



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

**Tuesday, March 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 Bruninghaus**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. February 19, 2018 – Regular Open Session
 - b. February 22, 2018—Special Open Meeting (fill vacancies)
- 6. Report of the Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.***
- 8. Responses to Open Forum Speakers**
 - **Water is Money, Water Conservation Presentation—El Toro Water District**
- 9. CEO Report**
- 10. 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) Recommend Denial-3200-A (El Doble, P46)--Retain Unauthorized Slab Extension at Entry and Walkway on Common Area
 - (2) Recommend Denial-3387-A (Malaga, P42B)—Construct Lattice Patio Cover Over Previously Extended Patio Slab on Common Area
- b. Landscape Committee Recommendations:
 - (1) Recommend Approval--Tree Removal (3155-C Yeager) one Edible Loquat tree due to allergy to the tree
 - (2) Recommend Approval--Tree Removal at Member's Expense (5561-B Yun) Weeping Fig Tree 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
 - (3) Recommend Approval--Tree Removal (3528-C O'Dell) Carrotwood tree due to poor location of the tree given its proximity to another Carrotwood Tree and removal of the smaller tree would enhance health of the remaining tree and enable it to fill in properly
 - (4) Recommend Approval--Tree Removal (3342-A Decker) Star Pine tree due to excessive limb loss and likely internal decay
 - (5) Recommend Denial--Off Schedule Tree Trimming (3242-2C Cosgrove) Olive tree due to the tree having a balanced canopy and is well placed
- c. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of January, 2019, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- d. Ratify the Resolution to Update the Third Mutual and GRF Committee Assignments Approved on March 8, 2019

11. Unfinished Business

- a. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 32: Water Heater Relocation (**FEBRUARY initial notification-28-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 Plan Policy (**FEBRUARY initial notification-28-day review for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)

12. New Business--None

13. Committee Reports

- a. Report of the Finance Committee / Financial Report--Director Connelly. The Committee met on March 5, 2019; next meeting April 2, 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 February 25, 2019; next meeting March 25, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on March 4, 2019; next meeting May 6, 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 March 7, 2019; next meeting April 4, 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 February 20, 2019; next hearings March 20, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room
- f. Report of the Communications Committee – Director Bruninghaus. The Committee met on March 13, 2019; next meeting May 9, 2019, at 1:30 p.m. in the Board Room
- g. Report of the Energy Task Force – Director Frankel. The Task Force met on March 6, 2019; next meeting May 1, 2019, at 1:30 p.m. in the Board Room
- h. Report of the Water Subcommittee – Director Connelly. The subcommittee met on March 4, 2019; next meeting April 9, 2019; at 11:00 a.m. in the Sycamore Room.
- i. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on March 11, 2019; next meeting TBA.

14. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. The Committee met on March 14, 2019; next meeting May 9, 2019, at 1:30 p.m. in the Board Room
- b. Finance Committee – Director Connelly. The Committee met on February 20, 2019; next meeting April 24, 2019, at 1:30 p.m. in the Board Room
- c. Landscape Committee – Director Jarrett. The Committee did not meet in March; next meeting May 15, 2019, at 1:30 p.m. in the Board Room

- d. Maintenance & Construction Committee – Director Bhada. 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 Jarrett. The Committee met on February 26, 2019; next meeting March 18, 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 Parsons. The Committee met on February 25, 2019; next meeting April 22, 2019, at 1:30 p.m. in the Board Room
 - Disaster Preparedness Task Force—Director Frankel. The Task Force did not meet in February; next meeting March 26, 2019, 9:30 a.m. in the Board Room
- 15. 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.*
- a. Resolution to Revise the Alteration and Inspection Fees (Needs to be approved by the Finance Committee)
 - b. Resolution to Amend the Golf Cart Policies and Procedures
 - c. Resolution to Approve Supplemental Funding for the 2019 Fumigation Program (Needs to be approved by the M&C Committee)
- 16. Director's Comments**
- 17. 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) March 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

18. 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, February 19, 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

Directors Absent: None

Staff Present: Jeff Parker, CEO, Siobhan Foster, COO, Eileen Paulin, Kurt Wiemann, Chris Langour, and Cheryl Silva

Others Present: Raquel Unger (VMS), Reza Karimi (VMS), Lucy Shimon (VMS), Bert Moldow (GRF), Elsie Addington (United)

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 Parsons led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Parsons made a motion to approve the agenda as presented. Director Bruninghaus seconded the motion. The motion passed by unanimous consent.

5. Approval of Minutes

a. January 15, 2018 – Regular Open Session

The motion passed by unanimous consent.

6. Report of the Chair

President diLorenzo announced that the Special Open Meeting on Friday, February 22, 2019 to fill two positions on the Board. She welcomed Jeff Parker the new CEO. On February 26th, the President and Vice President of the Board are meeting with the CEO and COO to discuss key important issues. She presented Certificate of Appreciation to James Tung and Paul Chao.

7. Open Forum

Several Members spoke about various issues:

- Landscape issue in community cul-de-sac;
- Asked about Estate Sale guidelines in the community;
- Street lighting pilot program;
- Thanked the Board for their hard work to make the community better;
- Encouraged residents to get involved with the Board;
- Need for handyman services for Third residents.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- The Board will have the Landscape Department research the landscape issues in cul-de-sac 3437;
- Third Board has chargeable services instead of a handyman service;
- GRF has Estate Sales regulations and Security will look into the violations;
- Street Lighting issue has been address by the M&C and Energy Committee;

9. Update from the VMS Board– Director Unger

Director Unger presented a report by Carrie Weldon, Director of Human Resources on open positions. She thanked employees in the landscape and the maintenance departments for their work during the recent storms.

10. CEO Report

Jeff Parker, CEO, gave information about his employment and education background. Siobhan Foster, COO, reported on the following developments:

- Gate security RFID renovation project continues at Gates 2 and 8. During construction; gates 1 and 3 will be open 24/7, gate 2 pedestrian access only from 6 a.m. to 10 p.m. gate 4 (exit only) will have extended hours from 6 a.m. to 10 p.m. During gate 8 construction; gates 7 and 10 will be open 24/7, gate 8 pedestrian and golf cart access from 6 a.m. to 10 p.m.;
- Pool 5 re-opened, and Pool 1 is closed for maintenance;
- Beginning on March 4th the Service Center Equestrian Gate will be closed from 9:30 p.m. to 5 a.m. daily to enhance security of the vehicles and equipment located at the Service Center;
- Storm response was excellent over the weekend clearing storm drains, repairing leaks and attending to fallen trees. Call Resident Services if you need assistance at

- 949-597-4600 or Security at 949-597-4500;
- Update on the Pickelball Courts; and
- Update on Upcoming Recreation Events. Oscar Awards will be shown at Clubhouse 3, Performing Arts Center.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Deny 2205-D (Monterey, PS08) Retain Unauthorized HVAC Condenser Located in Unapproved Location

RESOLUTION 03-19-13 **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.

- (2) Recommendation to Approve 3255-B (El Doble, SB203RB) Retrofit Sliding Glass Doors without Retrofitting Remaining Windows within Original Floorplan Footprint

RESOLUTION 03-19-14 **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.

- (3) Recommendation to Approve 5165 (Villa Paraisa, C13C_1) Extend Entryway onto Exclusive Use Common Area

RESOLUTION 03-19-15
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.

11b. Resolution to Update Third Committee and GRF Appointments:

RESOLUTION 03-19-16
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
Cush Bhada
Steve Parsons, Alternate
Paul Chao, 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
Advisor: 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.

RESOLUTION 03-19-17
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
Cush Bhada, Alternate
Lynn Jarrett, 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.

11c. 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

Director Bruninghaus made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Bhada and passed by unanimous consent.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 37: Patio Covers; Awnings

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

RESOLUTION 03-19-18

REVISE ALTERATION STANDARD 37: PATIO COVERS; AWNINGS

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

WHEREAS, the Architectural Control and Standard Committee recognizes the need to create Alteration Standard 37: Patio Covers; Awnings.

NOW THEREFORE BE IT RESOLVED, February 19, 2019, 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.

Director Bruninghaus made a motion to adopt a resolution for revised alteration standard 37: patio covers; awnings. Director Parsons seconded the motion

Discussion ensued among the Directors.

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

12b. Entertain a Motion to Adopt a Resolution for a Revised Alteration Standard 30A: Storage Cabinets

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

RESOLUTION 03-19-19

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

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

WHEREAS, the Architectural Control and Standard Committee recognizes the need to create Alteration Standard 30A: Storage Cabinets (Patios, Breezeways, and Balconies).

NOW THEREFORE BE IT RESOLVED, 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.

Director Bruninghaus made a motion to adopt a resolution for revised alteration standard 30A: storage cabinets. The motion was seconded by Director Parsons.

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 the Revised Care Provider Policy

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

Resolution 03-19-20

REVISE CARE PROVIDER POLICY

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

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

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

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

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

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

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

Director Bruninghaus made a motion to adopt a resolution for revised the Care Provider Policy. The motion was seconded by Director Parsons.

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 Revisions to Open House and Real Estate Uniform Signage Policy.

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

RESOLUTION 03-19-21
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, 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.
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; 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:

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

Director Bruninghaus made a motion to adopt a resolution for revisions to open house and real estate uniform signage policy. The motion was seconded by Director diLorenzo.

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 Revised Alteration Standard 32: Water Heater Relocation

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

RESOLUTION 03-19-XX
REVISED 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 28-days from the postponement to comply with Civil Code §4360.

Director Bruninghaus made a motion to introduce a resolution to revise alteration standard 32: water heater relocation for 28-day review.

Discussion ensued among the Directors.

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

13b. Entertain a Motion to Introduce a Resolution for an Alteration Standard Plan Policy

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

RESOLUTION 03-19-XX
ALTERATION STANDARD PLAN 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.

Director Bruninghaus made a motion to introduce a resolution for an alteration standard plan policy for 28-day review.

Discussion ensued among the Directors.

