



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

Tuesday, May 21, 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 Bhada**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. April 8, 2019 – Special Workshop (Street Lights)
 - b. April 11, 2019 – Special Open Meeting (VMS Appointment)
 - c. April 16, 2019 – Regular Open Session
 - d. April 23, 2019—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.

- a. Architectural Control and Standards Committee Recommendations:
 - (1) Recommendation to Deny - 3213-D (La Reina, PL704RB, P43B) Room Extension onto Previously Extended Common Area
 - (2) Recommendation to Approve - 2371-C (Cordoba, AB04_1) Room Extension on Original Footprint -Patio Area and Bathroom Relocation to Enclosed Atrium
- b. Landscape Committee Recommendations:
 - (1) Recommendation to Deny the Appeal for Tree Removal Request (5578-B) Rustyleaf Fig Tree based on Third Mutual's tree removal policies, there is no justification to remove this tree based on litter/debris, as they are a natural occurrence with trees.
 - (2) Recommendation to Deny the Removal or Off Schedule Trimming Request (5389-A) Spotted Gum Tree there was no noticeable trunk damage, pest or disease, no surface rooting or damage to the patio, and the tree has a well-balanced open canopy.
 - (3) Recommendation to Deny Tree Removal Request (5560-B) Camphor tree based on Third Mutual's tree removal policies, there is no justification to remove this tree based on litter/debris.
 - (4) Recommendation to Approve the Request for Tree Removal in Fiscal Year 2020 (5561-B) Ficus Tree since this request meets Third Mutual's tree removal policies.
- c. Finance Committee Recommendations:
 - (1) Approval of Resolution to Record Lien against Member ID# 933-190-62
 - (2) Approval of Resolution to Record Lien against Member ID# 933-200-62
 - (3) Approval of Resolution to Record Lien against Member ID# 932-200-13
- d. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of March, 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.
- e. Update Resolution on Third/GRF Committee Appointments

11. Unfinished Business

- a. Entertain a Motion to Adopt 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 Adopt a Resolution to Revise the Lease Policy (**APRIL initial notification-28-day review for Member comments and suggestions to conform to Civil Code §4360 has been satisfied**)

12. New Business

- a. Entertain a Motion to Introduce a Resolution to Revise Standard 40: Exterior Roll-up Shades (Sun Screens) (**MAY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- b. Entertain a Motion to Approve an Unbudgeted Operating Expense of Approximately \$24,000 for Alternative Herbicide Products

13. Committee Reports

- a. Report of the Finance Committee / Financial Report--Director Pearlstone. The Committee met on April 30, 2019; next meeting June 4, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on April 22, 2019; next meeting May 27, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Communications Committee – Director Bruninghaus. The Committee met on March 13, 2019; next meeting TBA.
- d. Report of the Maintenance and Construction Committee – Director Bhada. The Committee met on May 6, 2019; next meeting July 1, 2019, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force – Director Parsons. Next meeting TBA
- e. Report of the Landscape Committee – Director Jarrett. The Committee met on May 2, 2019; next meeting June 6, 2019, at 9:00 a.m. in the Board Room
- f. Report of the Water Subcommittee – Director Bhada. The subcommittee met on March 4, 2019; next meeting June 11, 2019; at 11:00 a.m. in the Sycamore Room.
- g. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on March 11, 2019; next meeting TBA.

14. GRF Committee Highlights

- a. Community Activities Committee – Director Pearlstone. The Committee met on May 9, 2019; next meeting July 11, 2019, at 1:30 p.m. in the Board Room

- b. Finance Committee – Director Pearlstone. The Committee met April 24, 2019; next meeting June 19, 2019, at 1:30 p.m. in the Board Room
- c. Landscape Committee – Director Jarrett. The Committee met on May 15, 2019; next meeting July 17, 2019, at 1:30 p.m. in the Board Room
- d. 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. Report of the Energy Task Force – Director Frankel. The Task Force met on May 1, 2019; next meeting July 3, 2019, at 1:30 p.m. in the Board Room
- f. Media and Communications Committee – Director Bruninghaus. The Committee met on May 20, 2019; next meeting June 17, 2019, at 9:30 a.m. in the Board Room
- g. 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
- h. Security and Community Access Committee – Director Parsons. The Committee met on April 22, 2019; next meeting June 24, 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
- i. Report of the Laguna Woods Village Traffic Hearings – Director McCary. The hearings were held on May 15, 2019; next hearings June 19, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore 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. 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) April 2, 2019—Special Closed Session (Legal/Contractual Matters)

(b) April 16, 2019—Regular Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn

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OPEN MEETING

**REPORT OF SPECIAL OPEN WORKSHOP OF THE BOARD OF DIRECTORS
OF THIRD LAGUNA HILLS MUTUAL**

Monday, April 8, 2019 – 2:00 PM

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

MEMBERS PRESENT: Rosemarie diLorenzo – President, Steve Parsons, Bunny Carpenter, Roy Bruninghaus, Cush Bhada, John Frankel, Lynn Jarrett, and Annie McCary

MEMBERS ABSENT: Jon Pearlstone, Reza Karimi, Jack Connelly

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria, Siobhan Foster, Eileen Paulin

1. Call to Order/Establish a Quorum

President diLorenzo called the meeting to order at 2:00 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Board was present.

2. Approval of the Agenda

The agenda was approved as written.

3. Member Comments (Items Not on the Agenda)

- Dick Palmer (3031-O) commented on the copper pipe epoxy lining criteria and that Building 3032 may qualify based on a recent leak that occurred.
- Bill Walsh (3162-C) commented on the water heater replacement he requested as a chargeable service and the extra components that are needed per code. Many residents may not be aware of the code requirements or the cost for water heater replacement. He suggested that an article be written to inform the community on what outside contractors are required to do.

President diLorenzo and Director Bhada replied to all member comments.

Staff will look into the recent leak at Building 3032 to see if the building qualifies for the Copper Pipe Epoxy Lining Program.

4. Street Light LED Pilot Presentation and Discussion – Siemens Industry

Staff Officer Guy West provided a brief history on the street light acquisition project. He then introduced Siemens Industry representative, Alex Valenti.

Mr. Valenti gave a PowerPoint presentation and discussed lighting design principals, the scope of work they used to perform the LED conversion pilot project, GIS field audits for asset verification, and the completed photometric analysis of each proposed light fixture.

Each proposed fixture (Options A, B & C) was reviewed and compared for unit cost, energy savings, warranty, photometric performance and light dispersion. Siemens recommended Option B, the New Mushroom Top King K427, as this fixture offered four types of light dispersion selections that could fit the variety of needs for the Mutual. Included in the standard design price is, engineering analysis that will be performed based on pole height and location.

After the presentation, discussion ensued regarding the challenge of installing cobra head mast arms, light dispersion that could reach across both lanes and the adjacent sidewalk, the need for additional lighting infrastructure, criteria the consultant used to perform the pilot, GIS audit map with light locations, the need for tree trimming, lighting for intersections, locations for additional pilots, the variety of pole heights, width of roadways, the Siemens contract, and a single point of contact to represent the Mutual's needs to the consultant.

Member Comments were as follows:

Bill Walsh (3162-C) commented on his expectations for the pilot. He would like to see additional pilots on another street, at an intersection and in a cul-de-sac, with light fixtures that offered more directional light dispersion, reduced the glare, and addressed the different pole heights. He suggested that a color coded map be produced to show the location of lights on streets, cul-de-sacs and intersections so the Board can see where there are lights and where there is no lighting.

Steve Leonard (696-D) commented on the cost between options B & C. He suggested that the Board review the criteria to be used for light selection. He indicated that many pilots may be needed to address the variety of streets and cul-de-sacs in the Mutual. He also suggested that the Mutual take its time and not rush to complete the conversion.

Carl Randazzo (831-A) suggested that a collaborative effort between the Third Board and the Village Energy Task Force (VETF) should be considered since there are several VETF members with electrical and lighting expertise.

Martin Rhodes (5369-2A) commented that he has heard complaints about Village lighting for the last 21 years. He suggested that intersection lighting be addressed for safety reasons.

Bert Moldow (3503-A) commented on his long-time involvement with lighting improvements in the community and discussed how the street light pole purchase from SCE came about. He stated that he was impressed by Siemens' proposal for this project because he anticipated that meetings would include resident participation. He suggested that the Board be more involved with the decision making for this LED conversion. He discussed the different pole heights and the variety of light wattages currently in the Mutual. He also suggested that the average age of residents in the community be taken into consideration when specifying a lighting kelvin/color. Mr. Moldow then presented a light fixture from another vendor and asked Siemens for their opinion. He recommended that the Board go out to bid in order to perform more lighting pilots and receive additional fixture options.

Dick Palmer (3031-O) commented that the Board should request more feedback from residents more during this project and mentioned that there seems to be confusion on who is doing what for the LED lighting conversion.

Merle Entner (3072-A) brought out photographs he took at night of the three options in the LED lighting pilot and displayed them for the Board. He commented on lighting kelvins and the Option A mast arm. He mentioned other modern fixtures that are available instead of the standard cobra head. He also spoke about lowering the brightness of LED lighting and using shields for this purpose.

Various Board members, Staff Officer Guy West and Mr. Valenti responded to the member comments.

By consensus, staff was directed to provide Siemens with a updated criteria and scope of work so that they can come back with a recommendation regarding additional pilot projects using proposed fixtures for streets, intersections and cul-de-sacs, where pole heights differ and lighting needs vary. Staff will present this information to the Board based on the schedule of when the recommendations will be available and will call a special meeting if necessary.

Adjournment – The meeting was adjourned at 3:55 PM.



Rosemarie diLorenzo, President

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OPEN MEETING

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

Thursday, April 11, 2019
Laguna Woods Village Community Center
Board Room • 1:30 p.m.

Board Members Present: Rosemarie diLorenzo, Steve Parsons, Roy Bruninghaus, John Frankel, Bunny Carpenter, Jack Connelly, Cush Bhada, Jon Pearlstone, Lynn Jarrett, Annie McCary, and Reza Karimi

Board Members Absent: None

Staff Present: Whitney Thornton

Others Present: Ralph Engdahl and Gan Mukhopadhyay (Candidates)

1. Call to Order

President diLorenzo called the meeting to order at 1: 31 p.m. and announced that a quorum was present.

2. Member Comments

There were no member comments

3. Entertain Motion to Appoint One Third Mutual-VMS Board Member (term ending 2019) – Interview, Secret Ballot and Election of New Third/VMS Board Member

Director Parsons made a motion to appoint one (1) Third Mutual –VMS Board Member. Director Bruninghaus seconded the motion and it passed unanimously.

President diLorenzo announced the purpose of the meeting was to interview and appoint one (1) Third Mutual Representative to fill a vacancy (term ending 2019) on the VMS Board. The candidates were given three (3) minutes to provide their candidate statement, and two (2) minutes to provide a closing statement, after which the new Third Mutual -VMS Board Member would be selected by secret ballot.

Director Bruninghaus gave each candidate two (2) minutes to answer four (4) prepared questions from the Board.

Ralph Engdahl and Gan Mukhopadhyay provided candidate statements to the board.

Each candidate answered the four (4) prepared questions from Directors in random order.

Director Karimi and Director Jarrett posed additional questions to candidates.

The candidates gave closing statements.

Director Bruninghaus made a motion to commence voting. Director Bhada seconded the motion and it passed by unanimous consensus at 2:03 p.m.

Secret Ballots were distributed to the Board Members.

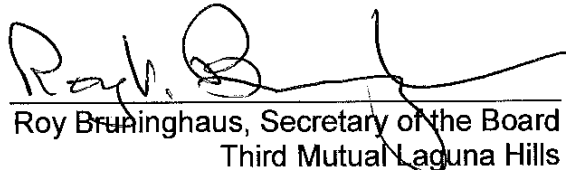
Director McCary made a motion to cease voting. The motion was seconded by Director Jarrett and it passed by unanimous consensus at 2:06 p.m.

The Corporate Secretary and the Secretary of the Board tallied the votes. Ralph Engdahl (7); Gan Mukhopadhyay (4).

President diLorenzo announced that Ralph Engdahl was appointed as the new Third Mutual – VMS Board Member.

4. **Adjournment**

There being no further Board business the meeting was adjourned at 2:12 p.m.



Roy Bruninghaus, Secretary of the Board
Third Mutual Laguna Hills



**MINUTES OF THE 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

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, April 16, 2019, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Steve Parsons, Roy Bruninghaus, John Frankel, Jon Pearlstone, Lynn Jarrett, Reza Karimi, Annie McCary, and Bunny Carpenter

Directors Absent: Cush Bhada and Jack Connelly

Staff Present: Jeff Parker, CEO, Siobhan Foster, Eileen Paulin, and Cheryl Silva

Others Present: Wei-Ming Tao (VMS), Raquel Unger (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 Parsons led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Jarrett made a motion to approve the agenda. Director McCary seconded the motion.

