



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

Tuesday, July 16, 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 McCary**
Moment of Silence for Jack Connelly
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - a. June 18, 2019 – Regular Open Session
- 6. Report of the Chair**
Presentation by Animal Control Services
- 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***

Please silence your cell phones.

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.

a. Architectural Control and Standards Committee Recommendations:

- (1) Recommendation to Approve—5479-C (Casa Rosa, RP103A/P46)
Request to Replace Existing Window and Sliding Glass Door with French Door

b. Landscape Committee Recommendations:

- (1) Recommendation to Approve Landscape Revision Request—5586-B (Maroz) & 5587-A (Phelps) at the expense of requestors to revise existing turf between units and convert to drought tolerant planting
- (2) Recommendation to Approve Tree Removal Request—3100-A-Via Serena (Kim) – Shamel Ash Tree

c. Update Resolution for Third/GRF Committee Appointments

- d. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of May, 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. Entertain a Motion to Adopt a Resolution to Revise Alteration Standard 4: Air Conditioning Units/Heat Pumps (**JUNE initial notification-28-day notification for Member comment and review to conform to Civil Code §4360 has been satisfied**)

12. New Business

- a. Recommendation to Deny—3391-B (Malaga, P102A/P42) – Patio Enclosure on Previously Extended Common Area
- b. Recommendation to Deny Off-Schedule Trimming Request: 3250-O (Corboz)—Six Peppermint Trees based on no noticeable trunk damage, pest or disease, no surface rooting, and well-balanced canopies
- c. Entertain a Motion to Introduce a Resolution to Revise the Appeal Policy (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- d. Entertain a Motion to Introduce a Resolution to Limit Move-In and Move-Out

Times (JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360)

- e. Entertain a Motion to Introduce a Resolution to Revise Exterior Paint Color Palette (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- f. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 38: Patio Enclosures (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- g. Entertain a Motion to Introduce a Resolution for Revised Alteration Standard 22: Patio & Balcony Covers (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- h. Entertain a Motion to Introduce the Garden Villa and LH21 Laundry Room Rules (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- i. Entertain a Motion to Introduce the Garden Villa Recreation Room Rules (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- j. Entertain a Motion to Introduce Proposed Changes to Traffic School Eligibility (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- k. Entertain a Motion to Approve a Supplemental Appropriation for Cul-de-Sac Sign Replacement Installation in 2019
- l. Entertain a Motion to Approve the Third Laguna Hills Mutual Finance Committee Charter
- m. Entertain a Motion to Re-Introduce the Interior Inspection of Vacant Manors and Fee Schedule (**JULY initial notification-must postpone 28-days for Member comments and suggestions to conform to Civil Code §4360**)
- n. Entertain a Motion to Approve the Third Laguna Hills Mutual Water Sub-Committee Charter

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Pearlstone. The Committee meet on July 2, 2019; next meeting August 6, at 1:30 p.m. in the Board Room

- (1) Treasurer's Report
- (2) Resales/Leasing Reports
- (3) Third Finance Committee Report
- b. Report of the Architectural Controls and Standards Committee – Director Parsons. The Committee met on June 24, 2019; next meeting July 22, 2019, at 9:30 a.m. in the Board Room
- c. Report of the Communications Committee – Director McCary. The Committee will meet on July 24, 2019, at 9:30 a.m. in the Board Room
- d. Report of the Maintenance and Construction Committee – Director diLorenzo. The Committee met on July 1, 2019; next meeting September 9, 2019, at 1:00 p.m. in the Board Room
 - Report of the Parking and Golf Cart Task Force – Director Parsons. The Task Force met on July 9, 2019 at 10:00 a.m. in the Sycamore Room; Next meeting TBA.
- e. Report of the Landscape Committee – Director Jarrett. The Committee met on July 8, 2019; next meeting August 1, 2019, at 9:30 a.m. in the Board Room
- f. Report of the Water Subcommittee – Director Karimi. The subcommittee met on July 10, 2019; next meeting October 9, 2019, at 10:00 a.m. in the Sycamore Room.
- g. Report of the Resident Policy and Compliance Task Force – Director Bruninghaus. The Task Force met on June 12, 2019; next meeting July 24, 2019 at 2:00 Board Room.
- h. Report of the Village Energy Task Force – Director Parsons. The Task Force met on July 3, 2019; next meeting September 4, 2019, at 1:30 p.m. in the Board Room

14. GRF Committee Highlights

- a. Community Activities Committee – Director Pearlstone. The Committee met on July 11, 2019; next meeting September 12, 2019, at 1:30 p.m. in the Board Room
- b. Finance Committee – Director Pearlstone. The Committee meet on June 19, 2019; next meeting August 21, 2019, at 1:30 p.m. in the Board Room
- c. Landscape Committee – Director Jarrett. The Committee did not meet in

June, 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
 - PAC Renovation Ad Hoc Committee – The next meeting will be on August 16, 2019 at 2:00 p.m. in the Board Room
- e. Media and Communications Committee – Director McCary. The Committee met on July 15, 2019; next meeting August 19, 2019, at 1:30 p.m. in the Board Room
- f. 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
- g. Security and Community Access Committee – Director Parsons. The Committee met on June 24, 2019; next meeting August 26, 2019, at 1:30 p.m. in the Board Room
 - Disaster Preparedness Task Force – Director Frankel. The Task Force did not meet in June, 2019; next meeting July 30, 2019, 9:30 a.m. in the Board Room
- h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on June 19, 2019; next hearings July 17, 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. Amend Co-Occupancy Policy
- b. Parking Report
- c. Resolution to Revise the Lease Policy
- d. Census 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) June 7, 2019—Special Closed Meeting

(b) June 18, 2019—Regular Closed Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjourn



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

Tuesday, June 18, 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, Jon Pearlstone, John Frankel, Lynn Jarrett, Reza Karimi, and Annie McCary

Directors Absent: Jack Connelly, Cush Bhada

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

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

1. Call meeting to order / Establish Quorum

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:32 a.m.

2. Pledge of Allegiance

Director Carpenter led the Membership in the Pledge of Allegiance.

3. Acknowledge Media

Director diLorenzo commented that the media was not present.

4. Approval of Agenda

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

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

5. Approval of Minutes

- a. May 10, 2019 – Special Open Meeting (Appoint Officer)
- b. May 21, 2019 – Regular Open Session

Director Bruninghaus made a motion to approve the May 10, 2019, Special Open Meeting and the May 21, 2019, Regular Open Session minutes, as presented. Director Karimi seconded the motion.

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

6. Report of the Chair

President diLorenzo commented on the upcoming elections and invited the Marketing & Communications Director, Eileen Paulin, to speak about events for prospective Board Candidates. The Candidate Information meeting will be held on Thursday, June 27 at 4 p.m. in the Board Room.

7. Open Forum

Several Members spoke about various issues:

- Laguna Woods Foundation will be hosting a fall prevention program designed to increase resident awareness of fall prevention and increase availability of fall prevention services.
- The need to update the non-smoking policy and responses to complaints about second-hand smoke.
- Egyptian Geese causing damage to property and homes.

8. Responses to Open Forum Speakers

Board Members responded to the Members' concerns and requests:

- President diLorenzo assured the resident that the geese problem will be forwarded to senior staff.
- Director Parsons asked whether the Laguna Woods Foundation's fall prevention program has a class size limit, and suggested that any such limit be publicized. He commented that Compliance Department policies can be updated if necessary.

Siobhan Foster, COO, responded to Board comments on the geese and stated that the CEO's Office had information on someone feeding the geese. Staff are working on the situation, she said.

9. CEO Report

Jeff Parker, CEO, reported on the following subjects:

- RFID construction at gates 1 and 9 is complete. Gates 4, 10 and 14 will close on June 24 for RFID construction.
- Upcoming events: Village Centenarian Project, Friday, June 28 from 2 to 3:30 p.m. at the Community Center Board Room; Battle of the Fitness Centers, July 24-August 4 at Clubhouse 1; and 4th of July Extravaganza starts at 4 p.m. at Clubhouse 2.
- Channel 3 analog Guide users will need a digital device to get the new television guide.
- The Orange County Registrar of Voters will hold a town hall meeting regarding Village Vote Centers on Friday, June 21, in Clubhouse 5 from 10 a.m. to noon.

Jeff Parker, CEO, answered questions from the Board.

10. Consent Calendar

10a. Update Resolution for Third/GRF Committee Appointments

RESOLUTION 03-19-60
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.

RESOLUTION 03-19-61
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.

- 10b. 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.

Director Pearlstone made a motion to approve the consent calendar as presented. Director Karimi seconded the motion, and it passed unanimously.

11. Unfinished Business

11a. Recommendations from the Architectural Control and Standards Committee:

- (1) Recommendation to Deny—3391-B (Malaga, P102A/P42) – Patio Enclosure on Previously Extended Common Area

Director Parsons presented a summary of the following Resolution:

RESOLUTION 03-19-62
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.

Director Parsons made a motion to deny the variance request for 3391-B Punta Alta. The motion was seconded by President diLorenzo.

Discussion ensued among the Directors.
Several Members spoke in favor of approving the variance request.

Director Parsons made a motion to deny the variance request. The motion was seconded by Director McCary. Discussion ensued.

Director Parsons then amended his motion to table this item to give the resident an opportunity to appeal the decision and work with staff on changes to the variance request. The motion was seconded by Director diLorenzo, and it passed unanimously.

Recommendation to Deny—3461-C (Andaluz, P203A/P43) – Room Extension on Previously Extended Common Area

Director Parsons presented a summary of the following Resolution:

RESOLUTION 03-19-63
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.

Director Parsons made a motion to deny the variance request for 3461-C. The motion was seconded by Director Karimi.

Discussion ensued among the Directors. The residents were not present.

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

11b. Entertain a Motion to Adopt 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 03-19-64

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 review and comment to comply with Civil Code §4360 has been satisfied.

Director Bruninghaus made a motion to adopt a resolution to revise alteration standard 40: exterior roll-up shades (sun screens). The motion was seconded by Director diLorenzo.

Discussion ensued among the Directors.

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

12. New Business

12a. Entertain a Motion to Introduce a Resolution to Revise Alteration Standard 4: Air Conditioning Units/Heat Pumps

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

RESOLUTION 03-19-XX
ALTERATION STANDARD 4:
AIR CONDITIONING UNITS/HEAT PUMPS

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.

Director Bruninghaus made a motion to introduce a resolution to revise alteration standard 4: air conditioning units/heat pumps for 28-day review. Director Karimi seconded the motion.

Discussion ensued among the Directors.

The motion passed without objection to introduce the resolution for 28-day review.

12b. Entertain a Motion to Revise a Resolution for the Third Laguna Hills Mutual Communications Committee Charter

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

RESOLUTION 03-19-65
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.

Director Bruninghaus made a motion to revise the resolution for the Third Laguna Hills Mutual Communications Committee Charter. The motion was seconded by Director Jarrett.

Discussion ensued among the Directors.

Director Parsons 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 commented on the Resale and Lease Activity Reports. He noted that both sales and average prices are up for the month of May. The Committee met on June 4, 2019; next meeting July 2, 2019, at 1:30 p.m. in the Board Room
- 13b. Report of the Architectural Controls and Standards Committee – Director Parsons reported on the last meeting. The Committee continues to update Third's Architectural Standards. There are only five standards left to review. The Committee met on May 27, 2019; next meeting June 24, 2019, at 9:30 a.m. in the Board Room
- 13c. Report of the Communications Committee – Director McCary and President diLorenzo reported that the Committee will start meeting quarterly. The Committee is working on the election, the year-end meeting, and new board member orientation. The Committee met on June 5, 2019; next meeting July 10, 2019.
- 13d. Report of the Maintenance and Construction Committee – Director diLorenzo and Director Carpenter reported that the Committee did not meet in June. 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 is looking for places to add additional parking. Director Parsons suggested that the policy on oversized vehicles should be changed. The Task Force did not meet in June, 2019; next meeting July 9, 2019 at 10:00 a.m. in the Sycamore Room.
- 13e. Report of the Landscape Committee – Director Jarrett reported from the last meeting. The Committee met on June 6, 2019; next meeting July 8, 2019, at 9:00 a.m. in the Board Room

- 13f. Report of the Water Subcommittee – Director Karimi. The Subcommittee met on June 11, 2019; next meeting July 10, 2019 at 10:00 a.m. in the Sycamore 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 June 12, 2019; next meeting July 24, 2019, at 2:00 p.m. in the Board Room.

14. GRF Committee Highlights

- 14a. Community Activities Committee – Director Pearlstone reported that the Committee did not meet in June. 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 next committee will be 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 met in May 15, 2019; next meeting August 14, 2019, at 1:30 p.m. in the Board Room .
- 14d. Maintenance & Construction Committee – Director Frankel reported on highlights from the last Committee meeting. The Committee met on June 12, 2019; next meeting August 14, 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 McCary reported on highlights from the last Committee meeting. The Committee met on June 17, 2019; next meeting July 15, 2019, at 1:30 p.m. in the Board Room.
- 14g. Mobility and Vehicles Committee – Director Pearlstone reported on highlights from the last Committee meeting. The Committee met on June 5, 2019; next meeting August 7, 2019, at 1:30 p.m. in the Board Room.
- 14h. Security and Community Access Committee – Director Parsons gave an update from the last Committee meeting. The next committee meeting will be held on June 24, 2019, at 1:30 p.m. in the Board Room.
 - Disaster Preparedness Task Force – Director McCary reported on the last meeting. There will be a Good Neighbor barbecue on August 22. The Task Force met on May 28, 2019; next meeting July 30, 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 tomorrow, June 19, 2019, at 9:00 a.m. in the Board Room. The afternoon session has been canceled.

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 Laguna Beach Animal Control regarding Coyotes, Snakes and Bees

15b. Amend Co-Occupancy Policy

15c. Parking Report

16. Director's Comments

- Several Directors wished the Corporate Secretary a happy birthday.
- Director Parsons thanked staff.
- Director Jarrett commented about the waste line remediation project.
- Director Karimi asked staff to look at the right-hand turn lane at Gate 1.

17. Recess

The Board recessed at 11:35 a.m. and reconvened in Executive Session at 12:05 p.m.

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

During the May 21, 2019, Regular Executive Session, the Board:

Approved the Agenda

Approved the Following Meeting Minutes;

(a) April 2, 2019 – Special Closed Session (Legal/Contractual Matters)

(b) April 16, 2019 – Regular Executive Session

Wrote off Delinquent Assessments for Member ID 931-350-85

Approved Notice of Sale against Member ID 931-591-35

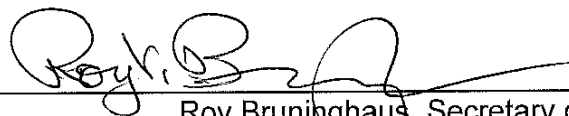
Discussed and Considered Member Matters

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 3:30 p.m.



Roy Bruninghaus, Secretary of the Board
Third Laguna Hills Mutual

RESOLUTION ATTACHMENTS

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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Attachment 1

RESOLUTION 03-19-64

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.



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.

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~~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.

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~~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.

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RESOLUTION 03-19-XX
Variance Request

WHEREAS, Mr. Manshik Song of 5479-C Paseo Del Lago W, a Casa Rosa style unit, is requesting Board approval of a variance to replace the existing living room window and sliding glass door with a French door and side panels; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on June 6, 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 June 24, 2019.

NOW THEREFORE BE IT RESOLVED, on July 16, 2019, the Board of Directors hereby approved the request to replace the existing living room window and sliding glass door with a French door and side panels;

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 5479-C and all future Mutual members at 5479-C

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

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RESOLUTION 03-19-XX

Approve Landscape Revision Request – 5587-A & 5586-B

WHEREAS, on July 8, 2019, the Landscape Committee reviewed a request for revision of the landscaping adjacent to Manors 5586-B and 5587-A at the expense of the requestors. The request was received from the Members at 5587-A and 5586-B who are requesting permission to revise the existing turf area between the two manors and convert it to drought tolerant planting;

WHEREAS, the Committee recommended approving the request or revision of the landscaping adjacent to Manors 5586-B and 5587-A at the expense of the requestors;

WHEREAS, upon approval of the concept plans, Staff will work with the architect who will develop irrigation plans that will function with the existing control system and supply piping. The residents will provide completed plans for Staff approval prior to commencing work.

The residents will bear the cost of construction and once complete, the Mutual will perform the maintenance. Staff recommends the approval of this request with the following conditions:

1. All costs for design and construction of the improvement are the responsibility of the Property's Member Owners at 5587-A and 5586-B. Upon completion of a 90-day establishment period, the Mutual will perform maintenance for the revised landscaping.
2. A Variance for Landscape Alterations has been granted in the Common Area between Units 5587-A and 5586-B for removal of turf and planting of drought tolerant material, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. The requesting members understand that the area will remain Common Area subject to the use and passage of all members of Third Mutual.

