



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

**Tuesday, January 15, 2019 - 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 diLorenzo**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. December 18, 2018 – Regular Open Session
- 6. Report of the Chair**

Communications Division Apology
Announcement of the new CEO
- 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 Tao**
- 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*

Please silence your cell phones.

members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve 2231-P (Casa Linda, II06_1) Retain Veneer Wall Coverings within Original Patio Footprint
- (2) Recommendation to Deny 5448 (San Marco, C12A_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

b. Landscape Committee Recommendations:

(1) Tree Removal Requests:

- Deny request to remove one Brazilian Pepper tree at Manor 2233-S and trim/inspect on schedule due to lack of observable damage or negative impact of the tree.
- Deny request for Off Schedule Trimming of one Brazilian Pepper and two Lemon Scented Gum trees and inspection/trim during normal service level cycle.

(2) Approval to Install Artificial Turf – Kreter (5152) Avenida Despacio

c. Finance Committee Recommendations:

- (1) Approve Resolution to Record Lien against Member's APN: 931-681-27
- (2) Approve a Resolution for Financial Transfers by VMS and Ratify Transactions Since January 1, 2019.

d. Update Third Committee and GRF Appointments

e. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of November, 2018, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

12. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 34: Window and Window Attachments **(NOVEMBER 29, 2018, initial notification-30-day review for Member comments and suggestions to conform to Civil Code §4360 has been satisfied)**

- b. Entertain a Motion to Adopt a Resolution for a New Alteration Standard 45: Fencing; Vinyl (**NOVEMBER 29, 2018, initial notification-30-day review for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Adopt a Resolution for Revised LH21 Storage Room Rules (**NOVEMBER 29, 2018, initial notification-30-day review 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 Revisions to Open House and Real Estate Uniform Signage Policy (**JANUARY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- b. Entertain a Motion to Introduce a Resolution to Revise the Alteration and Inspection Fees (**JANUARY initial notification-must postpone 28-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. The Committee met on January 8, 2019; next meeting February 5, 2019, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on December 17, 2018; next meeting January 28, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on January 7, 2019; next meeting March 4, 2019, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force – Director Parsons. Next meeting TBA
- d. Report of the Landscape Committee – Director Tung. The Committee met on January 3, 2019; next meeting February 7, 2019, at 9:00 a.m. in the Board Room
- e. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on December 19, 2018; next hearings January 16, 2019, 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 March 13, 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. The subcommittee did not meet in January, 2019; next meeting February 12, 2019, at 11:00 a.m. in the Sycamore Room
- i. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on December 3, 2018; next meeting TBA.

15. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. The Committee met on January 10, 2019; next meeting March 14, 2019, at 1:30 p.m. in the Board Room
- b. Finance Committee – Director Parsons. The Committee met on December 19, 2018; next meeting February 20, 2019, at 1:30 p.m. in the Board Room
- c. Landscape Committee – Director Tung. The Committee met on December 19, 2018; next meeting January 16, 2019, at 1:30 p.m. in the Board Room
- d. Maintenance & Construction Committee – Director Frankel. The Committee did not meet in December, 2018; next meeting February 13, 2019, at 9:30 a.m. in the Board Room
- e. Media and Communications Committee – Director Bruninghaus. The Committee met on December 27, 2018; next meeting January 21, 2019, at 1:30 p.m. in the Board Room
- f. Mobility and Vehicles Committee-Director Frankel – The Committee met on December 5, 2018; next meeting February 6, 2019, at 1:30 p.m. in the Board Room
- g. Security and Community Access Committee – Director Bruninghaus. The Committee met on December 17, 2018; next meeting January 25, 2019, 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 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- a. Resolution for Revised Alteration Standard 37: Patio Covers; Awnings (**DECEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

- b. Resolution for Revised Alteration Standard 30: Storage Cabinets (**DECEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)
- c. Resolution for the Revised Caregiver Policy (**DECEMBER initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

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) January 15, 2019 – 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

this page intentionally left blank



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

**Tuesday, December 18, 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, December 18, 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, Jon Pearlstone, Paul Chao, Lynn Jarrett and Bunny Carpenter (arrived late)

Directors Absent: None

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

Others Present: Reza Karimi (VMS)

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Bhada 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 Tung seconded the motion.

Director Tung requested to remove items under 11b(1) to new business and the amended agenda passed by unanimous consent.

5. Approval of Minutes

- a. November 6, 2018 – Special Open Meeting (Third Board Appointment)
- b. November 9, 2018–Special Open Meeting (VMS/Third Board Appointment)
- c. November 19, 2018–Special Open Meeting (VMS/Third Board Appointment)
- d. November 29, 2018 – Regular Open Meeting

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

6. Report of the Chair

President diLorenzo announced that this was the last meeting of the year and wished everyone Happy Holidays.

7. Open Forum

Several Members spoke about various issues: The benefits of the Laguna Woods Foundation and a golf cart decal violation.

8. Responses to Open Forum Speakers

President diLorenzo responded to the Members' concerns and requests.

9. Update from the VMS Board– Director Karimi

Director Karimi gave a presentation regarding the new employees on staff and the revisions to the VMS organization's structure. He summarized a report from the last VMS Board Meeting by Chuck Holland on Information Technology.

10. CEO Report

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

- Encouraged residents to complete and return the CodeRed forms to the concierge desk in the Community Center.
- Transportation Holiday hours: Monday December 24th and December 31st Plan-a-Ride is the only transportation service running. Call 949-597-4659 or email ride@vmsinc.org to schedule your trips by noon on Saturday, December 22nd. Tuesday, December 25th no transportation services will be available.
- Call Center Holiday hours: Monday, December 24th and December 31st the call center will be open from 7 a.m. to 3 p.m. and closed on Tuesday, December 25th and January 1st.
- Check the website for more Village Holiday hours.
- Upcoming New Year's Eve events include the Rockin' New Year's Eve dinner at Clubhouse 5. Doors open at 6:30 p.m. and tickets are available at Clubhouse 5. James Darren will be performing at 3:00 p.m. and 7:00 p.m. on New Year's Eve at Clubhouse 3.
- Toys were delivered to the Marines and OC Firefighters from the Toy Drive.

- Hydro-seeding the slopes in Third Mutual is complete after brush was cleared to reduce fire risk. Hydro-seed contains a mix of drought resistant plants (not lawn grass).
- Bruce Hartley was thanked for his services in the General Services Division.

Siobhan Foster, answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve 2328-U (Monterey, PQ12) – Half Bathroom Conversion

RESOLUTION 03-18-164 **VARIANCE REQUEST**

WHEREAS, Mr. Roger D. Decker of 2328-U Via Mariposa West, a Monterey style unit, is requesting Board approval of a variance to install a bathroom conversion and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on November 14, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 26, 2018.

NOW THEREFORE BE IT RESOLVED, on December 18, 2018, the Board of Directors hereby approves the request to install a bathroom conversion 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 2328-U and all future Mutual members at 2328-U;

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

- (2) Recommendation to Approve 5165 (Villa Paraisa, C13C_1) – Raise Ceiling in Living Room Only

RESOLUTION 03-18-165 **VARIANCE REQUEST**

WHEREAS, Ms. Hope H. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to raise the ceiling in the living room only, above the structural members,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on November 14, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 26, 2018.

NOW THEREFORE BE IT RESOLVED, on December 18, 2018, the Board of Directors hereby approves the request to raise the ceiling in the living room 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 5165 and all future Mutual members at 5165;

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.

- (3) Recommendation to Approve 5398-A (Casa Rosa, RP302_RA) – Retain Non-Standard Color on Two Exterior Entry Doors

RESOLUTION 03-18-166
VARIANCE REQUEST

WHEREAS, Ms. Kerrie A. Bantivoglio of 5398-A Via Carrizo, a Casa Rosa style unit, is requesting Board approval of a variance to retain the non-standard color on two exterior doors and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on November 14, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on November 26, 2018.

NOW THEREFORE BE IT RESOLVED, on December 18, 2018, the Board of Directors hereby approves the request to retain the non-standard color on two exterior doors 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 5398-A and all future Mutual members at 5398-A;

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.

- (4) Receive and File Revised Decision Tree – Full and Condensed Versions

11b. Landscape Committee Recommendations:

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

- 5396-B Via Carrizo (Cronin)-Approve request for removal of one Rustyleaf Fig tree located at 5396-B Via Carrizo, at Mutual expense, due to lean of tree and number of large surface roots causing unstable root structure posing a high likelihood of tree failure.
- 5578-B Luz del Sol (Levy)-Deny request for removal of one Rustyleaf fig tree located at 5578-B Luz del Sol. Trees are not removed because they are messy.

RESOLUTION 03-18-167

TREE REMOVAL APPROVAL (1) TREE REMOVAL DENIAL (1)

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 December 6, 2018, the Landscape Committee recommended to:

- Approve the removal of one Rustyleaf Fig tree located at 5396-B Via Carrizo, at Mutual expense, due to the lean of the tree and a number of large surface roots causing unstable root structure posing a high likelihood of tree failure, and;
- Deny the request for the removal of one Rustyleaf Fig tree located at 5578-B Luz Del Sol, based on the tree removal policies of Third Mutual, there is no justification to remove this tree solely due to litter and debris, and:

NOW THEREFORE BE IT RESOLVED, December 6, 2018, the Board of Directors approved the request to remove ~~one Brazilian Pepper tree at 2233-S Via Puerta and~~ one Rustyleaf Fig tree located at 5396-B Via Carrizo; denied the request to removed one Rustyleaf Fig tree located at 5578-B Luz Del Sol, 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 Tung made a motion to approve the consent calendar with the removal of agenda item 11b(1) 2233-S Via Puerta (DiDomenico), 11b(2) 5076 Tero (Asner), and 11c. Third and GRF Committee Appointments. The motion was seconded by Director Bhada, to approve the amended Consent Calendar items. The motion passed by unanimous consent.

11b(1) This item was removed from the consent calendar by Director Tung.

- Approve the request to remove one Brazilian Pepper tree located at 2233-S Via Puerta at Member's expense due to litter and debris and potential future damage to Common area patio wall and sidewalk. Cost will include the replacement with another tree.

Director Tung made a motion to deny this request. Director Bhada amended the motion and requested that this item be sent back to the Landscape Committee for review. The amended motion passed by unanimous consent.

11b(2) This item was removed from the consent calendar by Director Tung. 5076 Tero (Asner)-Deny the appeal for the off-schedule trimming of one Brizilian Pepper and two Lemon Scented Gum trees located at the rear of 5303 Cantante. The request does not meet the criteria for topping trees or as required under the resolution regarding view obstruction.