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

14. Committee Reports

- 14a. Report of the Finance Committee / Financial Report - Director Connelly presented the Treasurer's Report and reviewed the Davis-Stirling requirements that require review of the financials monthly. Director Parsons reported the Resale and Lease data. The Committee met on February 5, 2019; next meeting March 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. Any renovations not in the standards require a variance. The Committee met on January 28, 2019; next meeting February 25, 2019, at 9:30 a.m. in the Board Room
- 14c. Report of the Maintenance and Construction Committee - Director Bhada reported on the last meeting. The storm issues have been the first priority in the Community. 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. The Task Force had a meeting late last year. Waiting for the Energy Consultant report to move forward with charging for electric golf carts. Next meeting TBA.
- 14d. Report of the Landscape Committee - Director Jarrett reported on the last meeting. Herbicide testing will be conducted to test alternative products. The Committee is looking at bids for turf reduction to help save money and conserve water. The Committee met on February 7, 2019; next meeting March 7, 2019, at 9:00 a.m. in the Board Room
- 14e. Report of the Laguna Woods Village Traffic Hearings - Director Frankel gave an update from the last meeting. The Traffic Hearings were held on January 16, 2019; next hearings will be on February 20, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
- 14f. Report of the Communications Committee - Director Bruninghaus gave an update since the last meeting. 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 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 Connelly gave a report from the last meeting. The Subcommittee did not meet in January; next meeting March 4, 2019 at 10:30 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 met on February 11, 2019; next meeting March 11, 2019, at 1:30 p.m. in the Board Room.

15. GRF Committee Highlights

- 15a. Community Activities Committee – Director Bhada reported on upcoming recreation and special events. The removal of a lounge television was discussed. 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 diLorenzo reported that Blackrock will be presenting at the next meeting on February 20, 2019, at 1:30 p.m. in the Board Room.
- 15c. Landscape Committee – Director Jarrett reported on highlights from the last meeting. The Committee met on January 16, 2019; next meeting March 20, 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 discussed a Tennis Center expansion. The Committee met on February 13, 2019; next meeting April 10, 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 Resident Portal is available on the Laguna Woods Village website. The Committee is testing the resident portal. The Committee met on January 21, 2019; next meeting February 26, 2019, at 9:30 a.m. in the Board Room where the Committee will discuss current policy on photography and filming in the Village and a new press policy
- 15f. Mobility and Vehicles Committee -- Director Frankel reported on highlights from the last meeting. The Committee received a report from the Transportation Consultant. The Committee met on February 6, 2019; next meeting April 3, 2019, at 1:30 p.m. in the Board Room
- 15g. Security and Community Access Committee – Director Bruninghaus reported that 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 reported on the last meeting. The Task Force meet 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 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. Introduce a Resolution to Revise the Alteration and Inspection Fees. (This item needs to go to the Finance Committee for review.)

17. Director's Comments

- Director Frankel has the M&V report
- Director Parsons asked staff to verify that the holiday hours were included in the Clubhouse voice mail message.

18. Recess

The Board recessed at 11:10 a.m. and reconvened in Executive Session at 12:00 p.m..

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

During the January 15, 2019, Regular Executive Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) December 18, 2018 – Regular Executive Session

Wrote-Off Delinquent Assessments

Discussed Contract Award Matters

Discussed and Considered Member Matters

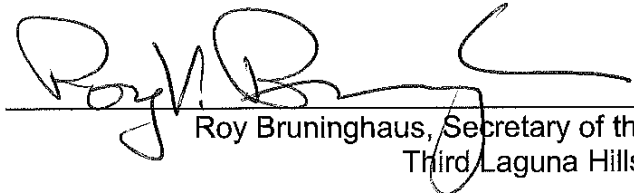
Discussed and Considered Legal and Litigation Matters

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 4:40 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION ATTACHMENTS

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.



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.

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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.



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

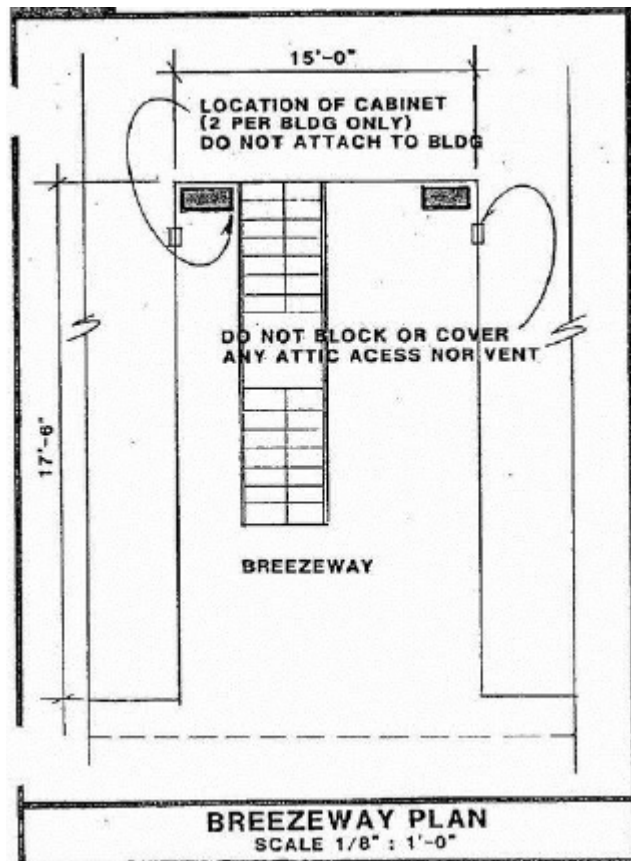
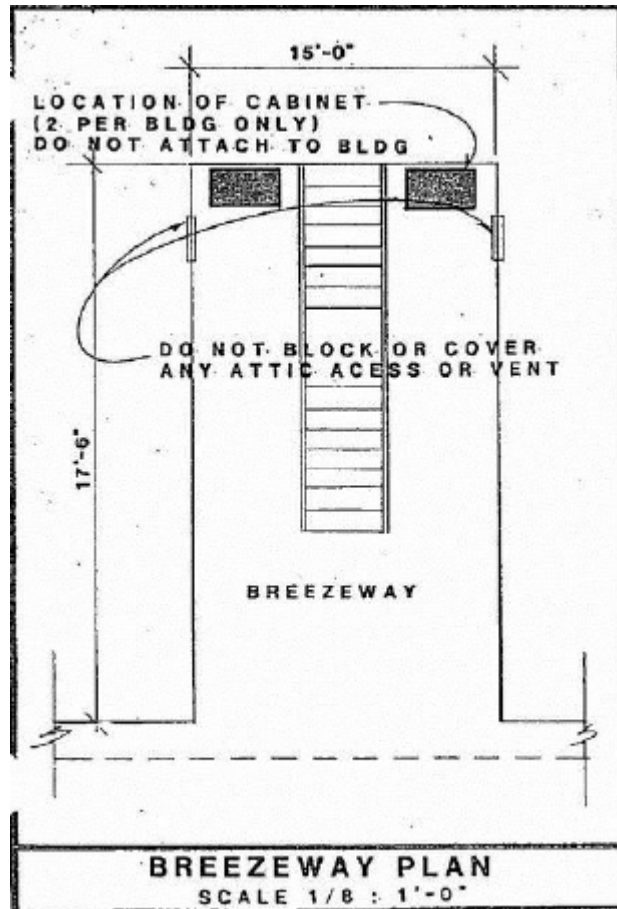
All storage cabinets in breezeways require a Mutual Consent issued by the Alterations Division prior to installation.

- 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





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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ATT 1:

Page # 1 of 1

Media and Communications Committee Approved Real Estate Sign Designs



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



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.

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

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.

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.

(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.

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 adopts 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.

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



~~THIRD LAGUNA HILLS MUTUAL~~

SECTION STANDARD 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.

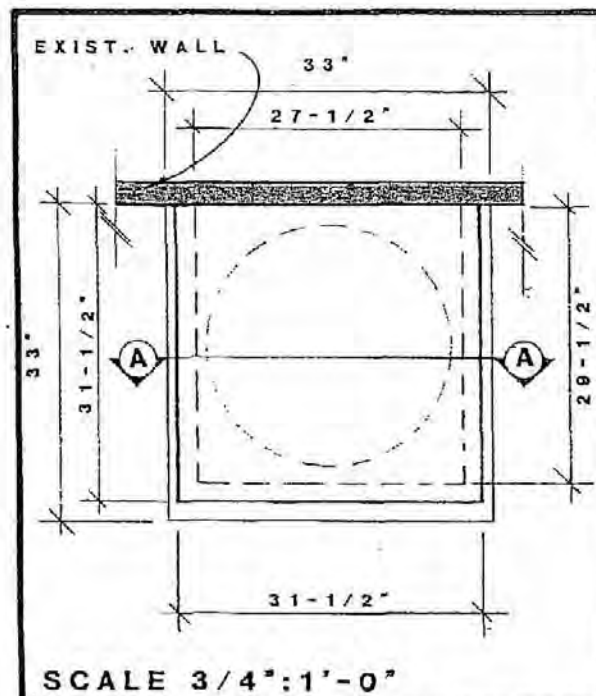
4.3 All electrical conductors shall be installed in rigid or flexible conduit.



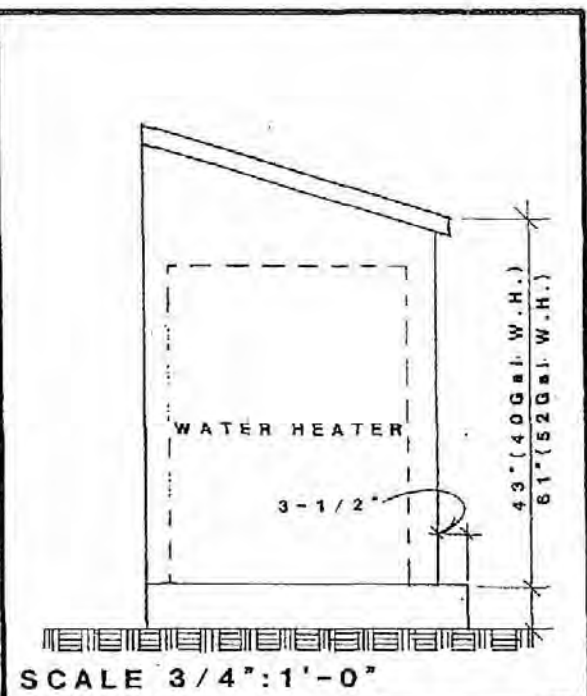
5.0 **STRAPPING**

- 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.

