



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

Tuesday, June 18, 2019 - 9:30 a.m.

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

NOTICE OF MEETING AND AGENDA

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance – Director Carpenter**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. May 10, 2019 – Special Open Meeting (Appoint Officer)
 - b. May 21, 2019 – Regular Open Session
- 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. Update Resolution for Third/GRF Committee Appointments
- b. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of April 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

- a. Recommendations from the Architectural Control and Standards Committee:
 - (1) Recommendation to Deny—3391-B (Malaga, P102A/P42) – Patio Enclosure on Previously Extended Common Area
 - (2) Recommendation to Deny—3461-C (Andaluz, P203A/P43) – Room Extension on Previously Extended Common Area
- b. Entertain a Motion to Adopt 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)**

12. New Business

- a. Entertain a Motion to Introduce a Resolution to Revise Alteration Standard 4: Air Conditioning Units/Heat Pumps **(JUNE initial notification-postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)**
- b. Entertain a Motion to Revise a Resolution for the Third Laguna Hills Mutual Communications Committee Charter

13. Committee Reports

- a. Report of the Finance Committee / Financial Report--Director Pearlstone. The Committee meet on June 4, 2019; next meeting July 2, at 1:30 p.m. in the Board Room
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on May 27, 2019; next meeting June 24, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Communications Committee – Director McCary. The Committee met on June 5, 2019; next meeting July 10, 2019.
- d. Report of the Maintenance and Construction Committee – Director diLorenzo. 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 July 9, 2019 at 10:00 a.m.
- e. Report of the Landscape Committee – Director Jarrett. The Committee met on June 6, 2019; next meeting July 8, 2019, at 9:30 a.m. in the Board Room
- f. Report of the Water Subcommittee – Director Karimi. The subcommittee met on June 11, 2019; next meeting TBA.
- g. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on June 12, 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 did not meet in May 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 August 14, 2019, at 1:30 p.m. in the Board Room
- d. Maintenance & Construction Committee – Director Frankel. The Committee met on June 12, 2019; next meeting August 14, 2019, at 9:30 a.m. in the Board Room
- e. Report of the Village 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 McCary. The Committee met on June 17, 2019; next meeting July 15, 2019, at 1:30 p.m. in the Board Room
- g. Mobility and Vehicles Committee-Director Frankel – The Committee met on June 5, 2019; next meeting August 7, 2019, at 1:30 p.m. in the Board Room
- h. Security and Community Access Committee – Director Parsons. The Committee did not meet in May 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 May 28, 2019; next meeting July 30, 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 Laguna Beach Animal Control regarding Coyotes, Snakes & Bees
- b. Amend Co-Occupancy Policy
- c. Parking Report

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) May 21, 2019—Regular Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn



OPEN MEETING

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

Friday, May 10, 2019
Laguna Woods Village Community Center
Board Room • 11:00 a.m.

The purpose of this meeting was to appoint a new Third Board Treasurer.

Directors Present: Rosemarie diLorenzo, Bunny Carpenter, Roy Bruninghaus, Cush Bhada, John Frankel, Lynn Jarrett, and Jon Pearlstone

Directors Absent: Annie McCary, Reza Karimi, Steve Parsons, Jack Connelly

Staff Present: Jeff Parker, CEO, Cheryl Silva and Della Milleson

1. President diLorenzo called the meeting to order at 11:00 a.m. and established that a quorum was present.

2. Members Comments. No Members were present.

3. Open Nominations for Election of Treasurer

By consensus, the Board opened nominations for Treasurer.

Director Bhada nominated Director Pearlstone. There were no other nominations.

4. Entertain a Motion to Close Nominations

By consensus, the Board closed nominations for Treasurer.

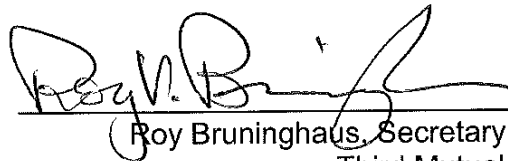
Because there was only one nomination for Treasurer, President diLorenzo announced that Director Pearlstone would be appointed Treasurer by acclamation.

5. Entertain a Motion to Approve the Revised Officer Resolution

By consensus, the Board to approved the revised officer resolution to add Director Pearlstone as Treasurer.

6. Adjournment

There being no further business, the meeting was adjourned at 10:20 a.m.

A handwritten signature in black ink, appearing to read "Roy Bruninghaus", is written over a horizontal line.

Roy Bruninghaus, Secretary to 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, May 21, 2019 - 9:30 a.m.

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

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

Directors Absent: Jack Connelly

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

Others Present: Wei-Ming Tao (VMS), Raquel Unger (VMS), and Ralph Engdahl.

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Bhada led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

Director Parsons requested to remove the following items from the Consent Calendar: 10a2, 10b4 and 10e.

Director McCary made a motion to approve the agenda as amended. The motion was seconded by Director Bhada and passed unanimously.

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

Director Bruninghaus made a motion to approve the April 8, 2019, Special Workshop; April 11, 2019 Special Open Meeting; April 16, 2019 Regular Open Session, and April 23, 2019, Special Strategic Planning minutes, as presented. Director Pearlstone seconded the motion, and the motion passed unanimously.

6. Report of the Chair

President diLorenzo announced that Jack Connelly has resigned as the Board Treasurer and Jon Pearlstone was appointed as the new Board Treasurer. Applications will be available in July for the annual election. Budget review meetings will be happening in June.

7. Open Forum

Several Members spoke about various issues:

- Announcement that the LWV Foundation partners with the Braille Institute to help our residents and a description of the benefits of the Braille Institute;
- Regarding being respectful of residents.

8a. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President diLorenzo responded that Board Members need to be careful regarding legal matters during open sessions.

9. CEO Report

Jeff Parker CEO, reported on the following subjects:

- Gates 1 and 9 are closed for the RFID Retrofit Project;
- The 11th Memorial Golf Tournament was held on Saturday, May 18, 2019, to benefit the Laguna Woods Village Foundation;
- The Laguna Woods Art Association has displayed new art work in the Community Center;
- After Friday, May 31st, the Channel 3 Analog Guide will be removed from TV6. Users will need an HD set top box to get the new, digital Guide;
- Update on Upcoming Recreation Events: Memorial Day Ceremony on Monday, May 27, 2019, at 1:00 p.m. at Clubhouse 3;
- City of LW low-cost vaccination clinic for animals on June 2nd at City Hall;
- Disaster Preparedness Task Force will host a CPR Class on Wednesday, June 5 in Clubhouse 7 from 1:00-4:00 p.m.
- The new HVAC system was installed at the Community Center, PVC Cool Roof Installations to begin on Saturday, June 8th;
- Monday, May 27th holiday hours for the Community Center.

- The VMS Board will meet once per month from now on.
- The across all Boards Strategic Planning meeting was held on May 7th; followup will be ongoing.

Jeff Parker, CEO, answered questions from the Board.

10. Consent Calendar

Agenda items 10a2, 10b4 and 10e were pulled from the Consent Calendar for discussion.

10a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Deny – 3213-D (La Reina, PL704RB, P43B, P43B) Room extension onto Previously Extended Common Area

RESOLUTION 03-19-52 **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.

10b. 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.

RESOLUTION 03-19-44

**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.

- (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.

RESOLUTION 03-19-45
**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.

- (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.

RESOLUTION 03-19-46
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.

10c. Finance Committee Recommendations:

(1) Approval of Resolution to Record Lien against Member ID# 933-190-62

RESOLUTION 03-19-47
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.

(2) Approval of Resolution to Record Lien against Member ID# 933-200-62

RESOLUTION 03-19-48
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.

(3) Approval of Resolution to Record Lien against Member ID# 932-200-13

RESOLUTION 03-19-49
RECORDING OF A LIEN

WHEREAS, Member ID 933-200-13; 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 933-200-13 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.

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

Director Parsons made a motion to approve the Consent Calendar with the removal of agenda items 10a2, 10b4 and 10e. The motion was seconded by Director Jarrett and passed unanimously.