NOW THEREFORE BE IT RESOLVED, July 16, 2019, the Board of Directors approves the request for revision of the landscaping of the existing turf area between Manors 5586-B and 5587-A and convert it to drought tolerant planting at the expense of the requestors, 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

Approve a Tree Removal Request of Shamel Ash Tree – 3100-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 July 8, 2019, the Landscape Committee reviewed a request for a tree removal of one Shamel Ash tree. The request was received from the Member at 3100-A, who cited the reason as structural damage to the interior walls of the manor due to lifting up of the manor foundation by the large Ash tree roots in the front yard.;

WHEREAS, the Committee recommended approving the request for the removal of one Shamel Ash tree located at 3100-A Via Serena North based on structural damage to the interior walls of the manor due to lifting up of the manor foundation by the large Ash tree roots in the front yard;

NOW THEREFORE BE IT RESOLVED, July 16, 2019, the Board of Directors approves the removal of one Shamel Ash tree located at 3100-A, and;

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

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RESOLUTION 03-19-xx
Third Mutual Committee Appointments

RESOLVED, July 16, 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

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

- **Investment Task Force**
Jon Pearlstone
Mike 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

Cush Bhada

Lynn Jarrett

John Frankel, Alternate

Advisor: Katheryn Freshley

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

Energy Task Force

Steven Leonard, Chair

John Frankel

Cush Bhada

Steve Parsons, Alternate

Reza Karimi, Alternate

Voting Advisors: Sue Stephens, Bill Walsh

RESOLVED FURTHER, that Resolution 03-19-60, adopted June 11, 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, July 16, 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

Jon Pearlstone
Cush Bhada
John Frankel, Alternate

Media and Communication Committee

Lynn Jarrett
Roy Bruninghaus
Bunny Carpenter, Alternate
Annie McCary, 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 03-19-61, adopted June 11, 2019, is hereby superseded and canceled; and

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



STAFF REPORT

DATE: July 16, 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, July 16, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

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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
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REVISED JANUARY 2018, RESOLUTION 03-18-13
REVISED JULY 2019, RESOLUTION 03-19-XX

1.0 GENERAL REQUIREMENTS

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

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- 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-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.

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- 3.1** Only one condensing unit per manor is permitted.
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- 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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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

Deny an Off Schedule Trimming of Six Peppermint Trees – 3250-O

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 July 8, 2019, the Landscape Committee reviewed a request for off-schedule trimming of six Peppermint trees. The request was received from the Member at 3250-O who cited the reasons as overgrown and view obstruction;

WHEREAS, the Committee recommended denying the request for off schedule trimming of six Peppermint trees located at 3250-O San Amadeo based on no noticeable trunk damage, pest or disease, no surface rooting, and well-balanced canopies;

NOW THEREFORE BE IT RESOLVED, July 16, 2019, the Board of Directors denies the off schedule trimming of six Peppermint trees located at 3250-O, 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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STAFF REPORT

DATE: June 18, 2019
FOR: Board of Directors
SUBJECT: Appeal Policy

RECOMMENDATIONS

Adopt the attached resolution amending the current Appeal Policy.

BACKGROUND

Third Laguna Hills Mutual's ("Third") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure for review of a question that may/will ultimately be determined by the Board.

On October 15, 2013, Third approved an Appeals Policy for alteration requests, common area improvement requests, and other Corporate business matters. The Appeal Policy allows a Member to appeal a Board decision in an Open Meeting within 30 days and a final appeal within one year. In addition, part of the process requires the appropriate Committee review the information again and submit their recommendation to the Board for final decision.

Civil Code Section §4765 provides that decisions made by the Board or of a committee having the same composition as the Board relating to a Member's architectural and/or landscape request that occur in an Open Session Board meeting in compliance with the requirements of Civil Code §4900 et seq. (the Open Meeting Act) may be final, without the right of an Member to appeal said decision.

Civil Code Section §4355(B) allows for the issuances of a document that repeats existing law or the governing documents without 28 day posting to the Membership.

DISCUSSION

The current appeal policy does not align with Civil Code §4765; allowing for Board decisions to be final. The proposed amendment would streamline the process and provide guidelines for a Member if they meet the criteria for an appeal. In addition, the proposed amendment has been expanded to include landscape requests, Lease Authorization Permits, and Care Provider Permits. The proposed amendment was reviewed by legal counsel and comments are incorporated.

Committee and Management decisions will continue to be appealable until the Board makes a final decision in either Open or Closed Session meetings.

FINANCIAL ANALYSIS

None

Appeal Policy

June 18, 2019

Page 2

Prepared By: Blessilda Wright, Compliance Supervisor

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

ATTACHMENT(S)

Attachment 1: Appeal Policy

Attachment 2: Resolution for Appeal Policy



Appeal Policy
Resolution 03-19-XX; Adopted July XX, 2019

I. Purpose

Third Laguna Hills Mutual (“Third”) requires a Member to seek approval from the Board of Directors (“Board”) on certain matters of Corporate business by way of the committee structure for review of a question that may ultimately be determined by the Board in Open session, including without limitation, certain architectural and landscape approvals, and variance requests, or in Executive Session, including without limitation, approvals for Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale, as well as decisions on discipline of members for governing document violations and reimbursement for expenses incurred by Third.

Depending on the circumstances and the powers granted to the Committee (as defined below), the Committee may either act to approve or deny a Member’s request, or, if such request requires Board consideration, forward the Committee’s recommendations regarding the Member’s request to the Board for its consideration and decision.

The purpose of this document is to set forth the Appeal Policy for appeals of certain decisions by the Board, Committees, or Management on architectural and landscape matters, Lease Authorization Permits, Co-occupancy Applications, Caregiver Applications, non-escrow membership transfer applications and Resale related matters, as well as decisions made regarding Member discipline and reimbursement to Third by Members for expenses incurred by Third for which the Member is responsible, including without limitation when applicable, legal fees and costs.

A decision made by a Committee or Management, within its powers, to deny a Member’s request shall be appealable to the Board if permitted by the Community Rules and/or required by statute. However, except as specifically provided in this Policy or otherwise in the Community Rules (as defined below), or as may otherwise be required by law, **all decisions, including other matters of Corporate business made by the Board, whether in an Open Meeting or in Executive Session, shall be final and not subject to additional review or a right of appeal by Third Members.**

II. Definitions

For the purposes of this Policy:

- a. **Committee** is a group of individuals appointed by the Board for a specific function. For example, the Architectural Control and Standards Committee and Landscape Committee review Member requests for nonstandard architectural or landscape changes and make recommendations to the Board for approval or denial.
- b. **Community Rules** shall mean and refer to the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions ("CC&Rs"); and any rules and regulations adopted by Third. Any reference to the "**Governing Documents**" shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- c. **Executive Hearing Committee** is comprised of three (3) Directors and two (2) alternate Directors for the purpose of making decisions on disciplinary/confidential matters in Executive Session, including without limitation, discipline for Governing Document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage.
- d. **Executive Session** is defined as a closed meeting of the Board to address disciplinary/confidential matters as described in Civil Code Section 4935.
- e. **Management** shall mean and refer to Village Management Services, Inc., the managing agent for Third.
- f. **Member** is defined as any person who is an owner of a Unit in Third's development who has been approved for membership in Third.
- g. **Open Meeting** is defined as a meeting open to the Members of Third as provided in the Open Meeting Act as codified in the Civil Code at Section 4900 et seq. Per Civil Code Section 4765, decisions made by the Board relating to a Member's architectural and/or landscape request that occur in an Open Session meeting may be final.
- h. **Subject Matter Expert** ("SME") is defined as the Staff Member from Management with the highest level of expertise in the specialized job, task, or skill pertinent to a Member's appeal request.

III. Architectural and Landscape Decisions

As further described in the Community Rules, including without limitation, the Architectural Review Procedures, applications for Standard Plan alterations submitted to the Manor Alterations and Permits Division may typically be approved without Board review.

An application with plans not in conformance with the approved Standard Plan alterations or for which neighbor objections have been received are considered and reviewed by the Architectural Control and Standards Committee ("ACSC").

Applications that are not in conformance with Third's architectural standards may be recommended for denial by the ACSC.

Meanwhile, an application that may otherwise meet the application requirements, but with plans that do not conform to the approved Standard Plan alterations, requires the approval of a variance request, which must be submitted for review by the ACSC. The ACSC reviews the architectural application, variance request, and other documentation provided regarding the proposed alteration at its regularly scheduled meetings and makes a written recommendation to the Board as to whether the architectural/variance request should be granted or denied.

Similarly, requests by Members for landscape modification are submitted to the Landscape Division for review by Management and/or the Landscape Committee, which may approve standard landscape alterations without Board review. Nonstandard landscape requests will be reviewed by the Landscape Committee, who will then make a written recommendation to the Board as to whether the landscape modification should be approved or denied.

The recommendation from the ACSC or Landscape Committee, as may be applicable, on a matter to be ultimately determined by the Board is considered by the Board at the next regularly scheduled Open Meeting, at which time the Board will either approve (either with or without conditions) or deny the Member's architectural/variance or landscape modification request.

Such decisions made by the Board at an Open Meeting are not subject to appeal, in accordance with Civil Code Section 4765. Nor shall decisions made by the Board on such matters in Executive Session, as may be applicable, be subject to appeal.

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.

IV. Disciplinary Decisions

The Executive Hearing Committee makes decisions on disciplinary/confidential matters, including discipline for governing document violations and decisions regarding the imposition of reimbursement assessments on Members for Common Area damage, in Executive Session meetings, to which the Member has been invited to be heard, and issues written decisions to Members within fifteen (15) days from the date of the noticed hearing in accordance with the hearing and enforcement procedures in Third's Community Rules.

Within thirty (30) days of receipt of a written decision by the Executive Committee relating to Member discipline or a reimbursement by the Member to Third, made at an Executive Session meeting, the Member may appeal to the Board the Executive Committee's decision by providing an explanation, in writing, as to why the Member believes the Committee made an incorrect decision, along with any additional evidence or documentation pertinent to the Member's appeal.

Upon receipt of such appeal request, the information will be reviewed by the SME for consideration. If approved, a new hearing will be scheduled before the Board, at which the Board will consider the written appeal as well as any evidence or documentation previously provided, after which the Board will make a decision and provide notice of same in accordance with Third's Governing Documents and applicable statute.

No further appeals, other than as directly referenced above, will be granted upon reconsideration by the Board of the matter that was the subject of the initial hearing before the Executive Committee and a final determination by the Board. In addition, the decision on any such matter heard directly before the Board (rather than first being heard by the Executive Committee) shall be final and not subject to appeal.

V. Occupancy and Membership Decisions

Pursuant to Third's Lease Policy, Care Provider Policy, Resale Policy and the Governing Documents, a Member seeking authorization to occupy or obtain Membership must submit the required Permit application to the Community Services Division along with all required supporting documentation. The application is then reviewed by Management, who may either approve or deny the application based on the conformance of the application to the requirements in the Lease Policy, Care Provider Policy, Resale Policy, and the Governing Documents and ability of the Member to pursue such action as otherwise specified in the Community Rules and/or based on prior disciplinary action against the Member.

If Management denies the request within its authority (without consideration by the Board), the Member may appeal such decision to the Board upon written appeal by providing an explanation, in writing, as to why the Member believes Management made an incorrect decision, along with any additional documentation pertinent to the Member's appeal. Upon receipt of such appeal request, the information will be reviewed by the SME for consideration as well as any evidence or documentation previously provided, for consideration by the Board, which will make a final decision on the Member's application.

In some instances, Management may refer the approval/denial decision directly to the Board, and provide a recommendation for approval or denial of the application based on its review of the submitted application and documentation.

A decision on the approval or denial by the Board, whether in an Open Meeting or in Executive Session shall be final, and not subject to appeal or further review by the Member.

Notwithstanding the foregoing, if new relevant information is brought to the Board's attention relating to a matter previously decided by the Board, the Board may, in its sole discretion, revisit such decision due to extraordinary circumstances, but it shall have no obligation to do so and no Member shall be entitled to such reconsideration as a matter of right.

The SME will review any request for reconsideration based on extraordinary circumstances if submitted in writing within thirty (30) days from the Board's determination or the discovery of such extraordinary circumstances; in no event, however, shall any reconsideration request be considered by the Board after one (1) year from the date of the original, final decision by the Board. Reconsideration of the Board's decision may be considered in the following circumstances: (1) the application or documentation provided had an error which would otherwise have resulted in approval; (2) the Board or recommending Committee misinterpreted provisions of the application or the requirements of law or the Community Rules in its decision; (3) an aberration from the review and approval procedures as laid

out in the Community Rules is discovered; and (4) any other situation in which the Board, in its sole discretion, believes that an additional review is necessary to ensure the equal and fair treatment of all Members.

RESOLUTION 03-19-XXX

Appeal Policy

WHEREAS, Third Laguna Hills Mutual's ("Third") Governing Documents require a Member to seek approval from the Board of Directors ("Board") on various matters of Corporate business by way of the Committee structure or Management;

WHEREAS, the Board recognized that need to amend the Appeal Policy to align with the current California Civil Code; and

NOW THEREFORE BE IT RESOLVED; August XX, 2019, that the Board of Directors of this Corporation hereby approves the amended Appeal Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-13-105 adopted October 15, 2013 is hereby superseded in its entirety and cancelled;

RESOLVED FURTHER, that this Appeal Policy and the mechanisms for appeals of decisions described herein shall supersede any prior or contrary appeal procedure or right of Members on the decisions subject to this Appeal Policy as may be found in Third's Governing Documents, as may be applicable;

RESOLVED FURTHER, that the foregoing Appeal Policy shall apply to decisions on matters heard and decided by the Board as described therein, but shall not otherwise affect the ability of Members to appeal committee and/or management decisions on matters not heard by the Board as may otherwise be provided for in Third's Governing Documents; 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.

JULY 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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STAFF REPORT

DATE: July 16, 2019
FOR: Resident Policy & Compliance Task Force
SUBJECT: Move In/Move-Out Procedure

RECOMMENDATION

Receive and file report.

BACKGROUND

A Move-In Guide is provided to new Residents by the Community Services Division when approved for residency. The guide outlines move in hours, elevator pads, home improvements and remodeling, contractor parking, speed limit, representatives of new residents, unpacking, storage of personal items, move-in prior to close of escrow, stay-over of seller after close of escrow, new resident orientation, and non-resident owners (Attachment 1). Specifically, the Move-In Guide provides the hours permitted for loading and unloaded. Resolution M3-73-221, Move-In Hours, state: Move-In hour are between 7:00 am and 6:00 pm with move in completed not later than 10:00 pm.

The Move-In/Move Out process is coordinated by the Security and Community Services Divisions.

DISCUSSION

The current procedure provides Resident's with clear instruction on how to move in/out of the Community. In addition, the Security and Community Services Divisions work together to ensure approved Residents are moving in and out of the Community. The permitted hours align with the City of Laguna Woods quiet hours and allow Residents who are employed to move in after their work hours.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Pamela Bashline, Community Services Manager
Francis Gomez, Operations Manager
Tim Moy, Chief of Security

ATTACHMENT(S)

Attachment 1: Resolution 03-19-XX, Move-In/Move-Out Hours
Attachment 2: Move In Guide

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ENDORSEMENT

Move In – Out Policy

Blessilda Wright, Compliance Supervisor, presented the current Move In – Move Out Policy. The Task Force members commented and asked questions.

Director Bruninghaus made a motion to amend the current Move In – Move Out time frame to 7:00 a.m. to 4:00 p.m. with move-in completed not later than 8:00 p.m. Director Parsons seconded the motion.

By unanimous vote, the motion carried.

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RESOLUTION 03-19-XX

Move-In/Move- Out Hours

WHEREAS, the Resident Policy and Compliance Task Force has recommended revising the Move-In/Move-Out Hours, to fairly and reasonable address timeframes for residents moving into the Community; and

WHEREAS, the current Move-In Hours allow for moves to commence between the hours of 7:00 AM and 6:00 PM with completion by 10:00 PM, of the same day; and

WHEREAS, no vehicle of any household goods carrier shall be loaded, unloaded, or permitted to be loaded or unloaded, in or upon any real property managed by this Corporation unless such loading or unloading occurs during the designated times; and

WHEREAS, no household goods shall be deposited, permitted to be deposited, permitted to remain, carried, or permitted to be carried, prior to loading or subsequent to unloading of any vehicle of a household goods carrier, in or upon any real property managed by this Corporation except during the hours that such loading or unloading is permitted;

NOW THEREFORE BE IT RESOLVED, August XX, 2019, the Board of Director of this Corporation hereby approves changing the Move-In/Move-Out hours to commend between the hours of 7:00 AM and 4:00 PM with completion by 8:00 PM.; and

RESOLVE FURTHER, that Resolution M3-73-221 adopted August 24, 1973 is hereby superseded and canceled; and

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

JULY 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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So you're **moving into** Laguna Woods Village.

Welcome to Laguna Woods Village. To help make your move easier, we've prepared this simple checklist. If you have any questions, please call Resident Services at 949-597-4600. Have a great moving day.



Laguna Woods Village®

Before Moving Day

- ☐ 30 days before, if you plan on having anyone doing work on your new place before you move in (painting, carpets, plumbing, that kind of thing), be sure to call and get Day Passes for them.
- ☐ 30 days before, bring your Move-In Hold Harmless document to Resident Services.
- ☐ At least two weeks in advance, call Resident Services to get Day Passes for movers, tradespeople and anyone helping with your move.
- ☐ Two weeks before, arrange for **elevator pads** through Resident Services, for no charge, to avoid damage to the elevators. Please remember, you are responsible for any damage done by your movers or workers. Things to be careful of include elevators, landscape, sprinklers and lobby furniture.
- ☐ At least one week before, call Village Security at 949.580.1400 to alert them of your move and reserve a space for your moving van.

Community Services 949.597.4600
Village Security at 949.580.1400

Moving Day

- ☐ Third and United moving hours are from 7 a.m. to 10 p.m. (*but you can't get started after 6 p.m.*), seven days a week.
- ☐ The Towers moving hours are from 8 a.m. to 4 p.m., Monday through Saturday. No moving on Sundays or holidays.
- ☐ Please remind your movers that the speed limit is 25 MPH, and 10 or 15 MPH in cul-de-sacs, as posted.
- ☐ Also remind your movers to use the provided elevator pads to avoid damage.
- ☐ Sorry, no music playing in public areas while you're moving.
- ☐ Please break down your empty boxes and stack them flat **NEXT TO**, not **IN** the trash bins.
- ☐ Please do not store anything on patios or balconies. Use your carport storage cabinets or your enclosed garage.
- ☐ Finally: remember to lift with your legs, not with your back.



