



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

**Tuesday, February 19, 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 Parsons**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. January 15, 2019 – Regular Open Session
- 6. Report of the Chair**

Certificate of Appreciation for James Tung and Paul Chao
- 7. Open Forum (Three Minutes per Speaker)** - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. Update from VMS – Director Unger**
- 10. CEO Report**
- 11. Consent Calendar** - *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

Please silence your cell phones.

- a. Architectural Control and Standards Committee Recommendations:
 - (1) Recommendation to Deny 2205-D (Monterey, PS08) Retain Unauthorized HVAC Condenser Located in Unapproved Location
 - (2) Recommendation to Approve 3255-B (El Doble, SB203RB) Retrofit Sliding Glass Doors without Retrofitting Remaining Windows within Original Floorplan Footprint
 - (3) Recommendation to Approve 5165 (Villa Paraisa, C13C_1) Extend Entryway onto Exclusive Use Common Area
- b. Resolution to Update Third Committee and GRF Appointments
- c. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of December, 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 37: Patio Covers; Awnings (**DECEMBER 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 Revised Alteration Standard 30: Storage Cabinets (**DECEMBER 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 the Revised Caregiver Policy (**DECEMBER initial notification-30-day review for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)
- d. Entertain a Motion to Adopt a Resolution for Revisions to Open House and Real Estate Uniform Signage Policy (**JANUARY initial notification-28-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 Revised Alteration Standard 32: Water Heater Relocation (**FEBRUARY 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 for an Alteration Standard Plan Policy (**FEBRUARY 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 February 5, 2019; next meeting March 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 January 28, 2019; next meeting February 25, 2019, at 9:30 a.m. in the Sycamore 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 Jarrett. The Committee met on February 7, 2019; next meeting March 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 January 16, 2019; next hearings February 20, 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. The Committee met on January 9, 2019; next meeting March 13, 2019, at 1:30 p.m. in the Board Room
- g. Report of the Energy Task Force – Director Frankel. The Task Force met on January 9, 2019; next meeting March 6, 2019, at 1:30 p.m. in the Board Room
- h. Report of the Water Subcommittee – Director Connelly. The subcommittee did not meet in January; next meeting March 4, 2019; at 10:30 a.m. in the Sycamore Room.
- i. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on February 11, 2019; 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 Jarrett. The Committee met on January 16, 2019; next meeting March 20, 2019, at 1:30 p.m. in the Board Room
- d. Maintenance & Construction Committee – Director Frankel. The Committee met in February 13, 2019; next meeting April 10, 2019, at 9:30 a.m. in the Board Room
- e. Media and Communications Committee – Director Bruninghaus. The Committee met on January 21, 2019; next meeting February 26, 2019, at 9:30 a.m. in the Board Room
- f. Mobility and Vehicles Committee-Director Frankel – The Committee met on February 6, 2019; next meeting April 3, 2019, at 1:30 p.m. in the Board Room
- g. Security and Community Access Committee – Director Bruninghaus. The Committee did not meet in January; next meeting February 25, 2019, at 1:30 p.m. in the Board Room
 - Disaster Preparedness Task Force—Director Frankel. The Task Force met on January 29, 2019; next meeting March 26, 2019, 9:30 a.m. in the Board Room

16. Future Agenda Items-- *All matters listed under Future Agenda Items are 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 to Revise the Alteration and Inspection Fees (This item needs to go to the Finance Committee for review)

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) February 19, 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



MINUTES OF THE 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

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, January 15, 2019, 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: Wei-Ming Tao (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

Directors recommended the following changes to the agenda:

- Removal of agenda item 11d from the Consent Calendar to Unfinished Business
- Removal of agenda item 13b from New Business to the Finance Committee
- Correction to agenda item 15c. GRF Landscape Committee meeting in December was canceled.

Director Parsons made a motion to approve the agenda as amended. Director Bhada seconded the motion.

5. Approval of Minutes

a. December 18, 2018 – Regular Open Session

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

6. Report of the Chair

President diLorenzo offered her apology to the Communications Division for her negative comments about The Breeze. She announced the selection of Jeffrey Parker as the new CEO for Laguna Woods Village. Mr. Parker comes to us from the City of Tustin, and his first day in the Village will be February 4th. The Board is having a closed session meeting next Wednesday, January 23, 2019 to identify ways to make the Board more efficient and to generate issues and ideas for the new CEO.

7. Open Forum

Several Members spoke about various issues:

- The benefits of the Laguna Woods Foundation;
- Lights out and water leaks in the Garden Villa Buildings;
- Questions asked about Broadband that could not be answered by Broadband staff and changes in the TV Guide's format (hard to see);
- Tree removal request; needs stump removal too.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President diLorenzo addressed the issue on lights.
- Director Bhada addressed the issues on water intrusion.
- Director Tung addressed the tree removal issue.

9. Update from the VMS Board– Director Tao

Director Tao gave a presentation regarding the VMS strategic plan/goals, action plan update, VMS evaluation by the Mutual Boards, and VMS recommendations.

10. CEO Report

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

- Storm related issues should be reported to Resident Services or Security.
- Construction on Gates 2 and 8 will begin on Monday, February 4th to install the gate arms. Throughout construction, gates will be closed to vehicles, but open to pedestrians from 7 a.m. to 5 p.m. M-F and 9 a.m. to 3 p.m. Saturdays. Residents can use gate 10 and 7 during construction.
- Easy Rider fixed-route bus system will expand their service on January 14th to include a new stop at the Willow Tree Center/Aldi Stop on a 60-day trial basis.
- Residents were mailed 2019 parking/vehicle decals. If you have not received your decal, please call Resident Services at 949-597-4600.

- Upcoming recreation events include Football Playoff games at Clubhouse 5, Lunar New Year celebration at the Performing Arts Center, and Painting Class with Penni Rubin at Clubhouse 1 and many others. Contact the Recreation Department for more information.
- Enhanced security measures for the second floor of the Community Center will be implemented later this month. Residents will be restricted to the 1st and 3rd floors. Security will escort Residents to the 2nd floor, if they need to conduct business on that floor.

Siobhan Foster, answered questions from the Board.

11. Consent Calendar

Agenda item 11d was removed from the Consent Calendar.

11a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve 2231-P (Casa Linda, II06_1) Retain Veneer Wall Coverings within Original Patio Footprint

RESOLUTION 03-19-01 **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.

- (2) Recommendation to Deny 5448 (San Marco, C12A_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

RESOLUTION 03-19-02
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.

11b. Landscape Committee Recommendations:

(1) Tree Removal: Denial (2)

- 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.

RESOLUTION 03-19-03

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.

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

RESOLUTION 03-19-04

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.

11c. Finance Committee Recommendations:

- (1) Approve Resolution to Record Lien against Member's APN: 931-681-27

RESOLUTION 03-19-05
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.

- (2) Approve a Resolution for Financial Transfers by VMS and Ratify Transactions Since January 1, 2019.

RESOLUTION 03-19-06
FINANCIAL TRANSFERS BY VMS

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.

11e. 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

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

12. Unfinished Business

This item was removed from the Consent Calendar (11d) and added to unfinished business as agenda item 12a.

12a. Adopt a Resolution for Revised Third Mutual and GRF Committee Assignments

RESOLUTION 03-19-07 **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
Staff Advisor: Siobhan Foster, COO

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

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.

RESOLUTION 03-19-08
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 diLorenzo
Jack Connelly
Steve Parsons, Alternate

Landscape Committee

James Tung
Lynn Jarrett
John Frankel, Alternate
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 03-18-169, 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.

Director Bruninghaus made a motion to approve the amended Third and GRF Committee Appointments resolution. Director Parsons seconded the motion, and the motion passed by unanimous consent.

12b. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 34: Window and Window Attachments

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

RESOLUTION 03-19-09
REVISE ALTERATION STANDARD 34: WINDOW 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 conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution to revise alteration standard 34: window and window attachments.

Discussion ensued among the Directors.

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

12c. Entertain a Motion to Adopt a Resolution for a New Alteration Standard 45: Fencing; Vinyl

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

RESOLUTION 03-19-10
NEW ALTERATION STANDARD 45: FENCING; 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, initial notification. 30-day notification to conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution for a new alteration standard 45: fencing; vinyl.

Discussion ensued among the Directors.

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

12d. Entertain a Motion to Adopt a Resolution for Revised LH21 Storage Room Rules

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

RESOLUTION 03-19-11
REVISE RULES FOR STORAGE AREAS IN LH21 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 conform to Civil Code §4360 has been satisfied

Director Bruninghaus made a motion, seconded by Director Bhada, to adopt a resolution to revise LH21 storage room rules.

Discussion ensued among the Directors.

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

13. New Business

13a. Entertain a Motion to Introduce a Resolution for Revisions to Open House and Real Estate Uniform Signage Policy.

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

RESOLUTION 03-19-xxx
REVISE OPEN HOUSE AND 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

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.
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

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 15, 2019 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.

Director Bruninghaus made a motion to introduce a resolution for 28-day review to revise open house and real estate uniform signage policy.

Discussion ensued among the Directors. Director Carpenter asked that staff add placement of signs in the Breezeways to the Resolution.

By consensus, the Board introduced the revised resolution for 28-day review.

- 13b.** Entertain a Motion to Introduce a Resolution to Revise the Alteration and Inspection Fees. (This item was removed from the agenda and sent to the Finance Committee for review.)

14. Committee Reports

- 14a. Report of the Finance Committee / Financial Report - Director Connelly presented the Treasurer's Report including the Resale and Lease Reports. The Committee met on January 8, 2019; next meeting February 5, 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 continues to update standards. 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 is working on cul-de-sac signs, new lighting, new gate arms, and new coin operated dryers. Washer and dryers will now be on platforms. The Committee met in 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. The Task Force had a meeting late last year. Next meeting TBA.

- 14d. Report of the Landscape Committee - Director Tung reported that the Committee approved to start a turf reduction pilot project this year near Gate 14, and to evaluate the cost and options of organic herbicides to replace Round-up. The Committee also approved artificial turf as a water saving ground cover. The Committee met on January 3, 2019; next meeting February 7, 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 December 19, 2018; next hearings will be on January 16, 2019, 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 is working on letters that notify residents when any work is being done in their area. The Committee met on January 9, 2019; next meeting March 13, 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 discussed priorities given to the Energy Consultant. The Task Force met on January 9, 2019; next meeting March 6, 2019, at 1:30 p.m. in the Board Room.
- 14h. Report of the Water Subcommittee - Director Tung showed a presentation on Water Conservation. The Subcommittee did not meet in January; next meeting February 12, 2019 at 11:00 a.m. in the Sycamore Room.
- 14i. Report of the Resident Policy and Compliance Task Force - Director Bruninghaus gave an update from the last meeting. The Task Force did not meet in January; next meeting February 11, 2019, 1:30 p.m. in the Board Room.

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Parsons reported on upcoming recreation and special events. The Committee met on January 10, 2019; next meeting March 14, 2019 at 1:30 p.m. in the Board Room.
- 15b. Finance Committee – Director Connelly reported that a presentation by Blackrock will be presented at the next meeting in February. The Committee met on December 19, 2018 but did not meet in January; next meeting February 20, 2019, at 1:30 p.m. in the Board Room.
- 15c. Landscape Committee – Director Tung reported that the Committee meeting on December 19, 2018 was canceled; next meeting January 16, 2019 at 1:30 p.m. in the Board Room

- 15d. Maintenance & Construction Committee – Director Frankel reported on highlights from the last meeting. 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--Next meeting January 23, 2018, at 9:00 a.m. in the Sycamore Room
- 15f. Mobility and Vehicles Committee-Director Frankel 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 Committee met on December 17, 2018; next meeting February 25, 2019, at 1:30 a.m. in the Board Room
 - Disaster Preparedness Task Force – Director Frankel 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 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.*
- 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 Bhada asked residents to be cautious in the rain.
 - President diLorenzo made an announcement that Director Chao will be resigning from the Board for health reasons.
18. **Recess**

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

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

During the December 18, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 29, 2018 – Regular Executive Session

Write-Off Delinquent Assessments

Discuss Contract Award Matters

Discuss and Consider Member Matters


Discuss and Consider Legal and Litigation Matters

During the December 20, 2018, Special Closed Session, the Board:

Discussed and Considered Member Matters

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 4:00 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION ATTACHMENTS

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~~ are subject to the review ~~ed by~~ 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.



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.

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



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.