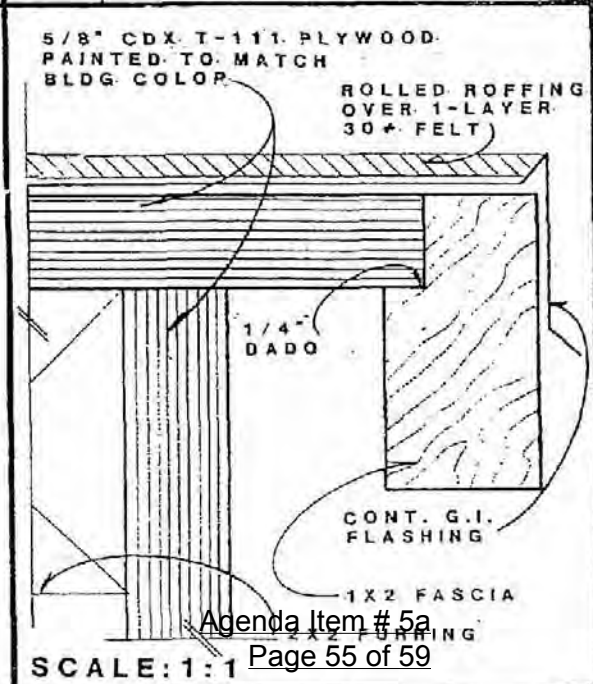
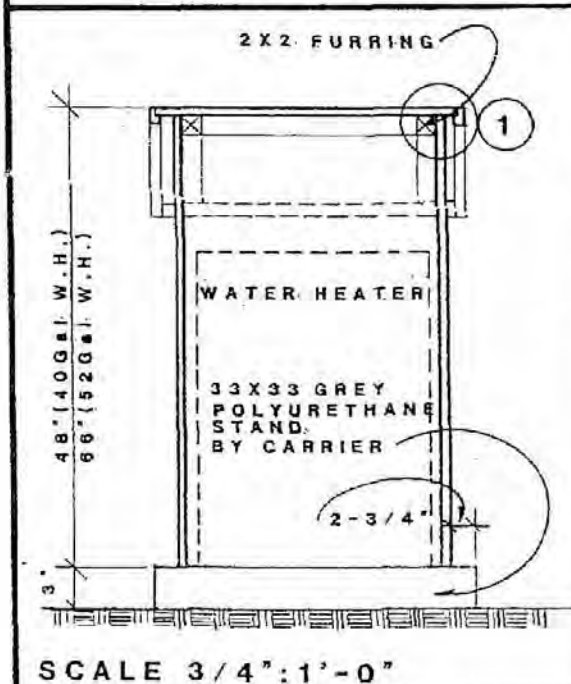

THIRD LAGUNA HILLS
 — M U T U A L —



PLAN VIEW



ELEVATION



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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.

Attachment 1

**Standard Plan Review Policy
Resolution 03-19-XXX**

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 introduces Resolution 03-19-XXX (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.

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OPEN MEETING

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

Friday, February 22, 2019
Laguna Woods Village Community Center
Board Room • 9:30 a.m.

The purpose of this meeting was to fill two vacancies on the Third Board.

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

Directors Absent: None

Staff Present: Cheryl Silva

Others Present: Reza Karimi, Annie McCary, Edward Tao and Craig Wayne
(Candidates)

1. President diLorenzo called the meeting to order at 9:30 a.m. and established that a quorum was present.

Director Jarrett made a motion to approve the agenda as presented. The motion was seconded by Director Parsons and approved by unanimous consent.

Bunny Carpenter arrived at 9:42 a.m.

2. Entertain Motion to Appoint two Third Mutual Directors to Fill a Vacancy (term ending 2020) and to Fill a Vacancy (term ending 2021) – Interview, Secret Ballot and Selection of New Third Board Members

Director Bruninghaus gave each candidate three minutes for opening statements and two minutes to answer pre-prepared questions from the Board.

3. Director Comments

The candidates answered questions from the Board Directors.

4. Members Comments

Members were given an opportunity to give their comments.

5. Candidates were given two minutes to give their closing statements.

6. Secret Ballot and Announcement of the New Board Members

Director Bruninghaus made a motion, seconded by Director Parsons to commence voting.

Secret Ballots were handed out to the Board members.

Director Parsons made a motion, seconded by Director Bruninghaus to cease voting.

Director Bruninghaus tallied the votes. There was a tie between two of the candidates.

Secret Ballots were handed out to Board members, and the tie was broken.

President diLorenzo announced that Reza Karimi (Term Ending 2021) and Annie McCary (Term Ending 2020) were appointed to fill the two vacancies on the Third Board.

7. Open Nominations for Election of 2nd Vice President

Director Bruninghaus made a motion to open nominations for Second Vice President. The motion was seconded by Director Parsons and passed by unanimous consent.

President diLorenzo nominated Director Carpenter. There were no other nominations.

8. Entertain a Motion to Close Nominations

Director Bruninghaus made a motion to close nominations for Second Vice President. The motion was seconded by Director Bhada and passed by unanimous consent.


Because there was only one nomination for 2nd Vice President, President diLorenzo asked for a vote by acclamation. The vote was unanimous in favor of Director Carpenter for 2nd Vice President.

9. Entertain a Motion to Approve the Revised Officer Resolution

Director Jarrett made a motion to approve the revised officer resolution to add Director Carpenter as 2nd Vice President. The motion was seconded by Director Pearlstone and it passed by unanimous consent.

10. Adjournment

There being no further business, the meeting was adjourned at 10:35 a.m.



Roy Bruninghaus, Secretary to the Board
Third Mutual Laguna Hills

RESOLUTION 03-19-24
Appointment of Officers

RESOLVED, on February 22, 2019, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Rosemarie diLorenzo	President
Steve Parsons	1st Vice President
Bunny Carpenter	2nd Vice President
Roy Bruninghaus	Secretary
Jack Connelly	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Siobhan Foster	Vice President ex Officio
Cheryl Silva	Corporate Secretary

RESOLVED FURTHER, that Resolution 03-18-141, adopted October 4, 2018, is hereby superseded and cancelled; and

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

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Patrick Jae Gueon Gim of 3200-A Buena Vista, an El Doble style unit, is requesting Board approval of a variance to retain unauthorized slab extensions located in Common Area; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on February 7, 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 February 25, 2019.

NOW THEREFORE BE IT RESOLVED, on March 19 2019, the Board of Directors hereby denies the request to retain the unauthorized slab extensions located in Common Area;

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 3200-A and all future Mutual members at 3200-A;

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

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Michael Edwards of 3387-A Punta Alta, a Malaga style unit, is requesting Board approval of a variance to install a lattice patio cover over a previously extended patio slab on Common Area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on February 7, 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 February 25, 2019.

NOW THEREFORE BE IT RESOLVED, on March 19, 2019, the Board of Directors hereby denies the request to install a lattice patio cover over a previously extended patio slab on Common Area;

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 3387-A and all future Mutual members at 3387-A;

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

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RESOLUTION 03-19-XX

Approval of a Tree Removal Request of One Edible Loquat Tree – 3155-C

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 February 7, 2019, the Landscape Committee reviewed a request for a tree removal of one Edible Loquat tree. The request was received from the Member at 3155-C, who cited the reasons as litter/debris and his wife's allergy to the tree;

WHEREAS, the Committee recommended approving the removal of one Edible Loquat tree located at 3155-C Alta Vista;

NOW THEREFORE BE IT RESOLVED, March 19, 2019, the Board of Directors approve the removal of one Edible Loquat Tree located at 3155-C, 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-XX

Approval of a Tree Removal Request of One Weeping Fig Tree at Member's Expense – 5561-B

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 February 7, 2019, the Landscape Committee reviewed a request for the removal of one Weeping Fig tree. The request was received from the Member at 5561-B, who cited the reasons as sewer damage;

WHEREAS, the Committee recommended to approve the removal of one Weeping Fig tree located at 5561-B Via Portora at the Member's expense 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;

NOW THEREFORE BE IT RESOLVED, March 19, 2019, the Board of Directors approve the removal at the Member's expense of one Weeping Fig Tree located at 5561-B, 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-XX

Approval of a Tree Removal Request of One Carrotwood Tree – 3528-C

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 March 7, 2019, the Landscape Committee reviewed a request for the removal of one Carrotwood tree. The request was received from the Member at 3528-C, who cited the reason as trip and fall hazard, overgrown, and litter/debris;

WHEREAS, the Committee recommended to approve the removal of one Carrotwood tree located at 3528-C Monte Hermoso due to poor location of tree given its proximity to another Carrotwood tree and removal of the smaller tree would enhance the health of the remaining tree and enable it to fill in properly;

NOW THEREFORE BE IT RESOLVED, March 19, 2019, the Board of Directors approve the removal of one Carrotwood tree located at 3528-C, 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-XX

Approval of a Tree Removal Request of One Star Pine Tree – 3342-A

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 March 7, 2019, the Landscape Committee reviewed a request for the removal of one Star Pine tree. The request was received from the Member at 3342-A, who cited the reason as large branches have fallen and caused damage to the patio cover and roots may cause future damage to patio tiles;

WHEREAS, the Committee recommended to approve the removal of one Star Pine tree located at 3342-A Punta Alta to reduce the risk of future limb loss,

NOW THEREFORE BE IT RESOLVED, March 19, 2019, the Board of Directors hereby approves the removal of one Star Pine tree located at 3342-A, 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-XX

Denial of Off Schedule Trimming of One Olive Tree – 3242-2C

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 March 7, 2019, the Landscape Committee reviewed a request for an off schedule trimming of one Olive tree. The request was received from the Member at 3242-2C, who cited the reason as view obstruction;

WHEREAS, the Committee recommended denial of the off schedule tree trimming of one Olive tree located at 3242-2C San Amadeo due to the tree has a balanced canopy and is well placed;

NOW THEREFORE BE IT RESOLVED, March 19, 2019, the Board of Directors hereby denies the request for the off schedule tree trimming of one Olive tree located at 3242-2C, 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 03-19-25
Third Mutual Committee Appointments

RESOLVED, March 8, 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
Reza Karimi
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
Bunny Carpenter
Lynn Jarrett
Annie McCary
Jack Connelly, Alternate

Energy Task Force

John Frankel
Cush Bhada
Steve Parsons, Alternate
Reza Karimi, Alternate
Non-Voting Advisor: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair
Rosemarie diLorenzo
Annie McCary
Bunny Carpenter
Jon Pearlstone
Cush Bhada, Alternate
Reza Karimi, Alternate
~~John Frankel~~