So you're **moving out of** Laguna Woods Village.

Please use this checklist to help everything go smoothly, and good luck!



Laguna Woods Village®

Before Moving Day

- ☐ When the property is listed, arrange for a resale inspection by calling Resident Services.
- ☐ 30 days before, if you plan on having anyone do work ahead of your move out (like uninstalling kitchen appliances or electrical fixtures), be sure to call and get Day Passes for them.
- ☐ Two weeks before your move, call Resident Services to get Day Passes for movers, tradespeople and any friends who will be helping out on moving day.
- ☐ Two weeks before, arrange for **elevator pads** through Resident Services, for no charge, to avoid damage to the elevators. Please remember, you are responsible for any damage done by your movers or workers. Things to be careful of include elevators, landscape, sprinklers and lobby furniture.
- ☐ Two weeks before, call Resident Services to schedule a pick-up for bulky trash items or hazardous waste.
- ☐ One week before, take medicines to Laguna Woods City Hall, and they'll dispose of them properly.

Moving Day

- ☐ United and Third moving hours are from 7 a.m. to 10 p.m. (*but you can't get started after 6 p.m.*), seven days a week.
- ☐ The Towers moving hours are from 8 a.m. to 4 p.m., Monday through Saturday. No moving on Sundays or holidays.
- ☐ Please remind your movers that the speed limit is 25 MPH, and 10 or 15 MPH in cul-de-sacs, whichever is posted.
- ☐ Also remind your movers to use the provided elevator pads to avoid damage.
- ☐ Sorry, no music playing in public areas while you're moving.
- ☐ Remember to turn in your Community ID Cards, RFID tags and community decals from the window of your vehicle(s) to Village Security in order to avoid a fine.
- ☐ For Phase 1 move-ins with large moving trucks/vans, use the Gate 3 entrance at 25002 Moulton Parkway.

Resident Services 949.597.4600
Village Security at 949.580.1400





STAFF REPORT

DATE: July 16, 2019
FOR: Board of Directors
SUBJECT: Revision to Exterior Paint Color Palette

RECOMMENDATION

Approve a revision to the Exterior Paint Color Palette, to be implemented during the 2020 Paint Program Cycle.

BACKGROUND

On December 16, 2014, the Board of Directors adopted Resolution 03-14143, which established a new exterior color palette for three-story Buildings. On February 17, 2015 the Board of Directors adopted Resolution 03-15-27, which revised the exterior paint color palette for single- and two-story Buildings, eliminating two previously established color options.

The current Exterior Paint Color Palette includes ten color groups for single-story and two-story buildings, and three color groups for three-story buildings.

DISCUSSION

At the May 6, 2019 Maintenance and Construction Committee meeting, staff was directed to work with a design consultant to produce a new Exterior Paint Color Palette for single-, two-story, and three-story buildings.

Staff partnered with the PPG Business Development of HOA, Multi-family, and Commercial Buildings Division to design a new Exterior Paint Color Palette proposal to be reviewed and implemented during the 2020 Paint Program Cycle.

According to the Mutual's design consultant, PPG, the proposed exterior paint color options reflect an updated "classic and timeless" design with a touch of current trends.

The Mutual's three-story buildings are defined as Garden Villas, El Miradors, Casa Dorados, Villa Capris, Villa Puertes, Aragons, Sierras, Villa Nuevas, Castillas, Las Brisas, and Casa Contentas style models. Four new paint color palette options have been proposed by the Mutual's design consultant with these style buildings in mind. Multi-story residential buildings are currently trending with timeless body colors such as off-whites, grays, and beiges incorporated with medium greens, blues, and dark gray accents.

Single and two-story residential buildings are currently trending with timeless body colors such as off-whites and light beiges that incorporate a darker trim. Alternatively, these trending paint colors are often reversed with darker body colors and lighter accent and trim colors. These

paint color schemes work well with shades of blues, greens, and russets incorporated as options for entry doors or accent colors. Ten new paint color palette options have been proposed by the Mutual's design consultant for single and two-story buildings.

The warm toned color options feature natural and inviting shades, designed to evoke feelings of warmth and maximize a resort-like curb appeal popular throughout the Southern California region. The cool toned color options feature combinations that bring forth a stately and classic appearance, with cool neutrals pairing well with the natural architectural and landscape designs already featured throughout the Village.

To maintain the operational and logistical efficiencies of the current program, staff recommends implementing the Revised Exterior Paint Color Palette in the first cul-de-sac to be painted on the Mutual's 2020 Exterior Paint Program scope and all future executions of the Mutual's Exterior Paint Program.

FINANCIAL ANALYSIS

None.

Prepared By: Abel Lucero, Maintenance Operations Supervisor
Melody Thomas, Maintenance Programs Coordinator

Reviewed By: Velny Soren, Maintenance Operations Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1: Proposed Exterior Paint Color Palette
Attachment 2: Proposed Resolution 03-19-XX

ENDORSEMENTS (to Board)

Revisions to the Exterior Paint Color Palette

The current Exterior Paint Color Palette includes ten color groups for single-story and two-story buildings, and three color groups for three-story buildings.

At the May 6, 2019 Maintenance and Construction Committee meeting, staff was directed to work with a design consultant to produce a new Exterior Paint Color Palette for single-, two-story, and three-story buildings.

Single and two-story residential buildings are currently trending with timeless body colors such as off-whites and light beiges that incorporate a darker trim. Alternatively, these trending paint colors are often reversed with darker body colors and lighter accent and trim colors. These paint color schemes work well with shades of blues, greens, and russets incorporated as options for entry doors or accent colors. Ten new paint color palette options have been proposed by the Mutual's design consultant for single and two-story buildings.

The warm toned color options feature natural and inviting shades, designed to evoke feelings of warmth and maximize a resort-like curb appeal popular throughout the Southern California region. The cool toned color options feature combinations that bring forth a stately and classic appearance, with cool neutrals pairing well with the natural architectural and landscape designs already featured throughout the Village.

To maintain the operational and logistical efficiencies of the current program, staff recommends implementing the Revised Exterior Paint Color Palette in the first cul-de-sac to be painted on the Mutual's 2020 Exterior Paint Program scope and all future executions of the Mutual's Exterior Paint Program.

A motion was made and unanimously carried to recommend the Board approve a revision to the Exterior Paint Color Palette, to be implemented during the 2020 Paint Program Cycle, which will include a change to the door color for Option 7 from Dark Granite to a contrasting red color.

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Attachment 1: Proposed Exterior Paint Color Palette (pg. 1 of 2)

Third Laguna Hills Mutual Revised Exterior Paint Color Palette Resolution 03-19-XX July 16, 2019

Residential Buildings – Single Story and Two Story Buildings

Option #1

Body: Delicate White
Trim/Fascia: Southern Breeze
Pop-outs/Entry Door/Accent Walls/Garage Door: Dusty Trail
Entry Door Option: Red Clay or Delicate White
Garage Door: Delicate White or Delicate White

Option #2

Body: Fog
Trim/Fascia: Delicate White
Pop-outs/Entry Door/Accent Walls/Garage Door: Solstice
Entry Door Option: Celestial Blue or Delicate White
Garage Door: Fog or Delicate White

Option #3

Body: Smoky Slate
Trim/Fascia: Purity
Pop-outs/Entry Door/Accent Walls/Garage Door: Dusty Trail
Entry Door Option: Autumn Gray or Delicate White
Garage Door: Smoky Slate or Delicate White

Option #4

Body: Gray Stone
Trim/Fascia: Fog
Pop-outs/Entry Door/Accent Walls/Garage Door: Armory
Entry Door Option: Deep Emerald or Delicate White
Garage Door: Gray Stone or Delicate White

Option #5

Body: Stonehenge Greige
Trim/Fascia: Moth Gray
Pop-outs/Entry Door/Accent Walls/Garage Door: Summer Wheat
Entry Door Option: Poppy Pods or Delicate White
Garage Door: Stonehenge Greige or Delicate White

Option #6

Body: Edelweiss
Trim/Fascia: Summer Wheat
Pop-outs/Entry Door/Accent Walls/Garage Door: Oyster Shell
Entry Door Option: Glazed Granite or Delicate White
Garage Door: Edelweiss or Delicate White

Option #7

Body: Toasted Almond
Trim/Fascia: Blank Canvas
Pop-outs/Entry Door/Accent Walls/Garage Door: Dusty Trail
Entry Door Option: Apple-A-Day or Delicate White
Garage Door: Toasted Almond or Delicate White

Attachment 1: Proposed Exterior Paint Color Palette (pg. 2 of 2)

Option #8

Body: Stony Creek
Trim/Fascia: Delicate White
Pop-outs/Entry Door/Accent Walls/Garage Door: Toasted Almond
Entry Door Option: Meander or Delicate White
Garage Door: Stony Creek or Delicate White

Option #9

Body: Adobe White
Trim/Fascia: Golden Ecru
Pop-outs/Entry Door/Accent Walls/Garage Door: Applesauce Cake
Entry Door Option: Baked Bean or Delicate White
Garage Door: Adobe White or Delicate White

Option #10

Body: Winter Feather
Trim/Fascia: Willow Springs
Pop-outs/Entry Door/Accent Walls/Garage Door: Moth Gray
Entry Door Option: Silent Night or Delicate White
Garage Door: Winter Feather or Delicate White

Residential Buildings – Three Story Buildings

Option #7

Body: Toasted Almond
Trim/Fascia: Blank Canvas
Pop-outs/Entry Door/Accent Walls/Garage Door: Dusty Trail
Entry Door Option: Apple-A-Day or Delicate White
Garage Door: Toasted Almond or Delicate White

Option #8

Body: Stony Creek
Trim/Fascia: Delicate White
Pop-outs/Entry Door/Accent Walls/Garage Door: Toasted Almond
Entry Door Option: Meander or Delicate White
Garage Door: Stony Creek or Delicate White

Option #9

Body: Adobe White
Trim/Fascia: Golden Ecru
Pop-outs/Entry Door/Accent Walls/Garage Door: Applesauce Cake
Entry Door Option: Baked Bean or Delicate White
Garage Door: Adobe White or Delicate White

Option #10

Body: Winter Feather
Trim/Fascia: Willow Springs
Pop-outs/Entry Door/Accent Walls/Garage Door: Moth Gray
Entry Door Option: Silent Night or Delicate White
Garage Door: Winter Feather or Delicate White

Body, Trim, and Accent paint color placement will vary per building model, size, and elevation. Color Options shall not be intermixed or combined with other Color Options.

Attachment 2: Proposed Resolution 03-19-XX

RESOLUTION 03-19-XX Revised Exterior Paint Color Palette

WHEREAS, the Board of Directors refreshes the Mutual's exterior paint color palette every few years in order to offer updated classic and timeless designs with a touch of current trends;

WHEREAS, there are ten new color groups for single and multi-story buildings, and four new color groups for three-story buildings, for use on the Mutual's structures during the execution of the Mutual's Exterior Paint Program;

WHEREAS, to maintain the operational and logistical efficiencies of the current program, staff will implement the new Exterior Paint Color Palette starting with the first cul-de-sac to be painted on the Mutual's 2020 Exterior Paint Program scope and continue with all future executions of the Mutual's Exterior Paint Program, until otherwise directed.

NOW THEREFORE BE IT RESOLVED, August xx 2019, that the board of Directors of the Corporation hereby establishes a new Exterior Paint Color Palette, as attached to the official minutes of this meeting, to be effective with structures in the first cul-de-sac on the Mutual's 2020 Exterior Paint Program scope and all subsequent annual paint program scopes; and

RESOLVED FURTHER, that the Exterior Paint Color Palette Option 7 with Delicate White as the Entry Door and Garage Door color shall be the designated default option and shall be applied on all buildings where no member voters are cast or a majority vote could not be reached for a particular color palette option.

RESOLVED FURTHER, that all original Mutual maintained manor front entry doors in a three-story building shall be the same color, and the Owners of each three-story building shall select by majority vote the color for use on all of their building's manor front entry doors from either of the building's selected Pop-outs/Entry Door/Accent Walls Color or one of the Entry Door Option Color; and

RESOLVED FURTHER, that the Members of each three-story building shall select by majority vote the color for all of their building's metal handrails, stair steps and stair stingers from either of the building's selected Body Color or Trim Color or Black; and

RESOLVED FURTHER, that all requests for door color changes outside of the approved exterior paint color palette will remain a variance request, subject to approval by the Board;

RESOLVED FURTHER, that all garage doors on multi-unit buildings will be painted the designated color by majority vote from the color scheme option selected for the building (whichever is selected for the building following established Board approved color selection procedures) in which the garage doors are located; and

RESOLVED FURTHER, that alteration metal garage doors with a white/off-white factory finish are exempted from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that building; and

RESOLVED FURTHER, that the Third Laguna Hills Mutual Exterior Paint Color Selection Procedure, as attached to the official minutes of this meeting, shall remain as written with updates to include the new Exterior Paint Color Palette options for single, multi-story, and three-story buildings; and

RESOLVED FURTHER, that Resolutions 03-14-143 adopted December 16, 2014 and Resolution 03-15-27 adopted February 17, 2015 are hereby superseded and cancelled; and

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

JULY Initial Notification

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



STAFF REPORT

DATE: July 16, 2019
FOR: Board of Directors
SUBJECT: Revision of Alteration Standard 38: Patio Enclosures

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 38: Patio Enclosures.

BACKGROUND

On June 24, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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

There are currently 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 38: Patio Enclosures 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 38: Patio Enclosures. The following sections are proposed to be revised as follows:

Please refer to Attachment 2: Redline of Proposed Updates to Alteration Standard 38: Patio Enclosures.

FINANCIAL ANALYSIS

None.

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

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-19-XX Revise Alteration Standard 38: Patio Enclosures

Attachment 2: Redline of Proposed Updates to Alteration Standard 38: Patio Enclosures

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 38: Patio Enclosures and,

NOW THEREFORE BE IT RESOLVED, August xx, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 38: Patio Enclosures 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.

JULY 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~~ 38: PATIO ENCLOSURES

**ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-43
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED AUGUST 2019, RESOLUTION 03-19-XX**

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIFICATIONS/ APPLICATIONS

2.1 A patio is a concrete slab area that adjoins the manor at ground level, and does not serve as a walkway or landing.

2.2 An enclosure can only be installed on the manor's original patio footprint.

2.23 A patio enclosure cannot be installed in an area where a Standard Plan exists for a room addition. No concrete landings are permitted.

2.34 Enclosures may not extend beyond the original construction footprint of an original patio. (In accordance with the current Common Area Useage Policy.)

2.5 If a patio lies beneath a balcony, the newly constructed enclosure must have an approved gutter system.

2.56 Patios may be partially enclosed with the exception of 3-story buildings. Patio enclosures shall encompass the entire footprint in 3-story buildings.

2.67 No doors are permitted in patio enclosures installed on the 1st story manors of 3-story buildings.

2.78 In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such enclosure, nor shall existing central HVAC systems condition an enclosure.

2.89 Air conditioners/heat pumps cannot exhaust into an enclosure.



2.910 Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per ~~International Conference of Building Officials (I.C.B.O.)~~ California Building Code approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.

2.4011 Any changes to the existing structure to allow for track or framework must be approved in writing prior to issuance of a ~~permit consent~~.

2.4112 All work and material required to complete patio enclosures shall conform to all applicable city codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for ~~permit consent~~.

3.0 SURFACE PREPARATION

3.1 Prior to any installation, existing patio surfaces (~~slabs, wood beams, wood fascia, etc.~~) shall be checked ~~by staff~~ for any defects or irregularities which might affect such installation or cause any future damages to the building.

3.2 All attachments to the patio slab must be directly to the patio surface, not applied over any type of material applied over the patio surface.

4.0 FRAME OR TRACK

4.1 Frames and/or tracks are to be of aluminum only. ~~Wood framing is prohibited~~. The dimensions shall be kept to a minimum to optimize the area of glass firmly in place. All aluminum shall be anodized bronze unless others exist if attached to a dark painted surface; aluminum or white powder coated color if attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.

4.2 All glass and screens must be readily removable (~~from the interior only~~) by lifting out of a track without the use of tools.



- 4.3 All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.
- 4.4 Slump stone kneewalls may be utilized as part of the patio enclosure if the wall is constructed to accept the application.
- 4.5 Enclosures shall have proper downspouts with splash blocks in accordance with Mutual Standard:18 Gutters/Downspouts.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. ~~Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and California Building Code specifications for engineering would be required for the structure, and may require Board approval., to be determined by the Permits and Inspections office.~~
- 5.2 Glass ~~shall~~ may be single or dual pane type (at the discretion of the Alterations Office). See 4.2
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved before such application.

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STAFF REPORT

DATE: July 16, 2019

FOR: Board of Directors

SUBJECT: Revision of Alteration Standard 22: Patio and Balcony Covers / Aluminum and Vinyl

RECOMMENDATION

Approve a resolution to adopt revisions to Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl.

BACKGROUND

On June 24, 2019, the Architectural Controls and Standards Committee (ACSC) reviewed this Standard. The Committee voted to recommend the item for approval by the Board.

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

There are currently 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 22: Patio and Balcony Cover / Aluminum and Vinyl 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 22: Patio and Balcony Cover / Aluminum and Vinyl. The following sections are proposed to be revised as follows:

Please refer to Attachment 2: Redline of Proposed Updated to Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl

FINANCIAL ANALYSIS

None.