Director Parsons requested to move agenda item 10a(1) to Unfinished Business for clarification.

Director Parsons made a motion to approve the agenda as amended. The motion was seconded by Director Pearlstone and passed by unanimous consent.

5. Approval of Minutes

- a. March 19, 2019 – Regular Open Session
- b. March 27, 2019 - Special Strategic Planning

Director Bruninghaus made a motion to approve the March 19, 2019, Regular Open Session and the March 27, 2019, Special Strategic Planning minutes, as presented. Director Karimi seconded the motion, and the motion passed by unanimous consent.

6. Report of the Chair

President diLorenzo commented about the Special Strategic Planning and Pre-Budget Meetings. She announced that Ralph Engdahl is the new Third/VMS Board Member.

7. Open Forum

Several Members spoke about various issues:

- Laguna Woods Village Foundation benefits and commitment to neighbors helping neighbors;
- Extermination schedule and asked that trash information flyers be posted outside the trash areas;
- Information sent electronically.

8a. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President diLorenzo commented that there is an extermination schedule, that the Board is addressing the trash issues in the Community, and how information is communicated to the residents;
- Director Jarrett commented about the bulky item pick-up schedule.

9. CEO Report

Jeff Parker CEO, reported on the following subjects:

- Public hearing on the I-5/EI Toro Interchange on Thursday, April 18, 2019, 4:30 pm at the Holiday Inn in Lake Forest;
- National Prescription Medication Take Back Day is April 27, 2019. Bring your unused prescription medications to Laguna Woods City Hall between 10 a.m. to 2 p.m.;
- Results of the street light project directed by Siemens; goals to acquire the street lights from Edison, to convert them to LED, and to define the aesthetic look wanted, traffic safety, and the locations where the lights are needed;
- New legislation that would provide for election by acclamation, SB754;
- Update on Upcoming Recreation Events: Memorial Golf Tournament, Saturday, May 18, 2019, Arbor Day, Friday, April 26, 2019 at Clubhouse 1 at 10:30 a.m.; Easter at the Equestrian Center will be held on Saturday, April 20, 2019 from 9 to 11 a.m.;

Jeff Parker, CEO, answered questions from the Board.

10. Consent Calendar

This item was removed from the Consent Calendar for discussion under Unfinished Business:

10a. Architectural Control and Standards Committee Recommendations

- (1)** Recommend Approval – 5341-A (La Princesa, P41R) – Vinyl Fence Around Previously Extended Patio Slab

RESOLUTION 03-19-36 **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.

Director Karimi made a motion to approve the Consent Calendar with the addition of the removal of Gate #1 to the description of the Architectural Control and Standards Committee's recommendation to approve 10a(1). The motion was seconded by Director Jarrett and passed by unanimous consent.

10b. Finance Committee Recommendations:

- (1)** Approval of Resolution to Record Lien against Member ID# 932-440-28

RESOLUTION 03-19-37
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.

(2) Approval of Resolution to Record Lien against Member ID# 931-660-73

RESOLUTION 03-19-38
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.

(3) Approval of Resolution to Record Lien against Member ID# 931-710-89

RESOLUTION 03-19-39
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.

10c. 2019 Election Schedule and Resolution to Approve the Inspector of Election

RESOLUTION 03-19-40
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 UniLect 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.

10d. Consistent with its statutory obligations the Board members individually reviewed the Mutual's 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

The Board discussed agenda item 10a(1) under Unfinished Business (see above).

President diLorenzo left the meeting at 10:15 a.m.

12. New Business

12a. Entertain a Motion to Introduce a Resolution to Amend Golf Cart Policies and Procedures

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

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 April 16, 2019, the Board of Directors of this Corporation hereby introduces 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.

Director Bruninghaus made a motion to introduce 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 for 28-day review. The motion was seconded by Director Jarrett.

Discussion ensued among the Directors.

Vice President Parsons called for the vote and the motion passed by unanimous consent (President diLorenzo was absent for the vote).

12b. Entertain a Motion to Introduce a Resolution to Revise the Lease Policy

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

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.

Director Bruninghaus made a motion to introduce a resolution to revise the Lease Authorization Policy for 28-day review. The motion was seconded by Director Karimi.

Discussion ensued among the Directors.

Vice President Parsons called for the vote and the motion passed by unanimous consent (President diLorenzo was absent for the vote).

President diLorenzo returned to the meeting at 10:30 a.m.

13. Committee Reports

- 13a. Report of the Finance Committee / Financial Report - Director Parsons presented the Treasurer's Report. Director Parsons reported on the Resale and Lease Activity Reports. The Committee met on April 2, 2019; next meeting May 7, 2019, at 1:30 p.m. in the Board Room
- 13b. Report of the Architectural Controls and Standards Committee - Director diLorenzo reported on the last meeting. The Committee continues to update standards. The Committee met on March 25, 2019; next meeting April 22, 2019, at 9:30 a.m. in the Board Room
- 13c. Report of the Maintenance and Construction Committee - Director Carpenter reported from the last meeting. The Committee is working on installation of the street lights, another pilot program for the street lights, garden villas, and new signs for the cul-de-sacs. 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. 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 landscape maintenance, herbicide testing for weed control, aeration for the lawns, water conservation, tree trimming, and the turf modification project. The Committee met on April 4, 2019; next meeting May 2, 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 March 20, 2019; next hearing will be on April 17, 2019, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
- 13f. Report of the Communications Committee - Director Bruninghaus gave an update since the last meeting. The Committee met on March 13, 2019; next meeting TBA. Note the May 8, 2019 has been cancelled.
- 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 diLorenzo gave a report from the last meeting. The Subcommittee met on March 4, 2019; next meeting June 11, 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. This task force meets only when necessary.

14. GRF Committee Highlights

- 14a. Community Activities Committee – Director diLorenzo reported on highlights from the last Committee meeting. The Committee discussed changing the chairs at the clubhouses. 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 diLorenzo reported on highlights from the last Committee meeting. The Committee did not meet in March, 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 Carpenter reported on highlights from the last Committee meeting. The Pickleball and Paddle Tennis courts are completed and were done under budget. The installation of the new gate arms is on schedule. The Committee met on April 10, 2019; next meeting June 5, 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 talked about the Caltrans El Toro/I5 Interchange Project, RFIDs for the new gate arms, and the elimination of the old analog channel guide. The Committee met on April 15, 2019; next meeting May 20, 2019, at 1:30 p.m. in the Board Room
- 14f. Mobility and Vehicles Committee -- Director Pearlstone reported on highlights from the last Committee meeting. At the last meeting there was a presentation from the consultants on how the bus service could be improved. Committee met on April 3, 2019; next meeting June 5, 2019, at 1:30 p.m. in the Board Room
- 14g. Security and Community Access Committee – Director Parsons gave an update from the last Committee meeting. 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 reported on the last meeting. The Task Force discussed door hangers. 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 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. Presentation by Orange County Animal Control regarding Coyotes

16. Director's Comments

- Director Karimi commented about fire safety in the Community.

17. Recess

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

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

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

During the March 19, 2019, Regular Executive Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) February 19, 2019 – Regular Executive Session

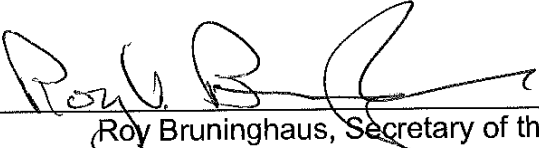
Discussed and Considered Member Matters

Discussed and Considered Legal and Litigation Matters

Discussed and Considered Contractual Issues

19. Adjourn

With no further business to come before the Board of Directors, the meeting was adjourned at 4:20 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

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				
With Placard & Handicap I.D. verification	\$0.00	\$25.00	\$50.00	\$75.00
811 - Handicapped Parking				
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	
870 - Miscellaneous (Major)	\$50.00	\$100.00	\$150.00	
RV Lot Parking Violations				
Miscellaneous (Minor)	Miscellaneous (Major)		Miscellaneous (Major)	
Flat Tires	Expired Registration		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 vehicle		Portable sheds or tents erected outside of vehicle	
	Wash-rack violation		Illegal Jack (R & R Section "X" Violation)	
Checks Payable to "GRF" w/ reference# in memo box Pay in person by leaving check in "Payment box" or mailing to:			Attention: Security Division 24351 El Toro Road Laguna Woods, CA 92637	

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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

Third Laguna Hills Mutual - Lease Policy

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, Co-occupants, 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 12 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 10 business days before the lease effective start date.
- W. Village Management Services, Inc. (VMS) – managing agent for TLHM and GRF.

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III. Fees

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)	\$125.00
Decal(s)	\$125.00
Pass(es)	\$ 25.00

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

IV. Terms and Conditions

A. General Information

1. Authorization to Lease (Authorization) shall be effective only when approved in advance in 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.
3. 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

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

1. 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.

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

Third Laguna Hills Mutual - Lease Policy

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.
2. Lessee ID cards are not issued until all paperwork required pursuant to this Lease Policy is received and the Application has been approved in advance, in writing by TLHM.
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

1. 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.
2. 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.

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.
7. 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.
12. 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, pursuant to a formal agreement or otherwise, or permit any other person to occupy or use the premises or any portion thereof. To assure compliance with these provisions and the other TLHM governing documents, Leases shall not be amended to add additional Lessees to an approved Lease during the approved Lease period.
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.

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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.
3. 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

1. 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.

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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

1. 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

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 and the Member or Lessee.
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.

Deleted: ,

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, Member-discipline as set forth in the Governing Documents. The Board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member 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.
3. 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.



Laguna Woods Village

April 11, 2019

ID # _____
ID # _____

RE: Manor No. _____
Lease Exp. Date _____

Re: Lease Amendment

This is an amendment to an existing lease authorization adding a co-lessee to the manor mentioned above.

The owner(s) is _____.

The individual(s) who will be residing in the unit is _____.

All other terms and conditions remain the 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
24551 El Toro Road, Laguna Woods, CA 92653 Phone (949) 597-4200 www.lagunawoodsvillage.com

Agenda Item # 12b

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SPECIAL WORKSHOP

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

April 23, 2018
9:30 a.m. • Sycamore Room

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

Members Absent: Jack Connelly

Staff Present: Cheryl Silva and Della Milleson

1. Welcome/Call Meeting to Order

President diLorenzo called the meeting to order at 9:30 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:

President diLorenzo reviewed what was discussed at the last Strategic Planning Meeting on March 27, 2019.

Positives

- Great response by the executive staff
- Community plan
- Work on Maintenance and Construction, Landscape Strategic Plan
 - Ernesto Munoz responded to the Maintenance and Construction Strategic Plan. Kurt Wiemann is working on a response to the Landscape Strategic Plan.

General Services (Transportation and Maintenance)

Our vision: Repairs are being done in a timely manner at reasonable cost.

- Custodial Services
 - Carport cleaning (cost and schedule?)

- Street cleaning (cost and schedule?) Who pays: GRF or Third?
- Waste Management Contract
 - Confusing information is given out to the residents regarding bulk pick-up;
 - Costs (changes needed?);
 - Need one system for bulk pick-up; and
 - Storage room plan for Garden Villas.
- Transportation Program – Not Third's Issue; belongs to GRF.
- Fleet Maintenance
 - Vehicle Purchase: GRF?
- Paving Division
 - Concrete repair procedure: driveways and sidewalks
 - Paving
 - Better inspection process

Energy

Our vision: Have enough energy to support the Community at a reasonable price.

- Develop a plan to be energy efficient, and to reduce consumption.
- Plan/Findings from the Energy Consultant (prepare guidelines for consultant);
- EV Charging Stations (need for the future);
- Look at solar and other alternative energy sources for savings;
- Develop a reserve budget for energy; and
- Communicate the need to reduce consumption to the residents;

Communication

Our vision: Deliver Third's messages as efficiently and as timely as possible.

- Communication with residents on turf reduction program;
- Communication with residents on pride for the community;
- Communication with residents on energy, water conservation, and disaster preparedness;
- Community outreach program?
- Electronic communication (going paperless);
- Dialog with community (Town Halls/Orientations/ Focus Groups);
- Better communication with staff on the needs of the Board;
- Less printed material (move toward becoming paperless);
- Submit articles to "The Breeze" on time monthly (ideas for articles better process);
- Submit ideas to "What's Up in the Village?" (The Blast) on important topics on time weekly (better process);
- Give updates on "This Day" bi-weekly (Identify Directors and set annual schedule);
- Departmental Communications;
- Review notifications to residents on work done by staff in their areas;

- Communication on important projects in progress and completed;
- Bring back “Did You Know?” article for the Breeze;
- Focus groups on critical issues.

Information Technology (IT)

Our Vision: VMS use an integrated, cloud-based, automated system to support all of the Village’s business functions.