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~~

Annie McCary

Reza Karimi, Alternate

Landscape

Lynn Jarrett, Chair

Jon Pearlstone, Co-Chair

Cush Bhada

Reza Karimi

Annie McCary

~~John Frankel~~

Advisors: James Tung

Maintenance and Construction

Cush Bhada, Chair

Bunny Carpenter, Co-Chair

Rosemarie diLorenzo

John Frankel

Jon Pearlstone

Steve Parsons, Alternate

Non-Voting Advisor: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee (Bi-Monthly)

Jack Connelly, Chair

Cush Bhada

Lynn Jarrett

Reza Karimi

John Frankel, Alternate

Parking & Golf Cart Task Force

Steve Parsons, Chair
John Frankel
Bunny Carpenter
Lynn Jarrett

Resident Policy and Compliance Task Force

Roy Bruninghaus, Chair
Bunny Carpenter
Rosemarie diLorenzo
Steve Parsons

Voting Advisors: Stuart Hack, Cindy Baker

RESOLVED FURTHER, that Resolution 03-19-16, adopted February 19, 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 03-19-26
GRF Committee Appointments

RESOLVED, March 8, 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

Bunny Carpenter
Cush Bhada
~~Annie McCary, Alternate~~
Jon Pearlstone, Alternate
~~Jack Connelly, Alternate~~

Finance Committee

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

Landscape Committee

Lynn Jarrett
~~Reza Karimi~~
Jon Pearlstone, ~~Alternate~~
~~John Frankel, Alternate~~

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
Cush Bhada, Alternate

PAC Task Force

John Frankel
Cush Bhada

Media and Communication Committee

Roy Bruninghaus

Lynn Jarrett

Jon Pearlstone, Alternate

Bunny Carpenter, Alternate

Annie McCary, Alternate

~~Jack Connelly, Alternate~~

Mobility and Vehicles Committee

John Frankel

Jon Pearlstone,

Lynn Jarrett, Alternate

Cush Bhada, Alternate

Security and Community Access Committee

~~John Frankel~~

Annie McCary

Steve Parsons,

Roy Bruninghaus, Alternate

Cush Bhada, Alternate

Reza Karimi, Alternate

Disaster Preparedness

Annie McCary

John Frankel

Steve Parsons, Alternate

Jon Pearlstone, Alternate

Roy Bruninghaus, Alternate

RESOLVED FURTHER, that Resolution 03-19-17, adopted February 19, 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: March 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, March 19, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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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.

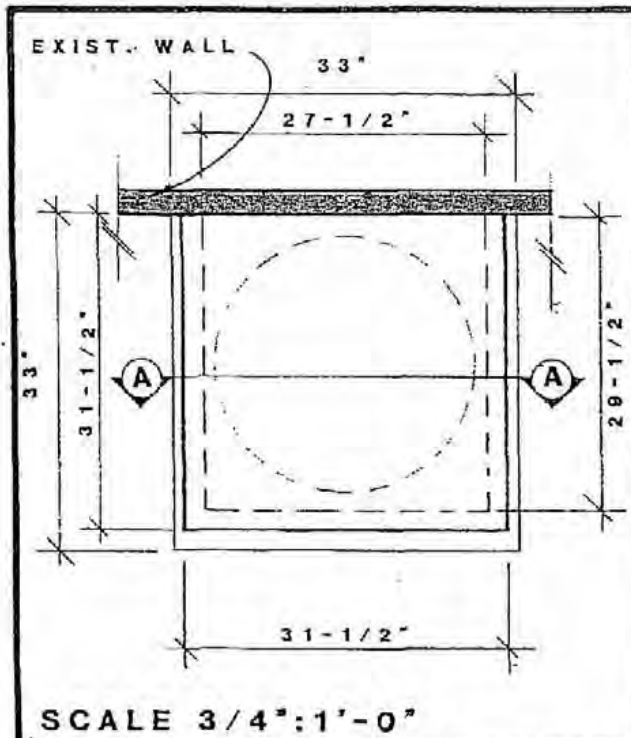
4.3 All electrical conductors shall be installed in rigid or flexible conduit.



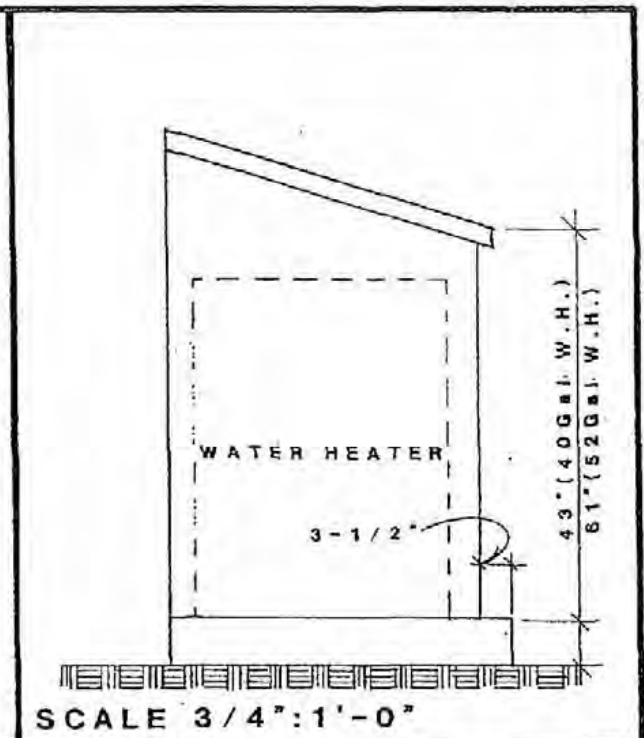
5.0 **STRAPPING**

- 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.

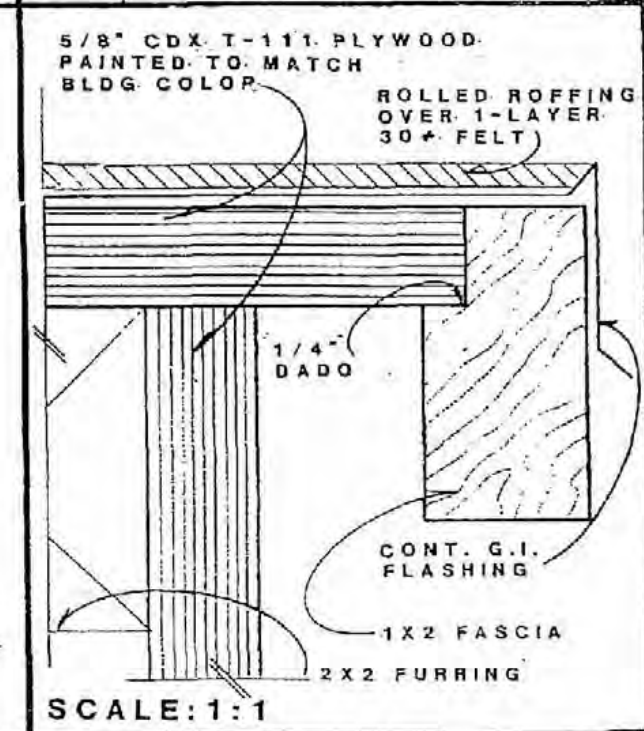
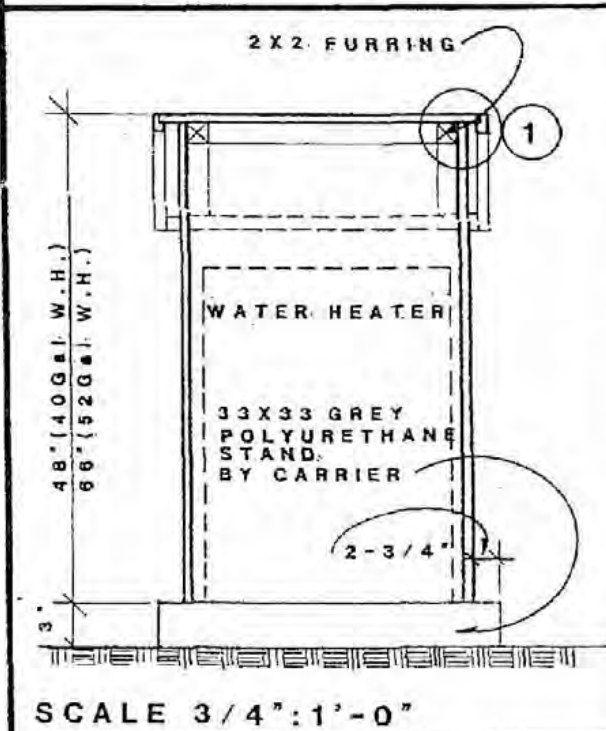

THIRD LAGUNA HILLS
 — M U T U A L —



PLAN VIEW



ELEVATION





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: March 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, March 19, 2019, the Board of Directors adopts a Resolution for 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
28-Day notification to comply with Civil Code §4360 has been satisfied.

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Financial Report

As of January 31, 2019



INCOME STATEMENT

(in Thousands)

ACTUAL

TOTAL REVENUE

\$2,881

TOTAL EXPENSE

1,853

Revenue over Expense

\$1,028

1

Financial Report

As of January 31, 2019



INCOME STATEMENT

(in Thousands)

ACTUAL

BUDGET

VARIANCE

Assessment Revenue

\$2,686

\$2,686

\$0

Non-assessment Revenue

\$195

\$161

\$34

Total Revenue

\$2,881

\$2,847

\$34

Total Expense

\$1,853

\$2,839

\$986

Net Revenue/(Expense)

\$1,028

\$8

\$1,020

2

Financial Report

As of January 31, 2019



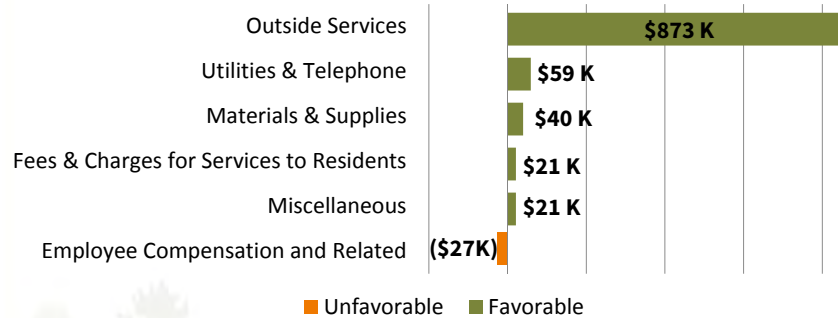
United was better than budget by \$1,020K primarily in:

- **Outside Services**
 - Timing of certain reserve programs.
- **Utilities and Telephone**
 - Decreased water costs due to rainfall.
- **Materials and Supplies**
 - Timing of Operating/Reserve programs.
- **Fees and Charges for Services to Residents**
 - More revenue generated from water heater replacement.
- **Miscellaneous**
 - Resident violation: a resident is being fined \$500 per day.

