

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

Tuesday, April 16, 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 Connelly
- 3. Acknowledge Media
- 4. Approval of Agenda
- 5. Approval of Minutes
 - a. March 19, 2018 Regular Open Session
 - b. March 27, 2018—Special Strategic Planning
- 6. Report of the Chair
- 7. Open Forum (Three Minutes per Speaker) At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.

8. Responses to Open Forum Speakers

9. 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.

Third Laguna Hills Mutual Board Agenda April 16, 2019 Page 2 of 4

- a. Architectural Control and Standards Committee Recommendations:
 - (1) Recommend Approval-5341-A (La Princesa, P41R) Vinyl Fence Around Previously Extended Patio Slab
- b. Finance Committee Recommendations:
 - (1) Approval of Resolution to Record Lien against Member ID# 932-440-28
 - (2) Approval of Resolution to Record Lien against Member ID# 931-660-73
 - (3) Approval of Resolution to Record Lien against Member ID# 931-710-89
- c. 2019 Election Schedule and Resolution to Approve the Inspector of Election
- d. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of February, 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.

11. Unfinished Business--None

12. New Business

- a. Entertain a Motion to Introduce a Resolution to Amend Golf Cart Policies and Procedures (APRIL initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)
- b. Entertain a Motion to Introduce a Resolution to Revise the Lease Policy (APRIL initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)

13. Committee Reports

- a. Report of the Finance Committee / Financial Report--Director Connelly. The Committee met on April 2, 2019; next meeting May 7, at 1:30 p.m. in the Board Room
- Report of the Architectural Controls and Standards Committee Director diLorenzo. The Committee met on March 25, 2019; next meeting May 27, 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 April 4, 2019; next meeting May 2, 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 March 20, 2019; next hearings April 17, 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 8, 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 June 11, 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 Hightlights

- 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 did not meet in March, 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, 2019; next meeting May 15, 2019, at 1:30 p.m. in the Board Room
- Maintenance & Construction Committee Director Carpenter. The Committee met on April 10, 2019; next meeting June 5, 2019, at 9:30 a.m. in the Board Room
- e. Media and Communications Committee Director Bruninghaus. The Committee met on April15, 2019; next meeting May 20, 2019, at 9:30 a.m. in the Board Room
- f. Mobility and Vehicles Committee-Director Pearlstone The Committee met on April 3, 2019; next meeting June 5, 2019, at 1:30 p.m. in the Board Room
- g. Security and Community Access Committee Director Parsons. The Committee did not meet in March, 2019; next meeting April 22, 2019, at 1:30 p.m. in the Board Room

- Disaster Preparedness Task Force—Director Frankel. The Task Force met on March 26, 2019; next meeting May 28, 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. Adopt a Resolution to Revise the Alteration and Inspection Fees (MARCH initial notification-needs to be endorsed by the Finance Committee)
 - b. Presentation by Orange County Animal Control regarding Coyotes

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 5, 2019—Special Closed Session (b) March 19, 2019 – Regular Executive Session Discuss and Consider Member Matters Discuss Personnel Matters Discuss and Consider Contractual Matters Discuss and Consider Litigation Matters

18. Adjourn



MINUTES OF THE 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

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, March 19, 2019, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

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

Directors Absent: None

Staff Present: Jeff Parker, CEO, Siobhan Foster, Eileen Paulin, Kurt Wiemann, Chris Spahr, Ernesto Munoz, Chuck Holland and Cheryl Silva

Others Present: Wei-Ming Tao (VMS)

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Bruninghaus led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

5. Approval of Minutes

a. February 19, 2018 - Regular Open Session

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b. February 22, 2018 - Special Open Meeting (fill vacancies)

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

6. Report of the Chair

President diLorenzo welcomed Annie McCary and Reza Karimi to the Third Board. She announced an opening on the VMS Board and encouraged residents to pick up an application from the Corporate Secretary. The closing date for VMS candidate applications is Friday, April 5th at 5:00 p.m. She spoke about the new dryers in the laundry rooms and the lower overall cost of doing laundry for many residents, given the reduction or elimination of the laundry surcharge. Eileen Paulin showed residents how to access *The Breeze* on the website and asked residents to give their feedback on the new street lights.

7. Open Forum

Several Members spoke about various issues:

- Obstruction of view at the intersection of Bahia Blanca and Sosiega no stop sign;
- New dryers in the laundry rooms;
- Number of dryers in the laundry rooms should equal the number of washers;
- Street lighting;
- Smoking near the buildings;
- The benefits of the Laguna Woods Foundation;

8a. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

• Director diLorenzo commented that the CEO will look into the need for a stop sign, the Board's Maintenance and Construction Committee will look into the dryer requests, and there should be a Breeze article on the Village's smoking rules.

8b. Water Conservation Presentation—El Toro Water District

Katherine Freshley, El Toro Water District Board Member, and Sherri Seitz, Public Relations Administrator, from the El Toro Water District, gave a presentation on Water Conservation. Sherri Seitz answered questions from the Board.

9. CEO Report

Jeff Parker CEO, reported on the following subjects:

- Installation of the Shepherds Crooks along Ridge Route Is almost completed;
- Update on Upcoming Recreation Events: Village Games return April 8-29th. Early registration begins on March 4th and ends on March 22nd;
- Transportation Informational Meeting will be Wednesday, March 20th at Clubhouse 1 at 11:00 a.m. and at The Towers Lortscher Hall at 1:30 p.m.;
- RFID gate security renovation project continues at gates 2 and 8 as scheduled. During gate 2 (United Mutual) construction; gates 1 and 3 will be open 24/7, gate 2

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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 (Third Mutual) 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.; Gates 3 and 7 are next;

- Health and Wellness Expo will take place at Clubhouse 5 on Thursday, March 21, and Friday, March 22, from 11 a.m. to 3 p.m. both days;
- The new Pickelball and Paddleball Court are now open for play.

Jeff Parker, CEO, answered questions from the Board.

10. Consent Calendar

- 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

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.

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> (2) Recommendation to Deny 3387-A (Malaga, P42B) Construct Lattice Patio Cover Over Previously Extended Patio Slab on Common Area

RESOLUTION 03-19-27 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.

10b. Landscape Committee Recommendations:

(1) Recommend Approval--Tree Removal (3155-C Yeager) one Edible Loquat tree due to allergy to the tree

RESOLUTION 03-19-28 APPROVE TREE REMOVAL REQUEST of One Edible Loguat 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.

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- 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 Loguat *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.

(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

RESOLUTION 03-19-29 APPROVE 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

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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.

(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

RESOLUTION 03-19-30 APPROVE 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 the location of tree is poor given its proximity to another Carrotwood tree and the 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;

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

(4) Recommend Approval--Tree Removal (3342-A Decker) Star Pine tree due to excessive limb loss and likely internal decay

RESOLUTION 03-19-31 APPROVE 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.

(5) Recommend Denial--Off Schedule Tree Trimming (3242-2C Cosgrove) Olive tree due to the tree having a balanced canopy and is well placed

RESOLUTION 03-19-32 DENY TREE REMOVAL REQUEST of Off Schedule Trimming of One Olive Tree – 3242-2C

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> **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.

10c. Consistent with its statutory obligations the Board members individually reviewed 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

10d. Resolution to Update Third Committee and GRF Appointments:

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;

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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 Advisors: Steven Leonard

Executive Hearing Committee

Steve Parsons, Chair Rosemarie diLorenzo Annie McCary Bunny Carpenter John Frankel Jon Pearlstone Cush Bhada, Alternate Reza Karimi, 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 Third Mutual Laguna Hills Regular Board Meeting March 19, 2019 Page **10** of **18**

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 Advisor: 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 Third Mutual Laguna Hills Regular Board Meeting March 19, 2019 Page **11** of **18**

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.

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 Jack Connelly, Alternate Jon Pearlstone, 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

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> Bunny Carpenter Cush Bhada, Alternate

PAC Task Force

John Frankel Cush Bhada

Media and Communication Committee

Roy Bruninghaus Lynn Jarrett Jon Pearlstone, Alternate Jack Connelly, Alternate Bunny Carpenter, Alternate Annie McCary, Alternate

Mobility and Vehicles Committee

John Frankel Jon Pearlstone Cush Bhada, Alternate Lynn Jarrett, 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.

Director Parsons made a motion to approve the Consent Calendar with the removal of Agenda item 10a(1) for discussion. The motion was seconded by Director Jarrett and

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passed by unanimous consent. Agenda Item 10a(1) Recommendation to Deny 3200-A (El Doble, P46) was removed from the Consent Calendar for discussion.

After discussion, Director Parsons made a motion to put this item back on the agenda and to approve the consent calendar as originally presented. The motion was seconded by Roy Bruninghaus and was approved by unanimous consent.

11. Unfinished Business

11a. Entertain a Motion to Adopt a Resolution for Revised Alteration Standard 32: Water Heater Relocation

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

RESOLUTION 03-19-34

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, 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.

Director Bruninghaus made a motion to adopt a resolution to revise alteration standard 32: water heater relocation. The motion was seconded by Director Bhada.

Discussion ensued among the Directors.

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

11b. Entertain a Motion to Adopt a Resolution for an Alteration Standard Plan Policy

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

RESOLUTION 03-19-35 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, 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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Director Bruninghaus made a motion to adopt a resolution for an alteration standard plan policy. The motion was seconded by Director Jarrett

Discussion ensued among the Directors.

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

12. New Business--None

13. Committee Reports

- 13a. Report of the Finance Committee / Financial Report Director Connelly presented the Treasurer's Report. Director Parsons reported on the Resale and Lease Activity Reports. The Committee met on March 5, 2019; next meeting April 2, 2019, at 1:30 p.m. in the Board Room
- 13b. Report of the Architectural Controls and Standards Committee Director Parsons reported on the last meeting. The Committee continues to update standards. The Committee met on February 25, 2019; next meeting March 25, 2019, at 9:30 a.m. in the Board Room
- 13c. Report of the Maintenance and Construction Committee Director Bhada reported from the last meeting. The Committee is working on installation of the dryers, pedestals for the washers, and new signs for the cul-de-sacs, as well as the street light pilot. The Committee met in 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. The Task Force had a meeting late last year. Next meeting TBA.
- 13d. Report of the Landscape Committee Director Jarrett reported from the last meeting. The Committee is working on turf modernization project, water conservation, herbicide alternative for weeds, slope maintenance and tree trimming. The Committee met on March 7, 2019; next meeting April 4, 2019, at 9:00 a.m. in the Board Room
- 13e. Report of the Laguna Woods Village Traffic Hearings Director Frankel gave an update from the last meeting. The Traffic Hearings were held on February 20, 2019; next hearings will be on March 20, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.

Third Mutual Laguna Hills Regular Board Meeting March 19, 2019 Page **16** of **18**

- 13f. Report of the Communications Committee Director Bruninghaus gave an update since the last meeting. The Committee met on March 13, 2019; next meeting May 8, 2019, at 1:30 p.m. in the Board Room.
- 13g. Report of the Village Energy Task Force Director Frankel gave an update from the last meeting. The Task Force discussed the street lighting project. The Task Force met on March 6, 2019; next meeting May 1, 2019, at 1:30 p.m. in the Board Room.
- 13h. Report of the Water Subcommittee Director Connelly gave a report from the last meeting. The Subcommittee met on March 4, 2019; next meeting April 9, 2019 at 11:00 a.m. in the Sycamore Room.
- 13i. Report of the Resident Policy and Compliance Task Force Director Bruninghaus gave an update from the last meeting. The Task Force met on March 11, 2019; next meeting TBA.

14. GRF Committee Hightlights

- 14a. Community Activities Committee Director Bhada reported on upcoming recreation and special events. The drop-in lounge television will be reinstalled. The Committee met on March 14, 2019; next meeting May 9, 2019 at 1:30 p.m. in the Board Room.
- 14b. Finance Committee Director Connelly reported on highlights from the last Committee meeting. The Committee met on February 20, 2019; next meeting April 24, 2019, at 1:30 p.m. in the Board Room.
- 14c. Landscape Committee Director Jarrett reported on highlights from the last Committee meeting. The Committee did not meet in March, 2019; next meeting May 15, 2019 at 1:30 p.m. in the Board Room
- 14d. Maintenance & Construction Committee Director Bhada reported on highlights from the last Committee meeting. The Committee did not meet in March, 2019; next meeting April 10, 2019, at 9:30 a.m. in the Board Room
- 14e. Media and Communications Committee Director Bruninghaus reported on highlights from the last Committee meeting. The Committee met on March 18, 2019; next meeting April 15, 2019, at 1:30 p.m. in the Board Room
- 14f. Mobility and Vehicles Committee -- Director Frankel reported on highlights from the last Committee meeting. The Transportation Information Meeting is scheduled for March 21st at Clubhouse 1 at 11:00 a.m. The Committee did not meet in March, 2019; next meeting April 3, 2019, at 1:30 p.m. in the Board Room

Third Mutual Laguna Hills Regular Board Meeting March 19, 2019 Page **17** of **18**

- 14g. Security and Community Access Committee Director Parsons gave an update from the last Committee meeting. There are vacancies in the RV Lots. The Committee did not meet in March, 2019; next meeting April 22, 2019, at 1:30 a.m. in the Board Room
 - Disaster Preparedness Task Force Director Frankel reported on the last meeting. The Task Force did not meet in February, 2019; 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 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.
- **15a.** Introduce a Resolution to Revise the Alteration and Inspection Fees (This item needs to go to the Finance Committee for review)
- **15b.** Adopt a Resolution to Approve Supplemental Funding for the 2019 Fumigation Program (This item needs to be approved by the M&C Committee)
- **15c.** Introduce a Resolution to Amend the Golf Cart Policies and Procedures
- **15d.** Introduce a Resolution to Revise the Lease Policy
- **15e.** Introduce a Resolution to Approve the 2019 Election Schedule and Inspector of Elections

16. Director's Comments

- President diLorenzo discussed the various upcoming training workshops.
- Director Jarrett discussed the need to publicize the rules regarding common area.
- Director Parsons discussed common area and the community.
- Director Karimi extended wishes for a Happy New Year to the Farsi community.