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RESOLUTION 03-19-XX
Variance Request

WHEREAS, Ms. Christine Yuk Yee Mak of 2205-D Via Mariposa E., a Monterey style unit, is requesting Board approval of a variance to retain an unauthorized HVAC condenser located in unapproved location on Common Area; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

NOW THEREFORE BE IT RESOLVED, on February 15, 2019, the Board of Directors hereby denies the request to retain the unauthorized HVAC condenser located in unapproved location on Common Area and to move it to the roof and the 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 2205-D and all future Mutual members at 2205-D;

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, Ms. Marjorie S. Laube of 3255-B San Amadeo, an El Doble style unit, is requesting Board approval of a variance to retrofit the rear sliding glass doors of the unit; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

NOW THEREFORE BE IT RESOLVED, on February 15, 2019, the Board of Directors hereby approves the request to retrofit the rear sliding glass doors without being required to retrofit the rear windows of the unit 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 3255-B and all future Mutual members at 3255-B;

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, Ms. Hope H. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to extend the entry way onto Exclusive Use Common Area,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 14, 2019, 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 January 28, 2019.

NOW THEREFORE BE IT RESOLVED, on February 15, 2019, the Board of Directors hereby approves the request to extend the entry way onto Exclusive Use Common Area 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.



RESOLUTION 03-19-xxx
Third Mutual Committee Appointments

RESOLVED, February 19, 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
Staff Advisor: Siobhan Foster

Communications Committee (Bi-Monthly)

Roy Bruninghaus, Chair
Jon Pearlstone, Co-Chair
Jack Connelly
Bunny Carpenter
Lynn Jarrett

Energy Task Force

John Frankel (Third)
Cush Bhada (Third)
Steve Parsons, (Third) Alternate
~~Paul Chao (Third), Alternate~~
Voting Advisors: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair
Rosemarie diLorenzo, ~~Co-Chair~~
Bunny Carpenter
John Frankel
James Tung
Jon Pearlstone, Alternate
Cush Bhada, 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

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

Maintenance and Construction (Committee of the Whole)

Cush Bhada, Chair
Bunny Carpenter, First Co-Chair
Rosemarie diLorenzo
John Frankel, Second Co-Chair
Paul Chao
Jon Pearlstone
Steve Parsons, Alternate
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
Lynn Jarrett

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 03-19-07, adopted January 15, 2019, is hereby superseded and canceled; and,

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

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RESOLUTION 03-19-xxx
GRF Committee Appointments

RESOLVED, February 19, 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
~~Jon Pearlstone, Alternate~~

Community Activities Committee

~~Steve Parsons~~
~~Bunny Carpenter~~
Cush Bhada
Jack Connelly, Alternate
Jon Pearlstone, Alternate

Finance Committee

Rosemarie diLorenzo
Jack Connelly
Steve Parsons, Alternate
~~Jon Pearlstone, Alternate~~

Landscape Committee

~~James Tung~~
Lynn Jarrett
Jon Pearlstone, ~~Alternate~~
John Frankel, 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
Jon Pearlstone, **Alternate**
Lynn Jarrett, Alternate
Cush Bhada, **Alternate**

Security and Community Access Committee

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

Disaster Preparedness

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

RESOLVED FURTHER, that Resolution 03-19-08, adopted January 15, 2019, 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: February 19, 2018
FOR: Board of Directors
SUBJECT: Revision to Alteration Standard 37: Patio Covers; Awnings

RECOMMENDATION

Approve a resolution to revise Alteration Standard 37: Patio Covers; Awnings.

BACKGROUND

On November 26, 2018, the ACSC reviewed this Staff Report and Resolution. 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 41 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 37: Patio Covers; Awnings was last revised in September 2015, via Resolution 03-15-128.

DISCUSSION

The ACSC reviewed the existing Alteration Standard 37: Patio Covers; Awnings and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.1 An awning is defined as an architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. A roof-like shelter of canvas or other material, i.e. awning. A roof-like shelter of canvas or other material, i.e., awning. Awnings may extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun. are limited to single story buildings.
- §2.2 The awning may be either fixed or retractable. Awning fabric shall meet all local, state, and federal fire safety requirements. Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance. Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance. Sufficient documentation shall be submitted to the Alterations Division prior to installation.

- | §2.3 ~~The New~~ awnings ~~will may~~ cover only the original patio area as defined by the ~~existing~~ original patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing. Replacement awnings shall match the originally approved awnings in size.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Alteration Standard 37: Patio Covers; Awnings

Attachment 2: Red Lines of Alteration Standard 37: Patio Covers; Awnings

Attachment 3: Alteration Standard 37: Patio Covers; Awnings

Attachment 1

RESOLUTION 03-18-XX

Introduce 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, February 19, 2018, that the Board of Directors of this Corporation hereby adopts 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

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

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SECTION 37 STANDARD 37: PATIO COVERS, AWNINGS

FEBRUARY 2006, RESOLUTION 03-06-11

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

REVISED SEPTEMBER 2015, RESOLUTION 03-15-128

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

JANUARY 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1 An awning is defined as an architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. A roof-like shelter of canvas or other material, i.e., awning, Awnings may extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun are limited to single story buildings.
- 2.2 The awning may be either fixed or retractable. Awning fabric shall meet all local, state, and federal fire safety requirements. Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance. Sufficient documentation shall be submitted to the Alterations Division prior to installation.
- 2.3 New awnings will may cover only the original patio area as defined by existing original the patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing. Replacement awnings shall match the originally approved awnings in size.
- 2.4 The color of the awnings shall be Desert Sand, or equivalent, in color.
- 2.5 Comprehensive plans shall be submitted to the Manor Alterations Department at the time of application, including awning material to be



used, dimensions of awning, dimensions of patio, and color swatch of material to be used.

- 2.6** The Mutual Member must maintain the awning in good condition.



STANDARD 37: PATIO COVERS: AWNINGS

FEBRUARY 2006, RESOLUTION 03-06-11

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

REVISED SEPTEMBER 2015, RESOLUTION 03-15-128

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

JANUARY 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** An awning is defined as an architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. Awnings are limited to single story buildings.
- 2.2** The awning may be either fixed or retractable. Awning fabric shall meet all local, state, and federal fire safety requirements. Sufficient documentation shall be submitted to the Alterations Division prior to installation.
- 2.3** New awnings may cover only the original patio area as defined by original patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing. Replacement awnings shall match the originally approved awnings in size.
- 2.4** The color of the awnings shall be Desert Sand, or equivalent, in color.
- 2.5** Comprehensive plans shall be submitted to the Manor Alterations Department at the time of application, including awning material to be



used, dimensions of awning, dimensions of patio, and color swatch of material to be used.

- 2.6** The Mutual Member must maintain the awning in good condition.



STAFF REPORT

DATE: February 19, 2019
FOR: Board of Directors
SUBJECT: Introduction of Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies)

RECOMMENDATION

Approve a resolution to introduce Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies).

BACKGROUND

On November 26, 2018, the ACSC reviewed this Staff Report and Resolution. 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 41 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 30: Storage Cabinets was last revised in June 2002, via Resolution M3-02-29.

DISCUSSION

The ACSC reviewed the existing Alteration Standard 30: Storage Cabinets and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The Committee decided the Standard should be divided into two separate documents; one for patios, balconies and breezeways, the other for parking areas. The proposed standard for parking areas will be introduced at a future meeting. The proposed new standard for patios, balconies and breezeways is attached to the official minutes of this meeting.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Introduce Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies)

Attachment 2: Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies)

Attachment 1

RESOLUTION 03-18-XX

**Introduce 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, February 19, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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STANDARD 30A: STORAGE CABINETS (Patios, Breezeways, and Balconies)

FEBRUARY 1985

REVISED JUNE 2002, RESOLUTION M3-02-29

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

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

REVISED JANUARY 2019, RESOLUTION 03-19-XXX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 GENERAL CONDITIONS

This Standard is pertinent to storage cabinets in breezeways, balconies, and patios. For information regarding storage cabinets in parking areas, see Standard 30B: Cabinets; Parking Area Storage.

- 2.1** Cabinets shall be positively attached to adjacent wall or structure to prevent overturning as required by the International Building Code.
- 2.2** A 12" access shall be maintained between cabinets and existing plumbing. No electrical wiring shall be run through the cabinet.
- 2.3** No loose items are allowed outside of storage cabinets. All personal property, including foot lockers, file cabinets, trunks and work benches shall be stored in cabinets and shall not violate use restrictions set forth in Article III of Declaration of Covenants, Conditions, and Restrictions.
- 2.4** A Mutual Consent will not be required for cabinets which are located within patios or balconies provided they are not visible from common area. Maximum of two cabinets per patio or balcony is permissible.

3.0 PATIO CABINETS

- 3.1** Cabinet height shall not exceed the height of the patio walls.
- 3.2** Cabinets may be limited to two per patio.

4.0 BREEZEWAY CABINETS

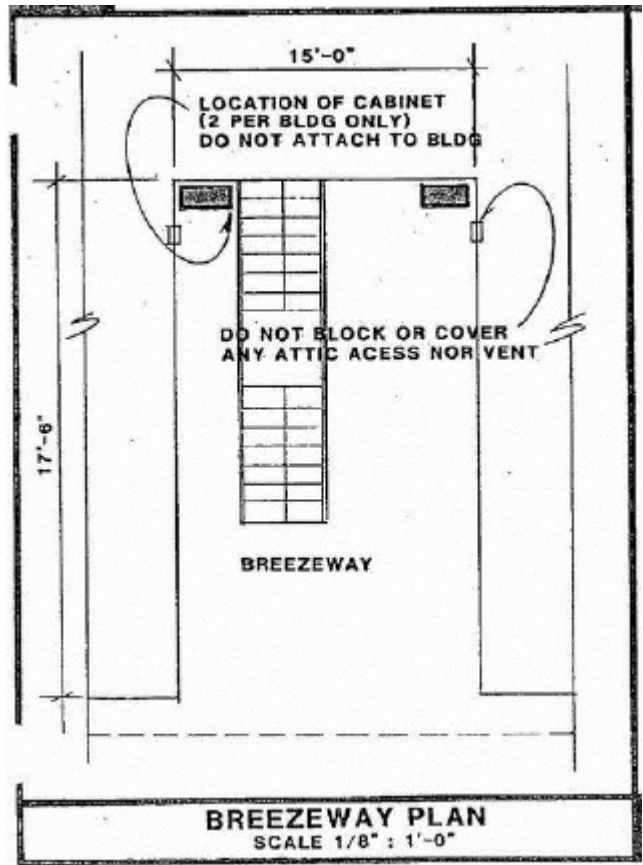
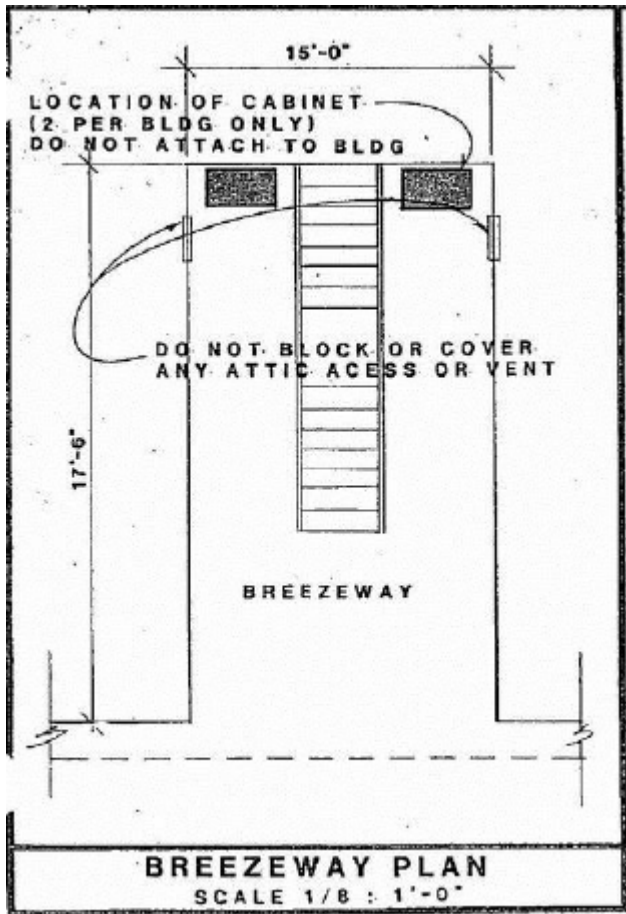
All storage cabinets in breezeways require a Mutual Consent issued by the Alterations Division prior to installation.