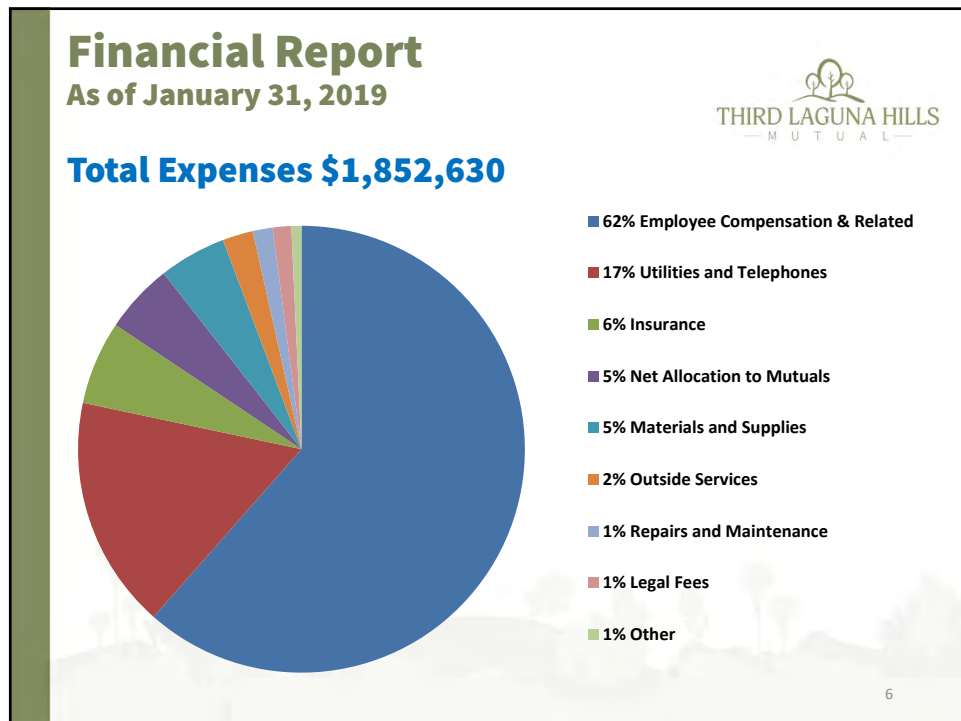
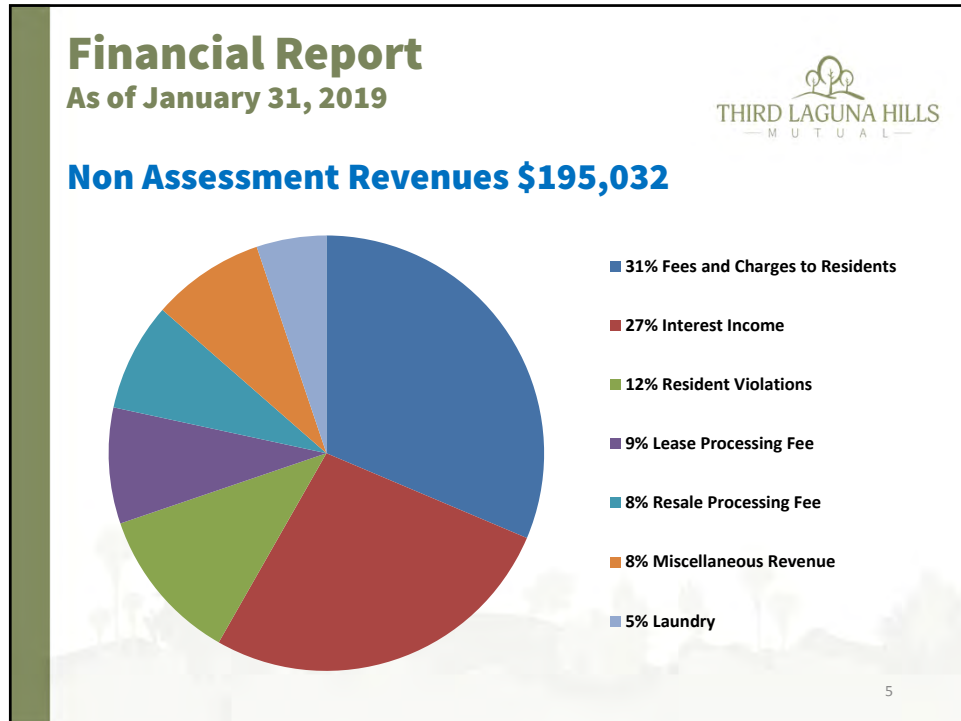
3

Financial Report

As of January 31, 2019



4



Financial Report

As of January 31, 2019



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

BEGINNING BALANCES: 1/1/19	\$29,260
Contributions & Interest	1,174
Expenditures	(385)
Current Balances: 1/31/19	\$30,049

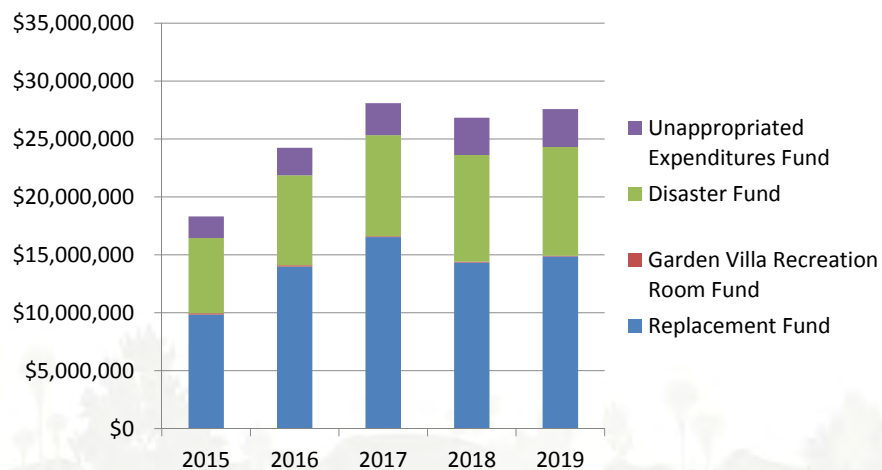
7

Financial Report

As of January 31, 2019



FUND BALANCES



8



Statement of Revenues & Expenses - Preliminary As of January 31, 2019

Third Laguna Hills Mutual operations were better than budget by \$1,020K as of January 31, 2019. Favorable variance was primarily due to timing of Outside Service work and material purchases.

EXPENSES

Materials and Supplies – \$40K [Line 11](#)

Favorable variance due to timing of certain programs such as Garden Villa Recreation, Mailroom, Building Structure Replacement and Dry Rot Repairs in 2019. Additional timing variances resulted in Irrigation, Grounds Maintenance, and Streets and Sidewalks.

Utilities and Telephone – \$59K [Line 12](#)

Favorable variance resulted from less water usage for irrigation due to rainfall. Average rainfall as of the reporting period was 25% higher compared to 3-year average. To date, Consumption was 9% lower than budget. Further, accrual estimates were off and contributed to the variance. Unfavorable variance in electricity is also due to overstated accrual estimates; once accruals reverse, electricity is near budget.

Outside Services – \$873K [Line 16](#)

- **Building Structures Replacement – \$157K**
Staff will conduct building assessments to provide a scope of work for buildings to be completed in 2019. Repair work on these buildings will commence upon completion of the remaining buildings from the 2018 program, anticipated in April.
- **Roof Replacement – \$107K**
Roof replacements are budgeted evenly throughout the year; however, work is not scheduled to begin until March 2019, resulting in a favorable variance for the first 2 months of the year.
- **Landscape Revitalization – \$83K**
Work at Gate 14 and Punta Alta has not begun as of the reporting date; program is under review.
- **Exterior Lighting – \$67K**
This program is for the acquisition of street lights from Edison, which was approved by the CPUC. SCE completed their audit and submitted initial billing. Siemens is procuring the LED fixtures for the pilot program in March. The LED fixtures will be installed on Avenida Sosiega. Once the pilot is concluded, the LED retrofit will be scheduled. No work has been completed to date.
- **Waste Line Remediation – \$63K**
Work is in progress; invoices are expected in Q1.
- **Paving – \$60K**
Although budgeted throughout the year, Paving programs will begin in August 2019.
- **Moisture Intrusion – Plumbing Leaks – \$52K**
Work is in progress; invoices are expected in Q1.

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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

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

MEMBERS ABSENT: Reza Karimi, Advisor: Michael Cunningham

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson, Kurt Weimann

Call to Order

Director Steve Parsons chaired the meeting and called it to order at 1:32 p.m.

Approval of Meeting Agenda

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

- Add President Update
- Remove Supplemental Funding for the 2019 Fumigation Program

Approval of Meeting Report for February 5, 2019

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

Department Head Update

Betty Parker, Chief Financial Officer, commented on the upcoming Special Third Board Finance Workshop on March 22, 2019 at 9:30 a.m. in the Board Room and the hiring of a new financial analyst to fill the collections role.

President Update

Director diLorenzo commented on holding a strategic planning meeting on March 21, 2019 at 1:00 p.m. and special pre-budget meetings (without staff) on April 9 for Maintenance and Construction and April 12 for Landscape.

Preliminary Financial Statements dated January 31, 2019

The Committee reviewed financials and questions were addressed.

Investment Task Force Update

A verbal update was provided to the Committee regarding the Investment Task Force activity. Three vendors have responded to the RFI for investment management services and vendor interviews are being scheduled.

Audit Task Force Update

A verbal update was provided to the Committee for Audit Task Force activity. The KPMG team is onsite and the 2018 financial audit is in progress. The audit report will be presented to all boards at a special meeting on April 1, 2019.

AB 2912 Update

Questions were addressed regarding new statutory requirements for financial management that became effective January 1, 2019.