17. Recess

The Board recessed at 11:45 a.m. and reconvened in Executive Session at 12:25 p.m..

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

During the February 5, 2019, Special Closed Session, the Board: Discussed and Considered Legal and Contractual Matters

During the February 19, 2019, Regular Executive Session, the Board: Approval of Agenda

Third Mutual Laguna Hills Regular Board Meeting March 19, 2019 Page **18** of **18**

Approval of the Following Meeting Minutes;

(a) January 15, 2019 – Regular Executive Session
(b) January 23, 2019—Special Closed Session
Write-Off Delinquent Assessments
Notice of Sale Against Member ID# 931-371-09
Discuss and Consider Member Matters
Discuss and Consider Legal and Litigation Matters

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 5:00 p.m.

Roy Bruninghaus, \$ecretary of the Board Thite Laguna Hills Mutual

RESOLUTION ATTACHMENTS

ATTACHMENT 2



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. <u>Cabinets must match the exterior finish (i.e.stucco)</u> in material and color of the <u>building.Cabinets shall be painted to match color of building.</u> 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 <u>Alterations division</u> at the Permits and Inspections office located in the Community Center.

— The cabinets areshall be designed to conceal a single water heater. Any deviation from theis 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<u>Alterations Division</u> must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to <u>a permit Mutual Consent</u> 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<u>or PEX per applicable</u> <u>code</u>. No galvanized <u>or plastic pipe or PVC</u> 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

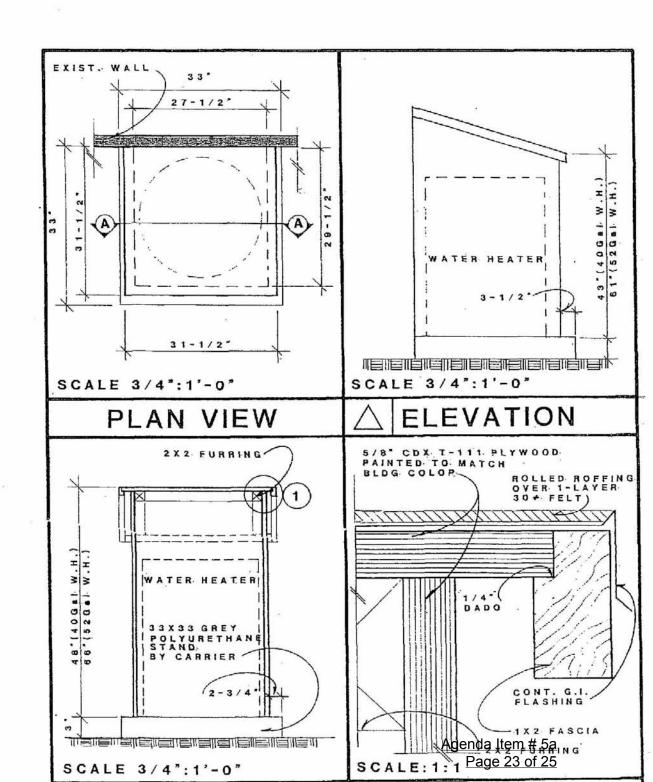
- **4.1** All exterior conduit placement must first be approved by the <u>VMS Permits and</u> <u>Inspections office.Alterations Divison.</u>
- **4.2** Exposed rigid conduit shall be painted to match the surface it is on.
- **4.3** All electrical conductors shall be installed in rigid or flexible conduit.



5.0 STRAPPING

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









STANDARD 32: WATER HEATER RELOCATION

AUGUST 1992 REVISED MAY 2003, RESOLUTION 03-03-45 GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49 REVISED MARCH 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 <u>APPLICATIONS</u>

- 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 <u>ELECTRICAL</u>

- **4.1** All exterior conduit placement must first be approved by the Alterations Divison.
- **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.

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SPECIAL MEETING

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

March 27, 2018 9:30 a.m. • Willow Room

Members Present:	Steve Parsons, Bunny Carpenter, Roy Bruninghaus, Jack Connelly (left early), John Frankel, Cush Bhada, Lynn Jarrett, Jon Pearlstone, Reza Karimi and Annie McCary
Members Absent:	Rosemarie diLorenzo (excused)
Staff Present:	Cheryl Silva
Others Present:	Mike Straziuso (Member)

1. Welcome/Call Meeting to Order

Vice President Parsons called the meeting to order at 9:35 a.m. and established that a quorum was present.

2. Approval of the Agenda

By consensus the Board approved the agenda as presented.

3. Strategic Planning 2019:

Our Vision

- Safe, Secure Community
- Well Managed Community
- Well Maintained Community
- Active Adult Community
- Reasonably Priced/Financially Sound
- Friendly, Kind, Supportive Community

Director Karimi commented about adding Friendly/Kind/Supportive Community. Director Pearlstone create metrics for these six items.

Where Are We Now?

• Moving forward in some areas

Third Special Open Board Meeting March 27, 2018 2 | P a g e

• Falling behind in some

- Controlling the addition of new projects
- Holding the line on assessments
- Testing, evaluating and refining
- Expert opinions
- Efficiencies (What are they, where did savings go?)
- Define Shared Costs
- Define what the Board wants Staff to do

Discussion ensued among the Directors. Several Directors gave their input on areas of improvement.

Dangers

- GRF
- Resident Mental Health
- "Unfavorables" into the Community
- Infrastructure
- Financial Issues
- Too Many Leases
- Fire Safety (Avert)

Discussion ensued among the Directors. Serval Directors gave their input on additional danger areas.

Where Are We Going?

- Identify
- Prioritize
- Accountability
- Plan Consistently and Methodically

Maintenance and Construction

- Cul-de-Sac street & building signs. Use the sign shop to make the signs inhouse. (need someone to do a business plan for a sign shop)
- Condensation Panels over Carports. Director Carpenter to research.
- Bulky-Item Pick-up Program—Keep, but modify. Need better relationship between Resident Services and Waste Management.
- Street & Walkway Lighting Program—US Energy consultant is available to survey our needs. Keep program, but check with consultant on where additional lighting is needed.
- Street Light Fixture Retrofit
- Waste-line Remediation (accelerate the program)—Directors Pearlstone and Bhada will put together a business plan (push back other programs so this program can be accelerated).

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- EV Charging Stations
- Thin Concrete Roofs—Director Bhada will research how many buildings have this type of roof and how much will it cost to repair them.
- Seal Support Beams—Dry Rot
- Gutter Repair, Replacement, and Cleaning (Gutters need to be cleaned more often, put screens over top, check installation to make sure water is not seeping through)
- Roto-Rooter Program—Directors Pearlstone and Bhada to looking into this as part of the Waste-line Remediation acceleration program)
- Building Signs—need the large building signs installed after the new cul-desac signs are installed.
- Replace Mailboxes-many existing mailboxes are not secure. (How many can be done per year? Garden Villa Buildings should be done first. Start in 2021. Need a five-year program. Need to research cost).
- Replacement of Garden Villa Balcony Railings—(resolution). Identify how many need to be replaced. Inspect railings and decks to see which ones need to be replaced. Replace wood railings with metal railings in conjunction with the Prior-to-Paint Program.
- GV Recessed Area upgrades—postpone for now.
- Inspect and Replace water shut-off valves for all buildings.
- Restriping of parking spaces in GV buildings-move to 2021 budget.
- Replacement of all the mailroom and elevator floor tiles—replace tile with vinyl floors in the elevators. Replace tile with tile in mailrooms. Include floors in mailroom replacement program.
- Directory Box Replacement in LH-21 buildings

Energy Task Force

- Siemens Consultant Phases II & III contract; find out the work left for phase 1 and determine projected cost for phase 2 & 3. Set up a reserve fund for Energy Projects, \$2/manor/month.
- EV Charging Stations—Determine what is needed: wiring, transformers, multi-charging cords, stations, and placement for general public use.

Golf Cart Parking Task Force

- Golf Cart Parking Spots—Increase parking spaces for Golf Carts. Need Policy on golf cart parking/charging.
- Need policy for oversized vehicle parking policy.

Landscape

• Slope Maintenance-Landscape would like to contract out the entire tree trimming program for three years, and then landscape department will maintain. Include hydro-seeding as part of program.

Third Special Open Board Meeting March 27, 2018 4 | P a g e

- Expand Turf Reduction Program budget every year for 5 years
- Decide on Alternative Weed Herbicide Program Landscape Committee
- Tree Trimming around Street Lights
- Tree Trimming/Removal to be based on species
- Increased Water Costs Research areas where we can save water.
- Finish and publish the landscape manual.
- Kinds of plants grown in the nursery (should be drought resistant).
- Stronger supervision is needed in the field.
- Soil analysis is needed in some areas of Third Mutual.

Communication & IT

• Communication with residents on turf reduction program.

Resident Services

Governance

Security/Compliance

• Security Equipment--Identify security problem areas and determine if more surveillance/cameras are needed for those areas.

Staff Salaries & Benefits

- Need a Corporate Business Analyst on staff and independent of VMS Department Heads, for planning purposes
- Evaluation of Compliance case load; may need more staff in the Compliance Department
- Cross-Training of Field Staff to maximize staff utilization during all seasons of the year.

GRF

Landscaping

Discussion ensued among the Directors.

Director Connelly left the meeting at 11:15 a.m.

The meeting will be continued at a later date to go over the other divisions.

4. Adjournment

The meeting was adjourned at 1:40 p.m.

Roy Bruninghaus, Secretary of the Board Third Laguna Hills Mutual

RESOLUTION 03-19-XX Variance Request

WHEREAS, Mr. Collin L. Hatch of 5341-A Bahia Blanca, a La Princesa style unit, is requesting Board approval of a variance to install a vinyl fence around a previously extended patio slab; and,

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

NOW THEREFORE BE IT RESOLVED, on April 16, 2019, the Board of Directors hereby approves the request to install a vinyl fence around the previously extended patio slab provided that Gate #1 is removed from the proposed plan;

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 5341-A and all future Mutual members at 5341-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

Recording of a Lien

WHEREAS, Member ID 932-440-28; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 16, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-440-28 and;

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

RESOLUTION 03-19-XX

Recording of a Lien

WHEREAS, Member ID 931-660-73; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 16, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-660-73 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

Recording of a Lien

WHEREAS, Member ID 931-710-89; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, April 16, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-710-89 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.



STAFF REPORT

DATE: April 16, 2019FOR: Board of DirectorsSUBJECT: 2019 Election Schedule and Inspector of Election Services

RECOMMENDATION

Approve the 2019 Election Schedule and appoint UniLect Corporation as the Inspector of Election for the 2019 Third Mutual Annual Election.

BACKGROUND

The 2019 Election Schedule contains the dates that staff and the Inspector of Election must adhere to for execution of the 2019 Third Mutual Annual Election pursuant to Civil Code §5115, Corporations Code §7611 and Resolution 03-15-48 Third Board Record Dates for Voting.

Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections. The Inspector of Elections is used to perform several tasks during an election including, but not limited to print, collate, mail, receive, register, store and safeguard secret ballots ("ballots") and required inner ("ballot envelope") and outer envelope ("mailing envelope") and provide election day services such as ballot counting, tabulation, validation and certification of election results.

Martin & Chapman Company has served as Inspector of Election for ten years, but is no longer available to provide service as the owners of the firm retired and closed the business.

DISCUSSION

Following an extensive search to identify a specialized contractor that has proven expertise with homeowner association elections and Davis-Sterling Act compliance, staff identified and is in the process of contracting with UniLect Corporation to serve as Inspector of Election. UniLect Corporation is familiar with the services Martin and Chapman provided to our community and is in the process of purchasing the document templates that Martin and Chapman utilized. Further, as part of the election management services, UniLect Corporation will provide a 24/7 customer service hotline throughout the election period for members.

The attached 2019 Election Schedule has been reviewed by legal counsel in accordance to the Corporation Bylaws. The 2019 Election Schedule details the dates based on the calculation schedule when action needs to be taken by staff and the Inspector of Elections.

Third Laguna Hills Mutual 2019 Election Schedule and Inspector of Election 04/16/19 Page 2

FINANCIAL ANALYSIS

The 2018 cost for Inspector of Election Services was approximately \$16,000 excluding postage. The proposal submitted by UniLect Corporation for 2019 services is approximately \$16,000 excluding postage. The cost will be included in the annual operating budget.