- 4.1** Breezeway cabinets will be permitted in Casa Linda (11-06 type), Casa Contenta (KK-08 type), and Casa Vista (II06) buildings only.
- 4.2** The cabinet shall be no taller than 6', no wider than 3'-0", nor deeper than 1'-6".
- 4.3** Breezeway cabinets will be limited to two, based upon available space. Available space shall be divided equally among adjacent units.
- 4.4** Cabinet units will be placed under stairwell area as indicated on attached drawing. All cabinets shall be legibly labeled with the manor number.
- 4.5** Cabinets shall be consistent in appearance; colors shall coordinate with adjacent buildings.
- 4.6** The cabinet shall be placed on lockable casters.

5.0 BALCONY CABINETS

- 5.1** Cabinets located on a balcony will be limited to one. Cabinets are not allowed along railings without balcony railing paneling. Cabinet heights may not exceed the height of the balcony railing. Cabinets against the building shall not exceed 6' in height.

Breezeway Storage Cabinet Locations



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STAFF REPORT

DATE: February 19, 2019
FOR: Board of Directors
SUBJECT: Private Caregiver Policy

RECOMMENDATION

Approve the amended Private Caregiver Policy.

BACKGROUND

On December 3, 2018, the Residency Policy and Compliance Task Force reviewed and approved the amended Private Caregiver Policy with changes.

On December 18, 2018, the Third Laguna Hills Mutual Board of Directors approved an amended Care Provider Policy to fairly and reasonably address home-care aides who provide part-time, long-term and terminal health services to residents. The amended policy included the following changes: registration with the California Department of Social Services (CDSS), fingerprinting, background checks, issuance of care provider photo identification (ID) cards and a requirement that care providers be registered for each resident receiving care (Resolution 03-17-03).

Since adoption of the amended policy, Staff has been approached by various Residents who shared their concerns and challenges with the new requirements. These included, but were not limited to the necessity of obtaining a physician's certification when nonmedical service was needed, the cost of obtaining background and fingerprint clearance, emergency circumstances and quickly changing medical needs that could not reasonably wait for application processing, and request for licensed agency approval rather than individual caregivers.

The Community Services Division, Resident Service Department, coordinates the care provider process. As of July 31, 2018, fewer than 125 care providers were registered.

DISCUSSION

The purpose of the amendments (Attachment 1) is to address Resident concerns and provide efficiencies. The proposed amendments maintain the requirement that all caregivers—whether private or agency employed—satisfy a background check, be fingerprinted and be registered with the CDSS.

Below is a breakdown of the recommended changes and justifications:

1. Clarification of activities of daily living
 - a. Activities of daily living (ADL) are defined as a series of basic activities performed by individuals on a daily basis necessary for independent living at home or in the community. There are many variations on the definition of the activities of daily living, including, without limitations:
 - i. Personal hygiene: Bathing/showering, grooming, nail care and oral care

- ii. Dressing: The ability to make appropriate clothing decisions and physically dress/undress oneself
 - iii. Eating: The ability to feed oneself, though not necessarily the capability to prepare food
 - iv. Maintaining continence/toileting: Both the mental and physical capacity to use a restroom, including the ability to get on and off the toilet and cleaning oneself
 - v. Transferring/Mobility/Ambulating: Moving oneself from seated to standing, getting in and out of bed, and the ability to walk independently from one location to another
 - b. Instrumental ADL are not necessary for fundamental functioning, but they let an individual live independently in a Community.
 - i. Companionship and mental support
 - ii. Transportation and shopping
 - iii. Preparing meals
 - iv. Managing household
 - v. Managing medications and finances
 - vi. Communicating with others
2. Removal of physicians certification
- a. Only needed for medical care; i.e., home health care (physical or occupational therapy), hospice care, in-home supportive services (IHSS), all in-home care requiring insurance billing, etc.
 - b. A physician will never refuse to sign if patient requests it. He/she would not want to open themselves to liability.
 - c. Requires Residents to make an appointment with their physician, transport to/from appointment and is a chargeable service (co-pay) for a nonmedical service wanted.
 - d. Residents requiring medical care at home will be treated by a licensed professional who can present proper identification to gain access to the Community. Typically, these are temporary short-term visits.
3. Family caregiver revision. Do not require a Private Caregiver Application for Permit for a family member(s) or any person(s) who is/are not living in the unit more than 60 days.
- a. Resident doesn't have to pay for services.
 - b. Issue a 60-day caregiver gate pass and/or overnight pass. (This would help track how long family member has been in the Community).
 - c. Require Private Caregiver Application for family member who lives in the unit more than 60 days in a calendar year.
 - d. As a private caregiver, this will reduce chances of family members becoming occupants.
4. Home Care Organization/Agency (HCO) exemption
- a. HCOs should be exempt from the process because HCOs have already performed background checks on their employed caregivers.
 - b. HCO caregivers are required to be registered with the CDSS.
 - c. HCOs monitor their caregivers and are liable.
 - d. Issue a business pass to the HCO to provide to their caregivers.

5. Reduce board review of all applications. Only submit Private Caregiver Applications to the board when there are exceptions. If the application meets all requirements, allow Staff approval.
 - a. Reduces turnaround for the Resident and private caregiver.
 - b. Reduces the number of staff reports submitted by Resident Services.
 - c. Reduces number of applications reviewed by the board.
6. Managing access to the Community.
 - a. Private caregivers will be issued a picture ID card with expiration date.
Thirty/sixty days prior to expiration, a letter can be sent to the Resident and/or the private caregiver notifying them that their ID is about to expire and needs to be renewed prior to the deadline.
 - b. Require IDs to be worn in plain sight while in the Community.
 - c. Private caregivers will be issued a private caregivers gate pass and/or overnight parking pass, if needed.
 - d. Private caregivers are only approved up to one year.
 - e. No private caregiver is allowed access to Village facilities without accompaniment of the Resident.

Additionally, the application has been modified and simplified to avoid HIPPA-related concerns. Individuals, whether seeking a homemaker or home health care aide, generally are sensitive about disclosing personal health needs.

The Social Services Division, Security Services Department, and Marketing and Communications Division, Office of the CEO, are collaborating to realize an ongoing educational campaign to promote the value of using only registered caregivers and the importance of improved safety for all Village residents. A multipronged approach involving print, television, group and one-on-one meetings will be launched to reinforce the goals of the Private Caregiver Policy. Various touch points will be identified, evaluated and incorporated in the educational campaign.

FINANCIAL ANALYSIS

None.

Prepared By Pamela Bashline, Community Services Manager
Susan McNerney, Social Services Manager

Reviewed By Francis Rangel, Operations Manager
Tim Moy, Chief of Security
Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

Attachment 1 – Private Caregiver Policy
Attachment 2 – Private Caregiver Application
Attachment 3 – Instructions & Checklist for Hiring Private Caregiver
Attachment 4 – Frequently Asked Questions
Attachment 5 – Resolution 03-19-XX

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Private Caregiver Policy

I. Purpose

The purpose of this document is to define the policy of Third Laguna Hills Mutual (Third) regarding individuals who provide care to Residents.

II. Definitions

For the purposes of this policy:

- a. Activities of Daily Living (ADL) are defined as a series of basic activities performed by individuals on a daily basis necessary for independent living at home or in the community. There are many variations on the definition of the activities of daily living, including, without limitation:
 - i. Personal hygiene: Bathing/showering, grooming, nail care and oral care
 - ii. Dressing: The ability to make appropriate clothing decisions and physically dress/undress oneself
 - iii. Eating: The ability to feed oneself, though not necessarily the capability to prepare food
 - iv. Maintaining continence/toileting: Both the mental and physical capacity to use a restroom, including the ability to get on and off the toilet and cleaning oneself
 - v. Transferring/Mobility/Ambulating: Moving oneself from seated to standing, getting in and out of bed, and the ability to walk independently from one location to another
- b. Instrumental ADL are not necessary for fundamental functioning, but they let an individual live independently in a Community.
 - i. Companionship and mental support
 - ii. Transportation and shopping
 - iii. Preparing meals
 - iv. Managing household
 - v. Managing medications and finances
 - vi. Communicating with others
- c. Application is the form prescribed by Third to apply for a private caregiver.
- d. Community is Laguna Woods Village.
- e. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- f. Community rules are defined as the Bylaws, Articles of Incorporation, Occupancy Agreement or any rules and regulations of Third and of GRF.
- g. GRF: The nonprofit mutual benefit corporation organized to manage and maintain Community Facilities and services for the Community.
- h. A live-in private caregiver is defined as an individual who will stay overnight for more than 60 days in any 12-month period, including individuals who are related to the Resident/Member.

- i. A live-in private caregiver can be a family member, paid or not paid. All rules in the Private Caregiver Policy apply.
- j. Member is a person who has been approved by Third as being entitled under the governing documents of Third to membership in Third and has an appurtenant right of membership in GRF.
- k. Private caregiver, also known as a home care aide or care provider, is a person who has been approved by Third or authorized designee in writing on the basis of being a provider of primary caregiver support to the Resident. A private caregiver is a helper who assists an individual with activities of daily living or nonmedical services. Nonmedical home care is provided by caregivers. Unlike home health, caregivers are considered nonclinical and are not covered by insurance and does not need a physician order.
- l. Private caregiver services include, but are not limited to, assistance with the following:
 - i. ADL as defined in Section II, a.
 - ii. Instrumental ADL as defined in Section II, b.
- m. An affiliated caregiver is a person who is employed by a licensed Home Care Organization/Agency (HCO) who provides homecare services to a Resident(s).
- n. A private caregiver is independent and is not employed by a HCO.
- o. In-home supportive service (IHSS) caregivers are part of the Medi-Cal program and required to adhere to this policy.
- p. Resident is defined as any person who has been approved by the Board of Directors for occupancy.

III. Conditions

- a. Private caregivers must be approved by the board or authorized designee in writing prior to commencing support. Special circumstances may be granted.
- b. Private caregivers must be 18 years old or older.
- c. Private caregivers must be registered with the California Department of Social Services Home Care Services Bureau.
- d. Private caregivers must provide a copy of a government issued photo ID with the application.
- e. Private caregivers must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- f. A Private Caregiver Permit is approved for a period of up to one year. Residents are required to reapply for approval.
- g. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one or no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit, etc.
- h. Each private caregiver shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- i. The Member is responsible for the conduct of the private caregiver and shall ensure that he/she complies with all community rules, regulations, and policies.
- j. Upon approval by the board or authorized designee, a gate pass shall be issued to the private caregiver that will permit gate access into the community. If a gate

- pass is supplied, it must be displayed on their car dashboard at all times. This pass may include an overnight parking pass when necessary.
- k. The private caregiver must wear in clear sight the Laguna Woods Village picture ID at all times.
 - l. The private caregiver's ID and gate pass may not be transferred or lent to anyone.
 - m. The private caregiver is authorized to use the Community facilities only as necessarily incidental to provide support to the Resident.
 - n. Part-time private caregivers may only use the laundry facilities for the Resident's use. Live-in private caregivers may use the laundry facilities for their limited personal use and the Resident's use.
 - o. The live-in private caregiver requires written permission from the Board of Directors to remain in the unit without the Resident only if both of the following are applicable:
 - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
 - ii. The Resident submits a written request desiring the live-in private caregiver be allowed to remain in order to be present when the Resident returns to reside in the unit (Civil Code §51.11.b.7).
 - p. Private caregivers are not permitted to bring family members, pets or guests into the Community. The sole purpose of the private caregiver is to provide care for the Resident.
 - q. The Resident must surrender the private caregiver ID and vehicle pass to Resident Services at the conclusion of the care service or be subject to charges.
 - r. The private caregiver shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.
 - s. All caregivers employed by a licensed Home Care Organization/Agency (HCO) are required to obtain a business pass.
 - t. A person living in the residence to provide short term care must obtain a 60-day caregiver pass. Any person providing care beyond 60 days must adhere to the Private Caregiver Policy.
 - u. If applicant employs an IHSS caregiver and receives any correspondence related to ineligibility or violations that have occurred involving caregiver, the applicant must notify Resident Services immediately.

IV. Enforcement

Third is authorized to take disciplinary action against a Member whose is found in violation of the Private Caregiver Policy. When a violation occurs, the Board of Directors is obligated to evaluate and impose, if appropriate, Member discipline as set forth in the governing documents. The board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member is entirely responsible for ensuring that the community rules and policies are followed by anyone they allow into the Community.