Director Tung made a motion, seconded by Director Bhada, to send this item back to the Landscape Committee for review. The motion passed by unanimous consent.

This item was removed from the consent calendar by Director Tung.

11c. Adopt a Resolution for Revised Third Mutual and GRF Committee Assignments

RESOLUTION 03-18-168
Third Mutual Committee Appointments

RESOLVED, December 18, 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
Jon Pearlstone, Co-Chair
Jack Connelly
Bunny Carpenter
Lynn Jarrett
Non-Voting Advisors: Carol St. Hillaire, Burt Baum

Energy Task Force

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

Finance (Committee of the Whole)

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

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair
Jon Pearlstone
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
Jon Pearlstone

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)

Jack Connelly, Chair
James Tung
John Frankel
Paul Chao
Cush Bhada

Parking & Golf Cart Task Force

Steve Parsons, Chair
John Frankel
Bunny Carpenter
Lynn Jarrett
Jon Pearlstone

Resident Policy and Compliance Task Force

Roy Bruninghaus, Chair
Bunny Carpenter
Rosemarie diLorenzo
Steve Parsons
Advisors: Stuart Hack, Cindy Baker

RESOLVED FURTHER, that Resolution 03-18-152, adopted November 9, 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 03-18-169
GRF Committee Appointments

RESOLVED, December 18, 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

Jon Pearlstone, Alternate

Finance Committee

Rosemarie di Lorenzo

Jack Connelly

Steve Parsons, Alternate

Landscape Committee

James Tung

John Frankel

Jon Pearlstone, Alternate

Maintenance and Construction Committee

John Frankel

Bunny Carpenter

Cush Bhada, Alternate

Paul Chao, Alternate

PAC Task Force

John Frankel

Cush Bhada

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

Jon Pearlstone, Alternate

Security and Community Access Committee

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

Disaster Preparedness

Roy Bruninghaus
John Frankel
Steve Parsons, Alternate
Jon Pearlstone, Alternate

RESOLVED FURTHER, that Resolution 03-18-153, adopted November 9, 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 Tung made a motion to make Jack Connelly the Chair of the Water Conservation Subcommittee. Director Parsons made a motion to approve the amended Third and GRF Committee Appointments, Director Carpenter seconded the motion and the motion passed by unanimous consent.

12. Unfinished Business--None

13. New Business

13a. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 37: Patio Covers; Awnings

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

RESOLUTION 03-19-xxx
REVISE ALTERATION STANDARD 37: PATIO COVERS; AWNINGS

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 create Alteration Standard 37: Patio Covers; Awnings.

NOW THEREFORE BE IT RESOLVED, December 18, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 37: Patio Covers; Awnings as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution 03-15-128 adopted September 2015, 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.

DECEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 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 revise alteration standard 37: patio covers; awnings.

Discussion ensued among the Directors.

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

13b. Entertain a Motion to Introduce a Resolution for a Revised Alteration Standard 30A: Storage Cabinets

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

RESOLUTION 03-19-xxx
REVISE ALTERATION STANDARD 30A: STORAGE CABINETS
(Patios, Breezeways, and Balconies)

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 create Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies).

NOW THEREFORE BE IT RESOLVED, December 18, 2018, that the Board of Directors of this Corporation hereby introduces Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies) as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution M3-02-29 adopted December, 1998, 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.

DECEMBER Initial Notification

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

Director Bruninghaus made a motion, seconded by Director Parsons, to introduce a resolution for 30-day review to revise alteration standard 30A: storage cabinets.

Discussion ensued among the Directors.

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

13c. Entertain a Motion to Introduce a Resolution for the Revised Care Provider Policy

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

Resolution 03-19-xx
REVISE CARE PROVIDER POLICY

WHEREAS, the Residency Policies and Compliance Task Force has recommended enhancements to the existing Care Provider Policy; and

WHEREAS, The Private Caregiver Policy will encompass part-time, long-term, and terminal health caregivers, whenever scheduled day or night; and

WHEREAS, the Private Caregiver Policy addresses caregivers irrespective of whether they are paid or not paid,

NOW THEREFORE BE IT RESOLVED, February 19, 2019, that the Board of Directors of this Corporation hereby amends the "Care Provider Policy," and renames it to "Private Caregiver Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-17-03 adopted January 24, 2017 is hereby superseded and canceled; and

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

DECEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 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 revise the Care Provider Policy.

Discussion ensued among the Directors. Director Carpenter noted that the policy requires a 10 business day turn around for approval, but the instructions still have the old 14 day requirement; staff needs to change

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

14. Committee Reports

- 14a. Report of the Finance Committee / Financial Report - Director Connelly presented the Treasurer's Report. Director Parsons reported on the Resale and Lease Reports. The Committee met on December 4, 2018; next meeting January 8, 2019, at 1:30 p.m. in the Board Room
- 14b. Report of the Architectural Controls and Standards Committee - Director Parsons reported on the last meeting. The Committee met on December 17, 2018; next meeting January 28, 2019, at 9:30 a.m. in the Sycamore Room
- 14c. Report of the Maintenance and Construction Committee - Director Bhada reported from the last meeting. The Committee did not meet in December; next meeting January 7, 2019, at 1:00 p.m. in the Board Room. The Committee will meet every other month starting in January.
 - Report of the Parking and Golf Cart Task Force - Director Parsons. The Task Force did not meet in December; next meeting TBA.
- 14d. Report of the Landscape Committee - Director Tung showed a presentation and gave an update from the last meeting. The Committee met on December 6, 2018; next meeting January 3, 2019, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Bhada gave an update from the last meeting. The Traffic Hearings were held on November 21, 2018; next hearings December 19, 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 since the last meeting. The Committee did not meet in December; next meeting January 9, 2019, at 1:30 p.m. in the Board Room.
- 14g. Report of the Village Energy Task Force - Director Frankel gave an update from the last meeting. The Task Force did not meet in December; next meeting January 9, 2019, at 9:00 a.m. in the Willow Room.
- 14h. Report of the Water Subcommittee - Director Tung showed a presentation on Water Conservation. The Subcommittee met on December 11, 2018; next meeting will be January 7, 2019 at 10:30 a.m. in the Cypress Room.
- 14i. Report of the Resident Policy and Compliance Task Force - Director Bruninghaus gave an update from the last meeting. The Task Force met on December 3, 2018; next meeting TBA.

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Parsons reported on upcoming recreation and special events. The Committee did not meet in December, 2018; next meeting January 10, 2019, at 1:30 p.m. in the Board Room.
- 15b. Finance Committee – Director Connelly reported on highlights from the last meeting. The Committee met on November 6, 2018; next meeting December 19, 2018, at 1:30 p.m. in the Board Room.
- 15c. Landscape Committee – Director Tung reported on highlights from the last meeting. The Committee met November 1, 2018; next meeting December 19, 2018 at 2:30 p.m. in the Sycamore Room
- 15d. Maintenance & Construction Committee – Director Frankel reported on highlights from the last meeting. The Shephards Crooks have been installed and special shorter pieces have been ordered to cover the gaps. The Committee met on December 12, 2018; next meeting February 13, 2019, at 9:30 a.m. in the Board Room
- 15e. Media and Communications Committee – Director Bruninghaus reported on highlights from the last meeting. The Committee met on December 17, 2018; next meeting January 21, 2019, at 1:30 p.m. in the Board Room
 - Thrive Project Task Force will start meeting every other month beginning in January. Next meeting January 23, 2018, at 1:30 p.m. in the Cypress Room
- 15f. Mobility and Vehicles Committee-Director Bhada reported on highlights from the last meeting. The Committee met on December 5, 2018; next meeting February 6, 2019, at 1:30 p.m. in the Board Room

15g. Security and Community Access Committee – Director Bhada gave an update from the last meeting. The implementation of Proximity Cards. The Committee met on December 17, 2018; next meeting January 25, 2019, at 9:30 a.m. in the Board Room

- Disaster Preparedness Task Force – Director Bruninghaus reported on the last meeting. The Task Force did not meet in December; 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.*

16a. Resolution for Revised Alteration Standard 34: Window and Window Attachments (**NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

16b. Resolution for a New Alteration Standard 44: Fencing; Vinyl (**NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

16c. Resolution for Revised LH21 Storage Room Rules (**NOVEMBER 29, 2018, initial notification-must postpone 30-days for Member comments and suggestions to conform to Civil Code §4360**)

17. Director's Comments

Director Parsons thanked Reza Karimi for his VMS presentation and Director Tung for his presentations on the landscaping for the slopes.

Director Bhada, Jarrett and Pearlstone wished everyone Happy Holidays and Happy New Year.

18. Recess

The Board recessed at 11:15 a.m. and reconvened into Executive Session at 12:30 p.m..

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

During the November 29, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) October 4, 2018 – Emergency Closed Session

(b) October 16, 2018 – Regular Executive Session

Write-Off Delinquent Assessments


Discuss Contract Award Matters

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 4:10 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Ms. Pao Chow Randall of 2231-P Via Puerta, a Casa Linda style unit, has filed an appeal of the Board's decision regarding denial of a variance to retain veneer wall coverings within the original patio footprint,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on August 10, 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 December 17, 2018.

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby approves the request to retain the veneer wall coverings within the original patio footprint 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 2231-P and all future Mutual members at 2231-P;

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.

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Chin S. Chen of 5448 Alta Vista, a San Marco style unit, is requesting Board approval of a variance to retain unauthorized room extension modifications and a concrete landing on Common Area,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 3, 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 December 17, 2018.

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby denies the request to retain unauthorized room extension modifications and a concrete landing on Common Area;

RESOLVED FURTHER, the Board hereby directs the member to return the construction to the originally approved design within sixty days of notice of this decision;

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

this page intentionally left blank

RESOLUTION 03-19-XXX

Tree Removal Denial (1) and Denial of Appeal for Off-schedule trimming/crown reduction (1)

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 January 3, 2019, the Landscape Committee recommended to:

- Deny the request to remove one Brazilian Pepper Tree at 2233-S Via Puerta due to lack of observable damage or negative impact of the tree, and;
- Deny the appeal of the request for off-schedule trimming of one Brazilian Pepper tree and two Lemon-Scented Gum trees located at some distance from the 5076 Tero to preserve views, and;

NOW THEREFORE BE IT RESOLVED, January 15, 2019, the Board of Directors denies the request to remove one tree at 2233-S Via Puerta; and denies the appeal of the request to perform off-schedule trimming of three trees located in landscape associated with other addresses by the manor owner of 5076 Tero, and;

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

this page intentionally left blank

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. and Ms. Leo and Marianne Kreter of 5152 Avenida Despacio, are requesting Board approval of modifications, including artificial turf, to a previously approved landscape alteration and,

NOW THEREFORE BE IT RESOLVED, on January 15, 2019, the Board of Directors hereby approves the request of modifications to a previously approved landscape alteration and that the proposed alterations are constructed in accordance with the approved plan 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 5152 and all future Mutual members at 5152;

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

this page intentionally left blank

RESOLUTION 03-19-XX

Recording of a Lien

WHEREAS, Member ID 931-681-27; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, January 15, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-681-27 and;

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

this page intentionally left blank



STAFF REPORT

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Financial Transfers by Village Management Services, Inc.