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

Reviewed By: Alisa Rocha, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-19-XX Revise Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl

Attachment 2: Redline of Proposed Updated to Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl

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 22: Patio and Balcony Cover / Aluminum and Vinyl and,

NOW THEREFORE BE IT RESOLVED, August xx, 2019, that the Board of Directors of this Corporation hereby introduces Alteration Standard 22: Patio and Balcony Cover / Aluminum and Vinyl as attached to the official meeting minutes;

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

JULY Initial Notification

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

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~~THIRD LAGUNA HILLS MUTUAL~~
**STANDARD 22: PATIO AND BALCONY COVERS
ALUMINUM AND VINYL**

**JANUARY 1989
REVISED JANUARY 2003, RESOLUTION 03-03-08
REVISED JANUARY 2008, RESOLUTION 03-08-08
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED AUGUST 2013, RESOLUTION 03-13-83
REVISED AUGUST 2019, RESOLUTION 03-19-XX**

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 DEFINITIONS

- 2.1** Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.

~~**3.0 BUILDING TYPES**~~

- ~~**3.1** Aluminum or vinyl patio covers will not be allowed in Casa Palma, Casa Sienna, Casa Lorenzo or Casa Monaco.~~

~~**3.04.0 APPLICATIONS**~~

- ~~**3.1** Wood is strictly prohibited from being used for any part of construction.~~
- ~~**3.2** All patio and balcony covers must be built as per standard plan drawings (when available). The maximum allowable overhang dimension will be 6 inches to accommodate the flat roof's incorporated gutter system. See Section 45.0 for exceptions.~~



- 3.3** Patio cover roofs shall not extend beyond the height of an existing ~~8-foot tall~~ patio wall.
- 3.4** Patio covers will span only the patio area as defined by the **original** patio slab, ~~or wall or as indicated on the standard plan drawing.~~ Balcony covers will span the entire width of the balcony.
- 3.5** Covers may be installed over atriums such that the minimum open area of the atrium is left open and unobstructed as per building code requirements, **typically 3'-0"**. The cover may not extend above the height of the existing walls.
- 3.6** Posts shall be of aluminum or vinyl including **alumawood-type** and vinyl-clad materials. Plant-ons are optional, but if installed, must be of **matching** aluminum or vinyl **material. fabrication, including alumawood and vinyl-clad materials.** Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.
- 3.7** All posts for patio covers must be anchored to the concrete slab and be located on or inside of block walls if any. Attachments to block walls must meet all building code requirements.
- 3.8** All posts on balcony covers must be anchored to the balcony deck in accordance with all building code requirements. All penetrations must be sealed to prevent moisture intrusion into balcony deck.
- 3.9** ~~Plastic panels as produced by the manufacturer may be installed per approved specifications as outlined by the manufacturer's recommendations.~~ No corrugated non-structural panels will be allowed. Only those covers with State of California state approved engineering specifications will be accepted.
- 3.10** Plastic skylight panel ~~as produced by the manufacturer,~~ may be installed per approved specifications as outlined by the manufacturer's recommendations.
- 3.11** Color options for aluminum materials are factory-finished white **or** almond, ~~or anodized bronze~~. Color options for vinyl materials are white, taupe or tan.



- 3.12** If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color. Downspouts shall not empty into other patio areas or hinder maintenance in any way. **Splashblocks must be installed at each downspout that drains directly into Common Area planters (See Standard 18: Gutters/Downspouts).**

4.05.0 PATIOS OVER WHICH A BALCONY EXISTS

- 4.1** Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony **for which a manor above exists**, exclusive of the required 6" overhang for the incorporated gutter system.
- 4.2** Flat roofs may not replace existing eyebrow covers if the **enclosure proposed roof** extends beyond the original construction footprint.
- 4.3** Existing flat roofs may be replaced with a flat roof of equal or lesser **dimensions size**.
- 4.4** The color of the patio cover roof surface must be factory-finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.

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STAFF REPORT

DATE: July 16, 2019
FOR: Board of Directors
SUBJECT: Garden Villa and LH-21 Laundry Room Rules

RECOMMENDATION

Adopt Garden Villa and LH-21 Laundry Room Rules.

BACKGROUND

On June 27, 2019, the Garden Villa Association proposed the Third Laguna Hills Mutual (Third) Board of Directors (Board) consider adopting Laundry Room Rules for Garden Villa and LH-21 buildings.

The Garden Villa Buildings are No. 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518, and 5519. Each Garden Villa Building has a laundry room on each floor with one washer and one dryer; with a total of 318 machines.

The LH-21 Buildings are No. 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369. Thirteen of the LH-21 Buildings have a laundry room on each floor with two washers and two dryers; with a total of 156 machines. The remaining LH-21 Buildings have a laundry room on each floor with one washer and one dryer; with a total of 90 machines.

DISCUSSION

Currently there are no set guidelines regarding the use of Laundry Rooms in Garden Villas or LH-21 buildings. The proposed Laundry Room Rules include hours of operations and guidelines for use of the laundry rooms and washer and dryers.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

Tim Moy, Chief of Security
Siobhan Foster, Chief Operating Officer

ATTACHMENT(S)

Attachment 1: Garden Villa and LH-21 Laundry Room Rules
Attachment 2: Resolution 03-19-XX

Garden Villa and LH-21 Laundry Room Rules
Resolution 03-19-XX; Adopted August XX, 2019

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual ("Third") regarding the use of Garden Villa and LH-21 Laundry Rooms.

II. Definitions

For the purposes of this policy:

- a. Community Rules - the Articles of Incorporation and Bylaws of Third, the recorded Covenants, Conditions, and Restrictions (CC&R's) applicable to any Manor; and any rules and regulations adopted by Third.
- b. LH-21 Building No. - 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369.
- c. Laundry Rooms – located on each floor of Garden Villa and LH-21 buildings.
- d. Garden Villa Building No. – 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518 and 5519.
- e. Resident is defined as an individual approved to reside in a Garden Villa or LH-21 building.

III. Conditions

Use of Laundry Rooms:

- a. Laundry rooms may be used only during the hours of 7:00 AM and 10:00 PM, with washers and dryers last cycle to be finished by 10:00 PM.
- b. Laundry room doors may not have locks on them.
- c. Laundry rooms are for the exclusive use of building residents only.
- d. Laundry rooms are to be used only by the residents of the floor on which the laundry room is located, with these exceptions:
 - 1. If a washer or dryer is out of order, residents may use the washer or dryer on another floor until the washer or dryer on their floor is repaired.
 - 2. If all the washers and dryers are in use on your floor, and they are not in use on another floor.
- e. Keep washer doors open when not in use.
- f. Turn dryers to off position when finished and clean lint traps.
- a. Do not overload machines. Machines will stop mid cycle if there are too many articles in them. Machines may not be large enough for most bedspreads, quilts and rugs.

- g. Do not wash or dry pet blankets or rugs in the washer and dryer. They will clog the machines and leave residue that will affect other users of the machines.
- h. Do not wash or dry tennis shoes.

IV. Procedure

- a. Repair services are requested by residents by calling the Resident Services Department.
- b. Third's policy is to avoid having any machine out of use for more than 24 hours. If a machine cannot be repaired within 24 hours, the unusable machine will be removed, and a loaner machine will be installed in its place, within 24 hours of notice that it is unusable.

V. Enforcement

Third Members are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, or Guest.

Third is authorized to take disciplinary action against a Member, lessee or guest found to be in violation of the Garden Villa and LH-21 Laundry Room Rules. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

RESOLUTION 03-19-XX

Garden Villa and LH-21 Laundry Room Rules

WHEREAS, the Garden Villa Association has recognized the need to adopt a Garden Villa and LH-21 Laundry Room Rules to set forth guidelines for use by Residents;

NOW THEREFORE BE IT RESOLVED, August XX, 2019, that the Board of Directors of this Corporation hereby adopts the Garden Villa and LH-21 Laundry Room Rules as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that this policy applies to the buildings listed below which the laundry rooms are located; Garden Villa Buildings No. 969, 2353, 2354, 2355, 2369, 2370, 2381, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 3241, 3242, 3243, 3244, 3420, 3421, 3499, 4006, 4007, 4008, 4009, 4010, 4011, 5370, 5371, 5372, 5499, 5500, 5510, 5511, 5515, 5517, 5518, 5519 and LH-21 Buildings No. 3335, 3336, 3337, 3338, 3363, 3364, 3365, 3366, 3367, 3371, 3486, 3498, 3500, 3501, 3510, 4001, 4002, 4003, 4004, 4005, 4012, 4013, 4014, 4015, 4025, 4026, 5368, and 5369;

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

JULY 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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STAFF REPORT

DATE: June 18, 2019
FOR: Board of Directors
SUBJECT: Garden Villa Recreation Room Rules

RECOMMENDATION

Adopt the Garden Villa Recreation Room Rules.

BACKGROUND

On December 20, 2011, the Board of Directors created the Garden Villa Recreation Room Subcommittee to serve as a liaison to advise the Board of repairs and replacements within the recreation rooms as required.

DISCUSSION

The purpose of the rules is to set guidelines regarding the use and maintenance of the Garden Villa Recreation Rooms. Presently, each Garden Villa building has its own set of guidelines.

FINANCIAL ANALYSIS

None

Prepared By: Blessilda Wright, Compliance Supervisor

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

ATTACHMENT(S)

Attachment 1: Garden Villa Recreation Room Rules
Attachment 2: Resolution 03-19-XX

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Garden Villa Recreation Room Rules
Resolution 03-19-XX; Adopted August XX, 2019

I. Purpose

The purpose of this document is to define the policies of Third Laguna Hills Mutual (“Third”) regarding the use of Garden Villa Recreation Rooms.

II. Definitions

For the purposes of this policy:

- a. Building Captain - a volunteer resident of a Garden Villa Unit who provides assistance to residents of the building they are assigned to.
- b. Community Rules - the Articles of Incorporation, Bylaws, the recorded Covenants, Conditions, and Restrictions (CC&Rs); and any rules and regulations adopted by Third. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- c. Garden Villa Recreation Rooms – are located in 53 Garden Villa buildings.
- d. Recreation Room – a room in each building used for a variety of purposes; has restrooms, refrigerator, stove, billiard table, card tables, and chairs. Also known as a “Recreation Room”.
- e. Residents are defined as an individual approved to reside in a Garden Villa Unit.

III. Conditions

- a. Recreation Rooms in Garden Villa buildings may be used only by residents of the building and guests of residents. A resident must be present in the Recreation Room when non-residents use the Recreation Room.
- b. Scheduling the use of Recreation Rooms is the responsibility of the Building Captain.
- c. All residents (including lessees) are entitled to have a key to the Recreation Room. Keys may not be reproduced and given or loaned to any non-resident.
- d. Recreation Rooms may not be used for commercial purposes of any kind, for overnight sleeping, as a place to live or for a place to house and use exercise equipment.
- e. An insert and a plastic cover are provided for the protection of billiard tables. These are to be on the billiard table at all times, except when the table is being used to play billiards.
- f. Food, hot and cold, may be served in Recreation Rooms. Kitchen tabletops and folding tables supplied by the residents of the building are to be used for serving hot and warm foods and liquids.
- g. It is the responsibility of residents who use the Recreation Room to avoid staining the carpet or dropping food on the carpet. It is also the

responsibility of residents who use the Recreation Room to clean up food dropped on the carpet and clean up any stains on the carpet. While Staff will attempt to clean carpet stains when requested, residents should be aware that the cost to clean, repair and replace carpet adds to the cost of maintaining the Recreation Rooms.

- h. Only when the billiard table is not in use and has the protective insert in place and plastic cover on it may the table be used for food service. However, no liquids or warm or hot food may be placed on the billiard tabletop. Maintenance of billiard tables is paid for out of the Recreation Room monthly assessment paid by manor owners.
- i. The extra monthly Recreation Room assessment, assessed by the Garden Villa Association, is used for the refurbishment of Recreation Rooms. Including the original issued equipment of: counter tops, rest rooms refrigerator, stove, flooring, ceiling, heater/air conditioners, cue tips, ball rack, four card tables, 24 card table chairs, billiard table, bridge, nine cue sticks, cue stick rack, 19 billiard balls, ball rack, flooring and painting of walls.
- j. Residents may add furnishings to Recreation Rooms. It is up to each building to set and enforce its own rules regarding this. Recreation Rooms are not a dumping ground for old furniture. Manor owners are responsible for removing non-used, non-original issue furnishings left in the Recreation Rooms.
- f. Requests for repairs and replacements are made through the Resident Services Division.
- g. Recreation Rooms are cleaned every week by VMS Staff. Residents who use the Recreation Rooms are required to clean the room after usage.
- h. Food is not to be stored in Recreation Rooms other than for same-day usage.

IV. Enforcement

Third Members are personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, or Guest.

Third is authorized to take disciplinary action against a Member found to be in violation of the Garden Villa Recreation Room Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. Additionally, the Board may seek reimbursement for remediation cost associated with damage to the Recreation Room.

RESOLUTION 03-19-XX

Garden Villa Recreation Room Rules

WHEREAS, the Garden Villa Association has recognized the need to adopt a Garden Villa Recreation Room Rules to set forth guidelines for use by Residents and their guests;

NOW THEREFORE BE IT RESOLVED, August XX, 2019, that the Board of Directors of this Corporation hereby adopts the Garden Villa Recreation Room Rules, as attached to the official minutes of this meeting; and

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

JULY 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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STAFF REPORT

DATE: July 16, 2019
FOR: Resident Policy & Compliance Task Force
SUBJECT: Traffic School Eligibility

RECOMMENDATION

Staff recommends the Board amend the Laguna Woods Village Vehicle, Traffic, and Parking Rules to specify the types of traffic violations eligible for Traffic School.

BACKGROUND

The Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic, and Parking Rules; including coordination of Traffic School. Traffic School is a two hour class that any individual can attend for traffic violations in lieu of paying the appropriate traffic fine. Traffic School is designed for Laguna Woods Village drivers, addresses traffic safety topics, and is available to an individual once during any three-year period.

On April 22, 2019, the Golden Rain Foundation (GRF) Security & Community Access Committee (SCAC) reviewed and approved the recommended changes to the Traffic School eligibility. On May 8, 2019, the GRF Board approved the changes to the Traffic School eligibility and forwarded the matter to the housing Mutual for consideration.

DISCUSSION

Staff recommends that certain violations be ineligible for Traffic School, including Parking, RV Lot Parking, and Handicap Parking. In addition, specific moving violations such as Reckless Driving, Unlicensed Driver, and Hit and Run are serious violations that endanger the Community and should not be permitted to avoid the higher fine by signing up for Traffic School. Other parking violations including the Electric Charging fines, are not related to the material discussed in Traffic School. The proposed change will provide consistency and remove the alternative in the Rules and Regulation allowing individuals to use Traffic School to avoid paying the appropriate traffic fines.

FINANCIAL ANALYSIS

The traffic fines are designed primarily as a deterrent to help enforce community rules and regulations. The revenue collected is used to offset the administrative costs associated with a citation such as enforcement, filing, data entry, correspondence with the driver/Owner, and scheduling traffic hearings. A \$20 fee is charged to partially offset administrative costs and the modifications proposed above are not anticipated to have a significant impact on revenue.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager
Tim Moy, Chief of Security

Siobhan Foster, Chief Operating Officer
Betty Parker, Chief Financial Officer

ATTACHMENT(S)

Attachment 1: Redline Laguna Woods Village Vehicle, Traffic, and Parking Rules

Attachment 2: Schedule of Traffic Monetary Penalties with asterisks for violations ineligible for
Traffic School

Attachment 3: Resolution 03-19-XX

ENDORSEMENT

Traffic School Eligibility

Tim Moy, Chief of Security, presented a proposal to make changes to Traffic School Eligibility. The Task Force members commented and asked questions.

Director Parsons made a motion to approve the proposed changes to Traffic School Eligibility and to advise Residents that Traffic School can be taken voluntarily even without a Traffic Violation. Director Karimi seconded the motion.

By unanimous vote, the motion carried.

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LAGUNA WOODS VILLAGE VEHICLE, TRAFFIC, AND PARKING RULES

Adopted May 6, 2014, Resolution 90-14-21;
Revised: September 19, 2017, Resolution 03-17-76; June 7, 2016, Resolution 90-16-24 and Resolution 90-16-26; April 12, 2016, Resolution 01-16-32; May 5, 2015, Resolution 09-15-29; April 7, 2015; January 20, 2015; ~~and~~
December 2, 2014, Resolution 90-14-73; ~~and August XX,XXX; Resolution 03-19-XX~~

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by the Golden Rain Foundation of Laguna Woods (GRF). This generally refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

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1. PREFACE

In order to promote safety, all drivers, pedestrians, and vehicles must follow the same rules of the road as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Persons in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense. The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING. The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2. DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

a. ABANDONED VEHICLE - A MOTOR VEHICLE having either of the following attributes:

- i. Appears deserted, neglected, unsightly, or INOPERABLE.
- ii. If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking).

b. ASSIGNED PARKING - A defined parking location such as a carport, parking garage space, or MANOR driveway or garage that has both of the following attributes:

- i. Is regulated by a Mutual Corporation or GRF.
- ii. Is allotted as an exclusive use area of a particular MANOR.