11. Unfinished Business

11a. Entertain a Motion to Adopt a Resolution to Amend Golf Cart Policies and Procedures

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

RESOLUTION 03-19-50
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 adopts 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.

Director Bruninghaus made a motion to adopt 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. The motion was seconded by Director Bhada.

Discussion ensued among the Directors.

President diLorenzo called for the vote and the motion passed unanimously.

11b. Entertain a Motion to Adopt a Resolution to Revise the Lease Policy

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

RESOLUTION 03-19-51
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

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

Director Bruninghaus made a motion to adopt a resolution to revise the Lease Authorization Policy. The motion was seconded by Director Parsons.

Discussion ensued among the Directors.

A resident spoke against this resolution and urged the Board to consider hardship cases as an exception to the rules, as presented in the resolution.

President diLorenzo called for the vote and the motion passed unanimously.

**Consent Items Removed for discussion:
10a2, 10b4 and 10e.**

10a. Architectural Control and Standards Committee Recommendations

- (2)** Recommendation to Approve - 2371-C (Cordoba, AB04_1) Room building on Original Footprint -Patio Area and Bathroom Relocation to Enclosed Atrium

RESOLUTION 03-19-53
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 building 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~~ building 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.

Director Parsons made a motion to approve the revised resolution to approve the request to construct a room building over the original patio slab on Exclusive Use Common Area and relocate a bathroom to the existing enclosed atrium. Director Bruninghaus seconded the motion and it passed unanimously.

10b. Landscape Committee Recommendations:

- (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 to prevent any further root intrusion.

RESOLUTION 03-19-54
APPROVE A TREE REMOVAL REQUEST
OF FICUS TREE – 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; and

WHEREAS, the Committee recommended approving the request for the removal of one Ficus tree located at 5561-B Via Portora in fiscal year 2020 based on the forthcoming Maintenance department work to epoxy coat the mainline which will prevent any further root intrusion until that time;

NOW THEREFORE BE IT RESOLVED, May 21, 2019, the Board of Directors approves the removal of one Ficus tree located at 5561-B in fiscal year 2020, and;

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

Director Parson made a motion to approve a tree removal request of one Ficus tree located at 5561-B to prevent any further root intrusion. Director Jarrett seconded the motion and it passed unanimously.

10e. Update Resolution on Third/GRF Committee Appointments

RESOLUTION 03-19-55
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

Annie McCary, Chair
Roy Bruninghaus, Co-Chair
~~Jon Pearlstone~~
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)

Reza Karimi, Chair
~~Jack Connelly~~
Cush Bhada

Lynn Jarrett
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.

RESOLUTION 03-19-56
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
Steve Parsons, 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

Steven 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.

Director Bhada made a motion to approve the Third/GRF Committee Appointments. The motion was seconded by Director Parsons.

Discussion ensued among the Directors regarding changes to the Committee Appointments.

President diLorenzo called for the vote on the amended resolution for Third/GRF Committee Appointments and the motion passed unanimously

Jeff Parker, CEO commented that the VMS Board had a Strategic Planning retreat to set future goals. The VMS Board will be meeting once a month on the 3rd Wednesday of each month.

12. New Business

12a. Entertain a Motion to Introduce a Resolution to Revise Standard 40: Exterior Roll-up Shades (Sun Screens)

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

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.

Director Bruninghaus made a motion to introduce a resolution to revise alteration standard 40: exterior roll-up shades (sun screens) for 28-day review, and it passed unanimously.

12b. Entertain a Motion to Approve an Unbudgeted Operating Expense of Approximately \$24,000 for Alternative Herbicide Products

Director Bruninghaus made a motion to approve an unbudgeted operating expense of approximately \$24,000 for alternative herbicide products. The motion was seconded by Director Pearlstone.

Discussion ensued among the Directors.

President diLorenzo called for the vote, and the motion passed unanimously.

13. Committee Reports

13a. Report of the Finance Committee / Financial Report – Director Pearlstone presented the Treasurer's Report. Director Parsons reported on the Resale and Lease Activity Reports. The Committee met on April 30, 2019; next meeting June 4, 2019, at 1:30 p.m. in the Board Room

13b. Report of the Architectural Controls and Standards Committee – Director Parsons reported on the last meeting. The Committee continues to update standards. The Committee met on April 22, 2019; next meeting May 28, 2019, at 1:30 p.m. in the Board Room

13c. Report of the Communications Committee – Director Bruninghaus. The Committee continues to work on the Breeze. The Committee met on March 13, 2019; next meeting TBA.

13d. Report of the Maintenance and Construction Committee – Director Bhada reported from the last meeting. The Committee is working on the new pilot for street lights,

carport condensation panels, lightweight tile roof replacement, bulky item solutions and shepherd's crook installation. 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. The Task Force did not meet in April. Next meeting TBA.

- 13e. Report of the Landscape Committee – Director Jarrett reported from the last meeting. The Committee is working on turf modernization, alternative herbicide report, fire risk management plan, hydro-seeding on the slopes, and slope renovation. The Committee met on May 2, 2019; next meeting June 6, 2019, at 9:00 a.m. in the Board Room
- 13f. Report of the Water Subcommittee – Director Bhada gave a report from the last meeting. The Committee members attended a meeting at the El Toro Water District. The Subcommittee met on March 4, 2019; next meeting June 11, 2019 at 11:00 a.m. in the Cypress Room.
- 13g. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus gave an update from the last meeting. The Task Force met on March 11, 2019; next meeting TBA.

14. GRF Committee Highlights

- 14a. Community Activities Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee discussed events and facilities that are heavily used and golf usage down because of rain. The Committee met on May 9, 2019; next meeting July 11, 2019 at 1:30 p.m. in the Board Room.
- 14b. Finance Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee discussed the budget cycle. The Committee met on April 24, 2019; next meeting June 19, 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 discussed the herbicide alternative expense and the Aliso Creek maintenance. The Committee met in May 15, 2019; next meeting August 14, 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 Committee met on April 10, 2019; next meeting June 5, 2019, at 9:30 a.m. in the Board Room
- 14e. Report of the Village Energy Task Force – Director Frankel gave an update from the last meeting. The Task Force appointed Steve Leonard as Chair. The Task Force met on May 1, 2019; next meeting July 3, 2019, at 1:30 p.m. in the Board Room.

- 14f. Media and Communications Committee – Director Bruninghaus reported on highlights from the last Committee meeting. The Committee met on May 20, 2019; next meeting June 17, 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. The 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 McCary gave an update from the last Committee meeting. 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 reported on the last meeting. The Task Force met on March 26, 2019; next meeting May 28, 2019, 9:30 a.m. in the Board Room
- 14i. Report of the Laguna Woods Village Traffic Hearings – Director McCary gave an update from the last meeting. The Traffic Hearings were held on May 15, 2019; next hearing will be on 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 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. Presentation by Orange County Animal Control regarding Coyotes, Snakes & Bees
- 15b. Amend Co-Occupancy Policy
- 15c. Parking Report
- 16. Director's Comments**
- Director Jarrett talked about the sighting of snakes in the community.
 - Director Parsons thanked the LWV Art Association for the new art work.
 - Director Karimi discussed the danger of killer bees.
 - Director McCary gave Memorial Day thank-you for our veterans.
- 17. Recess**
The Board recessed at 11:36 a.m. and reconvened in Executive Session at 12:15 p.m.

Summary of Previous Closed Session Meetings per Civil Code Section §4935
During the April 5, 2019, Special Closed Session, the Board:
Discussed and Considered Legal and Contractual Matters

During the April 16, 2019, Regular Executive Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) March 5, 2019 – Special Closed Session (Legal/Contractual Matters)

(b) March 19, 2019 – Regular Executive Session

Wrote-off Delinquent Assessments for Member ID 931-370-39, 932-200-59

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 4:35 p.m.

A handwritten signature in black ink, appearing to read "Roy Bruninghaus", written over a horizontal line.

Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION ATTACHMENTS

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



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.

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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.