Alteration and Inspection Fees

The Committee reviewed a staff report proposing increases in certain Alteration and Inspections Fees to recover the costs for services provided by the Alterations Division.

A motion was made and carried unanimously to reject Staff's recommendation to increase fees to recover costs for services and asked for a revised staff report at the March 25, 2019, Architectural Control and Standards Committee, to include proposals for operational efficiencies and a breakeven point.

Future Agenda Items

2019 Reserve Study
2018 Solar Update

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 2, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 3:15 p.m.



Steve Parsons, First Co-Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

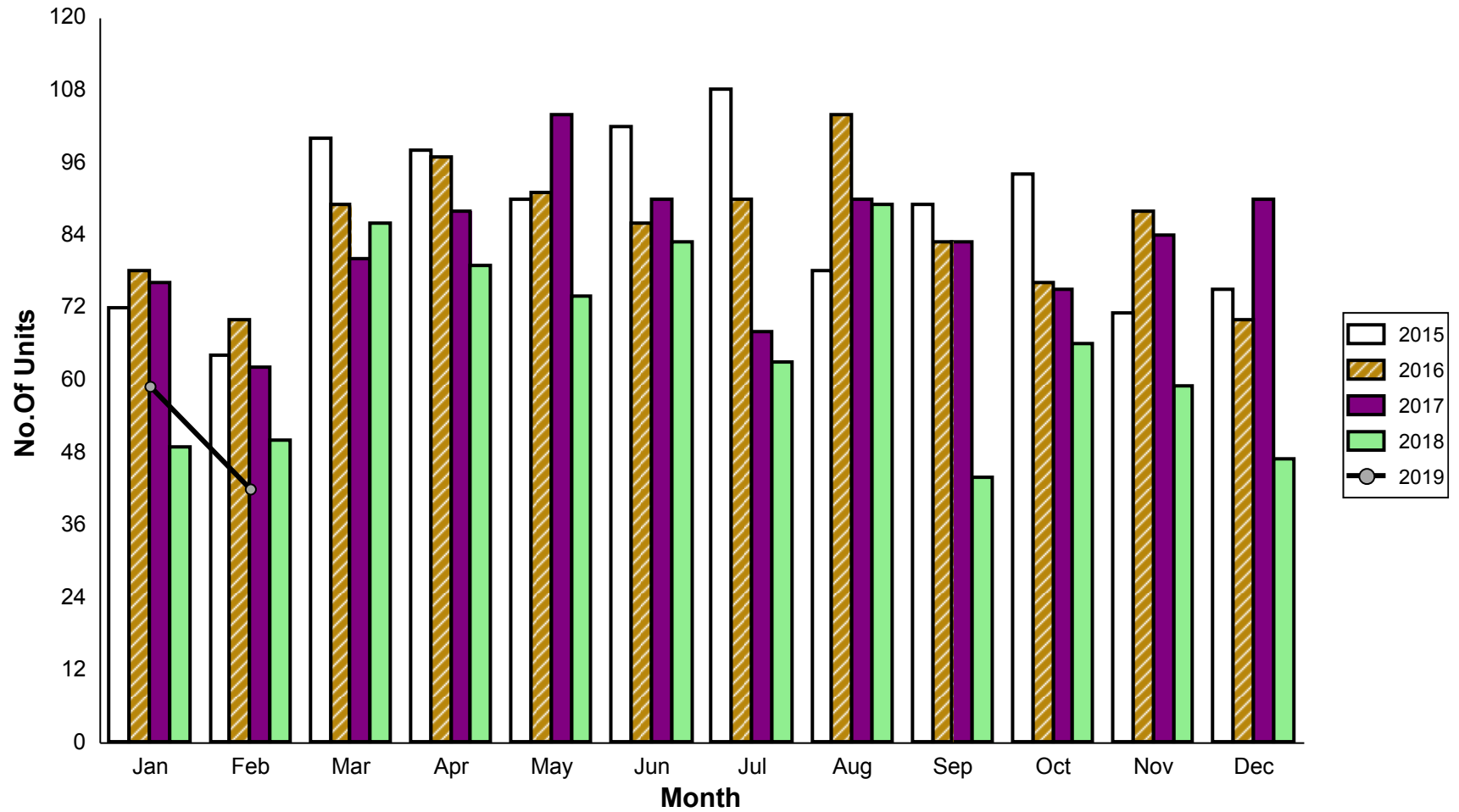
REPORT PERIOD

February, 2019

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	59	49	\$17,913,250	\$14,821,540	\$314,268	\$308,782
February	42	50	\$14,464,150	\$18,660,142	\$344,385	\$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	101.00	99.00	\$32,377,400	\$33,481,682		
MON AVG	50.00	49.00	\$16,188,700	\$16,740,841	\$329,326	\$340,992

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

Third

REPORT PERIOD

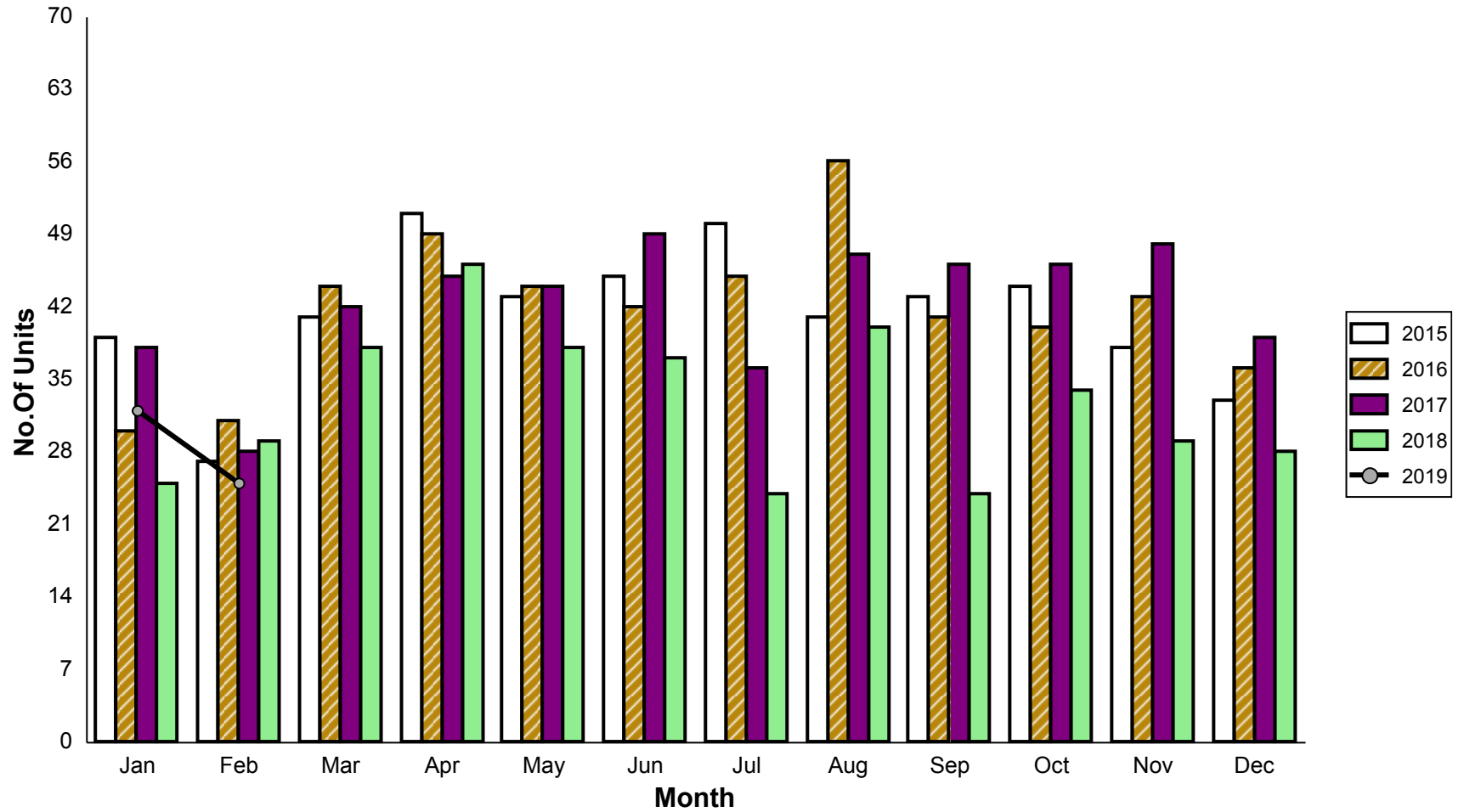
February, 2019

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	25	29	\$10,208,000	\$12,600,892	\$408,320	\$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	57.00	54.00	\$22,690,100	\$21,408,042		
MON AVG	28.00	27.00	\$11,345,050	\$10,704,021	\$399,193	\$393,400
% CHANGE - YTD	5.6%		6.0%		1.5%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

February

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	25	29	28	31	\$10,208,000	\$12,600,892	\$9,887,500	\$11,354,000	\$408,320	\$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		57	54	66	61	\$22,690,100	\$21,408,042	\$24,400,562	\$22,017,350				
MON AVG		28.5	27.0	33.0	30.5	\$11,345,050	\$10,704,021	\$12,200,281	\$11,008,675	\$399,193	\$393,400	\$367,524	\$360,852
% CHANGE-YTD		5.6%	-18.2%	8.2%	-7.6%	6.0%	-12.3%	10.8%	13.3%	1.5%	7.0%	1.8%	23.2%