- Ensure that the service request function is linked directly to the service perform function in all VMS departments
- Ensure that all business functions related to money (including Compliance) are seamlessly tied to a resident and a unit number
- Develop a Strategic Plan for both IT and Media Services that anticipates developments in technology and emerging media business models for content delivery
- Hire a Business Analyst to identify trends, problems, and opportunities across the Village’s business function spectrum

Orientation

Our vision: Better communication with new residents (both owners and lessees).

- New resident orientation is mandatory for all new residents including owners and lessees.
- Communicate Third’s expectations of residents during orientation;
- Improve the “first impression” experience (more positive);
- Improve the food that is served and how it is presented;
- Conduct New Member Orientation meetings monthly; and
- Moring Orientation feels rushed—can we improve?

The Board took a 5 minute break.

Resident Services

Our vision: Better customer service experience.

- Acquire an automated help-desk system
- Train staff on how to use the new system
- Manage the help desk properly using metrics produced by the help desk system
- Sales and Leasing (streamline);
- Leasing percentage report (needed);
- Leasing/Resales change report (needed);
- Improve process for assisting new residents;
- Review “Welcome Packet” content for new owners/lessees;
- Develop comprehensive education of new residents;
- Work ticket request process (improve);

- Response time (improve);
- Confusing information provided to residents (responses are inconsistent);
- Concierge desk has improved; and
- Plan for the Community Center needed.

Finance

Our vision: Be more proactive, well managed, timely, and customer orientated.

- Quarterly forecasts by department;
- Updating the chargeable services pricelist;
- Need a business analyst position;
- Streamline business processes;
- Consistency in invoices;
- Program/Systems integration;
- Credit card system;
- Investment plan (update);
- Current reserve plan update;
- Legal liability plan?
- Purchasing procedures (completion?); and
- Other audits.

Governance

- Inconsistencies in Bylaws among the Corporations; and
- Train Board Members on Granicus, Robert's Rules, and Harassment.

Administrative – Complaints

- Response to resident complaints (process review);
- Committee's staff reports need to be done and distributed earlier to the Committee Member;
- Committee's staff reports need to be given to the Corporate Secretary on time to get into the Board meeting agenda package;
- Fewer meetings and shorter meetings;
- Directors should go to Department admins for committee meeting scheduling.

Water Conservation

Our Vision: Be more efficient with conservation of water.

- Communicate the needs to reduce water consumption to the residents;
- Improve water infrastructure; and
- El Toro Water District will replace the main water pipes in the community (will establish a reserve fund and all will pay more to support it).
- Who on staff handles water issues now?

GRF


- Landscaping
 - Arbor Pro software (give us an inventory and a schedule to tree maintenance)
- Security and Community Access Issues
- Compliance Issues
 - Investigation training (need)
 - Improving staff report data
- Traffic Hearings?
 - Traffic fines (backlog?)

Discussion ensued among the Directors.

Director Bhada asked about the New Directors Orientation Manual.

4. Adjournment

The meeting was adjourned at 1:30 p.m.



Roy Brunninghaus, Secretary of the Board
Third Laguna Hills Mutual

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RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Rudolph H. Keng of 2371-C Via Mariposa West, a Cordoba style unit, is requesting Board approval of a variance to construct a room extension over the original patio slab on Exclusive Use Common Area and relocate a bathroom to the existing enclosed atrium; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on April 2, 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 April 22, 2019.

NOW THEREFORE BE IT RESOLVED, on May 21, 2019, the Board of Directors hereby approves the request to construct a room extension over the original patio slab on Exclusive Use Common Area and relocate a bathroom to the existing enclosed atrium;

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 2371-C and all future Mutual members at 2371-C;

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
Variance Request

WHEREAS, Ms. Julie of 3213-D Via Carrizo, a La Reina style unit, is requesting Board approval of a variance to construct a room extension on previously extended Common Area patio; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on March 12, 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 May 21, 2019, the Board of Directors hereby denies the request to construct a room extension on previously extended Common Area patio;

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 3213-D and all future Mutual members at 3213-D;

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

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RESOLUTION 03-19-XX

Deny an Appeal for Tree Removal Request of Rustyleaf FigTree – 5578-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 May 2, 2019, the Landscape Committee reviewed a request for a tree removal of one Rustyleaf Fig tree. The request was received from the Member at 5578-B, who cited the reasons as litter and debris, and overgrown;

WHEREAS, the Committee recommended denying the appeal for the removal of one Rustyleaf Fig tree located at 5578-B Luz Del Sol based on Third Mutual's tree removal policies, which states that there is no justification to remove this tree based on litter and debris, as they are a natural occurrence with trees;

NOW THEREFORE BE IT RESOLVED, May 21, 2019, the Board of Directors denies the removal of one Rustyleaf Fig Tree located at 5578-B, and;

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

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RESOLUTION 03-19-XX

Deny a Tree Removal Request or Off Schedule Trimming of Spotted Gum Tree – 5389-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 May 2, 2019, the Landscape Committee reviewed a request for a tree removal or off schedule trimming of one Spotted Gum tree. The request was received from the Member at 5389-A, who cited the reasons as overgrown, litter and debris, and large branches and acorns have fallen onto the patios causing noise;

WHEREAS, the Committee recommended denying the request for the removal or off schedule trimming of one Spotted Gum tree located at 5389-A Paseo Del Lago West based on no noticeable trunk damage, pest or disease, no surface rooting or damage to the patio, and the tree has a well-balanced open canopy;

NOW THEREFORE BE IT RESOLVED, May 21, 2019, the Board of Directors denies the removal or off schedule trimming of one Spotted Gum tree located at 5389-A, and;

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

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RESOLUTION 03-19-XX

Deny a Tree Removal Request of Camphor Tree – 5560-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 May 2, 2019, the Landscape Committee reviewed a request for a tree removal of one Camphor tree. The request was received from the Member at 5560-B, who cited the reasons as litter and debris;

WHEREAS, the Committee recommended denying the request for the removal of one Camphor tree located at 5560-B Via Portora based on Third Mutual's tree removal policies, which state there is no justification to remove this tree based on litter and debris;

NOW THEREFORE BE IT RESOLVED, May 21, 2019, the Board of Directors denies the removal of one Camphor tree located at 5560-B, and;

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

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RESOLUTION 03-19-XX

Deny a Tree Removal Request of FicusTree – 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 May 2, 2019, the Landscape Committee reviewed a request for a tree removal of one Ficus tree. The request was received from the Member at 5561-B, who cited the reason as sewer damage;

WHEREAS, the Committee recommended denying the request for the removal of one Ficus tree located at 5561-B Via Portora based on the forthcoming Plumbing Division work to epoxy coat the mainline which will prevent any further root intrusion;

NOW THEREFORE BE IT RESOLVED, May 21, 2019, the Board of Directors denies the removal of one Ficus tree located at 5561-B, and;

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

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RESOLUTION 03-19-XX

Recording of a Lien

WHEREAS, Member ID 933-190-62; 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, May 21, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-190-62 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 933-200-62; 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, May 21, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-200-62 and;

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

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RESOLUTION 03-19-XX

Recording of a Lien

WHEREAS, Member ID 932-200-13; 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, May 21, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-200-13 and;

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

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RESOLUTION 03-19-xx
Third Mutual Committee Appointments

RESOLVED, May 21, 2019 that the following persons are hereby appointed to serve on the committees and services of this Corporation;

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

Architectural Standards and Control Committee

Steve Parsons, Chair
Roy Bruninghaus
John Frankel
Lynn Jarrett
Reza Karimi
Rosemarie diLorenzo, Alternate
Voting Advisors: Mike Butler and Mike Plean
Staff Advisor: Siobhan Foster

Communications Committee

Roy Bruninghaus, Chair
~~Jon Pearlstone~~
Annie McCary, Co-Chair
Bunny Carpenter
Lynn Jarrett
~~Reza Karimi~~
Jack Connelly, Alternate

Executive Hearing Committee

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

Finance (Committee of the Whole)

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

Garden Villa Recreation Room Subcommittee (Quarterly)

Lynn Jarrett, Chair

Jon Pearlstone

Cush Bhada

Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

Landscape

Lynn Jarrett, Chair

Jon Pearlstone, Co-Chair

Cush Bhada

Reza Karimi

Annie McCary

Advisors: James Tung

Maintenance and Construction

Cush Bhada, Chair

Bunny Carpenter, Co-Chair

Rosemarie diLorenzo

John Frankel

Jon Pearlstone

Steve Parsons, Alternate

Non-Voting Advisor: Steve Leonard

New Resident Orientation

Per Rotation List

Water Conservation Committee (Bi-Monthly)

Jack Connelly, Chair

Cush Bhada

Lynn Jarrett

Reza Karimi

John Frankel, Alternate

Parking & Golf Cart Task Force

Steve Parsons, Chair

John Frankel

Bunny Carpenter

Lynn Jarrett

Resident Policy and Compliance Task Force

Roy Bruninghaus, Chair

Bunny Carpenter

Rosemarie diLorenzo

Steve Parsons

Reza Karimi

Voting Advisors: Stuart Hack, Cindy Baker

RESOLVED FURTHER, that Resolution 03-19-25, adopted March 8, 2019, is hereby superseded and canceled; and,

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

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RESOLUTION 03-19-xx
GRF Committee Appointments

RESOLVED, May 21, 2019 that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning Committee

Rosemarie diLorenzo
Jack Connelly
Jon Pearlstone, Alternate

Community Activities Committee

Bunny Carpenter
Cush Bhada
Annie McCary, Alternate
Jon Pearlstone, Alternate

Finance Committee

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

Landscape Committee

Lynn Jarrett
Reza Karimi
Jon Pearlstone, Alternate

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
Cush Bhada, Alternate

PAC Task Force

John Frankel
Cush Bhada

Energy Task Force

~~Steve Leonard, Chair~~
John Frankel
Cush Bhada
Steve Parsons, Alternate
Reza Karimi, Alternate
Advisor: ~~Sue Stephens, Bill Walsh~~

Media and Communication Committee

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

Mobility and Vehicles Committee

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

Security and Community Access Committee

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

Laguna Woods Village Traffic Hearings

John Frankel
Annie McCary
Reza Karimi,
Alternate

RESOLVED FURTHER, that Resolution 03-19-26, adopted March 8, 2019, is hereby superseded and canceled; and

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



STAFF REPORT

DATE: May 21, 2019
FOR: 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

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				
With Placard & Handicap I.D. verification	\$0.00	\$25.00	\$50.00	\$75.00
811 - Handicapped Parking				
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	
870 - Miscellaneous (Major)	\$50.00	\$100.00	\$150.00	
RV Lot Parking Violations				
Miscellaneous (Minor)	Miscellaneous (Major)		Miscellaneous (Major)	
Flat Tires	Expired Registration		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 vehicle		Portable sheds or tents erected outside of vehicle	
	Wash-rack violation		Illegal Jack (R & R Section "X" Violation)	

Checks Payable to "GRF" w/ reference# in memo box
 Pay in person by leaving check in "Payment box"
 or mailing to:

Attention: Security Division
 24351 El Toro Road
 Laguna Woods, CA 92637

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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 May 21, 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

28-day notification for Member review and comments to comply with Civil Code §4360 has been satisfied.

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STAFF REPORT

DATE: May 21, 2019
FOR: Board of Directors
SUBJECT: 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;

- 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, Co-occupants, 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 12 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 10 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

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)	\$125.00
Decal(s)	\$125.00
Pass(es)	\$ 25.00

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

IV. Terms and Conditions

A. General Information

1. Authorization to Lease (Authorization) shall be effective only when approved in [advance in](#) 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.
3. 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

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

1. 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.

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

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.
2. Lessee ID cards are not issued until all paperwork required pursuant to this Lease Policy is received and the Application has been approved in [advance, in](#) writing by TLHM.
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

1. 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.
2. 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.

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.
7. 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.
12. 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, pursuant to a formal agreement or otherwise, or permit any other person to occupy or use the premises or any portion thereof. To assure compliance with these provisions and the other TLHM governing documents, Leases shall not be amended to add additional Lessees to an approved Lease during the approved Lease period.
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.

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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.
3. 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

1. 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.

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

1. 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

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 and the Member or Lessee.
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, Member-discipline as set forth in the Governing Documents. The Board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member 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.
3. 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.



April 11, 2019

ID # _____

ID # _____

RE: Manor No. _____

Lease Exp. Date _____

Re: Lease Amendment

This is an amendment to an existing lease authorization adding a co-lessee to the manor mentioned above.

The owner(s) is _____.

The individual(s) who will be residing in the unit is _____.

All other terms and conditions remain the 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

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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 May 21, 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

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



STAFF REPORT

DATE: May 21, 2019
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens)

RECOMMENDATION

Approve a resolution to revise Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens)

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested Staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods.

Alteration 40: Exterior Roll-Up Shades (Sun Screens) was last revised in April, 2015, via Resolution 03-15-15.

This report was reviewed and approved by the ACSC on April 22, 2019.