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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

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

8. TLHM has adopted a Non-Smoking Policy and is authorized to take disciplinary action against a Member who is in violation of said Policy including but not limited to a Member's Lessee.
9. **The Member is at all times responsible for the acts or omissions of, without limitation, the Member's Lessee, guest, care provider, vendor, invitee or contractor as well as the guests, care providers, invitees or contractors of the Member's Lessee.**

B. Charges

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.

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C. Assignment of Rents

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

| 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.

Third Laguna Hills Mutual - Lease Policy

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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Third Laguna Hills Mutual - Lease Policy

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.

| Third Laguna Hills Mutual - Lease Policy

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

Third Laguna Hills Mutual - Lease Policy

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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| Third Laguna Hills Mutual - Lease Policy

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

This attachment refers to agenda item 11b



~~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.

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.

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

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



RESOLUTION 03-19-xx
Third Mutual Committee Appointments

RESOLVED, June 18, 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

Annie McCary, Chair
Roy Bruninghaus, 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)

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)

Reza Karimi, Chair

Jack Connelly

Cush Bhada

Lynn Jarrett

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 03-19-55, adopted May 21, 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, June 18, 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
Jon Pearlstone
Steve Parsons, Alternate

Community Activities Committee

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

Finance Committee

Rosemarie diLorenzo
Jon Pearlstone
Steve Parsons, Alternate

Landscape Committee

Lynn Jarrett
Reza Karimi
Jon Pearlstone, Alternate

Maintenance and Construction Committee

John Frankel
Bunny Carpenter
Cush Bhada, Alternate
Steve Parsons, Alternate

PAC Task Force

John Frankel
Cush Bhada

Energy Task Force

Steven Leonard, Chair
John Frankel
Cush Bhada
Steve Parsons, Alternate
Reza Karimi, Alternate
Voting Advisors: Sue Stephens, Bill Walsh

Media and Communication Committee

Annie McCary

Lynn Jarrett

Bunny Carpenter, Alternate

Roy Bruninghaus, 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

Reza Karimi, Alternate

Disaster Preparedness

Annie McCary

John Frankel

Steve Parsons, Alternate

Roy Bruninghaus, Alternate

Laguna Woods Village Traffic Hearings

John Frankel

Annie McCary

Reza Karimi, Alternate

RESOLVED FURTHER, that Resolution 03-19-56, adopted May 21, 2019, is hereby superseded and canceled; and

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

RESOLUTION 03-19-XX
Variance Request

WHEREAS, Ms. Esther Wen of 3391-B Punta Alta, a Malaga style unit, is requesting Board approval of a variance to construct a patio enclosure on a previously extended Common Area patio; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on May 15, 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 May 28, 2019.

NOW THEREFORE BE IT RESOLVED, on June 18, 2019, the Board of Directors hereby deny the request to construct a patio enclosure on a 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 3391-B and all future Mutual members at 3391-B;

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

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RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Richard Siao of 3461-C, a Andaluz style unit, is requesting Board approval of a variance to construct a room alteration onto a previously approved extension of the patio onto Common Area; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on June 5, 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 May 28, 2019.

NOW THEREFORE BE IT RESOLVED, on June 18, 2019, the Board of Directors hereby deny the request to construct a room alteration onto a previously approved extension of the patio onto Common Area;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3461-C and all future Mutual members at 3461-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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STAFF REPORT

DATE: June 18, 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, June 18, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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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: June 18, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 4: Air Conditioning Units/Heat Pumps

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 4: Air Conditioning Units/Heat Pumps.

BACKGROUND

On May 28, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

The ACSC requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 39 Alteration Standards available for Members to use to perform alterations to their unit. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Alteration Standard 4: Air Conditioning Units/Heat Pumps was last revised in January 2018, via Resolution 03-18-13.

DISCUSSION

Due to the continued popularity of the various components involved in the remodel process, the ACSC has reviewed the existing Alteration Standard 4: Air Conditioning Units/Heat Pumps. The following sections are proposed to be revised as follows:

§2.8 Removal of sleeves in stucco walls:

- a. Removal of sleeves in ~~multi-story~~ three-story buildings is prohibited. ←
- b. Removal of sleeves in stucco walls of one and two ~~single~~ story buildings shall be evaluated on a case-by-case basis. A variance may be required. ←
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division. ←

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 4: Air Conditioning Units/Heat Pumps

Attachment 2: Redline of Proposed Updates to Alteration Standard 4: Air Conditioning Units/Heat Pumps

Attachment 1

RESOLUTION 03-19-XX

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 4: Air Conditioning Units/Heat Pumps and,

NOW THEREFORE BE IT RESOLVED, June 18, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 4: Air Conditioning Units/Heat Pumps 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.

JUNE 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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SECTION STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS
~~FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS.~~

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a three-story building
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located at least 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:

- a. Removal of sleeves in three-story ~~multi-story~~ buildings is prohibited.
- b. Removal of sleeves in stucco walls of one and two single ~~single~~ story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

2.8.1 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- 3.4** Outdoor condensing units for single level manors shall be installed at ground level only.
- 3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed only flat roofs, directly above the manor, or at ground level.
- 3.6** Outdoor condensing unit locations for three story buildings are as follows: first floor manors shall be installed at ground level, second floor manors shall be installed on flat roofs directly above the manor, or at ground level, third floor manors will be installed only on flat roofs, directly above the manor.
- 3.7** The location of outdoor condensing units must be approved by the Alterations office. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed necessary by the Alterations office.



- 3.8** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.9** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
- 3.10** All exterior wiring, condensate, and coolant lines must be encased in a single, square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.11** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.14** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.15** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.16** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved Standard Plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.17** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.18** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

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STAFF REPORT

DATE: June 11, 2019
FOR: Third Laguna Hills Mutual Board of Directors
SUBJECT: Revisions to Third Communications Committee Charter

RECOMMENDATION

That the Board adopt the attached Resolution revising the Third Laguna Hills Mutual Communications Committee Charter.

BACKGROUND

On February 18, 2014, the Board of Directors approved Resolution 03-14-16 and established the Charter of the Third Communications Committee. The Third Communications Committee recommends revision of this Charter to avoid duplication of effort with the Golden Rain Foundation Communications Committee and adjust the meeting schedule of the Third Communications Committee to quarterly.

DISCUSSION

The Third Communications Committee and Staff met on June 5, 2019 and agreed unanimously to recommend the attached revised Charter.

FINANCIAL ANALYSIS

None.

Prepared By: Eileen Paulin, Marketing and Communications Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-14-16
Attachment 2: Resolution 03-14-16 Redlined
Attachment 3: Proposed Revised Resolution

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Attachment 1: Resolution 03-14-16

Resolution 03-14-16

Third Laguna Hills Mutual Communications Committee Charter

WHEREAS the Communications Committee has been established pursuant to Article VII Section 1 of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, February 18, 2014 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Communications Committee as follows:

1. Serve as liaison between the Third Laguna Hills Mutual ("Third") Board and the Government and Public Relations personnel.
2. Promote communication of Board-approved policies and information through available mediums such as direct mailings, advertisements, e-mail newsletters, a Speakers Bureau, and the Internet.
3. Review capital requirements, requests for capital equipment and programs, and projected revenues and determine service levels related to public relations.
4. Make recommendations to other Third committees and to the Third Board of Directors on matters related to areas of responsibility in this charter.
5. Promulgate appropriate public relations programs and policies in order to promote a positive image of Third and good relations among Laguna Woods Village residents and surrounding communities as well as the public at large.
6. Perform such other duties related to areas of responsibility in this charter as may be assigned by the Third President or Board.

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.

Attachment 2: Resolution 03-14-16 Redlined

Resolution 03-14-16

Third Laguna Hills Mutual Communications Committee Charter

NOW THEREFORE BE IT RESOLVED, ~~February 18, 2014~~ June 18, 2019 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Communication Committee as follows:

1. Serve as liaison between the Third Laguna Hills Mutual ("Third") Board and the ~~Government and Public Relations personnel~~ Village Management Services (VMS) Communications Department.
2. ~~Promote communication of~~ Communicate Board-approved policies and information through available mediums such as direct mailings, advertisements, e-mail newsletters, a Speakers Bureau, and the Internet.

