for approval or denial, with potential appeal of the Committee’s decision to the Board, all in accordance with the Mutual’s Governing Documents;

**BE IT RESOLVED FURTHER**, that, if the proposed Alteration is to be located entirely within or upon an Exclusive Use Common Area already associated with the Manor, Staff, as authorized, the Committee or the Board may, but is not obligated to, approve the Manor Alteration Application, provided the Alteration is in compliance with the Mutual’s Architectural Review Procedures, subject to the discretion granted to Staff, the Committee, or the Board, as may be applicable, whether the Alteration would be located within a Manor’s Separate Interest, to, within or upon Exclusive Use Common Area;

**BE IT RESOLVED FURTHER**, that, if the Staff, as authorized, the Committee or the Board decides to approve a Manor Owner’s Application to make or construct an Alteration to, within or upon an Exclusive Use Common Area associated with that Manor, that Manor Owner must, as a condition to receiving final approval for the Manor Alteration Application, execute a recordable Covenant to Run with the Land. Such Covenant shall provide, among other things that the Manor Owner agrees that the area altered in any dimension or manner, shall remain Exclusive Use Common Area, licensed for the exclusive use of the Manor Owner, but shall not also become a part of the Manor’s Separate Interest. The Covenant will also require that the Manor Owner shall assume the responsibility for insuring, maintaining, repairing, replacing and restoring the area containing the Alteration, and shall agree to indemnify and hold harmless the Mutual for any and all claims pertaining to the Alteration;

**BE IT RESOLVED FURTHER**, that the Board, within the limits of its current authority, hereby “grandfathers” any existing Alteration to any of the Manors located within the original condominium projects, or to the area immediately adjacent to that Manor, which have been previously approved by this Board, a prior board of directors of the Mutual, a board of directors or the architectural committee of a predecessor original condominium project mutual homeowner association, or the staff of a prior management agent, if that staff were so authorized, prior to July 20, 2017, even though that Alteration may encroach upon some portion of the general Common Area, provided that:

- (1) there is no threat to the safety of persons or property;
- (2) the Alteration met the Mutual’s construction and architectural standards in effect at the time of the Alteration; and
- (3) there is no direction or order of a court requiring the Board to take contrary action; and

**BE IT RESOLVED FURTHER**, that “grandfathering” any such encroachment did not, does not, and will not constitute a transfer of general Common Area into any Manor’s Exclusive Use Common Area or Separate Interest, or the conversion of Exclusive Use Common Area into a Manor’s Separate Interest. Such “grandfathering” does not remove

the obligation of a Member/Owner of a non-compliant Alteration to a Manor to correct such non-compliance in the event of a sale or transfer of the Manor, correct or remove an Alteration to the Manor that:

- (1) was not permitted by the Mutual, or any predecessor mutual;  
or
- (2) was not constructed according to the terms or conditions of that permit.

“Grandfathering” merely means that such non-permitted or non-conforming Alterations will not be actively pursued by the Mutual, unless the Mutual determines that an Alteration poses a potential danger to persons or property, or a court of competent jurisdiction determines that the Alteration was not properly permitted;

**BE IT RESOLVED FURTHER**, that no further alteration may be approved or constructed on any previously approved or “grandfathered” alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

**BE IT RESOLVED FURTHER**, that the determination of whether a proposed Alteration is “like-for-like” shall be made by the Committee, in consultation with Staff, and subject to appeal to the Board, whose decision shall be final and made in the Board’s sole and absolute discretion;

**BE IT RESOLVED FURTHER**, that the Board may, subject to the limitations provided in this Resolution, the Governing Documents, and applicable law, demand that any Alteration, not consistent with the Mutual’s *Third Architectural Alteration Standards* and other Mutual and VMSI policies and procedures published at the time of construction of said Alteration, be removed, at the Manor Owner’s expense, if the Alteration is not either altered or reconstructed to be in conformity with such *Third Architectural Alteration Standards*, state and local building codes, and other Mutual and VMSI policies and procedures;

**BE IT RESOLVED FURTHER**, that the Board may demand the removal of any Alteration that was constructed without the prior written approval of Staff, the Committee or the Board;

**BE IT RESOLVED FURTHER**, that, in accordance with the Mutual’s CC&Rs, the existence in the Mutual of a prior Alteration comparable to an Alteration being sought by a Manor Owner shall have no precedential value and shall not obligate in any way Staff, the Committee or the Board to approve any subsequent Manor Alteration Application;

**BE IT RESOLVED FURTHER**, that Mutual Board Resolution 03-17-77 is hereby superseded and cancelled; and

**BE IT RESOLVED FURTHER**, that Staff is charged with the responsibility of receiving, evaluating, approving or making recommendations for approval of Manor Alteration Applications; and overseeing construction of additions, modification, improvements, and such other Alterations to the Manors within the Mutual are hereby authorized to take all

appropriate actions consistent with this Resolution and to carry out the purpose and intent of this Resolution and assure compliance with its terms.

**SEPTEMBER 7, 2018 INITIAL NOTIFICATION**

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

Director Bruninghaus made a motion to adopt a resolution for revisions to the Common Area Use Policy. Director Bhada seconded the motion.

Discussion ensued among the Directors.

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

**13. New Business**

**13a. Entertain a Motion to Introduce a Resolution for the Yellow Stake Program**

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-xxx**  
**YELLOW STAKE PROGRAM**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on October 16, 2018, at which a quorum of the Board was present;

**WHEREAS**, the Board has revisited the "yellow stake" program given information provided to the Board regarding overwatering of landscaping in such "yellow stake" areas, as well as the apparent widespread abuse of the program by Mutual members and residents, and;

**WHEREAS**, upon reviewing with the Mutual's legal counsel, the Board has also determined that such "yellow stake" program raises the potential issue of an implicit grant of exclusive use of general common area to individual owners that may require approval of the membership and otherwise create an administrative burden for the Board and the Mutual; and

**WHEREAS**, on September 6 2018, the Landscape Committee recommended to eliminate the 'Yellow Stake' Program;

**NOW THEREFORE BE IT RESOLVED**, October 16, 2018, the Board of Directors introduces a resolution to eliminated the 'Yellow Stake' Program, and;

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

**OCTOBER 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 Bruninghaus made a motion to introduce a resolution for 30-day review to Director Bhada seconded the motion.

Discussion ensued among the Directors.

By consensus, the Board introduced a resolution for 30-day review.

**13b. Entertain a Motion to Introduce a Tree Trimming Policy for Solar Panels**

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-xxx**  
**TREE TRIMMING FOR ROOFTOP SOLAR PANELS**

**WHEREAS**, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on October 16, 2018, at which a quorum of the Board was present;

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

**WHEREAS**, the Third Mutual Landscape Committee recommended the establishment of a "Tree Trimming Policy for Solar Panels" and;

**WHEREAS**, the Landscape Committee approved specific tree management policies for the maintenance of trees affecting roof-top solar generating systems, including:

1. Trimming and/or removal of trees performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual.
2. Trimming and/or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member unless routine scheduled trimming would achieve the desired results without any special consideration.
3. Determination of appropriate trimming and/or removal to be made by Staff on a case-by-case basis and would not be agenized for Committee approval.

**NOW, THEREFORE BE IT RESOLVED**, October 16, 2018, that the Board of the Mutual hereby Introduces the "Tree Trimming for Rooftop Solar Panels" policy for the management of trees within the Mutual's common areas.



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

**OCTOBER 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 Bruninghaus made a motion to introduce a resolution for 30-day review.

Discussion ensued among the Directors.

By consensus, the Board introduced a resolution for 30-day review.

**13c.** Entertain a Motion to Approve Supplemental Appropriation of \$150,000 from the Replacement Fund for 2018 Tree Trimming

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

**Resolution 03-18-147**  
**SUPPLEMENTAL FUNDING FOR TREE TRIMMING**

**WHEREAS**, Staff projected seven months of work would be necessary to complete the scheduled tree trimming in Third Mutual with a budget of \$826,475;

**WHEREAS**, the accelerated growth of the trees following the wet winter of 2017 and the emphasis on performing increased thinning of the trees has slowed the trimming cycle; and

**WHEREAS**, the tree crew fully utilized the 2018 funding at the end of August, with additional trees yet to be trimmed and insufficient funding to complete annual palm trimming or un-scheduled work.

**NOW THEREFORE BE IT RESOLVED**, on October 16, 2018, the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$150,000, to be funded from the Replacement Reserve, to complete scheduled trimming through September 2018 and un-scheduled tree trimming and palm trimming through December 2018 in Third Mutual;

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

Director Bruninghaus made a motion to approve supplemental appropriation of \$150,000 from the replacement fund for 2018 tree trimming. Director Tung seconded the motion

Discussion ensued among the Directors.

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

**13d. Entertain a Motion to Approve a Resolution for Third Board and GRF Committee Assignments**

Director Bruninghaus, Secretary of the Board, presented a summary of the following Resolution:

**RESOLUTION 03-18-148**  
**THIRD MUTUAL COMMITTEE APPOINTMENTS**

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

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

**Architectural Standards and Control Committee**

Steve Parsons, Chair  
Roy Bruninghaus  
John Frankel  
Lynn Jarrett  
Rosemarie diLorenzo, Alternate  
Voting Advisors: Mike Butler and Mike Plean

**Communications Committee (Bi-Monthly)**

Roy Bruninghaus, Chair  
Jack Connelly  
Bunny Carpenter  
Lynn Jarrett  
Non-Voting Advisors: Carol St. Hillaire, Burt Baum

**Village Energy Task Force**

Paul Chao (Third)  
John Frankel (Third)  
Cush Bhada, Alternate (Third)

Juanita Skillman (United)  
Carl Randazzo (United)  
Bert Moldow (GRF)  
Jim Juhan (GRF)  
Voting Advisors: Steven Leonard

**Executive Hearing Committee**

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

**Finance (Committee of the Whole)**

Jack Connelly, Chair  
Steve Parsons, First Co-Chair  
Rosemarie diLorenzo, Second Co-Chair  
Non-Voting Advisors: John Hess, Wei-Ming Tao, Michael Cunningham

**Garden Villa Recreation Room Subcommittee (Quarterly)**

Lynn Jarrett, Chair  
Rosemarie diLorenzo  
Cush Bhada  
Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

**Laguna Woods Village Traffic Hearings**

John Frankel  
Jack Connelly

**Landscape**

James Tung, Chair  
Cush Bhada  
Lynn Jarrett  
John Frankel

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

Cush Bhada, Chair  
Bunny Carpenter, First Co-Chair  
John Frankel, Second Co-Chair  
Paul Chao

**New Resident Orientation**

Per Rotation List

**Water Conservation Committee (Bi-Monthly)**

James Tung, Chair  
John Frankel  
Paul Chao  
Lynn Jarrett

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

Steve Parsons, Chair  
John Frankel, Co-Chair  
Bunny Carpenter  
Lynn Jarrett

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

Roy Bruninghaus, Chair  
Bunny Carpenter  
Rosemarie diLorenzo  
Steve Parsons  
Stuart Hack, Advisor

**RESOLVED FURTHER**, that Resolution 03-18-114, adopted July 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 03-18-149**  
**GRF COMMITTEE APPOINTMENTS**

**RESOLVED**, October 16, 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  
Jack Connelly

**Community Activities Committee**

Steve Parsons  
Cush Bhada  
Jack Connelly, Alternate

**GRF Finance Committee**

Rosemarie di Lorenzo  
Jack Connelly  
Steve Parsons, Alternate

**GRF Landscape Committee**

James Tung  
John Frankel  
Lynn Jarrett, Alternate

**GRF Maintenance and Construction Committee**

John Frankel  
Bunny Carpenter  
Cush Bhada, Alternate  
Paul Chao, Alternate

**GRF Media and Communication Committee**

Roy Bruninghaus  
Lynn Jarrett  
Jack Connelly, Alternate  
Bunny Carpenter, Alternate

**Mobility and Vehicles Committee**

John Frankel  
Cush Bhada  
Lynn Jarrett, Alternate

**Security and Community Access Committee**

Roy Bruninghaus  
John Frankel  
Steve Parsons, Alternate  
Cush Bhada, Alternate

**Disaster Preparedness Task Force**

Roy Bruninghaus  
John Frankel  
Steve Parsons, Alternate

**RESOLVED FURTHER**, that Resolution 03-18-115, adopted July 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 Bruninghaus made a motion to approve a resolution for the Third Board Committee Assignments. Director Carpenter seconded the motion

Discussion ensued among the Directors.

Director Frankel suggested that the Third Mutual Resident Policy and Compliance Task Force be a Committee of the Whole.