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

Resales Report

Third Laguna Hills Mutual

February, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/07/2019	2192-A	3	\$185,000	Monterey	FSBO	FSBO	Lighthouse Escrow
02/21/2019	2230-S	3	\$190,000	Coronado	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
02/13/2019	2285-Q	3	\$190,000	Casa Contenta	Keller Williams Real Estate	Laguna Premier Realty, Inc	Granite Escrow
02/04/2019	2354-2A	3	\$260,000	Garden Villa	Century 21 Rainbow	The Power is Now	Corner Escrow Inc.
02/13/2019	2389-2D	3	\$299,000	Garden Villa	Luxre Realty, Inc	HomeSmart Evergreen	Homestead Escrow
02/11/2019	2390-3E	3	\$320,000	Garden Villa	HomeSmart Evergreen	Inet Realty	Escrow Options Group
02/19/2019	2390-1D	3	\$345,000	Garden Villa	HomeSmart Evergreen	Focus Realty	Escrow Options Group
02/04/2019	2396-1D	3	\$275,500	Garden Villa	Century 21 Award	Marlene Thompson	Granite Escrow
02/21/2019	3081-D	3	\$350,000	Ventura	Laguna Premier Realty, Inc	Kejing Kelly Guo	Pacific Closing Services
02/20/2019	3082-C	3	\$339,000	Ventura	Presidential Real Estate	Presidential Real Estate	Granite Escrow
02/04/2019	3105-O	3	\$470,000	Casa Vista	HomeSmart Evergreen	Laguna Premier Realty, Inc	Escrow Options Group
02/13/2019	3168-D	3	\$245,000	La Brisa	HomeSmart Evergreen	Real Estate eBroker	Escrow Options Group
02/21/2019	3186-D	3	\$549,000	El Doble	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
02/05/2019	3305-Q	3	\$290,000	Casa Vista	Berkshire Hathaway	Paul Santoro	The Escrow Firm
02/25/2019	3363-3B	3	\$236,000	Aragon	Re/Max Premier Realty	Legacy 15 Real Estate	Brickstone Escrow
02/27/2019	3364-3A	3	\$310,000	Sierra	Re/Max Tiffany Real Estate	Coldwell Banker	Integra Escrow
02/20/2019	3383-A	3	\$330,000	Catalina	HomeSmart Evergreen	Rockstone Realty	Granite Escrow
02/26/2019	3396-B	3	\$460,000	Malaga	Realty Network	Laguna Premier Realty, Inc	Homestead Escrow
02/28/2019	3420-1D	3	\$365,000	Casa Dorado	Baglin Real Estate	Tarbell Realtors	Granite Escrow
02/15/2019	3452-A	3	\$790,000	Andaluz	Inspira Realty	COMPASS REAL ESTATE	Granite Escrow
02/22/2019	3483-B	3	\$575,000	Navarro	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
02/19/2019	5330-A	3	\$260,500	Casa Vista	RE/PRO Real Estate	CalTerra Partners	Granite Escrow
02/06/2019	5349-A	3	\$400,000	Casa Vista	Compass Inc	First Team Real Estate	Granite Escrow
02/11/2019	5479-C	3	\$635,000	Casa Rosa	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow

Resales Report **Third Laguna Hills Mutual** **February, 2019**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/13/2019	5567-B	3	\$1,539,000	Casa Lorenzo	Presidential Real Estate	TB Realty	Granite Escrow

Number of Resales: 25

Total Resale Price: \$10,208,000

Average Resale Price: \$408,320

Median Resale Price: \$330,000



MONTHLY LEASING REPORT

Report Period:
February-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	13	32	380	1279	1704	1651	62	56	110	3
March						1644				
April						1656				
May						1625				
June						1662				
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly Average	15.0	35.0	377.0	1279.5	1706.5	Feb 1632.0	61.5	48.5	103.5	1.5
Percentage Leased	1704 / 6102 = 28%									

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OPEN MEETING

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

**Monday, February 25, 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:

OTHERS PRESENT:

ADVISORS PRESENT: Michael Plean, Mike Butler

STAFF PRESENT: Gavin Fogg, Brett Crane, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of January 28, 2019 Report

Director Bruninghaus moved to approve the report. Advisor Plean 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. 3200-A (EI Doble, P46) Retain Unauthorized Slab Extension at Entry and Walkway on Common Area

Director Frankel made a motion to accept Staff's recommendation and deny the request. Director Bruninghaus seconded. The committee was in unanimous support.

9. 3387-A (Malaga, P42B) Construct Lattice Patio Cover Over Previously Extended Patio Slab on Common Area

Director Frankel made a motion to approve Staff's recommendation to deny the request. Director Jarrett seconded. The vote was three to approve the motion, two to deny the motion, and one abstention. The committee will recommend to the Board that the request be denied.

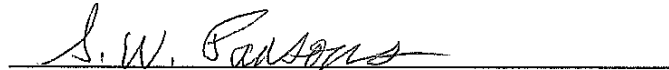
Concluding Business:

10. Committee Member Comments

None.

11. Date of next meeting – Monday, March 25, 2019

12. Adjourned at 10:07 a.m.



Chair, Steve Parsons

Brett Crane, Acting Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Monday, March 4, 2019 – 1:00 PM

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

MEMBERS PRESENT: Cush Bhada – Chair, Bunny Carpenter, John Frankel, Rosemarie di Lorenzo, Jon Pearlstone, and Advisor: Steve Leonard

MEMBERS ABSENT: None

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:04 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

The media was not present.

3. Approval of the Agenda

Items 9 and 10 were pulled from the Consent Calendar for discussion.

The agenda was approved as amended.

4. Approval of Meeting Report for January 7, 2019

The meeting report from January 7, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked about keeping the M&C Committee on a bi-monthly meeting schedule. He would like to concentrate on the current programs and projects already budgeted for this year and not add new projects for staff. Chair Bhada also noted that the

Bulky Item Pick-up Program needs to be reviewed to see if cost saving measures can be implemented.

6. Member Comments (Items Not on the Agenda)

- Julie Neilson (3213-D) commented on her variance request and exterior draining issues.
- Ed McGill (2390-2C) commented on the rinse cycle and balanced load problems that have been occurring with the washing machines at his building.
- Stuart Hack (2393-3D) commented on dryer replacement project, mailbox replacements, overflowing gutters and tankless water heaters.
- Virginia Kajikawa (2366-A) commented on carport condensation panels.
- Joan Milliman (969-3E) commented on problems with downspouts, mailbox replacement in her mailroom.
- Ed Pagenkopp (2394-1E) commented on maintenance response time, a laundry room moisture intrusion event and the drying time of the new commercial dryers.
- Bill Walsh (3162-C) commented on the gate renovation project, water heater replacement, and ponding on flat roofs.

Staff Officer Ernesto Munoz, Chair Bhada, Advisor Leonard and Director di Lorenzo replied to the Member Comments.

Staff will look into concerns about drainage, washing machine cycles, gutters; the timeline for water heater replacement requests, and alteration carport condensation panels. These topics will either be added to Items for Future Agendas or updates will be provided via email to the Committee.

7. Department Head Update

Staff Officer Ernesto Munoz commented on the new Maintenance Services Manager that just started and provided an update on the following projects/programs:

- Upgraded Mailbox Replacements
- Slope Failure near Building 3359
- Pricing for Main Line Cleanout Program by Outside Vendors

Consent:

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

discussion and action by the Committee.

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

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

Chair Bhada asked that the expenditure report that was just distributed by the Finance Department for month ending January 31, 2019 be reviewed.

Director diLorenzo questioned a credit for supplemental appropriations, the overage for Carpentry Services and asked about split rail fencing work she saw in January that is not listed on the expenditure report.

Director Pearlstone questioned expenditures for Building Structures and asked if changes can be made to the monthly budget amount to accurately reflect the estimated expenditures.

Staff Officer Ernesto Munoz briefly responded to all questions and comments and will send an email to the Committee with an update.

10. Project Log

Staff Officer Ernesto Munoz provided an update on the Street Light Pilot Program. Installation of the pilot will start on the week of March 18th. Director Carpenter commented on having before and after pictures of the area on Avenida Sosiega where the pilot will take place.

Discussion ensued regarding a special committee for street lights, details of the pilot to be installed, the lighting kelvins to be used, the Siemen's contract deliverables, and communication between the Village Energy Task Force and M&C Committee,

Staff Officer Ernesto Munoz briefly responded to all questions and comments. Staff will send an email to the Board Members when pilot is complete and the lighting is ready to be viewed.

By consensus, the Committee decided to create a list of action items for staff and will gather discussion topics that can be addressed by Siemens in a public forum that may be held in April, regarding the LED street light fixtures pilot project.

Reports:

11. 2019 Program for GV Breezeway Recessed Area Renovations

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

Discussion ensued regarding a the length of time it would take to renovate the remaining 50 Garden Villa buildings, benefits of this project, and alternatives products for this project.

A motion was made and unanimously approved to reject staff's recommendation and direct staff to present project alternatives at a future Committee meeting.

12. Costs to Remove the Old Cul-de-sac Signage

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

Discussion ensued regarding pole height, removal of additional signage, building address signs and the timeframe for the project.

By consensus staff was directed to install 122 new cul-de-sac signs and not remove any additional signage.

13. Revisions to Fumigation Program Notification

Staff Officer Ernesto Munoz provided an update on the revised Fumigation Program notification and answered questions from the Committee.

The Communication Division was asked to review all communication pieces that are sent or supplied to residents of buildings scheduled to be fumigated. The goal is to simplify the message and the amount of information a resident has to review and understand when preparing for the fumigation process. The 2019 Fumigation Program will resume in May.

By consensus, the Committee approved of the new notification letter as written and directed staff to use this revised notification for the Fumigation Program.

14. Supplemental Funding for Fumigation Program

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

Discussion ensued regarding high priority designations for building fumigations, the number of buildings that can be completed within the adopted budget, other uses for supplemental appropriations and the length of the fumigation program each year.

A motion was made and unanimously approved to reject staff's recommendation and move forward with fumigating as many buildings as the adopted budget would allow.

Items for Future Agendas:

- Alteration Standard for Carport Condensation Panels
- Street Light Pilot Discussion with Siemens

- Bulky Item Pick Up Solutions with General Services
- Gutter/Downspout Installation Update
- Water Heater Installation Backlog
- Dryer Replacement Project Update
- GV Breezeway Recessed Area Project Alternatives
- Lightweight Tile Roof Replacement
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program

Concluding Business:

Committee Member Comments

- Director Pearlstone commented on Governance, shared personal experiences, maintenance budgets, and the length of Committee meeting.
- Director diLorenzo commented on communication regarding the Street Light Pilot project.
- Director Carpenter commented the number of leaks reported during the recent rains.
- Chair Bhada thanks staff for their hard work.

Date of Next Meeting – May 6, 2019

Adjournment – The meeting was adjourned at 5:24 PM.

DRAFT

Cush Bhada, Chair

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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 was 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 Jarrett 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 they 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 trimming the heavy limbs of the tree.

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

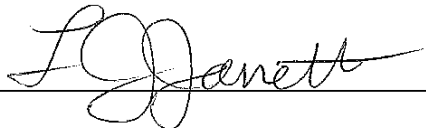
Concluding Business

12. Committee Member Comments

None.