RECOMMENDATION

Adopt resolution authorizing financial transfers by VMS on behalf of the Association.

DISCUSSION

Assembly Bill 2912 will become effective January 1, 2019 and adds several new requirements that impact the financial management of associations, including more frequent board review of financials, board authorization requirements for deposits and expenditures, and higher fidelity insurance limits.

Civil Code §5502 Financial Transfers

This new section states that transfers greater than ten thousand dollars (\$10,000) or 5 percent of an association's total combined reserve and operating account deposit, require prior written authorization from the Board. Legal counsel has drafted a resolution (Attachment 1) to serve as the written authorization that reflects current practice and meets Civil Code requirements.

FINANCIAL ANALYSIS

None.

Prepared By: Betty Parker, Chief Financial Officer

Reviewed By: Siobhan Foster, Acting Chief Executive Officer

ATTACHMENT(S)

ATT1 - Resolution

this page intentionally left blank

THIRD LAGUNA HILLS MUTUAL (“ASSOCIATION”)

Resolution 03-19-xx

BOARD RESOLUTION RE: FINANCIAL TRANSFERS BY VMS, INC.

WHEREAS, Third Laguna Hills Mutual (the “Association”) is a California non-profit mutual benefit corporation organized for the purpose of operating the condominium project known as Third Laguna Hills Mutual pursuant to the provisions set forth in its Articles of Incorporation, Bylaws, Rules and Board Resolutions (collectively, the “Governing Documents”);

WHEREAS Village Management Services, Inc. (“VMS”) is a California non-profit mutual benefit corporation organized primarily for the purpose of providing management services to, among other associations, Third Laguna Hills Mutual, pursuant to the provisions set forth in the Association’s Governing Documents, services that currently include, among other things, making financial transfers from one or more accounts that it maintains as trustee on behalf of the Association;

WHEREAS, the Association, through its volunteer Board of Directors (“Board”), is responsible for, among other things, managing and operating the Association in accordance with the Association’s Governing Documents and the Davis-Stirling Common Interest Development Act;

WHEREAS, pursuant to Article 9, Section 9.6.4.2 of the Bylaws, the Treasurer shall “Deposit or cause to be deposited all money and other valuables in the name and to the credit of this Corporation with such depositories as may be designated by the Board of Directors; disburse the funds of this Corporation as may be ordered by the Board of Directors; render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of this Corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws. Such responsibilities may be delegated to a member of the staff of the managing agent by this Corporation;”

WHEREAS, Article 6, Section 6.1.2 of the Bylaws provides: “The Board may delegate the management of the activities of this Corporation to any person or persons, or management company, provided that the activities and affairs of this Corporation shall be managed and all corporate powers shall be exercised under the direction of the Board;”

WHEREAS, pursuant to *Corporations Code* Section 7210, “the board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board;”

WHEREAS, the Association’s managing agent is currently VMS, pursuant to a duly executed management agreement;

WHEREAS, pursuant to Article 12, Section 12.2 of the Bylaws, the “Books and accounts of this Corporation shall be kept under the direction of the Treasurer or the managing agent;”

WHEREAS, pursuant to Article 10, Section 10.1.2 of the Bylaws, the Board “may authorize any officer or officers, agent or agents ... execute any instrument in the name of and on behalf of this Corporation and such authority may be general or confined to specific instances;”

WHEREAS, *Civil Code* Section 5380 regulates the conduct of an association’s managing agent in managing the association’s funds, and pursuant to *Civil Code* Section 5380(a), “A managing agent of a common interest development who accepts or receives funds belonging to the association shall deposit these funds that are not placed into an escrow account with a bank, savings association, or credit union or into an account under the control of the association, into a trust fund account maintained by the managing agent in a bank, savings association, or credit union in this state;”

WHEREAS, pursuant to Civil Code Section 5380(b), the written approval of the Board is required for VMS (including its employees rendering services and performing its duties as managing agent of Third), who accepts or receives funds on behalf

of the Association, to deposit said funds into an interest-bearing account in a bank, savings association, or credit union in the State of California;

WHEREAS, effective January 1, 2019, *Civil Code* Section 5380(b) prohibits a managing agent from making financial transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of an association's total combined reserve and operating account deposits, whichever is lower, from accounts maintained by the managing agent as trustee for the association, without obtaining prior written approval from the Board of the Association; and

WHEREAS, the Board has determined that it is in the best interests of the Association for VMS to be granted the authority to make said financial transfers, electronic or otherwise, without having to obtain the Board's prior written approval for each such financial transfer, and wishes to authorize/direct VMS through its employees, to make said transfers as required by the Association;

NOW, THEREFORE, BE IT RESOLVED, that the Association hereby adopts the following resolution, pursuant to *California Civil Code* Section 5380, authorizing financial transfers, beginning on January 1, 2019 and continuing through and including December 31, 2019, by VMS on behalf of the Association from one or more accounts that VMS maintains as trustee on behalf of the Association, as may be necessary for VMS to fulfill its contractual duties to the Association, provided the following requirements are met:

(a) The account is in the name of the Association;

(b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;

(c) VMS discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account(s) all of which must be noticed to the Association with the Association's financials on no less than a monthly basis to allow the Board to meet its statutory duties;

(d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of VMS or any party other than the Association; and

(e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower, including transfers for the payment of utilities or other Association expenses, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section (e), this Resolution shall be deemed the "prior written approval from the Board" as required by *Civil Code* Section 5380.



RESOLUTION 03-19-xxx
Third Mutual Committee Appointments

RESOLVED, January 15, 2019 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
Jon Pearlstone, Co-Chair
Jack Connelly
Bunny Carpenter
Lynn Jarrett
Non-Voting Advisors: ~~Carol St. Hillaire~~, ~~Burt Baum~~

Energy Task Force

John Frankel (Third)
Cush Bhada (Third)
Paul Chao (Third), Alternate
Juanita Skillman (United)
Carl Randazzo (United)
Bert Moldow (GRF), ~~Chair~~
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
Jon Pearlstone, 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
Jon Pearlstone
Cush Bhada
Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Laguna Woods Village Traffic Hearings

John Frankel
Jack Connelly

Landscape

James Tung, Chair
Lynn Jarrett, Co-Chair
Cush Bhada
John Frankel
Jon Pearlstone

Maintenance and Construction (Committee of the Whole)

Cush Bhada, Chair
Bunny Carpenter, First Co-Chair
John Frankel, Second Co-Chair
Paul Chao
Non-Voting Advisor: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee (Bi-Monthly)

Jack Connelly, Chair
James Tung
John Frankel
Paul Chao

Cush Bhada

Parking & Golf Cart Task Force

Steve Parsons, Chair

John Frankel

Bunny Carpenter

Lynn Jarrett

Jon Pearlstone

Resident Policy and Compliance Task Force

Roy Bruninghaus, Chair

Bunny Carpenter

Rosemarie diLorenzo

Steve Parsons

Advisors: Stuart Hack, Cindy Baker

RESOLVED FURTHER, that Resolution 03-18-168, adopted December 18, 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.

this page intentionally left blank



RESOLUTION 03-19-xxx
GRF Committee Appointments

RESOLVED, January 15, 2019 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
Jon Pearlstone, Alternate

Finance Committee

Rosemarie di Lorenzo
Jack Connelly
Steve Parsons, Alternate

Landscape Committee

James Tung
John Frankel
Jon Pearlstone, Alternate
Lynn Jarrett, Alternate

Maintenance and Construction Committee

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

PAC Task Force

John Frankel
Cush Bhada

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
Jon Pearlstone, Alternate

Security and Community Access Committee

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

Disaster Preparedness

Roy Bruninghaus
John Frankel
Steve Parsons, Alternate
Jon Pearlstone, Alternate

RESOLVED FURTHER, that Resolution 03-18-169, adopted December 18, 2018, is hereby superseded and canceled; and

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



STAFF REPORT

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 34: Windows and Window Attachments

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 03-19-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 03-19-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, January 15, 2019, 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 29, 2018 Initial Notification

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

this page intentionally left blank

ATTACHMENT 2



~~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 2019, RESOLUTION 03-19-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~~ [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.

ATTACHMENT 3



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 2019, RESOLUTION 03-19-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

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Introduce Alteration Standard 45: Fences, Vinyl

RECOMMENDATION

Approve a resolution to introduce a new Alteration Standard 45: Fences, Vinyl.

BACKGROUND

On October 22, 2018, the ACSC reviewed this new Standard 45: 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 03-19-XXX Introduce New Alteration Standard 45: Fences, Vinyl.

Attachment 2: Alteration Standard 45: Fences, Vinyl

this page intentionally left blank

Attachment 1

RESOLUTION 03-19-XX

Revise Alteration Standard 45: 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 45: Fences, Vinyl.

NOW THEREFORE BE IT RESOLVED, January 15, 2019, that the Board of Directors of this Corporation hereby approves Alteration Standard 45: 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 29, 2018 Intial Notification

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

this page intentionally left blank



STANDARD 45: FENCES; VINYL
JANUARY 2019, RESOLUTION 03-19-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.



STAFF REPORT

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Revised Policy for LH-21 Storage Rooms

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 03-19-XXX Storage Areas in LH-21 Buildings

this page intentionally left blank

Resolution 03-19-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 January 15, 2019 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 29, 2018 Initial Notification
30-day notification to comply with Civil Code §4360 has been satisfied.



STAFF REPORT

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Revisions to Real Estate Signage Policy

RECOMMENDATION

That the Board adopt the attached Resolution revising the Real Estate Uniform Signage Policy to require the use of updated real estate sign designs beginning on May 1, 2019.