~~Review capital requirements, requests for capital equipment and programs, and projected revenues and determine service levels related to public relations.~~
3. Make recommendations to other Third committees and to the Third Board of Directors on matters related to areas of responsibility in this charter.
4. ~~Promulgate Develop~~ appropriate public relations programs and policies in order to promote a positive image of Third and good relations among Laguna Woods Village residents and surrounding communities as well as the public at large.
5. Perform such other duties related to areas of responsibility in this charter as may be assigned by the Third President or ~~Third~~ Board.

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.

Attachment 3: Revised Resolution

Resolution 03-19-xxx

Third Mutual Hills Mutual Communications Committee Charter

WHEREAS the Communications Committee has been established pursuant to Article VII Section 1 of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, June 18, 2019 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Communication Committee as follows:

1. Serve as liaison between the Third Laguna Hills Mutual ("Third") Board and the Village Management Services ("VMS") Communications Department.
2. Communicate Board approved policies and information through available media such as direct mailings, advertisements, e-mail newsletters, a Speakers Bureau, and the Internet.
3. Make recommendations to other Third committees and to the Third Board of Directors on matters related to areas of responsibility in this charter.
4. Develop appropriate public relations programs and policies that promote a positive image of Third and good relations among Laguna Woods Village residents and surrounding communities, as well as the public at large.
5. Perform such other duties related to areas of responsibility in this charter as may be assigned by the Third President or Third Board.

RESOLVED FURTHER, that Resolution 03-14-16, adopted February 18, 2014, is hereby superseded and cancelled; and

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

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Financial Report

As of April 30, 2019



INCOME STATEMENT (in Thousands)

ACTUAL

Assessment Revenue	\$10,742
Non-assessment Revenue	\$817
Total Revenue	\$11,559
Total Expense	\$9,035
Excess of Rev over (Exp)	\$2,524

1

Financial Report

As of April 30, 2019



INCOME STATEMENT OPERATING FUND w/o Depreciation (in Thousands)

ACTUAL

Assessment Revenue	\$6,256
Non-assessment Revenue	\$615
Total Revenue	\$6,871
Total Expense	\$6,251
Operating Surplus	\$620

2

Financial Report

As of April 30, 2019



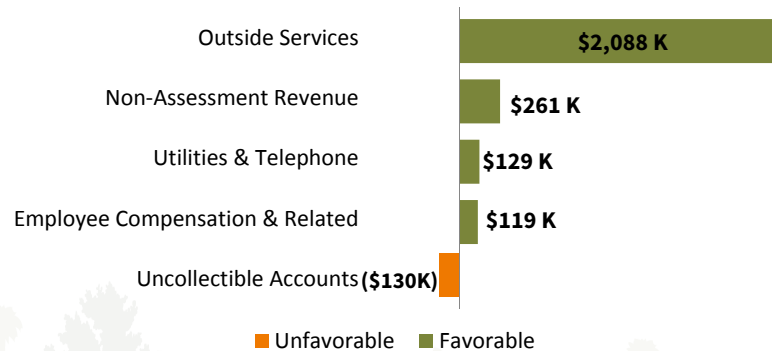
INCOME STATEMENT (in Thousands)

	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$10,742	\$10,742	\$0
Non-assessment Revenue	\$817	\$556	\$261
Total Revenue	\$11,559	\$11,298	\$261
Total Expense	\$9,035	\$11,347	\$2,312
Excess of Rev over (Exp)	\$2,524	(\$49)	\$2,573

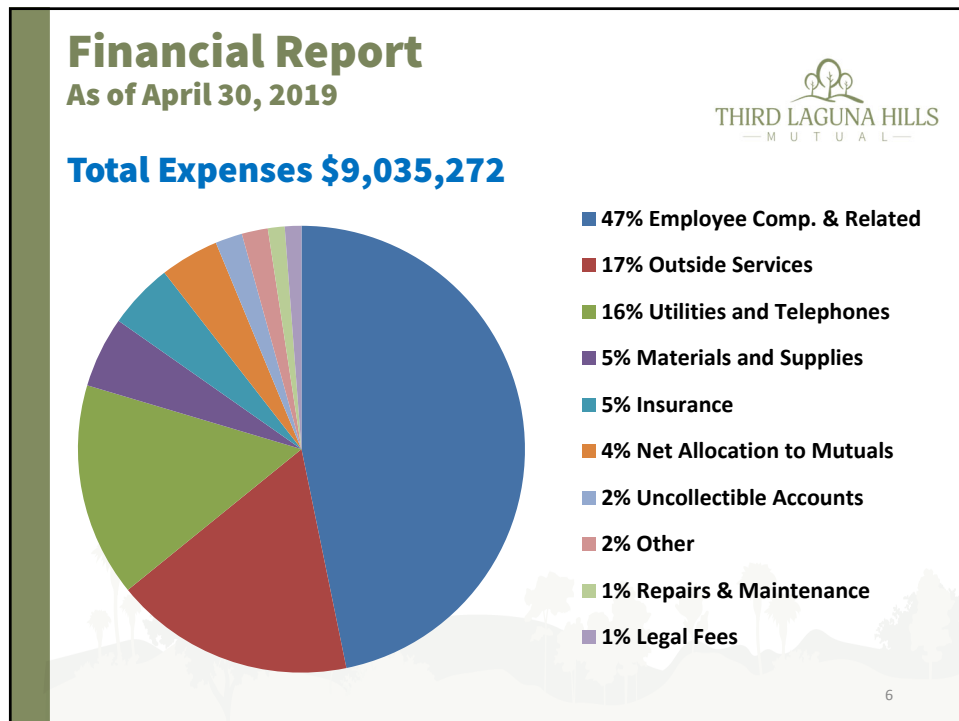
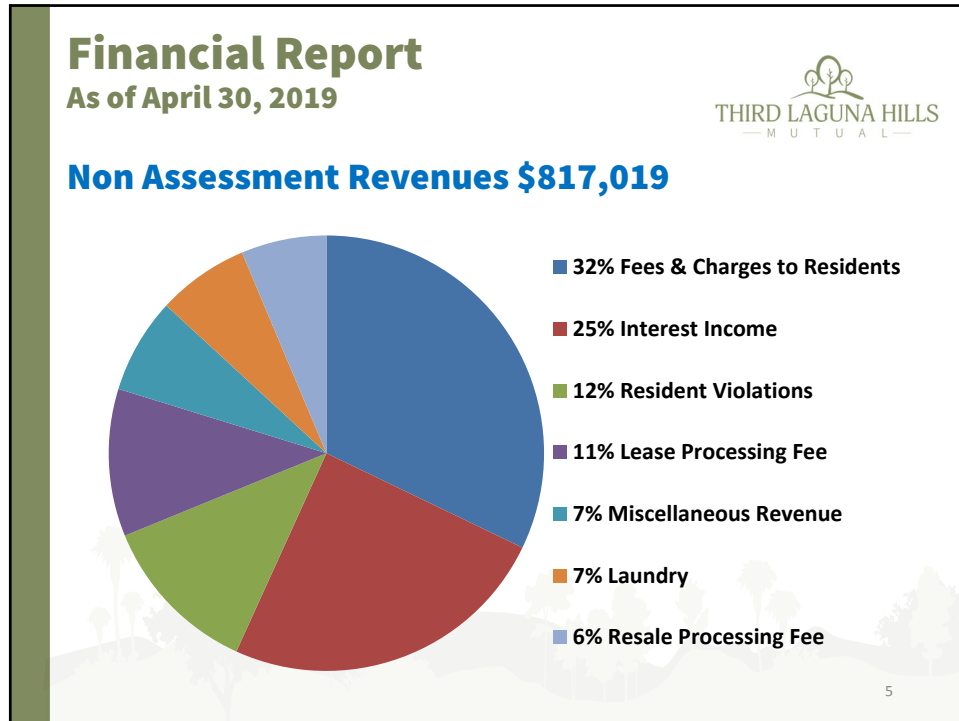
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Financial Report

As of April 30, 2019



4



Financial Report

As of April 30, 2019



NON OPERATING FUND BALANCES

ACTUAL

(in Thousands)