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

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

- 14a. Report of the Finance Committee / Financial Report - Director Connelly reported on the Treasurer's Report, Resale and Lease Reports. Next meeting will be held on November 6, 2018, at 1:30 p.m. in the Board Room
- 14b. Report of the Architectural Controls and Standards Committee - Director Parsons reported on the last committee meeting. Architectural Standards are being updated. Next meeting will be held on Monday, October 22, 2018, at 9:30 a.m. in the Sycamore Room
- 14c. Report of the Maintenance and Construction Committee - Director Bhada reported from the last committee meeting. Next meeting will be held on November 5, 2018, at 1:00 p.m. in the Board Room. President diLorenzo announced that Third's Chargeable Services Program is now available to residents.
  - Report of the Parking and Golf Cart Task Force - Director Frankel
- 14d. Report of the Landscape Committee - Director Tung gave an update from the last committee meeting. Clearing the slopes of vegetation continues to reduce fire risk. Next meeting will be held on November 1, 2018, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel gave an update from the last committee meeting. Next hearings will be held on October 17, 2018, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room.
- 14f. Report of the Communications Committee - Director Bruninghaus gave an update from the last committee meeting. Next meeting TBD.
- 14g. Report of the Village Energy Task Force - Director Bhada gave an update from the last meeting. Next meeting will be held on November 7, 2018, at 1:30 p.m. in the Willow Room.
- 14h. Report of the Water Subcommittee - Director Tung showed a presentation on water usage and gave an update on water usage in the Community. Directors discussed the importance of communicating the importance of conserving water usage in the Manors and Community. Next meeting will be held on December 11, 2018 at 11:00 a.m. in the Sycamore Room.
- 14i. Report of the Resident Policy and Compliance Task Force - Director Bruninghaus gave an update from the last committee meeting. Next meeting TBD.

## **15. GRF Committee Highlights**

- 15a. Community Activities Committee – Director Parsons reported on upcoming recreation and special events. Next meeting will be held on November 8, 2018, at 1:30 p.m. in the Board Room.
- 15b. Finance Committee – Director Connelly reported on highlights from the last committee meeting. Next meeting will be held on October 24, 2018, at 1:30 p.m. in the Board Room. Director Parsons announced the formation of a new Investment Task Force with representatives from all Boards.
- 15c. Landscape Committee – Director Tung. Next meeting will be held on December 19, 2018 at 2:30 p.m. in the Board Room
- 15d. Maintenance & Construction Committee – Director Carpenter reported on highlights from the last committee meeting. Next meeting will be held on December 12, 2018 at 9:30 a.m. in the Board Room
- 15e. Media and Communications Committee – Director Bruninghaus reported on highlights from the last committee meeting. Next meeting will be held on November 19, 2018 at 1:30 p.m. in the Board Room
- 15f. Mobility and Vehicles Committee-Director Frankel reported on highlights from the last committee meeting. Next meeting will be held on December 5, 2018, at 1:30 p.m. in the Board Room
- 15g. Security and Community Access Committee – Director Bruninghaus reported that the September Committee meeting was cancelled. Next meeting will be held on October 22, 2018, at 1:30 p.m. in the Board Room
  - Disaster Preparedness Task Force – Director Frankel reported on the last meeting. The Great Shake Out event will be held on October 18, 2018, at 10:18 a.m. Next meeting will be held on November 27, 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. Revised Alteration Standard 31: Washer/Dryer Installations (October)
- 16b. Resolution to Revise the LH-21 Storage Policy

## **17. Director's Comments**

Director Bruninghaus asked for planned absences of Board Members for the next three months.

**18. Recess**

The Board recessed at 11:45 a.m. and reconvened into Executive Session at 12:15 p.m..

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

*During the September 18, 2018, Regular Executive Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) August 21, 2018 – Regular Executive Session*


*Write-off Assessment & Chargeable Services Balances*

*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 at 4:45 p.m.



Roy Bruninghaus, Secretary of the Board  
Third Laguna Hills Mutual



**RESOLUTION 03-18-XXX**  
**Variance Request**

**WHEREAS**, Mr. David R. Masters of 4020-N Calle Sonora Estes, a Casa Milano style unit, is requesting Board approval of a variance to install solar panels in allocated space on the roof of the attached garage structure and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on October 12, 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 October 22, 2018.

**NOW THEREFORE BE IT RESOLVED**, on November 29, 2018, the Board of Directors hereby approves the request to install solar panels in allocated space on the roof of the attached garage structure and that the proposed alteration is constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 4020-N and all future Mutual members at 4020-N;

**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**  
**Tree Removal Approval (2) Tree Removal Denial (2)**

**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 November 1, 2018, the Landscape Committee recommended to:

- Approve the appeal to remove one Olive tree located at 3217-B Via Carrizo, at the Member's expense, due to adverse medical impacts, and;
- Approve the removal of one Southern Magnolia tree located at 5210 Elvira due to damage to the adjacent concrete walkway and a high likelihood of future damage to the driveway, and;
- Deny the request for the removal of one Cajeput tree located at 5543 Avenida Sosiega due to lack of any observable damage or negative impact of the tree and;
- Deny the request to remove one Brisbane Box tree located at 3384-A Punta Alta due to lack of any structural damage or negative impacts associated with the tree, and:

**NOW THEREFORE BE IT RESOLVED**, November 20, 2018, the Board of Directors approved the removal of one Olive tree located at 3217-B Via Carrizo and one Southern Magnolia tree located at 5210 Elvira; denied the request for the removal of one Cajeput tree located at 5543 Avenida Sosiega and one tree located at 3384-A Punta Alta, and;

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 31: Washer and Dry Installations

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard 31: Washer and Dryer Installations.

### **BACKGROUND**

On June 25, 2018, the ACSC reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board. The Board reviewed the item at the August 21, 2018, Open Meeting and sent the item back to Committee for revisions. At the committee's regular meeting on August 27, 2018, the ACSC reviewed and revised the item. The Committee voted to recommend the revised item for approval by the Board

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 31: Washer and Dryer Installation was last revised in December 1998, via Resolution M3-98-65.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard 31: Washer and Dry Installation 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:

- §2.6 A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are ~~2~~ 3" ABS plastic and 3" cast iron.
- §2.12 **The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted. Variances for the installation of washer and dryers in individual manors will not be granted in three-story buildings.**

Starting on December 15, 1998, via Resolution M3-98-65, variance requests for installations of washers and dryers in three-story buildings were no longer accepted, and by inference, previous installations of washers and dryers with Mutual consent would be permitted to remain. The proposed Resolution clarifies the "grandfather" clause of the original Resolution and adds that all non-permitted installations shall be removed upon the Mutual's knowledge of their existence.

## **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 31: Washer and Dry Installations

**Attachment 2:** Red Lines of Alteration Standard 31: Washer and Dry Installations

**Attachment 3:** Revised Standard 31: Washer and Dry Installations

## **Attachment 1**

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

#### **Revise Alteration Standard 31: Washer and Dry 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 Control and Standard Committee recognizes the need to revise Alteration Standard 31: Washer and Dry Installations; and

**WHEREAS**, Resolution M3-98-65 ceased the acceptance of variance requests for installations of washers and dryers in three-story buildings and, by inference, “grandfathered” previous permitted installations of washers and dryers.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors of this Corporation hereby adopts Alteration Standard 31: Washer and Dry Installations as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution M3-98-65 adopted December, 1998, is hereby superseded in its entirety and no longer in effect;

**RESOLVED FURTHER**, all washer and dryers installed in three story buildings with a Mutual Consent prior to December 15, 1998, continue to be “grandfathered;”

**RESOLVED FURTHER**, all washers and dryers installed after December 15, 1998, or without a Mutual Consent, shall be removed at the sole expense of the owner upon its discovery;

**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.

**SEPTEMBER Initial Notification**

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

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## ~~THIRD LAGUNA HILLS MUTUAL~~



### SECTION STANDARD 31: WASHER & DRYER INSTALLATIONS

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

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

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

REVISED JANUARY 2019 RESOLUTION 03-19-XXX

#### 1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

#### 2.0 EXTERIOR CABINETS

- 2.1 All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2 The cabinet design shall be submitted to the ~~Permits and Inspections office~~Alterations Division prior to issuance of ~~-a Mutual Consent an alteration permit~~. The design shall address protection of the equipment from the elements.
- 2.3 Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4 Cabinets to be painted to match existing color of building.
- 2.5 Location of unit and/or plumbing connections must be submitted in writing to the the ~~Permits and Inspections office~~Alterations Division prior to issuance of a ~~permit~~Mutual Consent.
- 2.6 ~~No permits~~A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 23" ABS plastic and 3" cast iron.

- 2.7 All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.
- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11 All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12 The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted. Variances for the installation of washers and dryers in individual manors will not be granted in three-story buildings.



## **STANDARD 31: WASHER & DRYER INSTALLATIONS**

APRIL 1991

REVISED DECEMBER 1998, RESOLUTION M3-98-65

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

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

REVISED JANUARY 2019, RESOLUTION 03-19-XXX

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 EXTERIOR CABINETS**

- 2.1** All patio installations shall be enclosed in a cabinet which meets all manufacturer's requirements.
- 2.2** The cabinet design shall be submitted to the Alterations Division prior to issuance of a Mutual Consent. The design shall address protection of the equipment from the elements.
- 2.3** Cabinets must be obscured from public view (i.e., block wall, closed patio).
- 2.4** Cabinets to be painted to match existing color of building.
- 2.5** Location of unit and/or plumbing connections must be submitted in writing to the the Alterations Division prior to issuance of a Mutual Consent.
- 2.6** A Mutual Consent will be not be issued for manors that do not qualify as determined by existing waste line sizes. Minimum sizes are 3" ABS plastic and 3" cast iron.
- 2.7** All penetrations through existing walls shall be properly flashed and caulked to provide a weather tight seal around all protruding plumbing, electrical and vent lines.

- 2.8 Connections below slab shall be properly vented and covered with sand and "Visqueen" before replacement of concrete.
- 2.9 All hot and cold water supply lines shall be of minimum 1/2" diameter, type L copper.
- 2.10 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.11 All electrical wiring to be located in walls. No exposed conduit will be permitted.
- 2.12 **The installation of washers and dryers in three-story buildings is prohibited and variance requests for washers and dryers in three-story buildings will not be accepted.**

## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Damage Reimbursement Administrative Fee

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### **RECOMMENDATION**

Approve the Damage Reimbursement Administrative Fee.

### **BACKGROUND**

Per Civil Code §5855, the Board is required to hold hearings to “impose a monetary charge as a means of reimbursing the association for costs incurred by the association in the repair of damage to common area and facilities caused by a member or the member’s guest or tenant.”

### **DISCUSSION**

At the direction of the Board, Staff has evaluated the processes and costs involved with damage restoration and reimbursement. Staff has determined that the Staff costs for these processes vary greatly, as each case has different circumstances. In the last six months, Staff has processed 40 damage reimbursement cases for the Board’s review. These 40 cases total \$149,462.89, ranging from \$32,738.74 to \$535.19, with an average cost of \$3,736.57.

Staff has evaluated the administrative costs for coordinating the restoration, handling the invoice payment process, and compilation of the data for the Reimbursement Hearing Report. Using a random sampling of five projects, Staff has determined the average Staff cost per project to be 13 percent.

Following the direction of the Board, Staff recommends that the proposed Administrative Fee be set at ten percent of the reimbursement cost. Evaluating the 40 cases brought to the Board and discarding those under \$1,000 (8 cases), using the 10 percent model, the administrative fees would be range from \$107.59 to \$3,273.87, with an average fee of \$448.28.

### **FINANCIAL ANALYSIS**

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

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

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

**Attachment:**

**Attachment 1:** Proposed Resolution 03-18-XX

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## **ATTACHMENT 1**

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

#### **Administrative Fee for Damage Reimbursements**

**WHEREAS**, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to common area or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor;

**WHEREAS**, significant staff time is necessary to investigate, document, and prepare concise reports for Damage Reimbursement Hearings for damage caused by a member; and,

**WHEREAS**, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors hereby adopts the Damage Reimbursement Administrative Fee;

**RESOLVED FURTHER**, effective December 1, 2018, the fee for costs related to damage reimbursement proceedings will be ten percent of the total reimbursement decision amount for all decisions of one thousand dollars or more;

**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.

SEPTEMBER Initial Notification

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Delinquent Charges – Payment Plan Agreement

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### **RECOMMENDATION**

Staff and the Finance Committee recommend the Board approve a new payment plan agreement for unpaid fines, fees, and chargeable services, initiating a monthly charge for interest at the rate of 10% per annum, and introducing an administrative fee of \$25 per month.

### **BACKGROUND**

As indicated in the Third Mutual Collection and Lien Enforcement Policy, any Member who is unable to timely pay fines, fees, and chargeable services is entitled to make a written request for a payment plan to the Board. The Board considers payment plan requests on a case-by-case basis, and is under no obligation to grant requests.

A form is used to create an agreement between the delinquent Member and the Mutual. The form includes terms and conditions of repayment. Once completed by the Member, the form is submitted for review by the Finance Committee with a Staff recommendation for approval, denial, or modification. To date, the form for assessments has been used to propose and review member requests for payment plans associated with delinquent fines, fees, and chargeable services.

The Finance Committee requested that legal counsel provide a payment plan agreement form specific to unpaid fines, fees, and chargeable services, including collection language if terms of the agreement are breached and to recover costs associated with accepting payments over time.