- a. The Member and private caregiver must read and agree to comply with and be bound by all the governing documents and the community rules.
- b. Nothing contained herein shall relieve Member of the performance of any obligation owed to Third and/or GRF under the governing documents.

V. Procedures

- a. The Resident must complete and submit Application for Private Caregiver Permit for review. The application is available for download at lagunawoodsvillage.com or upon request from Resident Services.
- b. Application can be submitted to Resident Services located in the Laguna Woods Village Community Center.
- c. Upon receipt of an application, Resident Services will research whether the Member and/or private caregiver has received notices of violations or has any outstanding charges and assessments before approval of the application.
- d. The board or authorized designee will review the application and approve or deny request.
- e. Resident Services will notify the Resident of the results within 10 business days. Special circumstances may be granted.
- f. Resident Services hours of operation are Monday through Friday, 8 a.m. to 5 p.m., phone number 949-597-4600.
- g. Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220.



Private Caregiver Application for Permit

☐ United
☐ Third

Unit No. _____

Return completed application to Resident Services Department – 240, 24351 El Toro Road, Laguna Woods, CA 92637; 949-597-4600; residentservices@vmsinc.org.

Resident Information			
Name		<input type="checkbox"/> Member <input type="checkbox"/> Occupant	
Address			
Telephone		Cell phone	
Email			
What is the expected schedule of the private caregiver?			
<input type="checkbox"/> Daytime only <input type="checkbox"/> Nighttime only <input type="checkbox"/> 24 hours, number of days per week _____			
What is the service the private caregiver is expected to provide? Check all that apply.			
<input type="checkbox"/> Personal hygiene (bathing)		<input type="checkbox"/> Companionship and mental support	
<input type="checkbox"/> Continence management		<input type="checkbox"/> Transportation and shopping	
<input type="checkbox"/> Dressing		<input type="checkbox"/> Preparing meals	
<input type="checkbox"/> Feeding		<input type="checkbox"/> Managing household	
<input type="checkbox"/> Ambulating		<input type="checkbox"/> Managing medications and finances	
<input type="checkbox"/> Toileting		<input type="checkbox"/> Communicating with others	
Is the Resident an in-home supportive services (IHSS) recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, list the seven-digit county IHSS case number _____			
Private Caregiver Information			
Name			
Address			
Telephone		Cell phone	
Email			
Driver's license		Expiration date	
Vehicle color	Make	Model	License plate
Vehicle insurance company		Policy number, expiration date	
Private caregiver's personal state identification number			
Expiration date			
Has the private caregiver been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the private caregiver been convicted of a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the live-in private caregiver a family member? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, relationship to Resident _____			

Private Caregiver Permit Agreement

The undersigned acknowledges that the issuance of a private caregiver permit does not constitute approval of the private caregiver nor does it represent any direct or indirect liability on behalf of United Laguna Woods Mutual (United), Third Laguna Hills Mutual (Third) and the Golden Rain Foundation of Laguna Woods (GRF), all California nonprofit mutual benefit corporations, and Village Management Services Inc. (VMS), a California corporation, and each of their respective directors, officers, employees and agents. Further, I/we have read and received a copy of the Private Caregiver Policy and agree to wear the ID in clear sight and display the pass at all times while in this Community. I/we also understand that falsification of any information related to this application is subject to disciplinary action.

Resident signature

Date

Member signature

Date

Private caregiver signature

Date

For Office Use Only

Received by

SA No.

Requirements ☐ ID ☐ Gate pass ☐ Overnight pass ☐ Other

Will approval cause the unit to exceed the number of occupants permitted? ☐ Yes ☐ No

State status of the private caregiver: ☐ Pending ☐ Registered ☐ Other _____

Has the Resident received notices of rules violation? ☐ Yes ☐ No

Verified IHSS caregiver form SOC 2271 ☐ Yes ☐ No

Does staff recommend approval of this application? ☐ Yes ☐ No

If, No, state reason _____

For Board of Directors or Authorized Designee Use Only

Application DENIED

The Board of Directors of this mutual corporation or authorized designee has reviewed this application. Based on the information provided, the application is denied.

Application APPROVED

The Board of Directors of this mutual corporation or authorized designee has reviewed this application. Based on the information provided, the application is approved.

Signature

Signature

Signature

Signature

Signature

Signature

For Office Use Only

Resident notified by:

Date _____ ☐ SA No. updated/closed ☐ Documents scanned



ATTACHMENT 3

Private Caregiver Instructions and Checklist for Hiring

<input type="checkbox"/> United
<input type="checkbox"/> Third
Unit No. _____

The Board of Directors adopted a Private Caregiver Policy to reasonably address caregivers who provide care for Residents. **Every Private Caregiver Application for Permit must be approved in writing prior to commencing support.** Please follow this checklist to ensure a smooth and efficient process.

Omission of any required items will result in delay or denial of the Private Caregiver Permit.

1. Review the Private Caregiver Policy and submit the required paperwork.

- ☐ Register the Private Caregiver with the California Department of Social Services and complete the Live Scan requirements, which include background check and fingerprinting;
- ☐ Complete the Application for Private Caregiver Permit;
- ☐ Provide a copy of the private caregiver's state-issued driver's license or ID;
- ☐ Submit Private Caregiver Application to Resident Services.

2. Documentation Review

The Board of Directors or authorized designee will review the submitted documentation for approval or denial. Resident Services will notify the Resident of the outcome within 10 business days.

- a. If approved, the private caregiver will be issued an ID, which must be worn in clear sight at all times and obtain a gate pass, which may include an overnight parking pass.
- b. If denied, the Owner/Member and private caregiver will be notified by Resident Services.

Important Information

- ☐ All documents must be received by Resident Services before the application can be processed;
- ☐ The private caregiver cannot commence work until a permit is obtained. Special circumstances may be granted;
- ☐ Only completed applications with the required paperwork will be reviewed;
- ☐ The private caregiver must be registered with the California Department of Social Services Home Care Services Bureau;
- ☐ The Private Caregiver Permit is approved for a period of up to one year and must be renewed annually;
- ☐ Resident Services must be informed in writing of any deviations from an approved Private Caregiver Permit;
- ☐ Owner/Member is responsible for ensuring that rules, regulations and policies are followed by anyone you allow into the Community;
- ☐ Failure to abide by the rules, regulations and policies may result in disciplinary action, including monetary fines, suspension of Owner/Member privileges and/or legal action.

ATTACHMENTS:

Private Caregiver
Application Private
Caregiver Policy
Frequently Asked Questions

Rev.1/28/2019

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Private Caregiver Policy Frequently Asked Questions

1. Who is a private caregiver?

A private caregiver also known as a home care aide or care Provider, is a person who has been approved by Third Laguna Hills Mutual (Third) or United Laguna Woods Mutual (United) or authorized designee in writing on the basis of being a provider of primary caregiver support to the Resident. Private caregiver services include, but are not limited to, assistance with the following:

- i. Activities of Daily Living as defined in Section II, a. of the Private Caregiver Policy.
- ii. Instrumental Activities of Daily Living as defined in Section II, b. of the Private Caregiver Policy

2. What if my private caregiver is already registered with the California Department of Social Services (CDSS)?

If your private caregiver is already registered with the CDSS you will need to provide proof of registration, with expiration date, along with the completed Private Caregiver Application to Resident Services.

3. How does a Private Caregiver get registered with the CDSS?

The Private Caregiver can apply as a Home Care Aide by visiting the CDSS website <http://www.cdss.ca.gov/inforesources>:

- a. Select Home Care Services. listed under Community Care Licensing.
- b. Scroll down to Quick Links and select Home Care Aide Application Process.

If you have questions, please phone California Department of Social Services, Home Care Service Bureau at 877-424-5778.

4. How does a private caregiver get a background check?

Complete the request for Live Scan fingerprinting service, form LIC 9163. Take form to a Live Scan location for processing. A criminal background check will be performed and the results will be electronically sent to the CDSS.

5. What are the costs to get registered?

The CDSS currently charges a registration fee of \$35. Other fees involved are Live Scan fingerprinting and government criminal history background checks. The Live Scan fingerprinting operator's fee will vary depending on location of your choice and can run from \$10 up to \$35. Government fees for state and federal background checks for private caregivers will cost \$49. Costs are subject to change.

6. Who pays the registration costs?

That is held to the Resident's discretion. You can pay the private caregiver's registration fees or require the private caregiver that you hire pay his/her own registration fees.

7. When did the mandate take place?

The new policy began March 1, 2017.

8. Why do I have to obtain a Private Caregiver Permit?

The Board of Directors recognized a need to provide a systematic, fair and reasonable manner to address individuals who provide care to the residents.

9. Who is expected to abide by the amended Private Caregiver Policy?

All residents who hire a private caregiver must abide by the amended policy. Residents with existing private caregivers must abide by the amended policy when their current permit expires.

10. How do I find out when my current permit is up for renewal?

Call Resident Services at 949-597-4600. Any customer service representative can assist you.

11. Are there any exemptions or exceptions to the policy?

There is no set list of exemptions. If there are special circumstances that the Owner/Member would like to have taken into account, the Owner/Member may file this request in writing stating why they cannot abide by the policy. This statement will be reviewed by the board for consideration.

12. How can I file an exception/exemption to the policy?

Owner/Members may file for an exception/exemption by submitting a written request to Resident Services located on the first floor of the Community Center.

13. What if I hire a cCaregiver from a licensed agency?

Caregivers from a licensed agency are exempt from this process because agencies are required by law to do background checks on all their caregivers. Agencies are required to obtain a business pass.

14. Who is an in-home supportive services (IHSS) recipient?

The IHSS program provides in-home assistance to eligible aged, blind and disabled individuals as an alternative to out-of-home care. The IHSS Program enables recipients to remain safely in their own homes.

RESOLUTION 03-19-XX
Private Caregiver Policy

WHEREAS, Staff has recommended enhancements to the existing Care Provider Policy; and

WHEREAS, the Private Caregiver Policy will encompass part-time and long-term 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 “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
30-Day notification to comply with Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: February 19, 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

1. 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;
2. 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;
3. Maximum Number: One per residence;
4. Maximum Sign Area: The smaller of 6 square feet or 20 percent of the window area;
5. Maximum Character Size: 12 inches;
6. Sign Copy: Pertaining only to the sale, rent or lease of the manor;
7. Sign Material: Wood, metal, paper or plastic;
8. Sign Illumination: None permitted;
9. 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.

It is recommended that a stipulation be added that one real estate sign per manor for a second or third story unit be permitted on a balcony railing.

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: Media and Communications Committee Approved Real Estate Sign Designs

ATT 2: Resolution 03-12-21

ATT 3: Proposed Resolution 03-19-XX

ATT 4: Real Estate Sign Policy Guidelines

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ATT 1:

Page # 1 of 1

Media and Communications Committee Approved Real Estate Sign Designs



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



ATT: # 2
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.

ATT: # 3
Page 1 of 4

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: # 3
Page 2 of 4

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, February 19, 2019, the Board of Directors of this Corporation hereby adopts 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: # 3
Page 3 of 4

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, **with the exception of second or third story units which may place the one real estate sign on an adjacent balcony railing.** 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;"**~~

ATT: # 3
Page 4 of 4

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

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

ATT: #4
Page 1 of 2

(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.

ATT: #4
Page 1 of 2

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: February 19, 2019
FOR: Board of Directors
SUBJECT: Introduction of Alteration Standard 32: Water Heater Relocation

RECOMMENDATION

Approve a resolution to introduce revisions to Alteration Standard 32: Water Heater Relocation

BACKGROUND

On January 28, 2019, the ACSC reviewed this Staff Report and Resolution. 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 41 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 32: Water Heater Relocation was last revised in May 2003, via Resolution 03-03-45.

DISCUSSION

The ACSC reviewed the existing Alteration Standard 32: Water Heater Relocation and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

- §2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (e.g.stucco) in material and color of the building. ~~Cabinets shall be painted to match color of building.~~ Future costs for the maintenance of the cabinet will be at Mutual member's expense.
- §2.2 ~~All storage cabinets will be constructed per standard plan drawings available from the Permits and Inspection office located in the Community Center.~~ The cabinets ~~are~~ shall be designed to conceal a single water heater. Any deviation from ~~the~~ this Standard ~~Plan~~, such as to allow for a water softener, must have approval from the ~~Permits and Inspections office~~ Alterations Division and meet all other existing Mutual Standards.
- §2.7 Pressure and temperature relief valves and related drainage lines for the water heaters must be installed ~~per~~ to ~~current~~ all ~~Uniform~~ applicable Building Codes ~~and Uniform Plumbing Code.~~
- §2.8 Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.