BACKGROUND

On February 21, 2012, the Board adopted Resolution 03-12-21, which establishes guidelines for the temporary placement of real estate signs. The Policy sets forth the following requirements;

1. Sign Location: To be displayed in one (1) of the following locations:
 - a. the manor window
 - b. adjacent to a wall of the manor, within one (1) foot of the structure
 - c. on the gate of the subject manor;
2. Maximum Number: One per residence;
3. Maximum Sign Area: The smaller of 6 square feet or 20 percent of the window area;
4. Maximum Character Size: 12 inches;
5. Sign Copy: Pertaining only to the sale, rent or lease of the manor;
6. Sign Material: Wood, metal, paper or plastic;
7. Sign Illumination: None permitted;
8. Non-conformance to this policy shall result in removal of sign from premises.

On January 1, 2018, the State of California Bureau of Real Estate (CalBRE) changed the License Disclosure Requirements for Advertising to require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker-associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and

3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee.)

This applies to all types of advertising including but not limited to:

1. "For Sale," "Open House," Lease, Rent or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer.

While Resolution 03-12-21 clearly outlines the placement of real estate signs, it is of benefit to Residents and real estate professionals that this new Resolution reflect the new CalBRE advertising requirements.

DISCUSSION

To bring conformity and maintain attractive neighborhoods within Laguna Woods Village, the Marketing and Communication Division has collaborated with Village real estate agents to develop updated real estate sign designs that incorporate the new CalBRE requirements. Although the responsibility for compliance with the law lies with the real estate agents, Staff working with these real estate agents also leveraged this opportunity to modernize the look and visibility of Village real estate signage.

On November 19, 2018, the GRF Media and Communications Committee unanimously approved the updated real estate sign designs and directed staff to present resolutions authorizing the use of the updated real estate sign design to the Board of Directors for the Golden Rain Foundation, Third Mutual, United Mutual and Mutual No. Fifty for consideration in January 2019. Following the introduction of the resolutions, each Board must postpone action for 28-days for Member comments and suggestions to comply with Civil Code Section 4360. Subsequent to the adoption of the resolutions, real estate agents must be given sufficient time to obtain new signage. It is proposed that the use of the updated sign designs will be required beginning on May 1, 2019.

It is important to note that real estate agents are being directed to one vendor for signs. This is intentional and is being done to preserve continuity and proper use of Trademarks.

It is recommended that the following wording be deleted from the new resolution: "RESOLVED FURTHER, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservations contract." It has no applicability to real estate agents.

FINANCIAL ANALYSIS

With the exception of design costs and Staff time, there is no significant cost to implement the updated real estate sign designs.

Prepared By: Eileen Paulin, Marketing and Communications Manager

Reviewed By: Rebecca Jackson, Public Relations Specialist
Siobhan Foster, COO

ATTACHMENT(S)

ATT 1: Resolution 03-12-21

ATT 2: Proposed Resolution 03-19-XX; Media and Communications Committee Approved Real Estate Sign Designs (Resolution Attachment 1)

ATT 3: Real Estate Sign Policy Guidelines

this page intentionally left blank

ATT: # 1
Page 1 of 1

RESOLUTION 03-12-21

Placement of Real Estate Signs

WHEREAS, to protect the aesthetic integrity of Laguna Woods Village, and further to prevent the diminishment of the surrounding beauty of the Community, it is necessary to establish architectural guidelines with respect to real estate signage;

NOW THEREFORE BE IT RESOLVED, February 21, 2012, that the Board of Directors of this Corporation hereby adopts the following policy regarding the temporary placement of real estate signs:

1. Sign Location: To be displayed in one (1) of the following locations:
 - (a) the manor window
 - (b) adjacent to a wall of the manor, within one (1) foot of the structure
 - (c) on the gate of the subject manor
2. Maximum Number: One per residence
3. Maximum Sign Area: The smaller of 6 square feet or 20% of the window area
4. Maximum Character Size: 12 inches
5. Sign Copy: Pertaining only to the sale, rent or lease of the manor
6. Sign Material: Wood, metal, paper, or plastic
7. Sign Illumination: None permitted
8. Permit Requirement: None

RESOLVED FURTHER, that Resolution 03-06-31 adopted August 15, 2006 is hereby superseded and cancelled; and

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

this page intentionally left blank

Resolution 03-19-XX

Real Estate Uniform Signage Policy

WHEREAS, Resolution 03-12-21 adopted on February 21, 2012, established the Placement of Real Estate Signs; and

WHEREAS, the Placement of Real Estate Signs was intended to protect the aesthetic integrity of Laguna Woods Village, and further to prevent the diminishment of the surrounding beauty of the Community; and

WHEREAS, Third Mutual must update the Real Estate Uniform Signage Policy to include real estate sign requirements to conform with State of California Bureau of Real Estate (CalBRE) License Disclosure Requirements for Advertising that went into effect on January 1, 2018; and

WHEREAS, CalBRE's new License Disclosure Requirements for Advertising require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker-associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and
3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee); and

WHEREAS, the CalBRE's requirement apply to all types of advertising including but not limited to:

1. "For Sale," "Open House," For Lease, or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer; and

WHEREAS, the Marketing and Communications Division has collaborated with Village realtors to develop updated designs for real estate signs that incorporate the new CalBRE requirements; and

WHEREAS, the responsibility for compliance with the law lies with real estate agents, the Marketing and Communications Division working with the real estate agents leveraged this opportunity to modernize the look and visibility of Village real estate signage; and

ATT: # 2
Page 2 of 5

WHEREAS, on November 19, 2018, the GRF Media and Communications Committee reviewed and unanimously approved the updated real estate sign designs and recommended that the Boards of Directors for the Golden Rain Foundation, Third Mutual and United Mutual adopt resolutions requiring the use of the updated real estate sign designs as soon as practicable;

NOW THEREFORE BE IT RESOLVED, January 8, 2019, the Board of Directors of this Corporation hereby introduces this resolution requiring the use of the updated real estate designs beginning on May 1, 2019, and adopts the following updated Real Estate Uniform Signage Policy:

1. Use of the real estate signage contained in Attachment 1 to this Resolution is required effective May 1, 2019. The use of other real estate signage is after April 1, 2019 is prohibited;

Open House and Directional Signs:

2. Open House signs shall be 24 inches by 24 inches, made of corrugated plastic with lettering and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
3. Directional signs shall be 24 inches by 9 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
4. Open House signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.
5. Directional signs may be posted on the day of the Open House no earlier than 10 a.m., and must be removed no later than 5 p.m., on the same day;
6. At the entrance to or anywhere within a cul-de-sac, a maximum of three (3) Open House signs per manor may be placed.
7. Open House directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.
8. At any street intersection or cul-de-sac entrance there may be no more than:
 - a. One (1) directional sign pointing in any one direction, and
 - b. Four (4) total directional signs, regardless of the number of open houses in the vicinity.

ATT: # 2
Page 3 of 5

9. Both a 24-by-24-inch sign and a 24-by-9-inch directional sign may be placed at a cul-de-sac entrance.

For Sale Signs:

10. For Sale signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
11. For Lease signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
12. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches.

Other:

13. Realtors shall be responsible for purchasing providing the signs from RESS - Real Estate Signs & Supplies, Laguna Hills, California, and shall adhere to the specifications in accordance with this resolution;
14. Non-conformance to this policy shall result in removal of sign from premises; and
15. Non-Residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

RESOLVED FURTHER, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as real estate agents; and

~~**RESOLVED FURTHER**, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservations contract; and~~

RESOLVED FURTHER, that Resolution 03-12-21 adopted on February 21, 2012, is hereby superseded in its entirety and is no longer in effect; and

ATT: # 2
Page 4 of 5

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.

January Initial Notification

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

ATT: #2

Page 5 of 5

RESOLUTION ATTACHEMENT 1

Media and Communications Committee Approved Real Estate Sign Designs



OPTION 3 (1 Color - Orange) • Centered • 24x24



this page intentionally left blank

ATT: #3
Page 1 of 1

(The information below will be designed as handout for realtor's and the correct Resolution numbers will be inserted.)

Real Estate Signage Rules and Regulations

Effective immediately, the following rules apply to real estate signs for United and Third Mutual:

FOR SALE SIGNS:

1. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches. There is no restriction as to how long the sign may remain posted. Security will photograph, then where feasible, remove excessive or improperly posted signs.

OPEN HOUSE SIGNS:

1. "Open House" signs may be present on Saturday and Sunday, between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.

2. At the entrance to or anywhere within a cul-de-sac a maximum of three (3) "Open House" signs per manor may be placed. These signs may be up to 24 inches by 24 inches in size. There are no other specifications regarding the appearance of these signs. Security will photograph, then remove excessive or improperly posted signs.

3. "Open House" directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.

4. Directional signs must conform to an approved design: 24 inches by 9 inches corrugated plastic with vinyl letters and using approved colors, font and logo (see example below).

4a. Available for purchase from RESS - Real Estate Signs & Supplies (949) 855-1355.

5. At any street intersection or cul-de-sac entrance there may be no more than a) one (1) directional sign pointing in any one direction, and b) four (4) total directional signs, regardless of the number of open houses in the vicinity.

6. The rules allow for both a 24x24 sign and a 24x9 directional sign to be placed at a cul-de-sac entrance.

7. Security will photograph, then remove all duplicate, excessive and improperly placed directional signs. If you know which properly placed sign was installed first, remove the subsequently placed sign(s). If you do not know which properly placed sign was installed first, randomly remove the excessive sign(s).

8. Removed signs will be deposited at the Service Center and disposed of every Wednesday in accordance with current practice.

Reference Laguna Woods Village Board Resolutions:

United Mutual: #01-11-229 and #01-12-33

Third Mutual: # 03-11-214 and #03-12-21

GRF: #90-11-117 and GRF #90-13-45

Resolution numbers will be updated once the policy is approved by all three boards.



STAFF REPORT

DATE: January 15, 2019
FOR: Board of Directors
SUBJECT: Alteration and Inspection Fees

RECOMMENDATION

Staff recommends increases in certain fees to partially recover the cost for the services provided by the Alterations Division.

BACKGROUND

The committee reviewed this report and proposal on December 17, 2018, and unanimously voted to send this on to the Board for final approval.

The alterations processing fees were introduced in 1977 via Resolution 770, to establish a base fee of \$10 for standard Alteration requests and an additional fee schedule based on valuation for the proposed alterations. In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated with Variance requests. In September 2011, the Board increased the Variance Processing Fee to \$100 to include costs associated with appeals of the Board's decisions related to Variance request applications.

The Alteration fees were last revised in 2017 via Resolution 03-17-120; the base processing fees for Mutual Consents and Variance Requests were raised to \$35 and \$150 respectively. The fees shown in the inspection fee schedule were not raised.