Prepared By: Cheryl Silva, Corporate Sectreatry

Reviewed By: Siobhan Foster, COO

Betty Parker CFO

ATTACHMENT(S) ATT1-2019 Election Schedule ATT2-Resolution—Approve Inspector of Election Services

ATTACHMENT 1 THIRD BOARD 2019 ELECTION SCHEDULE

Appoint Inspectors of Election	4/16/2019
Approve Election Schedule	4/16/2019
Record Date for Voting	6/27/2019
Notice of Election	7/1/2019
Record Date for Mailing of Annual Meeting Notice	7/3/2019
Mail Annual Meeting Notice (postcard)	7/5/2019
Nominations Open	7/12/2019
Copy of Mailing List	7/26/2019
Record Date for Voting Rights	7/29/2019
Nominations Close (5:00 PM)	8/14/2019
Candidate Statement Due	8/14/2019
Candidate Video Agreement Due	8/14/2019
Ballot Information to Printer	8/15/2019
Mail Ballot Package	8/26/2019
Meet the Candidates	8/23/2019
Candidate Video Filming	8/23/2019
Replay Meet the Candidates	8/27/19 & 8/29/19
Notice Tabulation Meeting	9/19/2019
Ballots Due Back	9/25/2018
Tabulation Meeting Counting of Ballots by Inspectors of Election	9/27/2019
Notice of Annual/Organizational Meeting	9/26/2019
Annual/Organizational Meeting	10/3/2019
Date	9:30 AM @ Board Room

ATTACHMENT 2

RESOLUTION 03-19-XX Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party as an inspector of elections;

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results; and,

NOW THEREFORE BE IT RESOLVED, April 16, 2019, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to UniLet to perform Inspectors of Election services for the 2019 Annual Meeting of the Corporate Members; and

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



STAFF REPORT

DATE:April 16, 2019FOR:Board of Directors

SUBJECT: Golf Cart Violation Fine

RECOMMENDATIONS

Staff recommends that the Board approve the proposed amendment to the Golf Cart Policies and Procedures to include a separate fine for golf carts cited using Mutual electricity without an Annual Electric Golf Cart decal.

BACKGROUND

On December 19, 2017, Third Laguna Hills Mutual (Third) approved revisions to the Golf Cart Policies and Procedures, adopted by Resolution 03-17-151. One provision in the policy allows golf cart plug in vehicles to charge batteries using common area electricity for a fee. When properly registered, golf carts are issued a rectangular orange decal to indicate that they have paid the annual Electric Golf Cart fee, currently set at \$155 per cart, per year.

Included in the policies and procedures is the ability for Third Mutual to impose a Notice of Violation and other enforcement actions when a golf cart is connected to common area electricity without proper permits. Currently, golf carts without a permit are charged \$240 for the first offense and increasing up to \$480 thereafter, as indicated on the Schedule of Traffic and Monetary Penalties schedule for Parking Violation 714: Unpermitted Plug-In Using Mutual Electricity.

On April 2, 2019 at Third Finance Committee meeting, at motion was made and carried unanimously to recommend the Board approve the a separate fine for golf carts using Mutual electricity without an Annual Electric Golf Cart decal.

DISCUSSION

While the parking violation fine of \$240/\$480 is deemed appropriate for electric vehicles, the Board may consider a lower fine for electric golf carts. As the proposed change will provide greater consistency and promote a fine schedule that is fair and objective.

Staff recommends amending the Schedule of Traffic and Monetary Penalties to include a separate fine for unpermitted golf carts using common-area electricity, starting at \$100 for the first violation with increments of \$50 for subsequent occurrences, capping the fine at \$250. In addition, the Member must obtain the Annual Electric Golf Cart charging decal within 10 days of the violation.

#	Type of Violation	1st	2nd	3rd	4th
	Unpermitted Golf Cart Using Mutual Electricity	\$100	\$150	\$200	\$250

Third Laguna Hills Mutual Board of Directors **Golf Cart Violation Fine** March 19, 2019 Page 2

FINANCIAL ANALYSIS

Monetary penalties are imposed in accordance with Civil Code §5850 for violations. Fines are designed primarily as a deterrent to help enforce community rules and regulations. The revenue collected is used to partially offset the administrative costs associated with a citation such as patrolling, filing, data entry, correspondence with the driver/owner, and scheduling traffic hearings.

- Prepared By: Blessilda Wright, Compliance Supervisor
- Reviewed By: Tim Moy, Chief of Security Siobhan Foster, Chief Operating Officer Betty Parker, Chief Financial Officer

ATTACHMENT(S)

Attachment 1: Schedule of Traffic Monetary Penalties

	Security	Division		
SCHEDULE OF TRAFFIC MONETARY PENALTIES				
Moving Violations	1st	2nd	3rd	4th (or more)
600 - Speeding (6 - 10 MPH)	\$25.00	\$50.00		
601 - Speeding (11 - 15 MPH)	\$50.00	\$100.00		
602 - Speeding (16 MPH and Over)	\$100.00	\$200.00		
610 - Failure to Stop	\$50.00	\$100.00	\$200.00	
620 - Right of Way	\$25.00	\$50.00		
630 - Turn Signal	\$25.00	\$50.00		
640 - Left of Center	\$25.00	\$50.00		
650 - Hit and Run	\$200.00	\$400.00		
660 - Valid Driver's License Not Produced	\$200.00	\$400.00		
680 - Reckless	\$150.00	\$300.00	\$300.00	\$300.00
690 - Headlight Violation	\$25.00	\$25.00	\$25.00	\$25.00
691 - Riding a Bicycle on Sidewalk	\$25.00	\$25.00	\$50.00	\$50.00
695 - Other Moving	\$25.00	\$50.00		
Parking Violations	1st	2nd	3rd	4th (or more)
010 - Abandoned Vehicle	\$25.00	\$25.00	\$50.00	\$50.00
700 - No Parking Zone	\$25.00	\$50.00	\$75.00	\$100.00
714 - Unpermitted Electric Plug-In (EV)	\$240.00	\$480.00	\$480.00	\$480.00
000 - Unpermitted Electric Plug-In (Golf Cart)	\$100.00	\$150.00	\$200.00	\$250.00
716 - Unattended Extension Cords & Battery Charger	\$50.00	\$100.00	\$150.00	\$150.00
720 - Limited Time Parking	\$25.00	\$25.00	\$50.00	\$75.00
721 - Recreational Vehicle Parked over 6 Hr. Limit	\$25.00	\$25.00	\$50.00	\$75.00
722 - Advertising on Vehicle Parked Overnight	\$25.00	\$25.00	\$50.00	\$75.00
723 - Vehicle Used for Storage	\$50.00	\$100.00	\$150.00	\$200.00
724 - Parked on sidewalk or Grass	\$25.00	\$25.00	\$50.00	\$75.00
725 - Expired Vehicle Registration	\$50.00	\$100.00	\$150.00	\$150.00
726 - Parked Obstructing Access	\$25.00	\$25.00	\$50.00	\$75.00
727 - No Valid GRF Vehicle Decal or Parking Permit Displayed	\$25.00	\$25.00	\$50.00	\$50.00
800 - Fire Hydrant	\$25.00	\$50.00	\$50.00	\$50.00
730 - Other Parking Violations	\$25.00	\$25.00	\$50.00	\$50.00
Handicap Parking Violations	1st	2nd	3rd	4th (or more)
810 - Handicapped Parking	iot	2110		
With Placard & Handicap I.D. verification	\$0.00	\$25.00	\$50.00	\$75.00
811 - Handicapped Parking	ψ0.00	φ20.00	\$30.00	φ/3.00
No Placard or Handicap I.D. Displayed	\$150.00	\$200.00	\$250.00	\$275.00
Pedestrian Violations	1st	2nd	3rd	4th (or more)
750 -Pedestrian Violations	\$25.00	\$25.00	\$50.00	\$50.00
RV Parking Violations	1st	2nd	3rd	4th (or more)
820 - Hazardous Material	\$75.00	\$100.00	\$150.00	
830 - Wheel Block	\$25.00	\$50.00	\$75.00	\$100.00
840 - Jack Support (R & R Section "W" Violation)	\$25.00	\$50.00	\$75.00	\$100.00
850 - Maintenance or Repair	\$25.00	\$50.00	\$75.00	\$100.00
860 - Miscellaneous (Minor)	\$25.00	\$50.00	\$75.00	¢.00.00
870 - Miscellaneous (Major)	\$50.00	\$100.00	\$150.00	
Missellenseus (Miner)		ng Violations		o (Moior)
Miscellaneous (Minor)	Miscellaneous	s (major)	Miscellaneou	s (major)
Flat Tires	Expired Registration	linda a const	Unauthorized vehicle in space	
Failure to provide Registration paperwork	Utilizing RV vehicle as	living quarters	Vehicle utilized for storage	
	Clutter		Generator running unattended	
	Storage outside of vehi	CIE	Portable sheds or tents erected of	
	Wash-rack violation		Illegal Jack (R & R Section "X" V	•
Checks Payable to "GRF" w/ references			Attention: Security Divi	sion
Pay in person by leaving check in "I	Payment box"		24351 El Toro Road	
or mailing to:			Laguna Woods, CA 92	637



RESOLUTION 03-19-XX

Golf Cart Policy and Procedures

WHEREAS, The Third Laguna Hills Mutual (TLHM) Board adopted Resolution 03-17-151 Golf Cart Policies and Procedures to include fines for unpermitted golf carts using mutual electricity;

WHEREAS, the current Schedule of Traffic and Monetary Penalties do not have a specific fine for unpermitted golf carts using TLHM electricity; and

WHEREAS, the Residency Policy and Compliance Task Force has recommended amendments to the Schedule of Traffic and Monetary Penalties to include fines for unpermitted golf cart using TLHM electricity; and

NOW THEREFORE BE IT RESOLVED, on March 19, 2019, the Board of Directors of this Corporation hereby approves the revisions to the Schedule of Traffic and Monetary Penalties, as attached to the official minutes of this meeting;

FEES AND FINES

Refer to the TLHM Fee Sheet and the Schedule of Traffic and Monetary Penalties.

RESOLVED FURTHER, that Resolution 03-17-151 approved on December 19, 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.

APRIL 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.



STAFF REPORT

DATE:April 16, 2019FOR:Board of DirectorsSUBJECT:Revision of Lease Authorization Policy

RECOMMENDATION

Approve revision of Lease Authorization Policy.

BACKGROUND

A Lease Authorization Policy was adopted on June 20, 2017 and later amended on December 19, 2017 by way of Resolution 03-17-153. The amendment to the Policy provided clarification of select terms and conditions and rescinded the requirement that criminal background and credit reports accompany Lease Applications. In 2018, the Board of Directors became aware of a Policy provision which contains four loopholes being exploited by Members and tenants. First, the Lease Amendment form (ATT 2) amends Lease Agreements to add and subtract lessees during the approved Lease period, often disguising unapproved room rentals or subleases.

Secondly, the Lease Amendment form enables room rentals and rent sharing arrangements advertised in various media, including Craigslist, Nextdoor and similar platforms. As persons respond to such advertisements additional individuals are added and/or subtracted during the approved Lease period, creating a churning of occupants in many Units.

Vacation rentals advertised on Airbnb, VRBO, Homeaway and similar websites are contrary to Third's governing documents and are perceived to detract from efforts to "build community" within a common interest development. As a result of various investigations and member disciplinary hearings, the Board of Directors has become aware of multiple instances wherein individuals have moved into Units and become occupants prior to having received written authorization to do so.

Lastly, in other instances, Units are being leased to corporate housing companies including a nonprofit housing organization, resulting in multiple Lease Amendments as transient individuals move in and out of Third Mutual units.

DISCUSSION

The Board is obligated to review lease applications for prospective leases between Mutual Members and their proposed tenants. Experience with the existing Lease Authorization Policy has revealed loopholes being exploited by Members and their tenants. Recommended revisions include:

• Discontinue use of the Lease Amendment document whenever it entails adding additional/new lessees during the approved Lease period;

Third Laguna Hills Mutual Revision of Lease Authorization Policy 4/16/2019 Page 2

- Provide that Members or Lessees shall not advertise room rentals or rent sharing arrangements on social media outlets, such as Craigslist, Nextdoor and similar message boards;
- Reaffirm Third Mutual's prohibition of advertising vacation rentals on Airbnb, VRBO, Homeaway and similar websites;
- Reaffirm requirement that lessees be approved, in writing and in advance, of moving into a Manor; and
- Prohibit lease agreements engaging Members and any corporate housing company or nonprofit housing company.

It should be noted that the Lease Authorization Policy stipulates Members may not submit applications more than 60 days in advance of the effective start date. Because of the lead time involved, it is further recommended that the effective date of the revised Lease Authorization Policy be delayed at least 60 days to allow sufficient time to notice the real estate community, Members and prospective lessees.

FINANCIAL ANALYSIS

None.

Prepared By:	Pamela Bashline, Community Services Manager
Reviewed By:	Siobhan Foster, Chief Operations Officer

ATTACHMENT(S)

ATT 1 – Lease Authorization Policy

ATT 2 – Lease Amendment Document

ATT 3 -- Resolution 03-19-xx



Lease Policy Resolution 03-19-XX Adopted xxxx xx, 2019

I. Purpose

Third Laguna Hills Mutual (TLHM) authorizes Members, as defined in the CC&Rs, to lease their Manors. Any lease by a Member automatically transfers the right to use the Community Facilities from the Member to the Lessee (Bylaws Article 3, Section 3.2 and 3.3).

The purpose of this document is to set forth the Lease Policy; this Lease Policy shall be a governing document of TLHM and shall be enforceable against all Members.

II. Definitions

- A. Agent individual employed by Village Management Services, Inc. (VMS) authorized to act on behalf of TLHM.
- B. Application the Lease Authorization form prescribed by TLHM to apply for approval to lease a Manor (Exhibit C).
- C. Approval written authorization to lease a Manor in the Community granted by the TLHM Board or authorized VMS staff member(s).
- D. Assessment the monthly charge that TLHM levies against all Members and their Manors and collects monthly pursuant to its Governing Documents.
- E. Charge fee, fine, and/or monetary penalty that TLHM and/or GRF may levy upon a Member pursuant to their Governing Documents.
- F. Community Laguna Woods Village.
- G. Community Rules the Articles of Incorporation and Bylaws of TLHM, the recorded Covenants, Conditions, and Restrictions (CC&R's) applicable to any Manor; and any rules and regulations adopted by TLHM and/or GRF. Any reference to the "Governing Documents" shall, for purposes of this Lease Policy, be deemed a reference to the Community Rules set forth in this definition.
- H. Co-occupant any person who seeks to reside with a Qualifying Resident who is approved, in advance, in writing, by the Board of Directors for occupancy and

who shall be at least 45 years of age unless such person is the spouse or cohabitant.