DISCUSSION

The ACSC has reviewed the existing Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens) and determined that the Standard needs to be revised to reflect the current Building Codes, Municipal Codes, or Mutual policies. The proposed revisions to the Standard are as follows:

~~§2.4 — The edges of the material must be straight. No scalloped or decorative edges will be allowed.~~

FINANCIAL ANALYSIS

None.

Prepared By: Brett Crane, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-18-XXX Revise Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens)

Attachment 2: Red Line of Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens)

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Attachment 1

RESOLUTION 03-19-XX

Revise Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens)

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 Controls and Standards Committee recognizes the need to revise Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens).

NOW THEREFORE BE IT RESOLVED, May 21, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 40: Exterior Roll-Up Shades (Sun Screens) as attached to the official meeting minutes;

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

MAY Initial Notification

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

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~~Third Laguna Hills Mutual~~

SECTION STANDARD 40 —: EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED APRIL 2015, RESOLUTION 03-15-15
REVISED JUNE 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATION

2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional.

2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.

2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.

~~2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.~~

~~2.5~~ 2.4 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.

~~2.6~~ 2.5 Powered shades (sun screens) and timers are permitted.

~~2.7~~ 2.6 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building.



Electrical work must be performed by a California licensed contractor.

~~2.82.7~~ Track mounted, or side channel, shades (sun screens) are not permitted.

~~2.92.8~~ Shades (sun screens) shall be hung only in a vertical position.

~~2.102.9~~ No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.

~~2.112.10~~ If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.

~~2.122.11~~ Shades (sun screens) must be hung parallel to the wall or railing.

~~2.132.12~~ No shades (sun screens) shall be allowed that encroach upon a neighbor's view.

~~2.142.13~~ Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.

~~2.152.14~~ Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.

~~2.162.15~~ Fasteners shall be properly sealed to prevent moisture intrusion.

~~2.172.16~~ Balcony floors may not be penetrated.

~~2.182.17~~ Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.



STAFF REPORT

DATE: May 2, 2019
FOR: Landscape Committee
SUBJECT: Alternative Herbicide Trial Report

RECOMMENDATION

Approve an unbudgeted expense of \$24,000 for alternative herbicide products.

BACKGROUND

Staff was directed to investigate a viable alternative to Roundup and other herbicides that contain glyphosate.

DISCUSSION

In response to concerns from the community regarding the safety of the herbicide Round Up[®] and its main ingredient glyphosate, Staff was directed to investigate the potential use of viable alternative products.

Most of the natural, organic, and alternative products have the potential to increase the cost of weed control dramatically. There are several key variables; cost per gallon, the effective quantity, the application rate, and the number of applications. These variables have the potential to increase the costs of any weed control program.

With all of the conflicting available information, Staff decided to test the efficacy of six of the leading alternative herbicides. As the efficacy of Roundup[®] is well known, it was used as the control. To reduce the number of variables, Staff standardized the trials (Attachment 1).

Each product has different costs per gallon, different claims to safety, different levels of efficacy, and different application price levels. By creating a trial program, each of these important factors was addressed. The data produced from the trials will allow the Board to make an educated decision on an alternative product to glyphosate (Attachment 2).

Finale[®] outperformed the entire group of alternative products and was the only product that killed the Kikuyu grass completely. The trial showed that Finale[®] at four ounces per gallon rate, along with one half ounce of Oroboost[®] additive, is a viable alternative to glyphosate products. If the Board desires to eliminate Roundup[®] and other glyphosate products from the herbicide program in Laguna Woods Village, the recommendation is Finale[®] with Oroboost[®].

FINANCIAL ANALYSIS

Based upon the historic usage of Roundup[®], the estimated additional annual cost for the use of the Finale[®] blend will be approximately \$24,000. Please see the attached detailed report for additional financial information.

Prepared By: Kurt Wieman, Senior Field Services Manager

Reviewed By: Eve Morton, Landscape Operations Coordinator

ATTACHMENT(S)

ATTACHMENT 1: Alternative Herbicide Final Report with Financial Documentation

Third Laguna Hills Mutual
May 21, 2019

ENDORSEMENT (To Third Board from Third Landscape Committee)

The Third Landscape Committee came to a consensus to recommend approval of an unbudgeted expense of approximately \$24,000 for alternative herbicide products.

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Alternative Herbicide Trials

Laguna Woods Village



APRIL 8, 2019



Village Management Services, Inc.



Alternative Herbicide Trials

Laguna Woods Village

Introduction

In response to concerns from the community regarding the safety of the herbicide Roundup® and its main ingredient glyphosate, the Landscape Committees from the Golden Rain Foundation, United Laguna Woods Mutual, and Third Laguna Hills Mutual directed staff to investigate the potential use of alternative products.

In recent years there has been an interest in the landscape and agricultural industries with alternative herbicides to control weeds. In response, many herbicide manufacturers have entered the market with synthetic, organic, natural, and other safe alternative products. Throughout the green industry there are different views on which herbicide to use, which is the most effective, and which is the safest. In the green industry, weeds are referred to as pests; the terms “herbicide” and “pesticide” in this context are synonyms and are used interchangeably. Results of these herbicides have varied based on the volume of product that was applied, the type of weeds treated, the type of weather or season in which it was applied, the application equipment, the sponsor of the test, and human error.

Most of the natural, organic, and alternative products have the potential to increase the cost of weed control dramatically. There are several variables; cost per gallon, the effective quantity, the application rate, and the number of applications. These variables have the potential to increase the costs of any weed control program.

With all of the conflicting available information, Staff decided to test the efficacy of six of the leading alternative herbicides. As the efficacy of Roundup® is well known; it was used as the control. To reduce the number of variables, Staff standardized the trials. To oversee and verify the methodology and metric, Staff employed the services of MTC Landscape Services, an expert in agronomics and landscape methodology. The principal, M. Tom Carrasco, is a licensed Pest Control Adviser (PCA). PCAs are licensed by the State of California as professional consultants who serve the California agriculture, landscape, and horticulture industry.

The safety aspect of alternatives to glyphosate is also a factor to be considered. Many of the organic alternatives do include EPA registration numbers and strong signal words such as DANGER and WARNING. The level of safety, according to the EPA, from least to most toxic is as follows: CAUTION, WARNING, DANGER, and POISON. These strong signal words on some of the alternative herbicides indicate that these products may be a concern for the employee applying the product, but they are also a possible concern for the public and the environment.

Trial Location and Plan

The location of the trial was adjacent to 3486 Bahia Blanca West. The location is northwest facing with six to ten hours of partial sun during February and March. The total square footage of the trial area is 5,852 square feet. Each product was applied in a dedicated, marked location of 200 square feet each.



Most herbicides, including glyphosate, either contain or require an added adjuvant to improve their efficacy. The adjuvants help with the spreading, adhesion, and penetration of the main product. For these tests, Oroboost® was used; it is certified organic and possesses superior penetration properties. A recent University of Illinois study concluded that Oroboost®-treated applications are absorbed into the leaf more quickly, and move a greater percentage of the systemic herbicide to the roots faster than herbicide alone. This product also treats the issue of water quality that greatly affects the efficacy of any herbicide.

Protocol Summary

With today's environmental and human safety awareness levels, the Landscape Management Team at Laguna Woods Village took a proactive approach to testing alternatives to the herbicide glyphosate. There have been many products entering the market claiming to be an alternative to glyphosate. Each product has different costs per application, different claims to safety, different levels of efficacy, and different price levels. By creating a trial program, we address each of these important factors. The data will allow the Board Members and Management to make an educated decision on an alternative product to glyphosate and consider alternative methods to their standard application protocol.

Testing Protocol

1. Identical, individual, new, 1- gallon spray tanks were used to apply each product.
2. All applications were performed by a licensed Qualified Applicator (QAL)
3. Products were all sprayed by the same applicator to reduce inconsistencies.
4. Each product was sprayed at the highest labeled rate.
5. Each alternative herbicide was mixed with one half ounce per gallon, of Oroboost®.
6. All plots were 200 square feet for each product
7. The chosen location turf was 85% Kikuyu and 15% mixed turf. Each plot was representative of this.
8. Irrigation was turned off for 24 hours to arrive at maximum effectiveness of the herbicides
9. A 1/2 gallon of final solution of each alternative herbicide was sprayed on its 200 square foot plot. This is equivalent to 2.5 gallons per 1000 sq. feet which is considered standard in the industry as “sprayed to wet.” This is also the setting that most spray tanks are calibrated to at the factory.
10. Pictures of each plot were taken prior to each application
11. As directed by the individual labels, a second application was applied two weeks after the initial application. These products included: Scythe®, Axxe, Weed Pharm, Finale® and Weed Zap.

PRODUCTS

The seven products tested:

1. **ROUNDUP® (Control)**
2. **WEED ZAP®**
3. **WEED ROT®**
4. **SCYTHE®**
5. **FINALE®**
6. **AXXE®**
7. **WEED PHARM®**

Discussion

Kikuyu grass is the number one weed that the crews in Laguna Woods Village have to manage every day, especially along planter edges and tree wells. A native grass of South Africa, Kikuyu was brought to the United States and Southern California in 1913. This grass was to be used for slope stabilization along the new roads and highways being built in the rapidly growing Southern California counties. Soon it made its way into home lawns, golf courses, parks, and later homeowner association turf grass areas. It grows from a thick network of rhizomatous roots and sends out stolons, which extend along the ground. Because of its rapid growth and aggressive nature, it is categorized as a noxious weed in some regions.

The majority of the herbicide use in the Village is dedicated to the maintenance of tree wells and shrub beds. Therefore, the location of the trial site, with a heavy kikuyu grass stand, was ideal for the alternative herbicide test. Kikuyu is a very tough grass to eradicate, with a thick cuticle (upper leaf layer) with underground stems and shoots which proved impervious for the organic, certified organic or natural products.

The following products provided an initial burndown which gave the appearance of success; in the following weeks the regrowth of the Kikuyu was evident. These products included Scythe®, WeedPharm®, Axxe®, WeedRot®, and Weed Zap®.

Finale® herbicide and the control product, Roundup®, outperformed all of the other tested products by far. Both of these products killed the Kikuyu grass to the roots. The original tests, performed by Staff last summer, used Finale® but did not include Oroboost®.

After the initial two applications were performed, core samples from the best visually performing plots were taken to the lab where they were tested and given an ideal growing environment to encourage regrowth. These core samples were taken from the Roundup®, Finale®, Scythe® and WeedPharm® test areas. The core samples for Roundup® and Finale® indicated no regrowth while the Scythe® and WeedPharm® core samples showed regrowth (Appendix A).

Summary

Finale® outperformed the entire group of alternative products and was the only product that killed the Kikuyu grass completely. The trial showed that Finale® at four ounces per gallon, along with one half ounce of Oroboost® additive, is a viable alternative to glyphosate products. If the Boards desire to eliminate Roundup® and other glyphosate products from the herbicide program in Laguna Woods Village, the recommendation is Finale® with Oroboost®.

Staff also recommends using a turf grass plant growth regulator. Plant growth regulators (PGR) stop the turf edges from growing for an extended period of time, reducing the need to apply herbicides. This will greatly reduce future turf runner growth and reduce the number of times Staff would need to spray herbicides to edge the turf. The edging of the Kikuyu turf at Laguna Woods Village makes up the majority of the herbicide applications and costs could be greatly reduced by using these technologies. There is a potential for labor savings and a reduction in the use of herbicides with these products. Staff will test PGRs and perform a cost analysis for review. Staff will also continue testing new non-glyphosate products as they become available and will provide pertinent updates to the Landscape Committees.

Kurt Wiemann
Senior Field Services Manager
Village Management Services, Inc.

M. Tom Carrasco
MTC Landscape Services
PCA, QAL

Appendix A: Test Photos

Appendix B: Financial Analysis

*This report should not be considered a written recommendation or a legal document pertaining to the safety of these products. MTC Landscape Services and its staff members produce unbiased fact- based data on the trial and herbicide effectiveness. MTC Landscape Services assumes no liability and is indemnified for the trial work, short term or long term effects to or damage to the environment, common area, the staff members, or residents at Laguna Woods Village.