DISCUSSION

Since alterations are an elective chosen by some Members, it is reasonable that the cost for processing the applications and inspecting the work should be borne by those electing to alter their manors. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Alterations Division. Contractor parking passes, Demolition Mutual Consents, and Conformance Deposits have all brought significant improvements to the services offered and have increase safety within the Village. After a careful review of the processes and administrative requirements involved, Staff has determined that it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs.

The existing schedule (Attachment 1) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those which meet Mutual Standards and can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,032 Mutual Consent applications annually for United and Third. The existing flat fee is \$35 for a standard Mutual Consent. Staff costs to review and process the requests exceed that significantly; Staff recommends increasing the flat fee to \$50.

The second column contains a list of alterations which require more in-depth plan checking and inspections; these items are charged an inspection fee. The fee is a sliding scale which is based on the estimated value of the alteration. The existing fee is based upon 5.6 percent of the mean in the cost range for the alteration (Attachment 2). To make the fees more consistent with the alterations typically being performed within the Village, Staff proposes to maintain the fee at 5.6 percent and increase the value range. Increasing the value range will increase the average inspection fee and better reflect the alteration trends in the Village. Higher valued alterations generally require more detailed plans, which in turn, increases administrative, plan check, and inspection time. This adjustment will better align the fees with the processing task time.

Additionally, based on a review of the requirements of the City of Laguna Woods, Staff has moved several items into the second column to align with City requirements and better reflect the administrative time necessary for those items.

In June 2018, Staff began implementing the Demolition Mutual Consent with a flat processing fee of \$35 to partially offset administrative costs associated with processing of the required detailed documentation. Staff recommends increasing this fee to \$50 to better offset the costs and align with the proposed Mutual Consent fee.

Although Variance Requests and the preparation of accompanying committee staff reports require significant staff time for proper processing, Staff has performed a thorough review of administrative time involved and recommends the variance processing fee remain at \$150.

Additionally, with the implementation of the Conformance Deposit program, administrative costs related to the processing of deposits and a refund of the funds held has increased administrative costs to the Division.

The estimated revenue from fees for 2018 is \$220,768, which is below the actual operational costs for the Division. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2019 to \$292,231. (Attachment 3)

The revised fee schedule has been attached (Attachment 4) for review and consideration.

FINANCIAL ANALYSIS

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

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

Reviewed By: Eve Morton, Alterations Coordinator
Betty Parker, Chief Financial Officer

ATTACHMENT(S)

Attachment 1: Resolution
Attachment 2: Current Fee Schedule
Attachment 3: Valuation Fee Comparison
Attachment 4: Revenue Analysis
Attachment 5: Revised Fee Schedule

ATTACHMENT 1

RESOLUTION 03-19-XXX

Alteration Processing Fee Policy

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

WHEREAS, in order to offset administrative costs associated with processing alteration requests, which is often followed by an appeal of the Board's decision as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests;

WHEREAS, the Mutual currently charges a fee on a sliding scale for alterations meeting certain criteria; and

WHEREAS, the Board determined the fees should be non-refundable;

NOW THEREFORE BE IT RESOLVED, February 19, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 03-17-120 adopted October 20, 2017, is hereby superseded and cancelled; and

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

JANUARY Initial Notification

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

this page intentionally left blank

Alteration Fee Schedule

Current Schedule



Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**alterations@vmsinc.orgGo to www.lagunawoodsvillage.com for Mutual Standards and Standard PlansAll items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

MUTUAL CONSENT PROCESSING FEE	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (<i>standard, less than 54"</i>)	No
Awnings (<i>powered</i>)	Yes
Air Conditioner (<i>through the wall</i>)	Yes
Air Conditioner Central (<i>replacement</i>)	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls (<i>under 4 feet high</i>)	No
Block Walls (<i>over 4 feet high</i>)	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions (<i>Exterior</i>)	Yes
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
Flooring (Vinyl)	Yes
Gutters & Downspouts	Yes
Heat Pumps (<i>Through the wall</i>)	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Shower to Shower	Yes
Sliding Glass Door (<i>retrofit</i>)	Yes
Soft Water System	Yes
Soft Water System	
<i>If connected to Water Heater</i>	Yes
Storage Cabinets (<i>Carport</i>)	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows (<i>retrofit</i>)	Yes

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers (<i>atrium, balcony, patio</i>) <i>Replace or New</i>			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows (<i>New Construction</i>)			Yes
Unauthorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
INSPECTION FEES			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6,000			\$392

ATTACHMENT 3

2018 Existing Fee Schedule		
VALUATION	FEE	% of Mean
Under 750	\$35	n/a
751 to 1000	\$49	5.6%
1001 to 1250	\$63	5.6%
1251 to 1500	\$77	5.6%
1501 to 1750	\$91	5.6%
1750 to 2000	\$105	5.6%
2001 to 2500	\$126	5.6%
2501 to 3000	\$154	5.6%
3001 to 4000	\$196	5.6%
4001 to 5000	\$252	5.6%
5001 to 6000	\$308	5.6%
Over 6000	\$392	n/a

Average \$154

Proposed Inspection Fee Schedule			
VALUATION		FEE	% of Mean
Under	\$750	\$50	
\$751	\$2,000	\$77	5.6%
\$2,001	\$4,000	\$168	5.6%
\$4,001	\$6,000	\$280	5.6%
\$6,001	\$8,000	\$392	5.6%
\$8,001	\$10,000	\$504	5.6%
Above	\$10,001	\$700	n/a

Average \$310

Proposed Processing Fee Increase Analyses								
Proposed \$15.00 Increase	Mutual Consent Processing Fee	Avg. # Annual Mutual Consent Applications	Projected # Annual Demo Permits	Total	Proposed \$50 Increase	Processing Fee	Avg. # Annual Variance Applications	Total
Current	\$35	2032	355	\$83,531.00	Current	\$150.00	70	\$ 10,500
Proposed	\$50	2032	578	\$130,494.72	Proposed	\$150.00	70	\$ 10,500
Sub-Total Revenue Increase				\$46,963.72	Sub-Total Revenue Increase			\$ -

	Avg. Inspection Fee	Estimated Avg # Inspection Fees Charged	Total Inspection Fee Revenue
Current Average Inspection Fee	\$215	488	\$ 126,737
Proposed Average Inspection Fee	\$310	488	\$ 151,234

2018 Total Estimated Revenue \$ 220,768
 2018 Total Estimated Administrative Costs \$ 414,428
 2018 Net Expense \$ (193,660)

2019 Total Estimated Proposed Revenue \$ 292,229
 2019 Total Estimated Administrative Costs \$ 423,133
 2019 Net Expense \$ (130,904)

Total Projected Revenue Increase \$ 71,461
 Revenue Increase 32%

Administrative Cost Increase \$8,705.55
 2.1%

Alteration Fee Schedule

Proposed 2019

Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

\$50.00 MUTUAL CONSENT PROCESSING FEE	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (<i>standard, less than 54"</i>)	No
Awnings (<i>powered</i>)	Yes
Air Conditioner (<i>through the wall</i>)	Yes
Air Conditioner Central (<i>replacement</i>)	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls (<i>under 4 feet high</i>)	No
Block Walls (<i>over 4 feet high</i>)	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions (<i>Exterior</i>)	Yes
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
Flooring (Vinyl)	Yes
Gutters & Downspouts	Yes
Heat Pumps (<i>Through the wall</i>)	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Shower to Shower	Yes
Sliding Glass Door (<i>retrofit</i>)	Yes
Soft Water System	Yes
Soft Water System	
<i>If connected to Water Heater</i>	Yes
Storage Cabinets (<i>Carport</i>)	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows (<i>retrofit</i>)	Yes

INSPECTION FEES BASED ON VALUE			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers (<i>atrium, balcony, patio</i>) <i>Replace or New</i>			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows (<i>New Construction</i>)			Yes
Unathorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
Inspection Fee Schedule			
VALUATION			FEE
Under		\$750	\$50
\$751	To	\$2,000	\$77
\$2,001	To	\$4,000	\$168
\$4,001	To	\$6,000	\$280
\$6,001	To	\$8,000	\$392
\$8,001	To	\$10,000	\$504
Above		\$10,001	\$700

Financial Report

As of November 30, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$31,131

TOTAL EXPENSE

28,787

Revenue over Expense

\$2,344

Financial Report

As of November 30, 2018



INCOME STATEMENT - OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$17,306
--------------------	----------

Non-assessment Revenue	\$1,323
------------------------	---------

Total Revenue	\$18,629
---------------	----------

Total Expense	\$19,133
---------------	----------

Net Revenue/(Expense)	(\$503)
-----------------------	---------

w/o Depreciation	(\$370)
------------------	---------

Financial Report

As of November 30, 2018



INCOME STATEMENT – NON OPERATING

ACTUAL

(in Thousands)

Assessment Revenue

\$12,058

Non-assessment Revenue

\$444

Total Revenue

\$12,502

Total Expense

9,654

Net Revenue/(Expense)

\$2,848

Financial Report

As of November 30, 2018



Through November, Third was better than budget by \$2,362K primarily in outside service reserve programs:

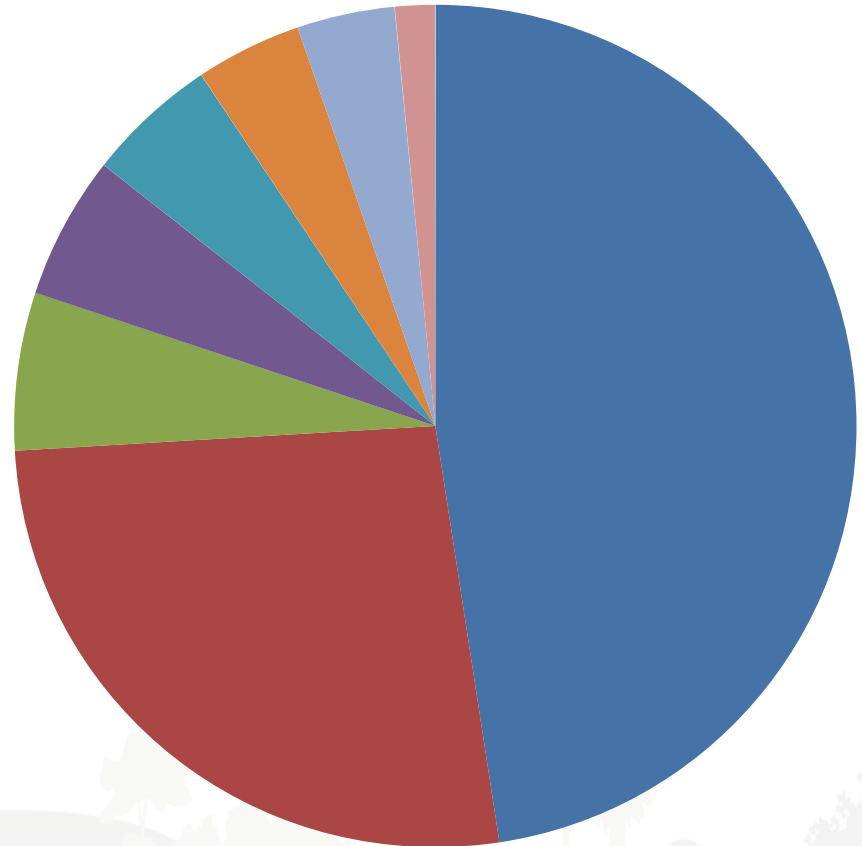
- **Building Structures;** a contract was approved at the November Board meeting and work began mid-December.
- **Disaster Fund;** more reimbursable expenditures and fewer rain leaks than anticipated.
- **Exterior Lighting;** acquisition of street lights from Edison is in progress, anticipated in Q1 2019.
- **Roof Replacements;** PVC Cool Roof replacements were completed by year end.