Beginning Balances: 1/1/19	\$29,261
Contributions & Interest	4,688
Expenditures	(2,736)
Current Balances: 4/30/19	\$31,213

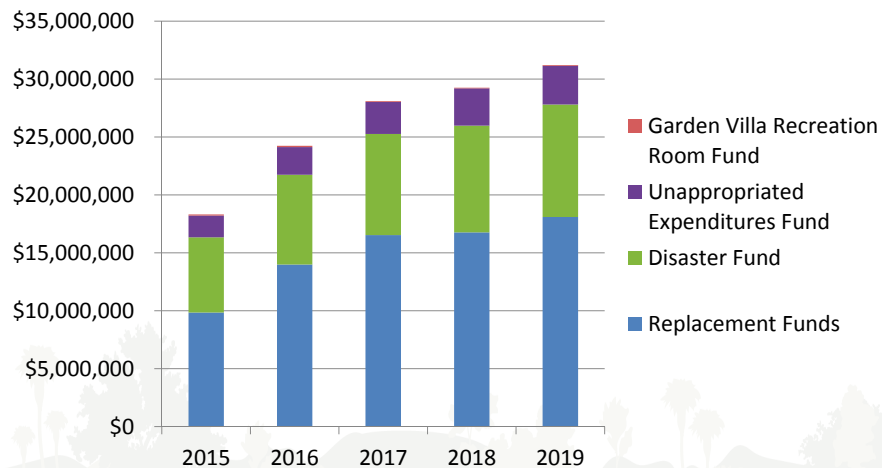
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Financial Report

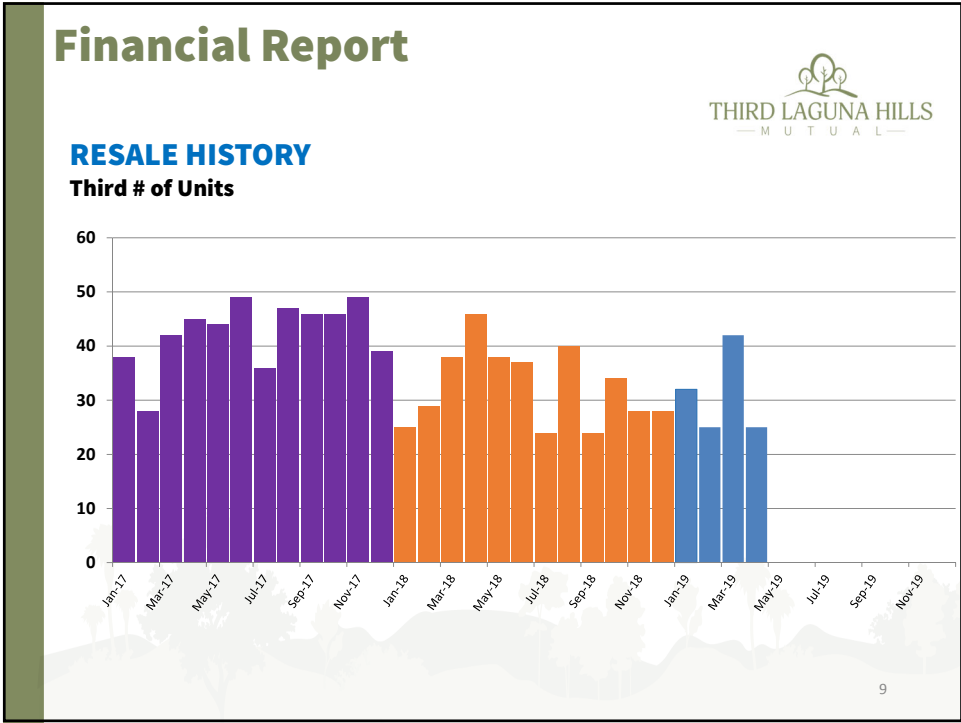
As of April 30, 2019



FUND BALANCES



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Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
4/30/2019
(\$ 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		\$6,256	\$6,256		\$6,293	\$18,767
2	Additions to restricted funds	1,122	1,122		4,487	4,487		4,385	13,460
3	Total assessments	<u>2,686</u>	<u>2,686</u>		<u>10,742</u>	<u>10,742</u>		<u>10,678</u>	<u>32,227</u>
Non-assessment revenues:									
4	Fees and charges for services to residents	52	40	12	263	159	103	191	478
5	Laundry	15	18	(3)	56	73	(18)	40	220
6	Interest income	50	31	20	201	123	78	146	369
7	Miscellaneous	77	50	27	298	200	97	184	601
8	Total non-assessment revenue	<u>194</u>	<u>139</u>	<u>55</u>	<u>817</u>	<u>556</u>	<u>261</u>	<u>562</u>	<u>1,668</u>
9	Total revenue	<u>2,879</u>	<u>2,825</u>	<u>55</u>	<u>11,559</u>	<u>11,298</u>	<u>261</u>	<u>11,240</u>	<u>33,895</u>
Expenses:									
10	Employee compensation and related	1,054	1,089	35	4,226	4,346	119	4,397	13,088
11	Materials and supplies	135	129	(6)	463	518	55	442	1,554
12	Utilities and telephone	386	426	40	1,398	1,527	129	1,618	5,299
13	Legal fees	14	18	4	108	73	(34)	20	220
14	Professional fees	3	19	16	42	90	48	90	185
15	Equipment rental	4	4		11	14	2	4	40
16	Outside services	529	914	385	1,570	3,657	2,088	1,284	10,972
17	Repairs and maintenance	30	28	(2)	110	112	2	102	345
18	Other Operating Expense	15	15		51	62	12	52	181
19	Insurance	101	109	9	430	438	8	438	1,313
20	Investment expense				12	12		10	12
21	Uncollectible Accounts	3	12	8	177	46	(130)	25	138
22	(Gain)/loss on sale or trade				7	7			7
23	Depreciation and amortization	12	12		48	48		49	143
24	Net allocation to mutuals	96	100	3	384	398	14	403	1,205
25	Total expenses	<u>2,383</u>	<u>2,875</u>	<u>492</u>	<u>9,035</u>	<u>11,347</u>	<u>2,312</u>	<u>8,934</u>	<u>34,702</u>
26	Excess of revenues over expenses	<u>\$496</u>	<u>(\$51)</u>	<u>\$547</u>	<u>\$2,524</u>	<u>(\$49)</u>	<u>\$2,573</u>	<u>\$2,305</u>	<u>(\$808)</u>

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Third Laguna Hills Mutual operations were better than budget by \$2,573K as of April 30, 2019. Of this favorable variance, approximately \$2,088K was primarily due to timing of Outside Service work, to occur later in the year, and the remaining \$485K resulted from savings.

REVENUE

Non Assessment Revenue – \$261K [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 violations. Also, higher reserves balances yielded more interest income than anticipated.

EXPENSES

Employee Compensation and Related – \$119K [Line 10](#)

Favorable variance resulted in Landscape; although budgeted throughout the year, scheduled tree work is expected to begin in Q3. Favorable variance was furthered by fewer staff hours used for Janitorial Services, Community Services, and General Management due to open positions at the beginning of the year. 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 – \$55K [Line 11](#)

Favorable variance due to timing of certain programs including Building Structure Carpentry, Paint Program, Grounds Maintenance, and Irrigation. The variance was offset by Plumbing and Appliances due to a high number of repairs to washing machines that do not qualify for replacement.

Utilities and Telephone – \$129K [Line 12](#)

Favorable variance resulted from less water usage for irrigation due to rainfall. To date, Consumption is 29% lower than budget.

Legal Fees – (\$34K) [Line 13](#)

Unfavorable variance resulted from higher legal expenses than budgeted.

Professional Fees – \$48K [Line 14](#)

A favorable variance resulted in Consulting Fees and Audit and Tax Preparation due to timing; audit and tax preparation payments were made in May and additional invoices will be paid in July and August.