- §2.9 All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.
- §3.1 All plumbing supply and distribution lines will be of Type L copper or PEX per applicable code. No galvanized ~~or plastic pipe~~ or PVC fittings will be allowed.
- §3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe per code and all new installations on the exterior must drain to the exterior.
- ~~§3.6 All water heaters shall have the pressure/temperature relief line routed to the exterior of the building.~~
- §5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion ~~per the current edition of the Uniform Building Code.~~ to meet all applicable Building Codes.

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 Alteration Standard 32: Water Heater Relocation
Attachment 2: Red Lines of Alteration Standard 32: Water Heater Relocation
Attachment 3: Alteration Standard 32: Water Heater Relocation

Attachment 1

RESOLUTION 03-19-XX

Revise Alteration Standard 32: Water Heater Relocation

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 32: Water Heater Relocation.

NOW THEREFORE BE IT RESOLVED, February 19, 2019, that the Board of Directors of this Corporation hereby introduces the revisions to Alteration Standard 32: Water Heater Relocation as attached to the official meeting minutes;

RESOLVED FURTHER, that Resolution 03-03-45 adopted May 2003, 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.

FEBRUARY Initial Notification

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

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~~THIRD LAGUNA HILLS MUTUAL~~

SECTION STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

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

REVISED MARCH 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

2.1 Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (i.e. stucco) in material and color of the building. ~~Cabinets shall be painted to match color of building.~~ Future costs for the maintenance of the cabinet will be at Mutual member's expense.

2.2 ~~All storage cabinets will be constructed per standard plan drawings available from the Alterations division at the Permits and Inspections office located in the Community Center.~~

~~—~~ The cabinets ~~are~~ shall be designed to conceal a single water heater. Any deviation from the ~~is~~ Standard ~~Plan~~, such as to allow for a water softener, must have approval from the ~~Permits and Inspections office~~ Alterations Division and meet all other existing Mutual Standards.

2.3 Water heaters located outside of the manor must respect the view of an adjacent manor. The ~~Permits and Inspections office~~ Alterations Division must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to ~~a permit~~ Mutual Consent being issued.

2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.

2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.



2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.

2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed ~~per to current all Uniform applicable~~ Building Codes ~~and Uniform Plumbing Code.~~

2.8 Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.

2.7 **2.9** All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.

3.0 PLUMBING

3.1 All plumbing supply and distribution lines will be of Type L copper or PEX per applicable code. No galvanized ~~or plastic pipe or PVC~~ fittings will be allowed.

3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe per code and all new installations on the exterior must drain to the exterior.

3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.

3.4 All penetrations through exterior walls shall be completely sealed and water-tight.

3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

~~**3.6** All water heaters shall have the pressure/temperature relief line routed to the exterior of the building.~~

4.0 ELECTRICAL

4.1 All exterior conduit placement must first be approved by the ~~VMS Permits and Inspections office.~~ Alterations Division.

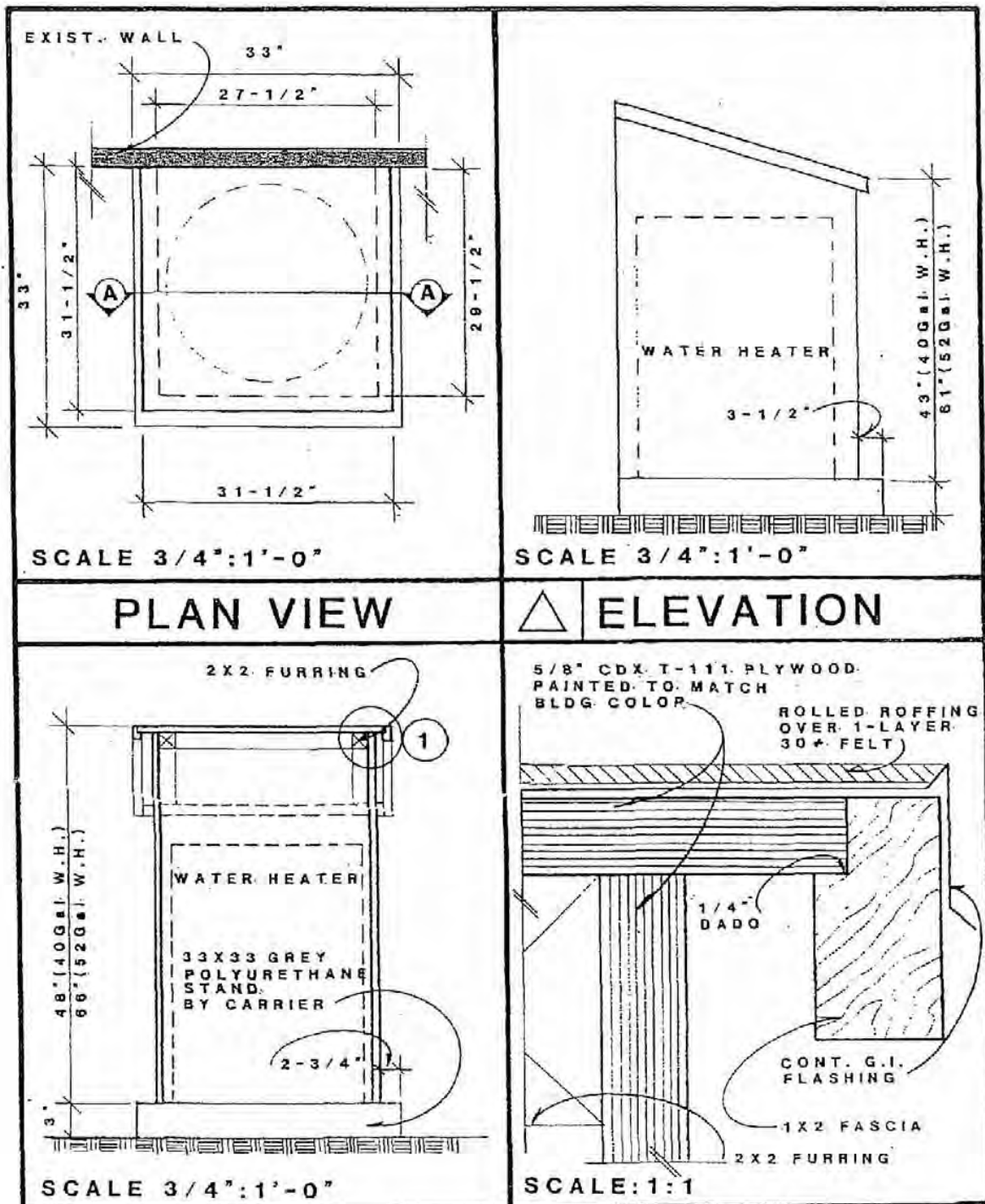
4.2 Exposed rigid conduit shall be painted to match the surface it is on.

4.3 All electrical conductors shall be installed in rigid or flexible conduit.



5.0 **STRAPPING**

- 5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion ~~per the current edition of the Uniform Building Code~~ to meet all applicable Building Codes.





STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992

REVISED MAY 2003, RESOLUTION 03-03-45

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

REVISED MARCH 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Water heaters located outside of the manor must be enclosed in an exterior storage cabinet. Cabinets must match the exterior finish (i.e. stucco) in material and color of the building. Future costs for the maintenance of the cabinet will be at Mutual member's expense.
- 2.2** The cabinet shall be designed to conceal a single water heater. Any deviation from this Standard, such as to allow for a water softener, must have approval from the Alterations Division and meet all other existing Mutual Standards.
- 2.3** Water heaters located outside of the manor must respect the view of an adjacent manor. The Alterations Division must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to a Mutual Consent being issued.
- 2.4** All exterior water heaters will be placed on a concrete pad, or approved equal.
- 2.5** All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.
- 2.6** No units will be located on the exterior of the dwelling unit except as outlined in this section.
- 2.7** Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed to all applicable Building Codes.



- 2.8 Water heaters which are being relocated on the interior of a manor are required to install a leak detection device and drain pan per Code.
- 2.9 All water heaters which are found to be in service for a duration of 10 years, of an indeterminable age or in disrepair will require replacement.

3.0 PLUMBING

- 3.1 All plumbing supply and distribution lines will be of Type L copper or PEX per applicable code. No galvanized or PVC fittings will be allowed.
- 3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe per code and all new installations on the exterior must drain to the exterior .
- 3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.
- 3.4 All penetrations through exterior walls shall be completely sealed and water-tight.
- 3.5 Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

4.0 ELECTRICAL

- 4.1 All exterior conduit placement must first be approved by the Alterations Division.
- 4.2 Exposed rigid conduit shall be painted to match the surface it is on.
- 4.3 All electrical conductors shall be installed in rigid or flexible conduit.

5.0 STRAPPING

- 5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion to meet all applicable Building Codes.



STAFF REPORT

DATE: February 19, 2019
FOR: Board of Directors
SUBJECT: Standard Plan Review Policy

RECOMMENDATION

Approve a Resolution to introduce the Alteration Standard Plan Review Policy.

BACKGROUND

On January 28, 2019, the ACSC reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board.

The Architectural Controls and Standards Committee (ACSC) reviews many variance requests to accommodate minor differences to previously adopted Standard Plans. The ACSC requested Staff to review the history and typicality of these types of requests and develop an alternative to the lengthy Variance Requests process.

DISCUSSION

Currently, there are 248 Standard Plans available for members to use for alterations. Most of these plans were approved in the early 1990's. Although the plans were drawn and stamped by a licensed architect, they do not necessarily meet current codes. The plans are used as "guides" for the improvements that are currently acceptable in the Mutual. City officials require new architectural and structural plans for most of the alterations shown on the plans.

Staff reviews numerous requests each year for alterations that can be accomplished by over-the-counter Mutual Consents using previously approved Standard Plans. These alterations include atrium enclosures, small room extensions and bathroom splits. When one of these alterations involves work that differs from the existing Alteration Standard Plans, the alteration would be automatically reviewed as a variance. In an effort to reduce the number of variance requests and reduce the time for alteration approval, the ACSC directed Staff to review previous Variance Requests that involve these types of alterations.

After completing the review, staff has determined that developing a policy that would be enable staff to approve minor variations from the Standard Plans would be beneficial. Therefore, staff has developed the Alteration Standard Plan Review Policy (Attachment 1) that would give the discretion to approve minor deviations from the Standard Plans, at the staff level.

The proposed policy would allow Staff to approve minor, nonstructural changes, such as those necessary for closets, windows and door types and locations, when reviewing Mutual Consent applications. The policy would restrict Staff from approving changes that affect the structural integrity of the building, affect room usage, create new rooms, or relocate load bearing walls. Those types of alterations would still be required to go through the variance process.

FINANCIAL ANALYSIS

None

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

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Standard Plan Review Policy

Attachment 1

Resolution 03-19-XXX

Standard Plan Review Policy

WHEREAS, the Village has 248 previously approved Standard Plans available for members to use for alterations with an over-the-counter Mutual Consent without having to use the variance process or need further Board approval;

WHEREAS, The Architectural Control and Standards Committee (Committee) reviews numerous variance requests from members proposing to make alterations using a previously approved Standard Plan with minor variations;

WHEREAS, current policy requires all variations from a Standard Plan to be reviewed by the Committee and approved by the Board;

WHEREAS, the Committee desires to simplify the approval process for alterations and minimize the time for review of these alterations; and

WHEREAS, the Committee directed Staff to create a policy pertaining to minor revisions to Standard plans for Members who are proposing to perform alterations to their Units using a previously approved Standard Plan.

NOW THEREFORE BE IT RESOLVED, February 19, 2019, the Board of Directors hereby introduces a Standard Plan Review Policy;

RESOLVED FURTHER, architectural drawings shall be provided for all revisions to Standard Plans to the Alterations Office for review and to determine if they meet the intent of this policy, including but not limited to, closets, windows, door style or placement;

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings, if Staff determines that the proposed alteration does not affect load bearing walls or alter the purpose of rooms as depicted on the Standard Plan, meets the intent of this policy, and conforms to all pertinent alteration policies, Staff may issue a Mutual Consent;

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

RESOLVED FURTHER, all proposals for revisions that are not considered minor or alter the exterior aesthetics of the Unit shall require Board approval via the variance process; and

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

FEBRUARY 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.