Financial Report

As of November 30, 2018

Total Operating Expenses \$19,132,975

- 48% Employee Compensation & Related
- 26% Utilities and Telephones
- 6% Insurance
- 5% Outside Services
- 5% Net Allocation to Mutuals
- 4% Material and Supplies
- 4% Other Operating Expense
- 2% Repairs and Maintenance



Financial Report

As of November 30, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/18

\$28,094

Contributions & Interest

12,502

Expenditures

(9,654)

Current Balances: 11/30/18

\$30,942

REVENUE

Fees and Charges for Services to Residents – \$87K Line 4

Favorable variance resulted from more revenue received from chargeable services and damage restoration reimbursements than anticipated. In September, the Board expanded their chargeable service offerings to include additional Carpentry, Electrical, and Plumbing services. Revenue is anticipated to increase as more residents become aware of available services.

EXPENSES

Employee Compensation and Related – (\$562K) Line 10

An unfavorable variance resulted in Landscape; shorter cut on the trees resulted in more hours needed than anticipated. The Board approved a supplemental appropriation of \$150K to partially fund the unbudgeted tree trimming. Additionally, more hours were required for repairs in the prior-to-paint dry rot program due to heavy volume of beam replacements and in Plumbing to address more service tickets. Further, additional staffing for enhanced communications and records management programs; added to the 2019 budget.

Materials and Supplies – \$194K Line 11

Favorable variance due to the late start of building structure replacement program. The variance was partially offset by more materials related to Plumbing.

Utilities and Telephone – (\$415) Line 12

Unfavorable variance due to more water usage for irrigation at the beginning of the year to improve appearance of landscaping. To date, consumption is 16% higher than budgeted.

Outside Services – \$2,721 Line 16

- Building Structures Replacement \$1,204K – Staff received consultant report determining which buildings need work. A contract was approved at the November Board meeting and work began mid-December.
- Disaster Fund \$452K – The Disaster Fund provides for emergency expenditures not covered by insurance, including insurance policy deductibles. If damage restoration expense exceeds the deductible amount of \$10K, insurance payouts are coded to this fund.
- Exterior Lighting \$414K – This program is for the acquisition of street lights from Edison, which was approved by the CPUC. SCE completed their audit and submitted an initial billing. A consultant is verifying numbers and payment is expected in February.
- Roof Replacements \$308K – PVC Cool Roof replacements were in progress as of November and have been completed by the end of the year.
- Waste Line Remediation \$232K – Work started in April and funds were used by the end of the year.
- Landscape Revitalization \$229K – Scope of work was determined by the Landscape Committee to include Gate 9 entrance, Gate 14 slope, Gate 11 Pina slope and work at Punta Alta. Gates 9 and 11 are completed.

this page intentionally left blank

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

Tuesday, January 8, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

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

MEMBERS ABSENT: Steve Parsons, Bunny Carpenter, Paul Chao

STAFF PRESENT: Betty Parker, 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 with the following additions:

- Defined policy for overspent landscape modernization
- Improvements in Landscape Reporting

Approval of Meeting Report for December 4, 2018

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

Department Head Update

Betty Parker, Chief Financial Officer, advised of the BlackRock portfolio review scheduled at the upcoming GRF Finance Committee meeting in February.

Preliminary Financial Statements Dated November 30, 2018

The Committee reviewed financials and questions were addressed.

Future Agenda Items

2019 Reserve Study (February Agenda)
Solar Updates

Committee Member Comments

Director Frankel commented on the use of Round-Up.

Date of Next Meeting

Tuesday, February 5, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 2:38 p.m.

DRAFT

Jack Connelly, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

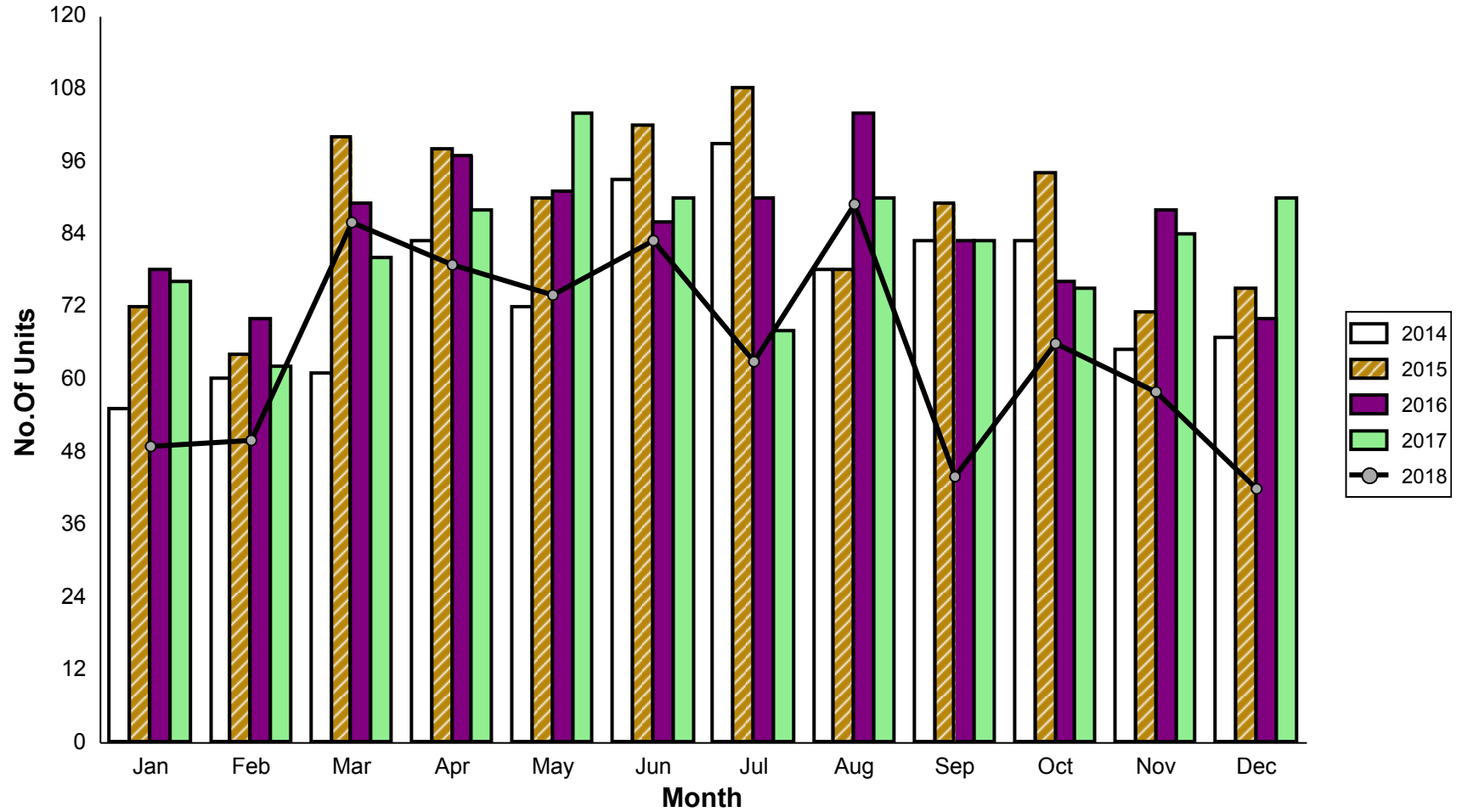
REPORT PERIOD

December, 2018

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	86	80	\$28,065,799	\$24,765,800	\$359,818	\$309,573
April	79	88	\$27,694,226	\$29,024,579	\$364,398	\$329,825
May	74	105	\$24,187,990	\$34,046,751	\$350,551	\$327,373
June	83	90	\$28,002,538	\$31,945,600	\$378,413	\$354,951
July	63	68	\$19,434,100	\$21,413,120	\$329,392	\$314,899
August	89	90	\$28,612,100	\$29,277,556	\$340,620	\$325,306
September	44	83	\$17,185,192	\$25,481,938	\$409,171	\$310,755
October	66	75	\$22,702,400	\$26,703,200	\$366,168	\$356,043
November	58	86	\$17,058,000	\$29,641,100	\$321,849	\$344,664
December	42	90	\$17,061,899	\$31,413,715	\$406,236	\$356,974
TOTAL	783.00	994.00	\$263,485,926	\$325,595,551		
MON AVG	65.00	82.00	\$21,957,161	\$27,132,963	\$359,050	\$327,617