### **DISCUSSION**

On September 4, 2018 the Third Finance Committee reviewed the proposed Payment Plan Agreement Form submitted by legal counsel for use with unpaid fines, fees, and chargeable services. The agreement includes language to reinforce collection activity that will occur if a member breaches the agreed-to payment plan for delinquent charges. The agreement also incorporates an interest rate of 10% per annum and an administrative fee of \$25 for every month the agreement is in effect.

### **FINANCIAL ANALYSIS**

The terms of the payment plan agreement are likely to result in additional compliance and repayment of delinquent fines, fees, and chargeable services.

**Prepared By:** Betty Parker, Chief Financial Officer

**ATTACHMENT(S)**

ATT1 – Delinquent Charges – Payment Plan Agreement

ATT2 – Resolution



### DELINQUENT CHARGES - PAYMENT PLAN AGREEMENT

Manor Number: \_\_\_\_\_

Charges Delinquency: \_\_\_\_\_

This Payment Plan Agreement (this "Payment Agreement") is a binding contract and agreement and is executed by the undersigned, Third Laguna Hills Mutual (the "Mutual"), on the one hand, and \_\_\_\_\_ ("Owner"), on the other hand. The Mutual and Owner may sometimes be collectively referred to as the "Parties."

1. Scope of Agreement. Owner is the legal owner of that certain real property commonly referred to as \_\_\_\_\_ (the "Subject Property"). This shall be a payment plan agreement between Owner and the Mutual, relative to the payment of all fines, fees, monetary penalties, reimbursement assessments, charges, late fees, interest, attorneys' fees and costs of collection, accruing on the Subject Property and owed by Owner to the Mutual on the account. The total amount as of the date of this Payment Agreement is \$\_\_\_\_\_.

2. Required Payments. Owner shall tender an upfront payment in the amount of \$\_\_\_\_\_ on or before \_\_\_\_\_. Thereafter, Owner shall make the following monthly payments:

a. Payment of \$\_\_\_\_\_ on or before \_\_\_\_\_;

b. \_\_\_\_\_

3. Monthly Statements. The Mutual shall not be obligated to send Owner monthly statements.

4. Continuing Monthly Assessments. Owner shall pay all regular and special assessments that come due in a timely manner and in addition to the payments required in paragraph 2 above.

5. Payment Destination. All payments and assessments required pursuant to this Payment Agreement shall be paid and sent directly to the Mutual. Notwithstanding this paragraph, at any time during the course of this Payment Agreement, the Mutual may require Owner to change the destination of the payments and the payee of such payments.

6. Sale; Refinance; Lien. If the Subject Property is sold or refinanced, the balance owing on the account must be paid in full and this Payment Agreement shall create a lien against the funds held in escrow relating to any such transaction.

7. Breach; Remedies. If any one payment is not received by the deadline stated or if this Payment Agreement is breached in any other way, the Mutual shall, after five days' written notice to Owner (or Owner's attorney) by email transmission, have the power and authority to pursue any and all collection remedies against Owner and/or Owner's property, including but not limited to non-judicial foreclosure, judicial foreclosure, or a lawsuit for purposes of securing a money judgment. Any additional late fees, interest, attorneys' fees and costs incurred will be charged to Owner's account.

8. Obligation to Pay All Charges. If this Payment Agreement is breached and the Board of Directors for the Mutual allows re-instatement, Owner will be responsible for payment of all attorneys' fees, costs, interest, late fees and other charges incurred as a result of said breach before this agreement will be deemed "paid in full."

9. Contact Information. Owner must keep the Mutual up to date regarding Owner's contact information and any changes to same.

10. Compliance with Governing Documents. In addition to any obligation stated herein, Owner shall comply with the Mutual's governing documents in all respects. Any violation of the governing documents shall be considered a breach of this Payment Agreement.

11. Assignment of Rents. Owner hereby irrevocably assigns to the Mutual, absolutely and regardless of possession of the property, all money now due or to become due under any agreement for the use or occupation of the Subject Property, for the

purpose of collecting all assessments and amount owed pursuant to this Payment Agreement and the Mutual's governing documents, including late fees, costs, interest, expenses and attorneys' fees which are in default.

12. Waiver of Defenses. Owner acknowledges that all amounts claimed by the Mutual to be owed are in fact owed. Owner waives any defenses available related to or arising out of the Subject Property, the amounts owed under this Payment Agreement, and any other obligation stated herein.

13. Homestead Waiver. Owner, to the extent permitted by law, does hereby waive, to the extent of any liens created against Subject Property and pursuant to law, whether such liens are now in existence or are created at any time in the future, the benefit of any homestead or exemption laws of the State of California now in effect, or in effect from time to time hereafter.

14. Not Construed against Drafter. Neither the Mutual nor Owner shall be deemed to have been the drafter of this Agreement or of any of the particular provisions or provisions hereof and no part of this Agreement shall be construed against the Mutual or Owner.

15. Laws of California; Severability of Provisions. This Payment Agreement shall be controlled by and interpreted according to the laws of the State of California. The invalidity or unenforceability of any provision of this Agreement shall in no way affect the validity or enforceability of any other provision or the remainder of this Agreement.

16. Binding on Successors. The provisions of this Payment Agreement shall be deemed to obligate, extend to, and inure to the benefit of the successors, assigns, transferees, granters, heirs and representatives of each of the persons and entities referred to herein.

17. Enforcement; Attorneys' Fees and Costs. In the event litigation is commenced to enforce any of the provisions hereof or enforce this Payment Agreement in any other way, the prevailing party shall be entitled to recover attorney fees, costs and expenses from the opposing party related to such litigation, including such amounts that accrue prior to the litigation being initiated.

The undersigned, the Mutual and Owner, have read the foregoing Payment Agreement, have had an opportunity to fully consider the rights and consequences regarding executing same, fully understand the terms of this Payment Agreement and knowingly and voluntarily execute this Agreement.

IN WITNESS WHEREOF, THE MUTUAL AND OWNER CAUSE THIS PAYMENT AGREEMENT TO BE DULY EXECUTED ON THE DATE SET FORTH BELOW.

**[CAUTION: PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE SIGNING.]**

Print Name: \_\_\_\_\_

DL#: \_\_\_\_\_

SS#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mutual Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return signed form by mail to:**

Payment Representative  
PO Box 2220  
Laguna Woods, CA 92654-2220

**Or deliver in person to:**

Payment Representative  
24351 El Toro Road  
Laguna Woods, CA 92637  
Phone: (949) 597-4221 Fax: (949) 472-4154

## **Resolution 03-18-XX**

### **Delinquent Charges Payment Plan Agreement**

**WHEREAS**, any Member who is unable to timely pay fines, fees, or chargeable services is entitled to make a written request for a payment plan to the Board;

**WHEREAS**, each request for a payment plan is approved or denied on a case-by-case basis after review by the Finance Committee;

**WHEREAS**, a Delinquent Charges – Payment Plan form is used to create an agreement between the delinquent Member and the Mutual;

**WHEREAS**, the Third Finance Committee recommends a Payment Plan Agreement Form submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed-to payment plan for delinquent fines, fees, and chargeable services; and

**WHEREAS**, the Finance Committee recommends recovering costs associated with accepting payments over time including the initiation of interest charges and an administrative fee for every month the agreement is in effect;

**NOW THEREFORE BE IT RESOLVED**, on November 29, 2018, the Board of Directors of this Corporation hereby adopts the Delinquent Charges - Payment Plan Agreement form, as attached to this Corporate record, initiating a monthly charge for interest at the rate of 10% per annum, and introducing a new payment plan administrative fee of \$25 per month; 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.

**SEPTEMBER Initial Notification**

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Yellow Stake Program

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### **RECOMMENDATION**

End the 'yellow stake' program in Third Mutual and direct staff to establish a program for removing and re-planting existing areas with water efficient plants.

### **BACKGROUND**

At the regular meeting of the Third Mutual Landscape Committee on September 6, 2018, the Committee voted to recommend to the Board of Directors that the 'yellow stake' program be eliminated.

For many years the 'yellow stake' program has provided an option for residents to maintain the planting areas immediately adjacent to their manors, either personally or through an outside maintenance service. Typically, without any approval from the Landscape Committee or Landscape Division staff, these plantings were installed by residents throughout the Village. Plantings were not supposed to have a higher irrigation requirement than common area landscape, as all areas are irrigated on the same schedule to insure proper water management. Art, benches, rocks, aggregate or other items were permitted within a 'yellow stake' area if they were in conformance with all applicable Governing Documents.

Following the placement of the yellow stakes, the area would be maintained by the unit owner/occupant. However, the Mutual retained the right to intercede if the appearance or level of care of the yellow stake plantings was found to be below standard; if the defined yellow stake area grew in size, taking over excessive amounts of Common Area; or if a dispute arose between residents. Currently, the 'yellow stake' areas continue to be Common Area and 'yellow stake' approval may be revoked by the Landscape Committee at any time. There has been no oversight or tracking of the manors with yellow stakes or the responsible party.

Due to issues arising out of the unmanaged expansion of yellow staked areas and the concern that these areas are becoming viewed as an expansion into Common Area, on February 20, 2018, the Third Mutual Board of Directors placed a moratorium on the 'yellow stake' program.

### **DISCUSSION**

At their regular meeting of August 2, 2018, the Landscape Committee discussed the impacts of the 'yellow stake' areas, which currently have no controls or management by VMS staff. The Committee members expressed that many of these areas are being overwatered by residents due to the types of landscaping planted. In some cases, stakes have been placed by residents

near trees or surrounding unauthorized plantings located at some distance from their manors resulting in maintenance restrictions for landscape crews. These areas complicate maintenance by staff and tend to grow in size over time.

The Committee expressed a need to regain oversight of the areas and return them to standard or water efficient plantings. The Committee did not support 'grandfathering' existing non-standard plantings other than trees.

Staff recommends that the 'yellow stake' program start fresh, with all residents desiring to plant and or keep non-standard plants submitting a Landscape Alteration Request for review and approval by Staff and the Landscape Committee. Each request that is approved would be tracked as to the size and person(s) responsible for the care and maintenance of the area. No areas would be 'grandfathered' into the program. No areas that are not immediately adjacent to the applicant's manor would be permitted. All trees planted within yellow staked areas would be reviewed and considered on a case by case basis, as would trees planted away from the manors, but 'protected' by a yellow stake.

This would be a daunting task for staff and the Landscape Committee, but would provide a mechanism for gaining control of the areas and insuring they are water efficient and not a detriment to the Mutual or the maintenance programs in place. It is anticipated that this process would take place over time, with removal and replanting of areas not requested to be 'renewed' taking place simultaneously. An application period would be established, with the Communications and Marketing Department assisting in educating Third Mutual residents on the process and timelines. It is estimated that this process could take a year or more.

### **FINANCIAL ANALYSIS**

There would be costs associated with the recommended action. Staff time would be necessary to evaluate each 'yellow stake' area and to determine the appropriate action necessary to restore the landscape. The notification process and removal costs have not been established at this time, which could result in future staff costs. Due to the unknown quantity of 'yellow stake' areas and the varied conversion cost for each, there is no accurate estimate for the total cost of this action.

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

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

**Committee Routing:** Landscape Committee

### **ATTACHMENT(S)**

ATT-1: Resolution 03-18-xx



**RESOLUTION 03-18-XX**  
**Yellow Stake Program**

**WHEREAS**, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on October 16, 2018, at which a quorum of the Board was present;

**WHEREAS**, the Board has revisited the “yellow stake” program given information provided to the Board regarding overwatering of landscaping in such “yellow stake” areas, as well as the apparent widespread abuse of the program by Mutual members and residents, and;

**WHEREAS**, upon reviewing with the Mutual’s legal counsel, the Board has also determined that such “yellow stake” program raises the potential issue of an implicit grant of exclusive use of general common area to individual owners that may require approval of the membership and otherwise create an administrative burden for the Board and the Mutual; and

**WHEREAS**, on September 6, 2018, the Landscape Committee recommended to eliminate the ‘Yellow Stake’ Program;

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, the Board of Directors eliminated the ‘Yellow Stake’ Program, and;

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

OCTOBER Initial Notification

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Tree Trimming Policy for Solar Panels

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### **RECOMMENDATION**

Approve tree management policies for the maintenance of trees affecting roof-top solar generating systems in Third Mutual:

1. Trimming and/or removal of trees performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual.
2. Trimming and/or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member unless routine scheduled trimming would achieve the desired results without any special consideration.
3. Determination of appropriate trimming and/or removal to be made by Staff on a case-by-case basis and would not be agendized for Committee approval.

### **DISCUSSION**

With the increasing awareness of global warming, rising utility rates and government programs to support the installation of roof-top solar generating systems, the need has arisen to address requests for tree trimming or removal when the trees adversely affect the output of these systems. Third Mutual has roof-top solar arrays on multi-story buildings that generate a significant savings in community electrical costs. The arrays consist of 'strings' or groupings of individual solar panels that if partially shaded, stop generating electricity across the entire string. This may also occur with privately owned solar panels, which may be considered an alteration, with no Mutual responsibility for any maintenance or production goals. The Mutual owned systems were installed with Return on Investment calculations figured into the cost of the systems and the recovery period for the funds invested in the improvements. Trimming, crown reducing or removal of trees may be necessary to insure that energy production goals are met.