APPENDIX A

ROUNDUP®

Application Rate: 1 ounce per gallon

Signal Word- Caution

Type of Herbicide- Synthetic

Active Ingredient- Glyphosate



Week 1



Week 2



Week 3



Week 4

Roundup®



No regrowth can be seen in the Lab core test

WEED ZAP®

Signal Word- N/A

Type of Herbicide- “Certified Organic” OMRI, Prop 25 b exempt, Topical

Active Ingredient- Cinnamon Oil, Clove Oil



Week 1



Week 2



Week 3



Week 4

WEED ROT®

Signal Word- N/A

Type of Herbicide- Natural, Prop 25 b exempt, Systemic

Active Ingredient- Organic Citric acid, Coconut Oil (SLS)



Week 1



Week 2



Week 3



Week 4

SCYTHE®

Signal Word- Warning

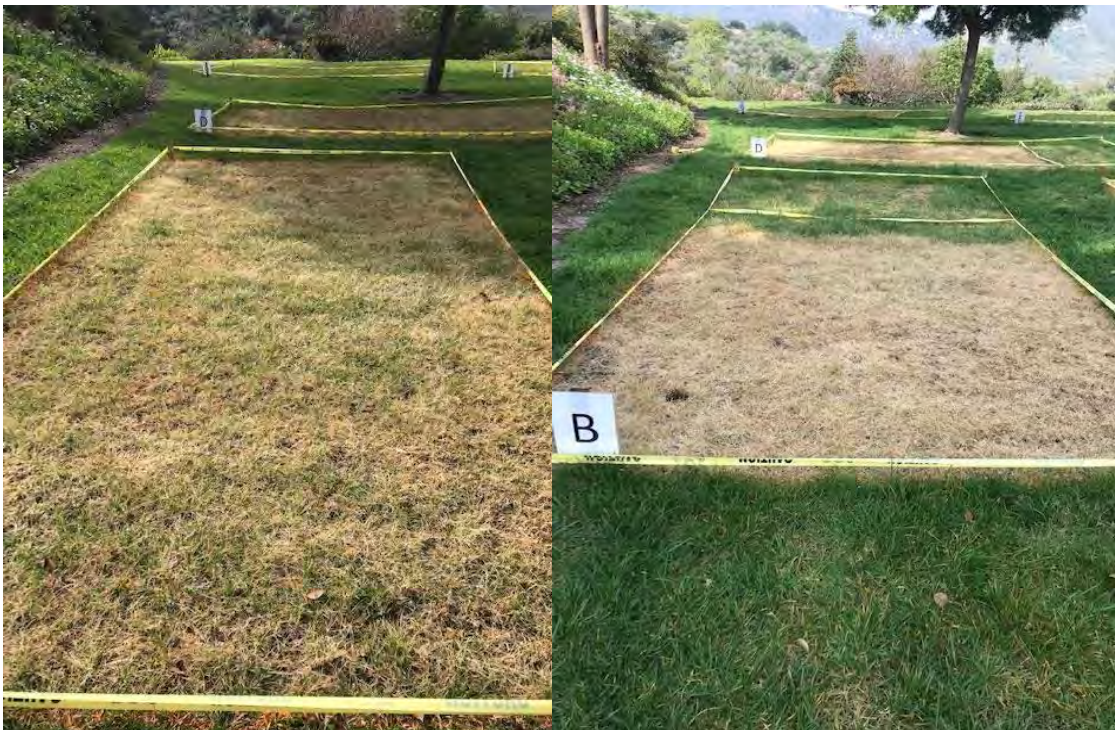
Type of Herbicide- Natural/Synthetic- contains Petroleum, Topical

Active Ingredient- Pelargonic Acid, Fatty Acids



Week 1

Week 2



Week 3

Week 4

Scythe®



Regrowth can be seen in the Lab core test

FINALE®

Signal Word- Warning

Type of Herbicide- Synthetic, Locally Systemic

Active Ingredient- Glufosinate- ammonium



Week 1



Week 2



Week 3

Week 4

Finale®



No regrowth can be seen in the Lab core test

AXXE

Signal Word- Warning

Type of Herbicide- "Certified Organic", Topical

Active Ingredient- Ammonium-Nonanoate



Week 1

Week 2



Week 3

Week 4

WEED PHARM

Signal Word- Danger

Type of Herbicide- "Certified Organic" Washington State, Topical

Active Ingredient- Acetic Acid



Week 1



Week 2



Week 3



Week 4

WeedPharm®



Regrowth can be seen in the Lab core test

APPENDIX B

Brand Name	Raw Cost per Gallon	Raw Cost Difference	Price per Ounce	Rate oz/per Gallon of Finished Mix	Cost of Herbicide per Finished Gallon	Cost of Oroboost Portion	Cost of Finished Gallon of Mix Ready to Use	Percentage Higher than Roundup
Roundup	\$36.50	0%	\$0.29	1	\$0.29	-	\$0.29	-
Scythe	\$59.30	62%	\$0.46	12	\$5.56	\$0.28	\$5.84	1948%
Axxe	\$75.64	107%	\$0.59	16	\$9.46	\$0.28	\$9.74	3314%
Weedpharm	\$29.95	-18%	\$0.23	undiluted	\$29.95	\$0.28	\$30.23	10501%
Weedzap	\$72.25	98%	\$0.56	6.4	\$3.61	\$0.28	\$3.89	1265%
Finale	\$53.78	47%	\$0.42	4	\$1.68	\$0.28	\$1.96	588%
Weedrot	\$52.50	44%	\$0.41	24	\$9.84	\$0.28	\$10.12	27%
Oroboost	\$71.25	n/a	\$0.56	0.5				

All Mutuals			
Historical Roundup Usage	2016	2017	Average
Gallons	198.4	200.0	199.2
Annual Cost (All Mutuals)	\$7,242	\$7,299	\$7,270

Breakdown by Mutual			
	2016	2017	Average
United	\$2,650	\$2,671	\$2,661
Third	\$4,077	\$4,109	\$4,093
GRF	\$514	\$518	\$516
	\$7,242	\$7,299	\$7,270

Gallons			
United	73	73	73
Third	112	113	112
GRF	14	14	14
Total	198.4	200.0	199.2

United Mutual					Third Mutual					Golden Rain Foundation				
Annual Alternative Herbicide Estimate					Annual Alternative Herbicide Estimate					Annual Alternative Herbicide Estimate				
Product	PPG	# Gallons	Total		Product	PPG	# Gallons	Total		Product	PPG	# Gallons	Total	
Average Annual Usage					Average Annual Usage					Average Annual Usage				
Round Up	\$36.50	73	\$2,661		Round Up	\$36.50	112	\$4,093		Round Up	\$36.50	14	\$516	
Estimated Annual Usage					Estimated Annual Usage					Estimated Annual Usage				
Finale	\$53.78	292	\$15,683		Finale	\$53.78	449	\$24,124		Finale	\$53.78	57	\$3,042	
Oroboost	\$71.25	25	\$1,781		Oroboost	\$71.25	56	\$3,995		Oroboost	\$71.25	7	\$504	
Total Cost of Finale/Oroboost:			\$17,464		Total Cost of Finale/Oroboost:			\$28,119		Total Cost of Finale/Oroboost:			\$3,546	
Increase to Current Budget:			\$14,803		Increase to Current Budget:			\$24,026		Increase to Current Budget:			\$3,030	

Financial Report

As of March 31, 2019



INCOME STATEMENT

(in Thousands)

ACTUAL

Assessment Revenue	\$8,057
Non-assessment Revenue	\$623
Total Revenue	\$8,680
Total Expense	\$6,652
Net Revenue/(Expense)	\$2,028

1

Financial Report

As of March 31, 2019



INCOME STATEMENT

OPERATING FUND w/o Depreciation (in Thousands)

ACTUAL

Assessment Revenue	\$4,692
Non-assessment Revenue	\$472
Total Revenue	\$5,164
Total Expense	\$4,663
Operating Surplus	\$501

2

Financial Report

As of March 31, 2019



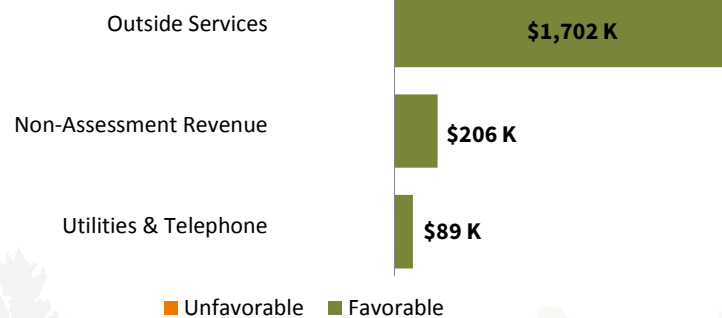
INCOME STATEMENT (in Thousands)

	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$8,057	\$8,057	\$0
Non-assessment Revenue	\$623	\$417	\$206
Total Revenue	\$8,680	\$8,474	\$206
Total Expense	\$6,652	\$8,472	\$1,820
Net Revenue/(Expense)	\$2,028	\$2	\$2,026

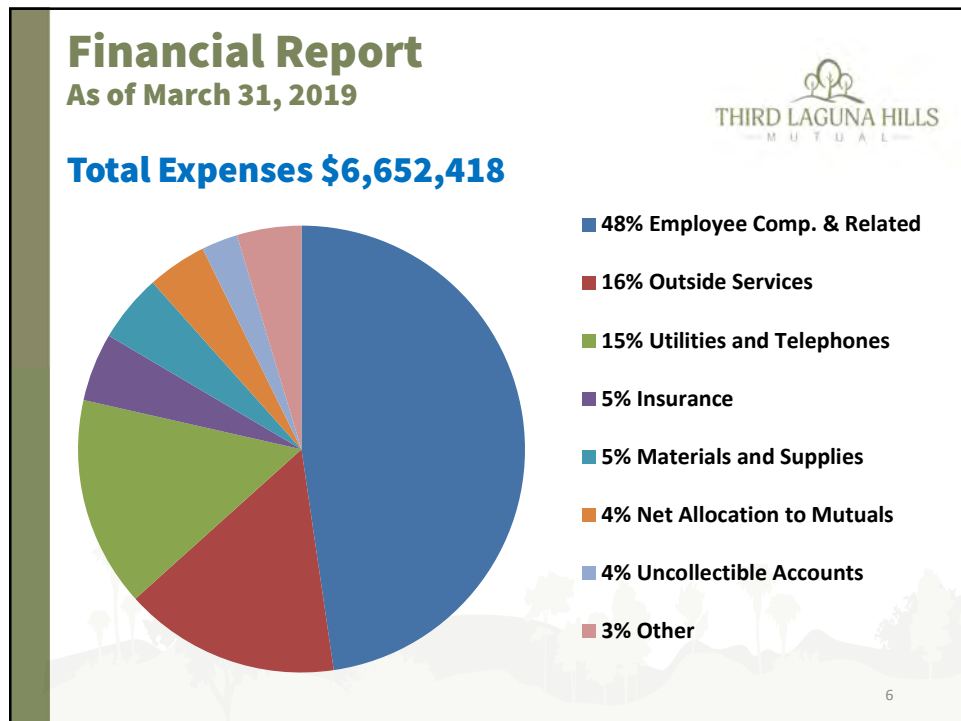
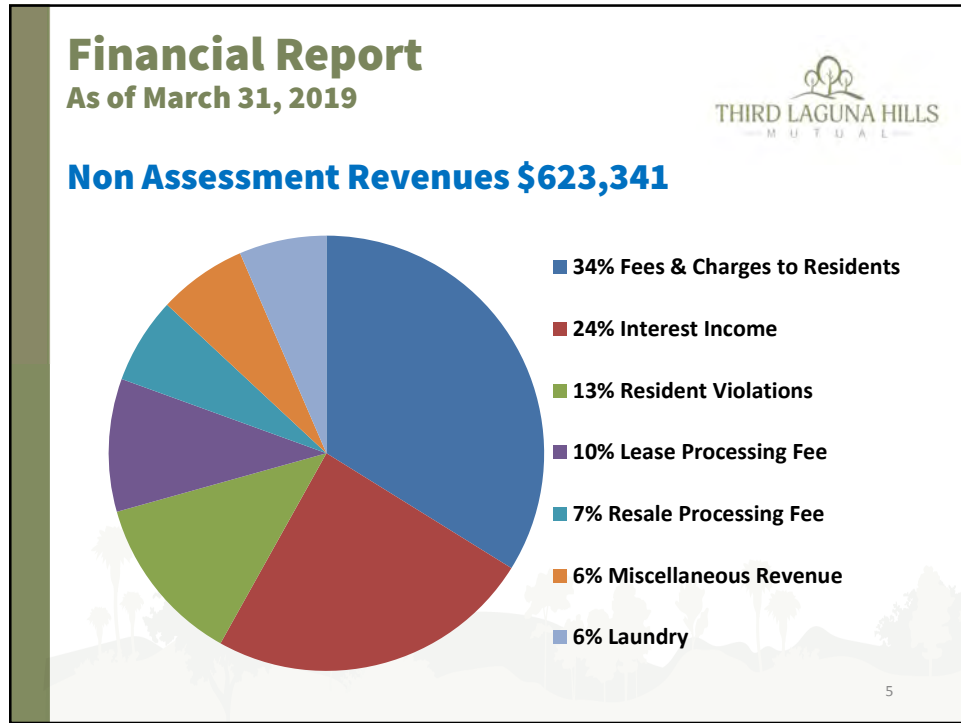
3

Financial Report

As of March 31, 2019



4



Financial Report

As of March 31, 2019



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

BEGINNING BALANCES: 1/1/19

\$29,261

Contributions & Interest

3,516

Expenditures

(1,953)