- a. Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.
- b. GRF, at its discretion may approve case-by-case exceptions to these rules.
- c. GRF endorses the traffic rules of the Mutual Corporations.
- d. GRF will appoint a committee, named Laguna Woods Village Traffic Hearings, for the purpose of enforcement hearings with respect to the notices of violation, and the imposition of the corresponding fines when the committee considers the violation to have been committed as charged. The Laguna Village Traffic Hearings will be comprised of the following:
 - i. One director of GRF, and one director of each of the Mutual, each to be appointed by the board of directors of which s/he is a member;
 - ii. Members of the Traffic Hearing shall rotate as the presiding member each month, with the presiding member refraining from voting on the issue of guilt to innocence of the person charged with the violation under consideration unless a member is absent and/or the vote of the presiding member is necessary to render a majority verdict;
 - iii. The Traffic Hearings will schedule Hearings as necessary to adjudicate Notices of Violation.
 - iv. The Traffic Hearings are held as an open meeting in which the alleged violator is invited to attend. The alleged violator has the right to request their hearing be held in close session.
- e. Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

4. ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. Security Officers will issue a Notice of Violation for any violation of these rules.

- a. All persons must stop when directed or signaled by any member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.
- b. Violations may result in tow-away at the vehicle owner's expense.
- c. Traffic Hearings:
 - i. Following a Notice of Violation, the alleged violator will be sent a letter, Traffic Hearing Notice, scheduling a hearing date and time. This letter will be sent at least 15 days before the hearing.
 - ii. At the Traffic Hearing, time will be given to hear testimony and consider evidence from the alleged violator and Security staff.
 - iii. If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.
 - iv. After each hearing, the Committee will render its decision.
 - v. The Traffic Hearing will be documented by a written report of the proceedings.

- vi. A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine or, if eligible, attend Traffic School.
- d. Traffic School:
 - i. The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.
 - ii. Traffic School is available to a violator once during any 3 year period.
 - iii. The Security Division will provide instructors to teach Traffic School.
 - iv. Every attendee must pay an administrative fee prior to attending Traffic School.
 - iv.v. Following citations are ineligible for Traffic School-: Parking, RV Lot Parking, Handicap Parking, and specific Moving Violations (Hit and Run, Valid Driver's Licenses Not Produced and Reckless Driving.
- e. For On-Duty EMPLOYEES, the Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

5. FINES

See Schedule of Traffic Monetary Penalties

6. VEHICLE TOW AWAY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

- a. Immediate Tow Away – any vehicle with the following conditions:
 - i. In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
 - ii. In a no parking zone.
 - iii. Within 15 feet of a fire hydrant.
 - iv. Blocking an entrance or exit.
 - v. Blocking a roadway or posing a hazard to traffic.
 - vi. Posing a safety or environmental hazard.
- b. Resident's Private Tow Away - An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location. No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission. California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense. Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. GRF, the Mutual

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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)	

* violation ineligible for traffic school

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

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

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RESOLUTION 03-19-XX

Vehicle, Traffic and Parking Rules

WHEREAS, the Security Department is responsible for the administration of the Laguna Woods Village Vehicle, Traffic, and Parking Rules; including coordination of Traffic School; and

WHEREAS, Traffic School is designed for Laguna Woods Village drivers, to addresses traffic safety topics, and is available to an individual once during any three-year period; and

WHEREAS, the Board has identified violations that are ineligible for Traffic School, such as certain parking violations that are not related to the material discussed in Traffic School and serious moving violations that endanger the Community;

NOW THEREFORE BE IT RESOLVED, on August XX, 2019, the Board of Directors of this Corporation hereby amends the Traffic School section of the Vehicle, Traffic and Parking Rules, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-18-139 approved on September 21, 2018; is hereby superseded and canceled; and

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

JULY 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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STAFF REPORT

DATE: July 16, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Supplemental Appropriation for Cul-De-Sac Sign Replacement

RECOMMENDATION

Approve Resolution 03-19-XX (Attachment 1) for a supplemental appropriation in the amount of \$23,000 to fabricate and install an additional 77 new cul-de-sac signs in the 2019 fiscal year.

BACKGROUND

There are approximately 250 existing cul-de-sac signs in Third Mutual. In 2018, the Third Mutual M&C Committee directed staff to install additional signage to the existing posts at a height of approximately 48 inches.

At the May 7, 2018, Maintenance and Construction Committee meeting, staff was directed to implement a pilot program to fabricate and install new cul-de-sac signs in Gate 14 and along Via Mariposa East and West in Gates 5 and 6. Subsequently, a total of 51 new cul-de-sac signs in Third Mutual were installed in 2018 and 122 new cul-de-sac signs are scheduled for installation in 2019.

DISCUSSION

At the May 29, 2019, Special Meeting of the Third Mutual M&C Committee, staff was directed to bring a report back to the July M&C Committee meeting recommending a supplemental appropriation for the cost to complete all cul-de-sac sign installations in 2019.

Staff received a bid from the current sign contractor in the amount of \$23,000 to fabricate and install an additional 77 new cul-de-sac signs in the 2019 fiscal year, which will conclude the new cul-de-sac signage installation program in its entirety.

FINANCIAL ANALYSIS

The planned scope of work in the current year is funded from the 2019 Reserves Plan – Building Numbers in the amount of \$33,970 to fabricate and install 122 new cul-de-sac signs.

A supplemental appropriation in the amount of \$23,000, from the Replacement Reserves Fund, is required to fabricate and install an additional 77 new cul-de-sac signs in 2019 to complete full implementation of the new signage.

Prepared By: David Pham, Assistant Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, CFO

ATTACHMENT(S):
Attachment 1 – Resolution 03-19-XX

Third Laguna Hills Mutual
Finance Committee – Open Session
July 2, 2019

ENDORSEMENT

Supplemental Appropriation for Cul-De-Sac Sign Replacement

A motion was made and unanimously carried to recommend the Board approve supplemental funding of \$23,000 from the Replacement Fund to fabricate and install an additional 77 new cul-de-sac signs in the 2019 fiscal year.

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Supplemental Appropriation for Cul-de-sac Sign Installation

There are approximately 250 existing cul-de-sac signs in Third Mutual. The planned scope of work in the current year is funded from the 2019 Reserves Plan – Building Numbers in the amount of \$33,970 to fabricate and install 122 new cul-de-sac signs.

At the May 29, 2019, Special Meeting of the Third Mutual M&C Committee, staff was directed to bring a report back to the July M&C Committee meeting recommending a supplemental appropriation for the cost to complete all cul-de-sac sign installations in 2019.

A motion was made and unanimously carried to recommend the Board approve a supplemental appropriation in the amount of \$23,000, from the Replacement Reserves Fund to fabricate and install an additional 77 new cul-de-sac signs in 2019 which will complete the implementation of the new cul-de-sac address signage project.

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ATTACHMENT 1

RESOLUTION 03-19-XX

Supplement Funding for Cul-De-Sac Sign Replacement in 2019

WHEREAS, the 2019 Reserves Plan appropriated funding in the amount of \$33,970 from the Facilities Fund to replace 122 cul-de-sac signs in 2019; and

WHEREAS, on May 29, 2019, during the Business Planning Meeting, the Maintenance & Construction Committee directed staff to complete the remaining 77 cul-de-sac signs, originally to be completed in 2020, in 2019 with a supplemental appropriation.

NOW THEREFORE BE IT RESOLVED, on July 16, 2019, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$23,000, for the replacement of the remaining 77 cul-de-sac signs to be installed and completed in 2019; and

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

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STAFF REPORT

DATE: July 16, 2019
FOR: Board of Directors
SUBJECT: Revisions to Third Finance Committee Charter

RECOMMENDATION

Adopt the revised Third Laguna Hills Mutual Finance Committee Charter, as recommended by the Finance Committee at their July 2, 2019 meeting.

BACKGROUND

The GRF Finance Committee reviews their charter annually for potential updates, to ensure the scope of responsibilities is in line with current processes and Board directives. The last charter revision was approved by the Board on November 18, 2014 by Resolution 03-14-128. More recently, in June 2019 the Board appointed a new Treasurer, who subsequently reviewed the charter with the CFO and made recommendations for change.

DISCUSSION

The proposed changes to the Finance Committee Charter (Attachment 1) include:

- A new paragraph to explain the Committee's current practice of reviewing a monthly delinquency report and direct collection activity for unpaid assessments, fines, fees, and chargeable services.
- Consolidation of two existing paragraphs relating to audits.
- A new responsibility for the Committee to confer on developments and key financial data pertaining to GRF financial operations.

FINANCIAL ANALYSIS

None.

Prepared By: Betty Parker, CFO

ATTACHMENT(S)

Attachment 1: Resolution 03-14-128 Redlined
Attachment 2: Proposed Revised Resolution

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RESOLUTION 03-19-XX

THIRD MUTUAL FINANCE COMMITTEE CHARTER

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, the Finance Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, ~~July 16, 2019~~~~November 18, 2014~~, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Finance Committee of this Corporation as follows:

1. Annually review the proposed Third Laguna Hills Mutual Business Plan and recommend to the Board action regarding the same, including the amount of the assessment required to meet the following year's operating budget and reserve contributions.
2. Regularly review the financial statements and reports of Third Laguna Hills Mutual and review the performance of the managing agent related to the budget and operational efficiencies and make recommendations to the Board.
3. Review the investment of funds of Third Mutual to determine if they are in accordance with the investment policy. Review and recommend changes to the Board, as necessary, to the Mutual's investment policy.
4. Regularly review the status and sufficiency of the Mutual reserve accounts.
5. ~~Review on a regular basis delinquent accounts for assessments, fines, fees, and chargeable services by directing staff and making recommendations to the Board for actions in accordance with the Third Mutual Collection and Lien Enforcement Policy. Review and recommend changes to the Board, as necessary, to the Mutual collection policies.~~
6. Review any unplanned expenditure proposed by the Board or other Committees to determine the impact on and adequacy of related reserves and recommend appropriate action to the Board.
7. Function as an advisory and liaison body to the managing agent in matters pertaining to financial performance measurements, membership, ~~assessment delinquencies~~, leasing, and occupancy; and coordinate these matters with other standing committees having related concerns.
- ~~7.8.~~ Perform such additional functions as may be assigned or referred to this committee by the President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

~~8-9.~~ **Direct the preparation of a request for proposal for the annual financial audit of Third Laguna Hills Mutual.** Review reports and recommendations from auditors and recommend to the Board any appropriate action.

~~9-10.~~ Regularly review all insurance and risk management programs for Third Laguna Hills Mutual and recommend to the Board actions to be taken to maintain adequate protection and coverage.

~~10-11.~~ In coordination with GRF and Corporate Members, examine the need for review of managing agent organizational entities. Review the implementation of consultant findings and make recommendations to the Board.

~~11-12.~~ **Receive update from members of the GRF Finance Committee, appointed from Third Mutual, and consider the latest developments and key financial data provided from GRF to create a more comprehensive understanding of community finances and allow for more informed decisions.**

RESOLVED FURTHER, that Resolution 03-~~14-128~~, adopted November ~~18, 2014~~, is hereby superseded and cancelled.

RESOLUTION 03-19-XX

THIRD MUTUAL FINANCE COMMITTEE CHARTER

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, the Finance Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, July 16, 2019, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Finance Committee of this Corporation as follows:

1. Annually review the proposed Third Laguna Hills Mutual Business Plan and recommend to the Board action regarding the same, including the amount of the assessment required to meet the following year's operating budget and reserve contributions.
2. Regularly review the financial statements and reports of Third Laguna Hills Mutual and review the performance of the managing agent related to the budget and operational efficiencies and make recommendations to the Board.
3. Review the investment of funds of Third Mutual to determine if they are in accordance with the investment policy. Review and recommend changes to the Board, as necessary, to the Mutual's investment policy.
4. Regularly review the status and sufficiency of the Mutual reserve accounts.
5. Review on a regular basis delinquent accounts for assessments, fines, fees, and chargeable services by directing staff and making recommendations to the Board for actions in accordance with the Third Mutual Collection and Lien Enforcement Policy. Review and recommend changes to the Board, as necessary, to the Mutual collection policies.
6. Review any unplanned expenditure proposed by the Board or other Committees to determine the impact on and adequacy of related reserves and recommend appropriate action to the Board.
7. Function as an advisory and liaison body to the managing agent in matters pertaining to financial performance measurements, membership, leasing, and occupancy; and coordinate these matters with other standing committees having related concerns.
8. Perform such additional functions as may be assigned or referred to this committee by the President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities.

9. Direct the preparation of a request for proposal for the annual financial audit of Third Laguna Hills Mutual. Review reports and recommendations from auditors and recommend to the Board any appropriate action.
10. Regularly review all insurance and risk management programs for Third Laguna Hills Mutual and recommend to the Board actions to be taken to maintain adequate protection and coverage.
11. In coordination with GRF and Corporate Members, examine the need for review of managing agent organizational entities. Review the implementation of consultant findings and make recommendations to the Board.
12. Receive update from members of the GRF Finance Committee, appointed from Third Mutual, and consider the latest developments and key financial data provided from GRF to create a more comprehensive understanding of community finances and allow for more informed decisions.

RESOLVED FURTHER, that Resolution 03-14-128, adopted November 18, 2014, is hereby superseded and cancelled.



STAFF REPORT

DATE: July 16, 2019 **FOR:**
Board of Directors
SUBJECT: Unoccupied Manor Inspection Policy

RECOMMENDATION

Entertain a motion to amend the Policy for Interior Inspection of Unoccupied Manors to identify the costs associated with the Unoccupied Manor Inspection Policy.

BACKGROUND

On August 27, 2018, the Architectural Controls and Standards Committee reviewed this Staff Report and Resolution. The Committee voted to recommend the item for approval by the Board.

On May 4, 2018, with the advice of legal counsel, via Resolution 03-18-59, the Board voted to introduce an Emergency Unoccupied Manor Inspection Policy (Attachment 1). The Emergency Policy was intended to be in effect for six months or until such time the Board enacts a permanent policy. The policy was established due to unoccupied manors presenting a number of concerns to Third Mutual and its residents. Those concerns increase the longer the manor is vacant. It is to the benefit of the Mutual to inspect the condition of unoccupied manors on a regular and consistent basis.

Events related to damage of Mutual property due to neglect in unoccupied units had prompted the adoption of the emergency policy. In denial of a claim filed for moisture intrusion and mold damages from an unoccupied unit that had occurred over time, the insurance carrier for the Village, Travelers Property Casualty Company of America, stated that its policy contains the following clauses: "...we will not pay for loss or damage caused by or resulting from any of the following: continuous or repeated seepage or leakage of water or other liquid, or the presence or condensation of humidity, moisture or vapor that occurs over a period of 14 days or more..." and "...faulty, inadequate or defective maintenance of part or all of any property on or off the described premises."

Staff was directed to administer and monitor the Emergency Policy, review the Key File Program, and return with a permanent policy for approval by the Board within six months. This report addresses those issues. On October 16, 2018, the Board unanimously adopted Resolution 03-18-145, Policy for Interior Inspection of Unoccupied Manors. The resolution does not reflect the intent to recover actual costs for administrative and inspection costs.

On July 2, 2019, the Third Finance Committee requested staff to provide a revised Resolution to include fees for the Vacant Manor Inspection.

DISCUSSION

As in the Emergency Policy, unoccupied manor inspections are triggered when a manor is unoccupied for six months. When that threshold is met and annually thereafter, the policy requires Staff to contact the Owner of Record (Owner) with written notification that the manor has been entered into the Unoccupied Manor Inspection program.

Staff has performed a full review of the database and determined that currently 110 manors meet the established criteria. The notification is sent in the form of a letter informing the owners of the intent of the policy and any further action required on their part. As of the writing of this report, Staff has sent out all of the initial notifications to the manors initially identified in the database. In response to the letters, Staff has received little negative feedback and several calls informing Staff that a few of the manors were currently for sale or under construction.

Since the CC&Rs require an Owner to grant entry to Staff, a return response authorizing inspection is not necessary in the Policy. The notification gives the Owner an avenue in which to object to access or establish occupancy, which would be reviewed by Staff and, if necessary, be referred to the Board for resolution. Failure to permit access may be subject to disciplinary action by the Board.

A second notice is sent out when an inspection date and time is scheduled. These notices are sent out a minimum of 15 days prior to the inspection time. This letter encourages owners to be present at the inspection.

Historically, access to unoccupied manors has been problematic for both emergencies and non-emergencies. Since access to unoccupied manors in an emergency is critical and entry for maintenance using a locksmith is expensive and time consuming, Staff proposes to strongly encourage owners of unoccupied units to participate in the Key File Program. Although participation in the program is significant, Staff encountered some resistance from owners regarding providing a key. Staff recommends keeping the key policy voluntary. When a manor is identified as unoccupied and no key is on file, the Owner will be notified and encouraged to provide one. Failure to provide a key will subject the owner to the additional cost of gaining access through the use of a locksmith.

The current Emergency Policy charges actual costs for administrative and inspection costs, including the cost of gaining access to the unit. After a review of the actual time involved in administering the program, Staff proposes that an inspection and administrative fee of \$100 be charged to the owner for each inspection. Manors without a key on file will incur an additional charge of a minimum of \$135.00 for locksmith services.

If the owners, or their representative, are not present for the inspection, Security personnel will be present for the inspection to ensure there is no adverse impact upon the manor interior due to the Mutual's inspection.

FINANCIAL ANALYSIS

The inspection and administrative fees of \$100 and a minimum \$135 locksmith fee are expected to offset the costs of administering this program.