Staff is recommending that the Committee authorize staff to either crown reduce or remove trees that adversely affect the productivity of roof-top solar generating systems. Work performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual. Trimming or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member unless routine scheduled trimming would achieve the desired results without any special consideration. Staff further recommends that the determination of appropriate trimming and/or removal would be made by staff on a case-by-case basis and not agendized for Committee approval.

### **FINANCIAL ANALYSIS**

The trimming or removal cost for trees associated with roof-top solar generating systems would vary. Costs could range from \$300 per tree for trimming to \$2,800 per tree for complete removal, depending on the size of the tree and the circumstances. Mutual tree trimming and removal is included in the annual budget for the Mutual. If the work is to the benefit of a private solar system, it would be a chargeable service and have no financial impact, as the owner would fund the work.

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

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

### **ATTACHMENT(S)**

ATT 1: Third Landscape Committee Endorsement

ATT 2: Resolution 03-18-xx

## ENDORSEMENT

### **Tree Trimming for Rooftop Solar Panels**

A motion was made and carried unanimously to recommend the Board approve tree management policies for the maintenance of trees affecting roof-top solar generating systems in Third Mutual:

1. Trimming and/or removal of trees performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual.
2. Trimming and/or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member unless routine scheduled trimming would achieve the desired results without any special consideration.
3. Determination of appropriate trimming and/or removal to be made by Staff on a case-by-case basis and would not be agendaized for Committee approval.

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**RESOLUTION 03-18-xx**  
**Tree Trimming for Rooftop Solar Panels**

**WHEREAS**, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on October 16, 2018, at which a quorum of the Board was present;

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

**WHEREAS**, the Third Mutual Landscape Committee recommended the establishment of a “Tree Trimming Policy for Solar Panels” and;

**WHEREAS**, the Landscape Committee approved specific tree management policies for the maintenance of trees affecting roof-top solar generating systems, including:

1. Trimming and/or removal of trees performed to the benefit of systems owned by the Mutual would be performed as needed at the expense of the Mutual.
2. Trimming and/or removal of trees to the benefit of a privately owned roof-top solar system would be considered a chargeable service, paid for by the requesting member unless routine scheduled trimming would achieve the desired results without any special consideration.
3. Determination of appropriate trimming and/or removal to be made by Staff on a case-by-case basis and would not be agendized for Committee approval.

**NOW, THEREFORE BE IT RESOLVED**, November 29, 2018 that the Board of the Mutual hereby adopts the “Tree Trimming for Rooftop Solar Panels” policy for the management of trees within the Mutual’s common areas.

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

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revisions to Alteration Standard 34: Windows and Window Attachments

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### **RECOMMENDATION**

Approve a resolution to revise Alteration Standard 34: Windows and Window Attachments.

### **BACKGROUND**

On October 22, 2018, the ACSC reviewed this revision to Standard 34: Windows and Window Attachments. The Committee voted to recommend the item for approval by the Board.

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 34: Windows and Window Attachments was last revised in December 2011, via Resolution 03-11-215.

### **DISCUSSION**

The ACSC has reviewed the existing Alteration Standard 34: Windows and Window 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 Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity ~~upon~~ in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.
- §2.10 Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window or a casement window to meet building code egress regulations.
- §3.3 XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.
- §3.12 The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed ~~further than~~ four inches. Unless the subject window is surrounded by original

wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.

§3.14 The retrofit window frame should be constructed in a flat plane with out raised or sculptured parts.

§6.2 All questionable non-standard designs will be reviewed by the Board of Directors.

§8.7 Garden window frames shall meet Staff approval and Section 1.3.this Standard.

After further review of the Alteration Standard 34: Windows and Window Attachments, the ACSC has determined that wrought iron grilles in general are an aesthetic detriment to the community and §7.0 Wrought Iron Grilles shall be deleted in its entirety. Additionally, all future requests for wrought iron window grilles shall be evaluated as a variance.

### **§7.0 WROUGHT IRON GRILLES**

~~7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.~~

~~7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.~~

~~7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.~~

~~7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Alterations Division office.~~

~~7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.~~

~~7.6 Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.~~

### **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 34: Windows and Window Attachments

**Attachment 2:** Red Lines of Alteration Standard 34: Windows and Window Attachments

**Attachment 3:** Revised Alteration Standard 34: Windows and Window Attachments

## **Attachment 1**

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

#### **Revise Alteration Standard 34: Windows and Window 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 34: Windows and Window Attachments.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 34: Windows and Window Attachments as attached to the official meeting minutes;

**RESOLVED FURTHER**, that Resolution 03-11-215 adopted December, 2011, is hereby superseded in its entirety and no longer in effect;

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

#### **NOVEMBER Initial Notification**

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

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## ~~THIRD LAGUNA HILLS MUTUAL~~

### **SECTION STANDARD 34: WINDOWS & WINDOW ATTACHMENTS**

**MAY 1996, RESOLUTION M3-96-28**

**SEPTEMBER 2002, RESOLUTION M3-02-47**

**NOVEMBER 2002, RESOLUTION M3-02-62**

**OCTOBER 2004, RESOLUTION 03-04-27**

**REVISED FEBRUARY 2006, RESOLUTION 03-06-10**

**REVISED SEPTEMBER 2006, RESOLUTION 03-06-41**

**REVISED MAY 2007, RESOLUTION 03-07-47**

**REVISED APRIL 2011, RESOLUTION 03-11-51**

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

**REVISED DECEMBER 2011, RESOLUTION 03-11-215**

**REVISED JANUARY 2018, RESOLUTION 03-18-XX**

#### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

#### **2.0 APPLICATIONS**

**2.1** New construction window replacement is permitted only upon the approval of the ~~Permits and Inspections~~ Alterations Division office. Retrofit windows are permitted upon the approval of the Alterations Division ~~Permits and Inspections~~ office in accordance with the criteria established herein.

**2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, ~~will be~~ are subject to the review ~~ed by~~ of the Board of Directors.

**2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.

- 2.4 All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5 Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity ~~upon~~ in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.
- 2.6 Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7 The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8 Size and location of windows shall be as per standard plan drawings.
- 2.9 All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10 Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window ~~or a casement window~~ in order to meet building code egress regulations.

### **3.0 INSTALLATION REQUIREMENTS**

- 3.1 All windows are required to meet building code regulations.
- 3.2 XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.

- 3.3** XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.
- 3.4** Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.
- 3.5** Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.
- 3.6** Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.7** Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.
- 3.8** Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.
- 3.9** Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.
- 3.10** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.
- 3.11** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.12** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed ~~further than~~ four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the

aluminum frame and all sides in order to adequately protect against water intrusion.

- 3.13 With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.14 The retrofit window frame should be constructed in a flat plane with out raised or sculptured parts.
- 3.15 Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.16 Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this ~~standard~~ Standard.

#### 4.0 **TYPE OF GLASS**

- 4.1 All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in Section 6.0. Thermopane-type glass is required. Replacement window will correspond with Section 2.0.
- 4.2 Stained or leaded-type glass per Section 6.0.
- 4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Alterations Division ~~Permits and Inspections~~ office before such application.
- 4.4 All bathroom windows will be of opaque glass.

#### 5.0 **ATTACHMENTS**

- 5.1 No window awnings permitted.
- 5.2 No storm windows or glass shields will be installed on the exterior of any window.



## 6.0 STAINED GLASS

- 6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.
- 6.2 All ~~questionable non-standard~~ designs will be reviewed by the Board of Directors.

## ~~7.0 WROUGHT IRON GRILLES~~

- ~~7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.~~
- ~~7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.~~
- ~~7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.~~
- ~~7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Permits and Inspections office.~~
- ~~7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.~~
- ~~7.6 Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.~~

## **87.0 GARDEN WINDOWS**

**87.1** Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.

**87.2** No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".

**87.3** Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.

**87.4** No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.

**87.5** No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.

**87.6** A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.

**87.7** Garden window frames will meet Staff approval and [Section 4.3.this Standard.](#)

## **98.0 SLIDING GLASS DOORS**

**98.1** In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Section 2.0.



## **STANDARD 34: WINDOWS & WINDOW ATTACHMENTS**

**MAY 1996, RESOLUTION M3-96-28**

**SEPTEMBER 2002, RESOLUTION M3-02-47**

**NOVEMBER 2002, RESOLUTION M3-02-62**

**OCTOBER 2004, RESOLUTION 03-04-27**

**REVISED FEBRUARY 2006, RESOLUTION 03-06-10**

**REVISED SEPTEMBER 2006, RESOLUTION 03-06-41**

**REVISED MAY 2007, RESOLUTION 03-07-47**

**REVISED APRIL 2011, RESOLUTION 03-11-51**

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

**REVISED DECEMBER 2011, RESOLUTION 03-11-215**

**REVISED JANUARY 2018, RESOLUTION 03-18-XX**

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 APPLICATIONS**

- 2.1** New construction window replacement is permitted only upon the approval of the Alterations Division office. Retrofit windows are permitted upon the approval of the Alterations Division office in accordance with the criteria established herein.
- 2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, are subject to the review of the Board of Directors.
- 2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4** All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5** Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity in the building and surrounding area except when windows and/or sliding glass doors are obscured by patio walls or glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.

- 2.6 Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7 The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8 Size and location of windows shall be as per standard plan drawings.
- 2.9 All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10 Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window or a casement window in order to meet building code egress regulations.

### **3.0 INSTALLATION REQUIREMENTS**

- 3.1 All windows are required to meet building code regulations.
- 3.2 XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.
- 3.3 XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same and egress is not compromised.
- 3.4 Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.
- 3.5 Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.
- 3.6 Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.7 Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.
- 3.8 Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.

- 3.9** Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.
- 3.10** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.
- 3.11** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.12** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.
- 3.13** With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.14** The retrofit window frame should be constructed in a flat plane without raised or sculptured parts.
- 3.15** Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.16** Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this Standard.

#### **4.0 TYPE OF GLASS**

- 4.1** All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in §6.0. Thermopane-type glass is required. Replacement window will correspond with §2.0.
- 4.2** Stained or leaded-type glass per §6.0.

4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Alterations Division office before such application.

4.4 All bathroom windows will be of opaque glass.

## **5.0 ATTACHMENTS**

5.1 No window awnings permitted.

5.2 No storm windows or glass shields will be installed on the exterior of any window.

## **6.0 STAINED GLASS**

6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.

6.2 All non-standard designs will be reviewed by the Board of Directors.

## **7.0 GARDEN WINDOWS**

7.1 Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.

7.2 No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".

7.3 Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.

7.4 No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.

7.5 No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.

7.6 A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.

7.7 Garden window frame will meet Staff approval and this Standard.

## **8.0 SLIDING GLASS DOORS**

8.1 In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in this Standard.



## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Introduce Alteration Standard 44: Fences, Vinyl

---

### **RECOMMENDATION**

Approve a resolution to introduce a new Alteration Standard 44: Fences, Vinyl.

### **BACKGROUND**

On October 22, 2018, the ACSC reviewed this new Standard 44: Fences, Vinyl. The Committee voted to recommend the item for approval by the Board.

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.

### **DISCUSSION**

In line with Mutual policy regarding exterior wood components, the ACSC requested staff to develop a standard for fencing using alternate building materials. The proposed new Standard 44: Fences, Vinyl (Attachment 2) is intended to provide members with an alternative product.

### **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 New Alteration Standard 44: Fences, Vinyl.

**Attachment 2:** Alteration Standard 44: Fences, Vinyl

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**STANDARD 44: FENCES; VINYL**  
JANUARY 2019, RESOLUTION 03-18-XX

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

**2.0 PREPARATIONS**

- 2.1 An Alterations Inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.2 Attachments to buildings shall be avoided; if necessary connections shall only be accomplished using galvanized or stainless steel lag bolts, predrilled with waterproof silicone sealant applied prior to installation.
- 2.3 No vinyl fencing is permitted in areas where access for maintenance is required.
- 2.4 In no case shall concrete post supports cover sprinklers, sprinkler lines or other Mutual maintained property.
- 2.5 No fencing will be allowed that may encroach upon a view of a neighboring manor as determined by the Alterations Division.
- 2.6 All vinyl shall be white or beige in color.
- 2.7 All fencing shall border patio slabs only. No fencing shall be installed in garden or grass areas or on common area.

**3.0 APPLICATIONS**

- 3.1 No fence shall be over 5'-0" in height, inclusive of wall and fence; nor under 12" in height.
- 3.2 All posts shall be attached to slab or set in concrete. No posts shall have contact with any soil.
- 3.3 Vinyl fencing may be installed as approved by the Alterations Division as part of a block wall. See Standard 6 for block walls.
- 3.4 Openings for gates are permissible. Gates may not open onto common area unless a walkway exists.