Outside Services – \$2,088K Line 16

Favorable variance is due to timing:

- **Building Structures Replacement – \$381K**
Staff has conducted initial building assessments of dry rot repair work for 2019. The scope of work and budget are being determined and repair work is set to begin in early summer upon completion of remaining buildings from 2018 program. Favorable variance was furthered by timing of parapet and stucco repairs programs, which began in April; invoices are expected in late May.
- **Landscape Modernization – \$325K**
Landscape programs are scheduled to begin later this year with the earliest starting in July 2019; the budget was spread evenly throughout the year.
- **Exterior Lighting – \$260K**
Siemens installed three sets of LED fixtures for the pilot program along Avenida Sosiega on March 19. Feedback from the community was gathered and shared with the staff who will work with Siemens to present additional pilot options based on the feedback.
- **Paving – \$239K**
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 – \$212K**
Remediation work is in progress and variance is expected to decrease throughout the year. The scope of work for 2019 includes 6 buildings.

Uncollectible Accounts – (\$130K) 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, June 4, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

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

MEMBERS ABSENT: Jack Connelly, Annie McCary, Reza Karimi

STAFF PRESENT: Betty Parker, Steve Hormuth, Jose Campos, Christopher Swanson

Call to Order

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

Approval of Meeting Agenda

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

Approval of Meeting Report for April 30, 2019

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

Chair Remarks

Director Pearlstone commented on the budget process and the potential for using the finance committee meetings as an additional forum for discussion. Director Pearlstone requested that during the review of the monthly financial statements, if any policy related matters arise that they be place on a future agenda so that the Committee can remain focused on the action items relevant to the meeting at hand. Additionally, the Chair provided a status update on Director Connelly.

Department Head Update

Betty Parker, Chief Financial Officer, provided an update on the budget timeline and upcoming deadlines for Version 1, with an interim programs report to be issued on Monday June 17 and final changes due by June 19.

Preliminary Financial Statements dated April 30, 2019

The Committee reviewed financials and questions were addressed. The Committee requested the following information:

- Solar System Update (Quarterly)
- 2020 Third Fee Schedule Review
- Review of 2019 Sewer Charges

- Investment Fair Market Value Update (Quarterly instead of annually)
- Legal expense summary reconciled with analysis prepared by Director Bruninghaus

Chargeable Services

Steve Hormuth, Controller, provided an update Chargeable Services Invoice Generation. Beginning June 1, 2019 invoices reflect the date the service order was closed (ready for billing in AX system) as opposed to date completed (when work was finished). The 25 day grace period will be triggered by this new invoice date.

Reserve Study

The Committee reviewed the results of the United 2019 Reserve Study, performed recently by an outside contractor using different methodologies (Allowance method) for calculating funding requirements on certain components. Director diLorenzo commented on the continuation of the current reserves plan that is prepared by Staff and will discuss calculation methods with the CEO at a later time.

Advisors Tao, Cunningham, and Hess spoke in favor of the Allowance method to improve the 2020 percent funding calculation.

Future Agenda Items

Solar System Update
2020 Third Fee Schedule Review

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed at 3:07 p.m.

DRAFT

Jon Pearlstone, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

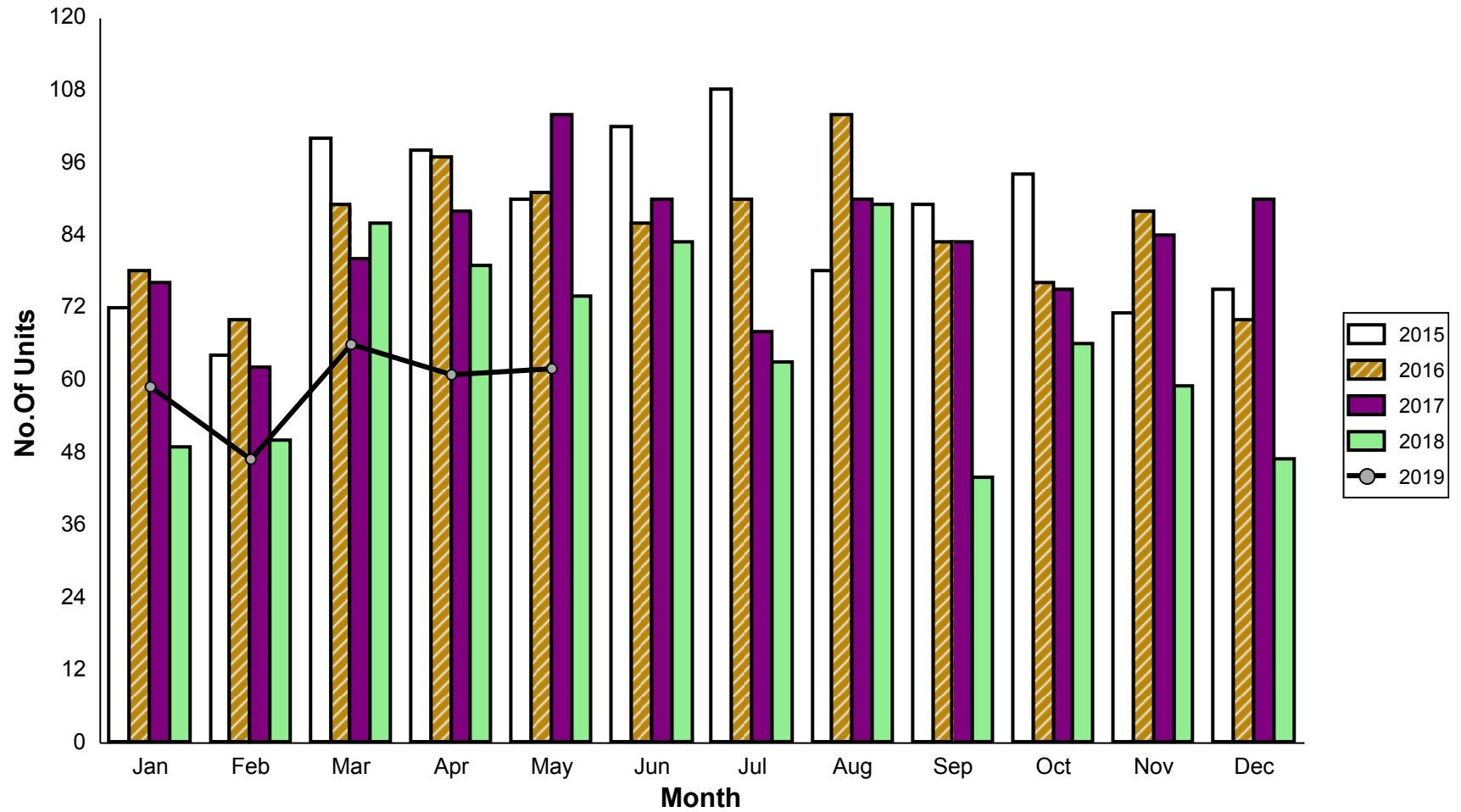
REPORT PERIOD

May, 2019

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	59	49	\$17,913,250	\$14,821,540	\$314,268	\$308,782
February	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	61	79	\$20,041,551	\$27,694,226	\$328,550	\$364,398
May	62	74	\$22,261,286	\$24,187,990	\$359,053	\$350,551
June		* 83		* \$28,002,538		* \$378,413
July		* 63		* \$19,434,100		* \$329,392
August		* 89		* \$28,612,100		* \$340,620
September		* 44		* \$17,185,192		* \$409,171
October		* 66		* \$22,702,400		* \$366,168
November		* 59		* \$17,330,500		* \$320,935
December		* 47		* \$17,262,399		* \$383,609
TOTAL	295.00	338.00	\$98,341,849	\$113,429,697		
MON AVG	59.00	67.00	\$19,668,370	\$22,685,939	\$335,248	\$351,350