Current Balances: 3/31/19

\$30,824

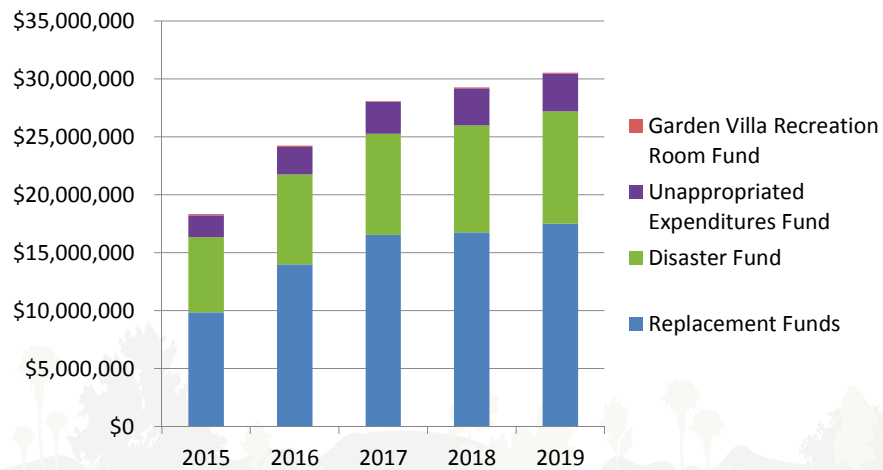
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Financial Report

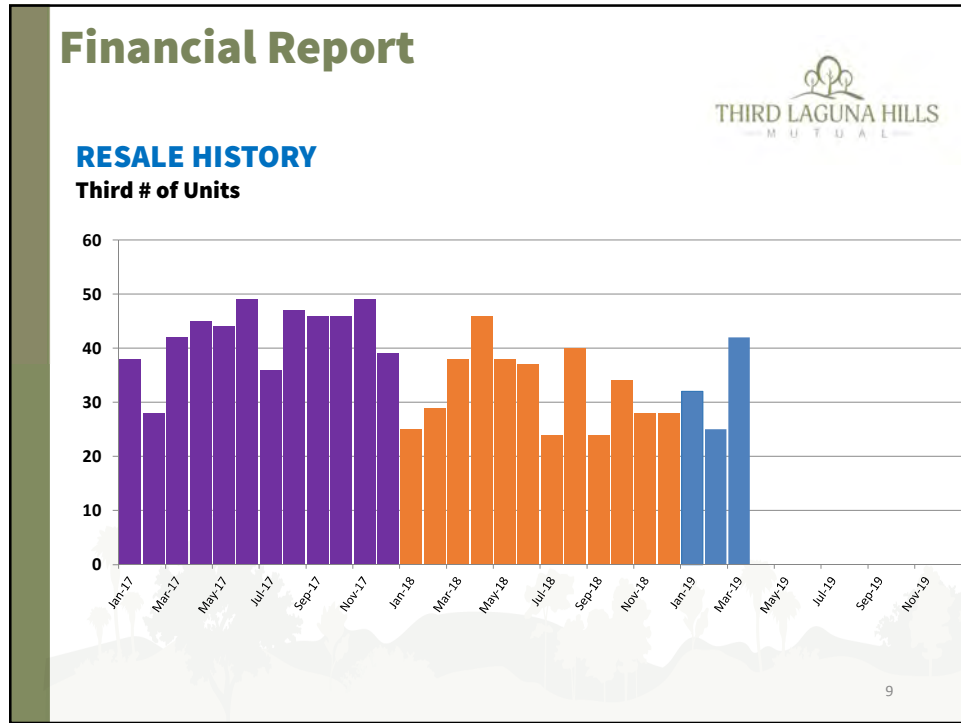
As of March 31, 2019



FUND BALANCES



8



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Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
3/31/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$1,564	\$1,564		\$4,692	\$4,692		\$4,720	\$18,767
2	Additions to restricted funds	1,122	1,122		3,365	3,365		3,289	13,460
3	Total assessments	2,686	2,686		8,057	8,057		8,008	32,227
Non-assessment revenues:									
4	Fees and charges for services to residents	89	40	49	211	120	91	143	478
5	Laundry	17	18	(1)	40	55	(15)	31	220
6	Interest income	49	31	18	151	92	59	111	369
7	Miscellaneous	90	50	40	221	150	71	133	601
8	Total non-assessment revenue	245	139	106	623	417	206	417	1,668
9	Total revenue	2,930	2,825	106	8,680	8,474	206	8,426	33,895
Expenses:									
10	Employee compensation and related	1,058	1,119	61	3,172	3,256	84	3,325	13,088
11	Materials and supplies	137	129	(7)	328	388	61	299	1,554
12	Utilities and telephone	366	373	7	1,011	1,101	89	1,295	5,299
13	Legal fees	36	18	(18)	94	55	(39)	21	220
14	Professional fees	31	50	19	40	71	32	76	185
15	Equipment rental	5	3	(2)	8	10	2	1	40
16	Outside services	783	914	132	1,040	2,743	1,702	798	10,972
17	Repairs and maintenance	23	28	5	80	84	4	76	345
18	Other Operating Expense	15	16	1	35	47	12	35	181
19	Insurance	111	109	(1)	329	328	(1)	328	1,313
20	Investment expense				12	12		10	12
21	Uncollectible Accounts	77	12	(66)	173	35	(139)	34	138
22	(Gain)/loss on sale or trade				7	7			7
23	Depreciation and amortization	12	12		36	36		36	143
24	Net allocation to mutuals	108	101	(6)	288	298	11	307	1,205
25	Total expenses	2,761	2,886	125	6,652	8,472	1,819	6,642	34,702
26	Excess of revenues over expenses	\$170	(\$61)	\$231	\$2,028	\$2	\$2,026	\$1,784	(\$808)

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Statement of Revenues & Expenses – Preliminary

Financial results were better than budget by \$2,026K as of March 31, 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. Variance was furthered by additional revenue generated from illegal occupancy resident violation. Also, higher reserves balances yielded more interest income than anticipated.

EXPENSES

Employee Compensation and Related – \$84K [Line 10](#)

Favorable variance resulted in Landscape; although budgeted throughout the year; fewer hours were focused on tree trimming than anticipated. Likewise, fewer hours were directed towards concrete/welding work in Third Mutual for the first portion of the year. Favorable variance was furthered by vacancy in Janitorial Services. Also, negotiated Union Medical costs were lower than budgeted. The variance was furthered by less participation in non-union retirement plan than anticipated.

Materials and Supplies – \$61K [Line 11](#)

Favorable variance due to late start of certain programs including Garden Villa Recreation Room, Mailroom, Building Structure Replacement, and Landscape Revitalization.

Utilities and Telephone – \$89K [Line 12](#)

Favorable variance resulted from less water usage for irrigation due to rainfall (See Water Usage Chart). To date, Consumption is 17% lower than budget.

Outside Services – \$1,702K [Line 16](#)

Favorable variance is due to timing:

- **Building Structures Replacement – \$377K**
Staff is conducting building assessments to develop a scope of Dry Rot repair work for 2019. Repair work on 2019 buildings will commence upon completion of the remaining buildings from the 2018 program, which is scheduled to be completed in April. Favorable variance was furthered by late start of parapet and stucco repairs programs, which began in April; invoices are expected in May.
- **Roof Replacement – \$267K**
Roof replacements are budgeted evenly throughout the year; however, work began in March 2019. One building was completed in March, a second was in progress, and five more buildings are scheduled for April.
- **Landscape Revitalization – \$249K**
Slope work at Gate 14 and Punta Alta will be outsourced and is currently out to bid.



Statement of Revenues & Expenses – Preliminary

- **Exterior Lighting – \$197K**

This program is for the acquisition of street lights from Edison, which was approved by the CPUC. Siemens installed three sets of LED fixtures for the pilot program along Avenida Sosiega on March 19. Feedback from the community has been gathered and the results were discussed at the April 8th, Special Open Board meeting. Staff was directed to work with Siemens to present additional pilot options based on comments and information received during the meeting. To date, no invoices have been submitted.

- **Paving – \$179K**

The Seal Coat and Asphalt Paving Programs are scheduled to begin in August 2019; however, the budget was spread evenly throughout the year.

- **Waste Line Remediation – \$150K**

Timing; work is in progress. The scope of work for 2019 includes 6 buildings.

- **Moisture Intrusion – Plumbing Leaks – \$132K**

The Mutual experienced lower moisture intrusion incident rates than anticipated; the budget was based on historical averages.

Uncollectible Accounts – (\$139K) [Line 21](#)

Unfavorable variance is due to an increase in the allowance for bad debt. This increase is specific to the illegal occupancy resident violations noted above in Miscellaneous Revenue.



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

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

MEMBERS ABSENT: Jack Connelly, Bunny Carpenter, Advisor: John Hess

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

Call to Order

Director Steve Parsons chaired the meeting and called it to order at 9:33 a.m.

Approval of Meeting Agenda

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

- Year End Forecast

Approval of Meeting Report for April 2, 2019

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

Department Head Update

Betty Parker, Chief Financial Officer, provided an update on the Investment Task Force, completion of the 2018 Annual Audit and mailing to member, and the distribution of re-issued December 31, 2018 financials to reflect audit adjustments.

Chair Remarks

None.

Preliminary Financial Statements dated March 31, 2019

The Committee reviewed financials and questions were addressed. The Committee requested additional information on variances for Plumbing Service and Appliance Repairs, looking at a potential re-class to reserve funds for circuit board replacements on washing machines.

Authorization for Alternative Herbicide

Kurt Wiemann, Senior Landscape Services Manager, provided an update on the Alternative Herbicide Trail Report that will be presented to the Landscaping Committee on Thursday, May 2, 2019.

A motion was made and carried unanimously to recommend the Board approve unbudgeted operating expenditures of \$24,000 at the next open board meeting under the consent calendar.

Year-End Projections

The Committee was provided a handout with Year-End Projections for December 31, 2019. Ms. Parker advised that a mid-year projection will be made available during the budget review process in July.

Future Agenda Items

None.

Committee Member Comments

Director diLorenzo commented on the 2018 operating deficit.
Directors McCary and Karimi thanked staff.

Date of Next Meeting

Tuesday, June 4, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 11:07 a.m.

DRAFT

Steve Parsons, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

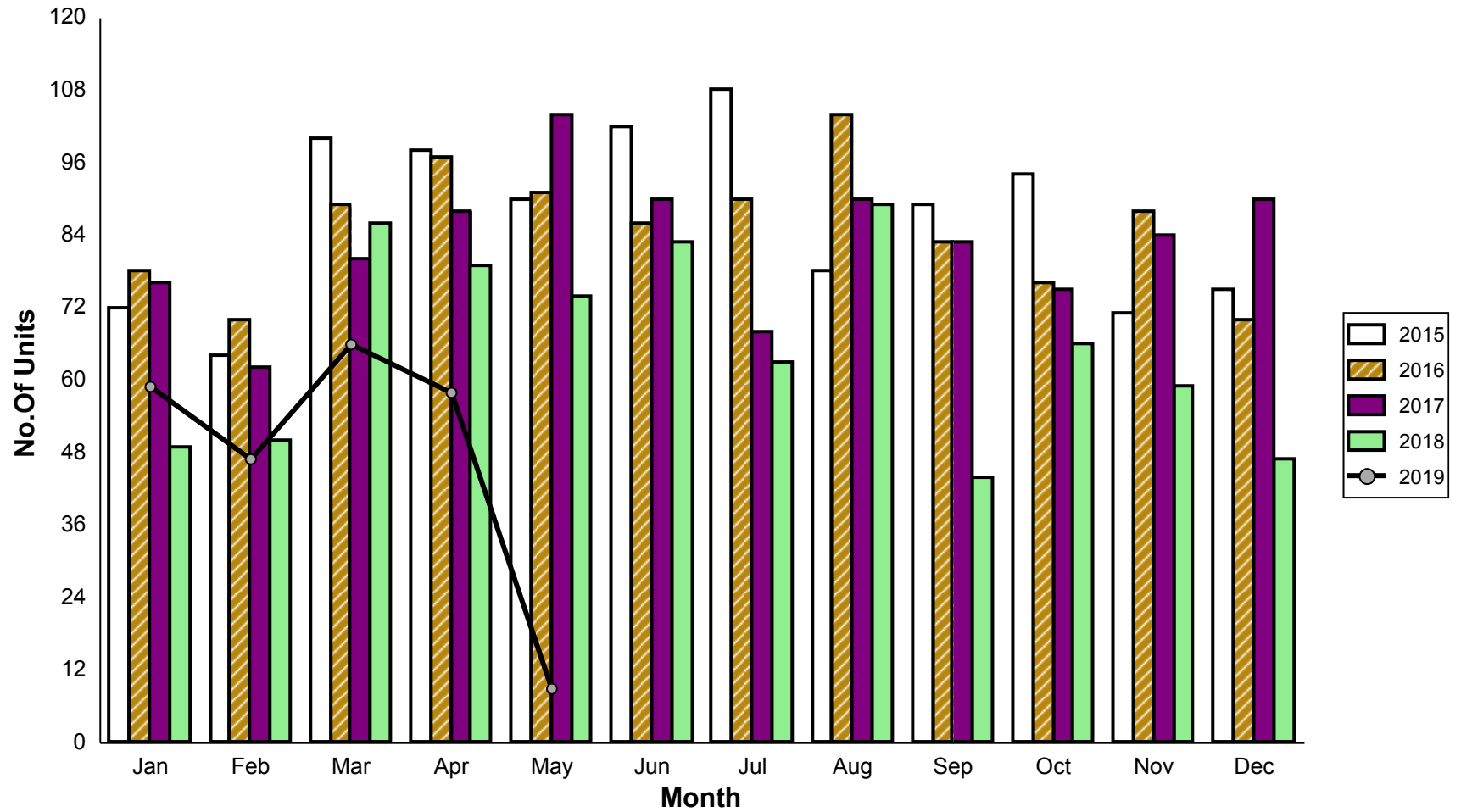
REPORT PERIOD

April, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	59	49	\$17,913,250	\$14,821,540	\$314,268	\$308,782
February	47	50	\$14,680,050	\$18,660,142	\$319,132	\$373,203
March	66	86	\$23,445,712	\$28,065,799	\$355,238	\$359,818
April	57	79	\$19,499,551	\$27,694,226	\$342,097	\$364,398
May		*	74		*	\$350,551
June		*	83		*	\$378,413
July		*	63		*	\$329,392
August		*	89		*	\$340,620
September		*	44		*	\$409,171
October		*	66		*	\$366,168
November		*	59		*	\$320,935
December		*	47		*	\$383,609
TOTAL	229.00	264.00	\$75,538,563	\$89,241,707		
MON AVG	57.00	66.00	\$18,884,641	\$22,310,427	\$332,684	\$351,550