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Financial Report

As of December 31, 2018



INCOME STATEMENT

ACTUAL

(in Thousands)

TOTAL REVENUE

\$34,229

TOTAL EXPENSE

33,369

Revenue over Expense

\$860

Financial Report

As of December 31, 2018



INCOME STATEMENT - OPERATING

ACTUAL

(in Thousands)

Assessment Revenue	\$18,879
--------------------	-----------------

Non-assessment Revenue	\$1,710
------------------------	----------------

Total Revenue	\$20,589
---------------	-----------------

Total Expense	\$20,948
---------------	-----------------

Net Revenue/(Expense)	(\$359)
-----------------------	----------------

w/o Depreciation	(\$216)
------------------	----------------

Financial Report

As of December 31, 2018



INCOME STATEMENT – NON OPERATING

ACTUAL

(in Thousands)

Assessment Revenue

\$13,154

Non-assessment Revenue

\$486

Total Revenue

\$13,640

Total Expense

12,421

Net Revenue/(Expense)

\$1,219

Financial Report

As of December 31, 2018



At year-end, Third was better than budget by \$687K primarily in outside service reserve programs:

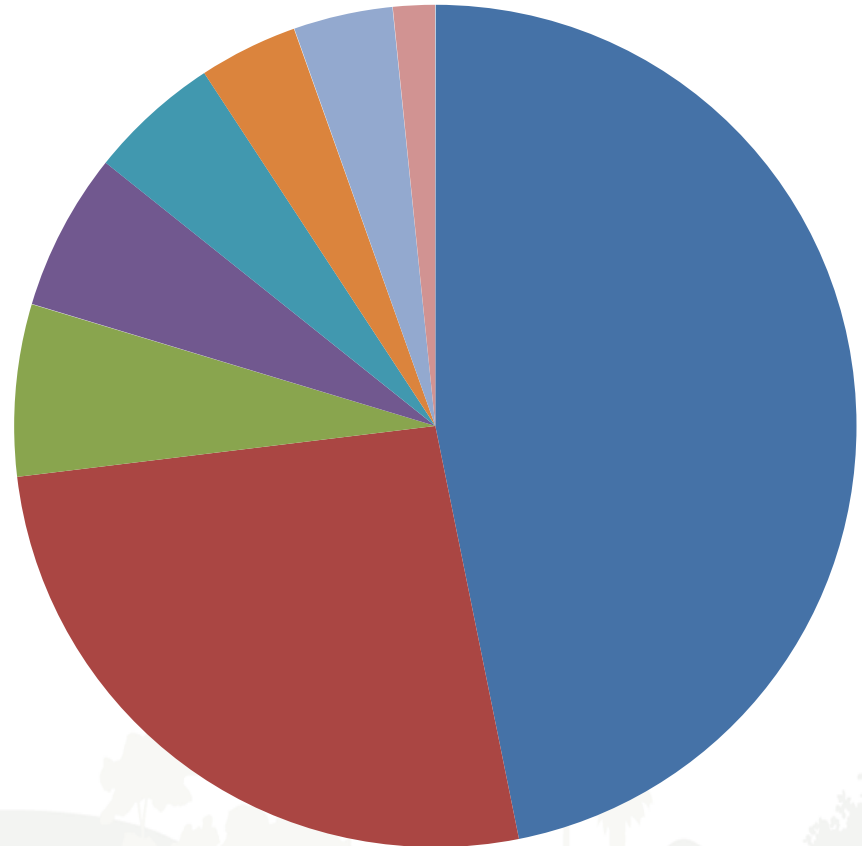
- **Building Structures;** a contract was approved at the November Board meeting and work began mid-December.
- **Landscape Revitalization;** work at Gate 9 entrance and Gate 14 slope complete; staff to review remaining scope of work for completion in 2019.
- **Exterior Lighting;** acquisition of street lights from Edison was completed in Dec 2018/Jan 2019 .

Financial Report

As of December 31, 2018

Total Operating Expenses \$20,947,679

- 46% Employee Compensation & Related
- 26% Utilities and Telephones
- 7% Outside Services
- 6% Insurance
- 5% Net Allocation to Mutuals
- 4% Material and Supplies
- 4% Other Operating Expense
- 2% Repairs and Maintenance



Financial Report

As of December 31, 2018



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/18

\$28,094

Contributions & Interest

13,640

Expenditures

(12,421)

Current Balances: 12/31/18

\$29,313



Statement of Revenues & Expenses - Preliminary As of December 31, 2018

REVENUE

Fees and Charges for Services to Residents – \$342K [Line 4](#) – Favorable variance resulted from more revenue received from chargeable services and damage restoration reimbursements than anticipated. On September 21, 2018 the Board approved a revised list of non-emergency chargeable maintenance services including expanded Carpentry, Electrical, and Plumbing services. Additional revenue is anticipated as more residents become aware of available services.

EXPENSES

Employee Compensation and Related – (\$502K) [Line 10](#) – An unfavorable variance resulted in Landscape; although budgeted as an outside service, Landscape Modernization was performed by in-house labor. Further, a shorter cut on the trees resulted in more hours than anticipated. The Board approved a supplemental appropriation of \$150K to partially fund the unbudgeted tree trimming via resolution 03-18-147.

Additionally, more hours were required for repairs in the prior-to-paint dry rot program due to heavy volume of beam replacement and bridge repair work in the “wedding cake” area. Also, increased janitorial staffing was required for bulky item pickups. The unfavorable variance in Plumbing resulted from higher levels of service tickets than anticipated during budget preparation. Further, additional staffing for enhanced communications and records management programs contributed to the variance; these positions were added to the 2019 budget.

Materials and Supplies – \$208K [Line 11](#) – Favorable variance due to the late start of building structure replacement program; partially offset by more materials related to plumbing services.

Utilities and Telephone – (\$465K) [Line 12](#) – Unfavorable variance due to more water usage for irrigation at the beginning of the year to improve appearance of landscaping. Also, average rainfall to date is lower compared to 3-year average. Consumption was 15% higher than budgeted for the year. The unfavorable variance was furthered by higher electricity rates than anticipated. An unbudgeted Net Energy Meter Aggregate Costs (NEMA) of \$20 per meter per month was paid on each of the 424 service accounts for the first year of service. After the first year was completed, the fee dropped to \$2.70 per meter per month.

Outside Services – \$764K [Line 16](#) – Favorable variance is due to:

- **Building Structures Replacement** – \$733K – A contract for \$190,000 was approved, awarded and executed at the November 29, 2018 Board meeting; work began in December.
- **Landscape Revitalization** – \$250K – Work at Gates 9 and 11 completed; Staff to review remaining scope of work for completion in 2019.
- **Exterior Lighting** – \$198K – This program is for the acquisition of street lights from Edison; SCE completed their audit in December and submitted initial billing; now under consultant review.
- **Plumbing** – (\$108K) – Higher levels of service tickets; outside service work focused on non-emergency work including underground leaks, stoppages and drain replacements.

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

Tuesday, February 5, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room, 24351 El Toro Road

MEMBERS PRESENT: Jack Connelly – Chair, Rosemarie diLorenzo, Steve Parsons, Roy Bruninghaus, Cush Bhada, John Frankel, John Pearlstone, Lynn Jarrett, Bunny Carpenter
Advisors: Wei-Ming Tao, John Hess, Michael Cunningham

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

Director Jack Connelly, Treasurer, chaired the meeting and called it to order at 1:30 p.m.

Approval of Meeting Agenda

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

- Chargeable Services Billing

Approval of Meeting Report for January 8, 2019

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 February 20, 2019 GRF Finance Committee meeting and encouraged all board members to attend. Also, an update was given on the recruitment process for unfilled analyst position.

Preliminary Financial Statements Dated December 31, 2018

The Committee reviewed financials and a handout showing detail of compensation and related variances by work center. Questions were addressed, with a request for additional information on the following items: current month increase in chargeable service revenue, year-end variance in non-union medical, higher demand charges from SCE, and detail of legal fees and outside services.

Solar Update

The Committee reviewed a first-year billing summary for the Solar System for Buildings 2381, 2391, 2394, 3242 and 5510. The Committee requested a summary sheet showing credits received in the first year of operation for each system and similar information for 2018.

Chargeable Services Billing

Director Frankel commented on the Chargeable Services billing process, specifically the timing between completion of work and generation of an invoice, and asked staff to review for accuracy and opportunities for improvement.

Future Agenda Items

2018 Solar Updates

Committee Member Comments

Director diLorenzo proposed a written policy to prevent over-spending of the annual operating budgets. Ms. Parker will discuss this issue with the new CEO and improve awareness of financial results at standing committees.

Director Pearlstone requested an operating statement differentiating between operating and reserves.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed at 2:59 p.m.

DRAFT

Jack Connelly, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

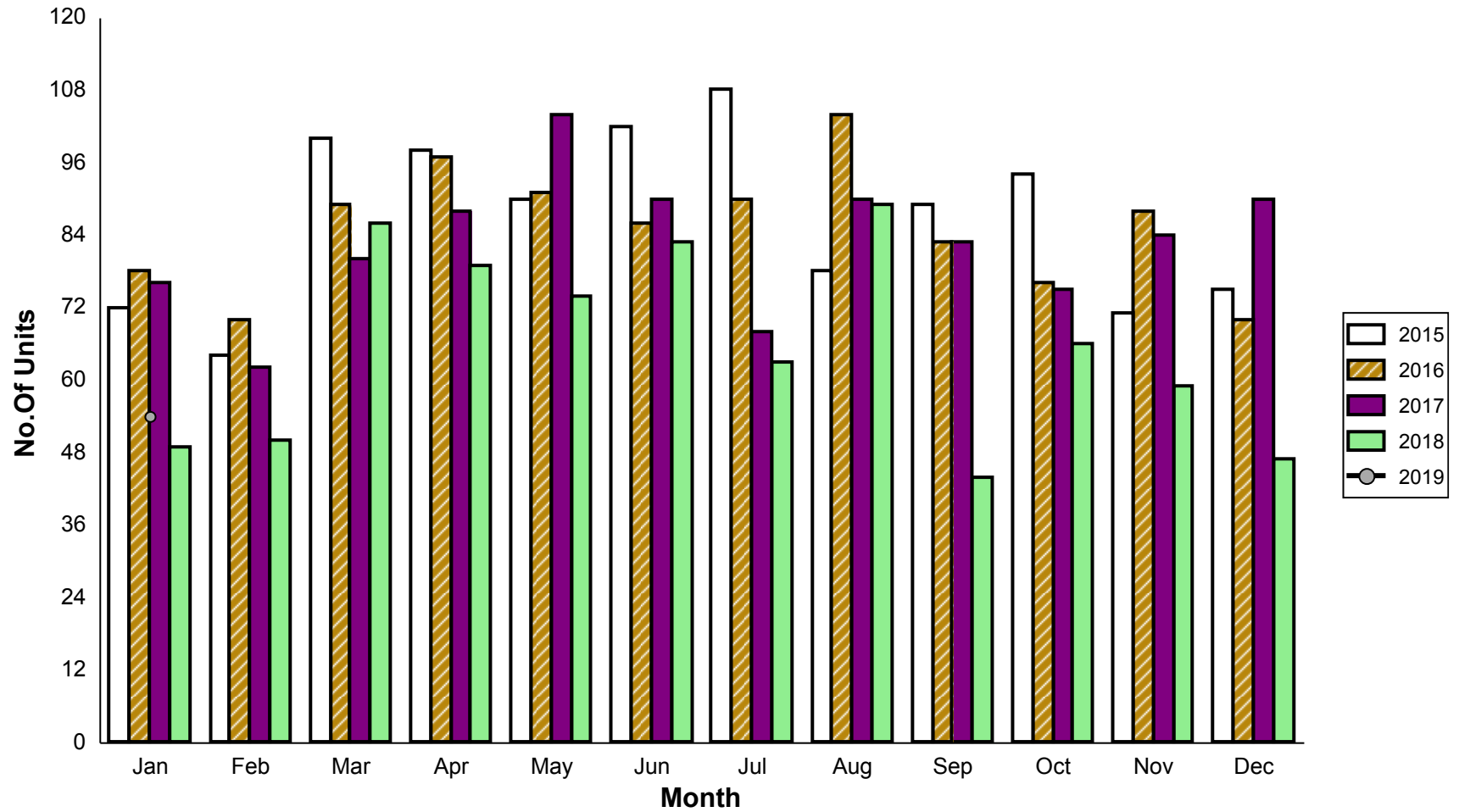
REPORT PERIOD

January, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	54	49	\$17,764,250	\$14,821,540	\$328,968	\$308,782
February		*		\$18,660,142		* \$373,203
March		*		\$28,065,799		* \$359,818
April		*		\$27,694,226		* \$364,398
May		*		\$24,187,990		* \$350,551
June		*		\$28,002,538		* \$378,413
July		*		\$19,434,100		* \$329,392
August		*		\$28,612,100		* \$340,620
September		*		\$17,185,192		* \$409,171
October		*		\$22,702,400		* \$366,168
November		*		\$17,330,500		* \$320,935
December		*		\$17,261,899		* \$392,316
TOTAL	54.00	49.00	\$17,764,250	\$14,821,540		
MON AVG	54.00	49.00	\$17,764,250	\$14,821,540	\$328,968	\$308,782