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

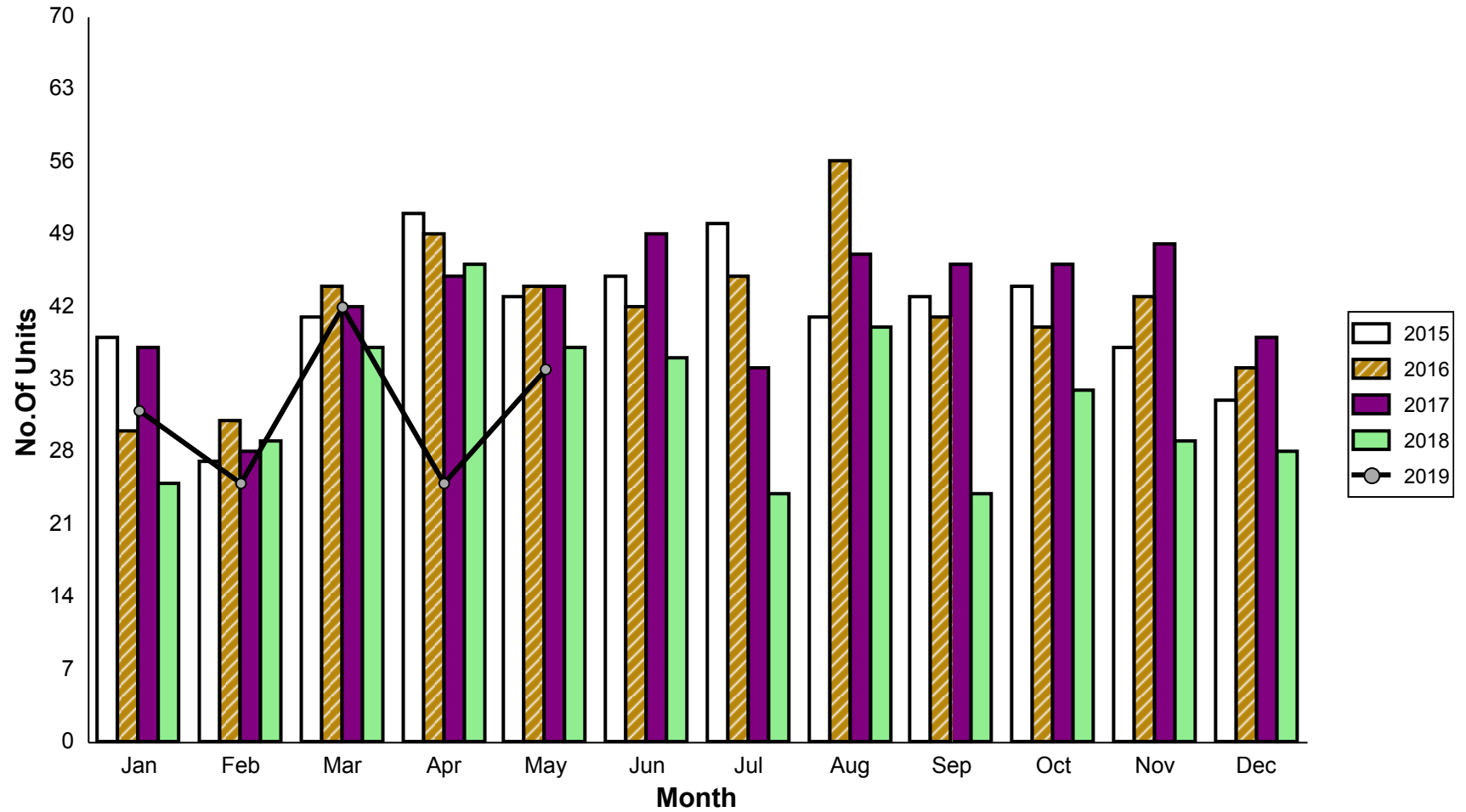
May, 2019

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286
February	25	29	\$10,208,000	\$12,600,892	\$408,320	\$434,514
March	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	36	38	\$16,011,783	\$15,452,990	\$444,772	\$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	160.00	176.00	\$65,777,095	\$72,639,857		
MON AVG	32.00	35.00	\$13,155,419	\$14,527,971	\$411,352	\$409,729
% CHANGE - YTD	-9.1%		-9.4%		0.4%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Resales Report

Third Laguna Hills Mutual

May, 2019

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/06/2019	2113-N	3	\$232,888	Casa Linda	Golden Ticket Real Estates Inc.	Pro Group Corona Inc	Stewart Title of California
05/03/2019	2128-A	3	\$430,000	Valencia	RE/MAX Property Connection	Century 21 Astro	Lighthouse Escrow
05/16/2019	2132-B	3	\$194,000	Coronado	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
05/10/2019	2233-N	3	\$173,000	Monterey	Century 21 Rainbow	California Freedom Real Estate	Generations Escrow
05/31/2019	2267-G	3	\$176,000	Coronado	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow
05/10/2019	2290-Q	3	\$350,000	Castilla	Laguna Premier Realty, Inc	HomeSmart Evergreen	Pacific Closing Services
05/02/2019	2388-3A	3	\$430,000	Garden Villa	HomeSmart Evergreen	Regency Real Estate	Escrow Options Group
05/16/2019	2395-1A	3	\$245,000	Garden Villa	Coldwell Banker	Coldwell Banker	Glen Oaks Escrow
05/03/2019	2398-2A	3	\$305,000	Villa Capri	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
05/24/2019	2399-3F	3	\$210,000	Villa Capri	Laguna Premier Realty, Inc	Pacific Sotheby's International	Pacific Closing Services
05/10/2019	3015-N	3	\$385,000	Montecito	Coldwell Banker	Laguna Premier Realty, Inc	Granite Escrow
05/10/2019	3090-C	3	\$489,000	Ventura	Marlene Thompson, Broker	Coldwell Banker Residential	Granite Escrow
05/22/2019	3094-C	3	\$308,000	Mariposa	Compass Inc	Marlene Thompson, Broker	Granite Escrow
05/14/2019	3116-A	3	\$299,995	Mariposa	Century 21 Rainbow	Realty Quest	Granite Escrow
05/22/2019	3142-B	3	\$530,000	El Doble	Century 21 Award	Fidelity Finance	Escrow Network Group, Inc
05/06/2019	3147-A	3	\$465,000	Hermosa	Re/Max Premier Realty	Laguna Premier Realty, Inc	Granite Escrow
05/02/2019	3254-A	3	\$618,000	Las Flores	H & M Realty Group	PSOwenco Incorporated	Granite Escrow
05/09/2019	3302-Q	3	\$355,000	Casa Vista	Century 21 Rainbow	Realty Source, Inc.	Granite Escrow
05/17/2019	3303-D	3	\$279,000	La Brisa	Berkshire Hathaway	Coldwell Banker	Generations Escrow
05/06/2019	3335-1D	3	\$265,000	Sierra	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
05/20/2019	3363-1A	3	\$270,000	Aragon	RE/MAX Property Connection	RE/MAX Property Connection	Corner Escrow Inc.
05/02/2019	3398-N	3	\$412,000	Catalina	Coldwell Banker	Evergreen Realty	Generations Escrow
05/14/2019	3403-A	3	\$362,000	Catalina	HomeSmart Evergreen	Bullock Russell Real Estate	Escrow Options Group
05/03/2019	3413-C	3	\$373,000	Catalina	Laguna Premier Realty, Inc	Keller Williams Realty	Pacific Closing Services
05/09/2019	3420-1F	3	\$410,000	Casa Dorado	Century 21 Rainbow	Presidential Real Estate	Corner Escrow Inc.