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

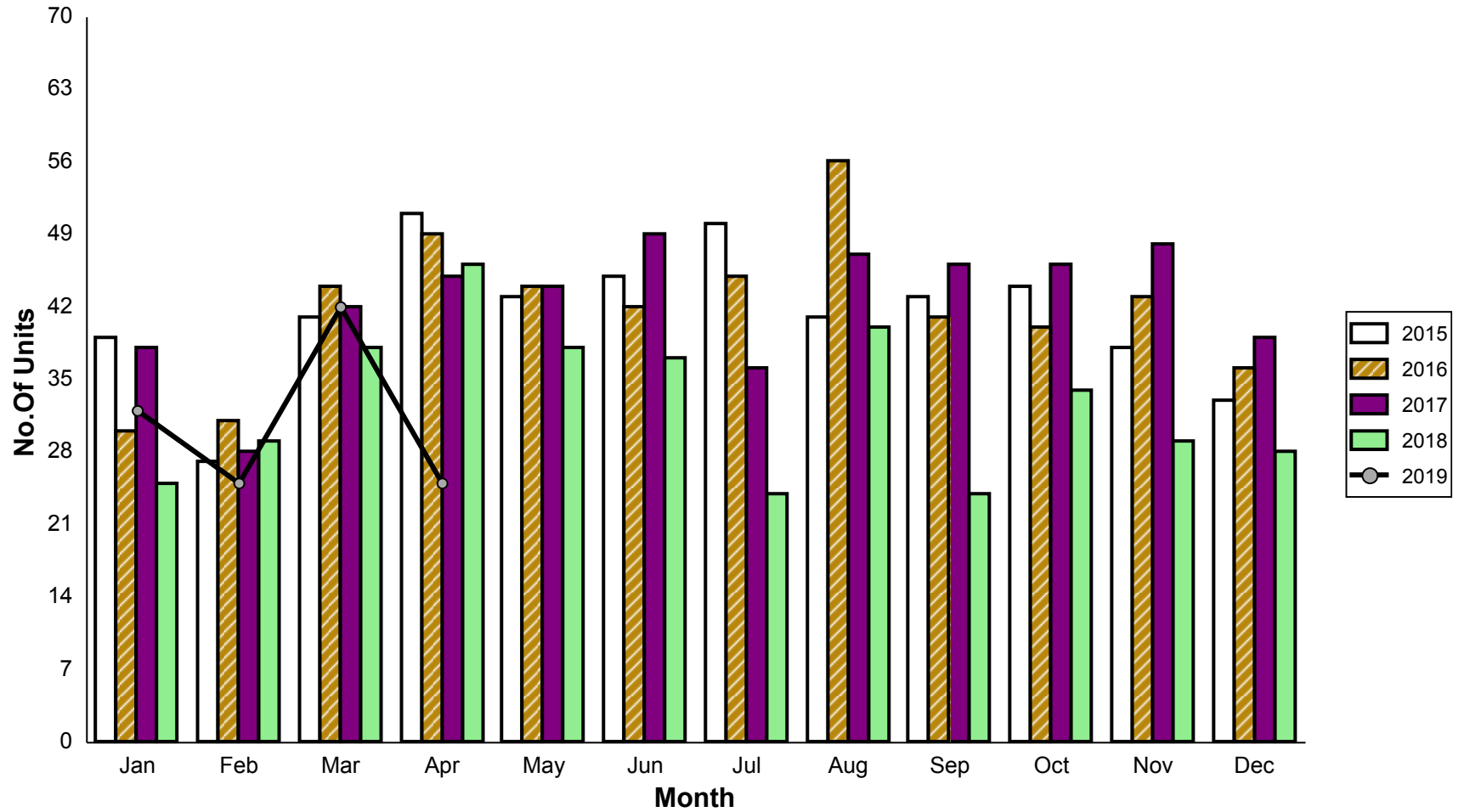
April, 2019

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	25	46	\$10,435,500	\$18,869,626	\$417,420	\$410,209
May		*		\$15,452,990		* \$406,658
June		*		\$16,981,138		* \$458,950
July		*		\$9,892,800		* \$412,200
August		*		\$17,327,000		* \$433,175
September		*		\$12,552,692		* \$523,029
October		*		\$14,146,300		* \$416,068
November		*		\$10,947,500		* \$377,500
December		*		\$13,693,599		* \$489,057
TOTAL	124.00	138.00	\$49,765,312	\$57,186,867		
MON AVG	31.00	34.00	\$12,441,328	\$14,296,717	\$402,997	\$410,497
% CHANGE - YTD	-10.1%		-13.0%		-1.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report

Third Laguna Hills Mutual

April, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/04/2019	969-2E	3	\$255,000	Villa Capri	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
04/10/2019	2179-Q	3	\$221,500	Monterey	eXp Realty of California	Village Real Estate	Pure Logic Escrow
04/05/2019	2239-C	3	\$205,000	Castilla	Surterre Properties, Inc.	TBD	Granite Escrow
04/29/2019	2269-Q	3	\$217,000	Castilla	Century 21 Award	Keller Williams Real Estate	Corner Escrow Inc.
04/23/2019	2346-B	3	\$453,000	Cordoba	First Team Real Estate	HomeSmart Evergreen	Granite Escrow
04/26/2019	2396-1A	3	\$280,000	Garden Villa	Century 21 Award	Regency Real Estate	Escrow Network Group, Inc
04/29/2019	2399-1A	3	\$284,000	Villa Capri	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
04/26/2019	2405-3G	3	\$190,000	Villa Capri	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
04/30/2019	3039-O	3	\$435,000	Casa Del Mar	Marlene Thompson	HomeSmart Evergreen	Granite Escrow
04/02/2019	3049-B	3	\$190,000	La Casita	Kastell Real Estate Group	TNG Real Estate	Granite Escrow
04/15/2019	3074-B	3	\$240,000	La Casita	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
04/08/2019	3096-D	3	\$342,500	Encanto	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
04/05/2019	3252-P	3	\$310,000	Casa Vista	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
04/04/2019	3351-B	3	\$475,000	Malaga	Laguna Premier Realty, Inc	Anne Sruba, Real Estate Broker	Pacific Closing Services
04/11/2019	3414-B	3	\$465,000	Catalina	Century 21 Award	Regency Real Estate	Escrow Network Group, Inc
04/02/2019	3472-B	3	\$740,000	Andaluz	HomeSmart Evergreen	Realty Quest	Escrow Options Group
04/03/2019	3510-2E	3	\$334,000	Villa Nueva	Regency Real Estate	Laguna Premier Realty, Inc	Granite Escrow
04/02/2019	3510-3G	3	\$413,500	Villa Nueva	Century 21 Rainbow	First Team Real Estate	Granite Escrow
04/08/2019	5111	3	\$880,000	Villa Serena	Century 21 Rainbow	Coldwell Banker	Corner Escrow Inc.
04/18/2019	5151	3	\$760,000	Villa Serena	Laguna Premier Realty, Inc		Granite Escrow
04/30/2019	5342-B	3	\$535,000	El Doble	Re/Max Premier Realty	Laguna Premier Realty, Inc	Granite Escrow
04/25/2019	5370-3E	3	\$500,000	Villa Puerta	Century 21 Rainbow	Coldwell Banker Beachside	Granite Escrow
04/26/2019	5371-2D	3	\$415,000	Villa Puerta	Coldwell Banker	Bamboo Fin & Real Estate Services	Generations Escrow
04/09/2019	5428	3	\$900,000	Columbia	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
04/11/2019	5490-P	3	\$395,000	Casa Milano	Keller Williams Real Estate	Coldwell Banker Residential	Preferred Escrow

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
<u>Number of Resales:</u>			<u>25</u>				
<u>Total Resale Price:</u>			<u>\$10,435,500</u>				
<u>Average Resale Price:</u>			<u>\$417,420</u>				
<u>Median Resale Price:</u>			<u>\$395,000</u>				

Community Services Department

Third

April

Period	Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
		2019	2018	2017	2016	2019	2018	2017	2016	2019	2018	2017	2016
1	January	32	25	38	30	\$12,482,100	\$8,807,150	\$14,513,062	\$10,663,350	\$390,066	\$352,286	\$381,923	\$355,445
2	February	25	29	28	31	\$10,208,000	\$12,600,892	\$9,887,500	\$11,354,000	\$408,320	\$434,514	\$353,125	\$366,258
3	March	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	25	46	45	49	\$10,435,500	\$18,869,626	\$18,847,150	\$18,170,528	\$417,420	\$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		124	138	153	154	\$49,765,312	\$57,186,867	\$58,433,512	\$54,596,739				
MON AVG		31.0	34.5	38.3	38.5	\$12,441,328	\$14,296,717	\$14,608,378	\$13,649,185	\$402,998	\$410,497	\$378,860	\$355,001
% CHANGE-YTD		-10.1%	-9.8%	-0.6%	-2.5%	-13.0%	-2.1%	7.0%	8.7%	-1.8%	8.4%	6.7%	12.0%

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

Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
April-2019

MONTH	LEASES IN EFFECT				Total this year	Total last year	Total Expirations	New Monthly Transactions		
	3 Months	6 Months	12 Months	12+Months				Leases	Renewals	Extensions
January	17	38	374	1280	1709	1613	61	41	97	0
February	13	32	380	1279	1704	1651	62	56	110	3
March	12	27	384	1267	1690	1644	96	67	137	3
April	10	16	369	1277	1672	1656	89	72	154	3
May						1625				
June						1662				
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly Average	13.0	28.3	376.8	1275.8	1693.8	Apr 1641.0	77.0	59.0	124.5	2.3
Percentage Leased	1672 / 6102 = 27%									



OPEN MEETING

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

**Monday, April 22, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

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

COMMITTEE MEMBERS ABSENT: Reza Karimi and Advisor Mike Plean

OTHERS PRESENT:

ADVISORS PRESENT: Mike Butler

STAFF PRESENT: Brett Crane, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of March 25, 2019 Report

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

4. Approval of the Agenda

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

5. Committee Chair Remarks

None

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

Mr. Stolsman (3248-B) stated that he wanted reimbursement for some water damage. Staff referred him to the correct person for submittal of his request.

7. Department Head Update

Mr. Crane stated that at the last meeting, Director Carpenter asked that he write a report on allowing Staff some flexibility on small changes made to approved variance requests. He spoke to her about the current process for this and both agreed a report was not needed.

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

Director Frankel made a motion to accept Staff's recommendation and deny the request for the room extension onto previously extended Common Area. However, the committee would allow the room extension to be constructed on the original patio slab and retain the patio extension on the previously granted Common Area. Director Bruninghaus seconded. Advisor Mike Butler abstained and the remaining committee members were in support. The motion passed.

9. 2371-C (Cordoba, AB04_1) Room Extension on Original Exclusive Use Patio Area and Bathroom Relocation to Enclosed Atrium

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

Standards Discussion Items:

10. Review Standard 40: Exterior Roll-Up Shades (Sun Screens)

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

11. Discuss Current Standard 4: Air Conditioning Units/Heat Pumps

The committee proposed some changes to this Standard and asked Staff to bring a redline of committee's proposed updates to the next committee meeting.