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

Third

REPORT PERIOD

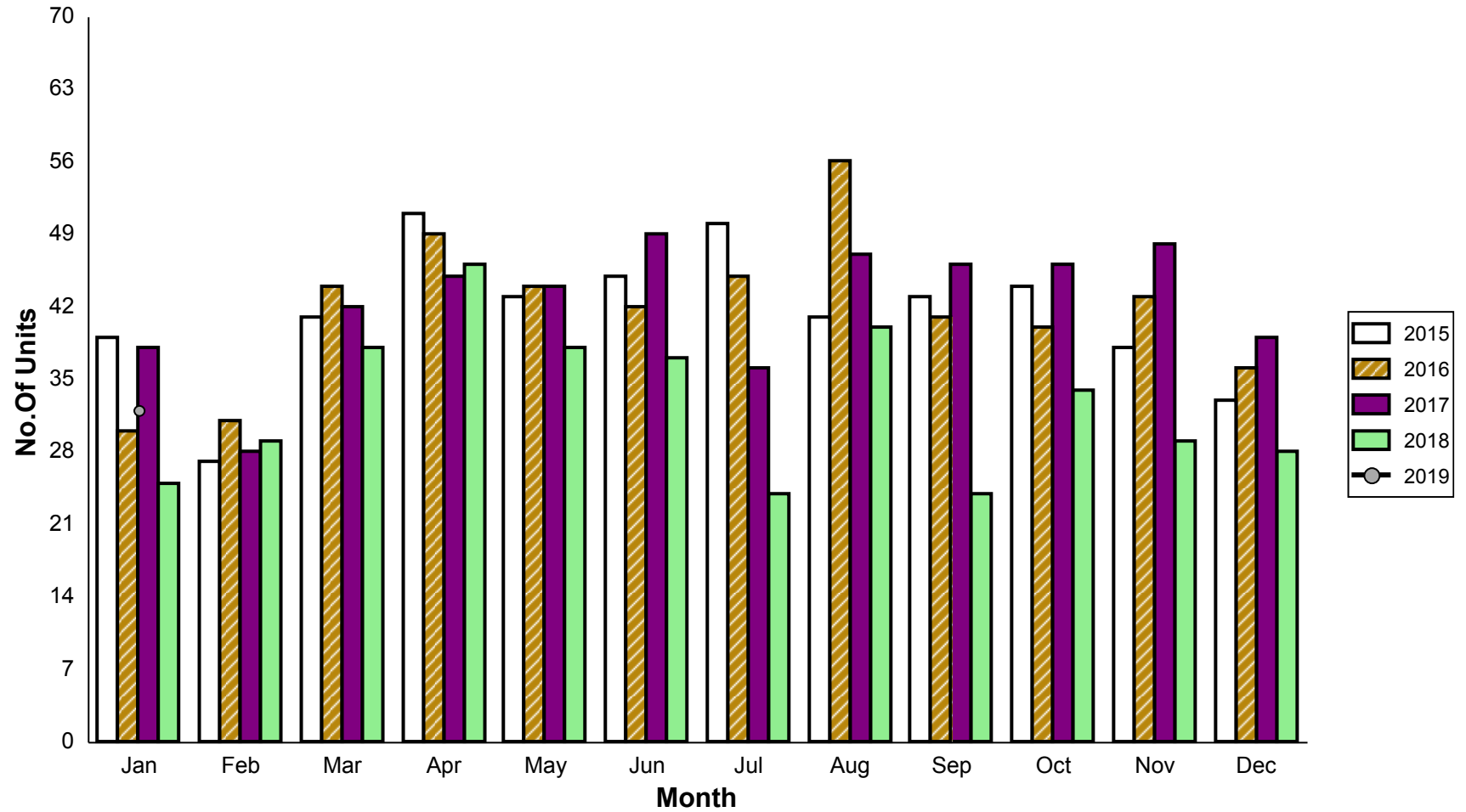
January, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286
February		*		\$12,600,892		* \$434,514
March		*		\$16,909,199		* \$444,979
April		*		\$18,869,626		* \$410,209
May		*		\$15,452,990		* \$406,658
June		*		\$16,981,138		* \$458,950
July		*		\$9,892,800		* \$412,200
August		*		\$17,327,000		* \$433,175
September		*		\$12,552,692		* \$523,029
October		*		\$14,146,300		* \$416,068
November		*		\$10,947,500		* \$377,500
December		*		\$13,693,599		* \$489,057
TOTAL	32.00	25.00	\$12,482,100	\$8,807,150		
MON AVG	32.00	25.00	\$12,482,100	\$8,807,150	\$390,066	\$352,286
% CHANGE - YTD	28.0%		41.7%		10.7%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report Third Laguna Hills Mutual January, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
01/04/2019	965-C	3	\$425,000	Seville	Village Real Estate	M & R Real Estate Group and Investments	Granite Escrow
01/16/2019	2113-O	3	\$225,000	Casa Linda	Century 21 Rainbow	Re/Max Select One	Granite Escrow
01/17/2019	2118-C	3	\$226,000	Casa Contenta	Signal Realty	Provident Financial	Sincere Escrow
01/31/2019	2199-D	3	\$212,000	Casa Contenta	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow
01/14/2019	2271-C	3	\$230,000	Casa Contenta	Century 21 Rainbow	RE Link Group	Granite Escrow
01/08/2019	2294-B	3	\$262,100	Contenta Royale	Realty One Group	Keller Williams June Kausler	Granite Escrow
01/03/2019	2315-A	3	\$369,000	La Jolla	Century 21 Rainbow	No Broker	Granite Escrow
01/09/2019	2377-B	3	\$325,000	Cordoba	Laguna Premier Realty, Inc	Realty Benefit	Granite Escrow
01/25/2019	2391-1G	3	\$265,000	Garden Villa	Ardent Realty	Laguna Premier Realty, Inc	Jewel Escrow, Inc.
01/25/2019	3002-C	3	\$347,000	Villa Nova	First Team Real Estate	HomeSmart Evergreen	Granite Escrow
01/11/2019	3050-A	3	\$402,500	San Clemente	FSBO	FSBO	Granite Escrow
01/25/2019	3090-C	3	\$315,000	Ventura	Uhrik Group Realty	Marlene Thompson	Granite Escrow
01/18/2019	3128-P	3	\$310,000	Casa Vista	Landmark Realtors	Regency Real Estate	Landmark Realtors Escrow
01/30/2019	3129-Q	3	\$281,000	Casa Vista	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
01/11/2019	3141-B	3	\$610,000	Las Flores	No Broker	No Broker	Granite Escrow
01/02/2019	3142-C	3	\$375,000	La Princesa	Century 21 Rainbow	Faira.com Corp	Corner Escrow Inc.
01/08/2019	3172-B	3	\$712,500	El Doble	Laguna Premier Realty, Inc	Keller Williams OC Coastal Realty	Granite Escrow
01/24/2019	3209-C	3	\$630,000	El Doble	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
01/30/2019	3239-A	3	\$700,000	La Reina	Laguna Woods Village Realty	Laguna Premier Realty, Inc	Granite Escrow
01/16/2019	3243-3A	3	\$565,000	Villa Puerta	Keller Williams Realty	Century 21 Rainbow	Stonegate Escrow
01/14/2019	3253-O	3	\$465,000	Casa Vista	Century 21 Rainbow	Berkshire Hathaway	Granite Escrow

Resales Report Third Laguna Hills Mutual January, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
01/11/2019	3275-A	3	\$235,000	Casa Vista	Laguna Premier Realty, Inc	Keller Williams Real Estate	Pacific Closing Services
01/16/2019	3299-P	3	\$310,000	Casa Vista	Century 21 Discovery	Regency Real Estate	Equity Escrow
01/03/2019	3311-N	3	\$340,000	Casa Vista	Ashwill Associates	First Team Real Estate	Granite Escrow
01/08/2019	3420-1H	3	\$315,000	Casa Dorado	Charles Ryan & Associates	First Team Real Estate	Corner Escrow Inc.
01/23/2019	3422-B	3	\$800,000	Casa Rosa	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
01/25/2019	3437-A	3	\$395,000	La Quinta	Regency Real Estate	Realty One Group	Homestead Escrow
01/03/2019	3499-3C	3	\$400,000	El Mirador	Century 21 Rainbow	Regency Real Estate	Granite Escrow
01/22/2019	4013-1A	3	\$380,000	Villa Nueva	Impact Properties	Henry Kutlo, Broker	Homestead Escrow
01/22/2019	5357-O	3	\$380,000	Casa Vista	Century 21 Award	Century 21 Award	Homestead Escrow
01/03/2019	5371-2E	3	\$315,000	Villa Puerta	Keller Williams Realty Irvine	Keller Williams Realty Irvine	Homestead Escrow
01/08/2019	5510-2A	3	\$360,000	El Mirador	Village Real Estate	Veritas Realty Associates	Granite Escrow

Number of Resales: 32

Total Resale Price: \$12,482,100

Average Resale Price: \$390,066

Median Resale Price: \$353,500

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

January

Period	Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
		2019	2018	2017	2016	2019	2018	2017	2016	2019	2018	2017	2016
1	January	32	25	38	30	\$12,482,100	\$8,807,150	\$14,513,062	\$10,663,350	\$390,066	\$352,286	\$381,923	\$355,445
2	February	0	29	28	31	\$0	\$12,600,892	\$9,887,500	\$11,354,000	\$0	\$434,514	\$353,125	\$366,258
3	March	0	38	42	44	\$0	\$16,909,199	\$15,185,800	\$14,408,861	\$0	\$444,979	\$361,567	\$327,474
4	April	0	46	45	49	\$0	\$18,869,626	\$18,847,150	\$18,170,528	\$0	\$410,209	\$418,826	\$370,827
5	May	0	38	44	44	\$0	\$15,452,990	\$18,157,951	\$13,703,900	\$0	\$406,658	\$412,681	\$311,452
6	June	0	37	49	42	\$0	\$16,981,138	\$21,011,450	\$12,838,300	\$0	\$458,950	\$428,805	\$305,674
7	July	0	24	36	46	\$0	\$9,892,800	\$13,526,020	\$16,112,500	\$0	\$412,200	\$375,723	\$350,272
8	August	0	40	47	56	\$0	\$17,327,000	\$17,967,189	\$21,085,200	\$0	\$433,175	\$382,281	\$376,521
9	September	0	24	46	41	\$0	\$12,552,692	\$16,020,038	\$12,651,500	\$0	\$523,029	\$356,001	\$308,573
10	October	0	34	46	40	\$0	\$14,146,300	\$18,804,700	\$13,386,500	\$0	\$416,068	\$408,798	\$334,663
11	November	0	28	49	43	\$0	\$10,675,000	\$19,847,200	\$16,453,200	\$0	\$381,250	\$405,045	\$382,633
12	December	0	28	38	36	\$0	\$13,693,599	\$18,509,275	\$12,528,800	\$0	\$489,057	\$487,086	\$348,022
TOTAL		32	25	38	30	\$12,482,100	\$8,807,150	\$14,513,062	\$10,663,350				
MON AVG		32.0	25.0	38.0	30.0	\$12,482,100	\$8,807,150	\$14,513,062	\$10,663,350	\$390,066	\$352,286	\$381,923	\$355,445
% CHANGE-YTD		28.0%	-34.2%	26.7%	-23.1%	41.7%	-39.3%	36.1%	-9.1%	10.7%	-7.8%	7.4%	18.1%

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



MONTHLY LEASING REPORT

Report Period:
January-2019

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	17	38	374	1280	1709	1613	61	41	97	0
February						1651				
March						1644				
April						1656				
May						1625				
June						1662				
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly Average	17.0	38.0	374.0	1280.0	1709.0	Jan 1613.0	61.0	41.0	97.0	0.0
Percentage Leased	1709 / 6102 = 28%									



OPEN MEETING

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

**Monday, January 28, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

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

COMMITTEE MEMBERS ABSENT: Advisor Mike Butler

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Michael Plean

STAFF PRESENT: Kurt Wiemann, Eve Morton, Gavin Fogg, Brett Crane

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 December 17, 2018 Report

Director Plean moved to approve the Report with the correction of some Scribner's errors. Director Jarrett seconded. The committee was in unanimous support.