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

Reviewed By: Alisa Rocha, Alterations Coordinator

Attachments:

Attachment 1: Redline Resolution 03-18-145, Policy for Interior Inspection of Unoccupied Manors

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ATTACHMENT 1

RESOLUTION 03-19-XX

POLICY FOR INTERIOR INSPECTION OF UNOCCUPIED MANORS

MAY 2018, RESOLUTION 03-18-59

REVISED OCTOBER, RESOLUTION 03-18-145

REVISED AUGUST 2019, RESOLUTION 03-19-XX

WHEREAS, unoccupied Manors present a number of concerns to Third Mutual and its residents, including without limitation, potential damage to the Mutual's Common Areas, and those concerns increase the longer the Manor is unoccupied;

WHEREAS, the fiduciary responsibility of the Board is to protect the Mutual's assets and it is to the benefit of the Mutual and its residents to inspect the condition of Manors which have been unoccupied for a period of six (6) months or more, or which are reasonably believed to pose potential maintenance concerns; and,

WHEREAS, based on the advice of the Mutual's legal counsel and consistent with the Mutual's governing documents, the Mutual has the right to access an owners Manor at any time in the event of an emergency and the right to access an owner's Manor at a reasonable hour in non-emergency situations for the purpose of inspection;

NOW THEREFORE BE IT RESOLVED, August XX, 2019, that the Board of Directors hereby adopts the Unoccupied Manor Inspection Policy ("Policy");

RESOLVED FURTHER, that except in case of an emergency inspection, in which case the Mutual or a representative thereof may enter without prior notice to the Manor owner, the Mutual must provide a minimum of fifteen (15) days' prior written notice to the owner of record of each Manor that is unoccupied or presumed to be unoccupied before any inspection is carried out in a Manor in accordance with this Policy;

RESOLVED FURTHER, the Mutual will conduct non-emergency inspections in accordance with said notice of inspection and charge an administrative fee of \$100.00 as set by the Mutual for each such inspection. An additional fee of \$135.00 may be charged if gaining entrance into the Manor is required;

RESOLVED FURTHER, if the Owner of record of an unoccupied Manor objects in writing to the inspection of such Manor or specifically denies entry, the matter may be referred to the Board for member disciplinary action;

RESOLVED FURTHER, non-emergency inspections will be conducted with premises Security personnel in attendance to document and ensure there is no adverse impact upon the Manor interior by the Mutual's inspection; such inspection with Security personnel is subject to a fee(s) for the cost to the Mutual to provide such persons to witness the inspection;

RESOLVED FURTHER, the inspector must identify and note conditions within each inspected Manor in a written report, which shall be provided to the Manor Owner by mailing the report to the Owner's mailing address in the Mutual's records, and facilitate the maintenance or remediation of adverse conditions identified to protect against

damage to Mutual property, Common Area damage, or nuisance to neighboring Manors and residents;

RESOLVED FURTHER, that any necessary emergency maintenance or repairs (meaning those that are required to prevent damage imminent damage or injury to persons or property) identified in the inspection and carried out by the Mutual, that are the responsibility of the member will be charged to the owner of record after a noticed hearing before the Board in accordance with the Mutual's governing documents;

RESOLVED FURTHER, that necessary emergency maintenance and repairs that are the responsibility of the Mutual will be carried out at the Mutual's expense;

RESOLVED FURTHER, that Resolution 03-18-145 adopted October 16, 2018, is hereby superseded in its entirety and no longer in effect; and

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

JULY Initial Notification

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



STAFF REPORT

DATE: July 16, 2019
FOR: Board of Directors
SUBJECT: Charter for Third Laguna Hills Mutual Water Resources Sub-Committee

RECOMMENDATION

Approve the attached resolution establishing the Third Laguna Hills Mutual Water Resources Sub-Committee Charter.

BACKGROUND

The newly formed Third Laguna Hills Mutual Water Resources Sub-Committee will be meeting quarterly on the 2nd Wednesday of the appropriate month. The committee currently consists of four members. A recent meeting was conducted on July 10, 2019, and the next meeting will take place on October 9, 2019.

DISCUSSION

This is a sub-committee of the Landscape Committee and will facilitate collaboration between the Third Board and Village Management Services Landscape Department regarding water conservation and consumption matters. Other responsibilities will include gathering, analyzing and distributing information on actions planned or taken by the El Toro Water District and other water management corporations.

Additionally, the Sub-Committee is to establish an ongoing Water Education Program for the residents of Third, develop relevant public relations programs and policies that educate, promote and project a positive image of the water usage of Third to its residents.

FINANCIAL ANALYSIS

The work of the Water Sub-Committee is expected to result in water cost savings for Third Mutual.

Prepared By: Kurt Wiemann, Senior Field Services Manager

Reviewed By: Siobhan Foster, Chief Operations Officer

ATTACHMENT

Attachment 1: Resolution 03-19-XX

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ATTACHMENT 1

Resolution 03-19-XXX

Third Laguna Hills Mutual Water Resources Sub-Committee Charter

WHEREAS, the Water Conservation Sub-Committee is hereby established pursuant to Article VII Section 1 of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, July XX, 2019, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Water Sub-Committee as follows:

1. Serve as collaboration between the Third Laguna Hills Mutual ("Third") Board and the Village Management Services ("VMS") Landscape Department regarding water conservation and consumption issues.
2. Maintain a working relationship with the El Toro Water District and the Orange County Fire Authority.
3. Stay informed on actions planned or taken by the El Toro Water District and other water management corporations who maintain control of water assets used by Third. These actions include but are not limited to resource allocations, cost fluctuations, facility infrastructure located on Third property, and improvements projected by El Toro Water District.
4. Establish an ongoing Water Education Program for the residents of Third. Develop appropriate public relations programs and policies that educate, promote and project a positive image of the water usage of Third to its residents.
5. Maintain a working knowledge of legislation that could possibly impact the water resources used by TLHM. Inform the Board of impending and proposed legislation by the State of California.
6. Make recommendations to the Third Landscape Committee, other Third Committees including the Communications Committee, or to the Third Board of Directors on matters related to conservation best practices and other areas of responsibility in this charter.
7. 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 this resolution as written.

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Financial Report

As of May 31, 2019



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$13,428
Non-assessment Revenue	\$1,034
Total Revenue	\$14,462
Total Expense	\$12,212
Net Revenue/(Expense)	\$2,250

1

Financial Report

As of May 31, 2019



INCOME STATEMENT OPERATING FUND w/o Depreciation (in Thousands)	ACTUAL
Assessment Revenue	\$7,820
Non-assessment Revenue	\$775
Total Revenue	\$8,595
Total Expense	\$8,076
Operating Surplus	\$519

2

Financial Report

As of May 31, 2019

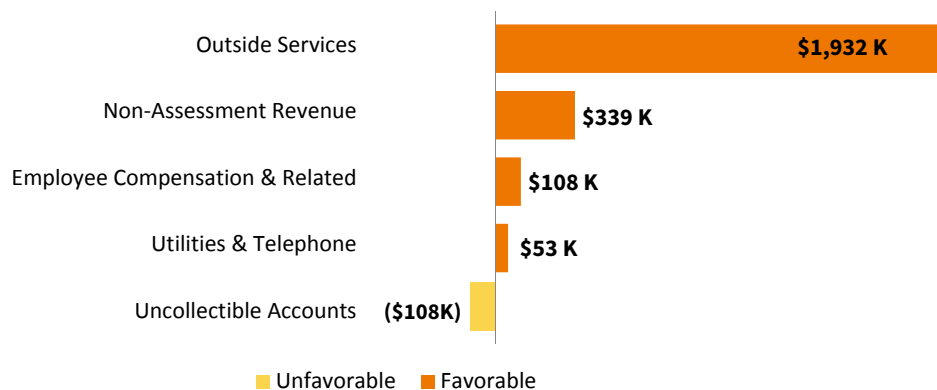


INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE
Assessment Revenue	\$13,428	\$13,428	\$0
Non-assessment Revenue	\$1,034	\$695	\$339
Total Revenue	\$14,462	\$14,123	\$339
Total Expense	\$12,212	\$14,258	\$2,046
Net Revenue/(Expense)	\$2,250	(\$135)	\$2,385

3

Financial Report

As of May 31, 2019



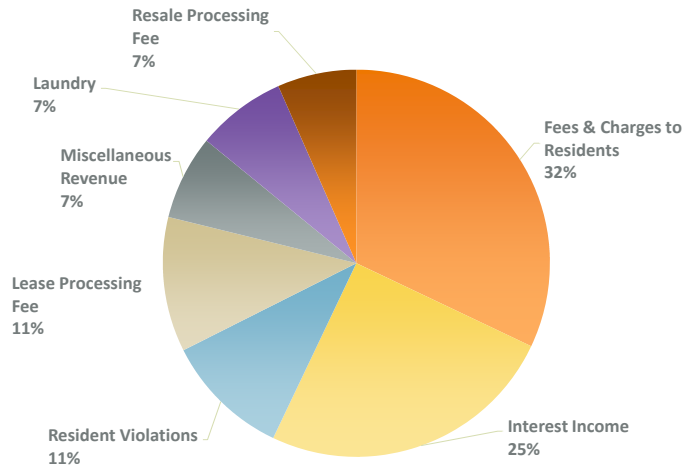
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Financial Report

As of May 31, 2019



Total Non Assessment Revenues \$1,034,342



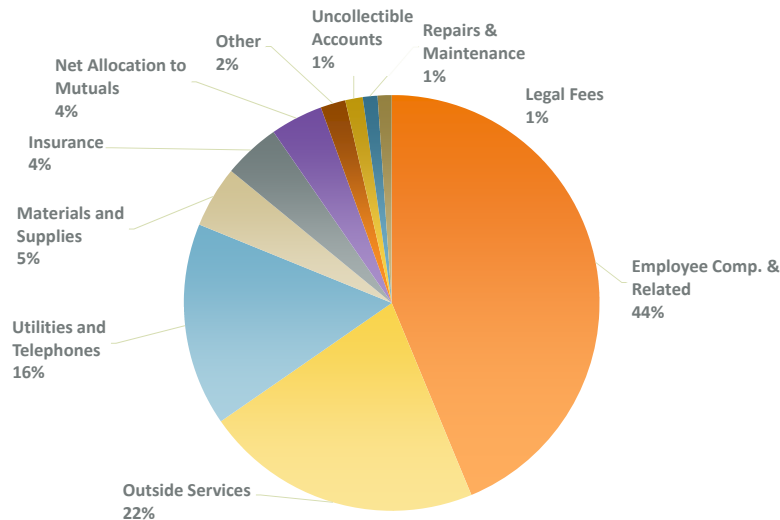
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Financial Report

As of May 31, 2019



Total Expenses \$12,212,203



6

Financial Report

As of May 31, 2019



NON OPERATING FUND BALANCES (in Thousands)	ACTUAL
BEGINNING BALANCES: 1/1/19	\$29,261
Contributions & Interest	5,867
Expenditures	(4,077)
Current Balances: 5/31/19	\$31,051

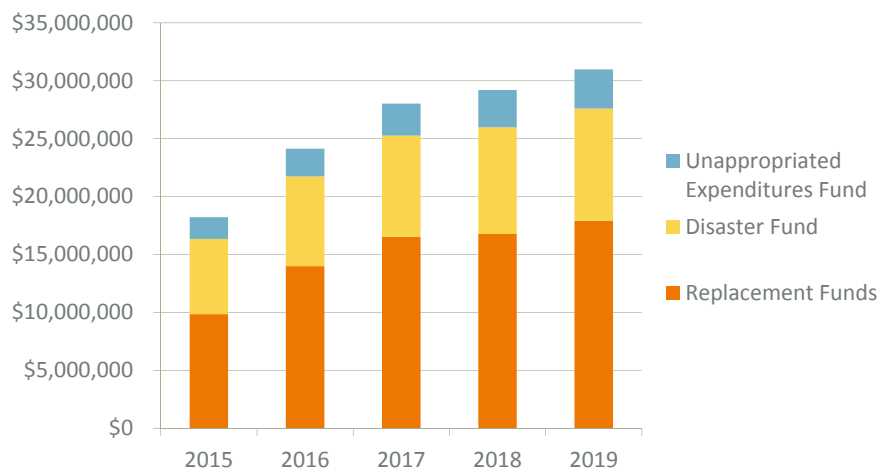
7

Financial Report

As of May 31, 2019



FUND BALANCES – Third Mutual



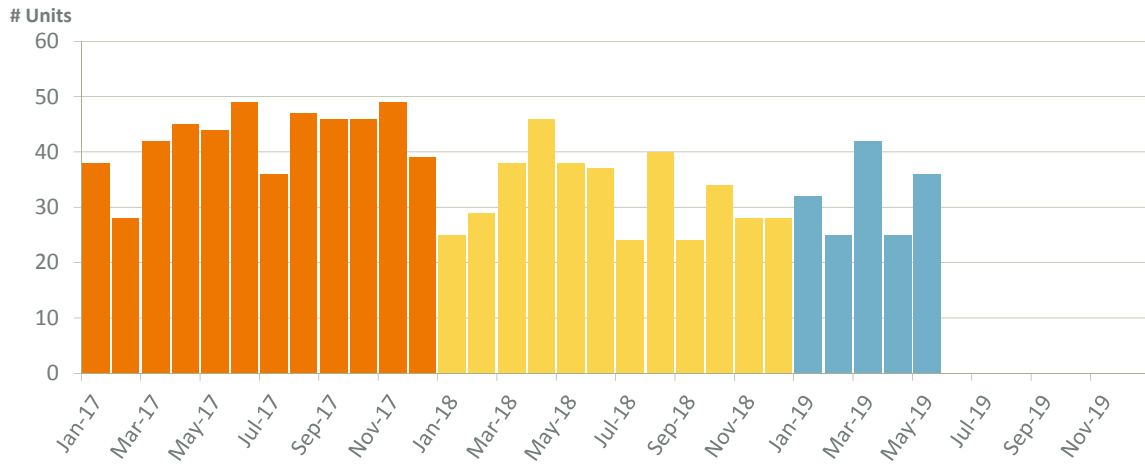
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Financial Report

As of May 31, 2019



RESALE HISTORY – Third Mutual



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Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
5/31/2019
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	ANNUAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$1,564	\$1,564		\$7,820	\$7,819		\$7,866	\$18,767
2	Additions to restricted funds	1,122	1,122		5,608	5,608		5,481	13,460
3	Total assessments	<u>2,686</u>	<u>2,686</u>		<u>13,428</u>	<u>13,428</u>		<u>13,347</u>	<u>32,227</u>
Non-assessment revenues:									
4	Fees and charges for services to residents	69	40	29	332	199	132	247	478
5	Laundry	22	18	4	77	92	(14)	57	220
6	Interest income	58	31	27	259	154	105	184	369
7	Miscellaneous	69	50	19	367	250	116	273	601
8	Total non-assessment revenue	<u>217</u>	<u>139</u>	<u>78</u>	<u>1,034</u>	<u>695</u>	<u>339</u>	<u>761</u>	<u>1,668</u>
9	Total revenue	<u>2,903</u>	<u>2,825</u>	<u>78</u>	<u>14,462</u>	<u>14,123</u>	<u>339</u>	<u>14,107</u>	<u>33,895</u>
Expenses:									
10	Employee compensation and related	1,116	1,105	(11)	5,342	5,450	108	5,493	13,088
11	Materials and supplies	122	129	7	585	647	62	548	1,554
12	Utilities and telephone	532	455	(76)	1,929	1,982	53	2,222	5,299
13	Legal fees	26	18	(7)	133	92	(42)	64	220
14	Professional fees	31	11	(21)	74	100	27	50	185
15	Equipment rental	1	3	2	13	17	4	5	40
16	Outside services	1,069	914	(155)	2,639	4,572	1,932	2,080	10,972
17	Repairs and maintenance	31	28	(2)	141	140		129	345
18	Other Operating Expense	11	15	4	61	77	16	63	181
19	Insurance	111	109	(2)	541	547	6	547	1,313
20	Investment expense	11		(11)	23	12	(11)	21	12
21	Uncollectible Accounts	(11)	12	23	165	58	(108)	49	138
22	(Gain)/loss on sale or trade				7	7			7
23	Depreciation and amortization	12	12		60	60		61	143
24	Net allocation to mutuals	116	100	(16)	500	498	(2)	508	1,205
25	Total expenses	<u>3,177</u>	<u>2,911</u>	<u>(266)</u>	<u>12,212</u>	<u>14,258</u>	<u>2,046</u>	<u>11,839</u>	<u>34,702</u>
26	Excess of revenues over expenses	<u>(\$274)</u>	<u>(\$86)</u>	<u>(\$188)</u>	<u>\$2,250</u>	<u>(\$135)</u>	<u>\$2,385</u>	<u>\$2,268</u>	<u>(\$808)</u>

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Statement of Revenues & Expenses – Preliminary

SUMMARY

For the year-to-date period ending May 31, 2019, Third Mutual is better than budget by \$2.4 million, of which \$2.0 million is due to timing of reserve programs performed by outside contractors. The remaining \$400K is attributed to more revenues recorded for chargeable services, interest, and violations.

REVENUES

Non Assessment Revenue – \$339K [Line 8](#)

More revenue received from chargeable services, primarily for water heater replacement which is an expanded service, and higher reserve balances invested yielded more interest income. Further, higher Resident Violations reported; revenue is recorded when billed and may be in various stages of collection.

EXPENSES

Employee Compensation and Related – \$108K [Line 10](#)

This category is favorable primarily due to timing of tree work that is scheduled for Q3. Although open positions also contributed to a savings, some overages occurred in operations due to timing of work for concrete repairs, underground garages, and hours required for service requests.

Materials and Supplies – \$62K [Line 11](#)

Favorable variance due to timing of materials for certain reserve programs including Building Structures and Exterior Paint.

Utilities and Telephone – \$53K [Line 12](#)

Favorable variance resulted from less water usage for irrigation due to rainfall. In electricity, although the YTD figures show an unfavorable variance due to accruals, the amounts billed by SCE were slightly lower than the budget for the reporting period.