- I. Golden Rain Foundation (GRF) the non-profit mutual benefit corporation organized to manage and maintain the Community Facilities and services for the Community.
- J. Identification (ID) Card photo ID card issued by GRF to Members, Cooccupants, and Lessees of the Community authorizing use and access to the Community Facilities.
- K. Lease Authorization Amendment any change to the lease for a Manor, including any change to the number and/or identification of the individuals subject to the lease during the lease term, as may be permitted by this Lease Policy.
- K. Lease Authorization Office located in the Resident Services Department in the Community Center which ensures that a Lease Application comports with the Governing Documents.
- L. Lease Authorization Extension Parties to the lease may request an extension of time at the end of the lease authorization period if the original period is shorter than 12 months, subject to the Board of Director's prior written approval.
- M. Lease Authorization Renewal Parties to the lease authorization may request a renewal no more than 60 days prior to the end of the <u>12</u> month period.

N. Lessee - individual who leases a Manor from a Member.

- O. Manor a residential condominium unit in TLHM.
- P. Member a person who has been approved by TLHM as being entitled to membership in TLHM and has an appurtenant right of membership in GRF.
- Q. Non-Resident Member a Member who does not personally reside in the Member's Manor.
- R. Non-Resident Member Pass gate entry pass authorizing a non-resident Member access to the Community for the purpose of inspecting his/her property on an as needed basis. This pass does not authorize use of or access to the Community Facilities during any lease period.
- S. Owner person or persons, partnership or corporation, and the successors and assigns of each of the foregoing, in whom title to a Manor is vested, as shown by the official records of the office of the County Recorder of Orange County, California.

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- T. Qualifying Resident person who resides in the Manor, is at least 55 years of age and has been approved by the Board of Directors for occupancy in accordance with the provisions of the CC&R's.
- U. Resident person who has been approved by the Board of Directors for occupancy.
- V. Rush Application submitted fewer than <u>10</u> business days before the lease _ effective start date.

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W. Village Management Services, Inc. (VMS) – managing agent for TLHM and GRF.

III. Fees

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Following are the fees associated with this Lease Policy and which may be required by TLHM (the following fees may be changed at any time by TLHM and such change(s) shall not constitute a rule change to this Lease Policy which requires notice to the TLHM Members):

THIRD Fees	
Authorization Processing	\$170.00
Authorization Rush Fee	\$100.00
Authorization Renewal (see Section II, M)	\$110.00
Authorization Extension (see Section II, L)	\$ 70.00
Authorization Amendment	\$ 70.00

GRF Fees	
* Additional Occupant (For each person in excess of two (monthly), Must be paid in advance for the term of the lease.	\$ 90.00
Non-return of:	
ID Card(s) Decal(s) Pass(es)	\$125.00 \$125.00 \$ 25.00

* General charge due from all residents, whether or not a lease is in place.

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IV. Terms and Conditions

- A. General Information
 - Authorization to Lease (Authorization) shall be effective only when approved in <u>advance in</u> writing by TLHM and issued in writing by an authorized VMS staff member(s) of TLHM; the approval of any Lease shall be limited to the term specified herein. The term may not exceed twelve (12) months subject to Article II Section M above. The copy of a pending and fully executed Lease must be provided to TLHM prior to the Lessee's move-in to the Member's Manor.
 - 2. Renewal of the Authorization to Lease shall require the prior written approval of TLHM, provided, however, that TLHM shall not be obligated or have any duty to approve such extension or renewal regardless of a Member or Lessee's circumstances.
 - TLHM shall, to the extent required by law, provide notice of potential asbestos-containing materials used during construction (Exhibit A). Any changes in the notice in Exhibit A as may be required by law or otherwise shall not be deemed a change to this Lease Policy which requires notice to the Members of TLHM.
 - 4. Laguna Woods Village is an independent-lifestyle and age-restricted senior citizen housing development (as defined by California Civil Code §51.3). No form of healthcare or assisted living is provided by TLHM. Each Resident is responsible for his/her own health, safety, care and welfare, subject to the conditions and restrictions regarding care providers from TLHM Governing Documents and TLHM's "Care Provider Policy."
 - 5. Appearance of the Community is important, and Residents are required to keep their balconies, patios, walkways, and carports free from clutter, trash and debris per the approved Community Rules and Regulations.
 - 6. TLHM, GRF and VMS are not parties to the terms of a lease between the Member and Lessee, and will not be involved in resolving any disputes between the Member and Lessee; provided, however that if a Member is in violation of the Community Rules or this Lease Policy, or if a Lessee is violating the Community Rules or this Lease Policy, TLHM shall have all rights and remedies available to it under the Community Rules and this Lease Policy.
 - 7. The Lease Authorization Office will notify the Member of the Approval/Denial status of the application within ten (10) business days of its written submittal. A rush fee of one hundred dollars (\$100.00) will be

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imposed by TLHM on any Member requests for expedited services prior to the routine ten (10) business days of processing. No representation or warranty is made that TLHM will be able to complete a Rush Authorization approval request in the Members' requested time frame.

- 8. TLHM has adopted a Non-Smoking Policy and is authorized to take disciplinary action against a Member who is in violation of said Policy including but not limited to a Member's Lessee.
- 9. The Member is at all times responsible for the acts or omissions of, without limitation, the Member's Lessee, guest, care provider, vendor, invitee or contractor as well as the guests, care providers, invitees or contractors of the Member's Lessee.
- B. Charges
 - Member and Lessee acknowledge that the Member is obligated to pay Charges and Assessments imposed by GRF and/or TLHM pursuant to this Lease Policy and the Governing Documents. See Section III of this Lease Policy.
 - 2. The Member may incur additional Charges and fees in connection with facilities and services provided by GRF. Some examples are: golf course fee, room reservation fees, and cable services upgrade charges. ALL CHARGES, FEES, FINES, AND ASSESSMENTS ARE SUBJECT TO CHANGE AND ANY SUCH CHANGES SHALL NOT BE DEEMED TO BE A CHANGE IN THIS LEASE POLICY WHICH REQUIRES NOTICE TO THE MEMBERS OF TLHM.
 - 3. Payment for chargeable repair services is the responsibility of the Member who must indicate on the Authorization to Lease application whether Lessee may request such services. In any event, the Member shall be responsible for the chargeable repair services.
 - 4. There is a fee collected by the Lease Authorization Office to review and process any new/extension/renewal applications which include but are not limited to analysis of payment and disciplinary history.
 - 5. An authorized and/or designated VMS staff member(s) for the TLHM Board of Directors, assumes responsibility for obtaining approval and issuing Lessee ID Cards.

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- C. Assignment of Rents
 - 1. If a Member is delinquent in his or her payment of any GRF and/or TLHM Charges and/or Assessments, as required under the Governing Documents, Member and Lessee each acknowledge and agree that the Member hereby assigns to and confers upon TLHM, the right to collect and retain the rent payable by the Lessee and to apply the same to any delinquent Charges and Assessments, as well as any late fees, attorneys' fees, or other costs and expenses permissible by law or the Governing Documents which may be incurred or assessed by TLHM in connection with the delinquent Assessment and/or GRF and/or TLHM Charges.
 - 2. Member and Lessee acknowledge and agree that, concurrent with notice in writing to the Member, TLHM shall be entitled to directly receive the rent by delivering to the Lessee at the Manor a Notice of Assignment of Rents (Exhibit B). Upon receipt of such Notice, the Lessee shall directly forward all payments of rent required under the Lease to TLHM at the address set forth in the Notice until the Lessee shall receive a second notice to the effect that the Lessee may again resume making rental payments directly to the Member. Any changes in the Notice of Assignment of Rents form in Exhibit B shall not be deemed a change to this Lease Policy which requires notice to the Members of TLHM.
 - 3. To the fullest extent permitted by law, such payments of rent paid directly to TLHM shall continue until the delinquent Assessments or Charges and any late fees, attorneys' fees, or other collection costs and expenses incurred by the Member are paid in full. In the event that the payment of rent received by TLHM is in excess of the amounts owed by the Member, then TLHM shall refund the difference, less any processing fee(s), to the Member within thirty (30) business days of receipt of such rental payment.
 - 4. Member acknowledges and agrees that the Lessee shall not be in breach of the Lease solely as a result of making rental payments directly to TLHM, and further that the Member shall not take any other action or avail itself of any other remedies against the Lessee under the Lease or otherwise based on the Lessee's direct payment of rent to TLHM following receipt of a Notice of Assignment of Rents.
 - 5. Member and Lessee acknowledge and agree that TLHM shall not have any obligation either to the Member or the Lessee to fulfill the duties of the Member or the Lessee under their Lease, nor shall TLHM have any obligations to any other third party based on its direct receipt of the rent to cover delinquent Assessments or Charges and associated costs and expenses as set forth above. It is specifically agreed that TLHM is not and will not be assuming any of the responsibility of the Member or the Lessee to fulfill any of the terms, conditions and covenants between the

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Member and the Lessee pursuant to the Lease between the Member and the Lessee, and shall not be deemed to be a landlord or party to a landlord-tenant relationship with Member or Lessee for any reason or at any time.

- D. ID Cards and Privileges
 - 1. Lessee ID Cards shall be issued for a period not longer than the duration of the Lease Authorization.
 - Lessee ID cards are not issued until all paperwork required pursuant to this Lease Policy is received and the Application has been approved in <u>advance, in writing by TLHM.</u>
 - 3. Lessee ID cards will be available no sooner than seven (7) days prior to the lease start date unless TLHM approves a Lease under the Rush standards referenced herein under Article IV, Section A(7).
 - 4. Member acknowledges and agrees that the privileges of membership in GRF are granted and assigned to Lessee for the duration of the Authorization to Lease and the Lease itself; and Member hereby surrenders all Resident ID Card(s) and Resident Decal(s) and the right to such privileges while the Authorization and/or Lease is in effect in accordance with the Governing Documents.
 - 5. Lessee may use the facilities and receive the services made available by GRF to all Members. The facilities and services may be modified or discontinued by GRF at any time.
 - 6. At the end of the Lease Authorization period, the Member is required to return all gate entry passes including ID cards, automobile decals, guest passes, business passes, and care provider passes in order to avoid a GRF non-return fee. (See Section III, Fees).
- E. Occupancy
 - It is highly recommended that Members obtain/perform both background and credit checks on new Lessees as well as check references provided by the Lessee to protect such Member's interests, given that the Member will be held responsible for the acts and/or omissions of their Lessees that violate TLHM's Governing Documents.
 - No person, including but not limited to a Lessee, may reside in a Manor without the prior written approval of the TLHM Board of Directors or VMS authorized staff member(s). Contact Resident Services Department at (949) 597-4600 for any change in residency status.

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- 3. An application to reside in a Manor shall be made on the form prescribed by the TLHM Board pursuant to Article II, Section 1 of the CC&Rs. The current form is attached hereto as Exhibit C. Any changes in such form shall not be deemed a change in this Lease Policy which requires notice to the Members of TLHM.
- 4. Manor leases must be for a period not less than sixty (60) days.
- 5. Any leases longer than twelve (12) months will require a Lease Authorization to be renewed annually and is subject to the terms and conditions set forth herein.
- 6. The Manor, together with the parking space assigned to such Manor, must be made available to the Lessee during the entire term of the Lease Authorization.
- Relatives and other guests may stay overnight for a total of sixty (60) days in any twelve (12) month period. Relatives and guests may not stay in a Manor during the absence of the Qualifying Resident or Co-Occupant.
- 8. Unless otherwise required by law, the maximum number of persons allowed to occupy a Manor is equal to the number of original construction bedrooms plus one; no more than two persons in a one bedroom Manor; no more than three persons in a two bedroom Manor, no more than four persons in a three bedroom Manor. There is an additional monthly GRF fee for each person in excess of two.
- 9. The Manor shall be used and occupied solely as a private residential dwelling and for no other purpose.
- 10. No person shall reside in a Manor, other than those listed on the approved Authorization to Lease.
- 11. No business or commercial venture may be conducted in the Manor.
- <u>12.</u> The Member and/or Lessee shall not assign any interest therein and shall not sublet the Manor or any part thereof or any right or privilege appurtenant thereto, <u>pursuant to a formal agreement or otherwise</u>, or permit any other person to occupy or use the premises or any portion thereof. <u>To assure compliance with these provisions and the other TLHM</u> <u>governing documents</u>, <u>Leases shall not be amended to add additional</u> <u>Lessees to an approved Lease during the approved Lease period</u>.
- 13. No room rental arrangements, nor subleases, shall be permitted and no Member or Lessee may advertise for any room rental or rent sharing

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agreement (for example only, listed on Craigslist, Nextdoor, or any similar website), nor shall any Member or Lessee be permitted to obtain a Lease Authorization Amendment to amend a lease for the purpose of adding a roommate and/or other Lessees during the term of an Authorization to Lease. TLHM will not approve any Lease Authorization Amendment submitted for the purpose of adding additional persons to a Lease during the term of a Lease Authorization.