13. Date of Next Meeting – March 7, 2019

14. Adjournment at 10:02 a.m.

A handwritten signature in cursive script, appearing to read "L. Jarrett", is written over a horizontal line.

Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton – 268-2565



OPEN MEETING

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

**Thursday, March 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, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media was present.

3. Approval of February 7, 2019 Report

Director Cush moved to approve the Report. Director Pearlstone 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 Jarrett reported there has been a lot going on and the committee has been reviewing the Landscaping budget. There needs to be a focus on water savings. ETWD had an informative meeting about saving water and reported that we are still in a moderate drought situation. At the next Third Board meeting, there will be a presentation on water.

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

3290-C (Gaye Thomson) Ms. Thomson reported that she lives on a bluff above Gate 9. In 2010, she told Staff that the slope behind her house was pointed to the house, not away from it. PCM put in drains but since they are two inches above the soil they do not help. One day she came home to find water in bedroom and hallway. Since then, she has had numerous conversations with various Staff. Staff said slope is not the way it should be. There were dehumidifiers in their house for over a month. She has received \$96 for electricity reimbursement. The problems started on December 29 and she feels all are based on landscaping behind the house. No damage to sunroom; only to bedroom and hallway. They are requesting a French drain and to re-landscape the slope. Chair Jarrett said Mr. Wiemann will get back to her.

5398-A (Bantivoglio) – She has been trying to get an answer on how to maintain her own bushes and to not have Staff do that. She had been going through the steps to do this but it hasn't happened yet. Mr. Wiemann reported he will look into it.

7. Response to Member Comments

None.

8. Department Head Update

- a) Herbicide Testing Update (Verbal) Mr. Wiemann showed a video of the herbicide testing area. He answered some questions from the committee about current additional costs to use the alternative herbicide. The committee requested that Mr. Wiemann report on the additional cost for next meeting.
- b) Turf Reduction Update (Verbal) There is a signed contract with a landscape architect for this landscape modernization project. Renderings will be brought to the committee for review. Mr. Wiemann responded to some questions from the committee.

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 in the log.

Items for Discussion and Consideration:

10. Appeal – Denial of Tree Removal Request (Levy) 5578-B Luz Del Sol

The committee told Mr. Levy that they will be looking at his request more closely and will make a decision at next month's meeting. Mr. Levy reported that they also have a request into Resident Services about their shrubs. Mr. Wiemann reported that he will have someone call them about that request.

Director Bhada made a motion to postpone this decision until next month. Director Pearlstone seconded. The committee was in unanimous support.

11. Tree Removal/Off Schedule Trim Requests

a. 3242-2C San Amadeo (Cosgrove) – Off Schedule Tree Trimming Request of an Olive Tree

Director Pearlstone asked if there is a schedule of the tree trimming to share with the residents. Mr. Wiemann reported that there is but that the tree trimming process is being reviewed and is currently on a five-year schedule.

Director Pearlstone made a motion to accept Staff's recommendation to deny this request for Off Schedule tree trimming. Director Bhada seconded. The committee was in unanimous support.

b. 3528-C Monte Hermoso (O'Dell) – Tree Removal Request of Carrotwood Tree

This resident was present.

Director Pearlstone moved to approve Staff's recommendation to remove the tree. Director Bhada seconded. The committee was in unanimous support.

c. 3342-A Punta Alta (Decker) – Tree Removal Request of a Star Pine Tree

Director Bhada made a motion to accept Staff's recommendation to remove the tree. Director Pearlstone seconded. The committee was in unanimous support.

Items for Future Agendas:

12. Proposed 2019 Reserve Funded Project Calendar

Mr. Wiemann reported that slope maintenance is going out to bid but it is proving difficult to find vendors who do this work. Hydroseeding is also going out to bid and the rest of the fire reduction safeguards will be happening closer to the summer.

Concluding Business

13. Committee Member Comments

None.

14. Date of Next Meeting – April 4, 2019

15. Adjournment at 9:41 a.m.

DRAFT

Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton – 268-2565



OPEN MEETING

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

Monday, February 11, 2019 – 1:30 p.m.

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

MEMBERS PRESENT: Roy Bruninghaus, Chair, Rosemarie diLorenzo, Bunny Carpenter, Steve Parsons, and John Frankel

MEMBERS ABSENT: None

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Cindy Baker

STAFF PRESENT: Tim Moy, Pamela Bashline, Jacob Huanosto, Brett Crane, Siobhan Foster, and Debbie Ballesteros

CALL TO ORDER

Roy Bruninghaus, Chair, called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

Director diLorenzo made a motion to amend the agenda by removing agenda item 11 and adding Care Provider Policy Update as agenda item 9b. Director Parsons seconded the motion.

By way of consensus, the Committee approved the amended agenda.

APPROVAL OF MEETING REPORTS

Director diLorenzo made a motion to approve the December 3, 2018 meeting report as presented. Director Carpenter seconded the motion.

By unanimous vote the motion passed.

CHAIRMAN'S REMARKS

Chair Bruninghaus informed the Committee that Blessilda Wright is the new Compliance Supervisor. She was not feeling well so he will introduce her at the next meeting. Chair Bruninghaus also stated that he will explain later how the maximum number of units allowed to be owned came about and also how that discussion brought about more items for future agendas.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

Brett Crane, Alterations Supervisor, entered the meeting at 1:38 p.m.

Siobhan Foster, Chief Operating Officer, entered the meeting at 1:39 p.m.

REPORTS

Disciplinary Status Report

Jacob Huanosto, Compliance Coordinator, presented the Disciplinary Status Report. The Committee commented and asked questions.

Tim Moy, Chief of Security, stated that he will work with Staff on the compliance statistics for the next meeting.

Vacant Manor Update

Mr. Crane presented the Vacant Manor Update. He explained that Staff has been scheduling inspections of vacant manors. The Committee commented and asked questions.

The Committee directed Staff to bring in the reports statistics for the next meeting.

Mr. Crane left the meeting at 1:54 p.m.

Lease Authorization Letters

Pamela Bashline, Community Services Manager, presented the Lease Authorization Letters. The Committee commented and asked questions. Director Carpenter agreed to work with Chair Bruninghaus to revise the 15th day notification letter.

The Committee directed Staff to generate a report regarding the number of Members that would receive the second letter and to bring it to the next meeting.

Care Provider Policy Update

Chief Moy presented the Care Provider Policy Update. He explained that they have worked on the policy. Third Mutual already approved it. However, United Mutual still is discussing it. Chief Moy explained that this is a Community effort so he would like to roll it out together for both mutuals. The Committee commented and asked questions.

The Committee directed Ms. Bashline to keep the stats for the number of Care Providers that are enrolled on a monthly basis.

ITEMS FOR DISCUSSION AND CONSIDERATION

Membership Definitions

Director Carpenter presented the CC&R and By-Laws Definitions for Member and Occupants. Chair Bruninghaus stated that he would like to see the same definitions used across the board. The Committee commented and asked questions.

Chair Bruninghaus asked Staff and the Committee to come up with questions regarding the definitions and ideas regarding Co-Occupancy.

ITEMS FOR FUTURE AGENDAS

- Co-Occupant Requirements

CONCLUDING BUSINESS

Committee Member Comments

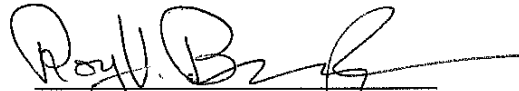
There were no Committee Member Comments.

Date of Next Meeting

The next meeting has been set for Monday, March 11, 2019 at 1:30 p.m.

Adjournment

With no further business before the Committee, the meeting was adjourned at 2:53 p.m.



Roy Bruninghaus, Chair
Third Laguna Hills Mutual

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OPEN MEETING

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

Monday, March 11, 2019 – 1:30 p.m.

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

MEMBERS PRESENT: Roy Bruninghaus, Chair, and Steve Parsons

MEMBERS ABSENT: Rosemarie diLorenzo and Bunny Carpenter

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Cindy Baker

STAFF PRESENT: Tim Moy, Pamela Bashline, Blessilda Wright, Brett Crane, Christine Spahr, and Debbie Ballesteros

CALL TO ORDER

Roy Bruninghaus, Chair, called the meeting to order at 1:31 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee decided to remove Agenda Item 12 Leasing Policy from the agenda.

APPROVAL OF MEETING REPORTS

By way of consensus, the Committee approved the February 11, 2019 meeting report as presented.

CHAIRMAN'S REMARKS

Chair Bruninghaus welcomed Blessilda Wright to the meeting.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Disciplinary Status Report

Blessilda Wright, Compliance Supervisor, presented the Disciplinary Status Report. The Committee commented and asked questions.

Ms. Wright informed the Committee that she is working with Chuck Holland, Chief Information Officer, to see if the system Stellar can generate a complete report of compliance cases.

Vacant Manor Update

Brett Crane, Alterations Supervisor, presented the Vacant Manor Update. He explained that Staff has been scheduling inspections on vacant manors. The Committee commented and asked questions.

Mr. Crane left the meeting at 1:49 p.m.

Leasing Special Report

Pamela Bashline, Community Services Manager, presented the Leasing Special Report. The Committee commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Co-Occupant Requirements

Ms. Bashline presented the Co-Occupant Requirements. The Committee commented and asked questions.

Estate Sale Policy

Tim Moy, Chief of Security, presented the Estate Sale Policy. Chief Moy explained that this is a GRF policy. Estate Sales applications are submitted to Resident Services and once approved, forwarded to Security. Procedures are in place to check in guests at the gates to allow them to attend an Estate Sale. Security Operations is tasked with patrol checking the location for traffic and nuisance violations. The Committee commented and asked questions.

Golf Cart Charging Violation

Ms. Wright presented the Golf Cart Charging Violation. The Committee commented and asked questions.

By way of consensus, the Committee approved the Golf Cart Charging Violation.

ITEMS FOR FUTURE AGENDAS

To be determined

CONCLUDING BUSINESS

Committee Member Comments

Ms. Bashline would like to know the expectations of the Third Board for the Co-Occupant Requirements.

Date of Next Meeting

To be determined

Adjournment

With no further business before the Committee, the meeting was adjourned at 2:27 p.m.

DRAFT

Roy Bruninghaus, Chair
Third Laguna Hills Mutual

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