Outside Services – \$1,932K [Line 16](#)

Favorable variance is due to timing:

- **Building Structures Replacement – \$436K**
2018 Dry Rot work was completed in April 2019. Staff has conducted initial building assessments of Dry Rot repair work for 2019. The scope of work has been determined. 10 building which includes 57 balconies have been selected for the 2019 program. Repair work is set to begin in June. Favorable variance was furthered by late start of parapet and stucco repairs programs, which began in April; invoices are expected in late Q2.
- **Landscape Modernization – \$404K**
Timing; Landscape Programs are scheduled to begin later this year with the earliest starting in July 2019; the budget was spread evenly throughout the year.



Statement of Revenues & Expenses – Preliminary

- **Exterior Lighting – \$318K**

Siemens installed three sets of LED fixtures for the pilot program along Avenida Sosiega. At the May 6, M&C Meeting the Committee directed staff to procure additional fixture selections and pricing for consideration; will review proposed pilot locations and provide further direction.

- **Paving – \$298K**

Timing; 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 – \$241K**

Timing; work is in progress. Variance is expected to decrease throughout the year as work is completed. The scope of work for 2019 includes 6 buildings.

Uncollectible Accounts – (\$108K) [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.

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

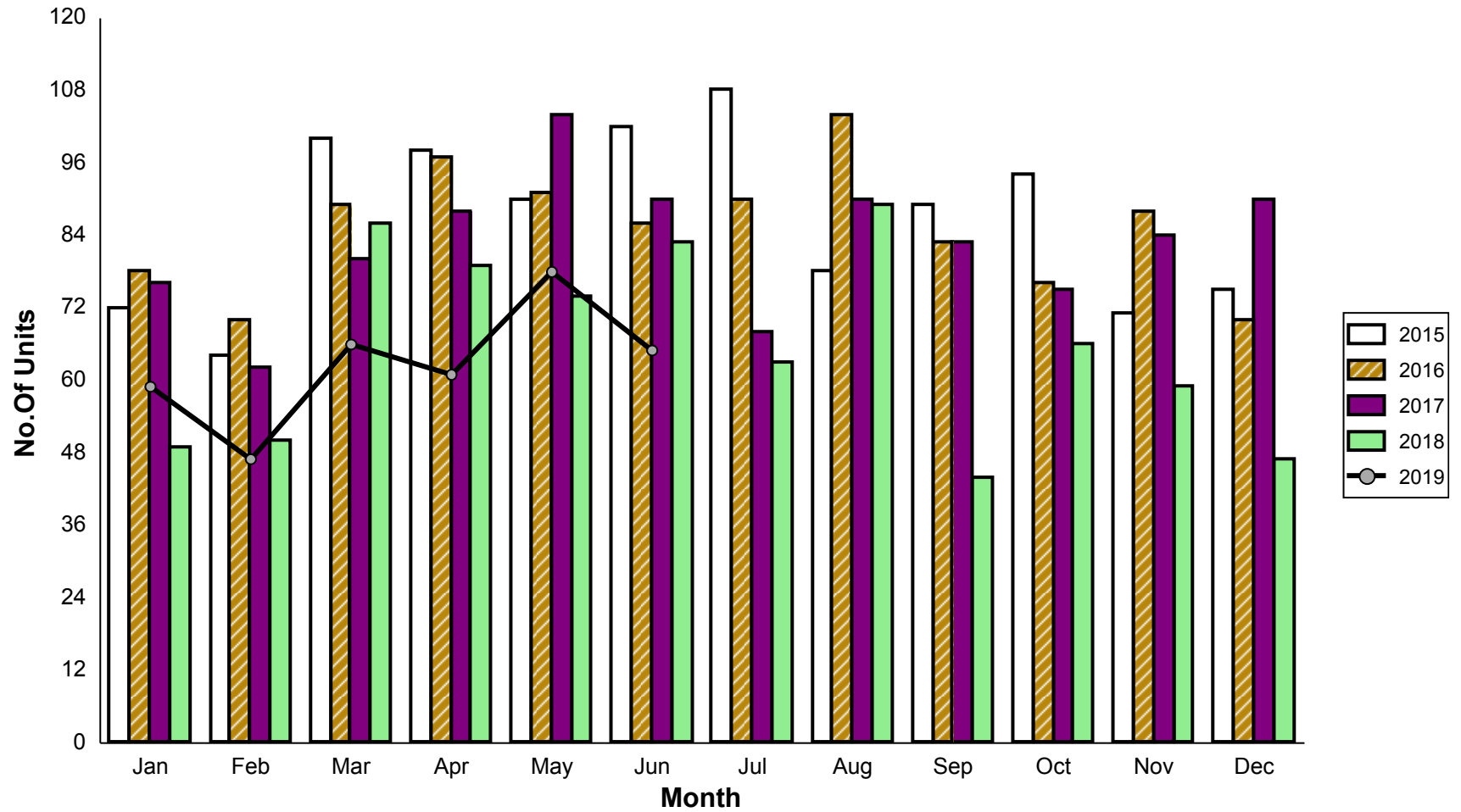
REPORT PERIOD

June, 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	78	74	\$23,941,536	\$24,187,990	\$310,929	\$350,551
June	65	83	\$20,587,790	\$28,002,538	\$316,735	\$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	376.00	421.00	\$120,609,889	\$141,432,235		
MON AVG	62.00	70.00	\$20,101,648	\$23,572,039	\$324,142	\$355,861

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

Third

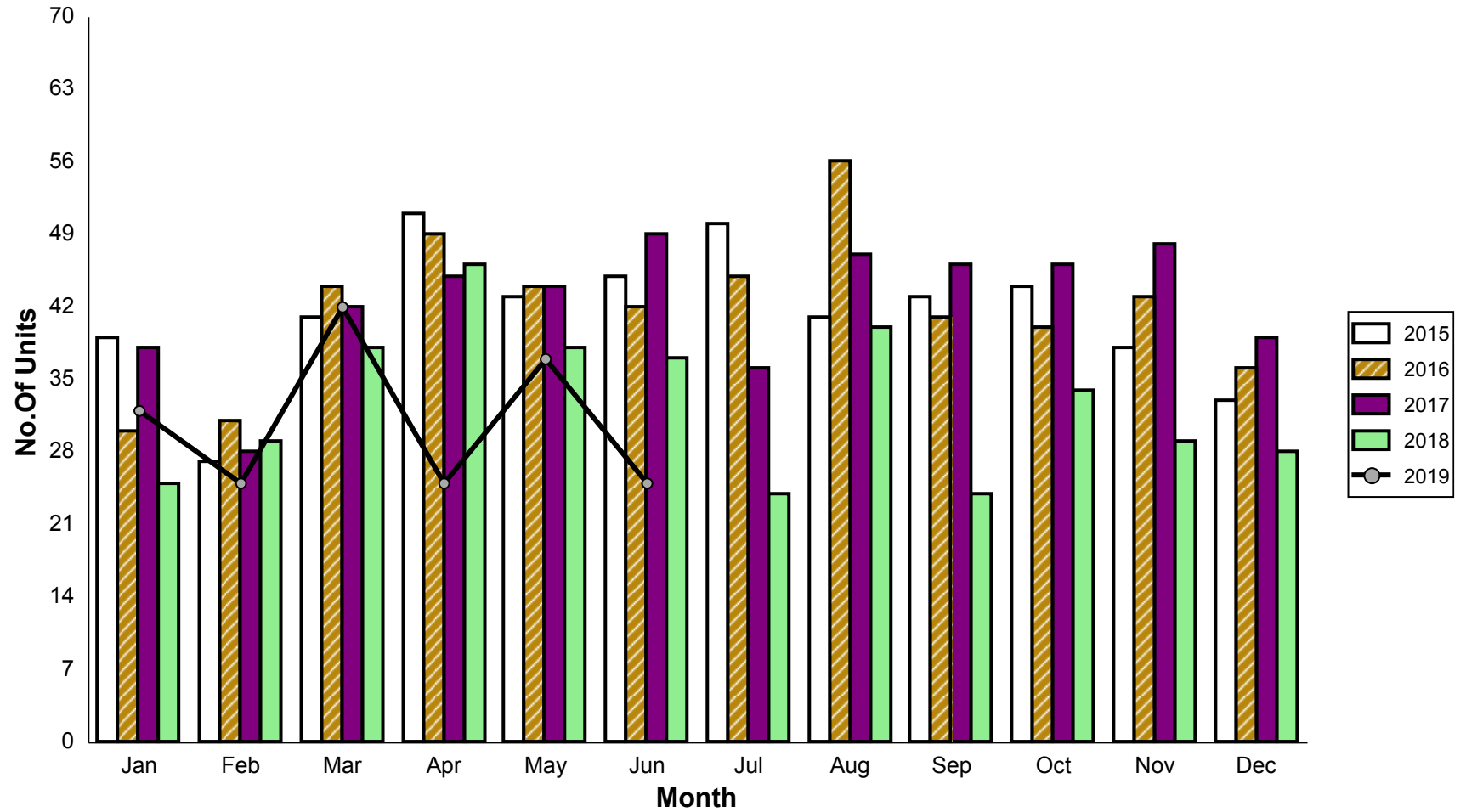
June, 2019

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	25	\$12,482,100	\$8,807,150	\$390,066	\$352,286
February	25	29	\$10,208,000	\$12,600,892	\$408,320	\$434,514
March	42	38	\$16,639,712	\$16,909,199	\$396,184	\$444,979
April	25	46	\$10,435,500	\$18,869,626	\$417,420	\$410,209
May	37	38	\$16,273,033	\$15,452,990	\$439,812	\$406,658
June	25	37	\$10,290,000	\$16,981,138	\$411,600	\$458,950
July		* 24		* \$9,892,800		* \$412,200
August		* 40		* \$17,327,000		* \$433,175
September		* 24		* \$12,552,692		* \$523,029
October		* 34		* \$14,146,300		* \$416,068
November		* 29		* \$10,947,500		* \$377,500
December		* 28		* \$13,693,599		* \$489,057
TOTAL	186.00	213.00	\$76,328,345	\$89,620,995		
MON AVG	31.00	35.00	\$12,721,391	\$14,936,833	\$410,567	\$417,933
% CHANGE - YTD	-12.7%		-14.8%		-1.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
06/14/2019	968-C	3	\$380,000	Casa Contenta	Laguna Premier Realty, Inc	Pacific Sotheby's International	Granite Escrow
06/20/2019	2119-B	3	\$170,000	Coronado	Surterre Properties, Inc.	Realty One Group	Granite Escrow
06/17/2019	2134-B	3	\$223,000	Casa Contenta	Keller Williams Real Estate	Realty One Group	Granite Escrow
06/03/2019	2231-B	3	\$215,000	Casa Linda	Keller Williams Real Estate	Realty Quest	Granite Escrow
06/28/2019	2263-D	3	\$420,000	Valencia	Legacy 15 Real Estate	David Welp	Platinum One
06/25/2019	2295-B	3	\$310,000	Contenta Royale	Mark Carlson, Broker	The Wilson Group	Corner Escrow Inc.
06/26/2019	2300-D	3	\$300,000	Casa Contenta	Realty One Group	Realty One Group	Generations Escrow
06/10/2019	2401-2H	3	\$330,000	Villa Capri	Century 21 Rainbow	Realty One Group	Granite Escrow
06/05/2019	3029-N	3	\$270,000	Casa Del Mar	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
06/17/2019	3243-3D	3	\$570,000	Villa Puerta	Laguna Premier Realty, Inc	Coldwell Banker	Pacific Closing Services
06/21/2019	3253-N	3	\$510,000	Casa Vista	HomeSmart Evergreen	Compass	Escrow Options Group
06/19/2019	3275-P	3	\$464,000	Casa Vista	David Langdon	Laguna Premier Realty, Inc	Corner Escrow Inc.
06/28/2019	3335-2B	3	\$260,000	Sierra	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
06/12/2019	3338-3F	3	\$230,000	Aragon	Village Real Estate	Village Real Estate	Granite Escrow
06/28/2019	3365-3G	3	\$405,000	Sierra	Keller Williams OC Coastal Realty	Uniti Realty	O C Coastal Escrow
06/28/2019	3397-A	3	\$365,000	Catalina	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
06/18/2019	3421-3B	3	\$230,000	Casa Dorado	Bonterre Realty Group	Laguna Premier Realty, Inc	Granite Escrow
06/24/2019	3448-A	3	\$610,000	Malaga	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Pacific Closing Services
06/07/2019	5057	3	\$857,000	Villa Serena	Redfin	Longwise Group	Escrow Experts
06/24/2019	5245	3	\$850,000	Villa Paraisa	Keller Williams Real Estate	Evergreen Realty	The Escrow Source
06/28/2019	5271	3	\$725,000	Villa Serena	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
06/12/2019	5507-N	3	\$406,000	Casa Milano	Keller Williams Real Estate	Coldwell Banker	Granite Escrow

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
06/24/2019	5510-2F	3	\$310,000	El Mirador	BHHS California Properties	Century 21 Award	Generations Escrow
06/17/2019	5517-2C	3	\$380,000	El Mirador	HomeSmart Evergreen	Regency Real Estate	Escrow Options Group
06/21/2019	5518-3A	3	\$500,000	El Mirador	Regency Real Estate	Regency Real Estate	Corner Escrow Inc.

Number of Resales: 25

Total Resale Price: \$10,290,000

Average Resale Price: \$411,600

Median Resale Price: \$380,000

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
Third

June

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	37	38	44	44	\$16,273,033	\$15,452,990	\$18,157,951	\$13,703,900	\$439,812	\$406,658	\$412,681	\$311,452
6	June	25	37	49	42	\$10,290,000	\$16,981,138	\$21,011,450	\$12,838,300	\$411,600	\$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		186	213	246	240	\$76,328,345	\$89,620,995	\$97,602,913	\$81,138,939				
MON AVG		31.0	35.5	41.0	40.0	\$12,721,391	\$14,936,833	\$16,267,152	\$13,523,157	\$410,567	\$417,933	\$392,821	\$339,522
% CHANGE-YTD		-12.7%	-13.4%	2.5%	-2.4%	-14.8%	-8.2%	20.3%	3.3%	-1.8%	6.4%	15.7%	6.6%

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

Percent calculation only includes YTD figures in black.



MONTHLY LEASING REPORT

Report Period:
June-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	14	27	356	1291	1688	1662	72	66	107	3
July						1673				
August						1678				
September						1667				
October						1690				
November						1705				
December						1712				
Monthly Average	13.0	27.0	369.0	1278.8	1687.8	June 1641.8	74.0	62.7	126.0	2.7
Percentage Leased	1688 / 6102 = 28%									



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, July 2, 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, Lynn Jarrett, Advisors: Wei-Ming Tao, Michael Cunningham, John Hess

MEMBERS ABSENT: Bunny Carpenter, Cush Bhada, John Frankel, Annie McCary, Reza Karimi

STAFF PRESENT: Betty Parker, 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 with the following additions:

- Reclassification of Landscape Modernization Expenditures
- Fund Expenditures Report from the Maintenance and Construction Committee

Approval of Meeting Report for June 4, 2019

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

Chair Remarks

Director Pearlstone thanked Betty Parker and Director diLorenzo for helping him get up to speed as the new Third Treasurer and noted that year-end projections were reviewed at the recent M&C Committee meeting.

Department Head Update

Betty Parker, Chief Financial Officer, presented a department head update report highlighting key financial performance data and information requests.

Preliminary Financial Statements dated May 31, 2019

The Committee reviewed financials and questions were addressed. The Committee requested the following information: reconciliation of legal fees, treatment of violation billings, and variance details for overtime, outside services, and water lines in M&C department.

Finance Committee Charter

The Committee reviewed the Finance Charter and by consensus recommended the Board approve the following revisions:

- A new paragraph to explain the Committee's current practice of reviewing a monthly delinquency report and direct collection activity for unpaid assessments, fines, fees, and chargeable services.
- Consolidation of two existing paragraphs relating to audits.
- A new responsibility for the Committee to confer on developments and key financial data pertaining to GRF financial operations.

2020 Fee Review

The Committee reviewed the 2020 Fee Schedule for Third Laguna Hills Mutual.

By consensus, the Committee recommended a revision to the Vacant Manor Inspection Policy resolution, to include a reference to the \$100.00 inspection fee and to include this item on the Fee Schedule.

The Committee requested that policy resolution numbers be added to the Fee Schedule for reference.

Solar System Update

The Committee reviewed the second year of energy production for all of its solar systems (handout) and noted that ongoing updates will be provided quarterly.

Supplemental Appropriation for Cul-de-Sac Sign Installation

A motion was made and unanimously carried to recommend the Board approve supplemental funding of \$23,000 from the Replacement Fund to fabricate and install an additional 77 new cul-de-sac signs in the 2019 fiscal year.

Future Agenda Items

Legal Expenditure Analysis
Quarterly Solar System Update

Committee Member Comments

Director Jarrett requested a copy of the operating statement detail report.

Date of Next Meeting

Tuesday, August 6, 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



OPEN MEETING

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

**Monday, June 24, 2019 – 9:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair Steve Parsons, Reza Karimi, Roy Bruninghaus, Lynn Jarrett

COMMITTEE MEMBERS ABSENT: John Frankel

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Mike Butler, Mike Plean

STAFF PRESENT: Brett Crane, Alisa Rocha, Gavin Fogg

1. Call to Order

Chair Parsons called the meeting to order at 9:31am.

2. Acknowledgement of Media

No media present.

3. Approval of May 28, 2019 Report

Director Bruninghaus moved to accept the agenda. Director Jarrett seconded. The committee had no objection.