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/31/2019	3435-P	3	\$350,000	La Quinta	Keller Williams Realty	Professionals Broker	Granite Escrow
05/03/2019	3510-3F	3	\$210,000	Villa Nueva	Century 21 Rainbow	Maxim Hotel Brokerage	Granite Escrow
05/28/2019	5046	3	\$790,000	Villa Terraza	Seven Gables Real Estate	Keller Williams Real Estate	Advantage One Escrow
05/09/2019	5197	3	\$895,000	Villa Paraisa	BHHS California Properties	Century 21 Rainbow	Corner Escrow Inc.
05/24/2019	5324-A	3	\$229,900	Casa Vista	First Team Real Estate	Century 21 Rainbow	Ticor Title
05/03/2019	5374-C	3	\$805,000	Cabrillo	Realty One Group	Century 21 Award	Granite Escrow
05/21/2019	5378-A	3	\$880,000	Cabrillo	Laguna Premier Realty, Inc	Coldwell Banker Residential	Pacific Closing Services
05/24/2019	5410	3	\$920,000	Casa Grande	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
05/10/2019	5476-B	3	\$675,000	Casa Rosa	Laguna Premier Realty, Inc	Coldwell Banker Residential	Pacific Closing Services
05/09/2019	5500-3A	3	\$400,000	El Mirador	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow
05/16/2019	5583-B	3	\$1,290,000	Casa Monaco	Laguna Premier Realty, Inc	Coastal Hills Properties	Pacific Closing Services

Number of Resales: 36

Total Resale Price: \$16,011,783

Average Resale Price: \$444,772

Median Resale Price: \$367,500

Community Services Department

Third

May

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	36	38	44	44	\$16,011,783	\$15,452,990	\$18,157,951	\$13,703,900	\$444,772	\$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		160	176	197	198	\$65,777,095	\$72,639,857	\$76,591,463	\$68,300,639				
MON AVG		32.0	35.2	39.4	39.6	\$13,155,419	\$14,527,971	\$15,318,293	\$13,660,128	\$411,352	\$409,729	\$385,624	\$346,291
% CHANGE-YTD		-9.1%	-10.7%	-0.5%	-1.5%	-9.4%	-5.2%	12.1%	8.0%	0.4%	6.3%	11.4%	10.3%

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

Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
May-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	12	22	351	1279	1664	1625	64	74	151	4
June						1662				
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly Average	12.8	27.0	371.6	1276.4	1687.8	May 1637.8	74.4	62.0	129.8	2.6
Percentage Leased	1664 / 6102 = 27%									



OPEN MEETING

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

**Monday, May 28, 2019 – 1:30 p.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, Reza Karimi

COMMITTEE MEMBERS ABSENT: Rosemarie diLorenzo, Advisor Mike Plean

OTHERS PRESENT:

ADVISORS PRESENT: Mike Butler

STAFF PRESENT: Brett Crane, Eve Morton, Alisa Rocha, Gavin Fogg

1. Call to Order

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

2. Acknowledgement of Media

No media were present.

3. Approval of April 22, 2019 Report

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

4. Approval of the Agenda

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

5. Committee Chair Remarks

None

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

Ms. Julie Nielson (3213-D) stated that she was told she could build on the existing footprint according to the submitted variance request and that Staff should stick to their word. Ms. Nielson stated she incurred the cost of \$3,450 for plans.

7. Department Head Update

Mr. Crane stated that the new employee, Alisa Rocha, will be taking Eve Morton's position as the Alteration Coordinator and he is happy to have her on board.

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. 3391-B (Malaga, P102A/P42) - Patio Enclosure on Previously Extended Common Area

Director Bruninghaus made a motion to accept Staff's recommendation and deny this request. Director Jarrett seconded. The committee voted in favor of the motion; John Frankel was not in favor.

The committee suggested the member to extend the roofline of the alteration patio cover to extend over the existing slump stone wall with an adequate gutter system to avoid any water damage to the Mutual Building.

9. 3461-C (Andaluz, P203A/P43) - Room Extension on Previously Extended Common Area

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

Standards Discussion Items:

10. Review Standard 4: Air Conditioning Units/Heat Pumps

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

11. Review Standard 38: Patio Enclosures

The committee suggested staff look into the process of supplying the original tract map/Condo plan which identifies the floorplan and exclusive use common area.

Recommendation to reference the Common Area Policy in this Standard.

Staff was asked to address Chair Parson's questions regarding §2.5 and §5.2.

The committee proposed these changes to this Standard and asked Staff to bring a redline of the 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

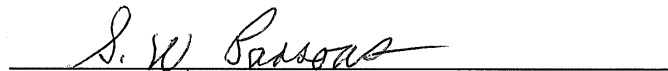
Chair Parsons suggested the possibility of adding as a 'Future Agenda Item' revisiting the alteration fees. He also requested to bring to the committee any alternative construction materials when Staff has some they would like to be considered.

Director Karimi suggested that communication with real estate agents on what alterations are and are not permitted regarding Common Area. Chair Parsons agreed and said this issue is being discussed with the CEO.

Advisor Mike Butler recommended the committee seek legal counsel to clarify that when a new policy has been adopted, does a member who already had submitted an application need to follow the new policy or the previous policy.

Date of next meeting – Monday, June 24, 2019

14. Adjourned at 3:30 p.m.

A handwritten signature in cursive script, appearing to read "S. W. Parsons", is written over a horizontal line.

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

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OPEN MEETING

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

**Thursday, June 6, 2019 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

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

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT:

ADVISORS PRESENT: James Tung

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

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

2. Acknowledgement of Media

No media was present.

3. Approval of the Agenda

Director McCary made a motion to approve the agenda. Director Karimi seconded. The motion passed with a unanimous vote.

4. Approval of May 2, 2019 Report

Director Bhada moved to approve the Report. Director Karimi seconded. The motion passed with a unanimous vote.

5. Committee Chair Remarks

Chair Jarrett reported that Staff and the Board are working on the 2020 budget. The Water Board said there are no irrigation leaks in the Village which is good news.

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

Ed McGill (2390-2C) He spoke about Wandering Jew plant. It's just thin, green wire but no flowering. It's choking out the Calla Lilly.

Shirley Crowell-Pfister (2273-A) Why no more yellow stake program? Three of us do extensive gardening. We changed it to succulents and it looks great. They are trimming too much of the trees and shrubs and I am exposed. Can I know when they are coming? Also, after mowers come through, they blow everything onto her succulents. Several times we have called the supervisor and don't get a response.

Eileen Lazar (5220) The landscape request she made through the website worked! Thank you. Sometimes there is an error in the Globe for shrub maintenance. The asparagus fern is growing wildly after the rains. Any plans to get that away?

Barbara Banks (5090) By Gate 11, the blowers blow grass around and I have leaves from the other end of the cul de sac. Are we going to be aerating the lawns? Her Carrotwood tree is getting heavy. When will it be trimmed?

Nushin Asgarinik (2113-A) We asked for landscaping a couple of years ago and nothing has been done. Last summer, it was dry and plants got yellow and no grass. In October, she asked for some change. She put in a new request. She is the only house that has no green grass and dying plants.

Mary Rhodes (5369-2A) He is a three-story unit. Weeds have melded into the grass. The walkway growth is six inches high. We used to have a team of gardeners who did everything and listened to us. Now, everyone has a specific job rather than having total pride in taking care of this place. The weeds on the sidewalks by Clubhouse 6 are out of control.

7. Response to Member Comments

Mr. Wiemann responded:

(2390-C) He will have someone look into it. He will also see if that is a slope that will be contracted out.

(2273-A) Advisor Tung explained that the yellow stake program grew out of control so it had to be ended. Also, some plants the Members put in demanded a lot of watering. You can still make a request, and Staff or the committee will make a decision on it. Mr. Wiemann will look into the hedge trimming at her unit. He reported that Staff is going to start mowing weekly. Landscaping is purchasing five new mowers this year and will gradually replace all. Staff has been instructed to blow trimmings back onto the grass. A dedicated landscaping ticket team is starting next week.

Director Bhada said a lot of people planted fruit trees with the yellow stake program and it was causing a rodent problem since people didn't trim the trees.

(5220) The wild asparagus is being trimmed to two feet tall.

(5369-2A) Mr. Wiemann reported that the goal is to have Staff work on each manor four times a year. He will look into Mr. Rhodes' concern. Weeds do have three months to grow between Staff visits.

(2113-A) He will look into her request.

(5090) There is no money in this year's budget to trim trees.

8. Department Head Update

None.

Consent Calendar:

None.

Reports:

9. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

Advisor Tung requested before and after pictures of lawn aeration. Mr. Wiemann explained that there wouldn't be noticeable change until next spring.

10. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Items for Future Agendas:

11. Review Landscape Manual

12. Status of Irrigation Survey

Concluding Business

13. Committee Member Comments

Several comments were made.

14. Date of Next Meeting – Will be moved to July 8 since July 4 is a holiday.

15. Adjournment at 10:16 a.m.



Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton – 268-2565

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