4. Approval of the Agenda

Director Bruninghaus made a motion to accept the agenda. Director Jarrett seconded. The committee was in unanimous support.

5. Committee Chair Remarks

None.

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

None.

7. Department Head Update

None.

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. 2205-D (Monterey, PS08) Retain unauthorized HVAC Condenser located in unapproved location on Common Area

Director Frankel moved to accept Staff's recommendation and deny the request to retain a HVAC condenser beneath the balcony and relocate it to the roof. Director Bruninghaus seconded. The Committee was in unanimous support.

9. 3255-B (El Doble, SB203RB) Retrofit Sliding Glass Doors without Retrofitting Remaining Windows within original floorplan footprint

Advisor Plean moved to accept Staff's recommendation and approve the request. Director Jarrett seconded. The Committee was in unanimous support.

10. 5165 (Villa Paraisa, C13C_1) Extend Entryway onto Exclusive Use Common Area

The resident and her contractor, Richard Smith, were in attendance.

Mr. Wiemann reported that Third's attorney had agreed that the entryways to the Paraisa plans should have been indicated as Exclusive Use Common Area in the original plans.

Chair Parson stated that the Executive Officers are discussing whether extending the entryways should allow enclosing the entryway versus just an overhang.

Director Frankel moved to approve this request and send it on to the Board. Advisor Plean seconded. The committee was in unanimous support.

Standard Updates:

11. Review Updates to Architectural Standard 32: Water Heater Relocation

The Committee was in unanimous support to accept Staff's recommendation and approve the updates to the Standard.

Reports:

12. Discuss Alteration Standard Plan Policy

Mr. Wiemann reviewed the proposed policy with the committee.

Director Frankel moved to approve the policy. Director Bruninghaus seconded.
The Committee was in unanimous support.

13. State of the Division

Chair Parsons stated that the committee and Staff are a team and it is important to work together on putting policies into place which make processes easier for both residents and Staff.

Mr. Wiemann conducted a PowerPoint presentation consisting of an overview of the past year's accomplishments of the committee and Alterations Division along with several goals for the future.

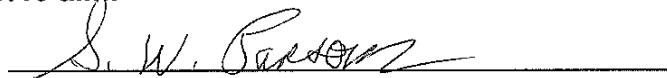
Concluding Business:

14. Committee Member Comments

None.

15. Date of next meeting – Monday, February 25, 2019

16. Adjourned at 11:10 a.m.



Chair, Steve Parsons

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565

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OPEN MEETING

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

**Thursday, February 7, 2019 – 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair-Lynn Jarrett, John Frankel, Jon Pearlstone, Cush Bahda

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT: James Tung

STAFF PRESENT: Kurt Wiemann, Bob Merget, Eve Morton, Lulu Bactor

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of January 3, 2019 Report

Director Pearlstone moved to approve the Report after removing Jules Zalon off of the report as a non-voting advisor. Director Frankel seconded. The motion passed with a unanimous vote.

4. Approval of the Agenda

Director Pearlstone made a motion to accept the agenda. Director Bhada seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Jarret thanked James Tung for staying on as an advisor. She said the committee has a lot on their plate. Turf reduction will save money on the Village water bill so assessments aren't increased. Weed control alternatives are being looked at as well as alternatives to Roundup. Alternative herbicides cost much more than Roundup. The results of the testing will be used by other Mutuels.

She asked residents with a background in landscaping to put their name in as an advisor in case more advisors are needed.

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

Ann Rowland (5442) asked about when Arbor Pro will be available to the residents.

Eileen Lazar (5520) stated that Residents are concerned about a uniform look with turf reduction at Gate 11. Sometimes with turf reduction it starts to look choppy. She asked if there will be mulching at Gate 11. She thanked Staff for their hard work. Residents are saying that the creek cleanup looks great.

7. Response to Member Comments

Mr. Wiemann said he is hoping to have Arbor Pro up soon.

He stated there is currently a Request for Proposal out for designers for the turf reduction areas to develop a uniform pallet and design.

Mulching comes two weeks after the cleanup. First, Staff applies a pre-emergent and then comes back to mulch.

8. Department Head Update

a) Herbicide Testing Update (Verbal)

Mr. Wiemann stated that seven products have been selected to test. They will be tested side by side using Roundup as a control. Based on the literature available, it appears that the cost of alternative products range from 3 times up to 36 times the cost of Roundup. Results are expected in 45-60 days. Rain has delayed the start.

Director Pearlstone asked about cost. Mr. Wiemann reported the actual cost of testing will be minimal and will be shared across the three Mutuals.

Director Bhada asked about costs also and number of times it needs to be reapplied.

b) Turf Reduction Update (Verbal)

Mr. Wiemann stated that a design template for turf reduction areas is being developed.

Consent:

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

None.

Reports:

9. Project Log

Mr. Wiemann reported on the projects on the log. He is planning to evaluate all slopes in the community, which is a long term project; that will be starting in the spring.

The intention is to outsource all of the slope work.

Items for Discussion and Consideration:

10. Tree Removal Requests

For future meetings, Mr. Wiemann requested that the committee members go to look at any tree removal or tree trimming requests prior to committee meeting so all decisions may be made at the committee meeting, using proper parliamentary procedures.

a) 3155-C Alta Vista (Yeager)

Mr. Yeager was present at the meeting. He said he and his wife spend a lot of times outdoors. His wife is allergic to the tree which prevents them from going outside and that is why there are requesting it be removed.

Director Bhada made a motion to follow Staff's recommendation and approve the request for removal. Director Frankel seconded. The committee was in unanimous support.

b) 5560-B Via Portora (Lin)

Mr. Lin was present. He said the tree drops berries on sidewalk. He has witnessed someone falling on them. He recommends a heavy trim of tree, the heavy limbs.

Director Frankel made a motion to visit the site before making a decision. Director Bhada seconded. The committee was in unanimous support.

Director Frankel amended motion to table this item for one to two months pending Staff's recommendation for the scheduling of the trimming which was not completed in 2018. Director Bhada seconded. The committee was in unanimous support.

c) 5561-B Via Portora (Yun)

In December, Mr. Yun's toilet backed up and it has been a problem for two years. Several times, Mr. Yun has requested removal of the tree since it is growing into the waste line. Chair Jarrett made a motion to visit the site before making a decision. Director Pearlstone seconded. The committee was in unanimous support.

Mr. Pearlstone asked Staff if the tree did cause mainline damage and if the waste line remediation will help. Mr. Wiemann reported that the remediation will seal the pipes completely and will stop the problem.

Director Pearlstone made a motion for Staff to propose a solution which will minimize the risk of future damage and a date for the epoxy lining and bring back that information to the next meeting. Director Bhada seconded. The committee was in unanimous support.

After visiting the site, Director Bhada made the motion to remove the Ficus tree at the Member's expense. This was determined due to the inability to do any root pruning because of the proximity to the sidewalks and the visible damage done by the root system. Director Pearlstone seconded. Director Frankel voted against the motion, resulting in a 3-1 vote in favor of the motion. The motion passed.

Items for Future Agendas:

11. Proposed 2019 Reserve Funded Project Calendar

Concluding Business

12. Committee Member Comments

None.

13. Date of Next Meeting – March 7, 2019

14. Adjournment at 10:02 a.m.

DRAFT

Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer



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

Wednesday, January 10, 2018 – 1:30 p.m.
Board Room
Laguna Woods Village Community Center - 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 Wednesday, January 10, 2018, at 1:30 p.m., at 24351 El Toro Road, Laguna Woods, California

Members Present: Chair Roy Bruninghaus, Directors Jack Connelly, Lynn Jarrett, Jon Pearlstone and Bunny Carpenter

Members Absent: None.

Advisers Present: None.

Staff Present: Eileen Paulin, Becky Jackson and Ellyce Rothrock

Others Present: Rosemarie diLorenzo (Third) and John Frankel (Third)

1. Call to Order

Chair Roy Bruninghaus called the meeting to order at 1:30 p.m. and established a quorum of five Committee members and two guests.

2. Acknowledgement of Media

No media present.

3. Approval of Agenda

Chair Bruninghaus moved to approve the agenda as presented. The motion was passed.

4. Approval of Meeting Report—August 15, 2018

Chair Bruninghaus moved to approve the report as presented. The motion was passed.

5. Chair's Remarks

Chair Bruninghaus commented that the last meeting was August 15, 2018 and established the meetings will routinely take place every second Wednesday of every odd month until otherwise determined. He welcomed the Committee and noted the media has not been included since they are a regular part of the Golden Rain Foundation Media and Communications Committee. He reported the singleness of purpose of this Committee is on Third Board and communications that pertain to Residents in Third Mutual.

6. Member Comments (Items Not On the Agenda)

None.

CONSENT:

None.

REPORTS:

7. Third Communications Committee Charter

Chair Bruninghaus requested that the Committee read the Charter and report any changes they deem necessary to him or Staff before the next meeting.

Rosemarie diLorenzo suggested revisiting the idea of a combined communications task force with equal representation of GRF, Third and United before spending time on the Charter.

Eileen Paulin commented three members from each Mutual would allow sufficient input to make an effective balance.

8. The Village Breeze

a. Responsibilities

Ms. Paulin gave an update on the role of the Editor-in-Chief for each mutual. Chair Bruninghaus is responsible for Third Mutual.

b. Editorial Deadlines

Ms. Paulin described the Breeze is to be published no later than the second week of the month, with the first week being ideal. She recommended ten issues a year for November and January would be a bye.

Ms. diLorenzo advised to publish no less than 11 issues a year with November as a bye.

Ms. Paulin presented a 2019 calendar to the Committee for their review with deadlines for mutual copy, editorial prep, staff copy, staff edits, editor sign off, proof date, layout and publishing date.

c. Assignments

Ms. Paulin reported that assignments are made and approved by each section editor. Staff is available to assist when necessary.

d. Distribution

Ms. Paulin discussed distribution starting with iContact open and click rates. She described how click rates work. She suggested utilizing a telecast weekly for What's Up in the Village and monthly for The Village Breeze. Ms. Paulin talked about placing articles in sound bites on monitors in the Community as well as placing them on the website so they show up on the RSS feed. In order to reach out to the Residents who are more isolated and less likely to use technology she discussed using the Friendly Visitor Program and Meals on Wheels as a way of distribution.

e. Topics

Ms. Paulin handed the Committee a run sheet of ideas for their review.

9. Letters

a. Fumigation

Ms. Paulin presented the current fumigation packet.

Ms. diLorenzo asked that the font be enlarged and the information be reduced for readability and retention.

Chair Bruninghaus directed MarComm to work on the presentation including Ms. diLorenzo's suggestions and larger headers.

b. Trash

Ms. Paulin reported this is an extensive work in progress.

c. Water

Ms. Paulin presented the current water letter that was last edited by Burt Baum.

John Frankel offered background on the rationale of getting Building and Good Neighbor Captains involved to monitor the water overages of the Residents in their area. He suggested including a paragraph in the letter naming the captain as someone who will report them.

Director Bunny Carpenter disagreed with Mr. Frankel expressing concern over what damage this would cause to the relationships the Board of Directors have with the captains.

Chair Bruninghaus reminded the Committee the intent of the letter was to improve awareness, knowledge, education and repetition while avoiding conflict. He suggested Mr. Frankel first talk to both Good Neighbor and Building Captains to gain consent before adding anything to the letter. He asked that Mr. Frankel report back to him after he discusses it with the captains.

ITEMS FOR DISCUSSION AND CONSIDERATION:

ITEMS FOR FUTURE AGENDAS:

Chair Bruninghaus asked to have it noted for the minutes to discuss merging the Committees provided there is equal representation of all mutuals.

10. Communications In Chinese

None.

CONCLUDING BUSINESS

11. Committee Members Comments

Director Jon Pearlstone hopes moving forward unintended consequences are averted with communicating on issues.

12. Date Of Next Meeting

March 13, 2018 at 1:30 p.m.

13. Adjournment

Meeting was adjourned at 3:03 p.m.

DRAFT

Roy Bruninghaus, Chair
Third Laguna Hills Mutual Communications Committee