- 3.5 Gates shall be no higher than the wall in which they are part of, with the exception of decorative arc or radius finished tops.
- 3.6 Existing fencing may be lowered as requested by the resident with the approval of the Alterations Division.

#### **4.0 SPRINKLER REVISIONS**

- 4.1 Sprinklers will be revised only by VMS Landscape staff. The cost of such revisions shall be at the expense of the resident owner of that unit.
- 4.2 No sprinklers will be placed inside any patio area by VMS Landscape staff, and any sprinkler systems added shall not be connected to the Mutual-owned system.

## **Attachment 1**

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

#### **Revise Alteration Standard 44: Fences, Vinyl**

**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 introduce a new Alteration Standard 44: Fences, Vinyl.

**NOW THEREFORE BE IT RESOLVED**, November 29, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 44: Fences, Vinyl as attached to the official meeting minutes;

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

#### **NOVEMBER Initial Notification**

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Reclass Garden Villa Recreation Room Expenditures from 2017

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### **RECOMMENDATION**

Authorize \$23,371.42 in expenditures from asbestos testing, abatement and epoxy flooring installation to be reclassified from the Garden Villa Recreation Room Fund to Building Structures – Carpentry Replacement Fund.

### **BACKGROUND**

On July 5, 2018 Staff met with members of the Garden Villa Recreation Room Sub-Committee to plan the 2019 renovation expenditures. At this meeting discussion ensued regarding the epoxy flooring installation in the recreation rooms. It was suggested that Third Mutual should provide the budget for this work. Staff was directed to provide the total expenditures for 2017 and 2018 pertaining to the asbestos testing, abatement and epoxy flooring installation in the Rec Rooms.

On November 6, 2018 the Third Finance Committee recommended Board approval of the reclassification, a transfer of \$23,371.42 from the Garden Villa Recreation Room Fund to the Building Structures – Carpentry Replacement Fund (Job Code JA959120000), for expenditures associate with asbestos testing, abatement and epoxy flooring installation.

### **DISCUSSION**

In 2017, staff replaced vinyl flooring in the kitchens and bathrooms of six Garden Villa Rec Rooms, with epoxy coating. The Finance Department has reclassified expenditures that occurred in 2018 since that period is open but requires Board approval to reimburse the GV Rec Room Fund for 2017 expenditures.

Epoxy Flooring		
Building	Completed	Cost
5371	12/1/2017	\$2,201.87
3420	11/9/2017	\$1,674.07
4011	11/17/2017	\$1,193.82
5510	12/7/2017	\$1,780.94
2388	11/3/2017	\$1,407.98
2385	10/27/2017	\$1,250.24
Final Cost		\$9,508.92

Remediation/Abatement		
Building	Completed	Cost
5371	11/29/2017	\$2,830.00
3420	11/8/2017	\$2,830.00
4011	11/15/2017	\$2,495.00
5510	3/28/2017	\$322.50
2388	11/1/2017	\$2,830.00
2385	11/25/2017	\$2,555.00
Final Cost		\$13,862.50

**FINANCIAL ANALYSIS**

Approval of this reclassification would credit \$23,371.42 to the Garden Villa Recreation Room Fund and debit the Third Mutual Replacement Reserves Fund for Building Structures.

**Prepared By:** Velny Soren, Maintenance Operations Supervisor

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director  
Betty Parker, Chief Financial Officer

### **Resolution 03-18-XXX**

#### **Reclass GV Rec Room Expenditures for Epoxy Flooring**

**WHEREAS**, the purpose of the Garden Villa Recreation Room Fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (component repairs, replacements and preventive maintenance), other than janitorial services, heat pumps and water heaters that the Board has authorized as shared expenditures;

**WHEREAS**, the vinyl flooring in the kitchens and bathrooms are now replaced with epoxy coating and removal of the vinyl flooring requires asbestos testing and abatement;

**WHEREAS**, the Board recently authorized that epoxy flooring will be a shared expenditure and not the responsibility of the Garden Villa Recreation Room Fund;

**WHEREAS**, expenditures that occurred in 2018 were re-classified to the Replacement Fund and Board approval is required to reimburse the GV Rec Room Fund for 2017 expenditures; and

**WHEREAS**, at the November 6, 2018 Finance Committee Meeting, the Committee recommended that the Board authorize the re-class of funds spent in 2017 in the amount of \$23,371.42.

**NOW THEREFORE BE IT RESOLVED**, on November 29, 2018, the Board of Directors of this Corporation hereby authorizes \$23,371.42 in expenditures from asbestos testing, abatement and epoxy flooring installation to be reclassified from the Garden Villa Recreation Room Fund to Building Structures – Carpentry Replacement Fund; and

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

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## STAFF REPORT

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**DATE:** November 29, 2018  
**FOR:** Board of Directors  
**SUBJECT:** Revised Policy for LH-21 Storage Rooms

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### **RECOMMENDATION**

Review revisions to the existing storage room policy for LH-21 buildings submitted by the Garden Villa Association.

### **BACKGROUND**

Resolution 03-14-79 was approved on July 15, 2014, that permitted residents to store personal property in common storage rooms of the following LH-21 buildings: 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369. This resolution also required that the doors accessing the LH-21 storage rooms remain unlocked to help “ensure the prevention of any storage practices that may pose a substantial and material threat to the health, safety and well-being of all residents.”

However, the Third Laguna Hills Mutual Maintenance and Construction Committee recommended that the Board approve disabling the locking mechanism, where they exist, on door handle sets on all common area storage rooms located in LH-21 type buildings.

On November 18, 2014, the Board of Directors approved disabling the locking mechanism with resolution 03-14-131, and after a two week notice to that effect was mailed to the affected residents; staff removed the door handle locks, and replaced them with standard knobs.

### **DISCUSSION**

It has come to the attention of the Garden Villa Association that some residents are not adhering to the current policy, which has been difficult to enforce. Slight changes have been made to the existing resolution to provide clarity for the policy guidelines.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Laurie Chavarria, Executive Assistant  
**Reviewed By:** Ernesto Munoz, P.E. Maintenance and Construction Director

### **ATTACHMENT(S):**

Attachment 1 – Resolution 03-18-XXX Storage Areas in LH-21 Buildings

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**Resolution 03-18-XXX**  
**STORAGE AREAS IN LH-21 BUILDINGS**

**WHEREAS**, such storage practices by residents under certain circumstances present a substantial and material threat to the health, safety and well-being of all residents; and

**WHEREAS**, it is deemed by this board to be in the best interest of this community to regulate, pursuant to reasonable rules, regulations and guidelines, the storage practices of the residents to ensure the prevention of any storage practices that may pose a substantial and material threat to the health, safety and well-being of all residents.

**NOW THEREFORE BE IT RESOLVED**, on November 29, 2018 that residents shall be permitted to store personal property in common storage rooms in the buildings listed below in which the dwelling unit of such resident is located, subject to the following terms and conditions. Buildings No. 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369.

**RESOLVED FURTHER**, that residents shall be permitted to store personal property in common storage rooms in the buildings listed above in which the dwelling unit of such resident is located, subject to the following terms and conditions.

1. No person shall store any such personal property that is, or in the sole discretion of this Board (or any of its authorized representatives) may (a) become noxious or offensive, or (b) in any way threaten the health, safety or wellbeing of any member of this community.
2. All storage rooms shall be kept unlocked. Residents shall be advised they can store their items at their own risk.
3. All personal property stored in such storage rooms shall be properly packed in cardboard cartons or similar containers (suitcases or cabinets), neatly tied or sealed shut and marked clearly with the name and manor number of the owner thereof. Only current residents of the building may store their items there. All cartons shall be stacked or otherwise arranged neatly in the storage room. Lines are painted, or taped, on the storage room floor, clearly designating the approved storing area and each "Storage Spot" as well as the area to keep clear for safe access. These areas shall be maintained at all times. No loose items can be left out of a container; all items in the storage rooms must be identified with the manor number.
4. Because residents on the first floor have no storage room, they may use space in the second and third floor storage rooms. The second and third floor residents should use the storage area on their floor only.
5. Each resident may use only one Designated Storage Spot.

6. The ability of all residents to store any personal property in any storage room shall constitute a privilege only and shall not, under any circumstances, be deemed or construed as a bailment of such personal property. Such privilege is at the sole but reasonable discretion of this Board (or any of its authorized representatives), and may be revoked at any time, with or without cause, upon this Board (or any of its authorized representatives) providing to the affected resident or residents seven days' prior written notice of the termination of such privilege; provided, however, that no such prior notice shall be required if the storage of the affected personal property in the storage room, or the manner in which such property is stored, violates the provisions or intent of this resolution.
7. Any personal property not removed from a storage room when demanded by this Board (or any of its authorized representatives hereof) may be removed by this Board (or any authorized representative hereof), and may be (a) stored at the expense of the owner of such property or (b) treated as abandoned property and disposed of in accordance with the provisions of California Civil Code Section 1980 et seq., or such other similar provision of law as may then be in effect.
8. Neither this Board, this Corporation of Third Laguna Hills Mutual, Golden Rain Foundation of Laguna Hills, nor any of their agents, employees, officers or representatives shall be responsible for any damage, loss, theft, vandalism or other loss of any kind or nature whatsoever suffered with respect to any personal property stored in a common storage room by a resident.

**RESOLVED FURTHER**, that Resolution 03-14-79 adopted July 15, 2014, is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers, directors and authorized agents of this Corporation be, and they hereby are, authorized and directed to take any and all steps reasonably necessary to ensure that this Resolution is properly and effectively implemented, including, but not limited to, the implementation of such rules and regulations and the posting of such signs as they may deem necessary or appropriate.

**NOVEMBER Initial Notification**

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

# Financial Report

As of September 30, 2018



## INCOME STATEMENT

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### ACTUAL

(in Thousands)

**TOTAL REVENUE**

**\$25,387**

**TOTAL EXPENSE**

**22,827**

**Revenue over Expense**

**\$2,560**

# Financial Report

As of September 30, 2018



## INCOME STATEMENT - OPERATING

**ACTUAL**

(in Thousands)

**Assessment Revenue**

**\$14,159**

**Non-assessment Revenue**

**\$1,008**

**Total Revenue**

**\$15,167**

**Total Expense**

**\$15,448**

**Net Revenue/(Expense)**

**(\$281)**

**w/o Depreciation**

**(\$172)**

# Financial Report

As of September 30, 2018



## INCOME STATEMENT – NON OPERATING

**ACTUAL**

(in Thousands)

**Assessment Revenue**

**\$9,866**

**Non-assessment Revenue**

**\$354**

**Total Revenue**

**\$10,220**

**Total Expense**

**7,379**

**Net Revenue/(Expense)**

**\$2,841**

# Financial Report

As of September 30, 2018



**Through September, Third was better than budget by \$2,575K primarily in outside service reserve programs:**

- **Building Structures;** Board will consider M&C endorsement in November. Work will commence in 2019.
- **Disaster Fund;** more reimbursable expenditures and fewer rain leaks than anticipated.
- **Exterior Lighting;** acquisition of street lights from Edison is in progress, anticipated in Q1 2019.
- **Roof Replacements ;** PVC Cool Roof replacements are in progress and will be completed by year end.

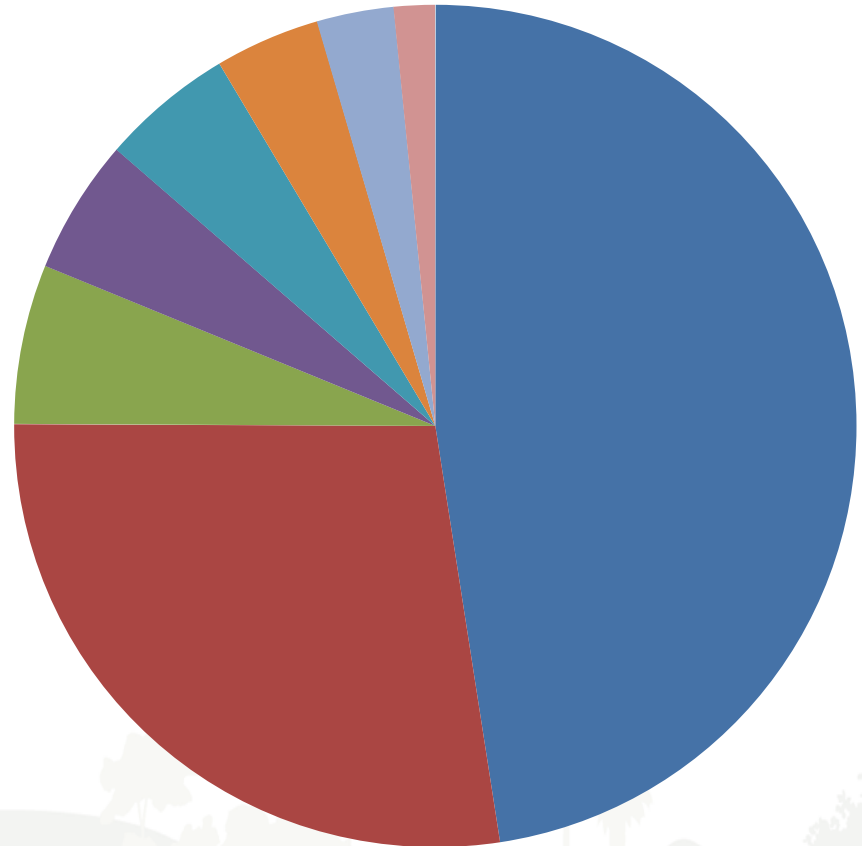


# Financial Report

As of September 30, 2018

## Total Operating Expenses \$15,448,207

- 47% Employee Compensation & Related
- 28% Utilities and Telephones
- 6% Insurance
- 5% Outside Services
- 5% Net Allocation to Mutuals
- 4% Material and Supplies
- 3% Other Operating Expense
- 2% Repairs and Maintenance



# Financial Report

As of September 30, 2018



## NON OPERATING FUND BALANCES

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**ACTUAL**

(in Thousands)

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

**\$28,094**

**Contributions & Interest**

**10,220**

**Expenditures**

**(7,379)**

**Current Balances: 9/30/18**

**\$30,935**

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## Financial Report for November 29, 2018 Board Meeting

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**SLIDE 1** – Total revenue for Third through September 30, 2018 was \$25,387K compared to expenses of \$22,827K, resulting in more revenue than expense by \$2,560K.