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

December, 2018

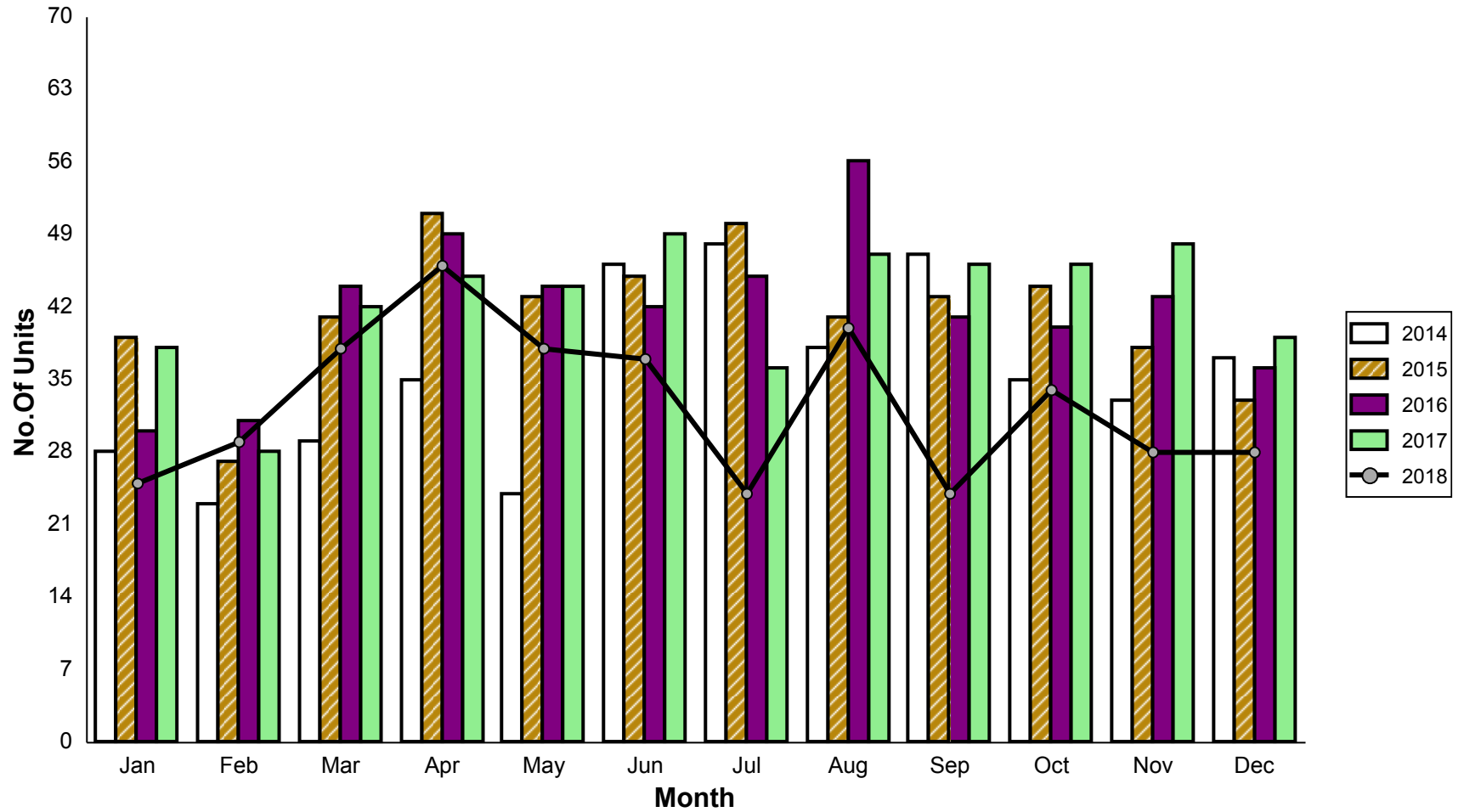
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	25	38	\$8,807,150	\$14,513,062	\$352,286	\$381,923
February	29	28	\$12,600,892	\$9,887,500	\$434,514	\$353,125
March	38	42	\$16,909,199	\$15,185,800	\$444,979	\$361,567
April	46	45	\$18,869,626	\$18,847,150	\$410,209	\$418,826
May	38	44	\$15,452,990	\$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	28	49	\$10,675,000	\$19,847,200	\$381,250	\$405,045
* * December	28	39	\$13,693,599	\$18,834,275	\$489,057	\$482,930
TOTAL	391.00	509.00	\$167,908,386	\$202,602,335		
MON AVG	32.00	42.00	\$13,992,366	\$16,883,528	\$430,198	\$397,309
% CHANGE - YTD	-23.2%		-17.1%		8.3%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

* This is a system generated report.
Without the lowering impact of a fractional ownership in November (\$50,000) the average resale price in December would be \$505,318.

Resales - 5 Year Comparison



Resales Report Third Laguna Hills Mutual December, 2018

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/13/2018	2136-D	3	\$210,000	Castilla	Bullock Russell Real Estate	Bullock Russell Real Estate	Homestead Escrow
12/12/2018	2175-P	3	\$292,500	Casa Linda	Berkshire Hathaway	Ed Nixon	Hartford Escrow
12/20/2018	2192-C	3	\$155,000	Coronado	Keller Williams Pacific Estates	Realty Benefit	Homestead Escrow
12/21/2018	2207-A	3	\$205,000	Casa Contenta	Century 21 Rainbow	Realty One Group	Granite Escrow
12/28/2018	2264-C	3	\$459,000	Valencia	Century 21 Rainbow	Coldwell Banker	Granite Escrow
12/21/2018	2297-D	3	\$285,000	La Jolla	ReMax Premier Realty	HomeSmart Evergreen	Granite Escrow
12/14/2018	2316-D	3	\$232,100	Casa Contenta	@VANTAGE real estate	Prea Realty	Homestead Escrow
12/14/2018	2355-3E	3	\$276,500	Garden Villa	Village Real Estate	The Listers	Corner Escrow Inc.
12/21/2018	2385-1D	3	\$419,000	Garden Villa	Laguna Premier Realty, Inc	Dilbeck Real Estate	Granite Escrow
12/05/2018	3077-D	3	\$401,000	Encanto	ReMax Premier Realty	Realty Benefit	Granite Escrow
12/17/2018	3200-B	3	\$499,000	Las Flores	Inspira Realty	Presidential Real Estate	Granite Escrow
12/28/2018	3265-C	3	\$770,000	El Doble	Key Home Group	Laguna Premier Realty, Inc	Granite Escrow
12/03/2018	3271-N	3	\$310,000	La Brisa	Laguna Premier Realty, Inc	No Broker	Granite Escrow
12/26/2018	3327-O	3	\$425,000	Catalina	Coldwell Banker	Realty Benefit	Stonegate Escrow
12/04/2018	3368-N	3	\$395,000	Catalina	Keller Williams Real Estate	Uniti Realty	Granite Escrow
12/06/2018	3444-B	3	\$785,000	Navarro	HomeSmart Evergreen	Laguna Premier Realty, Inc	Escrow Options Group
12/27/2018	3521-C	3	\$755,000	Casa Rosa	Keller Williams OC Coastal Realty	Laguna Premier Realty, Inc	Granite Escrow
12/31/2018	4004-3A	3	\$499,000	Villa Nueva	Village Real Estate	Coldwell Banker	Granite Escrow
12/13/2018	4012-2C	3	\$265,000	Villa Nueva	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
12/26/2018	5002	3	\$834,000	Villa Paraisa	Century 21 Rainbow	Berkshire Hathaway	Corner Escrow Inc.
12/20/2018	5123	3	\$739,000	Villa Reposa	Patronus Real Estate	HomeSmart Evergreen	Granite Escrow
12/31/2018	5148	3	\$765,000	Villa Serena	Century 21 Rainbow	Coldwell Banker	Corner Escrow Inc.
12/27/2018	5344-A	3	\$635,000	El Doble	Century 21 Rainbow	HomeSmart Evergreen	Escrow Options Group

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/31/2018	5392-A	3	\$595,000	Villa Fuente	HomeSmart Evergreen	The Uhrik Group	Escrow Options Group
12/06/2018	5499-1B	3	\$295,000	El Mirador	Laguna Woods Village Realty	COMPASS REAL ESTATE	Granite Escrow
12/04/2018	5504-B	3	\$722,500	Cabrillo	Century 21 Rainbow	Century 21 Rainbow Realty	Granite Escrow
12/28/2018	5511-1D	3	\$370,000	El Mirador	FSBO	FSBO	Homestead Escrow
12/28/2018	5598-A	3	\$1,099,999	Casa Palma	Coldwell Banker	First Team Real Estate	West Coast Escrow

Number of Resales: 28

Total Resale Price: \$13,693,599

Average Resale Price: \$489,057

Median Resale Price: \$422,000

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

December 2018

Period	Month	NO. OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
		2018	2017	2016	2015	2018	2017	2016	2015	2018	2017	2016	2015
1	January	25	38	30	39	\$8,807,150	\$14,513,062	\$10,663,350	\$11,735,750	\$352,286	\$381,923	\$355,445	\$300,917
2	February	29	28	31	27	\$12,600,892	\$9,887,500	\$11,354,000	\$7,690,000	\$434,514	\$353,125	\$366,258	\$284,815
3	March	38	42	44	41	\$16,909,199	\$15,185,800	\$14,408,861	\$16,302,100	\$444,979	\$361,567	\$327,474	\$397,612
4	April	46	45	49	51	\$18,869,626	\$18,847,150	\$18,170,528	\$14,509,805	\$410,209	\$418,826	\$370,827	\$284,506
5	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
6	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
7	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
8	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
9	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
10	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
11	November	28	49	43	38	\$10,675,000	\$19,847,200	\$16,453,200	\$12,332,000	\$381,250	\$405,045	\$382,633	\$324,526
12	December	28	38	36	33	\$13,693,599	\$18,509,275	\$12,528,800	\$11,532,800	\$489,057	\$487,086	\$348,022	\$349,479
TOTAL		391	508	502	495	\$167,908,386	\$202,277,335	\$173,356,639	\$159,288,430				
MON AVG		32.6	42.3	41.8	41.3	\$13,992,366	\$16,856,445	\$14,446,387	\$13,274,036	\$430,198	\$397,655	\$344,818	\$321,730
% CHANGE-YTD		-23.0%	1.2%	1.4%	16.7%	-17.0%	16.7%	8.8%	16.7%	8.2%	15.3%	7.2%	0.1%

% Change calculated (This Year - Last Year)/Last Year
Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
December-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	14	38	378	1275	1705	1656	53	42	86	5
December	15	38	375	1284	1712	1669	47	30	82	0

Monthly Average	18.4	27.3	381.1	1237.9	1664.7	Jan- Dec 1657.4	50.9	51.5	115.8	0.9
------------------------	------	------	-------	--------	--------	--------------------	------	------	-------	-----

Percentage Leased	1712 / 6102 = 28%			
--------------------------	-------------------	--	--	--



OPEN MEETING

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

**Monday, December 17, 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, Lynn Jarrett

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Michael Plean, Mike Butler

STAFF PRESENT: Kurt Wiemann, Eve Morton, Gavin Fogg

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 November 26, 2018 Report

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

4. Approval of the Agenda

Director Bruninghaus made a motion to accept the agenda. Director Carpenter seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Parsons thanked everyone for being part of the committee this year and is looking forward to the New Year.