- 14. No Manor or any portion thereof may be used for vacation rentals or advertised for such use (for example only, listed on Airbnb, VRBO or any similar website), nor may any Manor be leased to a corporate housing company including any nonprofit housing organization.
- F. Move In/Move Out and Bulky Items Delivery/Pick Up
 - 1. When moving into the Community, Lessee(s) must break down and stack moving boxes next to trash dumpsters or at curbside for routine pick-up.
 - 2. The use of an elevator, when moving into or out of a multi-story building, requires the placement of elevator protection pads, which can be requested by calling the Security Department (949) 580-1400. Similarly, individuals are required to order elevator protection pads when arranging for delivery or removal of bulky items, such as furniture.
 - Each Member is responsible for any damage caused by his or her movers or deliveries to the elevator, lobby furniture, common area and/or other TLHM property.
 - 4. No oversized furniture, appliances, non-broken down boxes or other similar items may be discarded outside of the Manor at any time, except to the extent permitted by the Community Rules.
- G. Alteration, Repairs and Maintenance
 - Member(s) are required to obtain prior written approval in advance of construction from TLHM for any structural alterations to the building or landscape changes. Applications may be obtained from the Resident Services Department. Resident Services is located at the Community Center and may be reached at (949) 597-4600.

The Member and Lessee(s) understand that the Manor shall not be altered, repaired or changed without prior written authorization of Member and TLHM. Unless otherwise provided by written agreement, all alterations, improvements and changes that may be required shall be performed either by or under the direction of TLHM; shall be the property of Member; and shall remain upon and be surrendered with the Manor. Formatted: Font: (Default) Arial, 12 pt
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2. Lessee shall authorize TLHM, Member, and/or their respective authorized VMS staff member(s) to enter into and upon the Manor at all reasonable times for the purposes of (a) inspection, (b) responding to emergencies (c) maintaining the building in which the Manor is situated, and (d) making repairs, alterations, or additions to any portion of the common areas or said building, including but not limited to the erection of scaffolding, props or other mechanical devices.

Lessee shall not be entitled to any abatement of rent payable by Lessee hereunder or to any rebate of rent to Lessee or damages for any loss of occupation or quiet enjoyment of the premises on account of any such entry by TLHM. No landlord-tenant relationship is created by way of TLHM's need to enter a Manor or perform work to any common areas accessible only through a Lessee's Manor.

H. Insurance

- 1. Lessee's personal property is not insured by TLHM.
- 2. Renters' insurance is strongly recommended. (See Section I, Rights and Remedies, Item 1, 2, and 3).
- I. Rights and Remedies
 - As a material part of the consideration to be rendered to Member under an Authorization to Lease, Lessee hereby waives, to the maximum extent authorized by law, all claims against Member and TLHM for damages to personal property in, upon or about said Manor and for injuries to persons in, upon or about said premises from any cause arising at any time.
 - 2. Lessee shall, to the fullest extent permissible by law, hold Member, TLHM, GRF, and VMS harmless from any liability on account of any damage or injury to person or personal property arising from the use of the Manor by Lessee arising from the failure of Lessee to keep the Manor in good condition as provided herein or failure to perform or observe any of Lessee's obligations under this Authorization. TLHM, GRF, and VMS shall not be liable to Lessee for any damage caused by any act or negligence of any other occupant of the same building or by any Member or occupant of adjoining or contiguous property. Without limiting the foregoing, the Member shall at all times be responsible for the acts or omissions of his or her Lessee and shall be liable for any damages or financial expenses incurred by TLHM as a result of the Lessee's use of the Manor or any other portions of the building in which the Manor is located and/or common areas.
 - 3. The Member and Lessee shall be liable for all damages to the Manor, to the building in which the Manor is located and to the Common Areas of the Community, as well as all damage to other occupants thereof caused

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by the Member's and/or Lessee's misuse or neglect of the premises, equipment, apparatus or appurtenances. The Member and Lessee also shall be liable for all damage or injury done to the Manor, to the building in which the Manor is located, or to the Common Areas by any person who may be in or upon the building, the Manor or the Common Areas with the authorization of the Member and/or Lessee. Without limiting the foregoing, the Member shall be primarily liable for all damages, as described in this paragraph, stemming from the acts or omissions of the Lessee.

- 4. In the event of any total or partial destruction of the Manor during the term of this Authorization from any cause, the Member is solely responsible, to the fullest extent permitted by law, for terminating this Authorization.
- 5. In the event that the real property upon which the Manor is located or any part thereof shall be acquired by any public body, agency or other entity having the power of eminent domain, whether by voluntary sale, threat of condemnation or by judgment of a court in condemnation proceedings, the Member is solely responsible, to the extent permitted by law, for terminating this Authorization.
- 6. In the event of any breach of this Authorization by the Member and/or Lessee, TLHM shall have the same rights and remedies to enforce this Authorization as are available to Member hereunder, which may be exercised by TLHM without regard to any exercise thereof by Member, Additionally, TLHM shall have the same rights to dispossess the Lessee or otherwise act for the Member as may be necessary or appropriate in the event of any breach of the Authorization or the Lessee's failure to vacate following expiration of the Authorization term. TLHM shall also have the right to bring an unlawful detainer action against the Member and/or Lessee after proper notice has been given as provided in California Civil Code Section 1946 or any successor statute thereto. Nothing contained in this paragraph or otherwise in this Lease Policy shall be deemed to create a landlord-tenant relationship between TLHM
- 7. Any notice to Member, Lessee or TLHM shall be given by personal service, electronic document notice, or by registered or certified mail addressed to Member: at the address indicated on the Application; to Lessee: at the Manor; and to TLHM: P.O. Box 2220, Laguna Hills, CA 92654-2220. There is no mail delivery to the street address.
- 8. The terms and provisions contained herein shall apply to and bind the heirs, successors, personal representatives and assigns of all of the parties hereto.

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- 9. If any legal action or proceeding is commenced by either party or TLHM to enforce any part of this policy, the prevailing party shall be entitled to recover, in addition to all other relief, reasonable attorney's fees and costs.
- J. Enforcement

TLHM is authorized to take disciplinary action against a Member whose property may be found in violation of the Lease Policy or the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, Memberdiscipline 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 and Lessee are entirely responsible for ensuring that the Community Rules and policies are complied with by anyone they allow into the Community. This includes, without limitation, any co-occupant, lessee, guest, care provider, vendor, invitee or contractor. Disciplinary action suspending or revoking a Member's privileges shall apply to the Member's Lessee, his or her Co-Occupants as applicable, and their guests and invitees.

- 1. The Member and Lessee must read and agree to comply with and be bound by all the Governing Documents and the Community Rules.
- 2. Nothing contained herein shall relieve Member of the performance of any obligation owed to TLHM and/or GRF under the Governing Documents.
- The Member and/or Lessee is/are responsible for any visitor or guest who violates any Community Rules, and for any Charges or Assessments incurred.
- 4. Lessee shall be responsible to the Member to promptly pay when due, all charges and fees incurred by Lessee, guest or invitee for use of facilities or for services rendered by the TLHM and/or GRF. Notwithstanding the foregoing, whether or not Lessee complies with the foregoing, a Member shall be solely responsible to TLHM for any and all costs incurred by TLHM resulting from a Member's Lease including but not limited to costs incurred solely due to the acts or omissions of a Lessee, their Co-Occupants as applicable, their guests and invitees.

Page 12 of 12



April 11, 2019	ID # ID #
RE:	Manor No.
Re: Lease Amendment	
This is an amendment to an existing lear manor mentioned above.	ase authorization adding a co-lessee to the
The owner(s) is	
The individual(s) who will be residing in	the unit is
All other terms and conditions remain th	ne same.
Date:	Date:
Sub-Lessee:	Sub-Lessor:
Date:	Date:
Sub-Lessee:	Sub-Lessor:
Date:	Date:
Sub-Lessee:	Sub-Lessor:

Additional Requirements:

Emergency Form, Criminal Record, Important Information, Statistical Information, Proof of Age. **Corporation Approval:**

The undersigned, a California nonprofit mutual benefit corporation, hereby approves the above lease permit amendment.

Mutual: _____

Date:

By: _____ Title: Authorized Agent

LAGUNA WOODS VILLAGE COMMUNITY CENTER 24351 El Toro Road, Laguna Woods, CA 92637 Phone (949) 597-4200 www.lagunawoodsvillage.com

> Agenda Item # 12b Page 15 of 17

RESOLUTION 03-19-XX

Clarifications to Lease Policy

WHEREAS, the Board of Directors (the "Board") of Third Laguna Hills Mutual ("Mutual") held a meeting on April 16, 2019, at which a quorum of the Board was present;

WHEREAS, the Board is obligated to manage and enforce the residency requirements for Mutual Members and other residents and tenants as set forth in the Mutual's governing documents, including without limitation the Mutual's, Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Bylaws, and Operating Rules; and

WHEREAS, pursuant to its duties under the Mutual's Governing Documents, the Board is obligated to review lease applications for prospective leases between Mutual Members and their proposed tenants and any amendments, extension, or renewals thereof in accordance with the provisions of the Bylaws, CC&Rs and Operating Rules; and

WHEREAS, the Board previously adopted a revised Lease Policy by Resolution 03-17-153 which clarified some of the requirements and restrictions relating to leasing of Manors at the Mutual;

WHEREAS, despite language in the current Lease Policy prohibiting the subleasing of any Manor by a Member or Lessee, it has come to the attention of the Board that Members and Lessees have been avoiding such restriction and leasing individual rooms or engaging in rent sharing arrangements by applying for a Lease Authorization Amendment to add Lessees to the Lease who are actually roommates to the Lessee during the Lease Term;

WHEREAS, it has also come to the Board's attention that some Members and Lessees are advertising for such room rental and rent sharing arrangements on websites such as Craigslist and Nextdoor as well as other message boards with the intent to engage in sublease arrangements in violation of the governing documents, and that some Members and Lessees have been advertising on vacation rental websites such as Airbnb, VRBO, and Homeaway for room rentals and arrangements to have persons stay as "guests" despite the Mutual's prohibition on leases less than sixty (60) days in duration;

WHEREAS, the Board has determined that it would be in the best interests of the Mutual to modify some of the restrictions in the Lease Policy to clarify what leasing practices are not permitted and to prevent abuse by Members and Lessees of the authorization procedures to engage in leasing activity that is otherwise restricted by the Mutual's governing documents;

NOW, THEREFORE BE IT RESOLVED, May 21, 2019 that the Board of the Mutual hereby approves and adopts the revised Lease Authorization Policy; and

RESOLVED FURTHER, that the Mutual's managing agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that Resolution 03-17-153 and the prior version of the Lease Authorization Policy adopted by said Resolution are hereby superseded by this Resolution and the revised Lease Authorization Policy adopted pursuant to this Resolution; and

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

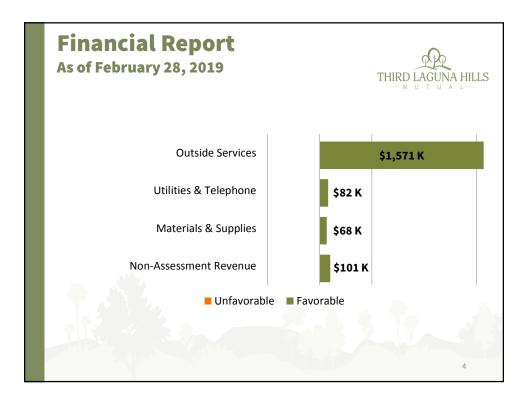
APRIL Initial Notification

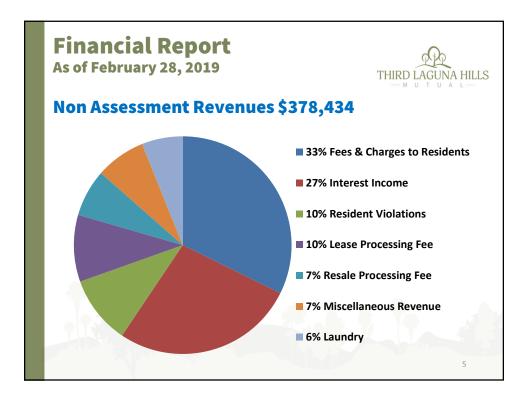
Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available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

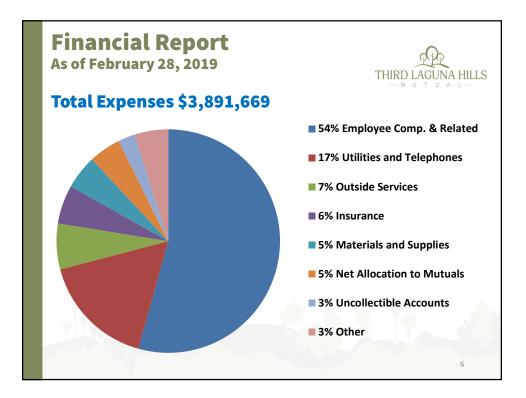
Financial Report As of February 28, 2019	THIRD LAGUNA HILL
INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$5,372
Non-assessment Revenue	\$378
Total Revenue	\$5,750
Total Expense	\$3,892
Net Revenue/(Expense)	\$1,858
	1

Financial Report As of February 28, 2019		
INCOME STATEMENT OPERATING FUND w/o Depreciation (in Thousands)	ACTUAL	
Assessment Revenue	\$3,128	
Non-assessment Revenue	\$276	
Total Revenue	\$3,404	
Total Expense	\$2,980	
Operating Surplus	\$447	
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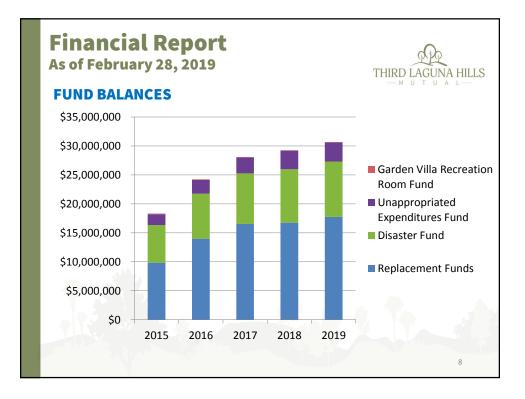
Financial Report As of February 28, 2019		THIRD	
INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$5,372	\$5,372	\$0
Non-assessment Revenue	\$378	\$277	\$101
Total Revenue	\$5,750	\$5,649	\$101
Total Expense	\$3,892	\$5,586	\$1,694
Net Revenue/(Expense)	\$1,858	\$64	\$1,795
		544	
			3