Reports

12. Status of Mutual Consents

Mr. Fogg reviewed this report with the committee.

Concluding Business:

13. Committee Member Comments

None.

14. Date of next meeting – Monday, May 27, 2019

15. Adjourned at 10:14 am.

DRAFT

Chair, Steve Parsons
Brett Crane, Staff Officer
Eve Morton, Alterations Coordinator, 268-2565

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OPEN MEETING

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

Monday, May 6, 2019 – 1:00 PM

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

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

MEMBERS ABSENT: None

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria, Chris Laugenour

1. Call to Order/Establish a Quorum

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

2. Acknowledgement of Media

The media was not present.

3. Approval of the Agenda

Staff added a staff report for Street Light Pilot Fixture Selection to the agenda as Item #16.

The agenda was approved as amended.

4. Approval of Meeting Report for March 4, 2019

The meeting report from March 4, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked on completing the many projects and programs already funded for this year.

6. Member Comments (Items Not on the Agenda)

- Ruth Taber (2207-Q) commented on Senate Bill 721 regarding structural inspections.
- Susan Smallwood (3303-N & 3456-B) commented on carport maintenance needs in CDS 302, and a cracked walkway to her unit in building 3303. In addition, she commented on termites in building 3456, moisture intrusion, dry rot repairs and a cracked slab.
- Gloria Shaw (5464-C) commented on the denial of her variance request to enclose her patio.
- Leslie Carretti (3084-B) commented on plumbing concerns in her building.
- John Davis (3026-B) commented on a moisture intrusion event at his manor.
- Bert Moldow (3053-A) commented on SCE's request to the CPUC to increase the electrical tariff, and additional solar installations.
- Bill Walsh (3162-C) commented on the cost of water, aqueducts that are beginning to fail, the solar project and a problem with the solar panels to one building.
- Ricardo Carretti (3084-B) commented on the newly installed gate arms at Gate 8.

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

7. Department Head Update

Staff Officer Guy West provided an update on the following projects/programs:

- Mailroom Tile Flooring Replacement
- New Gutter Installations
- Water Heater Backlog for Chargeable Services
- Dryer Replacement Project
- Chargeable Services

Consent:

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

Items 8 and 9 were pulled from the Consent Calendar for discussion. A motion was made and unanimously carried to approve the remainder of the Consent Calendar.

8. Programs Report

Director Pearlstone questioned what this report was for. He couldn't reconcile it with the expenditure report.

9. Maintenance Expenditures and Variance Explanations

Director Pearlstone asked about the janitorial services, plumbing overages and the year to date projections.

Advisor Leonard asked what months the solar panels were cleaned every year. Staff will send this information to him via email.

By consensus, staff was directed to bring back a report analyzing the cost difference between fully staffing the weekends versus calling an outside vendor when plumbing emergencies occur.

10. Project Log

Reports:

11. Bulky Item Pick Up Solutions

General Services Senior Manager Chris Laugenour summarized the report and answered questions from the Committee.

Discussion ensued regarding the process for reporting items left for pick up, Waste Management contract costs, monitoring move outs for unauthorized disposal, adding information about this service to the new resident orientation package, how many tons of bulky items are picked up by staff, and Waste Management, year-end projection costs, items left on the ground after garbage and recycling pick up, a future meeting with Waste Management and marketing the proper procedures to the residents.

Ed McGill (2390-2C) commented on the “incidental collections” by Waste Management.

By consensus, staff was directed to schedule a meeting with Waste Management to address the Committee’s concerns. Senior Manager Chris Laugenour was asked to bring a report to the September meeting in order to update the Committee on future changes that will improve the efficiency of this program and the cleanliness of the Village.

12. Carport Condensation Panels

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding alterations, responsibility for maintenance, maintenance costs, reasons for revoking this standard, a member’s knowledge of carport alterations, and adding panel repair to the list of chargeable services.

By consensus, staff was directed to inform Ms. Kajikawa that the Mutual will not install a carport condensation panel at Mutual expense. In addition, staff should bring a report to a future M&C Committee meeting that would add repairs to and removal of existing alteration

carport condensation panels as a chargeable service.

13. Lightweight Tile Roof Replacement

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding realized savings with roof replacements, increase of assessments, review of other roof system replacement budgets, frequency of roof inspections, torch down system alternative, reduce overall roof replacement reserves or increase length of proposed 15 year replacement program, costs for roof repairs and moisture intrusion restoration and other creative ways to reduce the overall impact to upcoming budgets.

By consensus, staff was directed to include costs for lightweight tile roof replacement in the upcoming 2020 Business Planning meeting with a plan to offset the costs for review and consideration by the Board.

14. Alternatives for GV Breezeway Recessed Area Renovations

Staff Officer Guy West summarized the report and answered questions from the Committee.

In March 2018, construction began on the Garden Villa Recessed Area Pilot Project at buildings 2384, 2385 and 2386. After much debate on the selection of the appropriate material to fill the floor recessed areas, the Committee chose to have the recessed areas filled in with lightweight concrete and the surfaces textured to match the existing walkways.

All three buildings were completed in 2018, and while funding was allocated in the 2019 budget for another similar project, the Committee requested that an additional discussion occur to consider other more economical alternatives to the recessed flooring concerns.

Discussion ensued regarding material used for playgrounds, sport court material, drainage concerns, and a single source contract.

A motion was made and unanimously approved to recommend the Board authorize staff to continue this program in 2019 on three buildings using alternative two, lightweight concrete. Additionally staff was directed to include before and after pictures and a new bid from BFC in the staff report for review and consideration at the upcoming Board meeting.

15. Chargeable Services Update (oral discussion)

Discussion of this topic took place during the Department Head Update.

16. Street Light Pilot Fixture Selection

Staff Officer Guy West summarized the report and answered questions from the

Committee.

Discussion ensued regarding fixture selection, resident feedback, cost for additional pilots, and locations for the future pilots.

Ram Ronen (3529-B) commented on using higher Kelvins to simulate daylight and commented on the reflectivity and durability of the proposed fixtures.

Bert Moldow (3503-A) commented on the preliminary fixture analysis provided by Siemens and presented a non-integrated LED light bulb for the Committee to review as an option.

A motion was made and unanimously approved to table staff's recommendation pending receipt of additional resident feedback, fixture selections and a financial analysis for the additional pilots. A special meeting will be called for staff to present this information to the Board.

Items for Future Agendas:

- Revisions to Exterior Paint Palette
- Carport Condensation Panels as a Chargeable Service
- Gutter/Downspout Installation Update
- Wooden Spindle Replacement for GV Buildings
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Bulky Item Pick Up Solutions (Chris in September 2019)

Concluding Business:

Committee Member Comments

There were no Committee Member Comments.

Date of Next Meeting – July 1, 2019

Adjournment – The meeting was adjourned at 5:14 PM.

DRAFT

Cush Bhada, Chair

DRAFT

Bunny Carpenter, Co-Chair

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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 hydroseeded.

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 community-wide 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.

Reports:

9. Project Log

Mr. Wiemann reported on the projects in the log and stated that all are reserved-funded 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.

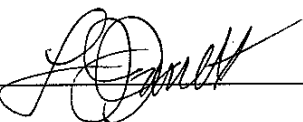
A Member asked if there is a way to see what is happening with the tickets. He said each time they put in a ticket, it is like starting all over again. Chair Jarrett suggested getting the ticket number to reference later.

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.

A handwritten signature in black ink, appearing to read 'L. Jarrett', is written over a horizontal line.

Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton – 268-2565

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LW VILLAGE DISASTER PREPAREDNESS TASK FORCE

MEETING MINUTES

Meeting date: Tuesday, March 26, 2019

Meeting Time: 9:31 AM

Meeting Location: Community Center Board Room

- 1. Call meeting to order:** Chief Tim Moy, Chair
- 2. Welcome and Introductions:** Attendees went around the room and introduced themselves and included their assigned tasks, if any. There were 18 people in attendance, two guests and 16 members.
- 3. Approval of the Minutes**
The Minutes for January 29, 2019 were approved without exception.
- 4. Reports of Officers**
Chair: Chief Moy stated that clubhouses 1, 3 and 5 already have emergency generators. Staff is in the process of determining the load requirements for generators at clubhouses 4 and 6. He estimates the costs to be between \$20-\$40,000 each.

The Chief was approached about the possibility of Laguna Woods being a future venue for the California Earth Quake Conference which holds an annual Regional Workshop. The Earthquake County Alliance Association along with Cal Tech and USC would invite the Good Neighbor Captains to attend. This workshop, scheduled for November 19, 2019 will not be open to the public.

Gates 7 and 3 are scheduled to begin construction for the new gate arms on April 8th. Each new gate has an override system that will operate the gates in case of a power shortage.

The Task Force unanimously approved the final draft of the Manor Door Hangers. They bright yellow and red Door Hangers will be distributed to all GNC's. In case of emergency, the GNC will first fill out a "status" check list that gets communicated to the CH Coordinators and then by radio to the Emergency Command Post. The Door Hangers are also placed on the Manor door as an "additional" effort to guide the first responders to the right manors more efficiently.

Recording Secretary: Judith Troutman gave no report. She was given permission by the Team to record the Minutes of this Meeting

5. Reports of Sub-Committees:

Radio Communications: Bruce Bonbright reported on his assessment of the Care and Reception Centers. He identified strategic locations for radio equipment and/or antenna placement for the best possible use and communication reception during an emergency. Schematics were sent to each Care & Reception Center Coordinator for their respective clubhouse. Small adjustments will be made first.

This morning's radio drill had 10 responses out of 15. Instructions for radio battery health and maintenance was reviewed.

Office Manager: Tom Soul gave a treasurer report. 2019 Sales so far were \$60.00 for February and \$91.00 for March. Expenses were \$132.00 to date. He reports that more supplies are given out at events than from the DPTF Office. We need more volunteers to attend the office, and more signage to let residents know where they are located.

Recruitment/Retention: Kathleen Mathews continues to recruit with the help of Directors advertising during their Board meetings.

She reported that Mark Benthien, Director for Communications and Outreach from the SoCA Earthquake Center, would be speaking at the Radio Club on June 8th, CH 3, DR2. Mark has a BA in Geophysics from UCLA and a MA in Public Policy from USC. All task force members are invited to attend. Please RSVP with Debbie Ballesteros for the time and reservation.

GRF Board: Judith Troutman – The GRF Board is preparing for the 2020 Budget. Funds for emergency generators for the Community Center building and appropriate clubhouses will be added to next year's budget.

Third mutual: Roy Bruninghaus was replaced by Annie McCary. Roy will be the Mutual Alternate representative. Five Manors in Third Mutual were picked for the Fire Avert Pilot Program. The Fire Averts that were "hard wired" have not been approved by the CSA (Canadian Standards Association) or UL (Underwriters Laboratories), both of which have US approval. Therefore, Chief will have to look into why not and what our options are.

United Board- Cash Akrakar is still looking into a way for United to afford the Fire Avert device or an alternative option that is more cost effective.

Mutual 50 – Sue Stephans replaced Ines Nords-Leth as Mutual Fifty representative. Alex Benegas from the Towers is also looking into a pilot program for the Fire Averts at the Towers. He states that most of their fires are kitchenette fires or smoke only alarms. He reports that they now have their emergency generator that will operate the kitchens, dining rooms and front desk during a major power outage. They are in the process of

replacing all the main water on/off valves in their two buildings. Mutual Fifty has hired Lopez & Associates to develop their own Emergency Operations Plan Manual that will be synchronized with ours. The Towers DPTF will be a Chapter of the LWV DPTF. They have had their first meeting with the Towers residents. The second meeting is scheduled for April where they will discuss the different roles involved and how the Towers will partner with us as a Chapter. LWV Task Force Members will act as Mentors to the Tower residents while they are being trained and again assist them during a real emergency. Alex stated that the Towers will be including our new Door Hangers in their program.

Energy – Bert Medlow was not present. He will give a report once the Energy Consultant has turned in his report.

6. Committee Activity:

Training Classes: A schedule of the next twelve months training classes was presented in the Agenda packet. Board Directors are encouraged to share this information during their televised Board meetings.

Orientations: Staff is still working on which material will be presented at the New Resident Orientations. We need representation from the Task Force. Doug and Chief Moy will coordinate with Eileen Paulin and Becky Jackson.

7. Action Items:

- Chief Moy will speak with the CEO/COO about signage in the Lobby of the CC to include a display of emergency items sold at the office. We also need signage to direct residents to the new location of the DPTF Office.
- Chief will work with Staff on a venue for the EQ Alliance
- Debbie will enlarge the schematic CH maps to be more legible.
- Chief will look into putting a DPTF Display at the Library
- Chief will work on solving the Fire Avert hard wire problem

8. Date of next meeting: Tuesday, May 28, 2019 , 9:30 AM, Boar

9. Adjourn: 10:58 AM

10. Minutes submitted by

11. Judith Troutman
Secretary, DPTF