4. Approval of the Agenda

Director Bruninghaus moved to accept the agenda. Advisor Butler seconded. The committee had no objection.

5. Committee Chair Remarks

Chair Parsons mentioned the last minutes changes that were made to Standard 38: Patio Enclosures. See Agenda #9.

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

No member comments.

7. Department Head Update

Mr. Crane mentioned that staff will continue to revise standards until all are complete. Approximately 5-6 standards remaining.

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. 5479-C (Casa Rosa, RP103A/P46) – Replace Existing Window and Sliding Glass Door with French Door

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

Standards Discussion Items:

9. Review Standard 38: Patio Enclosures

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

The committee proposed the following additional changes to this Standard and asked Staff to send to the Board for approval.

Delete the last sentence from §2.1 and make it §2.2.

Modify §2.3 to mention stooping or no concrete landings are permitted.

Add the wording 'at the discretion of the Alteration Office' to §5.2.

10. Review Standard 22: Patio and Balcony Covers; Aluminum and Vinyl

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

The committee proposed the following additional changes to this Standard and asked Staff to send to the Board for approval.

Remove the wording '8 foot tall' in §3.3. Mr. Crane will look into this section to get clarification with Staff.

Change 'state' to 'State of California' in §3.9.

Remove the word 'planters' in §3.12

Remove the wording 'for which a manor above exists' in §4.1.

Reports

11. Status of Mutual Consents

Mr. Fogg reviewed this report with the committee.

The committee proposed including additional information pertaining to the number of old/open consents.

Future Agenda Items:

New building material information (on-going)

Specialized training for Staff regarding new building material

Concluding Business:

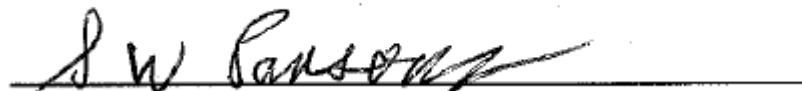
12. Committee Member Comments

No Committee Member comments.

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

Ms. Rocha to look into possible room change for future Committee Meetings.

14. Adjourned at 10:33 am

A handwritten signature in black ink, 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

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

Monday, July 1, 2019 – 1:00 PM

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

MEMBERS PRESENT: Rosemarie di Lorenzo (for Cush Bhada) – Acting Chair, Bunny Carpenter, Steve Parsons, Roy Bruninghaus (for John Frankel), Jon Pearlstone, and Advisor: Steve Leonard

MEMBERS ABSENT: Cush Bhada, John Frankel

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Acting Chair di Lorenzo called the meeting to order at 1:02 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

The media was not present. A representative from Marketing & Communications was present.

3. Approval of the Agenda

Items 8, 9 and 10 were pulled from Consent for discussion; Mailroom Floors was added as item 10b; Garden Villa Breezeway Recessed Areas was added as 10c; Non-emergency Chargeable Maintenance Services was added as 10d; and a request for a supplemental appropriation for the CDS sign installation project was added to the agenda as Item 12.

The agenda was approved as amended.

4. Approval of Meeting Report for May 6, 2019

The meeting report from May 6, 2019 was approved as written.

5. Chair's Remarks

Acting Chair di Lorenzo remarked that Director Bhada is out of town and she will be Acting Chair while he is away. In addition, she spoke about the upcoming budget meetings and her service next year as an advisor to this Committee.

6. Member Comments (Items Not on the Agenda)

- Craig Wayne (4024-B) commented on the slab cracks on his back patio.
- Stuart Hack (2393-3D) commented on directories in LH-21 buildings, mailroom flooring and his concerns about lower HOA dues equaling lower maintenance standards. Acting Chair di Lorenzo addressed Mr. Hack's concerns and provided him with the correct information.
- Merle Entner (3072-A) commented on removal of dryers in L308 and heat selection options.

Staff Officer Ernesto Munoz and various Committee members replied to the Member Comments.

By consensus staff will follow up with each member and resolve all concerns, where possible.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on the upcoming second street light LED fixture conversion project. The presentation by Siemens will take place on July 18, 2019 at 9:00am in the Board room. Staff will coordinate with Marketing to advertise this open meeting and with Information Technology so the meeting can be recorded.

Consent:

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

Items 8, 9 and 10 were pulled from the Consent Calendar for discussion.

Items for Discussion:

8. Programs Report

Director Parsons commented on the information provided in the Programs Report.

9. Maintenance Expenditures and Variance Explanations

Replacement Fund:

- Director Parsons commented on Gutters; Mailboxes; Wall Replacements; and the Exterior Paint Program.
- Director Pearlstone commented on Mailboxes.

Operating Fund:

- Director Pearlstone commented on the annual budget number for Concrete Repair/Replacement; and increases for OT & Temp Help.
- Acting Chair di Lorenzo commented on the overall operating budget; plumbing services; carpentry; and appliance repair.

Staff Officer Ernesto Munoz replied to the Committee member comments.

10a. Project Log

Director Carpenter asked about the CDS sign installation project.

Director Parsons asked about Building Structures budget.

Acting Chair di Lorenzo commented on plumbing work happening outside of Building 4015.

10b. Mailroom Floors

Acting Chair di Lorenzo asked about the condition of mailroom floor and if there is a plan to replace the ceramic tile flooring.

Discussion ensued regarding mailroom and elevator tile flooring inspections; and alternate flooring materials.

By consensus, staff was directed to inspect all mailroom and elevator floors. Staff will bring a report to the September M&C and provide options for the Committee to consider on any recommended flooring replacements.

10c. GV Breezeway Recessed Areas

Acting Chair di Lorenzo commented on the budget for GV Breezeway Recessed Area.

10d. Non-Emergency Chargeable Services

Acting Chair di Lorenzo commented on the status of the chargeable services.

Discussion ensued regarding use of chargeable services; staffing resources; possible services to be removed; revised estimated costs; and carport condensation panels.

Staff will bring a report to the September M&C for the Committee to review which will include any recommended changes for 2020.

Reports:

11. Revisions to the Exterior Paint Color Palette

Maintenance Operations Manager Velny Soren summarized the report and answered questions from the Committee.

Discussion ensued regarding color placement; contrasting door color options; cool toned colors such as greens as a body color; paint color renderings; wrought iron paint colors; and paint color options for 3-story buildings.

The current Exterior Paint Color Palette includes ten color groups for single-story and two-story buildings, and three color groups for three-story buildings.

At the May 6, 2019 Maintenance and Construction Committee meeting, staff was directed to work with a design consultant to produce a new Exterior Paint Color Palette for single-, two-story, and three-story buildings.

Single and two-story residential buildings are currently trending with timeless body colors such as off-whites and light beiges that incorporate a darker trim. Alternatively, these trending paint colors are often reversed with darker body colors and lighter accent and trim colors. These paint color schemes work well with shades of blues, greens, and russets incorporated as options for entry doors or accent colors. Ten new paint color palette options have been proposed by the Mutual's design consultant for single and two-story buildings.

The warm-toned color options feature natural and inviting shades, designed to evoke feelings of warmth and maximize a resort-like curb appeal popular throughout the Southern California region. The cool-toned color options feature combinations that bring forth a stately and classic appearance, with cool neutrals pairing well with the natural architectural and landscape designs already featured throughout the Village.

To maintain the operational and logistical efficiencies of the current program, staff recommends implementing the Revised Exterior Paint Color Palette in the first cul-de-sac to be painted on the Mutual's 2020 Exterior Paint Program scope and all future executions of the Mutual's Exterior Paint Program.

A motion was made and unanimously approved to recommend the Board approve a revision to the Exterior Paint Color Palette, to be implemented during the 2020 Paint Program Cycle. Additionally, staff was directed to change the door color for Option 7 from Dark Granite to a contrasting red color.

12. Supplemental Appropriation for Cul-de-sac Sign Installation

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

There are approximately 250 existing cul-de-sac signs in Third Mutual. The planned scope of work in the current year is funded from the 2019 Reserves Plan – Building Numbers in the amount of \$33,970 to fabricate and install 122 new cul-de-sac signs.

At the May 29, 2019, Special Meeting of the Third Mutual M&C Committee, staff was directed to bring a report back to the July M&C Committee meeting recommending a supplemental appropriation for the cost to complete all cul-de-sac sign installations in 2019.

A motion was made and unanimously carried to recommend the Board approve a supplemental appropriation in the amount of \$23,000, from the Replacement Reserves Fund to fabricate and install an additional 77 new cul-de-sac signs in 2019 which will complete the implementation of the new cul-de-sac address signage project.

Items for Future Agendas:

- Carport Condensation Panels as a Chargeable Service (September 2019)
- Mailroom Flooring (September 2019)
- Bulky Item Pick Up Solutions (September 2019)

Concluding Business:

Committee Member Comments

- Director Carpenter commented on the additional information provided in the project log.
- Director Parsons commented on the proposed 2020 exterior paint colors.

Date of Next Meeting – September 9, 2019

Adjournment – The meeting was adjourned at 2:41 PM.

DRAFT

Rosemarie di Lorenzo, Acting Chair

DRAFT

Bunny Carpenter, Co-Chair

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OPEN MEETING

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

**Monday, July 8, 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, Anne McCary, Reza Karimi

COMMITTEE MEMBERS ABSENT: Cush Bhada

OTHERS PRESENT: John Frankel

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 Pearlstone seconded. The motion passed with a unanimous vote.

4. Approval of June 6, 2019 Report

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

5. Committee Chair Remarks

Chair Jarrett reported that the committee has been working on the Landscape Manual with Mr. Wiemann. There will be new additions to the current manual.

Many people are growing vines onto areas where they shouldn't be and that can be a problem when painting needs to be done. There are many pots sitting out on Bahia Blanca, for example.

This Friday at 1 p.m., there will be a presentation in the Board Room about the landscape modernization project at Gate 14. There will be a 63 percent rebate on this project. We need more drought tolerant plants in the community.

Director Pearlstone remarked that next month he will have a lot more information regarding the budget. Hats off to Mr. Wiemann about a challenging budget. Be aware of competing needs for budget money. Landscaping is trying to manage costs yet offer many services. Please give Mr. Wiemann time to see his improvements. Tree trimming is in next year's budget and landscape modernization is also in the budget.

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

McGill (2390-2C) Outside of building are two large pots watered with water lines but one of them has become disconnected. He was told Landscape will repair and will be watering those plants.

Bob Hatch (5064) Gate 11 residents are not happy with the landscaping. He read a statement he wrote. Pat Wilkinson has photos of problems and how it used to look. He would like committee to take a tour of the area. Committee agreed.

Wilkinson (5274) – Expressed some concerns about Gate 11 landscaping.

Lazar (5520) She thanked Mr. Wiemann for work that has been done. Is there a plan to add more people to landscaping crew? Are they going to bring down the height of some of the trees? Shepherds crooks; 5219 is concerned about lack of privacy because they removed three feet of wall height and ivy was removed to put in the shepherds crooks.

Gibson (5289) She has been a Gate 11 Disaster Coordinator for many years. People only want to speak to her about landscaping problems which prevents them from being concerned about being prepared for a disaster.

7. Response to Member Comments

Mr. Wiemann responded:

Staff is down with Gate 10 and Gate 11 crews and he is trying to fill those positions.

Nothing has changed in the GV methodology. Next week, the Landscape Lead men will be in a white shirt or a blue shirt. They are the people to speak to when you have a landscaping question.

The CEO, Jeff Parker, is aware of the Gate 11 issues.

Staff is working with bare areas around the boxes. New edgers have been purchased so we can edge better and faster. Staff is being retrained to only spray edges that need it. They are also working on bare spots. He knows back yards are an issue. Let him know if Staff leaves an area and they haven't done a good job. He is aware of the lost privacy issue.

We are reducing the size of all trees by 25% as we trim them.

Chair Jarrett said the committee will make a tour of Gate 11. The Committee will meet about Bob Hatch's letter.

8. Department Head Update

Mr. Wiemann made a PowerPoint presentation regarding the number of landscaping tickets Staff receives and the new process in place for Staff to more efficiently handle the requests.

Consent Calendar:

None.

Reports:

9. Project Log

Mr. Wiemann reviewed the Project Log with the committee.

10. Tree Work Status Report

Mr. Wiemann reviewed this report with the committee.

Items for Discussion and Consideration:

11. Tree Removal Request: 3100-A-Via Serena – Shamel Ash tree

Director Pearlstone made a motion to accept Staff's recommendation to approve the request for removal. Director McCary seconded. This was approved by consensus.

12. Off Schedule Trimming Request: 3250-O- Six Peppermint trees

Director McCary made a motion to accept Staff's recommendation to deny the request for off schedule trimming. Director Pearlstone seconded. This was approved by consensus.

13. Landscape Revision Request: 5587-A & 5586-B

Mr. Wiemann reported he will apply for a rebate on behalf of these Members.

Ms. Phelps reported there is a tree that may need to be removed before the work is done.

Director Karimi made a motion to accept Staff's recommendation to accept this request for the landscaping revision. Director Pearlstone seconded. This was approved by consensus.

Items for Future Agendas:

Updates on progress of the fire fuel reduction plan.

Concluding Business

14. Committee Member Comments

Director Karimi recommended keeping a database of any landscape modernization plans that are approved and to share this information with the community. He said changing the culture of the landscape staff to quality vs. quantity will change the perception of the department and landscaping will be done right the first time.

Director McCary thanked Director Pearlstone for his budget update.

Director Pearlstone is optimistic about the landscaping budget and what is being done with the money.

Chair Jarrett thanked Mr. Wiemann for doing a good job. She is also frustrated that it is difficult right now to find people to hire for open positions. She thanked everyone for coming.

15. Date of Next Meeting – August 1, 2019

16. Adjournment at 10:34 a.m.



Lynn Jarrett, Chair

Kurt Wiemann, Staff Officer

Eve Morton – 268-2565



OPEN MEETING

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

Wednesday, June 12, 2019 – 2:00 p.m.

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

MEMBERS PRESENT: Roy Bruninghaus, Chair, Steve Parsons, Rosemarie diLorenzo and Reza Karimi

MEMBERS ABSENT: Bunny Carpenter

ADVISORS PRESENT: Stuart Hack

ADVISORS ABSENT: Cindy Baker

STAFF PRESENT: Tim Moy, Pamela Bashline, Blessilda Wright, Susan McInerney, Francis Gomez, and Christine Spahr

CALL TO ORDER

Roy Bruninghaus, Chair, called the meeting to order at 2:01 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

Director Parsons made a motion to approve the agenda as presented. Director Karimi seconded the motion.

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Parsons made a motion to approve the March 11, 2019 meeting report as presented. Director diLorenzo seconded the motion.

By unanimous vote the motion carried.

CHAIRMAN'S REMARKS

Chair Bruninghaus welcomed everyone in the room and thanked them for attending the meeting.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Expired Lease – 15 Day Letter

Pamela Bashline, Community Services Manager, presented a report on the success of the Expired Lease – 15 Day Letter. The Task Force members commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Revised Lease Policy

Ms. Bashline presented the revised Lease Policy. Ms. Bashline explained that the revisions prohibited lease amendments during the term of the lease and added a three-month suspension of the right to lease after the lease term expires for Members who are in violation of the policy. The Task Force members commented and asked questions.

Director diLorenzo made a motion to approve the amended Lease Policy. Director Karimi seconded the motion.

By unanimous vote, the motion failed.

Director diLorenzo made a motion to table the matter for the next meeting and directed Staff to make recommendations for exceptions to the Lease Authorization Amendment. Director Bruninghaus seconded the motion.

By unanimous vote, the motion carried

Co-Occupancy - Financial Support

Ms. Bashline presented the Co-Occupancy - Financial Support report and staff recommendations on establishing a special category of co-occupants. The Task Force members commented and asked questions.

By way of consensus, the Task Force authorized the Chair to create a work group to investigate the matter further.

Director diLorenzo and Ms. McInerney, left the meeting at 3:22 p.m.

Move In – Move Out Policy

Blessilda Wright, Compliance Supervisor, presented the current Move In – Move Out Policy. The Task Force members commented and asked questions.

Director Bruninghaus made a motion to amend the current Move In – Move Out time frame to 7:00 a.m. to 4:00 p.m. with move-in completed not later than 8:00 p.m. Director Parsons seconded the motion.

By unanimous vote, the motion carried.

Director Bruninghaus stated that he would add the recommendation from the Task Force to Third Board's next closed session meeting for full Board review.

Amnesty Program Proposal

Ms. Wright presented the Amnesty Program Proposal, as requested by the Board.

By way of consensus, the Task Force advised staff that the Amnesty Program would be a one-time occurrence and asked staff to develop a formal proposal to be considered by Third Board at the regular meeting in July.

Ms. Bashline and Christine Spahr, Resident Services Director, left the meeting at 3:28 p.m.

Traffic School Eligibility

Tim Moy, Chief of Security, presented a proposal to make changes to Traffic School Eligibility. The Task Force members commented and asked questions.

Director Parsons made a motion to approve the proposed changes to Traffic School Eligibility and to advise Residents that Traffic School can be taken voluntarily even without a Traffic Violation. Director Karimi seconded the motion.

By unanimous vote, the motion carried.

ITEMS FOR FUTURE AGENDAS

- Lease Policy Revisions
- Co-Occupancy Policy – Study Group Report

CONCLUDING BUSINESS

Task Force Member Comments

There were no Task Force Member Comments.

Date of Next Meeting

July 24, 2019 at 2:00 p.m. in the Board Room.

Adjournment

With no further business before the Task Force, the Chair adjourned the meeting at 3:38 p.m.


Roy Bruninghaus, Chair
Third Laguna Hills Mutual

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