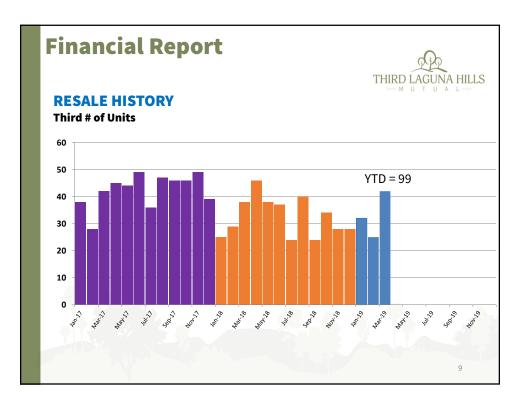




Financial Report As of February 28, 2019	THIRD LAGUNA HILLS
NON OPERATING FUND BALANCES	ACTUAL (in Thousands)
BEGINNING BALANCES: 1/1/19	\$29,260
Contributions & Interest	2,346
Expenditures	<u>(911)</u>
Current Balances: 2/28/19	\$30,695
	7



Agenda Item # 13a Treasurer's Report Page 4 of 7



Agenda Item # 13a Treasurer's Report Page 5 of 7 Third Laguna Hills Mutual Statement of Revenues & Expenses - Preliminary 2/28/2019

				2/28/2019 (\$ IN THOUSANDS)	(
		C	CURRENT MONTH BUDGET	VARIANCE	ACTUAL	YEAR TO DATE BUDGET	VARIANCE	YTD 2017 ACTUAL	ANNUAL BUDGET
- 0	Revenues: Assessments: Operating Additions to restricted funds	\$1,564 1722	\$1,564 1122		\$3,128 2.243	\$3,128 2.243		\$3,147 2.192	\$18,767 13.460
1 M	Total assessments	2,686	2,686		5,371	5,371		5,339	32,227
4	Non-assessment revenues: Fees and charges for services to residents	61	39	22	122	62	43	100	478
ъ N	Laundry	13	10	(2)	23	37	(14)	17	220
9 1	Interest income Miscellaneous	50 59	20 20	41	102 131	61 100	91 14 10	76 83	369 601
8	Total non-assessment revenue	183	117		378	278	101	276	1,668
6	Total revenue	2,869	2,802	67	5,750	5,649	101	5,615	33,895
	Expenses:								
10	Employee compensation and related	974	1,025	50	2,114	2,137	24	2,228	13,088
5	_	101	129	28	191	259	68	199	1,554
12	_	334	357	23	646	728	82	755	5,299
13	Legal fees	33	18	(15)	58	37	(21)	(16)	220
<u>4</u>	_	7	1	ς	6	21	12		185
15		7	ю	~	с С	7	4		40
16	-	217	914	697	258	1,829	1,571	18	10,972
17		31	28	(3)	57	56	(1)	49	345
18	Other Operating Expense	13	17	4	20	31	11	22	181
19	_	106	109	ო	218	219	~	219	1,313
20	Investment expense	12	12		12	12		10	12
25	Uncollectible Accounts	104 7	12	(63)	96 2	23	(23)	13	138
1 6		- 5	- 5		- 6			V C	- 7
242		87	- - 6	7	180	197	17	207	1.205
. u . c			017 0	002	CU0 C		1 202	002 0	CUL VC
07	l otal expenses	2,038	2,140	108	3,092	090'0	1,030	3,129	34,702
26	Excess of revenues over expenses	\$830	\$55	\$775	\$1,858	\$63	\$1,795	\$1,886	(\$808)



Statement of Revenues & Expenses - Preliminary

Financial results were better than budget by \$1,795K as of February 28, 2019. Favorable variance was primarily due to timing of Outside Service work and material purchases, to occur later in the year.

REVENUE

Non Assessment Revenue – \$101K Line 8

Favorable variance resulted from more revenue received from chargeable services, due to expanded list of services. Also, higher reserves balances yielded more interest income than anticipated.

EXPENSES

Materials and Supplies – \$68K Line 11

Favorable variance due to timing of material purchases for certain programs such as Garden Villa Recreation Rooms and Mailrooms, Building Structure Replacements, Dry Rot Repairs, and Landscape.

Utilities and Telephone – \$82K Line 12

Favorable variance in Water resulted from less usage for irrigation. To date, consumption was six percent lower than budget due to rainfall. In Electricity, although this category shows an unfavorable variance due to accruals, SCE billings of \$56K were lower than the budget of \$60K through the reporting period.

Outside Services – \$1,571K Line 16

Building Structures Replacement – \$268K

Staff is scheduled to conduct building assessments to develop a scope of work for 2019; current expenditures are for carryover of 2018 buildings. As of the reporting period, three 2018 program buildings remained and are scheduled for completion in April.

Landscape Revitalization – \$166K

Slope work at Gate 14 and Punta Alta will be outsourced and is currently out to bid.

Roof Replacement – \$107K

Roof replacements are budgeted evenly throughout the year; however, work began in March and invoices are pending.

Exterior Lighting – \$133K

This program is for the LED conversion of street lights acquired from Edison. Pilot program for the LED fixtures is underway on Avenida Sosiega. Once the pilot is concluded, the LED retrofit of 788 fixtures will be scheduled. To date, no invoices have been submitted.

Paving – \$119K

Although funds budgeted throughout the year, Paving programs will begin in August 2019.

Waste Line Remediation – \$87K

Timing; work is in progress. The scope of work includes six buildings.

Agenda Item # 13a Treasurer's Report Page 7 of 7 this page intentionally left blank



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, April 2, 2019 – 1:30 p.m. Laguna Woods Village Community Center Board Room, 24351 El Toro Road

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

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson, Brett Crane

Call to Order

Director Jack Connelly 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 addition:

- Chargeable Services Billing

Approval of Meeting Report for March 5, 2019

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

Department Head Update

Betty Parker, Chief Financial Officer, noted the upcoming pre-budget workshops for Board members on April 9 and April 12 at 10:00 a.m. in the Sycamore Room.

Chair Remarks

None.

Preliminary Financial Statements dated February 28, 2019

The Committee reviewed financials and questions were addressed. Staff was requested to provide additional information on the following items: budget variances by operations vs. reserves, credit balance for rain leaks, reclass of charges against Landscape Modernization, Ridge Route improvements, and rate of expenditures for rain leaks, appliance repairs, and Disaster Fund.

Investment Task Force Update

Director Connelly provided an update of the RFI process and recent vendor interviews, with materials currently under review by the task force.

Agenda Item # 13a Finance Committee Report Page 1 of 3 Report of Third Finance Committee Open Meeting April 2, 2019 Page 2 of 3

Alteration and Inspection Fees

The Committee reviewed a staff report proposing increases in certain Alteration and Inspections Fees to recover administrative costs provided by the Alterations Division. No action was taken on this item.

Chair Connelly recommended additional discussion with himself, Director Pearlstone, Ernesto Munoz, Maintenance and Construction Director, and Brett Crane, Permits, Inspections & Restoration Manager.

Resident Rebate Application

Director Carpenter provided information pertaining to the rebate application process for installing new high efficiency appliances. Ms. Carpenter noted that although a copy of a Water Bill is required as part of the rebate application process, and individual members of the Mutual do not receive a water bill, an email can be sent to <u>socalwatersmart@egia.org</u> with a reference in the body of the email that the water bill is paid by Third Laguna Hills Mutual.

Director Pearlstone suggested that Eileen Paulin, Marketing and Communications Manager, have input on this topic so that an article may be published in the Village Breeze.

Golf Cart Charging Violations Fees

A motion was made and carried unanimously to recommend the Board approve the amended Golf Cart Policy and Procedures to include a separate fine for golf carts cited using Mutual electricity without an Annual Electric Golf Cart decal.

Chargeable Services Billing

The Committee discussed various Chargeable Services billings issues that have been experienced by different Third Laguna Hill Mutuals Board members. Staff will coordinate with the IT department and provide updates in future meetings.

Director diLorenzo commented on the newly added credit card language on chargeable service invoices, requesting that residents be given the ability to their credit card number on the invoice remittance slip. Staff will research credit card processing best practices and report back the viability of this option at a future meeting.

Future Agenda Items

2019 Reserve Study

Committee Member Comments

Director McCary requested a correction of her last name in the previous Finance Committee reports for open and closed sessions.

Date of Next Meeting

Tuesday, May 7, 2019 at 1:30 p.m. in the Board Room.

Agenda Item # 13a Finance Committee Report Page 2 of 3 Report of Third Finance Committee Open Meeting April 2, 2019 Page 3 of 3

Recess to Closed Session

The meeting recessed at 3:06 p.m.



Jack Connelly, Chair

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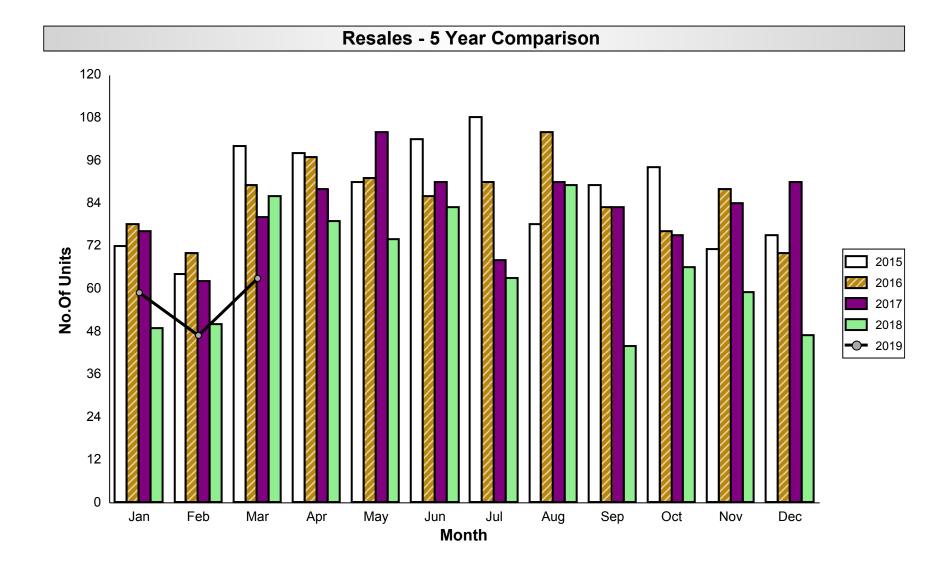
Monthly Resale Report

PREPARED) BY		MUTUAL	REPORT PERIOD		
Community	/ Services De	partment	All Mutuals		March, 2019	
	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESA	LE PRICE
MONTH	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	47	50	\$14,629,050	\$18,660,142	\$325,090	\$373,203
March	63	86	\$22,994,712	\$28,065,799	\$364,995	\$359,818
April		* 79		* \$27,694,226		* \$364,398
Мау		* 74		* \$24,187,990		* \$350,551
June		* 83		* \$28,002,538		* \$378,413
July		* 63		* \$19,434,100		* \$329,392
August		* 89		* \$28,612,100		* \$340,620
September		* 44		* \$17,185,192		* \$409,171
October		* 66		* \$22,702,400		* \$366,168
November		* 59		* \$17,330,500		* \$320,935
December		* 47		* \$17,262,399		* \$383,609
TOTAL	169.00	185.00	\$55,537,012	\$61,547,481		
MON AVG	56.00	61.00	\$18,512,337	\$20,515,827	\$334,784	\$347,268

* Amount is excluded from percent calculation

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Agenda Item # 13a Resale & Lease Reports Page 1 of 10



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

March, 2019

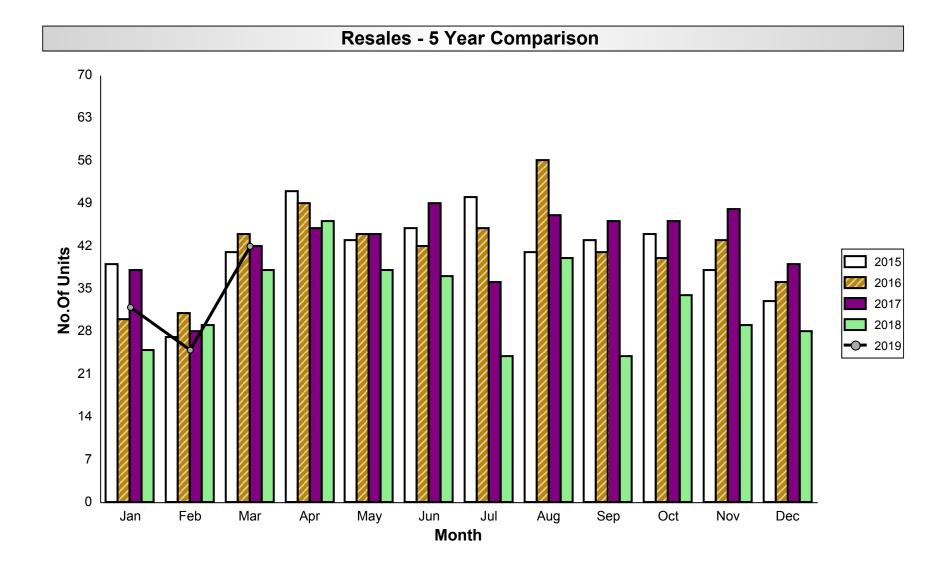
	NO. OF F	RESALES	TOTAL SALES	VOLUME IN \$\$	AVG RESALE PRICE		
MONTH	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286	
February	25	29	\$10,208,000	\$12,600,892	\$408,320	\$434,514	
March	42	38	\$16,639,712	\$16,909,199	\$396,184	\$444,979	
April		* 46		* \$18,869,626		* \$410,209	
May		* 38		* \$15,452,990		* \$406,658	
June		* 37		* \$16,981,138		* \$458,950	
July		* 24		* \$9,892,800		* \$412,200	
August		* 40		* \$17,327,000		* \$433,175	
September		* 24		* \$12,552,692		* \$523,029	
October		* 34		* \$14,146,300		* \$416,068	
November		* 29		* \$10,947,500		* \$377,500	
December		* 28		* \$13,693,599		* \$489,057	
			· · · · · · · · · · · · · · · · · · ·		<u>_</u>		
TOTAL	99.00	92.00	\$39,329,812	\$38,317,241			
MON AVG	33.00	30.00	\$13,109,937	\$12,772,414	\$398,190	\$410,593	
% CHANGE - YTD	7.6%		2.6%		-3.0%		