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

Chris Powers praised the new Alterations Office and said it was a really nice shop.

7. Department Head Update

Mr. Wiemann reported that he will be moving to the Landscaping Division but will ensure a smooth transition while his replacement is chosen.

He reported that the future committee meetings will be held in the board room due to the second floor no longer being accessible to residents after the first of the year.

He reported that Third's attorney said the entryways of Villa Paraisa models may be considered Exclusive Use Common Area.

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. 2231-P (Casa Linda, I106_1) Appeal to Retain Veneer Wall Coverings within Original Patio Footprint

Director Frankel moved to accept Staff's recommendation with the additional condition that the veneer wall may not be attached to the building. Director Jarrett seconded. The Committee was in unanimous support.

9. 5448 (San Marco, C12A_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

Director Morrison moved to deny any use of the Common Area but to approve a variance to revise the *original* plans by replacing the door on the East elevation with two windows and to remove the stoop. Director Jarrett seconded. The Committee was in favor. Advisor Butler abstained.

Reports:

10. Discuss and Review Revising the Alteration Inspection Fees

Mr. Wiemann his goal is to better match the cost of staff time attached with the alteration fees. However, to make that increase all at once would be too much so he is suggesting raising the costs incrementally.

Director Morrison made a motion to accept Staff's recommendation and send this on to the Board. Advisor Plean seconded. The committee was in unanimous support.

Concluding Business:

11. Committee Member Comments

Advisor Butler gave his compliments to the Staff. He felt that the committee has come a long way and is glad that some additional pre-existing Standards have been set up as to not bog down Staff. He hopes committee can tap into Mr. Wiemann's expertise, if needed.

Chair Parsons appreciated all being there.

12. Date of next meeting – Monday, January 28, 2019

13. Adjourned at 11:17 a.m.

DRAFT

Chair, Steve Parsons

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565

this page intentionally left blank

OPEN MEETING

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

Thursday, January 3, 2019 – 9:00 a.m.
Laguna Woods Village Community Center Board Room – 24351 El Toro Road

MEMBERS PRESENT: James Tung – Chair, Lynn Jarret, Cush Bhada, John Frankel, Jon Pearlstone, Jules Zalon (Non-Voting Advisor)

MEMBER ABSENT:

OTHER DIRECTORS: Elsie Addington in audience

STAFF PRESENT: Kurt Wiemann, Larry Hernandez, Robert Merget, Lulu Bector, Eve Morton, Siobhan Foster, Bruce Hartley

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 December 6, 2018

The meeting report of December 6, 2018, was approved by consensus.

5. Chair's Remarks

None

6. Member Comments (Items Not on the Agenda)

Arthur Levy 5578-B - Spoke about tree removal request and notice that was not received.
Eileen Lazar 5220 - Spoke about the ten week landscape schedule and ivy growing on her wall and her neighbor's.

7. Response to Member's Comments

Mr. Hernandez responded to Ms. Lazar and went over the service level with her. He explained the 10 to 12 week weeding and pruning cycle and that we are currently on a 14-day mow and edge cycle. During spring and summer, we go to a 9-day mow and edge cycle. When the crew is on their mow cycle, there is no weeding of the planter beds. The crew will trim back a little more in fall due to the slower growth rate of the plant material.

8. Department Head Update

Mr. Wiemann introduced himself as the new head of the Landscape Division.

Agenda Item # 14d

Page 1 of 3

Consent:

9. Water Efficient Plant Palette – Staff Recommends Approval

10. Tree Removal Request – 2233-S – Staff Recommends Denial

11. Appeal of Tree Trimming Request – 5076 Tero – Staff Recommends Denial

The Consent Calendar was approved unanimously.

Reports

12. Project Log

Mr. Hernandez gave a brief summary of the project log.

Chair Tung had a question on slope renovation.

Mr. Wiemann explained the Landscape Division will re-evaluate all projects and develop an updated report for the committee in the coming months.

Items for Discussion and Consideration

13. Request for Approval to Install Artificial Turf – Kreter (5152)

The resident spoke about her request.

Mr. Merget spoke about the fact that the original alteration plans were re-designed to include artificial turf.

Mr. Hartley spoke about the requests made by resident.

Director Pearlstone asked Member what motivated her to decide to use artificial turf.

During the field tour at the property site, Director Bhada made a motion to approve the modifications, including artificial turf, to the previously approved landscape alteration with the conditions that the artificial turf is Staff approved and that the Member is responsible for keeping it up at their expense. Director Jarrett seconded. The committee was in unanimous support.

14. Organic Herbicide Program

Mr. Hernandez spoke about the herbicide program.

Mr. Hartley spoke about the difference in cost between glyphosate versus non- glyphosate herbicides.

Director Bhada made a motion to direct Staff to continue researching effective materials that are non-glyphosate, stay within annual budget, and report monthly to the Committee on progress and cost. Committee will then make a decision in the next three to four months on how to proceed. The motion was seconded by Director Jarrett. The committee was in unanimous support.

Items for Future Agendas

15. Proposed 2019 Reserve Funded Project Calendar

16. Turf Removal Project Update

Concluding Business

17. Committee Member Comments

Jules Zalon thanked everyone for being at the meeting

18. Date of Next Meeting February 7, 2019

19. Adjournment

Meeting was adjourned at 10:06 a.m.



James Tung, Chair

this page intentionally left blank

OPEN MEETING

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

Thursday, December 6, 2018 – 9:00 a.m.

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

MEMBERS PRESENT: Chair- James Tung, Cush Bhada, Lynn Jarret, John Frankel, Jon Pearlstone

MEMBER ABSENT:

OTHER DIRECTORS: Annette Sabol Soule

STAFF PRESENT: Siobhan Foster, Larry Hernandez, Bob Merget, Mike Swingholm

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

Add 1 item under consent "Letter to residents informing them about the water saving plant project near Gate 14". The amended agenda was approved by consensus.

4. Approval of Committee Report for November 1, 2018

The meeting report of November 1, 2018 was approved by consensus.

5. Chair's Remarks

Chair Tung had questions for staff regarding the elimination of Round Up.

Siobhan Foster, Acting CEO replied that staff will be providing a full report during the United Landscape meeting next Thursday. Director Tung would like to have a copy of the report.

Director Tung commented that if residents have any issues to please fill out the speaker request form before they speak.

6. Member Comments (Items Not on the Agenda)

Sandra Smolinsky 5280- spoke about trash next to the water district building behind 5280 and the condition of the turf in front of her manor.

Esther Wright 3036-N – Wanted to know the plan for Third Mutual Non-toxic project. She asked the Committee not to allow Round Up to come back.

Eileen Lazar 5220 – Spoke about the annual clean up by Gate 1. Inquired when it will take place. She spoke about overgrown shrubs on slopes by Gate 11.

Dr. Lois Rubin wants to know what has been replacing Round Up and fears that Round Up will be brought back and wanted to know if we are using any of the options from the list on non-toxic herbicides.

7. Response to Member's Comments

Mr. Hernandez responded to Mrs. Smolinsky that the clean-up is scheduled and the photos she provided is not trash, these are plants that landscape is using to install in the areas needed.

Mr. Hernandez responded to Mrs. Wright that staff is in the process of finishing up the report for United. Results will be brought to the next meeting.

Mr. Hernandez responded to Mrs. Lazar that staff is in the process of installing mulch. Staff is on schedule approximately every 10 weeks.

Director Tung responded to Mrs. Rubin that Round Up will never come back.

Director Bhada told her she's too late on member comments and asked Mrs. Rubin not to talk negatively about the Committee members and staff because we are currently working on this matter.

Director Tung announced and welcomed the new directors of Third landscape Committee. Mr. Hernandez introduced Mr. Swingholm to the Committee.

8. Department Head Update

Siobhan Foster announced Mr. Hartley's retirement. Mr. Hartley offered to stay until the end of December to help with the transition. Ms. Foster stated that she will be hiring two Senior Managers; one will be a Field Services Manager and the other a Senior Transportation and Maintenance Services Manager. Ms. Foster mentioned that following the fuel reduction project to reduce fire risk, hydroseeding will take place this week.

Consent:

Direct staff to send out a letters to inform residents in Gate 14 about the conversion of turf to water saving plants. Approved by consensus.

Reports

9. Project Log

Mr. Hernandez provided an update on the status of 2018-2019 projects.

10.Irrigation Status Report Update

Mr. Hernandez gave a brief explanation of the report and graphs.

ITEMS FOR DISCUSSION AND CONSIDERATION

11.Water Efficient Plant Palette

Mr. Swingholm gave a brief explanation of the slides (PowerPoint Presentation).

12.Appeal – Denial of Off Schedule Trimming Request (Asner)

Mrs. Asner spoke about her request.

Director Frankel made a motion to deny the appeal for off schedule trimming of one Brazilian Pepper tree located at the rear of 5127 Brazo and two Lemon Scented Gum trees located at the rear of 5303 Cantante. The request does not fall under the resolution regarding view obstruction. Second by Director Bhada. Request denied by Committee unanimously

13.Tree removal requests

a) 2233-S Via Puerta (DiDomenico)

Director Bhada made a motion to have the tree removed at the Member's expense and an additional cost of \$150 for a new tree to be planted; seconded by Director Jarret; Director Frankel voted no. Committee voted 2 to 1 vote in favor of removal at resident's expense. Schedule 3-4 months.

b) 5396-B Via Carrizo (Cronin)

Director Tung made a motion to have the tree removed at Mutual expense, second by Director Bhada. Approved by Committee unanimously. Removal will be scheduled within 3-4 months.

- c) 5578-B Luz del Sol (Levy)- Mr. Levy Spoke about his request
Director Frankel made a motion to deny the removal, second by Director Bhada.
Committee denied the request unanimously.

Items for Future Agendas

14. Proposed 2019 Reserve Funded Project Calendar

Concluding Business

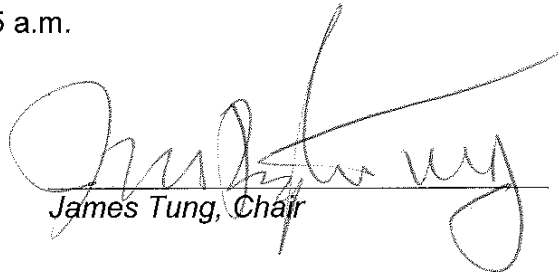
14. Committee Member Comments

None

15. Date of Next Meeting January 3, 2019

16. Adjournment

Meeting was adjourned at 10:55 a.m.



James Tung, Chair

this page intentionally left blank