**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 \$14,159K coming in from assessments and \$1,008K coming from non-assessment revenue. This is compared to operating expenditures of \$15,448K. After backing out depreciation, which is not funded through operations, we can see a bottom line operating deficit of (\$172K) as of the reporting period. The deficit primarily results from more water usage for irrigation at the beginning of the year to improve appearance of landscaping.

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

**SLIDE 4** – Through September, Third was better than budget by \$2,575K primarily due to timing of reserve programs:

- Building Structures. The GRF M&C Committee recommended awarding a contract for 15 buildings. An endorsement will be presented at the November 29th Board meeting for consideration. Work will commence in 2019.
- Disaster Fund. The disaster fund provides for emergency expenditures not covered by insurance, including insurance policy deductibles. The budget was based on historical data and to date more reimbursable expenses and fewer rain leaks occurred than budgeted.
- Exterior Lighting, timing. This program is for the acquisition of street lights from Edison which was approved by the California Public Utility Commission (CPUC). Prior to transfer SCE will complete an audit of fixtures, anticipated in January.
- Roof Replacements; PVC Cool Roof replacements are in progress and will be completed by the end of the year.

**SLIDE 5** – On this pie chart, we see the Operating expenses to date of \$15.4 Million by category, showing that our largest categories of expense are for compensation and utilities.

**SLIDE 6** – The reserve balances on September 30, 2018 were \$31 Million. To date, contributions to reserves including assessments and interest earnings totaled over \$10.2 Million and expenditures to date totaled just under \$7.3 Million.

**[No slide]** – In closed session, we reviewed delinquencies for unpaid assessments totaling \$223K, 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 \$242K. 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, November 6, 2018 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

**MEMBERS PRESENT:** Jack Connelly – Chair, Steve Parsons, Rosemarie diLorenzo,  
James Tung, Roy Bruninghaus, Cush Bhada, John Frankel, Jon  
Pearlstone  
Advisors: Wei-Ming Tao, John Hess, Michael Cunningham

**MEMBERS ABSENT:** Paul Chao, Lynn Jarrett

**STAFF PRESENT:** Steve Hormuth, Christopher Swanson

### **Call to Order**

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

### **Approval of Meeting Agenda**

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

### **Approval of Meeting Report for October 2, 2018**

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

### **Chair Remarks**

Director Connelly expressed that he prefers to have all questions held to the end of the presentation of the financial statements.

### **Preliminary Financial Statements Dated September 30, 2018**

The Committee reviewed financials and questions were addressed. The Committee requested action on the following:

- Add column on the water charts to compare usage through the reporting period.
- Investigate accruals receivable and interest receivable accounts on the Balance Sheet.
- Provide timeline for when residents will be able to pay for Chargeable Services in the field via credit card.
- Investigate coding of revenue for the following unbudgeted accounts in Department of Security Services:
  - 46502000 – Resident Maintenance Fee
  - 46005000 – Coin Operated Laundry Machine

- 46004500 – Resident Violations
- 44507500 – Cartport/Carport Space Rental Fee

**Finance Committee Charter**

The Committee reviewed the current charter and requested this item be placed on the December Finance Committee agenda for further review.

**Investment Policy**

The Committee reviewed the Third Investment Policy and by consensus, recommended no changes to the current investment policy.

**2019 Third Finance Meeting Dates**

The Committee reviewed the proposed 2019 Third Finance Committee Meeting dates. By consensus, the proposed meeting dates were approved.

**Garden Villa Rec Room Fund Transfer**

The Committee reviewed a staff report regarding a transfer of funds from the Replacement Fund to the Garden Villa Rec Room Fund. A motion was made and carried unanimously to approve the transfer of \$23,371.42 from the Garden Villa Recreation Room Fund to the Building Structures – Carpentry Replacement Fund (Job Code JA959120000), for expenditures associate with asbestos testing, abatement and epoxy flooring installation.

**Future Agenda Items**

Finance Committee Charter

**Committee Member Comments**

Director Pearlstone commented on an audit of all of the various systems and was looking forward to future discussions.

Director diLorenzo thanked the Controller for his work.

**Date of Next Meeting**

Tuesday, December 4, 2018 at 1:30 p.m. in the Board Room.

**Recess to Closed Session**

The meeting recessed at 2:49 p.m.

**DRAFT**

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Jack Connelly, Chair

# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

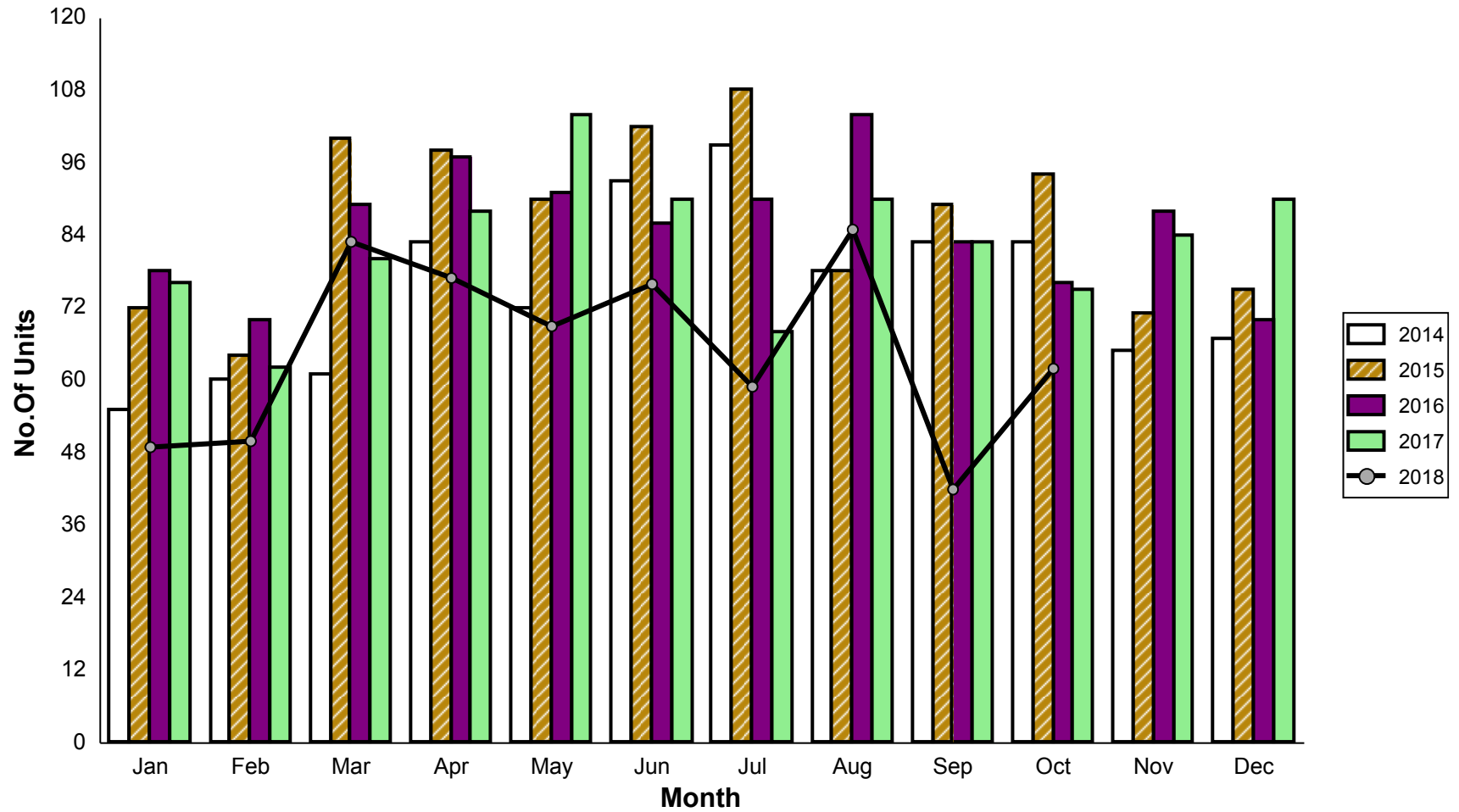
REPORT PERIOD

October, 2018

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	49	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	83	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	69	105	\$24,187,990	\$34,046,751	\$350,551	\$327,373
June	76	90	\$28,002,538	\$31,945,600	\$378,413	\$354,951
July	59	68	\$19,434,100	\$21,413,120	\$329,392	\$314,899
August	85	90	\$28,612,100	\$29,277,556	\$340,620	\$325,306
September	42	83	\$17,185,192	\$25,481,938	\$409,171	\$310,755
October	62	75	\$22,702,400	\$26,703,200	\$366,168	\$356,043
November		*		\$29,641,100		\$344,664
December		*		\$31,413,715		\$356,974
TOTAL	652.00	818.00	\$229,366,027	\$264,540,736		
MON AVG	65.00	81.00	\$22,936,603	\$26,454,074	\$358,051	\$322,976

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison





# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

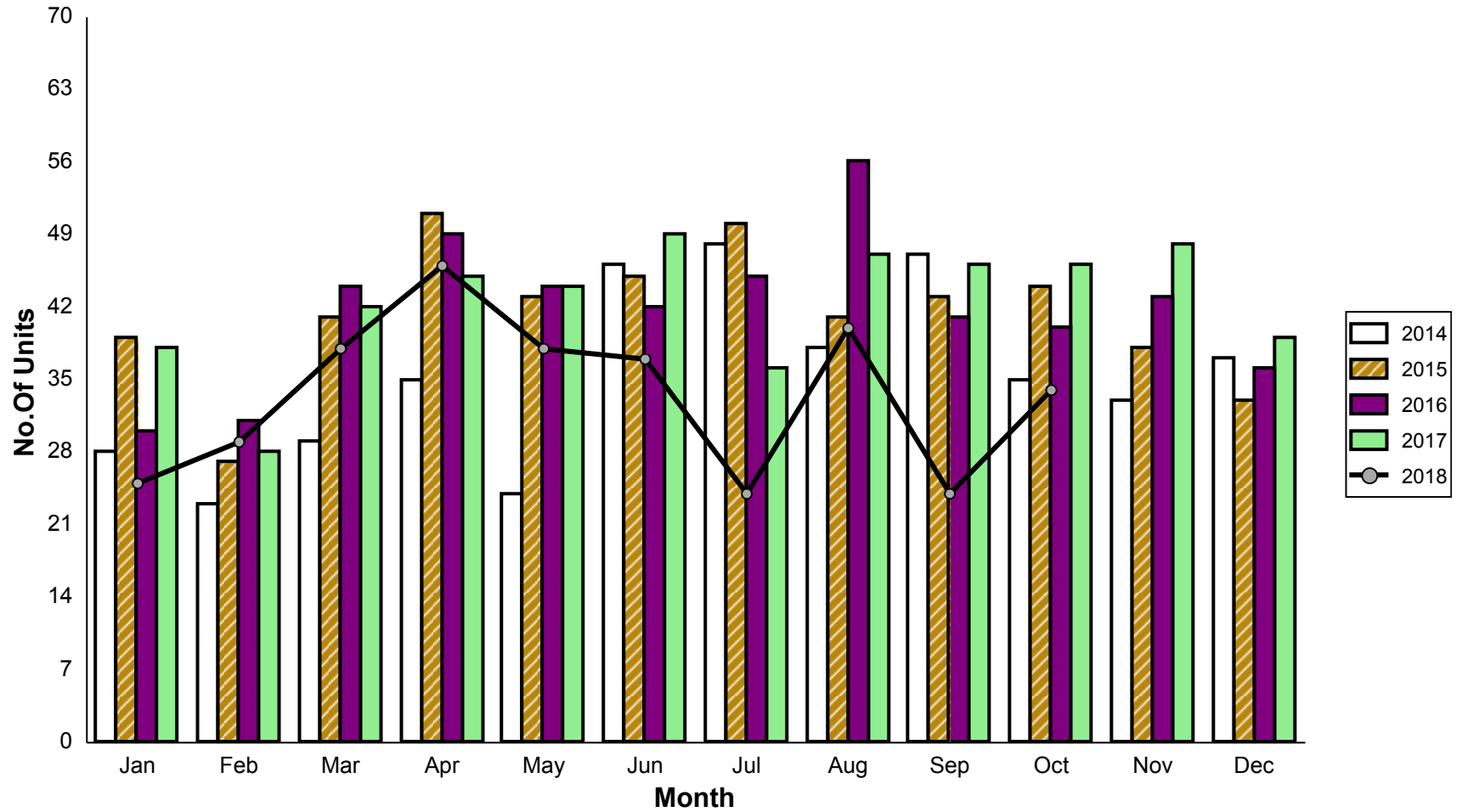
October, 2018

MONTH	NO. OF RESALES		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	\$15,452,990	\$18,157,951	\$406,658	\$412,681
June	37	49	\$16,981,138	\$21,011,450	\$458,950	\$428,805
July	24	36	\$9,892,800	\$13,526,020	\$412,200	\$375,723
August	40	47	\$17,327,000	\$17,967,189	\$433,175	\$382,281
September	24	46	\$12,552,692	\$16,020,038	\$523,029	\$356,001
October	34	46	\$14,146,300	\$18,804,700	\$416,068	\$408,798
November		*		\$19,847,200		* \$405,045
December		*		\$18,834,275		* \$482,930
<b>TOTAL</b>	335.00	421.00	\$143,539,787	\$163,920,860		
<b>MON AVG</b>	33.00	42.00	\$14,353,979	\$16,392,086	\$429,207	\$387,973
<b>% CHANGE - YTD</b>	-20.4%		-12.4%		10.6%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