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Page 1 of 1

Agenda Item # 13a Resale & Lease Reports Page 3 of 10



Resales Report Third Laguna Hills Mutual March, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
03/14/2019	966-P	3	\$251,500	Casa Del Mar	Century 21 Rainbow	Regency Real Estate	Granite Escrow
03/19/2019	969-3A	3	\$362,000	Villa Capri	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
03/18/2019	2176-S	3	\$195,000	Coronado	Coldwell Banker	Harcourts Prime Properties	West Coast Escrow
03/27/2019	2178-A	3	\$237,000	Casa Linda	Realty One Group	TBD	Diamond Realty Escrow
03/12/2019	2196-D	3	\$373,000	Casa Contenta	Red Point Realty Inc	Century 21 Rainbow	Escrow Options Group
)3/27/2019	2237-B	3	\$250,000	Casa Contenta	Laguna Premier Realty, Inc	Keller Williams Real Estate	Pacific Closing Services
03/27/2019	2238-D	3	\$206,000	Monterey	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
03/11/2019	2253-C	3	\$529,000	Cordoba	Keller Williams Real Estate	Realty Quest	Corner Escrow Inc.
03/14/2019	2281-B	3	\$365,000	Cordoba	Regency Real Estate	HomeSmart Evergreen	Regency Escrow
03/15/2019	2282-D	3	\$235,000	Casa Contenta	Century 21 Rainbow	American Pride Financial & Realty Group	Corner Escrow Inc.
03/28/2019	2298-P	' 3	\$199,900	Casa Contenta	Century 21 Award	Century 21 Rainbow	Granite Escrow
03/01/2019	2310-C	3	\$330,000	Seville	Laguna Premier Realty, Inc	No Broker	Pacific Closing Services
03/22/2019	2350-B	3	\$300,000	Valencia	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
03/20/2019	2364-D	3	\$334,900	Valencia	Laguna Premier Realty, Inc	Everwise Realty	Pacific Closing Services
03/04/2019	2389-3G	i 3	\$239,000	Garden Villa	Laguna Premier Realty, Inc		Generations Escrow
03/26/2019	2397-1D	3	\$320,000	Villa Capri	Laguna Premier Realty, Inc	Surterre Properties, Inc.	Granite Escrow
03/13/2019	2399-2B	3	\$418,000	Villa Capri	FSBO	Surterre Properties, Inc.	Granite Escrow
03/04/2019	2400-3F	3	\$190,000	Villa Capri	FSBO	FSBO	Granite Escrow
03/25/2019	2404-3H	3	\$320,000	Villa Capri	Laguna Premier Realty, Inc		Granite Escrow
03/25/2019	3015-O	3	\$234,912	Montecito	Prea Realty	Laguna Premier Realty, Inc	Corner Escrow Inc.
03/14/2019	3031-B	3	\$315,000	Casa Del Mar	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
03/07/2019	3036-A	3	\$330,000	Casa Del Mar	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services

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Agenda Item # 13a Resale & Lease Reports Page 5 of 10

Resales Report Third Laguna Hills Mutual March, 2019

Close	Manor	Mutua	al Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
03/14/2019	3046-P	3	\$442,500	Casa Del Mar	Prime Realty Group	Presidential Real Estate	Corner Escrow Inc.
03/25/2019	3058-C	3	\$215,000	La Casita	Engel & Voelkers	Century 21 Rainbow	Granite Escrow
03/07/2019	3063-C	3	\$491,000	San Clemente	Hallmark West Real Estate	James Hirsen, Broker	Corner Escrow Inc.
03/18/2019	3123-P	3	\$345,000	La Brisa	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
03/14/2019	3214-B	3	\$475,000	Las Flores	Berkshire Hathaway	Berkshire Hathaway	EBR Escrow Corp.
03/08/2019	3227-B	3	\$798,000	La Princesa	Laguna Premier Realty, Inc	Seven Gables Real Estate	Granite Escrow
03/01/2019	3234-B	3	\$627,000	Las Flores	Coldwell Banker Platinum Properties	Laguna Premier Realty, Inc	Pacific Closing Services
03/14/2019	3241-2A	3	\$380,000	Villa Puerta	Coldwell Banker	Coldwell Banker	Glen Oaks Escrow
03/22/2019	3295-D	3	\$575,000	La Princesa	RE Home Source	Happy Realty	Mission Country Escrow
03/07/2019	3302-A	. 3	\$305,000	Casa Vista	HomeSmart Evergreen	New Star Realty & Investment	Granite Escrow
03/06/2019	3302-B	3	\$295,000	Casa Vista	Laguna Premier Realty, Inc	Re/Pro	Granite Escrow
03/26/2019	3306-P	3	\$520,000	Casa Vista	Prea Realty	Keller Williams Realty	Corner Escrow Inc.
03/26/2019	3322-B	3	\$938,000	El Doble	HomeSmart Evergreen	Realty Quest	Escrow Options Group
03/15/2019	3336-3C	3	\$260,000	Sierra	Laguna Woods Village Realty		Granite Escrow
03/06/2019	3343-C	3	\$729,000	Andaluz	Century 21 Rainbow	CES Realty	Corner Escrow Inc.
03/22/2019	3434-A	. 3	\$355,000	La Quinta	HomeSmart Evergreen	New Star Realty & Investment	Escrow Options Group
03/08/2019	3437-P	3	\$315,000	La Quinta	The Virtual Realty Group	I. G. Realty	Stonegate Escrow
03/21/2019	4006-1C	3	\$324,000	El Mirador	Seven Gables Real Estate	Asensio Property Management Inc	Alliance Mutual Escrow
03/11/2019	5361-O	3	\$320,000	La Brisa	HomeSmart Evergreen	King Harbor Realtors	Escrow Options Group
03/07/2019	5551-B	3	\$1,395,000	Casa Monaco	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services

Number	of	Resa	les
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42

Total Resale Price:

\$16,639,712

Resales Report Third Laguna Hills Mutual March, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
Average I	Resale Pr	rice:	\$396,	,184			
Median R	esale Prio	ce:	\$327,	,000			

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Agenda Item # 13a Resale & Lease Reports Page 7 of 10

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Agenda Item # 13a Resale & Lease Reports Page 8 of 10

Community Services Department

Third

		1		OF RESALES			TOTAL S	ALES VOLUME	IN \$\$	AVG RESALE PRICE			
Period	Month	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	42	38	42	44	\$16,639,712	\$16,909,199	\$15,185,800	\$14,408,861	\$396,184	\$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	99	92	108	105	\$39,329,812	\$38,317,241	\$39,586,362	\$36,426,211				
	MON AVG	33.0	30.7	36.0	35.0	\$13,109,937	\$12,772,414	\$13,195,454	\$12,142,070	\$398,190	\$410,593	\$365,538	\$349,726
	% CHANGE-YTD	7.6%	-14.8%	2.9%	-1.9%	2.6%	-3.2%	8.7%	2.0%	-3.0%	12.3%	4.5%	6.7%

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

Percent calculation only includes YTD figures in black.

Agenda Item # 13a Resale & Lease Reports Page 9 of 10

March



MONTHLY LEASING REPORT

Report Period: March-2019

		LEASES	IN EFFECT		Total this Total last		Total	New	Monthly Transa	actions
MONTH	3 Months	6 Months	12 Months	12+Months	year	year	Expirations	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	12	27	384	1267	1690	1644	96	67	137	3
April						1656				
May						1625				
June						1662				
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly										
Average	14.0	32.3	379.3	1275.3	1701.0	Mar 1636.0	73.0	54.7	114.7	2.0
Percentage										

Fercentage					
Leased	1690	/	6102	=	28%



OPEN MEETING

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

Monday, March 25, 2019 – 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair - Rosemarie diLorenzo, Roy Bruninghaus John Frankel, Lynn Jarrett, Reza Karimi

COMMITTEE MEMBERS ABSENT: Steve Parsons

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Michael Plean, Mike Butler

STAFF PRESENT: Brett Crane, Gavin Fogg, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of February 25, 2019 Report

Director Bruninghaus moved to approve the report. Director Jarrett seconded. The committee was in unanimous support.

4. Approval of the Agenda

Director Carpenter made a motion to add an agenda item to discuss the possibility of allowing Staff to approve minor changes to approved variance requests. The committee approved the agenda, with this addition, by consensus.

5. Committee Chair Remarks

Chair diLorenzo welcomed Mr. Crane to the committee as the new Staff Officer.

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

None.

.TACSC March 25, 2019 Page 2

7. Department Head Update

Mr. Crane said he is pleased to be a part of the committee and is looking forward to working with everyone.

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. 3213-D (La Reina, PL704RB, P43B) Room Extension onto Previously Extended Common Area

The committee was in unanimous support to table this item in order to review further.

9. 5341-A (La Princesa, P41R) Vinyl Fence Around Previously Extended Patio Slab

Staff was asked to provide information on rules for retractable sunshade rules for the next meeting.

This Member requested a copy of the Board meeting Minutes indicating when the Common Area Policy was originally put into place.

Discussion ensued and it was determined that the current Standards do not allow for Gate #1 in this proposed plan.

Advisor Plean made a motion to approve this request provided that Gate #1 in the proposed plan is removed. Director Bruninghaus seconded. The committee was in unanimous support.

10. Discuss Allowing Staff to Approve Minor Changes to Variance Requests

Director Carpenter stated that a Standard Plan Review Policy is now in place which allows Staff to make decisions regarding minor changes to Standards. She would like to have a similar policy in place for minor revision to variance requests.

The committee requested that Staff write a Staff Report on this topic for the next meeting.

<u>Reports</u>

11. Status of Mutual Consents

Mr. Fogg reviewed this report with the committee.

TACSC March 25, 2019 Page 3

Mr. Crane reported that the conformance fee is requiring Members to give Alterations their City Finals which allows Staff to complete their work and close the tickets.

Mr. Crane reported he is working with MIS Director, Chuck Holland, to streamline the process of accepting and reimbursing the conformance deposits.

Concluding Business:

12. Committee Member Comments

Director Karimi inquired about why some rules are in place and Staff answered his questions.

Staff was asked to update the committee at the next meeting on the current rules regarding air conditioning units and sleeves.

Advisor Plean asked why a permit was needed to replace an existing air condition unit. Mr. Crane reported that replacing an old air conditioning unit with a new one involves moisture intrusion issues which Staff must ensure isn't a problem once installed.

13. Date of next meeting – Monday, April 22, 2019

14. Adjourned at 10:39 a.m.

Acting Chair, Rosemarie diLorenzo Brett Crane, Staff Officer Eve Morton, Alterations Coordinator, 268-2565

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OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL LANDSCAPE COMMITTEE

Thursday, April 4, 2019 – 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

REPORT

COMMITTEE MEMBERS PRESENT: Chair-Lynn Jarrett, John Frankel in for Cush Bhada, Jon Pearlstone, Anne McCary, Reza Karimi

COMMITTEE MEMBERS ABSENT: Cush Bhada arrived at 10:30 a.m.

OTHERS PRESENT: Cindy Baker, GVA

ADVISORS PRESENT: James Tung

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media was present.

3. Approval of March 7, 2019 Report

Director Pearlstone moved to approve the Report. Director McCary seconded. The motion passed with a unanimous vote.

4. Approval of the Agenda

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

5. Committee Chair Remarks

Chair Jarrett reported that she is glad that residents are in attendance because they care what is happening with landscaping.

Spring is in full bloom. It is keeping landscaping crews busy and growth is unbelievable because of all the rain. The area around 3433 is where the slopes were bare and are now going to be hyrdroseeded.

Water conservation is still important.

There are several interesting projects on the project log today.

The tree trimming cycle is in the agenda packet

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

Eileen Lazaar (5220) She thanked the landscaping division for all their efforts. The lawn bowling area at CH2 has weeds which are so tall that seeds are blowing everywhere. Shepherds crooks are going up so will ivy be taken off the walls? The sprinklers are on in certain areas and off in other areas. Will this be remedied?

Burt Dubois (3425-C) Staff came out to pull out a dead tree a few weeks ago. He had no notice and would like to know what will be replacing it. One year ago, he was at this committee asking about his backyard lawn since tractors have ruined the lawn. His calls have gone unanswered.

John Banks (5090) Mr. Banks stated that when lawn is taken out, weeds grow. By Gate 11, there are weeds in a front yard. He has photos. Some residents are doing their own weeding and he is worried about their safety.

Doug Gibson (5289) said West Creek is looking very good.

Marcia Huberman (3433-A) Her slope is no longer bare, however, it is because thistles have taken over the slope. It is now an eyesore and has subterranean termites. They are concerned.

Michael Sweet (3435-B) He requested that a bush be replaced but hasn't been. No water is getting to his bushes; two are dead and now only one left alive. If he were allowed to replace the bushes himself, he would.

Bud Lazar (5220) He asked what is the spraying in Gate 11 on Del Sol? OC Landscaping is on the trucks which are doing the spraying. Mr. Wiemann reported he will send someone out to look.

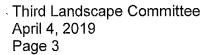
7. Response to Member Comments

Mr. Wiemann reported that weeds are a problem community-wide. Currently, landscaping is performed at manors every 8-10 weeks and there isn't enough Staff to do go more often.

Staff was spraying this morning for weeds. The area should have been marked and people notified. He will look into it.

In the Shepherds crooks area, the goal is to minimally impact the existing landscape.

All irrigation should be on now. The system is 20 years old. Electronic communication with the controllers is an issue and is being worked on.



He informed Mr. Dubois at 3425-C that he will look into what tree will be replacing the tree which was removed and will let him know. He will also look into his lawn.

A lawn rehabilitation program is on top of his list. He is working on a communitywide rehabilitation program for lawns.

Regarding the hydroseeding of slopes; the contractor has had the contract for three weeks and hasn't signed it. Now, our people will do the weeding of the slopes until a contractor is in place.

Mr. Sweet was told that a full-time coordinator has been hired to facilitate all landscaping departments working together. He informed him he will get back to him regarding his bushes.

Director Karimi said sometimes it is hard to figure out which contractors are working for the community and which are working for homeowners. Is there anything we can do to differentiate? Mr. Wiemann reported that currently there is no contracted work so if a landscaper doesn't have a VMS shirt on, they are not doing work for VMS.

8. Department Head Update

Mr. Wiemann reported that soon, a landscape survey to look at the current irrigation system will be starting and will include an evaluation and ideas to make our system more water efficient.

- a) Herbicide Testing Update (Verbal) Mr. Wiemann said testing is done and a report and costs are being put together.
- b) Landscape Modernization Update (Verbal) Mr. Wiemann reported that he is working with a landscape architect on this and they are developing a model program for turf reduction that may be replicated throughout community. These will be going to committee and ultimately, a Town Hall.

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.

<u>Reports:</u>

9. Project Log

Mr. Wiemann reported on the projects in the log and stated that all are reservedfunded projects and are over and above the daily maintenance work.

Items for Discussion and Consideration:

10. 5389-A – Request for Trimming or Removal of one Spotted Gum Tree

Ms. Friesen was present. She stated that this tree is over her and her neighbor's master bedrooms. The tree sheds on the patios and sheds big branches and pods which make a lot of noise. She submitted her request in November. Two trees have been removed in her area and she said they cost \$700 so why is cost for hers so much more? The tree has been trimmed but it has not helped.

Mr. Wiemann reported that going forward tree trimming will involve 25% of the tree to be trimmed.

Discussion ensued.

Director Karimi made a motion for Staff to revisit this tree. Director McCary seconded. The vote was three in favor and one opposed. The motion passed.

11. Discuss and Review the Tree Schedule

Mr. Wiemann reviewed the tree trimming schedule. In the past, crews inspected the trees every 34 months and decided which needed to be trimmed. Some trees were skipped and some were not adequately trimmed. Most tree trimming management programs recommend that trees are trimmed on cycle based species. Staff has gone through all the trees in Third and looked at the last trims. All were sorted by species. His goal is to keep the number of trees to trim each year about the same which makes staffing and funding needs easier to gauge.

Director Karimi asked if the updated landscape manual will have guidelines for off schedule trimming. Mr. Wiemann said yes.

Mr. Banks at 5090 had a question about the fruit trees on Common Area. He reported that a house near his has four fruit trees and no one is taking care of them. Mr. Wiemann reported that each owner agrees to take care of any non-standard landscaping. If they don't wish to take care of it, they need to inform Staff and it will be removed by Staff.

Items for Future Agendas:

12. Herbicide Testing Final Report

13. Review Landscape Manual

Concluding Business

14. Committee Member Comments

Advisor Tung suggested some kind of uniform for any VMS hired contractors. Mr. Wiemann stated that would be a cost to VMS and there will ideally just be one contractor to do all the work and residents will know their name.

Recommendation to tell Security about VMS hired contractors.

Director Pearlman asked residents to give Staff some time to put Mr. Wiemann's plans into place. Gate 11 residents should file tickets for any concerns and interact with Board Members to address any concerns.

Director McCary thanked Mr. Wiemann for the information about the trees.

Director Karimi stated that Mr. Wiemann has a lot of work to do but he thinks he is the right person to do it and we are here to help.

Mr. Wiemann reported that he has created a ticket response crew and their only job will be to respond to tickets. He asked that resident to please not put 'supervisor contact requested' on tickets to avoid delays in responses.

Eileen Lazaar stated that the landscaping in Gate 11 area has been declining and older residents are out there trying to weed or are hiring their own outside gardeners.

A Member asked if there is a way to see what is happening with the tickets. He said each time they put in a ticket, it is like starting all over again. Chair Jarrett suggested getting the ticket number to reference later.

A Member commented that training on how to trim trees is needed.

Chair Jarrett thanked the committee, Mr. Wiemann, and the residents for attending.

15. Date of Next Meeting – May 2, 2019

16. Adjournment at 10:52 a.m.

Lynn Jarrett, Chair Kurt Wiemann, Staff Officer Eve Morton – 268-2565

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

Wednesday, March 13, 2019 – 1:30 p.m. Board Room Laguna Woods Village Community Center - 24351 El Toro Road

The Regular Meeting of the Communications Committee of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Wednesday, March 13, 2019, at 1:30 p.m., at 24351 El Toro Road, Laguna Woods, California

Members Present:	Chair Roy Bruninghaus, Directors Annie McCary, Lynn Jarrett,
	Jon Pearlstone and Bunny Carpenter.

Members Absent: None.

Advisers Present: None.

Staff Present: Eileen Paulin and Becky Jackson.

Others Present: None.

1. Call to Order

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

2. Acknowledgement of Media

No media present.

3. Approval of Agenda

Director Bunny Carpenter requested to add "Communications on Projects" under the heading, REPORTS, as agenda item #10 for all future agendas. The current agenda was approved by consensus.

4. Approval of Meeting Report-January 10, 2019

Meeting report from January 10, 2018 was approved by consensus.

Ms. Paulin described Informed Delivery, a service offered by the United States Postal Service. This free service sends an e-mail showing the resident a picture of the envelope or the label on a package that the USPS is delivering to the resident on that day. Chair Bruninghaus suggested an article in the Breeze highlighting this convenient tool to mitigate mail theft.

ITEMS FOR DISCUSSION AND CONSIDERATION:

Chair Bruninghaus brought up Director Jon Pearlstone's request to perform a market study on the local cable TV market. He directed Director Pearlstone to write a proposal for the study and enlist Director Carpenter's assistance and submit it to the GRF Media and Communications Committee.

ITEMS FOR FUTURE AGENDAS:

10. Communication Projects

11. Study on the local Cable TV market

CONCLUDING BUSINESS

12. Committee Member Comments None

13.Date of Next Meeting May, 8, 2019 at 1:30 p.m.

14. Adjournment

Meeting was adjourned at 2:49 p.m.

C) Roy Bruninghaus, Chair Third Laguna Hills Mutual Communications Committee



OPEN MEETING

REPORT FOR REGULAR MEETING OF THE VILLAGE ENERGY TASK FORCE

Wednesday, March 6, 2019 – 1:30 P.M. Laguna Woods Village Community Board Room 24351 El Toro Road

- MEMBERS PRESENT: Bert Moldow Chair, Dick Palmer, Carl Randazzo, Sue Margolis, John Frankel, Cush Bhada, Advisors: Bill Walsh, Sue Stephens, Steve Leonard
- MEMBER ABSENT: None
- **OTHERS PRESENT:** Juanita Skillman, Gary Morrison, Beth Perak, Pat English, Steve Parsons, Kathryn Freshly
- **STAFF PRESENT:** Ernesto Munoz Staff Officer, Siobhan Foster, Jeff Parker, Laurie Chavarria

1. Call to Order

Chair Moldow called the meeting to order at 1:33 PM.

2. Acknowledgment of Media

Chair Moldow noted no members of the media were present.

3. Approval of the Agenda

The topic of the Walkway Lighting Program was added to Items for Future Agendas. The agenda was approved as amended.

4. Approval of Meeting Report for January 9, 2019

The Meeting Report of January 9, 2019, was approved as written.

5. Chairman's Remarks

Chair Moldow commented on a Community Choice Aggregation workshop coming up in Dana Point; his years of service and involvement with lighting and energy conservation; the GRF code of ethics; and the street light pilot program. Chair Moldow stated that he was resigning from the Village Energy Task Force.

6. Member Comments (Items Not on the Agenda)

- Gary Morrison (107-R) commented on waiting for the water to get hot in his faucets & shower.
- Pat English (2202-D) commented on Chair Moldow leaving the Village Energy Task Force.
- Kathryn Freshley (5490-N) commented on the energy distribution system.
- Loren Lutzenhiser (567-A) commented on the state's energy goals.

Staff Officer Ernesto Munoz, Chair Moldow, Advisors Walsh and Leonard responded briefly to all comments.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on the multi-year contract for the Pushmatic Panel Replacement project.

Consent:

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

Both items on the Consent Calendar were pulled for discussion.

8. Project Log

Staff Officer Ernesto Munoz provided an update to the Task Force on a few items listed in the project log.

9. Street Light Outage Report

Director Margolis commented that there are a fewer number of street light outages than has been reported previously.

Discussion ensued regarding access to the street light repair portal, the audit performed by Siemens, the street light pole damaged by a vehicular accident, a meeting with Siemens to evaluate the pilot program, working with Marketing to get information out to the residents and trees to be trimmed for street light pilot.

By consensus, staff was directed to set up a meeting with Siemens Industry to discuss the street light LED pilot project.

Village Energy Task Force March 6, 2019 Page 3 of 4

Post meeting note: A Street Light LED Pilot Presentation & Discussion was set up with Siemens Industry, Inc.on Monday, April 8, 2019 between 2:00 – 4:00PM in the Board Room

Reports:

10. Community Center EV Charging Station Update

Staff Officer Ernesto Munoz summarized the report and addressed questions from the Task Force.

At this meeting we reviewed the budget and overall project for 8 Electric Vehicle Charging Stations that will be installed on 4 bollards in the Community Center parking lot adjacent to the other 2.

Post meeting note: This budget was approved at the GRF finance committee meeting and subsequently approved by the GRF Board. With this money four bollards that will contain a total of 8 chargers will be installed. We are addressing the addition of them at that location and not in the community yet, because it is a public space and as such if we add EV stations in this public space, we are eligible under the Southern California Incentive Project (SCIP) to be reimbursed up to 75% of the cost up to \$210,000. The other reason to have them located there is the fact that we have most of the infrastructure in place to support the additions and therefore this would minimize the cost of the installation. Within the village there is no public access so we are not eligible for any monies through the SCIP.

11. Ice Bear Technology Update

Staff Officer Ernesto Munoz summarized the report and addressed questions from the Task Force.

The report addressed the fact that the Ice Bear Technology will not be able to be used within the Village. This could have been a cost saving measure, however, the Ice Bear people in coordination with our Staff, have determined that the application of this technology here in the Village is either not available or is not cost effective.

12. Solar Roofs (oral discussion – Bert)

Chair Moldow commented on the policy change for allowing solar installations in Third Mutual.

Discussion ensued regarding the state requirements for solar roof installations, the alteration standard currently in place, roof penetrations, and available space on residential building roof tops.

13. JCI Solar Installations (oral discussion)

Village Energy Task Force March 6, 2019 Page 4 of 4

Director Margolis commented on a United Solar Power Plant Task Force meeting that members of United Mutual have scheduled to discuss the JCI contract and the Kwh generation from the solar arrays.

Discussion ensued regarding a performance guarantee, how to calculate energy generation, energy generation information gathered in the portal for each inverter location and an independent study of the total energy generation.

Items for Future Agendas:

Third Mutual:

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

United Mutual:

- Electric Vehicle History Report
- Golf Cart Report

GRF:

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

Concluding Business:

Committee Member Comments:

- Advisor Stephens commented on the SCE owned street lights in Mutual 50.
- Advisor Walsh commented on Chair Moldow's resignation.
- Director Bhada commented on Chair Moldow's resignation.
- Director Frankel commented on Chair Moldow's resignation.
- Director Margolis commented on OOM Energy, a Canadian company that offers alternative energy systems.
- Director Randazzo commented on Chair Moldow's resignation.
- Chair Moldow commented on the need for the Task Force to continue their education regarding future energy initiatives.

Date of next meeting – May 1, 2019

Adjournment

This meeting was adjourned at 3:54 PM

andazzo, Vice Chair

Andazzo, Vice Chair Agenda Item # 13g Page 4 of 4



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

<u>REPORTS</u>

Disciplinary Status Report

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

Report of TLHM Residency Policy and Compliance Task Force March 11, 2019 Page 2 of 3

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

Vacant Manor Update

Brett Crane, Alterations Supervisor, presented the Vacant Manor Update. He explained that Staff has been scheduling inspections of 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 fee. This fee is a new fee that should be added to the Schedule of Traffic Monetary Penalties. The Committee commented and asked questions.

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

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.

Report of TLHM Residency Policy and Compliance Task Force March 11, 2019 Page 3 of 3

Date of Next Meeting

To be determined

Adjournment

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

Roy Bruninghaus, Chair Third Laguna Hills Mutual

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