## Resales Report Third Laguna Hills Mutual October, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/17/2018	2112-B	3	\$240,000	Casa Linda	HomeSmart Evergreen	HomeSmart Evergreen	Homestead Escrow
10/11/2018	2208-A	3	\$225,000	Casa Contenta	First Team Estates	Laguna Premier Realty, Inc	Granite Escrow
10/03/2018	2226-D	3	\$289,900	Valencia	HomeSmart Evergreen	Laguna Premier Realty, Inc	Pacific Closing Services
10/04/2018	2237-P	3	\$265,000	Casa Contenta	Berkshire Hathaway	Regency Real Estate	Homestead Escrow
10/18/2018	2244-B	3	\$228,500	Casa Contenta	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
10/03/2018	2259-Q	3	\$365,000	Casa Contenta	First Team Estates	Realty One Group	Homestead Escrow
10/18/2018	2259-D	3	\$365,000	Casa Contenta	Marblehead Real Estate	Realty One Group	Granite Escrow
10/12/2018	2277-P	3	\$408,000	Casa Linda	Premier Realty Services	Century 21 Rainbow Realty	Granite Escrow
10/30/2018	2280-U	3	\$387,000	Monterey	Realty National	ReMax 1st Class	Pure Logic Escrow
10/16/2018	2282-A	3	\$250,000	Casa Contenta	Century 21 Rainbow	Bennion & Deville Fine Homes	Granite Escrow
10/26/2018	2375-C	3	\$288,000	Valencia	ReMax	Century 21 Astro	Brickstone Escrow
10/31/2018	2381-1A	3	\$285,000	Garden Villa	Laguna Premier Realty, Inc	First Team Real Estate	Pacific Closing Services
10/10/2018	2381-2D	3	\$240,000	Garden Villa	Coldwell Banker Residential	Nautical Properties	Homestead Escrow
10/26/2018	2389-2E	3	\$405,000	Garden Villa	Village Real Estate	No Broker	Granite Escrow
10/25/2018	2392-1G	3	\$385,000	Garden Villa	Berkshire Hathaway	Best Buy Realty	Homestead Escrow
10/12/2018	2404-1C	3	\$278,000	Villa Capri	TOP PRODUCERS REALTY	Keller Williams Real Estate	Linear Title Company of California
10/09/2018	3006-D	3	\$445,000	Villa Nova	Uhrik Group Realty	Village Real Estate	Granite Escrow
10/01/2018	3026-O	3	\$475,000	Casa Del Mar	Laguna Premier Realty, Inc	Presidential Real Estate	Granite Escrow
10/29/2018	3049-D	3	\$317,000	Casa Bonita	HomeSmart Evergreen	Berkshire Hathaway	Homestead Escrow
10/30/2018	3241-3D	3	\$525,000	Villa Puerta	Century 21 Rainbow	Laguna Premier Realty, Inc	Pacific Closing Services
10/31/2018	3308-A	3	\$320,000	Casa Vista	Berkshire Hathaway	Evergreen Realty	Corner Escrow Inc.

## Resales Report Third Laguna Hills Mutual October, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/03/2018	3378-B	3	\$660,000	Andaluz	HomeSmart Evergreen	KW Signature Realty	Escrow Options Group
10/15/2018	3510-3C	3	\$330,000	Villa Nueva	Keller Williams Real Estate	Keller Williams Real Estate	Escrow Source
10/09/2018	4005-3A	3	\$385,000	Villa Nueva	Laguna Woods Village Realty	Century 21 Rainbow Realty	Granite Escrow
10/31/2018	4007-2H	3	\$454,900	El Mirador	Century 21 Rainbow Realty	HomeSmart Evergreen	Corner Escrow Inc.
10/17/2018	4008-1E	3	\$425,000	El Mirador	Keller Williams Real Estate	Keller Williams Real Estate	Homestead Escrow
10/16/2018	4009-2H	3	\$352,500	El Mirador	HomeSmart Evergreen	Prime Properties	Escrow Options Group
10/18/2018	4012-2E	3	\$422,500	Villa Nueva	Marlene Thompson	Berkshire Hathaway	Granite Escrow
10/15/2018	5020	3	\$830,000	Villa Reposa	Pacific Sotheby's International	Presidential Incorporated	Homestead Escrow
10/09/2018	5177	3	\$810,000	Villa Paraisa	Century 21 Rainbow	Presidential Incorporated	Homestead Escrow
10/10/2018	5205	3	\$850,000	Villa Paraisa	Century 21 Rainbow	Century 21 Rainbow Realty	Homestead Escrow
10/29/2018	5347-P	3	\$535,000	Casa Vista	Prea Realty	Laguna Premier Realty, Inc	Corner Escrow Inc.
10/05/2018	5515-1B	3	\$445,000	El Mirador	ReMax Select One	Century 21 Rainbow	Granite Escrow
10/09/2018	5520-B	3	\$660,000	Villa Francesca	First Team Estates	Laguna Premier Realty, Inc	Granite Escrow

Number of Resales: 34

Total Resale Price: \$14,146,300

Average Resale Price: \$416,068

Median Resale Price: \$385,000

## Monthly Resale Report

PREPARED BY  
Community Services Department

MUTUAL  
Third

**October 2018**

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	\$15,452,990	\$18,157,951	\$13,703,900	\$12,983,750	\$406,658	\$412,681	\$311,452	\$301,948
June	37	49	42	45	\$16,981,138	\$21,011,450	\$12,838,300	\$15,321,388	\$458,950	\$428,805	\$305,674	\$340,475
July	24	36	46	50	\$9,892,800	\$13,526,020	\$16,112,500	\$16,392,300	\$412,200	\$375,723	\$350,272	\$327,846
August	40	47	56	41	\$17,327,000	\$17,967,189	\$21,085,200	\$12,231,250	\$433,175	\$382,281	\$376,521	\$298,323
September	24	46	41	43	\$12,552,692	\$16,020,038	\$12,651,500	\$15,332,500	\$523,029	\$356,001	\$308,573	\$356,570
October	34	46	40	44	\$14,146,300	\$18,804,700	\$13,386,500	\$12,924,787	\$416,068	\$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
<b>TOTAL</b>	335	421	423	424	\$143,539,787	\$163,920,860	\$144,374,639	\$135,423,630				
<b>MON AVG</b>	33.5	42.1	42.3	42.4	\$14,353,979	\$16,392,086	\$14,437,464	\$13,542,363	\$429,207	\$387,973	\$340,716	\$318,676
<b>% CHANGE-YTD</b>	-20.4%	-0.5%	-0.2%	19.8%	-12.4%	13.5%	6.6%	16.6%	10.6%	13.9%	6.9%	-0.9%

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

Percent calculation only includes YTD figures in black.



# MONTHLY LEASING REPORT

Report Period:  
October-2018

MONTH	LEASES IN EFFECT				Total this year	Total last year	Total Expirations	New Monthly Transactions		
	3 Months	6 Months	12 Months	12+Months				Leases	Renewals	Extensions
January	21	22	378	1192	1613	1678	75	31	95	0
February	21	24	386	1220	1651	1664	38	50	138	1
March	14	22	375	1233	1644	1667	52	45	124	0
April	9	22	385	1240	1656	1630	50	46	93	0
May	15	20	381	1209	1625	1653	66	54	110	0
June	29	25	379	1229	1662	1652	53	78	151	2
July	30	26	390	1227	1673	1659	40	72	146	1
August	24	24	383	1247	1678	1667	48	58	132	2
September	15	30	381	1241	1667	1648	42	45	102	0
October	14	36	382	1258	1690	1646	47	67	130	0
November					0	1656				
December					0	1669				

Monthly Average	19.2	25.1	382.0	1229.6	1655.9	Jan- Oct 1656.4	51.1	54.6	122.1	0.6
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Percentage Leased	1690 / 6102 = 28%									
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**OPEN MEETING**

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

**Monday, October 22, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Steve Parsons, Roy Bruninghaus, John Frankel, Rosemarie diLorenzo, Lynn Jarrett

**COMMITTEE MEMBERS ABSENT:** Advisor Mike Butler

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Michael Plean

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of September 24, 2018 Report**

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

**4. Approval of the Agenda**

Mr. Wiemann requested that "Discuss the Decision Tree" be added to the agenda as Agenda Item 14. President diLorenzo made a motion to accept the revised agenda. Director Bruninghaus seconded. The motion passed with a unanimous vote.

**5. Committee Chair Remarks**

None.

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

Several comments were made.

## **7. Department Head Update**

Mr. Wiemann reported that the new Alterations office opened that morning. Now, all Alterations staff is in the same room so it will streamline processes there.

President diLorenzo requested that Ms. Paulin create a "crawler" for TV6 to promote the fact that appointments can now be made to meet with Alterations staff.

### 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.

### Items for Discussion and Consideration:

### Variance Requests:

## **8. 4020-N (Casa Milano, LHX06\_C) - Install Photovoltaic (Solar) System on Two-Story Building in Allocated Space**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this request. Advisor Plean seconded. The Committee was in unanimous support.

### Standard Updates:

## **9. Review Further Updates to Architectural Standard 30: Storage Cabinets**

The Committee requested several changes to this Standard including:

- Removing Sections 3.0 - Carports and 5.0 - Underground Carport Cabinets and making them into a separate Standard for only carport and underground parking cabinets.
- Renaming current Section 5.0 as "Underground Parking" when creating the additional Standard.
- Checking on the building code for cabinets in Sections 2.8 and 4.4.
- Deleting 2.2.

Mr. Wiemann stated that he will speak with Security about being on the lookout for non-standard storage cabinets.

The Committee discussed that the number of cabinets in the underground parking must be limited. Discussion ensued about what problems the extra cabinets are causing for the Members. Chair Parsons was asked to assemble a work group to further discuss the cabinet issues.



The Committee requested that this Standard be revisited at a future Committee meeting.

**10. Review Updates to Architectural Standard 34: Windows and Window Attachments**

The Committee requested to remove Section 7.0 - Wrought Iron Grilles from this Standard and that any future requests for wrought iron grilles on windows would be a variance.

Director Bruninghaus made a motion to approve Staff's updates to the Standard with the requested change. President diLorenzo seconded. The Committee was in unanimous support.

**11. Review a New Architectural Standard 44: Fencing; Vinyl**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this new Standard. Director Jarrett seconded. The Committee was in unanimous support.

Discussion Items: (No reports)

**12. 5371-2E – A/C Condenser Placement**

Owner Dick Miller was present.

The Committee discussed options for placement of Mr. Miller's air conditioning condenser which was previously incorrectly placed by his contractor. The Committee decided that the roof would be the best location for the unit.

Director Bruninghaus made a motion to approve a variance for Mr. Miller to place his air conditioning condenser on his building's roof. Chair Parsons seconded. The Committee was in unanimous support.

**13. 3052-D – Removal of Wooden Atrium Cover**

Chair Parsons made a motion that the alteration wooden trellis in the atrium in 3052-D be removed at the Mutual expense. Director Jarrett seconded. The Committee was in unanimous support.

**14. Discuss Decision Tree**

Mr. Wiemann discussed a revision in the verbiage in the Decision Tree in light of revisions to the Common Area Use Policy via Resolution 03-18-146, which was approved on October 16, 2018. The Committee agreed unanimously to revise the document. Mr. Wiemann stated he will bring the revised document to the next Committee meeting for review.

Reports:

None.

Items for Future Agendas

None.

Concluding Business:

**15. Committee Member Comments**

None.

**16. Date of next meeting – Monday, November 26, 2018**

**17. Adjourned at 11:04 a.m.**

A handwritten signature in black ink, reading "Steven W. Parsons", is written over a horizontal line.

Chair, Steve Parsons

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, November 5, 2018 – 1:00 PM**

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

**MEMBERS PRESENT:** Cush Bhada – Chair, John Frankel, Roy Bruninghaus, Jack Connelly, James Tung, Rosemarie di Lorenzo, Steve Parsons, Advisor: Steve Leonard

**MEMBERS ABSENT:** Bunny Carpenter, Paul Chao, Lynn Jarrett

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

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

Chair Bhada called the meeting to order at 1:00 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**

Staff Officer Ernesto Munoz asked that the Project Log be pulled for discussion. Director Parsons pulled the Maintenance Expenditures and Variance Explanations Report for discussion.

The agenda was approved as amended.

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

The meeting report from October 1, 2018 was approved as written.

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

Chair Bhada remarked that he is looking forward to a productive year and suggested that the Committee focus their energy on the currently budgeted projects and programs. New projects should only be added to staff's work load if it is deemed necessary.

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

- Martin Rosencrans (4010-3B) commented on aqua fitness and pool facilities. He was instructed to address his concerns at the upcoming GRF M&C Committee meeting on December 12, 2018.

## **7. Department Head Update**

Staff Officer Ernesto Munoz provided an update on the operating fund year-end projections.

### **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.*

Items 9 and 10 were pulled from the Consent Calendar for discussion. A motion was made and unanimously carried to approve the remaining items in the Consent Calendar.

## **8. Programs Report**

## **9. Maintenance Expenditures and Variance Explanations**

Director Parsons commented on the budget expenditures for the Paint Touch-up work.

## **10. Project Log**

Staff Officer Ernesto Munoz provided an update on the following topics and answered questions from the Committee.

Item #14 Parapet Walls – The 2018 program will be completed by the end of this month.

Item #18 Elevator Replacement – The annual component replacement work is almost complete, with only one elevator remaining to be finished. The component replacement work will go out to bid for the 2019 contract in order for pricing to remain competitive, however, the emergency maintenance work will still be handled by our current vendor. Discussion ensued regarding the elevator shutdown at Building 2381. Director di Lorenzo asked that staff confirm if Care Ambulance will be used for emergencies when elevators are not in use.

Item #21 Exterior Walkway Lighting – This project was completed on time and under budget. Additional walkway lights that weren't originally identified by the consultant were located and replaced with LED fixtures.

Reports:

None

Items for Future Agendas:

- Garden Villa Dryer Vents (January 2019)
- Revisions to Fumigation Program Notifications (January 2019)
- Supplemental Appropriation for CDS & Building Address Signs (January 2019)
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program

Concluding Business:

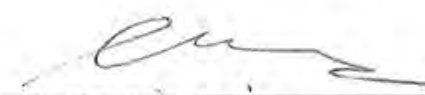

**Committee Member Comments**

- Director Frankel commented on the importance of voting that will take place on November 14, 2018, regarding GRF Bylaws.
- Director di Lorenzo commented on the possibility of this meeting taking place every other month.

**Date of Next Meeting – December 3, 2018**

**Adjournment**

The meeting was recessed at 1:47 PM.

  
\_\_\_\_\_  
Cush Bhada, Chair  
\_\_\_\_\_  
John Frankel, Second Co-Chair

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**OPEN MEETING**

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

Thursday, November 1, 2018 – 9:00 a.m.  
Laguna Woods Village Community Center Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** James Tung – Chair, John Frankel, Steve Parsons in for Cush Bhada

**MEMBER ABSENT:** Cush Bhada, Lynn Jarrett

**OTHER DIRECTORS:** Bert Moldow, Annette Sabol Soule

**STAFF PRESENT:** Bruce Hartley, Larry Hernandez, Robert Merget, Lulu Bactor

**1. Call to Order**

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

**2. Acknowledgement of the Press**

No media was present.

**3. Approval of the Agenda**

The agenda was approved by consensus.

**4. Approval of Committee Report for July 5, 2018**

The meeting report of July 5, 2018, was approved by consensus.

**5. Chair's Remarks**

Chair Tung spoke about the Pina slope project; that it was completed significantly under budget. He spoke about residential and landscape water use and the high cost.

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

Ed Mc Gill 2390-2C– Spoke about tree debris that needed to be picked up.

Nancy Leventhal 2311-B- Spoke about the yellow stake program.

Phyllis Waite 3128-N- Spoke about maintenance and contracting.

Annette Sabol Soule 3428-C- Spoke about a previous landscape report and was dissatisfied with the current landscape and maintenance.

Lois Rubin 5509-B- Spoke about minutes from last meeting, herbicide use and replacement products.

Sherrie Merchant 3364-1G- Spoke about a compliance issue.

Esther Wright 3036-N- Spoke about herbicides.

Doug Gibson 5289- Spoke about Gate 11 weeds.

**7. Response to Member's Comments**

Chair Tung spoke about the yellow stake program, stating that if staff evaluates a landscape and there are no issues or water wasting, no action will be taken to have the member remove it.

Annette Sabol Soule spoke about yellow stake program.

Mr. Hartley responded to Ms. Waite.

## **8. Department Head Update**

Mr. Hartley spoke about a new landscape supervisor starting soon; the fuel modification project; the start of bi-weekly mowing schedule and completion of the Pina slope project in Gate 11.

### **Consent:**

None

### **Reports**

#### **9. Project Log**

Chair Tung spoke about tree trimming.

Director Parsons spoke about funding.

#### **10. Irrigation Report**

Chair Tung spoke about letters sent to residents regarding water use.

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

#### **11. Appeal – Denial of Tree Removal Request (Cohen) 3217-B Via Carrizo**

Mr. Cohen spoke in support of his request.

Chair Tung spoke commenting that the removal might be possible as a chargeable service to the Member.

Director Parsons made motion to approve the appeal to remove one Olive tree located at 3217-B Via Carrizo, at the Member's expense; due to adverse medical impacts on the member associated with the tree. Second by Director Frankel. Approved by Committee unanimously.

#### **12. Tree Removal/Off-Schedule Trim Request**

##### **a) 5543-C – Avenida Sosiega (Naideth)**

Mr. Naideth spoke about the poor results of a turf removal project around the tree.

Director Frankel made motion to deny the request for the removal of one Cajeput tree due to lack of any observable damage or negative impact of the tree and directed staff to replant the adjacent bare areas. Approved by consensus.

##### **b) 3384-A-Punta Alta (Zelko)**

Mrs. Waite spoke against the removal and pointed out the lack of maintenance.

John Frankel made motion to deny the request to remove one Brisbane Box tree located at 3384-A Punta Alta due to lack of any structural damage or negative impacts associated with the tree. Approved by consensus.

##### **c) 5210 Elvira (Sando)**

Chair Tung made motion to approve the removal of one Southern Magnolia tree located at 5210 Elvira due to damage to the adjacent concrete walkway and a high likelihood of future damage to the driveway. Second by Director Parsons. Approved by Committee on a 2-1 vote, with Director Frankel dissenting.

#### **13. Preliminary Plan for Landscape Conversion**

Mr. Hartley outlined the proposed areas for the 2019 Turf Reduction Project.

Chair Tung recommended that staff instead, complete the turf reduction project for a large turf area located within the gate 14 area.

Phyllis Waite 3128-N- Spoke against turf removal projects in general.

Director Frankel made the motion to approve the change to Gate 14. Second by Steve



Parsons. Approved on a 2-1 vote; with Director Frankel dissenting.

**Items for Future Agendas**

**14. Water Efficient Plant Palette (DEC)**

Director Frankel stated that there is a need for a water discussion.

**Concluding Business**

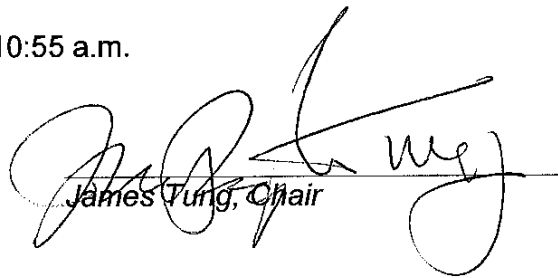
**15. Committee Member Comments**

None

**16. Date of Next Meeting September 6, 2018**

**17. Adjournment**

Meeting was adjourned at 10:55 a.m.



James Tung, Chair

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**OPEN MEETING**

**REPORT FOR REGULAR MEETING OF THE VILLAGE ENERGY TASK FORCE**

**Wednesday, November 7, 2018 - 1:30 P.M.  
Laguna Woods Village Community Willow Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Bill Walsh – Chair, Carl Randazzo, John Frankel, Bert Moldow, Cush Bhada, Juanita Skillman, Jim Juhan, Voting Advisor: Steve Leonard

**MEMBER ABSENT:** None

**OTHERS PRESENT:** Judith Troutman, Joan Milliman, Reza Bastani, Burt Baum, Steve Parsons, Beth Perak, Annette Sabol-Soule, Doug Rook

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Chris Naylor, Laurie Chavarria

**1. Call to Order**

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

**2. Acknowledgment of Media**

Chair Walsh noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report for September 12, 2018**

The Meeting Report of September 12, 2018, was approved as written.

**5. Chairman's Remarks**

Chair Walsh commented on the agenda topics for today and remarked that he would like to get through them quickly.

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

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz introduced representatives from Ice Energy and they provided a verbal update on how their technology works and how it may be applicable to Laguna Woods Village. Staff is in the process of working with Ice Energy to take advantage of it where appropriate.

### **Consent:**

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

A motion was made and unanimously carried to approve the items under the consent calendar.

## **8. Project Log**

## **9. SCE Street Light Outage Report**

### **Reports:**

## **10. TEC Energy Priority Work Plan Update**

Staff Officer Ernesto Munoz provided an update on the TEC Energy priority work plan, and he introduced the TEC team. TEC gave a detailed PowerPoint presentation on their work plan and deliverables.

Discussion ensued regarding long range plans, golf cart charging, current energy efficient upgrades, alternative energy sources, electric vehicle charging capabilities and locations, potential load analysis, transformer upgrades, SCE grant for high speed EV charging, types of microgrids, and residential loads.

By consensus, GRF representatives authorized TEC to implement Phase 1 of Task 2 of their proposal/work plan which includes investigating the feasibility of a facility-level microgrid with a connected interface for the Community Center and researching alternative energy systems for electrical energy generation. GRF representatives requested EV Charging not be considered by the energy consultant at this time, thereby reducing their scope of work for GRF and the associated fee.

By consensus, United Mutual representatives authorized TEC to perform an assesement of the Mutual's electric infrastructure and develop a strategy for electrical upgrades and electric vehicle charging station installations.

By consensus, Third Mutual representatives authorized TEC to perform an assesement of the Mutual's electric infrastructure, focusing on carports and Garden Villa garages, and to develop a strategy for electric vehicle charging station installations.

## **11. LED Fixture Pilot for Street Lights**

Staff Officer Ernesto Munoz provided an update on the LED fixture pilot for street lights and answered questions from the Task Force.

Discussion ensued regarding analysis of cobra head arms prior to the pilot, location of light poles, height of light poles, a pilot for cul-de-sac lighting, pole extenders, other bulb choices, the difference in light colors, the best street to conduct the first pilot and additional equipment added to the poles.

By consensus staff was directed to ask the consultant to provide pricing for an additional pilot for 10 fixtures, pole extenders and the feasibility of using other bulbs such as the sample Director Moldow provided.

## **12. Field Trip to UCI (oral discussion – Director Moldow)**

Director Moldow summarized the trip to UC Irvine and the information that was provided by Dr. Samuelson on alternative energy usage at their research facility.

Discussion ensued regarding emergency power usage for the Community Center, and mobile generators.

## **13. Officer Selections for Energy Task Force**

By consensus, Director Bert Moldow was nominated and accepted the position of the Task Force Chair. Director Carl Randazzo was nominated and accepted the position of Task Force Vice Chair.

### **Items for Future Agendas:**

#### Third Mutual:

- Electric Vehicle History Report
- Golf Cart Report
- LED Solar Street Lights (low priority)
- 2-story Buildings LED Lighting Pilot Program (low priority)

#### United Mutual:

- Electric Vehicle History Report
- Golf Cart Report

#### GRF:

- Install Level II EV Bollard Chargers (on the streets)

### **Concluding Business:**

Date of next meeting – January 9, 2019

Village Energy Task Force  
November 7, 2018  
Page 4 of 4

**Adjournment**

This meeting was adjourned at 4:19 PM

DRAFT

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Bert Moldow, Chair